

Minutes of the Bicester Town Council Finance Committee Meeting

A meeting of the **Bicester Town Council Finance Committee** was held on Tuesday 5th October 2021 at 19:00hrs at the Council Chambers Garth House, Launton Rd, Bicester, OX26 2PS

Present:

Cllr Alex Thrupp - Chairman
Cllr Dan Hallett
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Donna Ford – substituted
Cllr Nick Cotter
Cllr Les Sibley
Cllr Jason Slaymaker

In Attendance:

Phil Evans – Service Manager
Callum McMahon – Administration Officer

1. 235/2122 Apologies for Absence

RESOLVED that apologies be received from Cllr Webster, Cllr McLernon and Cllr Mawer (substituted for by Cllr Donna Ford).

2. 236/2122 Declarations of Interest

RESOLVED that Cllr Lynn Pratt declared an interest in Hummingbird and Cllr Dan Hallett declared an interest in 1st Bicester.

3. 237/2122 Minutes of Finance Committee

RESOLVED to confirm the minutes of the Finance Committee meeting **FIN02/2122** held on **Monday 26th July 2021**.

Cllr Les Sibley and Cllr Jason Slaymaker joined the meeting at this point.

4. 238/2122 Public Session

RESOLVED that the Committee received no representations.

5. 239/2122 Finance Report

RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 5**.

6. 240/2122 Bank Balances

RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Richard Mould to sign the bank reconciliation.

7. 241/2122 Payments

RESOLVED that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 26th July 2021.

Correction to Figures in Payment Report:

Due to a transposition error, the grant aid figures reported are not correct being misaligned to the names of the recipient. The amount paid to each organisation through the bank is correct and a correct list of figures is below.

1st Bicester Intrepid Scout Group	£750.00
1st Kingsmere Beavers *	£496.52
1st Southwold Scouts *	£500.00
ARCh - Assisted Reading for Children	£720.00
Bardwell School *	£500.00
Beauty and Bicester	£400.00
Bicester Athletic Club	£1,000.00
Bicester Good Neighbour Scheme	£1,000.00
Bicester Green	£500.00
Bicester Rugby Union Football Club Ltd	£1,000.00
Bicester Spiritualist Church	£408.00
Cherwell Theatre Company	£992.00
Clean Slate	£625.00
Cygnets preschool	£500.00
Glory Farm Primary School Parent Teacher Association	£1,000.00
Graven Hill community Ministry	£999.00
Home-Start Banbury, Bicester and Chipping Norton	£1,000.00
Life Education Wessex and Thames Valley	£500.00
Nai's House	£600.00
One Bicester	£1,000.00
Oxfordshire Association for the Blind	£500.00
Rainbow Bicester *	£500.00

8. 242/2122 Grant Payments

- 1) **RESOLVED** that the Committee **NOTED** the information on grant payments.
- 2) Committee **AGREED** to actively accept incoming grant applications using the remaining funds available and that any funds left over at year end be rolled into 22/23 to allow a greater Grant Aid scheme in the coming year.

Cllr Jason Slaymaker declared an interest in OneBicester.

9. 243/2122 External Audit

RESOLVED that the Committee **NOTED** the receipt of the external audit and **RECOMMENDED** it to Council for approval.

Committee also recognised and thanked officers for their efforts in achieving a clean audit.

10. 244/2122 Budget Summary

RESOLVED that Committee **NOTED** the summary financial information.

11. 245/2122 Direct Debit

- 1) **RESOLVED** that Committee **APPROVED** the instruction of a new Direct Debit.
- 2) **RESOLVED** that Committee **NOMINATED** Cllr Richard Mould and Cllr Lynn Pratt to sign the new Direct Debit form.

Committee **NOTED** the dwindling pool of Councillors on the bank mandate able to sign cheques and direct debit instructions and requested officers coordinate with the bank to address this.

12. 246/2122 Staff Reimbursements

RESOLVED that Committee **NOTED** the information on staff reimbursements.
Committee also thanked officers for their actions in order to maintain the Council's services.

13. 247/2122 Forward Plan

- RESOLVED** to:
- **ADD** Bank Signatories
 - **ADD** Finance Regulations

14. 248/2122 Date of Next Meeting: 29th November 2021 – 7pm

Close of Meeting: 19:31hrs