Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting
Ref: FIN06/2122
Monday 11th April 2022
at 19:30hrs
Council Chamber, Garth House, Launton Rd, OX26 6PS

Members:
Cllr Alex Thrupp – **Chairman**, Cllr Richard Mould – **Vice-Chairman**
Cllr Nick Cotter, Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Zoe Mclernon, Cllr Lynn Pratt, Cllr Les Sibley, Cllr Fraser Webster and Cllr Jason Slaymaker

Other Circulation, Substitute Members:
Cllr Harry Knight, Cllr James Metcalf, Cllr Dan Sames, Cllr Sandy Dallimore and Cllr Donna Ford

Other Circulation:
Cllr T Wallis (CDC), Cllr M Waine (OCC), Cllr L Wing (CDC) and Cllr C Miller (OCC)

BICESTER
TOWN COUNCIL

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30 March 2022

To all Members of the Finance Committee

You are hereby summoned to attend a meeting of the **Finance Committee** at **Council Chamber, Garth House, Launton Rd, OX26 6PS** on **Monday 11th April 2022** to commence at **19:30hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Finance Committee

(Pages 4 - 5)

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meeting: **FIN05/2122 – Tuesday 8th February 2022**

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Finance Report
(Pages 6 - 10)

As per Financial Regulation 4.8, committee is asked to review the attached Income, Expenditure and Variances Report to **Month 11**.

6. Bank Balances
(Page 11)

As per Financial Regulation 2.2, committee is asked to note the attached report detailing bank balances at end of February 2022 and nominate a Councillor to sign the bank reconciliation.

7. Payments
(Page 12)

As per Financial Regulation 5.2, committee is asked to approve the payment schedules since the last meeting on 8th February 2022.

8. Grant Aid
(Page 13)

Committee is asked to consider and **APPROVE** the applications for Grant Aid.

9. Aged Debt
(Page 14)

Committee is asked to consider the attached report and recommendation to **NOTE** the debt written off.

10. Refugee Fundraiser
(Pages 15 - 16)

Committee is asked to consider the attached report and recommendation to **NOTE** the information.

11. Financial Regulations

Committee is recommended to **NOTE** that Policy Committee 4th April was recommended to approve the latest version of the Financial Regulations. A summary of the main updates is below:

A) Removed title of Chief Officer & replaced with Town Clerk. Reflected split role of Town Clerk & Responsible Finance Officer.
B) Credit card authorisations made clearer.
C) Approved suppliers and de minimis clarification.
D) Other minor amendments and updates as per updated national regulations.

12. Approved Supplier List
(Page 17)

Committee is asked to consider the attached report and recommendation to **APPROVE** the supplier list to be tabled.

13. Forward Plan
(Page 18)

Committee is asked to **NOTE** the forward plan.

14. Date of Next Meeting

Tuesday 7th June 2022 at 19:00hrs.

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 8th February 2022** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Alex Thrupp (Chairman)
Cllr Richard Mould
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Lynn Pratt
Cllr Jason Slaymaker

In Attendance:
Callum McMahon, Office Supervisor

477/2021 Apologies for Absence

RESOLVED that apologies be received from Cllr Fraser Webster, Cllr Les Sibley and Cllr Zoe McLernon.

478/2021 Declarations of Interest

RESOLVED that no declarations were received.

479/2021 Minutes of the Finance Committee

RESOLVED to confirm the minutes of the Finance Committee meeting **FIN04/2122** held on 29th November 2021.

480/2021 Public Session

RESOLVED that the Committee received no representations.

481/2021 Finance Report

RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 9.**

Cllr Nick Mawer joined the meeting at 19:04

482/2021 Bank Balances

RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Lynn Pratt to sign the bank reconciliation.

483/2021 Payments

RESOLVED that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 29th November 2021.

484/2021 Internal Audit

RESOLVED that committee **NOTED** the information and **RECOMMENDED** the report be received and approved by Council 14th March.

485/2021 Earmarked Reserves

RESOLVED that committee:

Signed ………………………………………... Dated ………………………………………...

A) **NOTED** the information

B) **AGREED** the allocation of EMR lines as per the report with an amendment to keep 9044 Partnership separate.

C) **RECOMMENDED** a paper to Council to approve the re-allocation of EMR lines.

ACTION: Officers to add an expected spend column to the EMR spend table for both in-year and future years.

486/2021 Memorial Fee Refunds

RESOLVED that committee **APPROVED** the refunding of memorial restoration fees.

487/2021 Bicester Round Table

RESOLVED that committee **DECLINED** the refund request.

Committee discussed the principle of the matter, where the Council has a policy of charging reduced rates to charitable organisations and the precedent granting such a request would give.

488/2021 Utilities

RESOLVED that committee **NOTED** the information.

489/2021 Electric Van Deposit Payment

RESOLVED that committee **NOTED** the information.

490/2021 Disposal of Asset

RESOLVED that committee **NOTED** the information.

ACTION: officers to present the report to Environment Committee for awareness.

491/2021 Forward Plan

RESOLVED that committee **ADDED** Strategic planning to the forward plan to be reported on in good time following the appointment of the Town Clerk.

492/2021 Date of Next Meeting

Monday 11th April 2022 19:30hrs.

CLOSE OF MEETING: 19:45 hrs

Signed ……………………………………….. Dated ………………………………………..

Bicester Town Council - Finance Committee

Monday 11th April

Finance Report

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Contact Officer: Callum McMahon – Responsible Financial Officer
Telephone: 01869 252915 callum.mcmahon@bicester.gov.uk

1. Background

1.1 This report details accounts as at the end of February 2022 - Month 11. Those accounts on a straight line should be at 92%.

1.2 In accordance with Financial Regulation 4.8, items with an expected "material variance" of either £1,000 or 15% of budget, whichever is the greater, are reported below.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance	% Spent	Comments
102	Civic and Democratic						
4028	Meetings and Hospitality	0	70	200	130	35%	
4031	Modern Gov	0	7,250	7,250	0	100%	Annual fee paid
4150	Mayor's Expenses	0	1,750	1,750	0	100%	Annual allowance paid
4159	Elections	0	0	3,000	3,000	0%	
4160	Civic Expenses	227	7,514	11,000	3,486	68%	
4209	Member's Allowances	0	12,936	13,800	864	94%	Annual allowances paid
105	Central Services						
4000	Salaries	6,021	127,407	152,808	25,401	83%	
4001	Ers National Insurance	526	12,496	15,024	2,528	83%	
4002	Ers Pension	1,307	20,984	33,159	12,175	63%	
4003	Temporary Staff	3,284	30,876	0	-30,876	0%	
4009	Staff Travel	0	90	1,000	910	9%	
4012	Water Charges	0	3	0	-3	0%	
4015	Health and Safety	0	1,568	2,000	432	78%	
4020	Mobile Phones	77	806	900	94	90%	
4021	Office Phones	135	2,190	2,700	510	81%	
4022	Post	0	240	1,600	1,360	15%	
4023	Stationery	105	962	1,550	588	62%	
4024	Subscriptions	0	4,206	5,000	794	84%	
4025	Insurance	0	18,587	18,250	-337	102%	Insurance Premium higher than budget
4026	Printing	60	417	500	83	83%	
4027	Ref. Booksand Publications	0	0	200	200	0%	
4030	Advertising & Promotions	0	0	500	500	0%	
4032	Recruitment Advertising	0	0	300	300	0%	
4033	Office Expenses	43	1,295	1,300	5	100%	Bulk water order
4034	Computer Support	2,998	26,642	25,000	-1,642	107%	Excess support hours above contract
4035	Maintenance-Office Equipment	0	0	200	200	0%	
4040	Website	75	650	1,500	850	43%	
4041	Photocopier	0	61	3,800	3,739	2%	
4055	Press & PR	225	2,438	2,750	313	89%	
4056	Legal and Professional Fees	6,000	28,534	10,000	-18,534	285%	Higher than anticipated fees
4057	Audit Fees	0	2,740	4,000	1,260	69%	
4058	Accountancy	355	4,391	6,500	2,109	68%	
4070	Training & Conferences	0	3,530	10,000	6,470	35%	
4097	HR	0	6,541	5,400	-1,141	121%	Higher than anticipated fees
4169	Newsletter	0	10,000	15,000	5,000	67%	
106	Garth House						
1001	Inc-Nais House	0	3,733	0	-3,733	0%	
1002	Inc-CAB Rent	0	4,250	4,250	0	100%	
1007	Inc-Registrars	0	0	1,500	1,500	0%	
1010	Inc-Garth Rooms Lettings	42	643	3,000	2,358	21%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance	% Spent	Comments
4004	Cleaning Contract	369	4,228	3,600	-628	117%	Increased hours for downstairs office
4011	Rates	0	5,616	24,000	18,384	23%	
4012	Water Charges	3	131	500	369	26%	
4013	Gas	559	865	2,500	1,635	35%	
4014	Electric	348	2,488	2,500	12	100%	Higher usage in Q2
4017	Cleaning Materials	0	175	200	25	87%	
4036	Grounds & Buildings Mtce	0	1,631	3,000	1,369	54%	
4039	Waste Removal	0	994	1,000	6	99%	
4130	Building Security	0	1,430	1,500	70	95%	
4203	Window Cleaning	225	490	1,500	1,010	33%	
107	Garth Lodge						
1006	Inc-Garth Lodge	1,100	12,100	13,200	1,100	92%	
4052	Garth Lodge Costs	0	1,939	4,000	2,061	49%	
108	Corporate Finance						
1076	Inc-Precept	0	1,582,488	1,582,488	0	100%	Precept received
1096	Inc-Interest Received	339	1,806	4,000	2,194	45%	
4059	Bank Charges	117	1,525	2,400	875	64%	
4306	Loan Repayments	0	10,850	11,000	150	99%	Annual repayments made
109	Community Support						
4060	CAB	0	0	8,250	8,250	0%	
4061	Grants to Voluntary Org.	0	16,291	22,000	5,709	74%	
4062	Shopmobility/Dialaride	0	0	4,750	4,750	0%	
4064	OYAP	12,000	25,500	12,000	-13,500	213%	20/21 SLA paid in 21/22
4065	TVP Crime Partnership	0	3,600	3,600	0	100%	Annual contribution made
4131	Bicester Vision Manager	0	5,000	5,000	0	100%	Annual contribution made
4133	Partnership	0	0	6,000	6,000	0%	
4170	CCTV	0	-5,150	5,150	10,300	-100%	Reverse accrual, 20/21 not invoiced
4191	Community Woodland	0	0	5,000	5,000	0%	
4192	Youth Initiatives	0	0	10,000	10,000	0%	
110	Projects						
1080	Containing Out break Managemen	0	76,300	0	-76,300	0%	
4100	Purchase New Machinery	0	25,000	25,000	0	100%	Electric van purchased
4300	New Computer Equipment	0	3,047	7,000	3,953	44%	
4301	Garth House Redevelopment	0	1,617	40,000	38,383	4%	
4305	New Cemetery	0	0	63,000	63,000	0%	
4312	Asset Maintenance	15	15	60,000	59,985	0%	
4313	Play Area/Open Space Inv.	0	0	45,000	45,000	0%	
4314	Town Centre	-6,786	16,499	25,000	8,501	66%	
4315	Containing Outbreak Management	9,950	52,452	0	-52,452	0%	
300	Environmental Services						
1014	Inc-Miscellaneous	382	624	0	-624	0%	
4000	Salaries	15,598	173,317	208,976	35,659	83%	
4001	Ers National Insurance	1,339	14,810	17,924	3,114	83%	
4002	Ers Pension	3,385	38,413	45,348	6,935	85%	
4003	Temporary Staff	1,512	35,128	0	-35,128	0%	
4014	Electric	81	81	0	-81	0%	
4016	Uniform & PPE	699	1,269	1,400	131	91%	
4020	Mobile Phones	127	1,711	2,500	789	68%	
4042	Maintenance Machinery	130	643	7,000	6,357	9%	
4044	Petrol,Oil & Gas	0	4,774	6,000	1,226	80%	
4045	Tools	104	149	1,000	851	15%	
4178	Vehicle Maintenance	0	1,680	3,000	1,320	56%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance	% Spent	Comments
301	Open Spaces						
1014	Inc-Miscellaneous	66	85	0	-85	0%	
1037	Inc-Keta Field Pitches	150	3,411	2,500	-911	136%	End 2021 season plus 2022 season
1038	Inc-Bure Park Pitches	0	42	0	-42	0%	
1040	Inc-Keble Rd Pitches	0	1,200	1,500	300	80%	
4014	Electric	-81	-81	0	81	0%	
4126	Lease of Open Spaces	0	10	21	11	48%	
4154	Tree Maintenance	0	4,010	40,000	35,990	10%	
4175	Maintenance of Open Spaces	-8	9,177	14,500	5,323	63%	
4190	Parks and Garden Contract	0	174,919	328,250	153,331	53%	
4204	Pest Control	0	201	250	49	80%	
305	Pingle Field						
1028	Inc-Pavilions/Piitches	769	6,329	5,000	-1,329	127%	End 2021 season plus 2022 season
4012	Water Charges	988	1,241	900	-341	138%	High usage being investigated
4014	Electric	2,556	10,333	3,500	-6,833	295%	Out of contract rates
4017	Cleaning Materials	0	200	300	100	67%	
4036	Grounds & Buildings Mtce	1,042	1,300	4,700	3,400	28%	
4039	Waste Removal	0	243	230	-13	105%	Annual contract paid
4130	Building Security	0	1,058	1,500	442	71%	
306	Sunderland Drive						
1028	Inc-Pavilions/Piitches	80	1,892	2,000	108	95%	
4012	Water Charges	-25	546	900	354	61%	
4013	Gas	0	235	800	565	29%	
4014	Electric	37	238	1,000	762	24%	
4017	Cleaning Materials	0	0	200	200	0%	
4036	Grounds & Buildings Mtce	0	89	5,000	4,911	2%	
4039	Waste Removal	0	243	250	7	97%	
4130	Building Security	0	1,058	1,500	442	71%	
307	Bicester Field						
1028	Inc-Pavilions/Piitches	379	2,532	1,700	-832	149%	End 2021 season plus 2022 season
4012	Water Charges	142	1,473	850	-623	173%	High usage being investigated
4014	Electric	2,677	7,812	2,100	-5,712	372%	Out of contract rates
4017	Cleaning Materials	0	0	200	200	0%	
4036	Grounds & Buildings Mtce	0	261	1,500	1,239	17%	
4039	Waste Removal	0	243	250	7	97%	
4130	Building Security	0	1,858	2,300	442	81%	
308	Whitelands Sports Village						
1201	Contribution from Commuted Sum	0	0	40,000	40,000	0%	
1250	Contribution from EMR	0	0	10,000	10,000	0%	
4069	SW Sports Village	0	37,526	56,550	19,024	66%	
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000	0%	
4190	Parks and Garden Contract	0	0	70,000	70,000	0%	
401	Garth Park						
1003	Inc-Garth Stables	0	6,300	6,300	0	100%	
1004	Inc-Garth Garage & Yard	0	4,320	4,320	0	100%	
1008	Inc-Bowls Club	0	7,422	1,455	-5,967	606%	Re-charges for expenditure in 20/21
1009	Inc-Tennis Club	0	1,400	1,400	0	100%	
1015	Inc Garth Park Cafe	0	18,609	21,135	2,526	88%	
4011	Rates	0	0	3,850	3,850	0%	
4012	Water Charges	-50	619	550	-69	113%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance	% Spent	Comments
4013	Gas	15	439	500	61	88%	
4014	Electric	188	1,658	3,500	1,842	47%	
4036	Grounds & Buildings Mtce	181	2,769	8,000	5,231	35%	
4039	Waste Removal	0	2,909	6,000	3,091	49%	
4046	Horticultural Supplies	0	2,281	4,000	1,719	57%	
4050	Maintenance Bowls Club	0	-935	1,000	1,935	-94%	
4129	Garth Park Toilets	11,315	15,216	10,000	-5,216	152%	20/21 SLA paid 21/22
4130	Building Security	0	0	1,160	1,160	0%	
4176	Maintenance Skate Park	0	0	400	400	0%	
402	Play Areas						
4123	Maintenance Play Areas	114	4,183	12,000	7,817	35%	
4180	ROSPA Inspections	0	3,320	4,300	980	77%	
404	Allotments						
1011	Inc-Allotments	22	7,682	7,000	-682	110%	
4012	Water Charges	57	280	500	220	56%	
4054	Allotments Costs	0	447	500	54	89%	
4155	Rent	0	0	831	831	0%	
501	Town Council Events						
1018	Inc-Carnival	0	0	3,000	3,000	0%	
1030	INC - EVENT 1	0	11,505	5,000	-6,505	230%	
1032	Inc- EVENT 3	0	14,115	6,500	-7,615	217%	
1034	Inc-Childrens Entertainment	0	2,729	0	-2,729	0%	
1045	Inc-Christmas Lights	0	1,993	4,000	2,008	50%	
1050	Chistmas Lights Trail	0	31,143	15,000	-16,143	208%	
1051	Inc-Food Festival	0	7	1,175	1,168	1%	
4071	EVENT 1	0	5,996	7,000	1,004	86%	
4088	EVENT 3	0	5,997	7,000	1,003	86%	
4092	Teddy Bears Picnic/Superheroes	0	5,348	4,000	-1,348	134%	Balanced against other event income
4115	Special Events	0	538	2,000	1,462	27%	
4120	Carnival	0	25	9,500	9,475	0%	
4135	Food Festival	0	0	2,500	2,500	0%	
4157	Christmas Lights Switch On	583	12,625	9,500	-3,125	133%	Overspend on activities was approved
4158	Christmas Lights Trail	0	32,417	32,000	-417	101%	
601	Cemetery						
1020	Inc-Cemetery	0	13,115	20,000	6,886	66%	
4011	Rates	0	1,302	1,170	-132	111%	Higher than budgeted for
4012	Water Charges	83	51	400	349	13%	
4014	Electric	12	326	250	-76	131%	Period on out-of-contract rates
4036	Grounds & Buildings Mtce	0	0	500	500	0%	
4039	Waste Removal	5	2,043	2,000	-43	102%	
801	Street Scene						
4029	Street Furniture	2,000	2,000	2,000	0	100%	
4083	Pedestrianisation Scheme	0	0	13,000	13,000	0%	
4112	Repairs & Maint. Clocks	0	0	500	500	0%	
4151	Litter Bin Provosion	0	50	14,000	13,950	0%	
4200	Christmas Lights Maint/Storage	22,149	22,149	26,000	3,851	85%	
4216	Litter/Dog Bin Emptying	0	8,764	17,850	9,086	49%	
901	Earmarked Reserves						
9007	Community and Elections	0	3,780	29,556	25,776	13%	
9011	Play Areas/Open Space Investme	178	3,519	325,143	321,624	1%	
9013	Equipment Replacement/Mtce	-299	16,671	213,860	197,189	8%	
9014	Green Infrastructure	0	42,155	298,955	256,800	14%	
9016	Town Centre	0	0	46,000	46,000	0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance	% Spent	Comments
9020 BTC Premises	0	130,239	1,225,764	1,095,525	11%	
9025 Garth Park Toilets	0	0	10,000	10,000	0%	
9036 Shopmobilty	0	0	4,750	4,750	0%	
9039 Burial Ground Provision	0	0	671,064	671,064	0%	
9042 SW Sports Village Contribution	0	0	236,167	236,167	0%	
9043 Skate Park	0	0	3,000	3,000	0%	
9044 Partnership	0	0	24,100	24,100	0%	
9045 Pedestrianisation Scheme	0	0	41,000	41,000	0%	
9046 Sports Village Sinking Fund	0	0	30,000	30,000	0%	
ed Reserves :- Indirect Expenditure	-121	196,365	3,159,359	2,962,994	6%	
Net Expenditure						
	121	-196,365	(3,159,359	(2,962,994		
Grand Totals:- Income	3,330	1,817,772	1,767,423	-50,349	103%	
Expenditure	105,070	1,368,756	4,970,710	3,601,954	28%	
Net Income over Expenditure						
	-101,741	449,016	-3,203,287	-3,652,303		
Movement to/(from) Gen Reserve	-101,741	449,016				

Bicester Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 21/03/2022

A/c	Description	Actual		
	Current Assets			
102	Debtors Control	6,491		
105	VAT Control A/c	32,286		
201	Current Bank A/c	167,171		
202	Wages Account	77,440		
203	Carnival Account	50,338		
204	CCLA Deposit	2,000,000		
205	Barclays Treasury Deposit	1,322,407		
206	Santander Capital Account	240,489		
208	Lloyds Treasury Account	549,175		
215	Petty Cash	32		
	Total Current Assets		**4,445,829**	
	Current Liabilities			
500	Creditors	89,893		
506	Retentions Due	9,523		
507	Mayors Contra Account	(3,791)		
510	Accruals	8,112		
515	Paye/Ni Due	(0)		
516	Pension Due	1,172		
	Total Current Liabilities		**104,910**	
	Net Current Assets			**4,340,919**
	Total Assets less Current Liabilities			**4,340,919**
	Represented by :-			
301	Current Year Fund	449,011		
310	General Fund	732,549		
325	Earmarked Reserves	3,129,359		
326	Restricted Reserves	30,000		
	Total Equity			**4,340,919**

Payments since those reported to Finance Committee 8th February 2022 to end February 2022

BACS

Date	Page number	Amount	Officer	Councillor	Councillor
01/10/2022	481	£99,286.49	Phil Evans	*requires signature*	
10/01/2022	483	£17,854.24	Phil Evans	*requires signature*	
17/01/2022	486	£22,746.05	Phil Evans	*requires signature*	
31/01/2022	489	£86,486.40	Phil Evans	*requires signature*	
11/02/2022	496	£2,458.20	Phil Evans	*requires signature*	
11/02/2022	497	£735.22	Phil Evans	*requires signature*	
14/02/2022	498	£46,523.45	Phil Evans	*requires signature*	
23/02/2022	503	£2,700.25	Phil Evans	*requires signature*	

Single Payments

Date	Payee	Amount	Officer	Officer	Cllr	Cllr
24/01/2022	Callum McMahon - reimbursement	£266.82	Phil Evans	Callum McMahon	*requires signature*	
24/01/2022	Julie Trinder - reimbursement	£62.90	Phil Evans	Callum McMahon	*requires signature*	
24/01/2022	Phil Evans - reimbursement	£111.95	Phil Evans	Callum McMahon	*requires signature*	
24/01/2022	Sophia Bradbury - reimbursement	£7.12	Phil Evans	Callum McMahon	*requires signature*	
27/01/2022	Wilsons Autos - van deposit	£500.00	Phil Evans	Callum McMahon	*requires signature*	
09/02/2022	Age UK - refund for payment in error	£15.00	Phil Evans	Callum McMahon	*requires signature*	
10/02/2022	Banbury Memorials - refund duplicate payment	£115.00	Phil Evans	Callum McMahon	*requires signature*	
14/02/2022	Jenkins - refund allotment key	£10.00	Phil Evans	Callum McMahon	*requires signature*	
17/02/2022	Citizens Advice - COMF grant	£9,950.00	Phil Evans	Callum McMahon	*requires signature*	
18/02/2022	Mayors dinner tickets - Banbury & Didcot	£174.00	Phil Evans	Callum McMahon	*requires signature*	

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor

Direct Debits

Date	Payee	Amount
17/01/2022	Eveflow	£262.38
24/01/2022	SSE	£18.51
27/01/2022	Opus	£517.12
17/02/2022	SSE	£291.75
17/02/2022	Eveflow	£1,196.96
24/02/2022	SSE	£295.69
25/02/2022	Opus	£614.77
28/02/2022	SSE	£17.40

2022 Grant Applications

	Organisation	Amount Requested	Funding Applied For
1	Bicester Choral & Operatic Society	£750.00	Musical - Little Shop of Horrors
2	Oxforshire Play Association (OPA)	£500.00	Play Projects - Improve Lives Through Play
3	UCARE	£500.00	66 Supportive Cancer Care Packages
4	2507 (Bicester) Squadron RAF Air Cadets	£500.00	Youth organisation - Flying,adventrure training, Sports, RAF camp.
5	Hanover Gardens Residents Social Group	£1,000.00	Social engagement for residents of Bicester in the over 60's group
6	ARCh (Assisted Reading for Childern)	£1,000.00	To support and equip volunteers to go into schools to work 1-1 with Childern. (PPE & duplicate copies of books)
7	Causeway Carers Bicester Rethink Group	£500.00	Social Inclusion project for carers supporting loved ones with enduring mental health.
8	Bicester Spiritualist Church/The Clifton Centre	£400.00	Defibrillator for the centre
9	Bicester Evergreens (The Kabin over 50s Club)	£600.00	To fund a tea party to celebrate the Queen's Platinum Jubilee
10	Bicester Townswomen's Guild	£400.00	Organise an outing for members, friends & local people.
11	Trinity Camerata Orchestra	£500.00	Family concert in St Edburg's in Autumn 2022
12	OYAP Trust	£2,500.00	Bicester Festival
13	Home-Start Banbury, Bicester & Chipping Norton	£1,000.00	Volunteer Preperation Courses
14	Nai's House	£1,000.00	Develop & Deliver Groups for youung people
15	Bicester Green	£490.00	Advertisement for the new van
16	The Friends of Bradwell School	£592.94	Create a small reading area for students
17	Bicester Sub Aqua Club	£500.00	Purchase of two small Bouyancy Control Devices
18	Whitelands Farm Junior Parkrun	£250.00	Defibrillator
19	1st Bicester Intrepid Scout Group	£300.00	Replacement of Kayaks and accessories
20	Kings Medow School PTA	£1,000.00	To provide a safe and inspiring outside learning environment
21	Bicester Pride CIC	£1,000.00	Bicester Pride 2022
22	Bicester New Mums Support Network	£500.00	Project for parents under 5
23	Bubbles Preschool	£270.00	Two educational experiences for children
24	Beauty & Bicester	£500.00	To promote Businesses Via photos, Videos and books
25	Launton Playing Fields Association Registered Charity	£500.00	Jubilee Celebrations
26	Glory Farm School PTA	£995.00	Funding for poitive and empowring activities
27	One Bicester C.I.C	£1,000.00	Big Jubilee lunch 2022
28	Hummingbird	£500.00	New trees for the memory garden
29	Town Twinning association	£1,000.00	40th Anniversary year delegations
		£20,547.94	
	22/23 BUDGET	**£22,000.00**	
	Remaining	**£1,452.06**	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Monday 11th April 2022

Bad Debt

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Responsible Financial Officer
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 At the end of the financial year the RFO undertook a review of aged debts. Financial Regulation 9.4 provides for irrecoverable debt to be written off.

9.4 Any sums found to be irrecoverable and any bad debts over £200 shall be reported to the council and shall be written off in the year. The RFO shall have the authority to write off debts below £200 subject to having taken appropriate steps to recover such debts.

1.2 The following debts have been written off after several recovery attempts only stopping short of taking legal action.

Debtor	Amount	Date due
The Hair Accessories Shop (a stall holder at superhero's day)	£25.00	18th August 2021
OCC Family Solutions Service (room hire at the Garth)	£129.60	28th November 2021

2. Recommendation

2.1 Committee is recommended to **NOTE** the debt written off.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Monday 11th April 2022

Refugee Fundraiser

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Responsible Financial Officer
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 Council 21st March approved a campaign to raise public donations to support our twin town of Czernichow. The Chairman of Finance Committee requested an update on this for committee awareness.

2. Fundraiser

2.1 The public fundraiser went live on Wednesday 23rd March, supported by a press release, website news post and social media post. £200 had been donated as at 30th March.

2.2 The Council also agreed to directly contribute to the fundraiser with an initial £5,500.

3. Learnings

3.1 This was a highly unusual process in response to unprecedented events, as such there are a number of “lessons learned”. Officers present an analysis at Appendix 1 below, as requested by the Chairman of Finance.

3.2 This is not an exhaustive list and Councillors are encouraged to add to it for the benefit of future audiences.

4. Recommendation

4.1 Committee is recommended to **NOTE** the information.

Appendix 1 – Lessons Learned

Action	Learning Point
The Council acted quickly compared to it's normal rate of administration, however this was behind the pace set by organisations who are more practiced and better placed to react e.g. the Red Cross. As such the level of donations received may be a reflection of many people already having found a pathway to donate by the time our fundraiser was launched.	In future the Council way wish to consider calling special meetings to decrease reaction times.
At the start of the process, the legality of the Council sending money abroad was in question and appropriate concern was raised whether the Council might be acting *ultra vires* in doing so. Liaison with our internal auditor and consultant accountant soon gave assurance that the Council could act under it's General Power of Competence.	Confirmation that the Council can act as an individual may reasonably do under it's General Power of Competence.
At first, there was a question as to who should lead the fundraiser and in what capacity. The nature of the twinning relationship soon made the Mayor a clear choice.	In times of crisis, the Mayor, Leader and Clerk are good choices for leadership and figurehead roles.
For some days, there was no clear mechanism by which the donations could be received and the payment made to Czernichow. After researching several "just giving" style donation websites, the Council decided to use it's existing PayPal account and publish it's bank details.	Depending on the urgency of the situation, it is often more expedient to use or adapt existing pathways than to create new ones.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Monday 11th April 2022

Approved Supplier List

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Responsible Financial Officer
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 Policy Committee 4th April was recommended to approve the latest version of the Financial Regulations.

1.2 This version of the regulations includes reference to an approved supplier list (s 10.3).

> *10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. This is either through using an approved supplier, being those that offer the Council a discount and which the Council has a trade account with or by obtaining three or more quotations or estimates from other appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below which for daily operational expenditure is taken to mean any single order below £500.*

1.3 This provides for officers with a purchase order below £500 to go to a single supplier from a pre-selected list who offer the Council a discount. This is instead of the previous requirement to obtain three quotes. Above £500 and officers will still strive to obtain three quotes.

1.4 The purpose of this provision is increase efficiency by reducing steps in the ordering process whilst maintaining the duty to seek best value for public funds.

2. Approved Supplier List

2.1 List to be tabled at the meeting to include latest additions and to avoid publication of commercially sensitive information.

3. Recommendation

3.1 Committee is recommended to **APPROVE** the supplier list.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE FORWARD PLAN

Monday 11th April 2022

07/06/2022	Final Internal Audit Year End Accounts (AGAR)
26/07/2022	Investment Policy
04/10/2022	Business Continuity Plan Strategic Plan
06/12/2022	Budget Interim Internal Audit
11/02/2023	
28/03/2023	Grant Aid 2023