

Bicester Town Council



Finance Committee Meeting

Ref: FIN02/2425

**Tuesday 9th July 2024 at 19:00hrs
Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Alisa Russell – **Chair**, Cllr Tom Beckett – **Vice Chair**
Cllr Paul Wheatley Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr Sam Holland, Cllr Rachel Mallows and Cllr Les Sibley.

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr Damien Maguire, Cllr Nick Mawer, Cllr Jim Webb and Cllr John Willett.

Other Circulation:

Cllr John Broad (CDC), Cllr Frank Ideh (CDC), Cllr Simon Lytton (CDC), Cllr Calum Miller (OCC), Cllr Rob Parkinson (CDC) and Cllr Michael Waine (OCC)

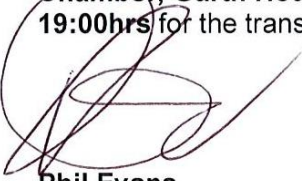


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Thursday 27th June 2024

To all members of the Finance Committee,

You are hereby summoned to attend a meeting of the **Finance Committee at the Council Chamber, Garth House, Launton Road, OX26 6PS** on **Tuesday 9th July 2024** at commence at **19:00hrs** 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 (phil.evans@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 5-9)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Finance Committee Meeting held on:

- **FIN01/2425** – Tuesday 4th June 2024

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 10 – 23)

As per Financial Regulation 4.8, the committee is asked to **REVIEW** and **NOTE** the attached Income, Expenditure and Variance Report to **Month 2**, 31st May 2024.

6. Bank Balances (Pages 24 – 26)

As per Financial Regulation 2.2, the committee is asked to **REVIEW** and **NOTE** the attached report detailing bank balances at the end of **MAY 2024** and **NOTE** that Cllr Russel has signed the monthly bank reconciliation for the year to 31st May 2024.

7. Payments (Pages 27 – 39)

As per Financial Regulations 5.2, the committee is asked to **APPROVE** the payment schedules since the last meeting held on **Tuesday 4th June 2024**, totalling £171,645.64 for 28/05/2024 to 10/06/2024.

8. Aged Creditors (Pages 40 – 41)

In addition to Financial Regulation 5.2, the committee is asked to **NOTE** and **APPROVE** the aged creditors as of the 26th June 2024.

9. Aged Debtors (Pages 42 – 47)

In addition to Financial Regulation 5.2, the committee is asked to **NOTE** and **APPROVE** the aged debtors as of the 26th June 2024.

10. Bad Debt (Pages 48)

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

11. Fees and Charges (Pages 49 – 51)

The Committee is asked to **APPROVE** the following:

- i. Increase to the grass pitch fees.
- ii. Introduction of separate rate for the Whitelands 3G Pitch.

12. Direct Debit Mandate (Page 52)

- i. Councillors are asked to **APPROVE** the use of direct debit for payment for land registry searches.
- ii. Councillors are asked to **APPROVE** the use of direct debit for payment for O2 mobile phones invoices.

13. OALC Budget (Page 53)

The committee are asked to **APPROVE** the decrease in the budget for 801/4038 and increase the budget for 105/4024 by £5,000.

14. Earmarked Reserves (Page 54)

- i. The committee are asked to **APPROVE** the expenditure of £159,319.12 from Earmarked Reserves Green Infrastructure 901/9014.
- ii. Councillors are asked to **APPROVE** the expenditure of £1,878.30 from Earmarked Reserves 901/9013 Equipment Replacement/Maintenance.

15. Grant Aid Applications (Pages 55 – 63)

The Committee is asked to **APPROVE** the Grant Aid Applications for the Churches in Bicester Refugee Support Group and 3rd and 7th Bicester Brownies.

16. Garth Park Play Area

(Pages 64 – 65)

Committee is requested to **APPROVE** as proposed and amended in the Environment meeting 17th June 2024, the installation of a destination park with **400k** to be funded from **EMR 901/9011 Play areas and open spaces**.

17. Whitelands Defibrillator Installation

(Pages 66 – 67)

The committee is requested to **APPROVE** the report and funding is to be taken from **EMR 901/3020 BTC Premises**. Committee is to **NOTE** Funding had been applied for from London Hearts.

18. Partitioning of Whitelands Function Room

(Pages 68 – 69)

The Committee is requested to **APPROVE** the installation of a folding screen/door system in the Whitelands function room by **supplier A**.

The Committee is also requested to **APPROVE** 100 % funding is to be taken from **EMR 901/3020 BTC Premises** as directed in **10/2425** Minute.

Committee is requested to **APPROVE** as proposed and amended in the Environment meeting 17th June 2024, **Supplier A** with 100% of the funding to be taken from **EMR 901/9011 Play areas and open spaces**.

19. Date of the Next Meeting

24th September 2024 at 19:00hrs

AGENDA ITEM 3**Minutes of the Finance Committee**

A meeting of the **Finance Committee** was held on **Tuesday 4th June 2024** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS.**

Present:

Cllr Alisa Russell (Chairman)
 Cllr Tom Beckett (Vice-Chairman)
 Cllr Paul Wheatley
 Cllr Donna Ford
 Cllr Les Sibley
 Cllr Nicholas Mawer (Substitute)

In Attendance:

Helen Pool – Responsible Finance Officer
 Jodi Clarke – Finance Assistant

32/2 Apologies for Absence

324 RESOLVED that apologies be received from:

- Cllr Nick Cotter
- Cllr Dan Hallett
- Cllr Rachel Mallows
- Cllr Sam Holland – to which Cllr Nick Mawer substituted.

33/2 Public Session

324 RESOLVED that the Committee received one member of public.

Chris Dabell the new Chair from Bicester Rugby Club attended to speak about item 10.

A Service Level Agreement was put in place between the Rugby Club and Legacy Leisure when the Rugby club moved from Oxford Road to Whitelands Sports Farm Grounds. Payment for this is being chased by the Town Clerk. The Rugby Club is not aware that the Service Level Agreement was transferred to Bicester Town Council.

The Rugby Club have stated they have no documentation to support the signing or negotiation of the Service Level Agreement. They have sent emails over the last year to negotiate an agreement.

The Rugby Club have heard that they are not willing to pay the invoice & that their usage is being stopped. Their finance officer has recorded their usage of the pitches and they are happy to pay for this while the Service Level Agreement is being negotiated. As a board, their view is that they do not have a current Service Level agreement to pay an invoice against.

The Rugby Club informed the Committee that all communication has gone through the Town Clerk.

Cllr Sibley suggest that all relevant/appropriate parties arrange a separate meeting to discuss this matter.

Cllr Mawer also suggested a separate meeting & asked Cllr Wheatley to discuss this with the Town Clerk.

Responsible Finance Officer is asked to mark the debt as an enquiry.

19:10 – Chris Dabell left the meeting.

34/2 Appointment of Vice-Chair

324 RESOLVED that Cllr Tom Beckett was **APPOINTED** as Vice-Chair for the Finance Committee.

Cllr Russell Proposed & Cllr Wheatley seconded.

35/2 Declarations of Interest

324 RESOLVED that declarations were received from:

- Cllr Donna Ford - Cherwell District Councillor
- Cllr Tom Beckett - Cherwell District Councillor
- Cllr Alisa Russell - Cherwell District Councillor
- Cllr Les Sibley - Cherwell District Councillor
- Cllr Nick Mawer - Cherwell District Councillor

36/2 Minutes of the Finance Committee

324 RESOLVED to **CONFIRMED** the minutes of the Finance Committee meeting held on:

- **FIN06/2324** held on Tuesday 26th March 2024 at 19:00hrs.

Cllr Sibley proposed & Cllr Wheatley seconded.

37/2 Finance Report

324 RESOLVED that Committee **NOTED & REVIEWED** the Income, Expenditure and Variances Report to **Month 1**.

A question was raised on why the '% spent' column was high compared to the actual expenditure. Responsible Finance Officer explained that this was due to the commitments not showing on the report but this can be altered for future reports.

A query was raised as to why there was deficit for cost centre 501 – Town Council Events of £33,500, Responsible Finance Officer to provide feedback.

38/2 Bank Balances

324 RESOLVED that Committee **NOTED** the bank balances & that Cllr Russell signed the bank reconciliations on the 24th May 2024.

Responsible Finance Officer confirmed the following:

- Lloyds Treasury Account – Account has been frozen but the money is still in the account, the Responsible Finance Officer is working to unfreeze the account.
- Santander Accounts – Responsible Finance Officer is still working to get access.

Cllr Russell stated they had seen the statements.

39/2 Payments

324 RESOLVED that the Committee **APPROVED** the payment schedules, totalling £141,403.59 for 09/03/2024 to 31/03/2023 and £453,591.87 and 01/04/2024 to 23/05/2024 of payments made since those agreed at the meeting on the 26/03/2024.

40/2 Aged Creditors

324 RESOLVED that the Committee **APPROVED & NOTED** the aged creditors as of the 30th April 2024.

The Responsible Finance Officer gave clarity to the following Suppliers:

- Cherwell District Council, £15,600 – Bollards, Sheep Street
- Clearway – has now been paid.

Cllr Mawer said that Cherwell District Council have no information on Bicester Town Council for the bollards in Sheep Street, this was chased back in 2018. As the bollards are not working Bicester Town Council would contest the invoice if it is raised until they are fixed and a record of maintenance is provided.

RESOLVED that the Committee **APPROVED** the Responsible Finance Officer to Contest the Cherwell District Council Invoice if it appears on the statement relating to Sheep Street bollards.

41/2 Aged Debtors

324 RESOLVED that the Committee **NOTED** the aged debtors as of the 30th April 2024.

Queries were raised because new debtors have appeared but were not on this report in the previous meeting. The Responsible Finance Officer explained that these were not in the previous report as they had not been raised by the Locum Officer, the Responsible Finance Officer backdated any invoice that were not raised.

42/2 Year End Accounts

324 It was raised that there was an error on the report on section 1.4, it should read as follows:

- “The underspend for the year is £150,977 before movement to the reserves is accounted for. There is a recommendation later in the agenda to move £ to the reserves.”

RESOLVED that the Committee **APPROVED** the Income & Expenditure account for the year ended 31st March 2024.

The Responsible Finance Officer is to find out what 901/9044 (Earmarked Reserves - Partnership) & 308/1017 (Whitelands – Room Hire) pertains to.

It was also raised that Cherwell District Council have finalised and signed the contract in April 2024 but Bicester Town Council is yet to see the Contract for Whitelands Farm Sports Grounds.

43/2 Earmarked Reserves

324 RESOLVED that the Committee **AGREED** the following **RECOMMENDATIONS** got to Full Council on the 24th June 2024:

- That the General Reserves be maintained at a level of £810,110 for this purpose;
- That £307,921 be added to earmarked reserves and allocated as outlined in the attached report.

The Responsible Finance Officer is to provide clarification on the difference between the following ledger codes:

- 9042 – SW Sports Village Contribution.
- 9044 – Partnership.
- 9046 – Sports Village Sinking Fund.

Cllr Wheatley proposed that the £30,000 from ledger code 9044 (Partnership) be moved to Ledger Code 9011 (Play Areas). Cllr Beckett seconded.

44/2 Internal Audit

324 RESOLVED that the committee **NOTED & AGREED** the final internal audit with statement of accounts go to full council on the 24th June 2024.

A Query was raised on the back of the last meeting regarding the Councils Insurance.

The Responsible Finance Officer assured the Committee that a broker will be used prior to the insurance running out on the 31/03/2025.

45/2 Statement of Accounts

324 RESOLVED that the Committee **AGREED** that the statement of account report goes to full council on the 24th June 2024.

46/2 Utility Aid

324 RESOLVED that the Committee **APPROVED** to go with the 2-year fixed contract.

47/2 Fees and Charges

324 RESOLVED that the Committee **APPROVED** the change in pricing for the Cricket Pitch at Whitelands from £90 per hour to £90 per day.

RESOLVED that the Committee **DEFERRED** the rest of the report to the following meeting due to the report needing further clarification.

48/2 Direct Debit Mandate

324 RESOLVED that Committee **APPROVED** the direct debit mandate for the Esso Fuel account and **APPROVED** the use of variable direct debits.

The Responsible Finance Officer explained that this was done in an emergency due to our previous supplier closing the fuel pumps with not prior warning to the council. They confirmed that the receipts are checked against the invoice alongside the vehicle registration.

49/2 Exercise of Public Rights Report

324 RESOLVED that the Committee **AGREED** that the exercise of public rights report got to full council on the 24th June 2024 and then placed into the public domain the following day.

50/2 Exclusion of Press and Public

324 RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

51/2 May Election Earmarked Reserves Expenditure

FIN01/2425

324 RESOLVED that the following councillors **APPROVED** the expenditure of the contested election costs from earmarked reserves 9007 community and elections for £5,544.51.

52/2 Grant Aid

324 The Responsible Finance Officer is to email the councillors the following:

- Remaining balance
-
- Previous applicants
- Additional applicants

RESOLVED that the Committee **APPROVED** the following grant aid applications:

Grant Aid 2023/24

- Bicester Hindu Society
- Bicester Pride
- Launton Village Players

Grant Aid 2024/25

- Bicester Hindu Society
- Oxfordshire Play Association
- Life Education Wessex & Thames Valley/Glory Farm and Kings Meadow Primary
- Bicester Green
- Bicester Choral & Operatic Society.

RESOLVED that the Committee **REJECTED** the following grant aid applications:

- Graven Hill Residents Association
- The Wellness Space (Bicester) Ltd

The Responsible Finance Officer is to email the councillors the following:

- Remaining balance
- Previous applicants

The Councillors thanked the Responsible Finance Officer for all her ongoing work.

Date of next Meeting: Tuesday 9 July 2024 at 19:00

CLOSE OF MEETING: 20:59 hrs

AGENDA ITEM 5

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July
Finance Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

This is a standing report of the monthly Income & Expenditure to inform the Councillors of any possible overspending within the budget.

2. Background

Appended to this report is a detailed finance report showing the Council's expenditure to the end of *May 2024 – the second month* of the current financial year. The report compares expenditure against the full year agreed budget. Key variances that are apparent are summarised overleaf.

Structure and Interpretation of the Report

This is a "Cost Centre Report" and gives income and expenditure for each of the Council's cost centres (there are 15 in total). A cost centre is a separate service or area of expenditure, for example open spaces are one cost centre and the Garth House another. Each cost centre is given as a three-digit number with a narrative description beside it and they are:

- 102 Civic & Democratic
- 105 Central Services
- 106 Garth House
- 107 Garth Lodge
- 108 Corporate Finance
- 109 Community Support
- 110 Projects
- 300 Environmental Services
- 301 Open Spaces
- 305 Pingle Field
- 306 Sunderland Drive
- 501 Town Council Events
- 601 Cemetery
- 801 Street Scene
- 901 Earmarked Reserves (*allocations will be completed based on Council approval*)

There is a sub-total showing “Net Income over Expenditure” for each cost centre and at the end of the report a set of Grand Totals shows the total “Net Income over Expenditure” for the whole Town Council. On these totals a positive figure say **37,568** indicates that income was more than expenditure by that amount whereas a negative figure (in brackets) thus **(19,808)** indicates that expenditure exceeded income. Note that for all figures in this report a £ sign is assumed but not actually stated.

Within the costs centres the information is arranged in columns. Reading across the columns from left to right:

1. First column (no heading) is a four-figure digit which is the nominal code; a four-digit code that starts with 1 is an income code, if it starts with 4 it's an expenditure code Nominal codes describe the type of expenditure or income.
2. Second column (no heading) is a brief narrative description of each nominal code
3. Third column headed “Actual Last” (in a change to previous reports which had current month expenditure) is the figures for the previous financial year.
4. Fourth column headed “Actual Year To Date” is the part year figures for this year so for this particular report that's to the *end of May 2024*.
5. Fifth column headed “Current Annual Bud[get]” is the full year budget figures for the current financial year 1 April 2023 to 31 March 2024 as agreed by Council on 16 January 2023. Note that in the preparation of the budget for 2024/2025 it became apparent that the budget figures did not accurately reflect the budget agreed – these have been amended and are correct for this report.
6. Sixth column headed “Variance Annual Total” is the difference between the actual expenditure to date (Column 4) and the Annual Budget (Column 5) a figure with brackets around it in this column indicates that the budget has been exceeded or that there has been expenditure where there was no matching budget. Sometimes this indicates unanticipated expenditure.
7. The seventh column headed “Committed Expenditure” contains purchase orders raised.
8. The eighth column headed “Funds Available” shows figures mainly the same as those in column six against expenditure codes. As more “commitments” are entered then the information in this column will be different from the sixth column due to the anticipated spend.
9. Ninth column headed “% Spent” shows the percentage of the budget spent (or received). So, in this report and for regular payments or income it would be reasonable to expect the final column “% spent” to show something in the region of 80% (being ten twelfth's). Of course not all expenditure or income is spread evenly across the year and Councillors will be reliant on a specific commentary (below) from the RFO to identify areas where the figures are not where she would expect them to be at this point in the year (and where, in accordance with Financial Regulation 4.8 items are likely to produce a material variance of either £1,000 or 15% of budget at or before the year-end).

2. Other Information

- i. On 26th March 2024 the Committee asked the RFO to address the following questions:

The Town Clerk was requested to investigate where the Cherwell Lease is regarding Whitelands.

This was investigated. It remains with Cherwell District Council.

ii. On the 4th June 2024, the Committee asked the RFO to provide feedback regarding the budget for 501 Town Council Events and why there was a deficit of £33,500.

As per a remit by the Councillors, events are provided by the Town Council for the residents of Bicester. We can't make a profit from these events and we expect to run at a loss as it is a provision by the Council for the residents and any income derived from the events, is for contribution purposes only. We sponsor the events for the residents.

3. Recommendation

As per Financial Regulation 4.8, the committee is asked to **REVIEW** and **NOTE** the attached Income, Expenditure and Variance Report to **Month 2**, 31st May 2024.

APPENDIX 1

24/06/2024

Bicester Town Council

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102_Civic and Democratic								
1013 Inc Civic Miscellaneous	3,180	2,608	0	(2,608)			0.0%	
1014 Inc-Miscellaneous	20	0	0	0			0.0%	
Civic and Democratic :- Income	3,200	2,608	0	(2,608)				0
4031 Modern Gov	9,405	0	0	0		0	0.0%	
4047 Bring Me	0	0	12,000	12,000		12,000	0.0%	
4150 Mayor's Expenses	1,750	0	1,750	1,750		1,750	0.0%	
4159 Elections	11,594	0	3,000	3,000		3,000	0.0%	
4160 Civic Expenses	3,102	855	3,000	2,145	35	2,110	29.7%	
4161 Civic Mayor Making	1,497	1,096	770	(326)	2	(328)	142.6%	
4162 Civic Flag Raising	360	0	250	250		250	0.0%	
4163 Civic Service & Parade	3,370	0	5,040	5,040	45	4,995	0.9%	
4164 Civic Remembrance	2,910	0	4,940	4,940		4,940	0.0%	
4209 Member's Allowances	14,241	13,692	14,000	308		308	97.8%	
4210 Mayor's fundraising expences	11,349	252	0	(252)		(252)	0.0%	
Civic and Democratic :- Indirect Expenditure	59,578	15,894	44,750	28,856	82	28,773	35.7%	0
Net Income over Expenditure	(56,378)	(13,286)	(44,750)	(31,464)				
105_Central Services								
1014 Inc-Miscellaneous	1,099	0	0	0			0.0%	
Central Services :- Income	1,099	0	0	0				0
4000 Salaries	161,076	33,178	260,000	226,822		226,822	12.8%	
4001 Ers National Insurance	15,348	3,323	30,000	26,677		26,677	11.1%	
4002 Ers Pension	34,722	7,200	56,000	48,800		48,800	12.9%	
4003 Temporary Staff	59,922	0	0	0		0	0.0%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4015 Health and Safety	2,374	340	5,000	4,660		4,660	6.8%	
4020 Mobile Phones	890	834	1,200	366		366	69.5%	
4021 Office Phones	3,027	487	2,000	1,513		1,513	24.4%	
4023 Stationery	2,516	919	2,400	1,481		1,481	38.3%	
4024 Subscriptions	8,843	3,361	4,500	1,139		1,139	74.7%	
4025 Insurance	21,438	22,451	25,000	2,549		2,549	89.8%	
4027 Ref. Booksand Publications	0	39	150	111		111	26.0%	
4032 Recruitment Advertising	129	0	300	300		300	0.0%	
4033 Office Expenses	1,114	709	1,300	591	78	513	60.6%	
4034 Computer Support	27,979	17,392	29,100	11,708		11,708	59.8%	
4038 Furniture & Furnishing	0	0	0	0		0	0.0%	
4040 Website	435	25	1,300	1,275		1,275	1.9%	
4055 Press & PR	(110)	0	2,750	2,750	515	2,235	18.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Legal and Professional Fees	19,091	3	10,000	9,997		9,997	0.0%	
4057 Audit Fees	2,674	0	4,000	4,000		4,000	0.0%	
4058 Accountancy & Payroll	2,707	650	6,500	5,850		5,850	10.0%	
4070 Training & Conferences	8,151	2,490	7,500	5,010	290	4,720	37.1%	
4097 HR	240	0	5,400	5,400		5,400	0.0%	
4099 Miscellaneous Expences	(1)	0	0	0		0	0.0%	
4169 New sletter	15,000	5,350	15,000	9,650		9,650	35.7%	
Central Services :- Indirect Expenditure	387,564	98,751	469,650	370,899	883	370,016	21.2%	0
Net Income over Expenditure	(386,465)	(98,751)	(469,650)	(370,899)				
<u>106 Garth House</u>								
1001 Inc-Nais House	5,600	167	4,800	4,633			3.5%	
1002 Inc-CAB Rent	4,250	0	4,250	4,250			0.0%	
1007 Inc-Registrars	1,250	0	1,250	1,250			0.0%	
1010 Inc-Garth Rooms Lettings	1,009	0	500	500			0.0%	
Garth House :- Income	12,109	167	10,800	10,633			1.5%	0
4004 Cleaning Contract	5,797	739	4,000	3,261		3,261	18.5%	
4011 Rates	7,633	5,739	24,000	18,262		18,262	23.9%	
4012 Water Charges	(73)	126	900	774		774	14.0%	
4013 Gas	1,719	1,138	4,000	2,862		2,862	28.5%	
4014 Electric	3,913	2,486	3,800	1,314		1,314	65.4%	
4017 Cleaning Materials	727	0	0	0		0	0.0%	
4023 Stationery	0	(1)	0	1	1	0	0.0%	
4036 Grounds & Buildings Mtce	2,384	2,035	5,000	2,965	706	2,259	54.8%	
4039 Waste Removal	2,734	1,815	1,250	(565)		(565)	145.2%	
4130 Building Security	360	308	1,500	1,192	351	840	44.0%	
4203 Window Cleaning	245	0	1,200	1,200		1,200	0.0%	
Garth House :- Indirect Expenditure	25,440	14,385	45,650	31,265	1,058	30,207	33.8%	0
Net Income over Expenditure	(13,330)	(14,218)	(34,850)	(20,632)				
<u>107 Garth Lodge</u>								
1006 Inc-Garth Lodge	9,548	1,845	13,200	11,355			14.0%	
Garth Lodge :- Income	9,548	1,845	13,200	11,355			14.0%	0
4052 Garth Lodge Costs	1,365	0	2,500	2,500		2,500	0.0%	
4130 Building Security	1,080	0	0	0		0	0.0%	
Garth Lodge :- Indirect Expenditure	2,445	0	2,500	2,500	0	2,500	0.0%	0
Net Income over Expenditure	7,103	1,845	10,700	8,855				

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24/06/2024

Bicester Town Council

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Corporate Finance								
1014 Inc-Miscellaneous	5,077	0	0	0			0.0%	
1076 Inc-Precept	1,765,879	1,800,238	1,800,238	(0)			100.0%	
1096 Inc-Interest Received	128,563	29,552	30,000	448			98.5%	
Corporate Finance :- Income	1,899,520	1,829,790	1,830,238	448			100.0%	0
4059 Bank Charges	2,077	241	2,000	1,759		1,759	12.1%	
4099 Miscellaneous Expences	278	0	0	0		0	0.0%	
4306 Loan Repayments	10,473	0	11,000	11,000		11,000	0.0%	
Corporate Finance :- Indirect Expenditure	12,827	241	13,000	12,759	0	12,759	1.9%	0
Net Income over Expenditure	1,886,692	1,829,549	1,817,238	(12,311)				
109 Community Support								
4060 CAB	0	0	8,250	8,250		8,250	0.0%	
4061 Grants to Voluntary Org.	11,962	0	22,000	22,000		22,000	0.0%	
4064 OYAP	9,000	0	0	0		0	0.0%	
4065 TVP Crime Partnership	3,600	0	3,600	3,600		3,600	0.0%	
4131 Bicester Vision Manager	5,000	0	5,000	5,000		5,000	0.0%	
4133 Partnership	5,000	0	0	0		0	0.0%	
4191 Community Woodland	0	0	3,000	3,000		3,000	0.0%	
Community Support :- Indirect Expenditure	34,562	0	41,850	41,850	0	41,850	0.0%	0
Net Expenditure	(34,562)	0	(41,850)	(41,850)				
110 Projects								
1019 Inc-Grants Received	2,022	0	0	0			0.0%	
Projects :- Income	2,022	0	0	0				0
4100 Purchase New Machinery	0	0	20,000	20,000		20,000	0.0%	
4300 New Computer Equipment	10,384	75	5,522	5,447	100	5,347	3.2%	
4301 Garth House Redevelopment	13,885	12,118	15,000	2,882	3	2,879	80.8%	
4305 New Cemetery	0	0	12,500	12,500		12,500	0.0%	
4312 Asset Maintenance	3,693	0	17,500	17,500		17,500	0.0%	
4313 Play Area/Open Space Inv.	2,567	0	76,909	76,909		76,909	0.0%	
4314 Town Centre	0	587	5,000	4,414		4,414	11.7%	
4315 Containing Outbreak Management	(23,851)	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	6,678	12,779	152,431	139,652	103	139,549	8.5%	0
Net Income over Expenditure	(4,656)	(12,779)	(152,431)	(139,652)				

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300_ Environmental Services								
4000 Salaries	216,340	47,842	280,000	232,158		232,158	17.1%	
4001 Ers National Insurance	16,169	3,957	30,000	26,043		26,043	13.2%	
4002 Ers Pension	46,837	10,417	61,000	50,583		50,583	17.1%	
4003 Temporary Staff	20,842	0	10,000	10,000		10,000	0.0%	
4016 Uniform & PPE	700	478	1,400	922	210	713	49.1%	
4020 Mobile Phones	2,518	33	3,000	2,967		2,967	1.1%	
4036 Grounds & Buildings Mtce	0	0	0	0		0	0.0%	
4042 Maintenance Machinery	8,039	1,504	10,000	8,496	213	8,283	17.2%	
4044 Petrol,Oil & Gas	5,821	1,523	6,000	4,477		4,477	25.4%	
4045 Tools	1,696	80	1,000	920	145	775	22.5%	
4178 Vehicle Maintenance	4,537	230	0	(230)		(230)	0.0%	
Environmental Services :- Indirect Expenditure	323,500	66,063	402,400	336,337	568	335,769	16.6%	0
Net Expenditure	(323,500)	(66,063)	(402,400)	(336,337)				
301_ Open Spaces								
1019 Inc-Grants Received	31,252	0	0	0			0.0%	
1028 Inc-Pavilions/Pitches	13,664	0	0	0			0.0%	
1037 Inc-Keta Field Pitches	2,592	288	2,500	2,212			11.5%	
1039 Inc-Bicester Fields Pitches	674	0	0	0			0.0%	
1040 Inc-Keble Rd Pitches	667	0	0	0			0.0%	
Open Spaces :- Income	48,849	288	2,500	2,212			11.5%	0
4036 Grounds & Buildings Mtce	(4,850)	0	0	0		0	0.0%	
4037 Pavilion Maintenance	670	0	0	0		0	0.0%	
4045 Tools	(670)	0	0	0		0	0.0%	
4048 Vertidrainning of Pitches (FA G	28,079	5,466	0	(5,466)		(5,466)	0.0%	
4126 Lease of Open Spaces	427	10	21	11		11	47.6%	
4175 Maintenance of Open Spaces	13,562	5,154	14,500	9,346		9,346	35.5%	
4190 Parks and Garden Contract	494,339	0	350,000	350,000		350,000	0.0%	
4204 Pest Control	163	0	250	250		250	0.0%	
Open Spaces :- Indirect Expenditure	531,719	10,630	364,771	354,141	0	354,141	2.9%	0
Net Income over Expenditure	(482,870)	(10,342)	(362,271)	(351,929)				
305_ Pingle Field								
1028 Inc-Pavilions/Pitches	5,790	316	5,000	4,684			6.3%	
Pingle Field :- Income	5,790	316	5,000	4,684			6.3%	0
4012 Water Charges	6,483	1,756	1,100	(656)		(656)	159.6%	
4014 Electric	6,666	2,420	12,000	9,580		9,580	20.2%	

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Cleaning Materials	85	224	300	76	138	(63)	120.8%	
4036 Grounds & Buildings Mtce	4,320	2,028	20,000	17,972	2,611	15,362	23.2%	
4039 Waste Removal	215	198	230	32		32	85.9%	
4045 Tools	0	7	0	(7)		(7)	0.0%	
4130 Building Security	823	128	1,500	1,372		1,372	8.6%	
Pingle Field :- Indirect Expenditure	18,592	6,760	35,130	28,370	2,749	25,621	27.1%	0
Net Income over Expenditure	(12,802)	(6,444)	(30,130)	(23,686)				
<u>306_Sunderland Drive</u>								
1028 Inc-Pavilions/Pitches	848	93	2,000	1,907			4.7%	
Sunderland Drive :- Income	848	93	2,000	1,907			4.6%	0
4012 Water Charges	217	156	1,200	1,044		1,044	13.0%	
4013 Gas	875	2,003	2,000	(3)		(3)	100.1%	
4014 Electric	374	320	2,000	1,680		1,680	16.0%	
4017 Cleaning Materials	85	0	100	100		100	0.0%	
4036 Grounds & Buildings Mtce	2,769	1,827	1,000	(827)	2,269	(3,096)	409.6%	
4039 Waste Removal	215	198	250	52		52	79.1%	
4045 Tools	0	7	0	(7)		(7)	0.0%	
4130 Building Security	688	0	1,000	1,000		1,000	0.0%	
Sunderland Drive :- Indirect Expenditure	5,222	4,509	7,550	3,041	2,269	772	89.8%	0
Net Income over Expenditure	(4,374)	(4,416)	(5,550)	(1,134)				
<u>307_Bicester Field</u>								
1028 Inc-Pavilions/Pitches	454	58	1,700	1,642			3.4%	
Bicester Field :- Income	454	58	1,700	1,642			3.4%	0
4012 Water Charges	1,517	312	1,000	688		688	31.2%	
4014 Electric	7,718	1,928	10,000	8,072		8,072	19.3%	
4017 Cleaning Materials	85	190	200	10	276	(267)	233.4%	
4023 Stationery	13	0	0	0		0	0.0%	
4036 Grounds & Buildings Mtce	237	1,934	1,000	(934)	2,398	(3,332)	433.2%	
4039 Waste Removal	412	0	250	250		250	0.0%	
4045 Tools	0	7	0	(7)		(7)	0.0%	
4099 Miscellaneous Expences	(0)	0	0	0		0	0.0%	
4130 Building Security	658	366	500	134		134	73.2%	
Bicester Field :- Indirect Expenditure	10,640	4,737	12,950	8,213	2,674	5,538	57.2%	0
Net Income over Expenditure	(10,186)	(4,679)	(11,250)	(6,571)				

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
<u>308 Whitelands Sports Village</u>								
1014 Inc-Miscellaneous	1,802	5,164	50,000	44,836			10.3%	
1016 Inc-Whitelands Cafe	0	2,455	4,500	2,045			54.6%	
1017 Inc-Whitelands room hire	4,035	600	0	(600)			0.0%	
1025 Inc-Rugby Club	21,000	0	21,000	21,000			0.0%	
1026 Inc-ACE Academy	5,000	2,000	10,000	8,000			20.0%	
1027 Inc-OX RTC	5,660	2,083	18,000	15,917			11.6%	
1028 Inc-Pavilions/Pitches	93,506	7,065	0	(7,065)			0.0%	
Whitelands Sports Village :- Income	131,004	19,368	103,500	84,132			18.7%	0
4000 Salaries	142,084	27,583	146,000	118,417		118,417	18.9%	
4001 Ers National Insurance	10,739	2,342	15,000	12,658		12,658	15.6%	
4002 Ers Pension	29,853	5,986	35,000	29,014		29,014	17.1%	
4003 Temporary Staff	8,394	0	0	0		0	0.0%	
4004 Cleaning Contract	0	0	1,500	1,500		1,500	0.0%	
4011 Rates	20,676	26,788	21,000	(5,788)		(5,788)	127.6%	
4012 Water Charges	1,023	0	1,200	1,200		1,200	0.0%	
4014 Electric	60,090	0	30,000	30,000		30,000	0.0%	
4015 Health and Safety	1,979	0	0	0		0	0.0%	
4016 Uniform & PPE	688	0	2,500	2,500		2,500	0.0%	
4017 Cleaning Materials	760	512	2,000	1,488	8	1,480	26.0%	
4021 Office Phones	248	0	0	0		0	0.0%	
4036 Grounds & Buildings Mtce	7,302	3,602	5,000	1,398	1,670	(272)	105.4%	
4039 Waste Removal	6,033	218	0	(218)		(218)	0.0%	
4069 SW Sports Village	1,095	0	0	0		0	0.0%	
4130 Building Security	1,143	570	1,000	430		430	57.0%	
4203 Window Cleaning	0	0	500	500		500	0.0%	
Whitelands Sports Village :- Indirect Expenditure	292,107	67,600	260,700	193,100	1,678	191,422	26.6%	0
Net Income over Expenditure	(161,103)	(48,232)	(157,200)	(108,968)				
<u>401 Garth Park</u>								
1003 Inc-Garth Stables	6,600	1,100	3,150	2,050			34.9%	
1008 Inc-Bowls Club	1,478	259	1,400	1,141			18.5%	
1009 Inc-Tennis Club	1,550	0	1,550	1,550			0.0%	
1015 Inc Garth Park Cafe	21,096	0	18,800	18,800			0.0%	
Garth Park :- Income	30,724	1,359	24,900	23,541			5.5%	0
4004 Cleaning Contract	0	2,811	10,000	7,189		7,189	28.1%	
4011 Rates	0	3,942	4,925	983		983	80.0%	
4012 Water Charges	28	42	750	708		708	5.6%	
4013 Gas	0	30	300	270		270	10.0%	

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av ailable	% Spent	Transfer to/from EMR
4014 Electric	1,491	559	2,000	1,441		1,441	27.9%	
4015 Health and Safety	0	240	0	(240)		(240)	0.0%	
4016 Uniform & PPE	0	210	0	(210)		(210)	0.0%	
4036 Grounds & Buildings Mtce	6,594	169	5,000	4,831		4,831	3.4%	
4039 Waste Removal	4,401	7,197	7,500	303	610	(307)	104.1%	
4046 Horticultural Supplies	3,973	46	5,900	5,854		5,854	0.8%	
4050 Maintenance Bow Is Club	992	0	2,000	2,000		2,000	0.0%	
4129 Garth Park Toilets	10,250	0	0	0		0	0.0%	
4130 Building Security	0	0	2,000	2,000		2,000	0.0%	
4177 Maintenance Bandstand & Well	0	0	15,000	15,000		15,000	0.0%	
Garth Park :- Indirect Expenditure	27,728	15,245	55,375	40,130	610	39,520	28.6%	0
Net Income over Expenditure	2,997	(13,886)	(30,475)	(16,589)				
<u>402_Play Areas</u>								
4045 Tools	0	0	0	0	386	(386)	0.0%	
4123 Maintenance Play Areas	5,214	2,792	7,000	4,208	2,385	1,823	74.0%	
4180 ROSPA Inspections	3,900	0	4,000	4,000	3,567	433	89.2%	
Play Areas :- Indirect Expenditure	9,114	2,792	11,000	8,208	6,338	1,870	83.0%	0
Net Expenditure	(9,114)	(2,792)	(11,000)	(8,208)				
<u>404_Allotments</u>								
1011 Inc-Allotments	8,232	5,124	7,000	1,876			73.2%	
Allotments :- Income	8,232	5,124	7,000	1,876			73.2%	0
4012 Water Charges	152	57	600	543		543	9.5%	
4054 Allotments Costs	298	76	2,500	2,424		2,424	3.0%	
4155 Rent	416	0	831	831		831	0.0%	
Allotments :- Indirect Expenditure	865	133	3,931	3,798	0	3,798	3.4%	0
Net Income over Expenditure	7,368	4,991	3,069	(1,922)				
<u>501_Town Council Events</u>								
1018 Inc-Carnival	650	0	0	0			0.0%	
1030 Income - Music Event	0	0	9,000	9,000			0.0%	
1032 Inc- Sledgehammer	13,175	0	9,000	9,000			0.0%	
1035 Special Events 2023 Coronation	5,987	0	0	0			0.0%	
1045 Inc-Christmas Lights	700	0	7,500	7,500			0.0%	
1050 Chistmas Lights Trail	40,142	200	75,000	74,800			0.3%	
1051 Inc-Food Festival	(83)	0	0	0			0.0%	
Town Council Events :- Income	60,570	200	100,500	100,300			0.2%	0

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Bicester Town Council

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Evt 1 Music Evt	4,245	969	10,000	9,031		9,031	9.7%	
4088 Evt 3 - Sledgehammer	8,197	3,169	10,000	6,831	1,487	5,344	46.6%	
4092 Sports Day	4,936	740	4,000	3,260		3,260	18.5%	
4115 Special Events/Coronation 2023	10,756	583	5,000	4,417	153	4,264	14.7%	
4120 FFD in assoc. w /AFD	7,071	1,696	9,500	7,804		7,804	17.9%	
4157 Christmas Lights Switch On	14,310	52	10,500	10,448		10,448	0.5%	
4158 Christmas Lights Trail	78,116	5,931	85,000	79,069		79,069	7.0%	
Town Council Events :- Indirect Expenditure	127,631	13,140	134,000	120,860	1,640	119,219	11.0%	0
Net Income over Expenditure	(67,061)	(12,940)	(33,500)	(20,560)				
601_Cemetery								
1020 Inc-Cemetery	6,259	1,044	0	(1,044)			0.0%	
Cemetery :- Income	6,259	1,044	0	(1,044)				0
4011 Rates	724	1,447	1,500	53		53	96.5%	
4012 Water Charges	633	69	800	731		731	8.7%	
4014 Electric	288	318	150	(168)		(168)	211.9%	
4036 Grounds & Buildings Mtce	125	0	250	250		250	0.0%	
4039 Waste Removal	2,049	425	4,000	3,576		3,576	10.6%	
Cemetery :- Indirect Expenditure	3,819	2,259	6,700	4,441	0	4,441	33.7%	0
Net Income over Expenditure	2,440	(1,215)	(6,700)	(5,485)				
801_Street Scene								
4029 Street Furniture	1,563	0	1,500	1,500		1,500	0.0%	
4083 Pedestrianisation Scheme	0	0	5,000	5,000		5,000	0.0%	
4112 Repairs & Maint. Clocks	135	0	500	500		500	0.0%	
4151 Litter Bin Provision	1,314	0	4,000	4,000		4,000	0.0%	
4200 Christmas Lights Maint/Storage	0	0	26,000	26,000		26,000	0.0%	
4216 Litter/Dog Bin Emptying	9,165	0	0	0		0	0.0%	
Street Scene :- Indirect Expenditure	12,177	0	37,000	37,000	0	37,000	0.0%	0
Net Expenditure	(12,177)	0	(37,000)	(37,000)				
901_Farmarked Reserves								
9007 Community and Elections	12,799	0	0	0		0	0.0%	
9011 Play Areas/Open Space Investme	71,474	88,514	0	(88,514)		(88,514)	0.0%	
9013 Equipment Replacement/Mtce	0	22,600	0	(22,600)		(22,600)	0.0%	
9014 Green Infrastructure	20,868	0	0	0		0	0.0%	
9020 BTC Premises	68,933	0	0	0		0	0.0%	

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Detailed Income & Expenditure by Budget Heading 24/06/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9042 SW Sports Village Contribution	2,971	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	177,045	111,114	0	(111,114)	0	(111,114)		0
Net Expenditure	(177,045)	(111,114)	0	111,114				
Grand Totals:- Income	2,220,228	1,862,260	2,101,338	239,078			88.6%	
Expenditure	2,069,250	447,034	2,101,338	1,654,304	20,652	1,633,652	22.3%	
Net Income over Expenditure	150,977	1,415,227	0	(1,415,227)				
Movement to/(from) Gen Reserve	150,977	1,415,227						

Code		Actual Last Year	Actual Year to Date	Current Annual Budget	PO's	Variance	% Spent	Commentary
		£	£	£				
102	Civic and Democratic					£		
1013	Inc. Civic Miscellaneous	3180	2608	0		2608	0.0%	Income received from Easter Egg hunt
4161	Civic Mayor Making	1497	1098	770		(326)	142.6%	Cost of Room hire greater than budgeted
105	Central Services							
4024	Subscriptions	8843	3,361	4500		1,139	74.7%	Subscriptions greater than budgeted.
4025	Insurance	21,438	22,451	25,000		2,549	89.8%	One off annual invoice.
4033	Office Expenses	1,114	709	1,300	78	591	60.6%	Ink Cartridges purchased for photocopier and printers for future months.
4034	Computer Support	27,979	17,392	29,100		11,708	59.8%	One off annual costs
106	Garth House							
4014	Electric	3913	2486	3800		1314	65.4%	March costs and out of contract prices will result in an overspend by year end
4039	Waste Removal	2,734	1,815	1,250		(565)	145.2%	March accrued invoice (£1432.23) will cause an overspend
110	Projects							
4301	Garth House Redevelopment	13,885	12,118	15,000		2,882	80.8%	Ridge invoices, expect an overspend
300	Environmental Services							
4016	Uniform	700	478	1400	210	922	49.1%	Expect an overspend due to office staff uniform and ties
301	Open Spaces							
4175	Maintenance of Open Spaces	13,562	5,154	14,500		9,346	35.5%	Half yearly charge for emptying dog bins CDC
305	Pingle Field							
4012	Water Charges	6,483	1,756	1,100		(656)	159.6%	Appears to be under budgeted when compared to previous trends
306	Sunderland Drive							

4013	Gas	875	2003	2000		(3)	100.1%	Gas costs higher due to being out of contract & an accrual invoice
4036	Grounds & Buildings Mtce	2769	1827	1000	2,269	(827)	409.6%	Purchase of Grass seed for all sites. Underbudgeted.
307	Bicester Field							
4036	Grounds & Buildings Maintenance	237	1,934	1,000	2,398	(934)	433.2%	Grass Seed purchase, unplanned expenditure
308	Whitelands Sports Village							
4011	Rates	20,676	26,788	21,000		(5,788)	127.6%	Fee Payments for 2023/2024, unplanned for expenditure
4036	Grounds & Buildings Maintenance	7,302	3,602	5,000	1,670	(272)	105.4%%	Planned Fire extinguisher work, underbudgeted.
401	Garth Park							
4011	Rates	0	3,942	4,925		983	80.0%	Annual rates
4039	Waste Removal	4401	7,197	7,500	610	(307)	104.1%	Includes all PHS invoices for 23/24 received in June
402	Play Areas							
4123	Maintenance Play Areas	5,214	2,792	7,000	2,385	4,208	74.0%	PO for Travis Perkins for building equipment for the year £1086. Budget has the potential to be overspent.

AGENDA ITEM 6

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024
Bank Balances Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

Appended to this report is a detailed report showing accurate recording of all the Council's bank balances as at 31st May 2024.

2. Background

Structure and Interpretation of the Report

The report generated by the accounting system is a consolidated bank reconciliation for each of the Council's bank accounts. At the top section of the report, it lists the bank statement balance for each account. The bottom section lists the cashbook balances for each account. Ideally the balances will duplicate each other demonstrating that each account has been reconciled to its bank statement.

There are some accounts shown that are no longer in use – these are the Santander Deposit Account, Petty Cash and the Barclays Base Rate Tracker - these accounts are shown with a nil balance. The accounting system holds historic transactions for each of these accounts and therefore will not permit them to be deleted.

Bank Accounts in use are:

Barclays Current Account – most the council's financial transactions pass through this account. A Bank – Cash and Investment Reconciliation Report was printed after the 31st May and further transactions had been entered into the cashbook resulting in a difference between the bank and cashbook balances. Receipts and payments entered onto Rialtas after the 31st May and up to the date of the Cash and Investment Reconciliation was printed, illustrate a difference of £31,227.32

Wages Account (held at Barclays) – a transfer is made monthly to this account to cover the costs of payroll. The payroll provider (which operates as a BACS bureau – making salaries and wages and disbursements to HMRC and Oxfordshire pensions on behalf of the Town Council). The separate account will facilitate the automation of this process and enable the provider to take a direct debit without access to the main current account.

Ticketsource Account – also known historically as the Carnival Account (and the means to change that description within the accounting system is proving elusive) this account receives event ticket receipts from the ticket sales provider (current Ticketsource).

CCLA Deposit – this is an investment account, and the balance remains constant at £2m. The return on this investment, which was *£8,890.76 for April and £8,575.04 for May 2024*, is paid into the Barclays Current Account.

Barclays Treasury Deposit – this is the deposit account linked to the main current account and surplus funds from the current account are moved here.

Santander Capital Account and **Lloyds Treasury Account** are both non-interest bearing accounts that are little used.

3. Recommendation

As per Financial Regulation 2.2, the committee is asked to **REVIEW** and **NOTE** the attached report detailing bank balances at the end of **MAY 2024** and **NOTE** that Cllr Russel has signed the monthly bank reconciliation for the year to 31st May 2024.

APPENDIX 1

Bicester Town Council

Bank - Cash and Investment Reconciliation as at 20 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2024	Barclays Current Account	1,422,589.96
31/05/2024	Wages Account	120,930.09
31/05/2024	Ticketsource Account	101,592.63
31/05/2024	CCLA Deposit	2,000,000.00
31/05/2024	Barclays Treasury Deposit	1,096,187.54
31/05/2024	Santander Capital Account	257,408.87
31/05/2024	Lloyds Treasury Account	549,140.80

5,547,849.89

Receipts not on Bank Statement

0.00

Closing Balance

5,547,849.89

All Cash & Bank Accounts

1	Current Bank A/c	1,391,362.64
2	Wages Account	120,930.09
3	Carnival Account	101,592.63
4	CCLA Deposit	2,000,000.00
5	Barclays Treasury Deposit	1,096,187.54
6	Santander Capital Account	257,408.87
7	Santander Deposit	0.00
8	Lloyds Treasury Account	549,140.80
10	Petty Cash	0.00
11	Barclays Base Rate Tracker	0.00

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

5,516,622.57

AGENDA ITEM 7

**BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT**

**Tuesday 9th July 2024
Payments Report**

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@Bicester.gov.uk

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed of all the payments made since the last committee meeting. This includes payments to the 10th June 2024

2. Background

The report lists all payments supported by the Purchase Ledger sheets for the BACS batches. BACS batches dated 24/05/2024 to the 10/06/2024 (page numbers 946 - 960) were sent to members of the Finance Committee before being paid.

3. Recommendation

As per Financial Regulations 5.2, the committee is asked to **APPROVE** the payment schedules since the last meeting held on **Tuesday 4th June 2024**, totalling £171,645.64 for 28/05/2024 to 10/06/2024.

APPENDIX 1

Date: 20/06/2024

Bicester Town Council

Page 1

Time: 16:52

Current Bank A/c 50180017

List of Payments made between 24/05/2024 and 20/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/05/2024	Wex Europe Services (UK) Limit	6413/2805	350.62		Fuel
28/05/2024	OPUS ENERGY LTD	1292461	4,364.99		Outreach - Credit Note
29/05/2024	Astral (Payroll)	BACS	83,344.61		May Payroll 2024
03/06/2024	BACS P/L Pymnt Page 946	BACS Pymnt	24,598.26		BACS P/L Pymnt Page 946
03/06/2024	BACS P/L Pymnt Page 948	BACS Pymnt	6,629.06		BACS P/L Pymnt Page 948
03/06/2024	Wex Europe Services (UK) Limit	6413/03/06	78.48		Fuel
10/06/2024	BACS P/L Pymnt Page 958	BACS Pymnt	52,279.62		BACS P/L Pymnt Page 958
Total Payments			171,645.64		

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMAZON BUS Amazon Business							
<i>Shelf Brackets</i>	13/05/2024	GB-795184065-2024-97	1	16.98	0.00	16.98	0.00
<i>Steel Fencing Pins</i>	15/05/2024	GB138616421202425218	1	107.94	0.00	107.94	0.00
<i>Anti Vandal Signs - 3G</i>	13/05/2024	GB4J1X2ABEY	1	19.63	0.00	19.63	0.00
<i>Artificial Bay Trees x2</i>	14/05/2024	GB4JCQXABEY	1	68.99	0.00	68.99	0.00
<i>Nylon Rope</i>	15/05/2024	GB4JQ76ABEY	1	39.35	0.00	39.35	0.00
					0.00	252.89	
Above paid on 03/06/2024 by Online Payment Ref AMAZONBUS							
B035 Bicester Print							
<i>Cashbook</i>	03/05/2024	BIC27342	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 03/06/2024 by Online Payment Ref B035							
C41 Cherwell District Council							
<i>Feb 2024</i>	27/03/2024	20014737	1	6,901.33	0.00	6,901.33	0.00
<i>Jan 2024</i>	27/03/2024	20014738	1	8,627.02	0.00	8,627.02	0.00
					0.00	15,528.35	
Above paid on 03/06/2024 by Online Payment Ref C41							
H018 Healthmatic Limited							
<i>Clean/Maintenance - Apr to Jun</i>	13/05/2024	13757	1	3,373.27	0.00	3,373.27	0.00
					0.00	3,373.27	
Above paid on 03/06/2024 by Online Payment Ref H018							
LGRC Local Government Resource Centre							
<i>Locum RFO</i>	10/05/2024	1866	1	788.20	0.00	788.20	0.00
					0.00	788.20	
Above paid on 03/06/2024 by Online Payment Ref LGRC							
PENINSULA Peninsula							
<i>Remaining Balance</i>	18/05/2024	U004248839	1	1.01	0.00	1.01	0.00
<i>Health & Safety</i>	18/05/2024	U004248839	1	201.11	0.00	201.11	0.00
					0.00	202.12	

26/06/2024

Bicester Town Council

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09:48

List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R010	Rialtas Business Solutions Ltd						
<i>Allotme Licence - 5 Users</i>	01/04/2024	SM28753	1	298.80	0.00	298.80	0.00
<i>Allotment Inspections License</i>	01/04/2024	SM28756	1	132.00	0.00	132.00	0.00
					0.00	430.80	
Above paid on 03/06/2024 by Online Payment Ref R010							
RIO	RIO WORKWEAR LTD						
<i>Bespoke BTC Ties</i>	13/05/2024	INV-8780	1	573.12	0.00	573.12	0.00
					0.00	573.12	
Above paid on 03/06/2024 by Online Payment Ref RIO							
T097	Tudor Environmental						
<i>Tools/Play Area</i>	15/05/2024	IN0318078	1	461.09	0.00	461.09	0.00
					0.00	461.09	
Above paid on 03/06/2024 by Online Payment Ref T097							
T098	Tulu Toilet Hire Ltd						
<i>Peforma Invoice - 80's Night</i>	08/05/2024	104133	1	2,640.00	0.00	2,640.00	0.00
					0.00	2,640.00	
Above paid on 03/06/2024 by Online Payment Ref T098							
TOOL	Toolstation Ltd						
<i>Tools</i>	14/02/2024	XWW569149002	1	48.42	0.00	48.42	0.00
					0.00	48.42	
Above paid on 03/06/2024 by Online Payment Ref TOOL							
Total Purchase Ledger Payments					0.00	24,598.26	

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A061	Advanced Water Coolers Ltd						
<i>Annual Rental of Ebac Easycool</i>	17/05/2024	20041	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 03/06/2024 by Online Payment Ref A061							
ACB	Active Background Checks						
<i>DBS Checks</i>	23/05/2024	1892024	1	621.00	0.00	621.00	0.00
					0.00	621.00	
Above paid on 03/06/2024 by Online Payment Ref ACB							
AMAZON BUS	Amazon Business						
<i>10 nets of Barley Straw</i>	21/05/2024	GB155415175520241262	1	13.99	0.00	13.99	0.00
<i>Blinds</i>	14/05/2024	GB2024209076298	1	46.72	0.00	46.72	0.00
					0.00	60.71	
Above paid on 03/06/2024 by Online Payment Ref AMAZONBUS							
BEAUTY	Beauty & Bicester						
<i>Mayor Making 2024</i>	20/05/2024	2403299	1	80.00	0.00	80.00	0.00
					0.00	80.00	
Above paid on 03/06/2024 by Online Payment Ref BEAUTY							
C054	CMR Intech Limited						
<i>End Point Management</i>	17/05/2024	422683	1	1,584.00	0.00	1,584.00	0.00
					0.00	1,584.00	
Above paid on 03/06/2024 by Online Payment Ref C054							
CHILMAN	Chilman Fire & Security Ltd						
<i>Fire Extinguishers</i>	13/05/2024	54083	1	189.90	0.00	189.90	0.00
					0.00	189.90	
Above paid on 03/06/2024 by Online Payment Ref CHILMAN							
DJ	DJ Doors & Electrical Services Ltd						
<i>Fire Door Call out</i>	11/04/2024	SI-4445	1	126.00	0.00	126.00	0.00
					0.00	126.00	

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FLAG	Flagmakers						
<i>Flags</i>	17/05/2024	1157994	1	644.36	0.00	644.36	0.00
					0.00	644.36	
Above paid on 03/06/2024 by Online Payment Ref FLAG							
JUSTIN	Justin Bucknell Electrical						
<i>Bowls Club</i>	14/05/2024	INV-7692	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 03/06/2024 by Online Payment Ref JUSTIN							
L012	LEE WANLESS PLUMBING & HEATING LTD						
<i>Nai's House Toilet Leak</i>	14/05/2024	14483	1	60.00	0.00	60.00	0.00
					0.00	60.00	
Above paid on 03/06/2024 by Online Payment Ref L012							
O019	Oxford Alarm Company Ltd						
<i>Smoke Detector/Call out</i>	22/05/2024	5802	1	285.14	0.00	285.14	0.00
<i>Fire Alarm Service</i>	08/02/2024	INV-3950	1	154.08	0.00	154.08	0.00
<i>Fire Alarm Service</i>	08/02/2024	INV-3952	1	154.08	0.00	154.08	0.00
<i>Fire Alarm Service</i>	08/02/2024	INV-3954	1	154.08	0.00	154.08	0.00
<i>CAB /Nai's House</i>	23/04/2024	INV-4138	1	215.93	0.00	215.93	0.00
<i>Whitlands</i>	23/04/2024	INV-4141	1	684.00	0.00	684.00	0.00
					0.00	1,647.31	
Above paid on 03/06/2024 by Online Payment Ref O019							
ORI	ORIGIN AMENITY SOLUTIONS LTD						
<i>Line Marking Paint</i>	20/05/2024	OASI0107071	1	811.78	0.00	811.78	0.00
					0.00	811.78	
Above paid on 03/06/2024 by Online Payment Ref ORI							
Total Purchase Ledger Payments					0.00	6,629.06	

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMAZON BUS Amazon Business							
<i>Trestle Table</i>	22/03/2024	GB131692361202455793	1	167.92	0.00	167.92	0.00
<i>Law for Cemetery's Book</i>	25/04/2024	GB4FVF9ABEY	1	39.00	0.00	39.00	0.00
<i>Wirebound To-Do book</i>	25/04/2024	GB4G4AQABEY	1	14.19	0.00	14.19	0.00
<i>Certificate Frames x12</i>	26/04/2024	GB4G8EDABEY	1	24.98	0.00	24.98	0.00
<i>Letter Tray for Finance</i>	30/04/2024	GB4GPXABEY	1	27.18	0.00	27.18	0.00
					0.00	273.27	
Above paid on 13/05/2024 by Online Payment Ref AMAZONBUS							
APT AP Thopson Services Ltd							
<i>3G Pitch Maintenance</i>	25/04/2024	RM/24/2865	1	420.00	0.00	420.00	0.00
					0.00	420.00	
Above paid on 13/05/2024 by Online Payment Ref APT							
B002 Bicester Tyre & Exhaust Centre							
<i>Tyre</i>	02/05/2024	BT1504	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 13/05/2024 by Online Payment Ref B002							
B035 Bicester Print							
<i>Certificates x6</i>	01/05/2024	BIC27333	1	11.23	0.00	11.23	0.00
					0.00	11.23	
Above paid on 13/05/2024 by Online Payment Ref B035							
B178 BUCKS RECYCLING LTD							
<i>12 Yard Skip x2</i>	24/04/2024	167801	1	732.00	0.00	732.00	0.00
					0.00	732.00	
Above paid on 13/05/2024 by Online Payment Ref B178							
C054 CMR Intech Limited							
<i>Microsoft 365 Business Yearly</i>	22/04/2024	422450	1	3,648.96	0.00	3,648.96	0.00
<i>Microsoft 365 Business Yearly</i>	26/04/2024	422451	1	423.36	0.00	423.36	0.00
<i>HP Laptop Battery</i>	26/04/2024	422817	1	90.00	0.00	90.00	0.00
<i>Microsoft 365 Basic - April</i>	29/04/2024	422834	1	35.28	0.00	35.28	0.00
					0.00	4,197.60	
Above paid on 13/05/2024 by Online Payment Ref C054							

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C105							
CleanGenieLtd							
<i>Cleaning April</i>	30/04/2024	6444	1	592.33	0.00	592.33	0.00
					0.00	592.33	
Above paid on 13/05/2024 by Online Payment Ref C105							
CHILMAN							
Chilman Fire & Security Ltd							
<i>Fire Safety</i>	18/04/2024	53728 13/05	1	843.94	0.00	843.94	0.00
					0.00	843.94	
Above paid on 13/05/2024 by Online Payment Ref CHILMAN							
CLEAR							
Clearway Plumbing and Drains Ltd							
<i>Whitelands</i>	23/11/2023	1433	1	957.96	0.00	957.96	0.00
<i>Whitelands</i>	23/11/2023	1446	1	114.00	0.00	114.00	0.00
<i>Whitelands</i>	20/12/2023	1522	1	171.00	0.00	171.00	0.00
<i>Emergency Call out</i>	20/12/2023	1523	1	114.00	0.00	114.00	0.00
<i>Offices</i>	01/02/2024	1617	1	897.00	0.00	897.00	0.00
<i>CCTV Inspection</i>	14/04/2024	2025	1	282.00	0.00	282.00	0.00
<i>Quarterly Service</i>	29/04/2024	2191	1	390.00	0.00	390.00	0.00
					0.00	2,925.96	
Above paid on 13/05/2024 by Online Payment Ref CLEAR							
Total Purchase Ledger Payments					0.00	10,080.33	

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHILMAN							
Chilman Fire & Security Ltd							
<i>53728 CN/Chilman Fire & Securi</i>	18/04/2024	53728 CN	1	-843.94	0.00	-843.94	0.00
					0.00	-843.94	
Above paid on 20/05/2024 by Online Payment Ref CHILMAN							
Total Purchase Ledger Payments					0.00	-843.94	

26/06/2024

Bicester Town Council

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09:58

List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WEX Wex Europe Services (UK) Limited							
<i>Fuel</i>	29/04/2024	GBW021655612	1	298.36	0.00	298.36	0.00
					0.00	298.36	
Above paid on 08/05/2024 by Direct Debit 30106413							
WEX Wex Europe Services (UK) Limited							
<i>Fuel</i>	13/05/2024	GBW021671166	1	373.55	0.00	373.55	0.00
					0.00	373.55	
Above paid on 20/05/2024 by Direct Debit 6413/2005							
WEX Wex Europe Services (UK) Limited							
<i>Fuel</i>	20/05/2024	GB021679219	1	350.62	0.00	350.62	0.00
					0.00	350.62	
Above paid on 28/05/2024 by Direct Debit 6413/2805							
Total Purchase Ledger Payments					0.00	1,022.53	

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OPUS OPUS ENERGY LTD							
<i>Garth Out Building - April</i>	15/05/2024	43044231	1	101.49	0.00	101.49	0.00
<i>Toilet Block, Church - April</i>	15/05/2024	43044232	1	95.28	0.00	95.28	0.00
<i>Mess Room - April</i>	15/05/2024	43044233	1	94.50	0.00	94.50	0.00
<i>Offices - April</i>	15/05/2024	43044234	1	474.93	0.00	474.93	0.00
<i>Garth Flat - April</i>	15/05/2024	43044235	1	436.02	0.00	436.02	0.00
<i>Stables - April</i>	15/05/2024	43044236	1	291.88	0.00	291.88	0.00
<i>Chapel - April</i>	15/05/2024	43044237	1	103.90	0.00	103.90	0.00
<i>Garage - April</i>	15/05/2024	43044238	1	98.78	0.00	98.78	0.00
<i>Sunderland Drive - April</i>	15/05/2024	43044239	1	191.55	0.00	191.55	0.00
<i>Langford - April</i>	15/05/2024	43044245	1	968.31	0.00	968.31	0.00
<i>Pingle - April</i>	15/05/2024	43044246	1	1,330.37	0.00	1,330.37	0.00
<i>Outreach - Credit Note</i>	15/05/2024	430447790	1	-171.78	0.00	-171.78	0.00
<i>Outreach - March to April</i>	15/05/2024	43044792	1	349.76	0.00	349.76	0.00
					0.00	4,364.99	
Above paid on 28/05/2024 by Direct Debit 1292461							
Total Purchase Ledger Payments					0.00	4,364.99	

26/06/2024 Bicester Town Council Page 955

10:58 List of Purchase Ledger Payments User: HP

Linked to Cashbook 1 Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE GAS SSE GAS							
Workshop - March	18/04/2024	IV00754089	1	31.50	0.00	31.50	0.00
					<u>0.00</u>	<u>31.50</u>	
Above paid on 02/05/2024 by Direct Debit DD00409143							
Total Purchase Ledger Payments					<u>0.00</u>	<u>31.50</u>	

26/06/2024 Bicester Town Council Page 956

10:53 List of Purchase Ledger Payments User: HP

Linked to Cashbook 1 Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EVER Everflow Ltd							
Water - June	08/05/2024	3259033	1	1,137.77	0.00	1,137.77	0.00
					<u>0.00</u>	<u>1,137.77</u>	
Above paid on 16/05/2024 by Direct Debit B238685A							
Total Purchase Ledger Payments					<u>0.00</u>	<u>1,137.77</u>	

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11:04 List of Purchase Ledger Payments User: HP

Linked to Cashbook 1 Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
KB The Kitchen & Bar at Whitelands Farm							
Function Room / Catering 13/05	08/05/2024	INV.618	1	1,166.82	0.00	1,166.82	0.00
					<u>0.00</u>	<u>1,166.82</u>	
Above paid on 13/05/2024 by Online Payment Ref KB							
Total Purchase Ledger Payments					<u>0.00</u>	<u>1,166.82</u>	

26/06/2024

Bicester Town Council

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11:13

List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 3
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A048	Acme Pest Control & Deer Management						
<i>Check/Top up</i>	09/05/2024	73/109	1	101.80	0.00	101.80	0.00
					0.00	101.80	
Above paid on 10/06/2024 by Online Payment Ref A048							
B087	Barstows Stationery						
<i>HP collection</i>	30/04/2024	88359	1	54.71	0.00	54.71	0.00
<i>A4 Frames</i>	25/04/2024	88392	1	23.88	0.00	23.88	0.00
<i>A4 White Card</i>	10/05/2024	88461	1	10.79	0.00	10.79	0.00
<i>Cleaning Materials</i>	24/05/2024	88496	1	316.92	0.00	316.92	0.00
					0.00	406.30	
Above paid on 10/06/2024 by Online Payment Ref B087							
C054	CMR Intech Limited						
<i>New Laptop PC</i>	28/05/2024	422455	1	786.00	0.00	786.00	0.00
<i>Computer items</i>	28/05/2024	423051	1	2,610.00	0.00	2,610.00	0.00
<i>Veeam Backup</i>	03/06/2024	423089	1	54.00	0.00	54.00	0.00
<i>Veeam Backup - June 24</i>	03/06/2024	423120	1	153.60	0.00	153.60	0.00
<i>WatchGuard AuthPoint</i>	03/06/2024	423145	1	80.39	0.00	80.39	0.00
					0.00	3,683.99	
Above paid on 10/06/2024 by Online Payment Ref C054							
CONTI	Continental landscapes						
<i>GM April 2024</i>	17/05/2024	1103512	1	40,937.46	0.00	40,937.46	0.00
					0.00	40,937.46	
Above paid on 10/06/2024 by Online Payment Ref CONTI							
JUSTIN	Justin Bucknell Electrical						
<i>Bicester Tennis Club - EICR</i>	24/05/2024	INV-7740	1	612.00	0.00	612.00	0.00
					0.00	612.00	
Above paid on 10/06/2024 by Online Payment Ref JUSTIN							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEEP Leep Utilities							
Water Bill - 11/23 to 03/24	31/05/2024	A-ECEB80AC/11/23	1	496.80	0.00	496.80	0.00
					<u>0.00</u>	<u>496.80</u>	
Above paid on 10/06/2024 by Online Payment Ref LEEP							
M061 Mulberry & Co							
Internal Audit 2024	31/05/2024	INV-0272	1	409.80	0.00	409.80	0.00
					<u>0.00</u>	<u>409.80</u>	
Above paid on 10/06/2024 by Online Payment Ref M061							
N027 Navitas Desgin							
Monthly Maintenance	01/06/2024	INV-31715	1	29.99	0.00	29.99	0.00
					<u>0.00</u>	<u>29.99</u>	
Above paid on 10/06/2024 by Online Payment Ref N027							
O002 OALC							
OALC Membership	01/03/2024	B00008/2024/1	1	5,057.58	0.00	5,057.58	0.00
					<u>0.00</u>	<u>5,057.58</u>	
Above paid on 10/06/2024 by Online Payment Ref O002							
O031 Oxford Office Furniture Ltd							
Screen Arms x2	31/05/2024	INV/2024/00691	1	180.00	0.00	180.00	0.00
					<u>0.00</u>	<u>180.00</u>	
Above paid on 10/06/2024 by Online Payment Ref O031							
S090 Savoir Fare Ltd							
CDC Lunch - 10/05/24	03/06/2024	INV-0112	1	210.00	0.00	210.00	0.00
					<u>0.00</u>	<u>210.00</u>	
Above paid on 10/06/2024 by Online Payment Ref S090							
T065 Turney - Groundforce							
Battery	24/05/2024	1109374	1	82.76	0.00	82.76	0.00
					<u>0.00</u>	<u>82.76</u>	
Above paid on 10/06/2024 by Online Payment Ref T065							

26/06/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 3
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOOL							
Toolstation Ltd							
<i>Anti-Climb Paint</i>	20/05/2024	X01656947827	1	61.66	0.00	61.66	0.00
<i>Synthetic Paintbrush</i>	20/05/2024	X02656947827	1	9.48	0.00	9.48	0.00
					0.00	71.14	

Above paid on 10/06/2024 by Online Payment Ref TOOL

Total Purchase Ledger Payments	0.00	52,279.62
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AGENDA ITEM 8

**BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT**

**Tuesday 9th July 2024
Aged Creditors**

Chair: Alisa Russell
Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool
Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed as to the Aged Creditors and the Officer will be available to answer any specific questions. The data shown is to 26th June 2024. The detailed report from the financial system will be tabled at the meeting.

2. Background

To monitor debts owed by the Council, the Aged Creditors report tracks how old each debt is and the value that is outstanding. Note that the age of the debt is taken from the invoice date – this may be some days or weeks before the invoice is received for processing by finance.

Any debts over 1 month old are prioritised in the payment run unless there is a query regarding that invoice and this is chased regularly until the issue has been resolved and the invoice can either be paid or a credit note has been received.

3. Illustration Graph

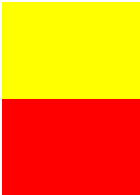
Date	Value (less Vat)	Who	Age	Report
30/05/2018	£15,600.00	Cherwell	2162	5
17/05/2024	£496.80	Leep	40	3

5	5
4	0
3	0

Greater than 12 months

Between 6 and 12 months

Between 3 and 6 months



Available to pay in the next run.

In dispute

2	2	Between 1 and 3 months
1	0	Less than 1 month

4. Recommendation

In addition to Financial Regulation 5.2, the committee is asked to **NOTE** the Aged Creditors as of 26th June 2024.

AGENDA ITEM 9

BICESTER TOWN COUNCIL FINANCE COMMITTEE

Tuesday 9th July 2024
Aged Debtors

Chair: Alisa Russell
Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool
Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed as to the Aged Debtors.

The Officer will be available to answer any specific questions

2. Background

In order to monitor debts due to the council, the Aged Debtors report tracks how old each debt is and the value that is outstanding.

Any debts over 1 month old are chased each week unless it is a quarterly or annual invoice that is being paid by instalments. All outstanding invoices have been chased and will continue to be a priority.

We also have invoices to the value of £25.00 for sponsors for the Christmas Lights x 10 dating 28/02/2024 that will be chased that are not on the below graph.

3. Illustration Graph

Date	Value (less Vat)	Who	Age	Report
31/03/2023	844.20	BIC ACHIEVERS	87	1
02/03/2023	700	ROUND TABLE	419	5
28/02/2024	200	Burger Van	58	2
01/06/2023	5100	CAB	391	4
01/04/2024	300	CHOOI	86	3

31/05/2023	1500	REGISTRAR	393	5
31/05/2023	80.33	CDC	392	4
01/06/2023	5100	CAB	328	4
09/05/2024	150	CHERRY	49	2
29/02/2024	150	JBROWN	119	4
19/06/2023	208.33	OALC	374	5
01/10/2023	1100.67	SAVOIR	270	4
28/02/2024	200	NALAS COFFEE	119	4
31/03/2024	21,000	RUFC	88	2
31/03/2023	844.20	BIC ACHIEVERS	28	1

5	3	Greater than 12 months
4	7	Between 6 and 12 months
3	0	Between 3 and 6 months
2	4	Between 1 and 3 months
1	3	Less than 1 month

	Now paid or cleared
	Qtr or Annual instal
	Active chasing

4. Pitchbooking Debtors

Our Rialtas and Pitchbooking systems are not linked and transactions taking place through Pitchbookings do not appear on Rialtas. Historically, Pitchbooking Debtors have also not featured in this Debtors Report.

Unfortunately, on further investigation through the Pitchbooking records for 2023/2024, we have discovered that many pitches booked have not been paid for and the total debt owed is £20,411.67. The outstanding payments have now been chased and will be chased on a weekly basis. The tables below demonstrate the debt from 2nd February 2023 to March

2024 and names have been redacted due to GDPR purposes. These are available upon request.

2022/2023

02/02/2023		£ 340.00
02/02/2023		£ 90.00
01/03/2023		£ 666.00
03/04/2023		£ 1,487.59
09/05/2023		£ 465.00
09/05/2023		£ 12.00
16/05/2023		£ 936.00
02/06/2023		£ 150.00
02/06/2023		£ 60.00
12/07/2023		£ 100.00
12/07/2023		£ 20.00
13/07/2023		£ 30.00
13/07/2023		£ 40.00
21/07/2023		£ 30.00

Total: £4426.59

2023/2024

11/08/2023		£ 360.00
11/08/2023		£ 60.00
14/08/2023		£ 420.00
14/08/2023		£ 280.00
14/08/2023		£ 1,260.00
25/08/2023		£ 20.00
25/08/2023		£ 20.00
12/09/2023		£ 150.00
12/09/2023		£ 126.00
21/09/2023		£ 486.00
21/09/2023		£ 98.00
12/10/2023		£ 105.00
12/10/2023		£ 162.00
12/10/2023	Dalton Yasin	£ 462.00

12/10/2023		£ 30.00
12/10/2023		£ 40.00
01/11/2023		£ 60.00
20/11/2023		£ 40.00
20/11/2023		£ 30.00
20/11/2023		£ 34.00
20/11/2023		£ 36.00
20/11/2023		£ 80.00
20/11/2023		£ 360.00
20/11/2023		£ 1,960.00
20/11/2023		£ 270.00
21/12/2023		£ 45.00
21/12/2023		£ 80.00
21/12/2023		£ 111.00
21/12/2023		£ 80.00
21/12/2023		£ 150.00
12/01/2024		£ 72.00
01/02/2024		£ 45.00
01/02/2024		£ 49.00
01/02/2024		£ 45.00
01/02/2024		£ 125.00
01/02/2024		£ 120.00
01/02/2024		£ 90.00
01/02/2024		£ 112.50
01/02/2024		£ 112.50
01/02/2024		£ 135.00
01/02/2024		£ 45.00
01/02/2024		£ 440.00
01/02/2024		£ 200.00
01/02/2024		£ 90.00
01/02/2024		£ 40.00
01/02/2024		£ 36.00
08/03/2024		£ 465.00

08/03/2024	████████	£ 44.00
11/03/2024	████████████████████	£ 470.00
11/03/2024	████████	£ 36.00
11/03/2024	████████	£ 60.00
12/04/2024	████████████████████	£ 420.00
12/04/2024	████████	£ 40.00
12/04/2024	████████████████████	£ 45.00
12/04/2024	████████	£ 210.00
12/04/2024	████████	£ 60.00
12/04/2024	████████	£ 44.00
12/04/2024	████████	£ 1,691.58
12/04/2024	████████	£ 36.00
12/04/2024	████████████████████	£ 66.00
12/04/2024	████████████████████	£ 72.00
12/04/2024	████████	£ 60.00
12/04/2024	████████████████████	£ 323.00
12/04/2024	████████	£ 120.00
12/04/2024	████████████████████	£ 90.00
16/05/2024	████████	£ 30.00
22/05/2024	████████	£ 45.00
22/05/2024	████████	£ 81.00
22/05/2024	████████████████████	£ 240.00
22/05/2024	██████	£ 120.00
22/05/2024	████████	£ 72.00
22/05/2024	████████████████████	£ 220.00
22/05/2024	████████	£ 112.50
22/05/2024	████████████████████	£ 60.00
22/05/2024	████████	£ 68.00
22/05/2024	████████	£ 30.00
22/05/2024	████████████████████	£ 353.00
22/05/2024	████████	£ 90.00
31/05/2024	████████	£ 45.00
31/05/2024	████████	£ 80.00

31/05/2024	██████████	£ 34.00
31/05/2024	██████████	£ 585.00
31/05/2024	██████████	£ 105.00
31/05/2024	██████████	£ 30.00
11/06/2024	██████████	£ 60.00
Total:		£15,985.08

4. Recommendation

Councillors are asked to **NOTE** the information given in this report.

AGENDA ITEM 10

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024

Bad Debt

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@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
OALC (Room Hire)	£208.33	18 th July 2023
CDC	£80.33	30 th June 2023

2. Recommendation

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

AGENDA ITEM 11

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024
Town Council Fees and Charges

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

4. Overview

Periodical reviews of the charges set by the Town Council and its custom base are set each March for review, the following are the Town Clerks recommendation:

i. Sports Pitches

On Average the subsidized Town Councils Sports Pitches and pavilions are showing considerable loses (on average -£8000) loss per site, please see Figure 1 for all the current charges across the Grass Pitches:

Pricing per hour (including VAT)

- » Adult Pitch Only: £15.00 per hour
- » Junior Pitch Only: £12.00 per hour
- » 9v9 Intermediate Pitch Only: £12.00 per hour
- » Mini Pitch Only: £10.00 per hour

Additional Items

- » Pavilion (with Pitch Booking): £4.00 per hour
- » Pavilion and 2x Changing Rooms: £8.00 per hour
- » Pavilion Only – Charity Organisation: £16.00 per hour
- » Pavilion Only – Commercial Organisation £27.00 per hour
- » Kitchen (must contact BTC before booking): £25.00 per hour

Figure 1: Current Council Pricing for Grass Pitches

Given the deficit of each site, we suggest the fees increase by £1.00 per hour to the above fee's in Figure 1 – this will not rectify the loss but will help stabilise each site.

ii. Whitelands

	Junior	Adult
One Quarter	£10.00 per 30 minutes	£15.00 per 30 minutes
Two Quarters (Half)	£15.00 per 30 minutes	£25.00 per 30 minutes
Four Quarters (Full)	£22.50 per 30 minutes	£40.50 per 30 minutes

We should look to introduce Concessions for retired persons discounting the adult price by 25% for all 3G pitch usage. – this would include the use for Bicester Fossils. From April 2021, State Pension age is currently 66 years of age for both men and women.

Prices for customers that drop into Whitelands:

3G Adult £5.25 per hour

3G Junior £3.65 per hour

Use of Changing Rooms £2.00

Use of Showers £1.60

Cricket Pitch £90.00 per day

iii. Garth House

Description	Cost
Council Chamber	
Commercial	£32.00 per hour
Partner Organisations	£21.00 per hour
Voluntary Groups	£6.00 per hour (<i>max 3 hours and ex- weekends</i>)
Members Room	
Commercial	£16.00 per hour
Partner Organisations	£11.00 per hour
Voluntary	£6.00 per booking (<i>max 3 hours and ex- weekends</i>)
Other Items	
Tea / Coffee and Biscuits	£2.00 per person
Tea / Coffee	£1.25 per person
Projector and Screen	£6.00 per booking
Flipchart	£2.50 per booking

NO CHARGES RECOMMENDED.

iv. Open Spaces

Open spaces include: Launton Meadows, Southwold Open Space, Cranesbill Open Space, George Street Open Space, Kings Meadow Open Space, Villiers Road open Space, Robins Ways/Kestrel Way Open Space, Coopers Green Open Space, Keble Road Open Space, Jubilee Lake and Garth Park.

Recreational Space when not used for sport include:

Whitelands , Kea Fields , Pingle Fields , Langford Park (Formally Bicester Fields) and Sunderland Drive.

» Hire of Open Spaces on a non-working day: minimum charge £130.00

» Hire of Open Spaces working day: minimum charge £260.00

NO CHARGES RECOMMENDED

5. Recommendation

The Committee is asked to **APPROVE** the following:

- i. Increase to sports pitch fees by £1.00 per hour.
- ii. Introduction of separate rate for State Pension residents for the Whitelands 3G pitch.

AGENDA ITEM 12

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024
Direct Debit Mandate

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- i. We currently pay for Land Registry searches through HM Land Registry by credit card.
- ii. We currently pay for our mobile phones and usage through O2.

2. Background

- i. We would like to open an account with HM Land Registry; however, they take payment via direct debit and not invoice. By paying with direct debit, we have better financial control than using the credit card.
- ii. We have previously received the O2 invoices late, thus delaying payment and O2 froze our outgoing calls from the work mobile phones causing disruption with the outdoor team. Paying by direct debit would prevent this from happening in the future.

3. Recommendation

- i. Councillors are asked to **APPROVE** the use of direct debit for payment for land registry searches.
- ii. Councillors are asked to **APPROVE** the use of direct debit for payment for O2 mobile phones invoices.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT
Tuesday 9th July 2024
OALC Budget

Chair: Alisa Russell
Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool
Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

We currently have £5000 budgeted under 801/4083 Pedestrianisation Scheme. We have received our annual subscription for OALC and the cost has increased compared to last year.

2. Background

The Pedestrian Scheme will not be used this year as we are still waiting for a response from Cherwell District Council regarding the outcome of the dated creditors invoice for the bollards. The Town Clerk is asking that we move the budget from Pedestrian Scheme to 105/4024 Subscriptions to help offset the increased cost of OALC membership.

3. Recommendation

Councillors are asked to **APPROVE** the decrease in the budget for 801/4083 and increase the budget for 105/4024 by £5000.

AGENDA ITEM 14

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024
Earmarked Reserves

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- i. Cherwell District Council sent a late invoice for landscape recharges due from last year.
- ii. Clearway Plumbing accrued invoices were received to the value of £1,878.30.

2. Background

- i. The amount of £159,319.12 from CDC pertains to part of the green infrastructure and is from the last finance year budget 301/4190 Parks and Garden Contract. Ledger 4190 was overspent so we would like to have the payment taken out of Earmarked Reserves 901/9014 Green Infrastructure.

- ii. Clearway accrued invoices from 23/24 had not been received by the finance department and were paid in May 2024. The Responsible Finance Officer is requesting that the amount be taken out of Earmarked Reserves 901/9013 Equipment Replacement/Maintenance to ensure budgets are maintained for this year.

3. Recommendation

- i. Councillors are asked to **APPROVE** the expenditure of £159,319.12 from Earmarked Reserves Green Infrastructure 901/9014.
- ii. Councillors are asked to **APPROVE** the expenditure of £1,878.30 from Earmarked Reserves 901/9013 Equipment Replacement/Maintenance.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024
Grant Aid Applications

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

There have been further applications for Grant Aid for 2024/2025 for approval: the Churches in Bicester Refugee Support Group; 3rd & 7th Bicester Brownies and the 1st Heyford Park Scout Group.

2. Background

The complete list of applications for the re-opening of 23/24 and 24/25 list is attached so that the total sum including the three new applications can be noted as well as the application forms.

3. Recommendation

The Committee is asked to **APPROVE** the Grant Aid Applications for the Churches in Bicester Refugee Support Group; 3rd & 7th Bicester Brownies and 1st Heyford Park Scout Group.



BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024 Closing date Sunday 10th March 2024

1. Name of Organisation

3rd and 7th Bicester Brownies

2. Brief description of organisation

Brownies is the section of Girl Guides for girls aged between 7 and 10. We engage in fun activities that promote personal development, teamwork and community involvement. 3rd and 7th are two of the Brownie units in Bicester who meet once a week (on different days) at West Bicester Community Center.

3. Number of regular participants in organisation

Across the two units we have around 40 young girls, 2 young leaders and 7 adult leaders / helpers.

4. Number of regular participants living in Bicester Town area

All participants live in Bicester

5. Do you have a constitution/set of rules?

Girlguiding Anglia constitution attached.

6. Details of **Specific Project** that funding is applied for (see Grant Aid Awarding Policy 2.4). **Only grants that comply with the criteria will be considered. NB applications for running costs will not be considered except in exceptional circumstances which you must evidence.**

We have planned a weekend camping trip to Youlbury Scout Outdoor Activity Center from 27th - 29th September 2024 (booking receipt attached). The trip will give the girls an opportunity to experience camping and participate in a variety of adventurous and physical

activities such as climbing, archery and cooking on a campfire. For two nights all girls, young leaders and adults leaders will be sleeping in the 'Tented Village' made up of large bell tents. A series of 8 different activities has been planned (schedule attached). Food will be provided by Youlbury.

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?

During the trip the girls (all based on Bicester) will build skills such as leadership and teamwork, while developing self-esteem, confidence and an appreciation for the outdoors and the environment. Most of the girls will never have had the opportunity to camp or to participate in such activities before. Moreover, most of these children will not have stayed away from their parents for this amount of time.

The majority of the funds will be obtained from the parents of the attending girls. However, a grant would enable us to provide a discount to all parents as well as further support to parents who would find it more financially challenging to cover the costs. This would encourage inclusion by making the trip available to everyone without posing financial barriers.

Girlguiding is a National youth organisation dedicated to empowering young girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community. We are an inclusive organisation, and all members must follow our code of conduct and policies. All girls take a promise when they join a unit to uphold standards of self belief, kindness and community spirit. Each unit within Girlguiding is led by 2+ adult volunteers who dedicate their time to training (eg. first aid, safeguarding), planning activities and running their unit.

8. What is the total cost of your project?

£3,000

9. Please provide a breakdown of these costs.

- *£2825*
- *£113 per young person x25: cost charged by Youlbury for food, accommodation, facilities and activities. Exact number of girls attending to be confirmed at a later date.*
- *£75*
- *Woven badges for the girls to commemorate their achievements*
- *£50*
- *First aid kit and lockable box to store it in*
- *£50*
- *Printing costs, snacks, spares including bedding, water bottles etc.*
-

10. What is the grant amount applied for?

£500

11. How will any shortfall be financed?

The shortfall of funds will be covered by the parents of the attending girls.

However, a grant would enable us to provide a discount to all parents as well as further support to parents who would find it more financially challenging to cover the costs.

We plan to finance the young leaders trip through our own accounts as they are attending in a volunteering capacity. However, we are unable to offer significant discounts to the other girls/parents (except in exceptional circumstances) from our own account as we are saving for the girlguiding annual subscriptions which is a significant outgoing every year, and due to growth in the units, will be in the region of £1000 per unit next year.

12. Will the grant be spent before 31st March 2025?

Yes - September 2024

.....please enclose the following supporting paperwork:

- € Previous year's accounts
- € Documentation in support of project
- € Copy of rules/Constitution
- € GDPR form



BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024 Closing date Sunday 10th March 2024

1. Name of Organisation....1st Heyford Park Scout Group.....
2. Brief description of organisation.....We are the Heyford Park Scout Group affiliated to the main Scouting organisation in the UK
3. Number of regular participants in organisation ...40.....
4. Number of regular participants living in Bicester Town area ...10.....
5. Do you have a constitution/set of rules?Yes.....

6. Details of **Specific Project** that funding is applied for (see **Grant Aid Awarding Policy 2.4**). **Only grants that comply with the criteria will be considered. NB applications for running costs will not be considered except in exceptional circumstances which you must evidence.**

A Mess Tent for camping trips

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?

Camping trips are a fundamental aspect of Scouting. 1st Heyford Park Scouting Group arrange several camping trips per year. The addition of a Mess Tent where the Leaders and Scouts can eat together and arrange indoor activities is invaluable. Last year we had to cut short two camping trips due to heavy rain. The addition of a Mess Tent would have made a huge difference and enabled our Scouts to continue their trip.

8. What is the total cost of your project? £2415.00

9. Please provide a breakdown of these costs.

BCT Outdoors Ltd Base Camp Tent. The above amount is the total cost for purchasing a Mess Tent suitable for the needs of each of our camping groups.

10. What is the grant amount applied for? .£1000

11. How will any shortfall be financed? Funds from the Group's reserves

12. Will the grant be spent before 31st March 2025? Yes

Please enclose the following supporting paperwork:

- € Previous year's accounts
- € Documentation in support of project
- € Copy of rules/Constitution
- € GDPR form



BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation .Churches in Bicester Refugee Support Group.....

2. Brief description of organisation.....It supports refugees and asylum seekers who are sent to Bicester under Government resettlement or dispersal schemes. We work in tandem with Connection Support .to help people settle in and adjust to the British way of life.....

3. Number of regular participants in organisation... varies enormously, at present supporting over 100 people in varying ways.....

4. Number of regular participants living in Bicester Town area ...all live in Bicester or Ambrosden.....

5. Do you have a constitution/set of rules? ...yes, under our registered parent charity. Bicester Christian Action reg charity no 1132169.....

6. Details of **Specific Project** that funding is applied for (**see Grant Aid Awarding Policy 2.4**). **Only grants that comply with the criteria will be considered. NB applications for running costs will not be considered except in exceptional circumstances which you must evidence.**

.....the grant will be used to enable children and young adults to achieve independence through cycling. We have sourced a lot of cycles but the riders need helmets and other safety equipment. Many live in areas where public transport is limited and therefore have difficulty accessing school, work, language classes, sports facilities etc.....

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?

- Effective use of grant: we operate on a shoe string so all expenditure is very carefully considered and is audited by our parent body, Bicester Christian Action
- Community needs: refugees who are settled and confident become contributing members of the local community offering a wide range of skills and experience
- A realistic estimate of the costs has been obtained from local suppliers...
- Local contributions: as will be seen from the attached summary of our funds, the majority has been obtained from local donors of cash or goods
- Other more appropriate sources of income: over the last few years we have received very small grants from local authorities (less than £1000). But otherwise we rely on charitable appeals and our own fund raising efforts
- Management: the group is run by a management committee with representatives from constituent churches of Churches Together in Bicester, the Town and District Councils, other interested individuals, and refugees themselves. Bicester Christian Action provides oversight and trustee members of the committee.
- Benefits to Bicester Residents: refugee families are residents of our town and obviously benefit from support. The wider community also benefits by having families in the town who are stable and integrated into the community
- Social and Community cohesion: as stated above, families who are integrated contribute to the wider society where all stakeholders, regardless of background, race, gender, or disability are respected.....

8. What is the total cost of your project? £1050

9. Please provide a breakdown of these costs.

At least 30 children and young people need this equipment

Cycle helmets @£25 each	£750
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Other protective equipment, hi-vis strips £10	£300
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.....

10. What is the grant amount applied for?

.....£1000.....

11. How will any shortfall be financed?group account.....

12. Will the grant be spent before 31st March 2025?Yes

Please enclose the following supporting paperwork:

- ☐ Previous year's accounts
- ☐ Documentation in support of project
- ☐ Copy of rules/Constitution
- ☐ GDPR form

Grant Aid Applications

	Organisation	Amount Requested	Funding Applied For
	REOPENING OF APPLICATION PROCESS 2023/24: Amount to be taken from 24/25 Budget as per Finance Committee Minutes 26/03/2024		
1		£519.00	Speakers and associated accessories for events in lue of hiring speakers and DJs for those events
2	Orchard Baptist Church	£200.00	Contribute to hall hire for Hong Kong English conversation group to support integration into society
3	Claypits Community Allotments	£1,000.00	Eco toilet for allotments for tenants and visitors
1	1 st Bicester Intrepid Scout Association	£750.00	Replacing the tyres on the minibus used to transport the scouts.
2	ARCh (assisted Reading for Children)	£1,100.00	To maintain book boxes, ensuring they are updated and supporting the interests of the children.
3	Bicester Athletic	£416.00	Purchase of electronic indoor starting system for inclusion of neurodivergent or hard of hearing
4	Bicester Autism	£1,000.00	Fund a Christmas party for the Autism Teen Social group to further socialisation and education.
5	Bicester Evergreens	£800.00	Senior's Club funding for Summer tea party and Xmas lunch
6	Bicester Food Bank	£1,000.00	Fund summer booster bags for families with children
7	Bicester Hindu Society	£1,000.00	Fund 2 educational and religious events - Dandiya Night and Diwali.
8	Bicester Pride	£1,000.00	To support the 2024 Bicester Pride Event to help grown the community
9	Bicester Widows/Widowers Group	£1,000.00	Subsidise trips and functions supporting all members, social needs are met and supported.
10	Bure Park Primary PTA	£500.00	To find 1 1/2 day workshop to introduce opera to children run by Oxford Opera Company.
11	Heyford Park Social Committee	-	Community Fun Day for families to enjoy and raise money for charities.

12	Launton Village Players	£1,000.00	To replace stage blocks for new ones to continue entertaining local community and raise money for others.
13	One-Eighty	£1,000.00	Support young people with profound and complex needs in Bicester, intensive 1 to 1 intervention per child
14	Trinity Camerata Orchestra	£750.00	Family concert of Beethoven's 9th symphony July 2024
15	Nai's House	£1,000.00	Youth mental health support, suicide and self harm prevention, intervention and postvention.
16	Home Start Bicester	£1,000.00	Funding for 2x Volunteer preparation courses
17	Oxfordshire Play Association	£500	Play and activity event for children and parents for the new Emsbrook Community and greater society
18	Life Education Wessex & Thames Valley / Glory Farm and Kings Meadow Primary	£620	Provision of 1 educator and resources for an annual visit to the schools to help children make their own health choices.
19	Bicester Green	£700	Production of printed and promotional material to published the Friends and work of Bicester Green who share skills and help with the community.
20	Bicester Choral & Operatic Society	£750	To assist with funding costs of presenting the stage musical Avenue Q (30/5 - 1/6/2024).
21	Graven Hill Residents Association	-	Purchase of a report and survey from CreateStreets to enhance the Graven Hill Village Development Compnays' proposed new plan.
22	The Wellness Space (Bicester) Ltd	-	Set up The Wellness Space to hold a viariety of wellness practices to benefit the community.
23	Churches of Bicester Refugee Support Group	£1,000.00	To enable children and young adults to achieve independence through cycling by providing safety equipment.
24	3rd and 7th Bicester Brownies	£500.00	Weekend Camping trip to give the girls an opportunity to participate in a variety of adventurous and physical activities.
25	1 st Heyford Park Scout Group	£1000	To help contribute to a mess tent for camping trips for indoor activities and meals.
Total		£20,105.00	
24/25 Budget		£22,000	
Remaining		£1,895.00	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT
Tuesday 9th July 2024

Garth Park Play Area

Chair: Alisa Russell
Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool
Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All

1. Overview

1.1 An online public consultation that took place on social media regarding the refurbishment of Garth Park.

1.2 It is to be noted that residents were given the following options.

- Q2, would you want to see a destination park?
- Q3 Would, you want to see a splash pad park?

Residents were given the choice of both options and the opportunity to respond to both ([Appendix1](#)).

1.3 Reference to Environment Meeting Tuesday, March 19th, 2024, minute 8/2324 Garth Park **UN-RESOLVED**.

More detail was requested for the following.

- Chemical used.
 - Details of running costs.
- Please see [Appendix 2](#), Answers to the questions above were issued to the Environment Committee on the **21st of November 2023**, and referenced in [Minute 13/2324](#) as **NOTED** by the Committee. Please note the responses were provided by the Sales Director who represents the same installer for the Didcot Town splash pad.

1.4 External Funding Figures.

- Work in progress, two local businesses have been approached for potential sponsorship, no response yet.
- FCC Communities Foundation Grant - Funding was applied for, and a decision will be made 2nd October 2024 subject to BTC being able to provide agreed plans and timings.
- Councillors have also requested the following information regarding splash pads.
 - What price does BTC currently pay per cubic unit for water at Garth Park **£1.77**
 - What is the advertised per-hour, water consumption for Splash Parks Option 2? **8m3 Cubic per day, approx. £2,250 for 150 days of usage.**
 - Would our staff need to undertake specialist training to undertake periodic cleaning due to hazardous material, e.g. chlorine? **The supplier would conduct on-site training with BTC staff.**
 - Do we have the necessary storage facilities/permits to store the cleaning materials? **The Service Manager is COSHH trained, and we have appropriate storage facilities.**
 - Does the system operate on a timed, environmental (e.g. temperature) basis or entirely manual? **Operates on a timed basis and is temperature controlled.**
 - During summer weekends, if the hours of operation were for example 11 am to 5 pm, would a member of staff be needed to attend to switch the system on/off? **The system would be on a timer for on /off, but 2 hourly chemical reading checks are still required by staff.**
 - During peak periods, would it be necessary to have staff on-site to supervise? **It may be necessary to have staff on-site to monitor and ensure health and safety during extremely busy periods.**
 - I understand that when the previous splash park was operating, the café operator complained that their toilets were used as changing facilities. **I have contacted the previous café owner; they have confirmed their toilets were occasionally used as drying and changing facilities. Causing slip and trip risks in the café that required cleaning.**
 - What is the expected life of the park? **If well maintained 7 – 10 years although the rubber flooring may need replacing every 3-5.**
 - What warranty is offered? **The average is 2 years.**

2. Proposal

2.1

Phase 1- Installation of play equipment designed with future proofing in mind. KOMPAN to redesign 220k of play equipment with soft pour surfacing.

Phase 2 – Installation of a 200k splash pad (**Appendix 3**), design to be confirmed and designed with future proofing in mind (possible expansion).

Phase 3 - When future funding allows, BTC to expand either splash pad or play equipment with the whole play area surface to be soft pour.

Recommendation

Committee is requested to **APPROVE** as proposed and amended in the Environment meeting 17th June 2024, the installation of a destination park with **400k** to be funded from **EMR 901/9011 Play areas and open spaces.**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT
Tuesday 9th July 2024

Whitelands Defibrillator Installation

Chair: Alisa Russell
Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool
Contact: 01869 252915 helen.pool@bicester.gov.uk

1. Introduction

1.1 The Sports working party, members of the public, Whitelands users, and staff have requested a defibrillator be installed on the exterior wall of Whitelands Farm Sports Ground.



1.2 Over 300,000 people per year of all ages suffer cardiac arrests in the UK, of those over 40,000 have been saved by Defibrillators.

2. Proposal

2.1 The Defibrillator would be for public use with access via a lock code provided by the emergency services. In the case of an onsite emergency the access code can be obtained from the Whitelands or Café staff.

2.2 The café and Whitelands staff will not be responsible for demonstrating or using the defibrillator only to allow access and provide support during an emergency.

2.3 The cost of the Defibrillator is £1,600 (Cardiac Science Power heart G5 Fully Automatic) including armoured cabinet.

2.4 The cost for electrical installation is £500.

3. Recommendations

The committee is requested to **APPROVE** the report and funding is to be taken from **EMR 901/3020 BTC Premises**.

Committee is to **NOTE** Funding had been applied

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 9th July 2024

Partitioning of Whitelands Function Room

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

3. Overview

1.1 ACE Academy has requested the ability to partition the function room at Whitelands using a folding screen/door system allowing for two separate classrooms due to increased student applications.

1.2 Dividing the room would allow separate classes to take place with limited disturbance to each class.

1.3 ACE Academy has advised they will look at alternative locations if the function room cannot be separated, this would result in a 10 -15k loss for BTC per year.



4. Proposal

2.1 ACE Academy is willing to contribute 50% of the purchase and installation cost.

2.2 Officers have contacted 3 suppliers regarding installation. All quotes are provisional and based on measurements provided by officers to the suppliers.

Supplier A - £20,000

Supplier B - £25,000

Supplier C – £22,500

5. Recommendation

The Committee is requested to **APPROVE** the installation of a folding screen/door system in the Whitelands function room by **supplier A**.

The Committee is also requested to **APPROVE** 100 % funding is to be taken from **EMR 901/3020 BTC Premises** as directed in **10/2425** Minute .

Committee is requested to **APPROVE** as proposed and amended in the Environment meeting 17th June 2024, **Supplier A** with 100% of the funding to be taken from **EMR 901/9011 Play areas and open spaces**.