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Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting
Ref: FIN01/2324
Tuesday 6th June 2023
at 19:00hrs
Council Chamber, Garth House, Launton Rd, OX26 6PS

Members:
Cllr Paul Wheatley – **Chairman**, – **Vice-Chairman**
Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight, Cllr Rachel Mallows, Cllr C Pruden and Cllr Les Sibley

Other Circulation, Substitute Members:

Other Circulation:
Cllr J Broad, Cllr S Dallimore, Cllr Lytton, Cllr C Miller, Cllr L Pratt, Cllr D Sames, Cllr M Waine and Cllr R Mould

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25 May 2023

To all Members of the Finance Committee

You are hereby summoned to attend a meeting of the **Finance Committee** at **Council Chamber, Garth House, Launton Rd, OX26 6PS** on **Tuesday 6th June 2023** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Chief Officer (Acting)

Agenda

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

1. Appointment of the Vice-Chairmain

Committee is to **NOMINATE** and **APPROVE** the appointment of Vice Chair

2. Appointment of Substitutes

Committee is to **NOMINATE** and **APPROVE** the appointment of Substitute members

3. Apologies for Absence

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

4. 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.

5. Minutes of the Finance Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meeting: **FIN06/2223 – Tuesday 28th March 2023**

(Pages 5 - 6)

6. 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.

7. Finance Report

(Pages 7 - 17)

As per Financial Regulation 4.8, committee is asked to review the attached Income, Expenditure and Variances Report to **Month 1**.

8. Bank Balances

(Pages 18 - 20)

As per Financial Regulation 2.2, committee is asked to note the attached report detailing bank balances at end of APRIL 2023 and nominate a Councillor to sign the bank reconciliation.

9. Payments

(Pages 21 - 38)

As per Financial Regulation 5.2, committee is asked to approve the payment schedules since the last meeting on Tuesday 21st March 2023

10. Aged Creditors

(Page 39)

In addition to Financial Regulation 5.2, committee is asked to **NOTE** the Aged Creditors as of 30th April 2023

11. Aged Debtors

(Page 40)

In addition to Financial Regulation 5.2, committee is asked to **NOTE** the Aged Debtors as of 30th April 2023

12. Utility Usage

(Pages 41 - 43)

The Committee is asked to **NOTE** the report on the current year's usage.

13. Internal Audit

Committee is asked to **NOTE** that the internal auditors are scheduled to attend on Tuesday 13th June 2023 and **RECOMMEND** the Final Internal Audit report to the Full Council on 19th June for approval.

14. Year End Accounts

(Pages 44 - 52)

Committee is asked to consider the attached report and recommendation to **APROVE** the Income & Expenditure account for the year ended 31st March 2023 .

15. Statement of Accounts

(Pages 53 - 64)

Committee is asked to consider the attached report and to **RECOMMEND** the Statement of Accounts to Full Council on 19th June for approval.

16. Earmarked Reserves (Pages 65 - 66)

Committee is asked to consider the attached report and recommendations to:

A) **AGREE** £403,737 be added to earmarked reserves and allocated as outlined in this report

B) **RECOMMEND** this to Council 19th June for approval.

C) **NOTE** the resulting level of general reserve for the year commencing 1st April 2023.

17. Approved Supplier List (Pages 67 - 69)

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

18. Direct Debits & BACS (Pages 70 - 71)

Committee is asked to consider the attached report and recommendation to **APPROVE** the continued use of existing direct debits for utility supplies and BACS for online banking payments.

19. Langford Fields Furniture (Pages 72 - 75)

The Committee is asked to **NOTE** and **APPROVE** the intended spend from the Earmarked reserves for Green Infrastructure

20. Whitelands CCTV Upgrade (Pages 76 - 77)

The Committee is asked to **NOTE** and **APPROVE** the intended spend from the Earmarked reserves for Sports Village Contribution

21. Forward Plan (Page 78)

Committee is asked to note the forward plan.

22. Date of Next Meeting

Tuesday 11th July 2023 at 19:00hrs.

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 28th March 2023** at **19:30 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Alex Thrupp (Chairman)
Cllr Donna Ford (Vice-Chairman)
Cllr Richard Mould
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Sandy Dallimore

In Attendance:
Sharon Botham RFO.

605/2021 Apologies for Absence
RESOLVED that no apologies were received.

606/2021 Declarations of Interest
RESOLVED that Cllr Ford and Cllr Hallett declared an interest on agenda item number 10, regarding Bure Park Primary School PTA and the 7th Bicester Scout Group.

607/2021 Minutes of the Finance Committee
RESOLVED to confirm the minutes of the Finance Committee meeting **FIN05/2223** held on Tuesday 14th February 2023.

608/2021 Public Session
RESOLVED that the Committee received no representations.

609/2021 Finance Report
RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 10.**

610/2021 Bank Balances
RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Mould to sign the bank reconciliation.

611/2021 Payments
RESOLVED that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 14th February 2023.

612/2021 Aged Debtors & Aged Creditors
RESOLVED that the Committee **NOTED** the report.

613/2021 Update on Electricity Usage
RESOLVED that the Committee **NOTED** the report.

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

614/ 2021 Grant Aid

RESOLVED that the Committee **APPROVED** all the Grant applications.

615/ 2021 Civic Expenses

RESOLVED that the Committee **APPROVED** the report.

616/ 2021 Insurance

RESOLVED that the Committee **APPROVED** Supplier A for a thee year Long Term Agreement .

617/ 2021 Forward Plan

RESOLVED that committee **NOTED** the information.

Date of next Meeting: Tuesday 6 June 2023 at 19:00

CLOSE OF MEETING: 20:15

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Finance Report

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@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 April 2023 – the first month of the current financial year. The report compares expenditure against the full year agreed budget. It is early in the financial year but 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

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 (note that total expenditure is currently understated by £117K being the reversal of a 2022/23 accounting adjustment (accrual) where the invoice is not yet received). 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 Current Mth” is the figures for the month of report (for this month 1 report these figures will be the same as for the fourth column).

4. Fourth column headed “Actual Year To Date” is the part year figures for this year so for this particular report that’s just April 2023.

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.

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” is blank because currently the Council does not use the commitments accounting system and this is a standard report format. This will change when the Purchase Order module is added to the accounting system.

8. The eight column headed “Funds Available” shows figures the same as those in column six against expenditure codes. When “commitments” are used then the information in this column would 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 8.5% (being one twelfth). 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).

3. Recommendation

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

Code		Actual Current Month	Actual Year to Date	Current Annual Budget	Variance	% Spent	Commentary
		£	£	£	£		
105	**Central Services**						
4020	Mobile Phones	133	133	800	467	22%	Additional mobile phone lines have been provided
4024	Subscriptions	4,922	4,922	4,500	(422)	109%	Overspend generated by the increased cost of ModGov
108	**Corporate Finance**						
1096	Interest Received	6,821	6,821	3,000	(3821)	227.4%	Interest rates significantly higher than budgeted for
300	**Environmental Services**						
4003	Temporary Staff	7,204	7,204	6,500	(704)	110.8%	Needed to cover staff vacancies and in part covered by underspend against salary codes 4000-2
4178	Vehicle Maintenance	1,481	1,481	3,000	1519	49.4%	Repairs to CP66 AXF
308	**Whitelands Sports Village**						
4003	Temporary Staff	3,750	3,750	10,000	6250	37.5%	Needed to cover staff vacancies and in part covered by underspend against salary codes 4000-2
801	**Street Scene**						
4151	Litter Bin Provision	1,314	1,314	4,000	2686	32.8%	Purchase of new bins
901	**Earmarked Reserves**						
9020	BTC Premises	(117,187)	(117,187)	0	117,187	0%	Reversal of Accrual for 2022/23 – i.e. the expenditure was incurred in the last financial year but the invoice has not been received or paid – when the invoice is paid this figure will be netted down to zero.

Detailed Income & Expenditure by Budget Heading 19/05/2023

Month No: 12 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Civic and Democratic							
1013	Inc Civic Miscellaneous	0	407	0	(407)			0.0%
1014	Inc-Miscellaneous	0	91	0	(91)			0.0%
	Civic and Democratic :- Income	**0**	**498**	**0**	**(498)**			
4028	Meetings and Hospitality	70	0	100	100		100	0.0%
4031	Modern Gov	7,250	8,300	7,250	(1,050)		(1,050)	114.5%
4099	Miscellaneous Expences	0	800	0	(800)		(800)	0.0%
4150	Mayor's Expenses	1,750	1,750	1,750	0		0	100.0%
4159	Elections	0	0	3,000	3,000		3,000	0.0%
4160	Civic Expenses	8,509	11,783	11,000	(783)		(783)	107.1%
4209	Member's Allowances	12,936	13,736	13,800	64		64	99.5%
4210	Mayor's fundraising expences	0	961	0	(961)		(961)	0.0%
	Civic and Democratic :- Indirect Expenditure	**30,515**	**37,331**	**36,900**	**(431)**	**0**	**(431)**	**101.2%**
	Net Income over Expenditure	**(30,515)**	**(36,833)**	**(36,900)**	**(67)**			
105	Central Services							
4000	Salaries	135,599	153,408	161,027	7,619		7,619	95.3%
4001	Ers National Insurance	13,349	15,248	18,549	3,301		3,301	82.2%
4002	Ers Pension	23,016	32,134	34,943	2,809		2,809	92.0%
4003	Temporary Staff	34,009	10,792	2,500	(8,292)		(8,292)	431.7%
4009	Staff Travel	90	0	500	500		500	0.0%
4015	Health and Safety	1,893	2,292	1,000	(1,292)		(1,292)	229.2%
4020	Mobile Phones	806	929	500	(429)		(429)	185.7%
4021	Office Phones	2,328	2,437	2,500	63		63	97.5%
4022	Post	449	394	1,000	606		606	39.4%
4023	Stationery	976	1,692	1,400	(292)		(292)	120.9%
4024	Subscriptions	4,206	6,188	5,000	(1,188)		(1,188)	123.8%
4025	Insurance	18,587	18,970	19,000	30		30	99.8%
4026	Printing	466	0	300	300		300	0.0%
4027	Ref. Booksand Publications	0	0	200	200		200	0.0%
4032	Recruitment Advertising	57	753	300	(453)		(453)	250.9%
4033	Office Expenses	1,335	1,323	1,300	(23)		(23)	101.8%
4034	Computer Support	28,142	30,944	25,000	(5,944)		(5,944)	123.8%
4035	Maintenance-Office Equipment	0	0	200	200		200	0.0%
4040	Website	675	613	1,500	887		887	40.9%
4041	Photocopier	218	1,050	1,500	450		450	70.0%
4055	Press & PR	2,625	1,500	2,750	1,250		1,250	54.5%
4056	Legal and Professional Fees	34,091	4,778	10,000	5,223		5,223	47.8%
4057	Audit Fees	2,740	2,415	4,000	1,585		1,585	60.4%

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4058	Accountancy & Payroll	4,806	5,021	6,500	1,479		1,479	77.2%
4070	Training & Conferences	4,130	6,290	7,311	1,021		1,021	86.0%
4097	HR	6,852	1,180	5,400	4,220		4,220	21.9%
4169	Newsletter	10,000	15,000	15,000	0		0	100.0%
	Central Services :- Indirect Expenditure	**331,446**	**315,351**	**329,180**	**13,829**	**0**	**13,829**	**95.8%**
	Net Expenditure	**(331,446)**	**(315,351)**	**(329,180)**	**(13,829)**			
106	Garth House							
1001	Inc-Nais House	3,733	4,000	4,800	800			83.3%
1002	Inc-CAB Rent	4,250	4,250	4,250	0			100.0%
1007	Inc-Registrars	3,788	1,260	1,250	(10)			100.8%
1010	Inc-Garth Rooms Lettings	685	348	3,000	2,652			11.6%
	Garth House :- Income	**12,456**	**9,858**	**13,300**	**3,442**			**74.1%**
4004	Cleaning Contract	4,628	5,145	3,600	(1,545)		(1,545)	142.9%
4011	Rates	5,616	5,364	24,000	18,636		18,636	22.4%
4012	Water Charges	143	31	300	269		269	10.4%
4013	Gas	1,114	1,147	2,000	853		853	57.3%
4014	Electric	3,152	1,650	1,500	(150)		(150)	110.0%
4017	Cleaning Materials	175	15	100	85		85	15.2%
4036	Grounds & Buildings Mtce	2,172	7,678	5,000	(2,678)		(2,678)	153.6%
4039	Waste Removal	994	1,222	1,250	28		28	97.8%
4130	Building Security	1,430	1,155	1,500	345		345	77.0%
4203	Window Cleaning	490	735	1,200	465		465	61.3%
	Garth House :- Indirect Expenditure	**19,913**	**24,142**	**40,450**	**16,308**	**0**	**16,308**	**59.7%**
	Net Income over Expenditure	**(7,457)**	**(14,284)**	**(27,150)**	**(12,866)**			
107	Garth Lodge							
1006	Inc-Garth Lodge	13,200	12,871	13,200	329			97.5%
	Garth Lodge :- Income	**13,200**	**12,871**	**13,200**	**329**			**97.5%**
4052	Garth Lodge Costs	1,939	1,320	2,500	1,180		1,180	52.8%
	Garth Lodge :- Indirect Expenditure	**1,939**	**1,320**	**2,500**	**1,180**	**0**	**1,180**	**52.8%**
	Net Income over Expenditure	**11,261**	**11,551**	**10,700**	**(851)**			
108	Corporate Finance							
1076	Inc-Precept	1,582,488	1,684,269	1,684,269	0			100.0%
1096	Inc-Interest Received	2,411	40,492	2,000	(38,492)			2024.6%
	Corporate Finance :- Income	**1,584,899**	**1,724,761**	**1,686,269**	**(38,492)**			**102.3%**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4059	Bank Charges	1,729	1,773	2,000	227		227	88.7%
4306	Loan Repayments	10,850	10,661	11,000	339		339	96.9%
	Corporate Finance :- Indirect Expenditure	**12,578**	**12,434**	**13,000**	**566**	**0**	**566**	**95.6%**
	Net Income over Expenditure	**1,572,321**	**1,712,326**	**1,673,269**	**(39,057)**			
109	Community Support							
4060	CAB	8,250	8,250	8,250	0		0	100.0%
4061	Grants to Voluntary Org.	16,291	21,048	22,000	952		952	95.7%
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%
4064	OYAP	25,500	12,000	12,000	0		0	100.0%
4065	TVP Crime Partnership	3,600	3,600	3,600	0		0	100.0%
4131	Bicester Vision Manager	5,000	5,000	5,000	0		0	100.0%
4133	Partnership	0	5,000	11,000	6,000		6,000	45.5%
4170	CCTV	(5,150)	0	5,150	5,150		5,150	0.0%
4191	Community Woodland	0	0	5,000	5,000		5,000	0.0%
4192	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%
	Community Support :- Indirect Expenditure	**53,491**	**54,898**	**86,750**	**31,852**	**0**	**31,852**	**63.3%**
	Net Expenditure	**(53,491)**	**(54,898)**	**(86,750)**	**(31,852)**			
110	Projects							
1019	Inc-Grants Received	0	27,670	0	(27,670)			0.0%
1080	Containing Out break Managemen	76,300	0	0	0			0.0%
	Projects :- Income	**76,300**	**27,670**	**0**	**(27,670)**			
4100	Purchase New Machinery	25,000	0	0	0		0	0.0%
4300	New Computer Equipment	3,047	8,709	7,000	(1,709)		(1,709)	124.4%
4301	Garth House Redevelopment	1,617	4,781	35,000	30,219		30,219	13.7%
4305	New Cemetery	0	0	29,792	29,792		29,792	0.0%
4312	Asset Maintenance	1,415	77	60,000	59,923		59,923	0.1%
4313	Play Area/Open Space Inv.	4,069	803	80,000	79,198		79,198	1.0%
4314	Town Centre	0	27,915	25,000	(2,915)		(2,915)	111.7%
4315	Containing Outbreak Management	76,300	0	0	0		0	0.0%
	Projects :- Indirect Expenditure	**111,447**	**42,284**	**236,792**	**194,508**	**0**	**194,508**	**17.9%**
	Net Income over Expenditure	**(35,147)**	**(14,614)**	**(236,792)**	**(222,178)**			
300	Environmental Services							
1014	Inc-Miscellaneous	543	0	0	0			0.0%
	Environmental Services :- Income	**543**	**0**	**0**	**0**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000	Salaries	188,028	197,104	264,065	66,961		66,961	74.6%
4001	Ers National Insurance	16,168	17,174	26,487	9,313		9,313	64.8%
4002	Ers Pension	41,605	42,792	57,302	14,510		14,510	74.7%
4003	Temporary Staff	37,793	42,745	5,000	(37,745)		(37,745)	854.9%
4016	Uniform & PPE	1,333	1,603	1,400	(203)		(203)	114.5%
4020	Mobile Phones	1,711	2,302	3,000	698		698	76.7%
4042	Maintenance Machinery	1,844	5,139	7,000	1,861		1,861	73.4%
4044	Petrol,Oil & Gas	5,437	5,313	6,000	687		687	88.5%
4045	Tools	149	1,037	871	(166)		(166)	119.0%
4178	Vehicle Maintenance	1,715	4,001	3,000	(1,001)		(1,001)	133.4%
	Environmental Services :- Indirect Expenditure	**295,784**	**319,210**	**374,125**	**54,915**	**0**	**54,915**	**85.3%**
	Net Income over Expenditure	**(295,241)**	**(319,210)**	**(374,125)**	**(54,915)**			
301	Open Spaces							
1014	Inc-Miscellaneous	166	4	0	(4)			0.0%
1037	Inc-Keta Field Pitches	3,829	3,267	2,500	(767)			130.7%
1038	Inc-Bure Park Pitches	42	0	0	0			0.0%
1039	Inc-Bicester Fields Pitches	0	793	0	(793)			0.0%
1040	Inc-Keble Rd Pitches	1,200	800	1,500	700			53.3%
	Open Spaces :- Income	**5,237**	**4,864**	**4,000**	**(864)**			**121.6%**
4126	Lease of Open Spaces	10	10	21	11		11	47.6%
4154	Tree Maintenance	23,684	16,918	40,000	23,082		23,082	42.3%
4175	Maintenance of Open Spaces	9,497	11,617	14,500	2,883		2,883	80.1%
4190	Parks and Garden Contract	334,454	285,063	328,250	43,187		43,187	86.8%
4204	Pest Control	201	77	250	173		173	30.8%
	Open Spaces :- Indirect Expenditure	**367,847**	**313,686**	**383,021**	**69,335**	**0**	**69,335**	**81.9%**
	Net Income over Expenditure	**(362,611)**	**(308,822)**	**(379,021)**	**(70,199)**			
305	Pingle Field							
1028	Inc-Pavilions/Piitches	6,866	4,959	5,000	41			99.2%
	Pingle Field :- Income	**6,866**	**4,959**	**5,000**	**41**			**99.2%**
4012	Water Charges	1,241	1,812	900	(912)		(912)	201.4%
4014	Electric	12,623	6,526	3,000	(3,526)		(3,526)	217.5%
4017	Cleaning Materials	200	0	150	150		150	0.0%
4036	Grounds & Buildings Mtce	1,300	661	4,700	4,039		4,039	14.1%
4039	Waste Removal	243	231	230	(1)		(1)	100.5%
4130	Building Security	1,058	450	500	50		50	90.0%
	Pingle Field :- Indirect Expenditure	**16,666**	**9,681**	**9,480**	**(201)**	**0**	**(201)**	**102.1%**
	Net Income over Expenditure	**(9,799)**	**(4,722)**	**(4,480)**	**242**			

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306	Sunderland Drive							
1028	Inc-Pavilions/Piitches	2,048	764	2,000	1,236			38.2%
	Sunderland Drive :- Income	**2,048**	**764**	**2,000**	**1,236**			**38.2%**
4012	Water Charges	546	1,072	900	(172)		(172)	119.1%
4013	Gas	235	1,201	800	(401)		(401)	150.1%
4014	Electric	300	100	1,000	900		900	10.0%
4017	Cleaning Materials	0	0	100	100		100	0.0%
4036	Grounds & Buildings Mtce	655	3,102	12,500	9,398		9,398	24.8%
4039	Waste Removal	243	231	250	19		19	92.5%
4130	Building Security	1,058	450	500	50		50	90.0%
	Sunderland Drive :- Indirect Expenditure	**3,037**	**6,156**	**16,050**	**9,894**	**0**	**9,894**	**38.4%**
	Net Income over Expenditure	**(988)**	**(5,392)**	**(14,050)**	**(8,658)**			
307	Bicester Field							
1028	Inc-Pavilions/Piitches	2,637	1,446	1,700	254			85.1%
	Bicester Field :- Income	**2,637**	**1,446**	**1,700**	**254**			**85.1%**
4012	Water Charges	1,473	1,258	850	(408)		(408)	147.9%
4014	Electric	11,711	2,996	2,100	(896)		(896)	142.7%
4017	Cleaning Materials	0	0	200	200		200	0.0%
4036	Grounds & Buildings Mtce	261	1,636	1,500	(136)		(136)	109.0%
4039	Waste Removal	243	231	250	19		19	92.5%
4130	Building Security	1,858	450	500	50		50	90.0%
	Bicester Field :- Indirect Expenditure	**15,545**	**6,571**	**5,400**	**(1,171)**	**0**	**(1,171)**	**121.7%**
	Net Income over Expenditure	**(12,908)**	**(5,125)**	**(3,700)**	**1,425**			
308	Whitelands Sports Village							
1017	Inc-Whitelands room hire	0	1,500	0	(1,500)			0.0%
1028	Inc-Pavilions/Piitches	0	44,872	0	(44,872)			0.0%
1201	Contribution from Commuted Sum	0	0	40,000	40,000			0.0%
1250	Contribution from EMR	0	0	10,000	10,000			0.0%
	Whitelands Sports Village :- Income	**0**	**46,372**	**50,000**	**3,628**			**92.7%**
4000	Salaries	0	31,390	0	(31,390)		(31,390)	0.0%
4001	Ers National Insurance	0	1,080	0	(1,080)		(1,080)	0.0%
4002	Ers Pension	0	3,670	0	(3,670)		(3,670)	0.0%
4012	Water Charges	0	189	0	(189)		(189)	0.0%
4039	Waste Removal	0	2,281	0	(2,281)		(2,281)	0.0%
4069	SW Sports Village	56,709	49,595	56,550	6,955		6,955	87.7%

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4075	SW Sports Village Sinking Fund	400	0	10,000	10,000		10,000	0.0%
4190	Parks and Garden Contract	0	27,976	70,000	42,024		42,024	40.0%
	Whitelands Sports Village :- Indirect Expenditure	**57,109**	**116,179**	**136,550**	**20,371**	**0**	**20,371**	**85.1%**
	Net Income over Expenditure	**(57,109)**	**(69,807)**	**(86,550)**	**(16,743)**			
401	Garth Park							
1003	Inc-Garth Stables	6,300	6,300	6,300	0			100.0%
1004	Inc-Garth Garage & Yard	4,320	4,320	4,320	0			100.0%
1008	Inc-Bowls Club	7,422	1,556	1,400	(156)	1,400		211.1%
1009	Inc-Tennis Club	1,400	1,450	1,500	50			96.7%
1014	Inc-Miscellaneous	0	142	0	(142)			0.0%
1015	Inc Garth Park Cafe	18,609	19,428	18,800	(628)			103.3%
	Garth Park :- Income	**38,051**	**33,195**	**32,320**	**(875)**			**102.7%**
4011	Rates	0	0	4,000	4,000		4,000	0.0%
4012	Water Charges	619	329	400	71		71	82.3%
4013	Gas	455	147	300	153		153	49.1%
4014	Electric	1,553	1,119	2,000	881		881	56.0%
4036	Grounds & Buildings Mtce	9,549	5,915	8,000	2,085		2,085	73.9%
4039	Waste Removal	3,102	5,873	6,000	127		127	97.9%
4046	Horticultural Supplies	2,281	2,811	4,000	1,189		1,189	70.3%
4050	Maintenance Bowls Club	(935)	687	6,000	5,314		5,314	11.4%
4129	Garth Park Toilets	17,779	10,250	10,000	(250)		(250)	102.5%
4130	Building Security	0	0	1,160	1,160		1,160	0.0%
	Garth Park :- Indirect Expenditure	**34,403**	**27,131**	**41,860**	**14,729**	**0**	**14,729**	**64.8%**
	Net Income over Expenditure	**3,648**	**6,064**	**(9,540)**	**(15,604)**			
402	Play Areas							
4123	Maintenance Play Areas	4,258	11,835	12,000	165		165	98.6%
4180	ROSPA Inspections	3,320	2,995	4,300	1,306		1,306	69.6%
	Play Areas :- Indirect Expenditure	**7,578**	**14,830**	**16,300**	**1,470**	**0**	**1,470**	**91.0%**
	Net Expenditure	**(7,578)**	**(14,830)**	**(16,300)**	**(1,470)**			
404	Allotments							
1011	Inc-Allotments	7,792	7,423	7,000	(423)			106.0%
	Allotments :- Income	**7,792**	**7,423**	**7,000**	**(423)**			**106.0%**
4012	Water Charges	280	545	300	(245)		(245)	181.7%
4054	Allotments Costs	447	310	500	190		190	61.9%

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4155	Rent	0	1,247	831	(416)		(416)	150.0%
	Allotments :- Indirect Expenditure	**726**	**2,101**	**1,631**	**(470)**	**0**	**(470)**	**128.8%**
	Net Income over Expenditure	**7,066**	**5,322**	**5,369**	**47**			
501	Town Council Events							
1018	Inc-Carnival	(0)	742	3,000	2,258			24.7%
1030	INC - EVENT 1	9,204	14,908	7,500	(7,408)			198.8%
1032	Inc- EVENT 3	11,292	14,879	7,500	(7,379)			198.4%
1034	Inc-Childrens Entertainment	2,708	2,033	0	(2,033)			0.0%
1035	Special Events	0	4,267	0	(4,267)			0.0%
1045	Inc-Christmas Lights	1,790	290	9,000	8,710			3.2%
1050	Chistmas Lights Trail	26,929	40,076	85,000	44,924			47.1%
1051	Inc-Food Festival	7	708	100	(608)			708.4%
	Town Council Events :- Income	**51,930**	**77,904**	**112,100**	**34,196**			**69.5%**
4015	Health and Safety	0	170	0	(170)		(170)	0.0%
4071	EVENT 1	5,996	7,425	7,000	(425)		(425)	106.1%
4088	EVENT 3	5,997	6,872	7,000	128		128	98.2%
4092	Childrens' Activty Day	5,348	6,423	4,000	(2,423)		(2,423)	160.6%
4115	Special Events	538	10,507	7,500	(3,007)		(3,007)	140.1%
4120	FFD in assoc. w/AFD	25	9,174	9,500	326		326	96.6%
4135	Food Festival	0	153	7,500	7,347		7,347	2.0%
4157	Christmas Lights Switch On	13,345	14,717	10,500	(4,217)		(4,217)	140.2%
4158	Christmas Lights Trail	33,497	86,432	85,000	(1,432)		(1,432)	101.7%
	Town Council Events :- Indirect Expenditure	**64,746**	**141,873**	**138,000**	**(3,873)**	**0**	**(3,873)**	**102.8%**
	Net Income over Expenditure	**(12,816)**	**(63,969)**	**(25,900)**	**38,069**			
601	Cemetery							
1020	Inc-Cemetery	17,418	12,691	10,000	(2,691)			126.9%
	Cemetery :- Income	**17,418**	**12,691**	**10,000**	**(2,691)**			**126.9%**
4011	Rates	1,302	2,221	1,500	(721)		(721)	148.0%
4012	Water Charges	51	160	400	240		240	39.9%
4014	Electric	373	197	150	(47)		(47)	131.2%
4036	Grounds & Buildings Mtce	235	0	500	500		500	0.0%
4039	Waste Removal	2,197	2,829	2,000	(829)		(829)	141.5%
	Cemetery :- Indirect Expenditure	**4,158**	**5,406**	**4,550**	**(856)**	**0**	**(856)**	**118.8%**
	Net Income over Expenditure	**13,260**	**7,285**	**5,450**	**(1,835)**			

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
801	Street Scene							
4029	Street Furniture	2,000	0	2,000	2,000		2,000	0.0%
4083	Pedestrianisation Scheme	0	0	13,000	13,000		13,000	0.0%
4112	Repairs & Maint. Clocks	0	270	500	230		230	54.0%
4151	Litter Bin Provosion	50	10,000	10,000	0		0	100.0%
4200	Christmas Lights Maint/Storage	22,149	22,149	26,000	3,851		3,851	85.2%
4216	Litter/Dog Bin Emptying	13,139	14,936	17,850	2,914		2,914	83.7%
	Street Scene :- Indirect Expenditure	**37,339**	**47,355**	**69,350**	**21,995**	**0**	**21,995**	**68.3%**
	Net Expenditure	**(37,339)**	**(47,355)**	**(69,350)**	**(21,995)**			
901	Earmarked Reserves							
9007	Community and Elections	3,780	0	28,776	28,776		28,776	0.0%
9011	Play Areas/Open Space Investme	3,608	299,505	361,535	62,030		62,030	82.8%
9013	Equipment Replacement/Mtce	16,671	16,539	273,539	257,000		257,000	6.0%
9014	Green Infrastructure	42,263	23,033	256,692	233,659		233,659	9.0%
9016	Town Centre	0	0	105,250	105,250		105,250	0.0%
9020	BTC Premises	130,239	150,853	1,147,825	996,972		996,972	13.1%
9021	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%
9039	Burial Ground Provision	0	0	734,064	734,064		734,064	0.0%
9042	SW Sports Village Contribution	0	0	306,167	306,167		306,167	0.0%
9044	Partnership	0	5,500	35,600	30,100		30,100	15.4%
9046	Sports Village Sinking Fund	0	0	39,600	39,600		39,600	0.0%
	Earmarked Reserves :- Indirect Expenditure	**196,562**	**495,429**	**3,299,048**	**2,803,619**	**0**	**2,803,619**	**15.0%**
	Net Expenditure	**(196,562)**	**(495,429)**	**(3,299,048**	**(2,803,619**			
	Grand Totals:- Income	**1,819,377**	**1,965,275**	**1,936,889**	**(28,386)**			**101.5%**
	Expenditure	**1,662,829**	**1,993,368**	**5,240,937**	**3,247,569**	**0**	**3,247,569**	**38.0%**
	Net Income over Expenditure	**156,548**	**(28,093)**	**(3,304,048)**	**(3,275,955)**			
	Movement to/(from) Gen Reserve	**156,548**	**(28,093)**					

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Bank Balances

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. **Overview**

Appended to this report is a detailed report showing all the Council's bank balances as at 30 April 2023

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 – the majority of the council's financial transactions pass through this account. The balance shown at 30 April is high – in May a significant transfer of xxx was made to the Barclays Treasury Deposit Account.

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 £6,765.76 for April 2023, 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 interest bearing accounts that are little used.

3. Recommendation

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

Bicester Town Council

Bank - Cash and Investment Reconciliation as at 30 April 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2023	Barclays Current Account	1,830,185.45	
30/04/2023	Wages Account	158,226.32	
30/04/2023	Ticketsource Account	36,282.32	
30/04/2023	CCLA Deposit	2,000,000.00	
31/03/2023	Barclays Treasury Deposit	1,103,451.92	
31/03/2023	Santander Capital Account	240,589.87	
31/03/2023	Santander Deposit Account	0.00	
31/03/2023	Lloyds Treasury Account	549,174.65	
31/03/2023	Petty Cash	0.00	
31/03/2023	Barclays Base Rate Tracker	0.00	
			5,917,910.53

Receipts not on Bank Statement

	0.00
Closing Balance	**5,917,910.53**

All Cash & Bank Accounts

1	Current Bank A/c	1,830,185.45
2	Wages Account	158,226.32
3	Carnival Account	36,282.32
4	CCLA Deposit	2,000,000.00
5	Barclays Treasury Deposit	1,103,451.92
6	Santander Capital Account	240,589.87
7	Santander Deposit	0.00
8	Lloyds Treasury Account	549,174.65
10	Petty Cash	0.00
11	Barclays Base Rate Tracker	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**5,917,910.53**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Payments

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@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.

2. Background
The report is broken down into Purchase Ledger payments which are emailed to all Finance Committee Councillors prior to the payment being processed, Cashbook payments which are usually not payments requiring Councillor approval, and Direct Debits which are reviewed annually.

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

Payments since those reported to Finance Committee 21st March 2023 — **AGENDA ITEM 7**

BACS A full breakdown of BACS purchase ledger payments can be found at Appendix 1.

Date	Pg ended	Amount	Officer	Councillor	Councillor
14/04/23	699	£50,520.80	Phil Evans	*requires signature*	
14/04/23	704	£37,947.78	Phil Evans	*requires signature*	
14/04/23	708	£9,557.40	Phil Evans	*requires signature*	
14/04/23	710	£15,611.16	Phil Evans	*requires signature*	
19/04/23	713	£8,068.30	Phil Evans	*requires signature*	
26/04/23	714	£2,346.00	Phil Evans	*requires signature*	
28/04/23	719	£1,776.86	Phil Evans	*requires signature*	

Single Payments

Date	Payee	Amount	Officer	Officer	Cllr	Cllr
19/04/23	Christopher Warlan	£10.00	Phil Evans	Sharon Botham	*requires signature*	
19/04/23	Bicester Baby Bank/3x key deposit return	£530.00	Phil Evans	Sharon Botham	*requires signature*	
25/04/23	Astral Payroll	£52,284.21	Phil Evans	Sharon Botham	*requires signature*	

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor

Direct Debits

Date	Payee	Amount
16/03/23	Everflow	£1,030.63
23/03/23	SSE Gas	£19.16
27/03/23	Opus Energy	£1,352.65
06/04/23	SSE Gas	£272.39

18/05/2023	Bicester Town Council	Page 699
16:58	List of Purchase Ledger Payments	User: SB

Linked to Cashbook 1 — **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMAZON BUS Amazon Business							
Mini Fridge	03/03/2023	INVGB-120727821-2023	1	99.99	0.00	99.99	0.00
					0.00	**99.99**	
Above paid on 12/04/2023 by Online Payment Ref AMAZONBUS							
APT AP Thopson Services Ltd							
World rugby testing 22/3	28/03/2023	RM/23/2584	1	1,578.00	0.00	1,578.00	0.00
3G pitch maintanence 22/3/23	28/03/2023	RM/23/2585	1	420.00	0.00	420.00	0.00
					0.00	**1,998.00**	
Above paid on 12/04/2023 by Online Payment Ref APT							
B024 Barclaycard Commercial 5476760594863261							
Various	23/03/2023	23/030/2023	1	432.84	0.00	432.84	0.00
					0.00	**432.84**	
Above paid on 12/04/2023 by Online Payment Ref B024							
B087 Barstows Stationery							
air freshener	02/03/2023	86494	1	9.50	0.00	9.50	0.00
					0.00	**9.50**	
Above paid on 12/04/2023 by Online Payment Ref B087							
B178 BUCKS RECYCLING LTD							
Skip replacement	21/03/2023	141410	1	366.00	0.00	366.00	0.00
					0.00	**366.00**	
Above paid on 12/04/2023 by Online Payment Ref B178							
C102 Curtis and Carder Services Ltd							
Oil tank filter & oil line ble	03/03/2023	1168577	1	125.56	0.00	125.56	0.00
					0.00	**125.56**	
Above paid on 12/04/2023 by Online Payment Ref C102							
F007 Farol Limited							
Tyre for small tractor	01/03/2023	128980	1	120.00	0.00	120.00	0.00
					0.00	**120.00**	
Above paid on 12/04/2023 by Online Payment Ref F007							

Continued over page

Linked to Cashbook 1 | **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HO21 **HZ Entertainment Limited**							
Dart football, axe throw Gen h	14/03/2023	3505	1	1,488.00	0.00	1,488.00	0.00
Land Zorb, Gen hire	14/03/2023	3504	1	744.00	0.00	744.00	0.00
					0.00	**2,232.00**	
		Above paid on 12/04/2023 by Online Payment Ref HO21					
MOM **Momentive Europe UC**							
Annual Plan for SurveyMonkey	08/03/2023	43973468	1	900.00	0.00	900.00	0.00
					0.00	**900.00**	
		Above paid on 12/04/2023 by Online Payment Ref MOM					
O019 **Oxford Alarm Company Ltd**							
Fire warden training	21/03/2023	4231	1	916.80	0.00	916.80	0.00
Intruder alarm contact	27/03/2023	4321	1	1,272.00	0.00	1,272.00	0.00
					0.00	**2,188.80**	
		Above paid on 12/04/2023 by Online Payment Ref O019					
O031 **Oxford Office Furniture Ltd**							
Desks, monitor arms, pedestals	20/03/2023	IINV/2023/00388	1	1,041.36	0.00	1,041.36	0.00
					0.00	**1,041.36**	
		Above paid on 12/04/2023 by Online Payment Ref O031					
OLAC **Oxfordshire Association of Local Council**							
Cemetery training PC & DH	29/03/2023	W-2473	1	264.00	0.00	264.00	0.00
					0.00	**264.00**	
		Above paid on 12/04/2023 by Online Payment Ref OLAC					
OLP **Online Playgrounds**							
5mm Quick repair link	10/03/2023	SIN051013	1	141.00	0.00	141.00	0.00
					0.00	**141.00**	
		Above paid on 12/04/2023 by Online Payment Ref OLP					

Continued over page

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P010 Travis Perkins Trading Co Ltd							
Building sand	13/03/2023	3003 ALM064	1	73.31	0.00	73.31	0.00
					0.00	**73.31**	
				Above paid on 12/04/2023 by Online Payment Ref P010			
PLAY Playdale Playgrounds Ltd							
Parts for climbing frame	17/01/2023	0000049002	1	3,885.85	0.00	3,885.85	0.00
					0.00	**3,885.85**	
				Above paid on 12/04/2023 by Online Payment Ref PLAY			
R008 Rigby Taylor Ltd							
Line marking paint	23/03/2023	OASI0053853	1	290.09	0.00	290.09	0.00
Football goals ref 423/2021	28/03/2023	OASI0054443	1	33,342.72	0.00	33,342.72	0.00
Impact HD white RTU drum 10ltr	28/03/2023	OASI0054524	1	672.00	0.00	672.00	0.00
					0.00	**34,304.81**	
				Above paid on 12/04/2023 by Online Payment Ref R008			
RIO RIO WORKWEAR LTD							
Black safety trainers	03/03/2023	INV-6902	1	42.66	0.00	42.66	0.00
Rigger Gloves x10	20/03/2023	INV-6959	1	48.00	0.00	48.00	0.00
					0.00	**90.66**	
				Above paid on 12/04/2023 by Online Payment Ref RIO			
S003 Safeguard Secure Solutions Ltd							
Intruder alarm to Oct 23	14/10/2022	SSS18063	1	384.00	0.00	384.00	0.00
Maintanence charges to Oct 23	14/10/2022	SSS18064	1	420.00	0.00	420.00	0.00
					0.00	**804.00**	
				Above paid on 12/04/2023 by Online Payment Ref S003			
T097 Tudor Environmental							
Trailing lead & Ext lead	21/03/2023	IN0242868	1	181.92	0.00	181.92	0.00
Spade, Chisel, post hole digge	27/03/2023	IN0244108	1	252.90	0.00	252.90	0.00
Paper towels, toilet roll	27/03/2023	IN0244109	1	225.13	0.00	225.13	0.00
Shocksafe Digging spade	31/03/2023	IN0245341	1	111.36	0.00	111.36	0.00

Continued over page

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Cloloured film, keys, toilet r	21/03/2023	IN02428769	1	127.31	0.00	127.31	0.00
					0.00	**898.62**	

Above paid on 12/04/2023 by Online Payment Ref T097

WCS **WCS Environmental Ltd**							
Legionella contract Mar 23	01/03/2023	WCS_2303003391	1	544.50	0.00	544.50	0.00
					0.00	**544.50**	

Above paid on 12/04/2023 by Online Payment Ref WCS

Total Purchase Ledger Payments	**0.00**	**50,520.80**

Linked to Cashbook 1 | **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A001 Alexander & Co Property Sevices Ltd							
Man fees 28/3-27/06/23	28/03/2023	CAC200048	1	396.00	0.00	396.00	0.00
					0.00	**396.00**	
			Above paid on 10/05/2023 by Online Payment Ref A001				
BD1 Banbury Digital Ltd							
Photocopier usage	30/03/2023	INV-1223	1	183.64	0.00	183.64	0.00
					0.00	**183.64**	
			Above paid on 10/05/2023 by Online Payment Ref BD1				
C054 CMR Intech Limited							
Veeam back up for March 23	01/03/2023	419471	1	61.20	0.00	61.20	0.00
Watchguard March 23	01/03/2023	419522	1	17.10	0.00	17.10	0.00
Microsoft office March 23	01/03/2023	419531	1	40.08	0.00	40.08	0.00
Microsoft office march 23 DH	02/03/2023	419551	1	3.88	0.00	3.88	0.00
Excess support Feb 23	08/03/2023	419571	1	538.66	0.00	538.66	0.00
Microsoft office subs march 23	08/03/2023	419572	1	339.36	0.00	339.36	0.00
Microsoft office March 23 SB	17/03/2023	419652	1	17.21	0.00	17.21	0.00
Microsoft 365 sub March 23	28/03/2023	419713	1	81.00	0.00	81.00	0.00
					0.00	**1,098.49**	
			Above paid on 10/05/2023 by Online Payment Ref C054				
C105 CleanGenieLtd							
Cleaning for March 23	31/03/2023	5570	1	554.06	0.00	554.06	0.00
					0.00	**554.06**	
			Above paid on 10/05/2023 by Online Payment Ref C105				
C41 Cherwell District Council							
Allotment lease x4	17/03/2023	20009934	1	415.50	0.00	415.50	0.00
Rates to 04/24	17/03/2023	RATES CEM 23	1	723.59	0.00	723.59	0.00
Rates to 04/24	17/03/2023	RATES GH 23	1	5,632.46	0.00	5,632.46	0.00
					0.00	**6,771.55**	
			Above paid on 10/05/2023 by Online Payment Ref C41				

Continued over page

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ICS **iCS Communication**							
Phone charges	08/03/2023	45494/0554620	1	233.20	0.00	233.20	0.00
					0.00	**233.20**	
Above paid on 10/05/2023 by Online Payment Ref ICS							
J001 **Joblings**							
Fuel and sundries March 23	31/03/2023	2023000000066	1	377.89	0.00	377.89	0.00
					0.00	**377.89**	
Above paid on 10/05/2023 by Online Payment Ref J001							
L011 **Lawyers Online Ltd**							
Additional domain	02/03/2023	D43091	1	49.68	0.00	49.68	0.00
					0.00	**49.68**	
Above paid on 10/05/2023 by Online Payment Ref L011							
LEEP **Leep Utilities**							
Water charge 6/11/22-28/2/23	01/03/2023	881388 06/03/23	1	101.03	0.00	101.03	0.00
					0.00	**101.03**	
Above paid on 10/05/2023 by Online Payment Ref LEEP							
M050 **Microshade Business Consultants Ltd**							
Monthly hosting	07/03/2023	17398	1	230.58	0.00	230.58	0.00
					0.00	**230.58**	
Above paid on 10/05/2023 by Online Payment Ref M050							
N004 **New Recruits**							
Casual Staff W/C 20/03 MS	29/03/2023	00064497	1	302.06	0.00	302.06	0.00
					0.00	**302.06**	
Above paid on 10/05/2023 by Online Payment Ref N004							
N010 **NPower**							
Xmas light power Nov 22	16/03/2023	IN06649697	1	36.51	0.00	36.51	0.00
Xmas lights Dec 22	16/03/2023	IN06649700	1	280.51	0.00	280.51	0.00
Xmas lights Jan 23	16/03/2023	IN06649705	1	33.68	0.00	33.68	0.00
					0.00	**350.70**	
Above paid on 10/05/2023 by Online Payment Ref N010							

Continued over page

Linked to Cashbook 1 | **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N027 Navitas Desgin							
March Maintanence	01/03/2023	INV-30806	1	29.99	0.00	29.99	0.00
					0.00	**29.99**	
				Above paid on 10/05/2023 by Online Payment Ref N027			
P005 PHS Group Ltd							
Sanitary services to 04/24	03/03/2023	69669348	1	1,565.28	0.00	1,565.28	0.00
Sanitary services to 04/24	03/03/2023	69669349	1	216.00	0.00	216.00	0.00
Sanitary services to 04/24	03/03/2023	69669350	1	216.00	0.00	216.00	0.00
Sanitary disp 4/23-4/24	03/03/2023	69669351	1	216.00	0.00	216.00	0.00
Sanitary services to 04/24	03/03/2023	69669352	1	7,198.68	0.00	7,198.68	0.00
					0.00	**9,411.96**	
				Above paid on 10/05/2023 by Online Payment Ref P005			
PENINSULA Peninsula							
Online services	18/03/2023	U003435167	1	202.12	0.00	202.12	0.00
					0.00	**202.12**	
				Above paid on 10/05/2023 by Online Payment Ref PENINSULA			
PO76 Pushstart Marketing							
May 2023 Gazette	02/03/2023	INV-1469	1	6,000.00	0.00	6,000.00	0.00
					0.00	**6,000.00**	
				Above paid on 10/05/2023 by Online Payment Ref PO76			
R010 Rialtas Business Solutions Ltd							
Annual support	01/03/2023	SM27199	1	325.00	0.00	325.00	0.00
Onsite training 14/03/2023	24/03/2023	30387	1	643.20	0.00	643.20	0.00
Group training on 22/03/2023	27/03/2023	30391	1	600.00	0.00	600.00	0.00
					0.00	**1,568.20**	
				Above paid on 10/05/2023 by Online Payment Ref R010			
THORNE Thorne & Wait							
Casual Staff w/c 05/03/23	05/03/2023	00709940	1	2,746.44	0.00	2,746.44	0.00
Casual Staff w/c 12/03/23	05/03/2023	007009970	1	1,959.14	0.00	1,959.14	0.00

Continued over page

Linked to Cashbook 1

Entered Month 1
by user SB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Casual staff w/c 19/03/23	07/03/2023	00710000	1	2,746.44	0.00	2,746.44	0.00
Casual staff W/C 26/03/23	26/03/2023	00710026	1	2,634.61	0.00	2,634.61	0.00
					0.00	**10,086.63**	

Above paid on 10/05/2023 by Online Payment Ref THORNE

Total Purchase Ledger Payments	**0.00**	**37,947.78**

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ASTRAL **astral accountancy**							
Payroll for January & February	28/02/2023	6494	1	312.00	0.00	312.00	0.00
					0.00	**312.00**	
Above paid on 10/05/2023 by Online Payment Ref ASTRAL							
B005 **Telefonica O2 UK Ltd**							
Services for Feb23	28/02/2023	19251222	1	40.21	0.00	40.21	0.00
Services for Feb 23	28/02/2023	19289046	1	286.98	0.00	286.98	0.00
					0.00	**327.19**	
Above paid on 10/05/2023 by Online Payment Ref B005							
BT **BT**							
Internet for Whitelands	27/02/2023	MOO5 0&	1	43.55	0.00	43.55	0.00
					0.00	**43.55**	
Above paid on 10/05/2023 by Online Payment Ref BT							
C054 **CMR Intech Limited**							
Microsoft 365 subs	28/02/2023	419463	1	81.00	0.00	81.00	0.00
Veeam Backup March 23	28/02/2023	419506	1	105.60	0.00	105.60	0.00
					0.00	**186.60**	
Above paid on 10/05/2023 by Online Payment Ref C054							
C105 **CleanGenieLtd**							
Cleaning in Feb 23	28/02/2023	5500	1	474.91	0.00	474.91	0.00
					0.00	**474.91**	
Above paid on 10/05/2023 by Online Payment Ref C105							
CLEAR **Clearway Plumbing and Drains Ltd**							
Quarterly service	28/02/2023	03204	1	342.00	0.00	342.00	0.00
					0.00	**342.00**	
Above paid on 10/05/2023 by Online Payment Ref CLEAR							

Continued over page

Linked to Cashbook 1

Entered Month 1 by user SB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G007 Grundon Waste Management Ltd							
Waste Removal Feb 23	28/02/2023	PSI-0803044	1	100.25	0.00	100.25	0.00
Waste removal feb 23	28/02/2023	PSI-0803045	1	264.07	0.00	264.07	0.00
					0.00	**364.32**	
Above paid on 10/05/2023 by Online Payment Ref G007							
H018 Healthmatic Limited							
Toilet service 1/1 -31/3/23	23/02/2023	12661	1	3,075.00	0.00	3,075.00	0.00
					0.00	**3,075.00**	
Above paid on 10/05/2023 by Online Payment Ref H018							
J001 Joblings							
Fuel & office supplies	28/02/2023	2023000000034	1	526.15	0.00	526.15	0.00
					0.00	**526.15**	
Above paid on 10/05/2023 by Online Payment Ref J001							
M050 Microshade Business Consultants Ltd							
Accounting training Feb 23	28/02/2023	17335	1	418.80	0.00	418.80	0.00
					0.00	**418.80**	
Above paid on 10/05/2023 by Online Payment Ref M050							
S005 Sam McGregor							
Jan/Feb services	26/02/2023	5053	1	150.00	0.00	150.00	0.00
					0.00	**150.00**	
Above paid on 10/05/2023 by Online Payment Ref S005							
THORNE Thorne & Wait							
Temp staff w/c26/2 AC WK RW SD	26/02/2023	00709915	1	3,336.88	0.00	3,336.88	0.00
					0.00	**3,336.88**	
Above paid on 10/05/2023 by Online Payment Ref THORNE							
Total Purchase Ledger Payments					**0.00**	**9,557.40**	

Linked to Cashbook 1 | **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A048 Acme Pest Control & Deer Management							
Top up bait staion & Poison	27/01/2023	39/102	1	77.00	0.00	77.00	0.00
					0.00	**77.00**	
Above paid on 10/05/2023 by Online Payment Ref A048							
AGO Agora Business Publications LLP							
Quarterly Subscription	12/12/2022	12-7823276	1	79.80	0.00	79.80	0.00
H&S Online subs to May 23	12/02/2023	12-7921906	1	79.80	0.00	79.80	0.00
					0.00	**159.60**	
Above paid on 10/05/2023 by Online Payment Ref AGO							
B002 Bicester Tyre & Exhaust Centre							
Puncture repair CP66 AXF	25/02/2023	171592	1	101.54	0.00	101.54	0.00
					0.00	**101.54**	
Above paid on 10/05/2023 by Online Payment Ref B002							
B024 Barclaycard Commercial 5476760594863261							
Various	23/02/2023	23/02/2023	1	481.67	0.00	481.67	0.00
					0.00	**481.67**	
Above paid on 10/05/2023 by Online Payment Ref B024							
B087 Barstows Stationery							
Toilet rolls and bin bags	24/11/2022	85993	1	98.44	0.00	98.44	0.00
Ink, Blue tack, coffee, paper	20/12/2022	86136	1	71.45	0.00	71.45	0.00
Bleach, ink, stapler, staples,	19/01/2023	86286	1	100.68	0.00	100.68	0.00
Toilet Roll , Air Freshners, A	28/02/2023	86485	1	93.34	0.00	93.34	0.00
					0.00	**363.91**	
Above paid on 10/05/2023 by Online Payment Ref B087							
B178 BUCKS RECYCLING LTD							
Large skip for Yard	27/02/2023	139986	1	366.00	0.00	366.00	0.00
					0.00	**366.00**	
Above paid on 10/05/2023 by Online Payment Ref B178							

Continued over page

Linked to Cashbook 1 | **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FLAG **Flagmakers**							
Oxfordshire County flag	08/02/2023	256304	1	193.80	0.00	193.80	0.00
					0.00	**193.80**	
		Above paid on 10/05/2023 by Online Payment Ref FLAG					
GET **Get Wheelie Bins**							
2x Blue 1100 litre wheelie bin	15/02/2023	15022023	1	465.60	0.00	465.60	0.00
					0.00	**465.60**	
		Above paid on 10/05/2023 by Online Payment Ref GET					
JUSTIN **Justin Bucknell Electrical**							
Good Neighbours part 424/2021	22/02/2023	INV-6471	1	6,769.80	0.00	6,769.80	0.00
					0.00	**6,769.80**	
		Above paid on 10/05/2023 by Online Payment Ref JUSTIN					
O002 **OALC**							
Allotments 23/02/2023	24/01/2023	3810	1	36.00	0.00	36.00	0.00
					0.00	**36.00**	
		Above paid on 10/05/2023 by Online Payment Ref O002					
O019 **Oxford Alarm Company Ltd**							
Emergency call to fire alarm	28/02/2023	4278	1	193.18	0.00	193.18	0.00
					0.00	**193.18**	
		Above paid on 10/05/2023 by Online Payment Ref O019					
OLAC **Oxfordshire Association of Local Council**							
End of Year for PE & SB	27/02/2023	W-2452	1	72.00	0.00	72.00	0.00
					0.00	**72.00**	
		Above paid on 10/05/2023 by Online Payment Ref OLAC					
OLP **Online Playgrounds**							
Resin for wetpour and gate spr	28/02/2023	SIN050815	1	670.80	0.00	670.80	0.00
					0.00	**670.80**	
		Above paid on 10/05/2023 by Online Payment Ref OLP					

Continued over page

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P010 **Travis Perkins Trading Co Ltd**							
Screws and angle brackets	15/02/2023	3003 ALK785	1	87.38	0.00	87.38	0.00
					0.00	**87.38**	
Above paid on 10/05/2023 by Online Payment Ref P010							
PARAGON **paragon tool hire**							
Generators held back for nais	28/02/2023	125365	1	237.41	0.00	237.41	0.00
					0.00	**237.41**	
Above paid on 10/05/2023 by Online Payment Ref PARAGON							
R008 **Rigby Taylor Ltd**							
Line marking machine & Paint	28/02/2023	OASI0050435	1	5,194.77	0.00	5,194.77	0.00
					0.00	**5,194.77**	
Above paid on 10/05/2023 by Online Payment Ref R008							
SOU **Southwold Community Association**							
Hall hire 31/03/2023	28/02/2023	PH39	1	52.50	0.00	52.50	0.00
					0.00	**52.50**	
Above paid on 10/05/2023 by Online Payment Ref SOU							
T097 **Tudor Environmental**							
Soap for office	27/02/2023	IN0238608	1	14.28	0.00	14.28	0.00
centrefeed rolls & jumbo rolls	27/02/2023	IN0238609	1	73.92	0.00	73.92	0.00
					0.00	**88.20**	
Above paid on 10/05/2023 by Online Payment Ref T097							
				Total Purchase Ledger Payments	**0.00**	**15,611.16**	

Linked to Cashbook 1

Entered Month 1 by user SB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JUSTIN **Justin Bucknell Electrical**							
Part Property rewire 10%	22/02/2023	INV-6472	1	3,250.80	0.00	3,250.80	0.00
					0.00	**3,250.80**	

Above paid on 10/05/2023 by Online Payment Ref JUSTIN

Total Purchase Ledger Payments	**0.00**	**3,250.80**

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TRI	**Tristar Media Ltd**							
Coronation mugs		31/03/2023	931	1	2,346.00	0.00	2,346.00	0.00
						0.00	**2,346.00**	

Above paid on 26/04/2023 by Online Payment Ref TRI

	Discount	Amount Paid
Total Purchase Ledger Payments	**0.00**	**2,346.00**

Linked to Cashbook 1 **Entered Month 1 by user SB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HART **Hartwell Ford Kidlington**							
CP66AXF - Add blue failing and	25/04/2023	S128703	1	1,776.86	0.00	1,776.86	0.00
					0.00	**1,776.86**	
			Above paid on 28/04/2023 by Online Payment Ref HART				
			Total Purchase Ledger Payments		**0.00**	**1,776.86**	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Aged Creditors

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

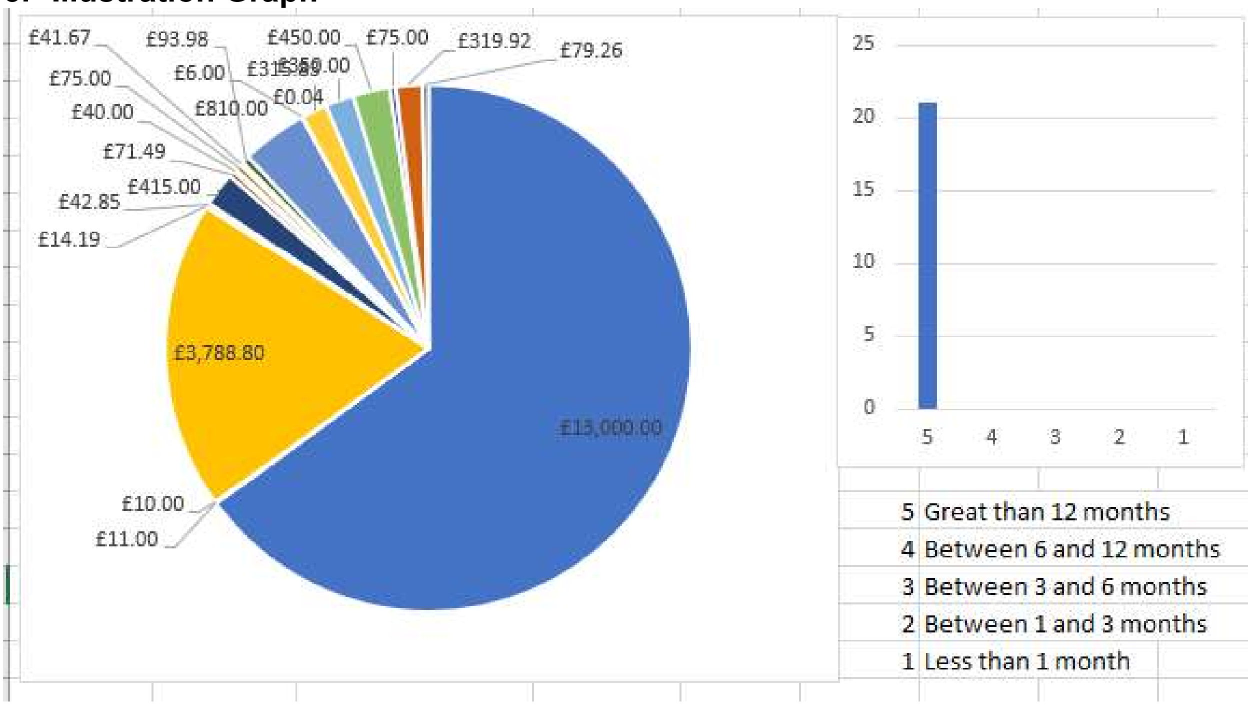
Ward Affected: All Wards

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.

2. Background
In order to monitor debts owed by the Council, the Aged Creditors report tracks how old each debt is and the value that is outstanding.

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



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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 6th June 2023

Aged Debtors

Chairman: Councillor Paul Wheatley
Contact: Paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1.Overview

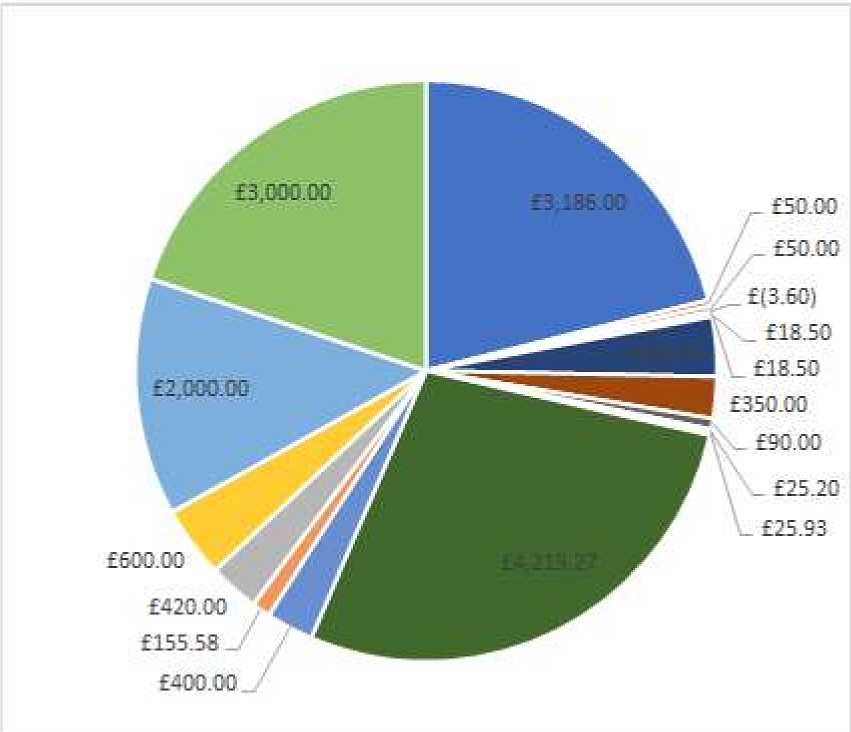
This report is a standing report to keep Councillors informed as to the Aged Debitors.
The Officer will be available to answer any specific questions

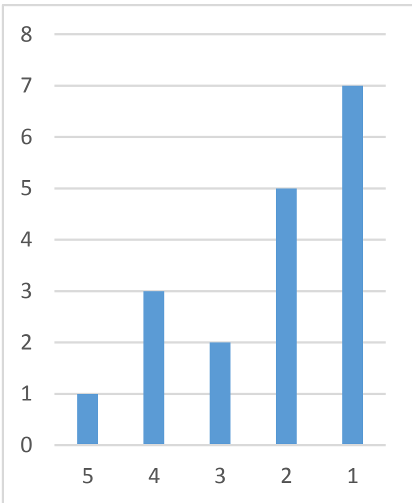
2. Background

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.

3.Illustration Grapth





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

4. Recommendation

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Utility Usage

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

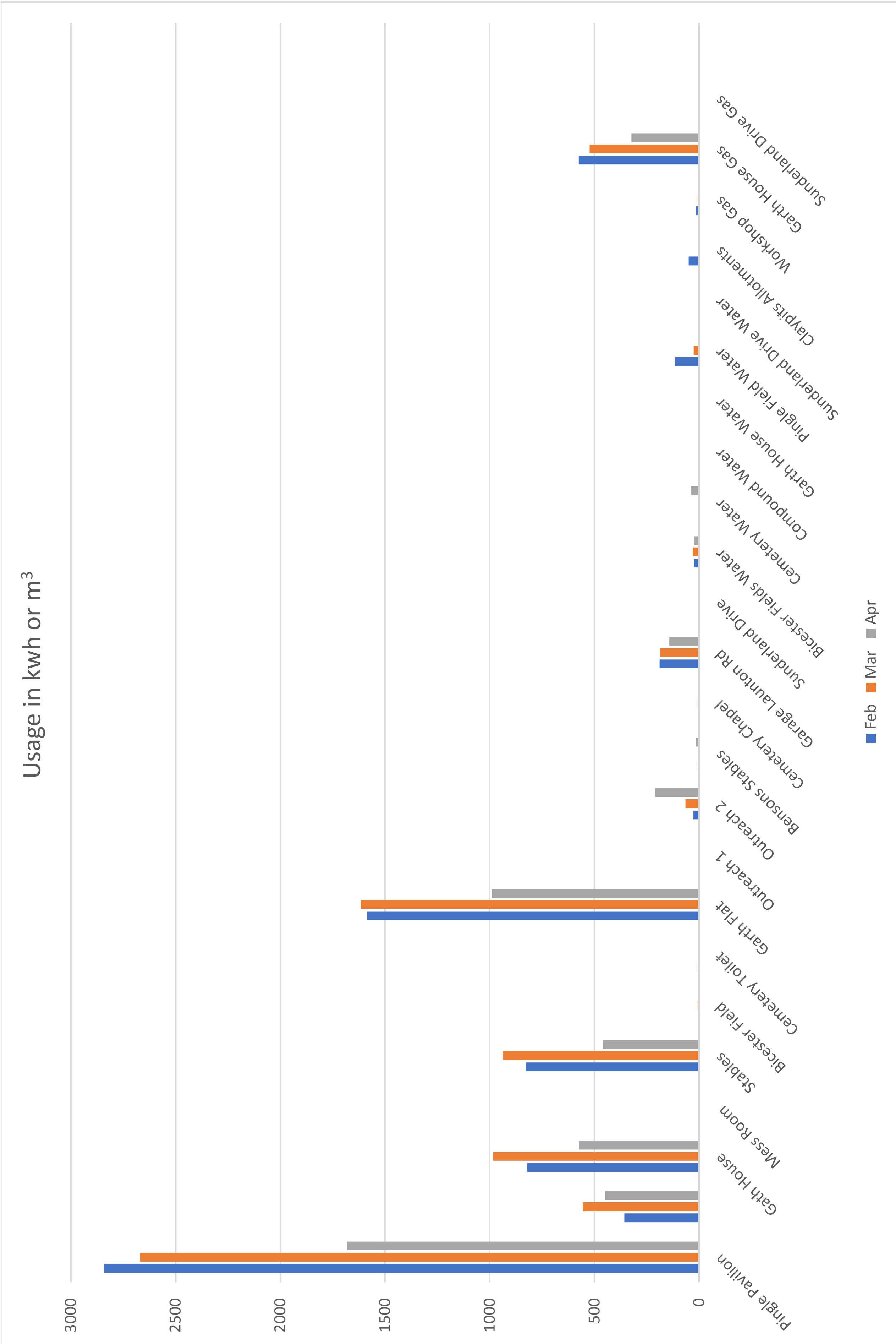
1. Overview
This report is a standing report to keep Councillors informed of all the electricity, gas and water usage across all of the Town Council's sites.

2. Background
The chart in Appendix 1 shows the usage for each site as a visual representation for ease of comparison

The report in Appendix 2 is broken down by the individual meters and labelled according to the location. Both the electricity and gas usage are reported in kw hours and the water is in cubic metres.

The cost line for each month is the usage multiplied by the current cost per unit.

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


Usage in kwh or m³
3000
2500
2000
1500
1000
500
0
Pingle Pavilion
Gath House
Mess Room
Stables
Bicester Field
Cemetery Toilet
Garth Flat
Outreach 1
Outreach 2
Bensons Stables
Cemetery Chapel
Garage Launton Rd
Sunderland Drive
Bicester Fields Water
Cemetery Water
Compound Water
Garth House Water
Pingle Field Water
Sunderland Drive Water
Claypits Allotments
Workshop Gas
Garth House Gas
Sunderland Drive Gas
Feb
Mar
Apr

Supplier	Opus Energy		Opus energy					
Description	Night (R2)	Day (R1)	Council Offices					3
Location	Pingle Pavilion		Gath House	Mess Room	Stables	Bicester Field	Cemetery Toilet	Garth Flat
Meter	EL18ML18948		K96C00306	E18ML10655	E19ML06107	E15ML07256	S06R40169	50399993
MPAN ending	5/3126/091		8350/945	50938/582	7582/970	5/3128/354	27583/798	835/043
Jan								
Feb	2842	357	822	0	828	0.89	4	1586.5
Cost	£788.83	£142.98	£113.36	£0.00	£122.30	£0.13	£4.15	£234.34
Mar	2670	555	984	0	936	6.44	2	1617.1
Cost	£741.09	£222.28	£135.70	£0.00	£138.26	£0.95	£2.15	£238.86
Apr	1681	450	574	0	460	1.34	2	987.8
Cost	£466.58	£180.23	£79.16	£0.00	£67.95	£0.20	£2.15	£145.91
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

Supplier							Everflow		
Description	Outreach		Garth Out Building		Claytons	Hart Place			
Location	1	2	Bensons Stables	Cemetery Chapel	Garage Launton Rd	Sunderland Drive	Bicester Fields Water	Cemetery Water	Compound Water
Meter	50400134	50399985	F74C18849	D07C76330	K97C76913	E10BG59221	05A006729	96T036117	01M251241
MPAN ending	8350/972	8350/963	8350/981	8462/246	8351/061	8403/570	SPID: 3011706921	SPID: 3011251916	SPID: 3010453078
Jan									
Feb	0	26.7	4	2	189	0	25.19	2.1	0.1
Cost		£3.68	£0.55	£0.28	£26.06	£0.00	£44.74	£3.73	£0.18
Mar	0	64.4	0	5	185	0	29.96	2.36	0.1
Cost		£8.88	£0.00	£0.69	£25.51	£0.00	£53.21	£4.19	£0.18
Apr	0	211.1	15	6	142	0	24.46	37.51	0.04
Cost		£29.11	£2.07	£0.83	£19.58	£0.00	£43.44	£66.62	£0.07
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

Supplier					SSE		
Description	Council Offices				BTC - The Garth	BTC - The Garth	
Location	Garth House Water	Pingle Field Water	Sunderland Drive Water	Claypits Allotments	Workshop Gas	Garth House Gas	Sunderland Drive Gas
Meter	96T035935	05A203640	163488	310914590	M016A0661414A6	M016A1050901A6	M016A0827614A6
MPAN ending	SPID: 3010089996	SPID: 3011229651	SPID:301101373X	SPID:3011760578	4005648807	4005648908	4016556600
Jan							
Feb	0	114.46	0	50	14.42	574.71	0
Cost	£0.00	£203.28	£0.00	£88.80	£0.17	£6.95	£0.00
Mar	0	25.33	0	0	5.23	523.23	0
Cost	£0.00	£44.99	£0.00	£0.00	£0.06	£6.33	£0.00
Apr	0	1.22	0	0	0.01	323.47	0
Cost	£0.00	£2.17	£0.00	£0.00	£0.00	£3.91	£0.00
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 6th June 2023

Year End Accounts 22/23

Chairman: Councillor Paul Wheatley
Contact: Paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 The year end income and expenditure account is attached at Appendix 1.

1.2 The total income for the year was £1,965,275 of which £1,684,269 was precept.

1.3 The total expenditure for the year was £1,993,368 which includes net spend from earmarked reserves of £495,429.

1.4 The overspend for the year is £28,093 before movement to reserves is accounted for. There is a recommendation later in the agenda to move £403,737 to reserves.

1.5 The general reserve which would then stand at £800,007 (being between one third and half the 22/23 precept in line with good practices).

1.6 Variances greater than 15% and more than £500 compared to last year are commented on in Appendix 2.

2. Recommendation

The Committee is **RECOMMENDED** to **APPROVE** the Income & Expenditure account for the year ended 31st March 2023.

Appendix 1

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

Code	Heading	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
102	Civic and Democratic							
1013	Inc Civic Miscellaneous	£0.00	£407.00	£0.00	(407)		0.0%	
1014	Inc-Miscellaneous	£0.00	£91.00	£0.00	(91)		0.0%	
	Civic and Democratic :- Income	£0.00	£498.00	£0.00	(498)			
4028	Meetings and Hospitality	£70.00	£0.00	£100.00	£100.00	£100.00	0.0%	
4031	Modern Gov	£7,250.00	£8,300.00	£7,250.00	(1,050)	(1,050)	114.5%	Increase due to higher fees
4099	Miscellaneous Expences	£0.00	£800.00	£0.00	(800)	(800)	0.0%	
4150	Mayor's Expenses	£1,750.00	£1,750.00	£1,750.00	£0.00	£0.00	100.0%	
4159	Elections	£0.00	£0.00	£3,000.00	£3,000.00	£3,000.00	0.0%	
4160	Civic Expenses	£8,509.00	£11,783.00	£11,000.00	(783)	(783)	107.1%	Overpayment due to expense from 21/22 not accrued
4209	Member's Allowances	£12,936.00	£13,736.00	£13,800.00	£64.00	£64.00	99.5%	
4210	Mayor's fundraising expences	£0.00	£961.00	£0.00	(961)	(961)	0.0%	
	Civic and Democratic :- Indirect Expenditure	£30,515.00	£37,331.00	£36,900.00	(431)	(431)	101.2%	
	Net Income over Expenditure							
		(30,515)	(36,833)	(36,900)	(67)			
105	Central Services							
4000	Salaries	£135,599.00	£153,408.00	£161,027.00	£7,619.00	£7,619.00	95.3%	
4001	Ers National Insurance	£13,349.00	£15,248.00	£18,549.00	£3,301.00	£3,301.00	82.2%	
4002	Ers Pension	£23,016.00	£32,134.00	£34,943.00	£2,809.00	£2,809.00	92.0%	
4003	Temporary Staff	£34,009.00	£10,792.00	£2,500.00	(8,292)	(8,292)	431.7%	due to unexpected staff vacancies
4009	Staff Travel	£90.00	£0.00	£500.00	£500.00	£500.00	0.0%	
4015	Health and Safety	£1,893.00	£2,292.00	£1,000.00	(1,292)	(1,292)	229.2%	Due to increased cost, budget increased for 23/24
4020	Mobile Phones	£806.00	£929.00	£500.00	(429)	(429)	185.7%	Additional mobiles purchased and budget increased for 23/24
4021	Office Phones	£2,328.00	£2,437.00	£2,500.00	£63.00	£63.00	97.5%	
4022	Post	£449.00	£394.00	£1,000.00	£606.00	£606.00	39.4%	
4023	Stationery	£976.00	£1,692.00	£1,400.00	(292)	(292)	120.9%	New staff required additional items
4024	Subscriptions	£4,206.00	£6,188.00	£5,000.00	(1,188)	(1,188)	123.8%	Additional services added not originally planned
4025	Insurance	£18,587.00	£18,970.00	£19,000.00	£30.00	£30.00	99.8%	
4026	Printing	£466.00	£0.00	£300.00	£300.00	£300.00	0.0%	
4027	Ref. Booksand Publications	£0.00	£0.00	£200.00	£200.00	£200.00	0.0%	
4032	Recruitment Advertising	£57.00	£753.00	£300.00	(453)	(453)	250.9%	Additional staff vacancies than wereplanned for
4033	Office Expenses	£1,335.00	£1,323.00	£1,300.00	(23)	(23)	101.8%	
4034	Computer Support	£28,142.00	£30,944.00	£25,000.00	(5,944)	(5,944)	123.8%	Increased costs
4035	Maintenance-Office Equipment	£0.00	£0.00	£200.00	£200.00	£200.00	0.0%	

4040	Website	£675.00	£613.00	£1,500.00	£887.00	£887.00	40.9%	
4041	Photocopier	£218.00	£1,050.00	£1,500.00	£450.00	£450.00	70.0%	
4055	Press & PR	£2,625.00	£1,500.00	£2,750.00	£1,250.00	£1,250.00	54.5%	
4056	Legal and Professional Fees	£34,091.00	£4,778.00	£10,000.00	£5,223.00	£5,223.00	47.8%	
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
4057	Audit Fees	£2,740.00	£2,415.00	£4,000.00	£1,585.00	£1,585.00	60.4%	
4058	Accountancy & Payroll	£4,806.00	£5,021.00	£6,500.00	£1,479.00	£1,479.00	77.2%	
4070	Training & Conferences	£4,130.00	£6,290.00	£7,311.00	£1,021.00	£1,021.00	86.0%	
4097	HR	£6,852.00	£1,180.00	£5,400.00	£4,220.00	£4,220.00	21.9%	
4169	Newsletter	£10,000.00	£15,000.00	£15,000.00	£0.00	£0.00	100.0%	
	Central Services :- Indirect Expenditure	£331,446.00	£315,351.00	£329,180.00	£13,829.00	£13,829.00	95.8%	
	Net Expenditure							
		(331,446)	(315,351)	(329,180)	(13,829)			
106	Garth House							
1001	Inc-Nais House	£3,733.00	£4,000.00	£4,800.00	£800.00		83.3%	
1002	Inc-CAB Rent	£4,250.00	£4,250.00	£4,250.00	£0.00		100.0%	
1007	Inc-Registrars	£3,788.00	£1,260.00	£1,250.00	(10)		100.8%	
1010	Inc-Garth Rooms Lettings	£685.00	£348.00	£3,000.00	£2,652.00		11.6%	
	Garth House :- Income	£12,456.00	£9,858.00	£13,300.00	£3,442.00		74.1%	
4004	Cleaning Contract	£4,628.00	£5,145.00	£3,600.00	(1,545)	(1,545)	142.9%	increased costs, under review to tender
4011	Rates	£5,616.00	£5,364.00	£24,000.00	£18,636.00	£18,636.00	22.4%	
4012	Water Charges	£143.00	£31.00	£300.00	£269.00	£269.00	10.4%	
4013	Gas	£1,114.00	£1,147.00	£2,000.00	£853.00	£853.00	57.3%	
4014	Electric	£3,152.00	£1,650.00	£1,500.00	(150)	(150)	110.0%	Increased costs
4017	Cleaning Materials	£175.00	£15.00	£100.00	£85.00	£85.00	15.2%	
4036	Grounds & Buildings Mtce	£2,172.00	£7,678.00	£5,000.00	(2,678)	(2,678)	153.6%	Unexpected cost of new boiler
4039	Waste Removal	£994.00	£1,222.00	£1,250.00	£28.00	£28.00	97.8%	
4130	Building Security	£1,430.00	£1,155.00	£1,500.00	£345.00	£345.00	77.0%	
4203	Window Cleaning	£490.00	£735.00	£1,200.00	£465.00	£465.00	61.3%	
	Garth House :- Indirect Expenditure	£19,913.00	£24,142.00	£40,450.00	£16,308.00	£16,308.00	59.7%	
	Net Income over Expenditure							
		(7,457)	(14,284)	(27,150)	(12,866)			
107	Garth Lodge							
1006	Inc-Garth Lodge	£13,200.00	£12,871.00	£13,200.00	£329.00		97.5%	
	Garth Lodge :- Income	£13,200.00	£12,871.00	£13,200.00	£329.00		97.5%	
4052	Garth Lodge Costs	£1,939.00	£1,320.00	£2,500.00	£1,180.00	£1,180.00	52.8%	
	Garth Lodge :- Indirect Expenditure	£1,939.00	£1,320.00	£2,500.00	£1,180.00	£1,180.00	52.8%	
	Net Income over Expenditure							
		£11,261.00	£11,551.00	£10,700.00	(851)			
108	Corporate Finance							
1076	Inc-Precept	£1,582,488.00	£1,684,269.00	£1,684,269.00	£0.00		100.0%	
1096	Inc-Interest Received	£2,411.00	£40,492.00	£2,000.00	(38,492)		2024.6%	

Code	Description	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	Notes
	Corporate Finance :- Income	£1,584,899.00	£1,724,761.00	£1,686,269.00	(38,492)		102.3%	
4059	Bank Charges	£1,729.00	£1,773.00	£2,000.00	£227.00	£227.00	88.7%	
4306	Loan Repayments	£10,850.00	£10,661.00	£11,000.00	£339.00	£339.00	96.9%	
	Corporate Finance :- Indirect Expenditure	£12,578.00	£12,434.00	£13,000.00	£566.00	£566.00	95.6%	
	Net Income over Expenditure							
		£1,572,321.00	£1,712,326.00	£1,673,269.00	(39,057)			
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
109	Community Support							
4060	CAB	£8,250.00	£8,250.00	£8,250.00	£0.00	£0.00	100.0%	
4061	Grants to Voluntary Org.	£16,291.00	£21,048.00	£22,000.00	£952.00	£952.00	95.7%	
4062	Shopmobility/Dialaride	£0.00	£0.00	£4,750.00	£4,750.00	£4,750.00	0.0%	
4064	OYAP	£25,500.00	£12,000.00	£12,000.00	£0.00	£0.00	100.0%	
4065	TVP Crime Partnership	£3,600.00	£3,600.00	£3,600.00	£0.00	£0.00	100.0%	
4131	Bicester Vision Manager	£5,000.00	£5,000.00	£5,000.00	£0.00	£0.00	100.0%	
4133	Partnership	£0.00	£5,000.00	£11,000.00	£6,000.00	£6,000.00	45.5%	
4170	CCTV	(5,150)	£0.00	£5,150.00	£5,150.00	£5,150.00	0.0%	
4191	Community Woodland	£0.00	£0.00	£5,000.00	£5,000.00	£5,000.00	0.0%	
4192	Youth Initiatives	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	0.0%	
	Community Support :- Indirect Expenditure	£53,491.00	£54,898.00	£86,750.00	£31,852.00	£31,852.00	63.3%	
	Net Expenditure							
		(53,491)	(54,898)	(86,750)	(31,852)			
110	Projects							
1019	Inc-Grants Received	£0.00	£27,670.00	£0.00	(27,670)		0.0%	
1080	Containing Out break Managemen	£76,300.00	£0.00	£0.00	£0.00		0.0%	
	Projects :- Income	£76,300.00	£27,670.00	£0.00	(27,670)			
4100	Purchase New Machinery	£25,000.00	£0.00	£0.00	£0.00	£0.00	0.0%	
4300	New Computer Equipment	£3,047.00	£8,709.00	£7,000.00	(1,709)	(1,709)	124.4%	New compouters required for additional staff
4301	Garth House Redevelopment	£1,617.00	£4,781.00	£35,000.00	£30,219.00	£30,219.00	13.7%	
4305	New Cemetery	£0.00	£0.00	£29,792.00	£29,792.00	£29,792.00	0.0%	
4312	Asset Maintenance	£1,415.00	£77.00	£60,000.00	£59,923.00	£59,923.00	0.1%	
4313	Play Area/Open Space Inv.	£4,069.00	£803.00	£80,000.00	£79,198.00	£79,198.00	1.0%	
4314	Town Centre	£0.00	£27,915.00	£25,000.00	(2,915)	(2,915)	111.7%	Accrue return of COMF
4315	Containing Outbreak Management	£76,300.00	£0.00	£0.00	£0.00	£0.00	0.0%	
	Projects :- Indirect Expenditure	£111,447.00	£42,284.00	£236,792.00	£194,508.00	£194,508.00	17.9%	
	Net Income over Expenditure							
		(35,147)	(14,614)	(236,792)	(222,178)			
300	Environmental Services							
1014	Inc-Miscellaneous	£543.00	£0.00	£0.00	£0.00		0.0%	
	Environmental Services :- Income	£543.00	£0.00	£0.00	£0.00			
4000	Salaries	£188,028.00	£197,104.00	£264,065.00	£66,961.00	£66,961.00	74.6%	
4001	Ers National Insurance	£16,168.00	£17,174.00	£26,487.00	£9,313.00	£9,313.00	64.8%	

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
4002	Ers Pension		£41,605.00	£42,792.00	£57,302.00	£14,510.00	£14,510.00	74.7%	
4003	Temporary Staff		£37,793.00	£42,745.00	£5,000.00	(37,745)	(37,745)	854.9%	due to unexpected staff vacancies
4016	Uniform & PPE		£1,333.00	£1,603.00	£1,400.00	(203)	(203)	114.5%	New clothing for new staff
4020	Mobile Phones		£1,711.00	£2,302.00	£3,000.00	£698.00	£698.00	76.7%	
4042	Maintenance Machinery		£1,844.00	£5,139.00	£7,000.00	£1,861.00	£1,861.00	73.4%	
4044	Petrol,Oil & Gas		£5,437.00	£5,313.00	£6,000.00	£687.00	£687.00	88.5%	
4045	Tools		£149.00	£1,037.00	£871.00	(166)	(166)	119.0%	Additional tools required
4178	Vehicle Maintenance		£1,715.00	£4,001.00	£3,000.00	(1,001)	(1,001)	133.4%	Unexpected repairs
		Environmental Services :- Indirect Expenditure	£295,784.00	£319,210.00	£374,125.00	£54,915.00	£54,915.00	85.3%	
		Net Income over Expenditure							
			(295,241)	(319,210)	(374,125)	(54,915)			
			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
301	Open Spaces								
1014	Inc-Miscellaneous		£166.00	£4.00	£0.00	(4)		0.0%	
1037	Inc-Keta Field Pitches		£3,829.00	£3,267.00	£2,500.00	(767)		130.7%	
1038	Inc-Bure Park Pitches		£42.00	£0.00	£0.00	£0.00		0.0%	
1039	Inc-Bicester Fields Pitches		£0.00	£793.00	£0.00	(793)		0.0%	
1040	Inc-Keble Rd Pitches		£1,200.00	£800.00	£1,500.00	£700.00		53.3%	
		Open Spaces :- Income	£5,237.00	£4,864.00	£4,000.00	(864)		121.6%	
4126	Lease of Open Spaces		£10.00	£10.00	£21.00	£11.00	£11.00	47.6%	
4154	Tree Maintenance		£23,684.00	£16,918.00	£40,000.00	£23,082.00	£23,082.00	42.3%	
4175	Maintenance of Open Spaces		£9,497.00	£11,617.00	£14,500.00	£2,883.00	£2,883.00	80.1%	
4190	Parks and Garden Contract		£334,454.00	£285,063.00	£328,250.00	£43,187.00	£43,187.00	86.8%	
4204	Pest Control		£201.00	£77.00	£250.00	£173.00	£173.00	30.8%	
		Open Spaces :- Indirect Expenditure	£367,847.00	£313,686.00	£383,021.00	£69,335.00	£69,335.00	81.9%	
		Net Income over Expenditure							
			(362,611)	(308,822)	(379,021)	(70,199)			
305	Pingle Field								
1028	Inc-Pavilions/Piitches		£6,866.00	£4,959.00	£5,000.00	£41.00		99.2%	
		Pingle Field :- Income	£6,866.00	£4,959.00	£5,000.00	£41.00		99.2%	
4012	Water Charges		£1,241.00	£1,812.00	£900.00	(912)	(912)	201.4%	Increased costs
4014	Electric		£12,623.00	£6,526.00	£3,000.00	(3,526)	(3,526)	217.5%	Increased costs
4017	Cleaning Materials		£200.00	£0.00	£150.00	£150.00	£150.00	0.0%	
4036	Grounds & Buildings Mtce		£1,300.00	£661.00	£4,700.00	£4,039.00	£4,039.00	14.1%	
4039	Waste Removal		£243.00	£231.00	£230.00	(1)	(1)	100.5%	
4130	Building Security		£1,058.00	£450.00	£500.00	£50.00	£50.00	90.0%	
		Pingle Field :- Indirect Expenditure	£16,666.00	£9,681.00	£9,480.00	(201)	(201)	102.1%	
		Net Income over Expenditure							
			(9,799)	(4,722)	(4,480)	£242.00			
306	Sunderland Drive								
1028	Inc-Pavilions/Piitches		£2,048.00	£764.00	£2,000.00	£1,236.00		38.2%	
		Sunderland Drive :- Income	£2,048.00	£764.00	£2,000.00	£1,236.00		38.2%	

4012	Water Charges	£546.00	£1,072.00	£900.00	(172)	(172)	119.1%	Increased costs
4013	Gas	£235.00	£1,201.00	£800.00	(401)	(401)	150.1%	Increased costs
4014	Electric	£300.00	£100.00	£1,000.00	£900.00	£900.00	10.0%	
4017	Cleaning Materials	£0.00	£0.00	£100.00	£100.00	£100.00	0.0%	
4036	Grounds & Buildings Mtce	£655.00	£3,102.00	£12,500.00	£9,398.00	£9,398.00	24.8%	
4039	Waste Removal	£243.00	£231.00	£250.00	£19.00	£19.00	92.5%	
4130	Building Security	£1,058.00	£450.00	£500.00	£50.00	£50.00	90.0%	
	Sunderland Drive :- Indirect Expenditure	£3,037.00	£6,156.00	£16,050.00	£9,894.00	£9,894.00	38.4%	
	Net Income over Expenditure							
		(988)	(5,392)	(14,050)	(8,658)			
307	Bicester Field							
1028	Inc-Pavilions/Piitches	£2,637.00	£1,446.00	£1,700.00	£254.00		85.1%	
	Bicester Field :- Income	£2,637.00	£1,446.00	£1,700.00	£254.00		85.1%	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
4012	Water Charges	£1,473.00	£1,258.00	£850.00	(408)	(408)	147.9%	Increased costs
4014	Electric	£11,711.00	£2,996.00	£2,100.00	(896)	(896)	142.7%	Increased costs
4017	Cleaning Materials	£0.00	£0.00	£200.00	£200.00	£200.00	0.0%	
4036	Grounds & Buildings Mtce	£261.00	£1,636.00	£1,500.00	(136)	(136)	109.0%	Unexpected repairs
4039	Waste Removal	£243.00	£231.00	£250.00	£19.00	£19.00	92.5%	
4130	Building Security	£1,858.00	£450.00	£500.00	£50.00	£50.00	90.0%	
	Bicester Field :- Indirect Expenditure	£15,545.00	£6,571.00	£5,400.00	(1,171)	(1,171)	121.7%	
	Net Income over Expenditure							
		(12,908)	(5,125)	(3,700)	£1,425.00			
308	Whitelands Sports Village							
1017	Inc-Whitelands room hire	£0.00	£1,500.00	£0.00	(1,500)		0.0%	
1028	Inc-Pavilions/Piitches	£0.00	£44,872.00	£0.00	(44,872)		0.0%	
1201	Contribution from Commuted Sum	£0.00	£0.00	£40,000.00	£40,000.00		0.0%	
1250	Contribution from EMR	£0.00	£0.00	£10,000.00	£10,000.00		0.0%	
	Whitelands Sports Village :- Income	£0.00	£46,372.00	£50,000.00	£3,628.00		92.7%	
4000	Salaries	£0.00	£31,390.00	£0.00	(31,390)	(31,390)	0.0%	
4001	Ers National Insurance	£0.00	£1,080.00	£0.00	(1,080)	(1,080)	0.0%	
4002	Ers Pension	£0.00	£3,670.00	£0.00	(3,670)	(3,670)	0.0%	
4012	Water Charges	£0.00	£189.00	£0.00	(189)	(189)	0.0%	
4039	Waste Removal	£0.00	£2,281.00	£0.00	(2,281)	(2,281)	0.0%	
4069	SW Sports Village	£56,709.00	£49,595.00	£56,550.00	£6,955.00	£6,955.00	87.7%	
4075	SW Sports Village Sinking Fund	£400.00	£0.00	£10,000.00	£10,000.00	£10,000.00	0.0%	
4190	Parks and Garden Contract	£0.00	£27,976.00	£70,000.00	£42,024.00	£42,024.00	40.0%	
	Whitelands Sports Village :- Indirect Expenditure	£57,109.00	£116,179.00	£136,550.00	£20,371.00	£20,371.00	85.1%	
	Net Income over Expenditure							
		(57,109)	(69,807)	(86,550)	(16,743)			
401	Garth Park							
1003	Inc-Garth Stables	£6,300.00	£6,300.00	£6,300.00	£0.00		100.0%	

1004	Inc-Garth Garage & Yard	£4,320.00	£4,320.00	£4,320.00	£0.00		100.0%	
1008	Inc-Bowls Club	£7,422.00	£1,556.00	£1,400.00	(156)		211.1%	
1009	Inc-Tennis Club	£1,400.00	£1,450.00	£1,500.00	£50.00		96.7%	
1014	Inc-Miscellaneous	£0.00	£142.00	£0.00	(142)		0.0%	
1015	Inc Garth Park Cafe	£18,609.00	£19,428.00	£18,800.00	(628)		103.3%	
	Garth Park :- Income	£38,051.00	£33,195.00	£32,320.00	(875)		102.7%	
4011	Rates	£0.00	£0.00	£4,000.00	£4,000.00	£4,000.00	0.0%	
4012	Water Charges	£619.00	£329.00	£400.00	£71.00	£71.00	82.3%	
4013	Gas	£455.00	£147.00	£300.00	£153.00	£153.00	49.1%	
4014	Electric	£1,553.00	£1,119.00	£2,000.00	£881.00	£881.00	56.0%	
4036	Grounds & Buildings Mtce	£9,549.00	£5,915.00	£8,000.00	£2,085.00	£2,085.00	73.9%	
4039	Waste Removal	£3,102.00	£5,873.00	£6,000.00	£127.00	£127.00	97.9%	
4046	Horticultural Supplies	£2,281.00	£2,811.00	£4,000.00	£1,189.00	£1,189.00	70.3%	
4050	Maintenance Bowls Club	(935)	£687.00	£6,000.00	£5,314.00	£5,314.00	11.4%	
4129	Garth Park Toilets	£17,779.00	£10,250.00	£10,000.00	(250)	(250)	102.5%	Increased SLA charges
4130	Building Security	£0.00	£0.00	£1,160.00	£1,160.00	£1,160.00	0.0%	
	Garth Park :- Indirect Expenditure	£34,403.00	£27,131.00	£41,860.00	£14,729.00	£14,729.00	64.8%	
	Net Income over Expenditure	£3,648.00	£6,064.00	(9,540)	(15,604)			
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
402	Play Areas							
4123	Maintenance Play Areas	£4,258.00	£11,835.00	£12,000.00	£165.00	£165.00	98.6%	
4180	ROSPA Inspections	£3,320.00	£2,995.00	£4,300.00	£1,306.00	£1,306.00	69.6%	
	Play Areas :- Indirect Expenditure	£7,578.00	£14,830.00	£16,300.00	£1,470.00	£1,470.00	91.0%	
	Net Expenditure							
		(7,578)	(14,830)	(16,300)	(1,470)			
404	Allotments							
1011	Inc-Allotments	£7,792.00	£7,423.00	£7,000.00	(423)		106.0%	
	Allotments :- Income	£7,792.00	£7,423.00	£7,000.00	(423)		106.0%	
4012	Water Charges	£280.00	£545.00	£300.00	(245)	(245)	181.7%	Increased costs
4054	Allotments Costs	£447.00	£310.00	£500.00	£190.00	£190.00	61.9%	
4155	Rent	£0.00	£1,247.00	£831.00	(416)	(416)	150.0%	21/22 invoice not accounted for
	Allotments :- Indirect Expenditure	£726.00	£2,101.00	£1,631.00	(470)	(470)	128.8%	
	Net Income over Expenditure							
		£7,066.00	£5,322.00	£5,369.00	£47.00			
501	Town Council Events							
1018	Inc-Carnival	(0)	£742.00	£3,000.00	£2,258.00		24.7%	
1030	INC - EVENT 1	£9,204.00	£14,908.00	£7,500.00	(7,408)		198.8%	
1032	Inc- EVENT 3	£11,292.00	£14,879.00	£7,500.00	(7,379)		198.4%	
1034	Inc-Childrens Entertainment	£2,708.00	£2,033.00	£0.00	(2,033)		0.0%	
1035	Special Events	£0.00	£4,267.00	£0.00	(4,267)		0.0%	
1045	Inc-Christmas Lights	£1,790.00	£290.00	£9,000.00	£8,710.00		3.2%	
1050	Chistmas Lights Trail	£26,929.00	£40,076.00	£85,000.00	£44,924.00		47.1%	
1051	Inc-Food Festival	£7.00	£708.00	£100.00	(608)		708.4%	

Code	Description	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	% Spent	
	Town Council Events :- Income	£51,930.00	£77,904.00	£112,100.00	£34,196.00		69.5%	
4015	Health and Safety	£0.00	£170.00	£0.00	(170)	(170)	0.0%	
4071	EVENT 1	£5,996.00	£7,425.00	£7,000.00	(425)	(425)	106.1%	Higher costs due to more tickets sold, increased income
4088	EVENT 3	£5,997.00	£6,872.00	£7,000.00	£128.00	£128.00	98.2%	
4092	Childrens' Activty Day	£5,348.00	£6,423.00	£4,000.00	(2,423)	(2,423)	160.6%	Performer costs higher than expected
4115	Special Events	£538.00	£10,507.00	£7,500.00	(3,007)	(3,007)	140.1%	Unexpected passing of HRH the Queen
4120	FFD in assoc. w/AFD	£25.00	£9,174.00	£9,500.00	£326.00	£326.00	96.6%	
4135	Food Festival	£0.00	£153.00	£7,500.00	£7,347.00	£7,347.00	2.0%	
4157	Christmas Lights Switch On	£13,345.00	£14,717.00	£10,500.00	(4,217)	(4,217)	140.2%	Increased costs
4158	Christmas Lights Trail	£33,497.00	£86,432.00	£85,000.00	(1,432)	(1,432)	101.7%	
	Town Council Events :- Indirect Expenditure	£64,746.00	£141,873.00	£138,000.00	(3,873)	(3,873)	102.8%	
	Net Income over Expenditure							
		(12,816)	(63,969)	(25,900)	£38,069.00			
601	Cemetery							
1020	Inc-Cemetery	£17,418.00	£12,691.00	£10,000.00	(2,691)		126.9%	
	Cemetery :- Income	£17,418.00	£12,691.00	£10,000.00	(2,691)		126.9%	
4011	Rates	£1,302.00	£2,221.00	£1,500.00	(721)	(721)	148.0%	Increased charges
4012	Water Charges	£51.00	£160.00	£400.00	£240.00	£240.00	39.9%	
4014	Electric	£373.00	£197.00	£150.00	(47)	(47)	131.2%	Increased costs
4036	Grounds & Buildings Mtce	£235.00	£0.00	£500.00	£500.00	£500.00	0.0%	
4039	Waste Removal	£2,197.00	£2,829.00	£2,000.00	(829)	(829)	141.5%	Increased costs
	Cemetery :- Indirect Expenditure	£4,158.00	£5,406.00	£4,550.00	(856)	(856)	118.8%	
	Net Income over Expenditure							
		£13,260.00	£7,285.00	£5,450.00	(1,835)			
801	Street Scene							
4029	Street Furniture	£2,000.00	£0.00	£2,000.00	£2,000.00	£2,000.00	0.0%	
4083	Pedestrianisation Scheme	£0.00	£0.00	£13,000.00	£13,000.00	£13,000.00	0.0%	
4112	Repairs & Maint. Clocks	£0.00	£270.00	£500.00	£230.00	£230.00	54.0%	
4151	Litter Bin Provosion	£50.00	£10,000.00	£10,000.00	£0.00	£0.00	100.0%	
4200	Christmas Lights Maint/Storage	£22,149.00	£22,149.00	£26,000.00	£3,851.00	£3,851.00	85.2%	
4216	Litter/Dog Bin Emptying	£13,139.00	£14,936.00	£17,850.00	£2,914.00	£2,914.00	83.7%	
	Street Scene :- Indirect Expenditure	£37,339.00	£47,355.00	£69,350.00	£21,995.00	£21,995.00	68.3%	
	Net Expenditure							
		(37,339)	(47,355)	(69,350)	(21,995)			
901	Earmarked Reserves							
9007	Community and Elections	£3,780.00	£0.00	£28,776.00	£28,776.00	£28,776.00	0.0%	
9011	Play Areas/Open Space Investme	£3,608.00	£299,505.00	£361,535.00	£62,030.00	£62,030.00	82.8%	
9013	Equipment Replacement/Mtce	£16,671.00	£16,539.00	£273,539.00	£257,000.00	£257,000.00	6.0%	
9014	Green Infrastructure	£42,263.00	£23,033.00	£256,692.00	£233,659.00	£233,659.00	9.0%	

9016	Town Centre	£0.00	£0.00	£105,250.00	£105,250.00	£105,250.00	0.0%	
9020	BTC Premises	£130,239.00	£150,853.00	£1,147,825.00	£996,972.00	£996,972.00	13.1%	
9021	Youth Initiatives	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	0.0%	
9039	Burial Ground Provision	£0.00	£0.00	£734,064.00	£734,064.00	£734,064.00	0.0%	
9042	SW Sports Village Contribution	£0.00	£0.00	£306,167.00	£306,167.00	£306,167.00	0.0%	
9044	Partnership	£0.00	£5,500.00	£35,600.00	£30,100.00	£30,100.00	15.4%	
9046	Sports Village Sinking Fund	£0.00	£0.00	£39,600.00	£39,600.00	£39,600.00	0.0%	
	Earmarked Reserves :- Indirect Expenditure	£196,562.00	£495,429.00	£3,299,048.00	£2,803,619.00	£2,803,619.00	15.0%	
	Net Expenditure							
		(196,562)	(495,429)	(3,299,048	(2,803,619			
	Grand Totals:- Income	£1,819,377.00	£1,965,275.00	£1,936,889.00	(28,386)		101.5%	
	Expenditure	£1,662,829.00	£1,993,368.00	£5,240,937.00	£3,247,569.00	£3,247,569.00	38.0%	
	Net Income over Expenditure							
		£156,548.00	(28,093)	(3,304,048)	(3,275,955)			
	Movement to/(from) Gen Reserve	£156,548.00	(28,093)					

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Statement of Accounts

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 Full Council is required by law to approve the Annual Governance and Accountability Return (AGAR). The draft AGAR is attached at Appendix 1.

1.2 Finance Committee should examine and scrutinise Section 2 – Accounting Statements 2022/23 for recommendation to Council (p.5, Appendix 1).

1.3 In order to examine and scrutinise the Accounting Statement the detail which is pulled from the accounts package is attached at Appendix 2.

1.4 The Internal Auditor is due to attend on Tuesday 13th June 2023 and once they have completed the Final Internal Audit, a signed copy of page 3 of Appendix 1 will be kept in the council offices. This will be presented to Council 19th June for approval.

2. Recommendation

The Committee is asked to RECOMMEND the Statement of Accounts to Council on 19th June for approval.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2023
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2023** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2022/23

BICESTER TOWN COUNCIL

www.bicester.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*			

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BICESTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.bicester.gov.uk

Section 2 – Accounting Statements 2022/23 for

BICESTER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	3,891,908	4,048,456	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,582,488	1,684,269	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	236,889	281,006	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	417,765	493,999	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	10,850	10,661	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,234,214	1,488,708	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	4,048,456	4,020,363	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	4,154,256	4,274,698	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,751,923	3,782,021	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	151,125	146,250	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of BICESTER TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Working details for ANNUAL RETURN - Year ended 31 March 2023

		Last Year £	This Year £	Code	Centre	Code Description
1		732,549	744,408	310		General Fund
1		3,129,359	3,264,448	325		Earmarked Reserves
1		30,000	39,600	326		Restricted Reserves
1	Balances brought forward	**3,891,908**	**4,048,456**	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		1,582,488	1,684,269	1076	108	Inc-Precept
2	(+) Precept or Rates and Levies	**1,582,488**	**1,684,269**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		3,733	4,000	1001	106	Inc-Nais House
3		4,250	4,250	1002	106	Inc-CAB Rent
3		6,300	6,300	1003	401	Inc-Garth Stables
3		4,320	4,320	1004	401	Inc-Garth Garage & Yard
3		13,200	12,871	1006	107	Inc-Garth Lodge
3		3,788	1,260	1007	106	Inc-Registrars
3		7,422	1,556	1008	401	Inc-Bowls Club
3		1,400	1,450	1009	401	Inc-Tennis Club
3		685	348	1010	106	Inc-Garth Rooms Lettings
3		7,792	7,423	1011	404	Inc-Allotments
3		0	407	1013	102	Inc Civic Miscellaneous
3		0	91	1014	102	Inc-Miscellaneous
3		543	0	1014	300	Inc-Miscellaneous
3		166	4	1014	301	Inc-Miscellaneous
3		0	142	1014	401	Inc-Miscellaneous
3		18,609	19,428	1015	401	Inc Garth Park Cafe
3		0	1,500	1017	308	Inc-Whitelands room hire
3		0	742	1018	501	Inc-Carnival
3		0	27,670	1019	110	Inc-Grants Received
3		17,418	12,691	1020	601	Inc-Cemetery
3		6,866	4,959	1028	305	Inc-Pavilions/Piitches
3		2,048	764	1028	306	Inc-Pavilions/Piitches
3		2,637	1,446	1028	307	Inc-Pavilions/Piitches
3		0	44,872	1028	308	Inc-Pavilions/Piitches
3		9,204	14,908	1030	501	INC - EVENT 1
3		11,292	14,879	1032	501	Inc- EVENT 3
3		2,708	2,033	1034	501	Inc-Childrens Entertainment
3		0	4,267	1035	501	Special Events
3		3,829	3,267	1037	301	Inc-Keta Field Pitches
3		42	0	1038	301	Inc-Bure Park Pitches
3		0	793	1039	301	Inc-Bicester Fields Pitches
3		1,200	800	1040	301	Inc-Keble Rd Pitches
3		1,790	290	1045	501	Inc-Christmas Lights
3		26,929	40,076	1050	501	Chistmas Lights Trail
3		7	708	1051	501	Inc-Food Festival
3		76,300	0	1080	110	Containing Out break Managemen
3		2,411	40,492	1096	108	Inc-Interest Received

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2023

		Last Year £	This Year £	Code	Centre	Code Description
3	(+) Total other receipts	**236,889**	**281,006**	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4		135,599	153,408	4000	105	Salaries
4		188,028	197,104	4000	300	Salaries
4		0	31,390	4000	308	Salaries
4		13,349	15,248	4001	105	Ers National Insurance
4		16,168	17,174	4001	300	Ers National Insurance
4		0	1,080	4001	308	Ers National Insurance
4		23,016	32,134	4002	105	Ers Pension
4		41,605	42,792	4002	300	Ers Pension
4		0	3,670	4002	308	Ers Pension
4	(-) Staff costs	**417,765**	**493,999**	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5		10,850	10,661	4306	108	Loan Repayments
5	(-) Loan interest/capital repayments	**10,850**	**10,661**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6		34,009	10,792	4003	105	Temporary Staff
6		37,793	42,745	4003	300	Temporary Staff
6		4,628	5,145	4004	106	Cleaning Contract
6		90	0	4009	105	Staff Travel
6		5,616	5,364	4011	106	Rates
6		1,302	2,221	4011	601	Rates
6		143	31	4012	106	Water Charges
6		1,241	1,812	4012	305	Water Charges
6		546	1,072	4012	306	Water Charges
6		1,473	1,258	4012	307	Water Charges
6		0	189	4012	308	Water Charges
6		619	329	4012	401	Water Charges
6		280	545	4012	404	Water Charges
6		51	160	4012	601	Water Charges
6		1,114	1,147	4013	106	Gas
6		235	1,201	4013	306	Gas
6		455	147	4013	401	Gas
6		3,152	1,650	4014	106	Electric
6		12,623	6,526	4014	305	Electric
6		300	100	4014	306	Electric
6		11,711	2,996	4014	307	Electric
6		1,553	1,119	4014	401	Electric
6		373	197	4014	601	Electric
6		1,893	2,292	4015	105	Health and Safety
6		0	170	4015	501	Health and Safety
6		1,333	1,603	4016	300	Uniform & PPE
6		175	15	4017	106	Cleaning Materials

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2023

	Last Year £	This Year £	Code	Centre	Code Description
6	200	0	4017	305	Cleaning Materials
6	806	929	4020	105	Mobile Phones
6	1,711	2,302	4020	300	Mobile Phones
6	2,328	2,437	4021	105	Office Phones
6	449	394	4022	105	Post
6	976	1,692	4023	105	Stationery
6	4,206	6,188	4024	105	Subscriptions
6	18,587	18,970	4025	105	Insurance
6	466	0	4026	105	Printing
6	70	0	4028	102	Meetings and Hospitality
6	2,000	0	4029	801	Street Furniture
6	7,250	8,300	4031	102	Modern Gov
6	57	753	4032	105	Recruitment Advertising
6	1,335	1,323	4033	105	Office Expenses
6	28,142	30,944	4034	105	Computer Support
6	2,172	7,678	4036	106	Grounds & Buildings Mtce
6	1,300	661	4036	305	Grounds & Buildings Mtce
6	655	3,102	4036	306	Grounds & Buildings Mtce
6	261	1,636	4036	307	Grounds & Buildings Mtce
6	9,549	5,915	4036	401	Grounds & Buildings Mtce
6	235	0	4036	601	Grounds & Buildings Mtce
6	994	1,222	4039	106	Waste Removal
6	243	231	4039	305	Waste Removal
6	243	231	4039	306	Waste Removal
6	243	231	4039	307	Waste Removal
6	0	2,281	4039	308	Waste Removal
6	3,102	5,873	4039	401	Waste Removal
6	2,197	2,829	4039	601	Waste Removal
6	675	613	4040	105	Website
6	218	1,050	4041	105	Photocopier
6	1,844	5,139	4042	300	Maintenance Machinery
6	5,437	5,313	4044	300	Petrol,Oil & Gas
6	149	1,037	4045	300	Tools
6	2,281	2,811	4046	401	Horticultural Supplies
6	-935	687	4050	401	Maintenance Bowls Club
6	1,939	1,320	4052	107	Garth Lodge Costs
6	447	310	4054	404	Allotments Costs
6	2,625	1,500	4055	105	Press & PR
6	34,091	4,778	4056	105	Legal and Professional Fees
6	2,740	2,415	4057	105	Audit Fees
6	4,806	5,021	4058	105	Accountancy & Payroll
6	1,729	1,773	4059	108	Bank Charges
6	8,250	8,250	4060	109	CAB
6	16,291	21,048	4061	109	Grants to Voluntary Org.
6	25,500	12,000	4064	109	OYAP
6	3,600	3,600	4065	109	TVP Crime Partnership

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2023

	Last Year £	This Year £	Code	Centre	Code Description
6	56,709	49,595	4069	308	SW Sports Village
6	4,130	6,290	4070	105	Training & Conferences
6	5,996	7,425	4071	501	EVENT 1
6	400	0	4075	308	SW Sports Village Sinking Fund
6	5,997	6,872	4088	501	EVENT 3
6	5,348	6,423	4092	501	Childrens' Activty Day
6	6,852	1,180	4097	105	HR
6	0	800	4099	102	Miscellaneous Expences
6	25,000	0	4100	110	Purchase New Machinery
6	0	270	4112	801	Repairs & Maint. Clocks
6	538	10,507	4115	501	Special Events
6	25	9,174	4120	501	FFD in assoc. w/AFD
6	4,258	11,835	4123	402	Maintenance Play Areas
6	10	10	4126	301	Lease of Open Spaces
6	17,779	10,250	4129	401	Garth Park Toilets
6	1,430	1,155	4130	106	Building Security
6	1,058	450	4130	305	Building Security
6	1,058	450	4130	306	Building Security
6	1,858	450	4130	307	Building Security
6	5,000	5,000	4131	109	Bicester Vision Manager
6	0	5,000	4133	109	Partnership
6	0	153	4135	501	Food Festival
6	1,750	1,750	4150	102	Mayor's Expenses
6	50	10,000	4151	801	Litter Bin Provosion
6	23,684	16,918	4154	301	Tree Maintenance
6	0	1,247	4155	404	Rent
6	13,345	14,717	4157	501	Christmas Lights Switch On
6	33,497	86,432	4158	501	Christmas Lights Trail
6	8,509	11,783	4160	102	Civic Expenses
6	10,000	15,000	4169	105	Newsletter
6	-5,150	0	4170	109	CCTV
6	9,497	11,617	4175	301	Maintenance of Open Spaces
6	1,715	4,001	4178	300	Vehicle Maintenance
6	3,320	2,995	4180	402	ROSPA Inspections
6	334,454	285,063	4190	301	Parks and Garden Contract
6	0	27,976	4190	308	Parks and Garden Contract
6	22,149	22,149	4200	801	Christmas Lights Maint/Storage
6	490	735	4203	106	Window Cleaning
6	201	77	4204	301	Pest Control
6	12,936	13,736	4209	102	Member's Allowances
6	0	961	4210	102	Mayor's fundraising expences
6	13,139	14,936	4216	801	Litter/Dog Bin Emptying
6	3,047	8,709	4300	110	New Computer Equipment
6	1,617	4,781	4301	110	Garth House Redevelopment
6	1,415	77	4312	110	Asset Maintenance
6	4,069	803	4313	110	Play Area/Open Space Inv.

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2023

		Last Year £	This Year £	Code	Centre	Code Description
6		0	27,915	4314	110	Town Centre
6		76,300	0	4315	110	Containing Outbreak Management
6		3,780	0	9007	901	Community and Elections
6		3,608	299,505	9011	901	Play Areas/Open Space Investme
6		16,671	16,539	9013	901	Equipment Replacement/Mtce
6		42,263	23,033	9014	901	Green Infrastructure
6		130,239	150,853	9020	901	BTC Premises
6		0	5,500	9044	901	Partnership
6	(-) All other payments	**1,234,214**	**1,488,708**	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	**4,048,456**	**4,020,363**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		208,893	223,956	201		Current Bank A/c
8		82,920	121,235	202		Wages Account
8		50,330	36,290	203		Carnival Account
8		2,000,000	2,000,000	204		CCLA Deposit
8		1,022,417	1,103,452	205		Barclays Treasury Deposit
8		240,489	240,590	206		Santander Capital Account
8		549,175	549,175	208		Lloyds Treasury Account
8		32	0	215		Petty Cash
8	Total value of cash and short term investments	**4,154,256**	**4,274,698**	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9		3,751,923	3,782,021			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	**3,751,923**	**3,782,021**	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10		151,125	146,250			Total Borrowings
10	Total borrowings	**151,125**	**146,250**	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Earmarked Reserves

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 The Council is required to be able to justify the level of reserves it is budgeting for. Reserves may be general reserves (used as working capital or to meet known expenditure and an amount for risk mitigation), or earmarked reserves to meet the costs of planned future projects and activities.

2. Proposal for Allocation

2.1 The proposal for allocating unspent revenue budget to earmarked reserves is attached at appendix 1.

3. Recommendation

3.1 Committee is asked to:

A) **AGREE** £403,737 be added to earmarked reserves and allocated to Play Ares and Open Space Investment.

B) **RECOMMEND** this to Council 19th June for approval.

C) **NOTE** the resulting level of general reserve for the year commencing 1st April 2023.

Bicester Town Council
Earmarked Reserves 31st March 2022

	1st April 2022	Used to Fund Expenditure	From General Fund	Reserve Transfer	31st March 2023	
9007 Community and Elections	£28,776		£3,000		£31,776	May 2023 Town Council elections
9011 Play Areas And Open Space Investment	£361,535	£299,505	£403,737		£465,767	Play area refurbishments for summer '22 quoted at £307k, further play area inspections being scheduled at Garth Park and Holm Square
9013 Equipment Replacement and Maintenance	£273,539	£16,539			£257,000	£12k bus shelter refurbishments plus defib
9014 Green Infrastructure	£261,692	£28,033			£233,659	Garth Park pathways resurfacing quoted at £117k, reserve will also be used to meet cost of Jubilee trees
9016 Town Centre	£105,250				£105,250	District Council regeneration scheme
9020 BTC Premises	£1,147,825	£150,853			£996,972	Garth Park cost options study quoted between £1.8m and £2.4m for redevelopment
9021 Youth Initiatives	£10,000				£10,000	Youth council community programme
9039 Burial Ground Provision	£734,064				£734,064	New cemetery estimated in excess of £1m
9042 Sports Village Contribution	£306,167				£306,167	Capital programme new asset September '22
9044 Partnership	£35,600	£5,500			£30,100	Community organisations and twin town refugee support
9046 Sports Village Sinking Fund	£39,600		£10,000		£49,600	3G pitch 10 year maintenance schedule
	£3,304,048	£500,430	£416,737	£0	£3,220,355	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Approved Supplier List

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 The latest version of the Financial Regulations includes reference to an approved supplier list (s 10.3).

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

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

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

2. Approved Supplier List

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

3. Recommendation

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

Contractual Payments

Supplier	Item	Value	Frequency
Alexander & Co	Management fees	£396.00	quarterly
Astral Payroll	Payroll	£70.00	Monthly
Banbury Digital	Printer Billing	£100.00	Monthly
BBits	Allotments app	£180.00	Annual
BT	Internet at Whitelands		monthly
Cherwell District Council	Annual Lease for Land	£11.00	Annual
Cherwell District Council	Landscape SLA	£305,749.00	Annual
Cherwell District Council	Landscape SLA	£305,749.00	Annual
Cherwell District Council	Dog/litter bins	£13,500.00	Annual
Churches Fire	Fire extinguisher servicing	£162.00	Annual
Clean Genie	Garth House Cleaning	£480.00	Monthly
CMR	Microsoft Office 365 Business Basic	£67.50	Monthly
CMR	Microsoft Office 365 Plan E3	£181.83	Monthly
CMR	Microsoft Office 365 Plan E5	£30.83	Monthly
CMR	Veeam Agent for Windows Server	£10.00	Monthly
CMR	Veeam Cloud Connect (Server)	£5.00	Monthly
CMR	CmR Offsite Backup - 500GB	£50.00	Monthly
CMR	Veeam Backup for Office 365	£40.50	Monthly
CMR	CmR Support	£8,505.00	Annual
CMR	Manage Engine Desktop Central	£855.00	Annual
CMR	Malwarebytes Endpoint Protection	£630.00	Annual
CMR	WatchGuard Total Security	£795.00	Annual
CMR	WatchGuard Management	£170.00	Annual
CMR	Adobe Creative Cloud Suite	£708.00	Annual
CMR	Cyber Essentials (paid direct to IASME)	£400.00	Annual
CMR	ESET Endpoint Protection Standard	£101.00	Annual
CMR	HP Care Pack	£465.00	Annual
Dyno-rod	Garth pipe servicing	£516.00	quarterly
Grundon	Cemetery skip hire and waste removal (depends on weight & items)	£244.15	Monthly
Grundon	Garth Park skip hire and waste removal (depends on weight & items)	£183.35	Monthly

Healthmatic	Garth Park public toilet cleaning	£3,000.00	Quarterly
iCS Communications	Office phones	£130.00	Monthly
Joblings	Fuel - depends on usage	£300 - £700	Monthly
Joblings	Sundries - depends on usage		monthly
Lawyers Online	.gov.uk domain hosting	£60.00	Annual
Microshade	Rental of Pear Mapper and Maplink	£100.00	Annual
Microshade	Modern.Gov	£8300.25	Annual
Microshade	DPO Service	£450.00	Annual
Microshade	Citrix hosting	£231.78	Monthly
Microshade	Accounting support	£354.00	Monthly
Moore	External Audit	£2,400.00	Annual
Mulberry & Co	Internal Audit	£1,100.00	Annual
Navitas	Website design and maintenance	£29.99	Monthly
New Recruits	Temp staff		Weekly
O2	Mobile Phones	£250.00	Monthly
Pear Technology	Tech support and updates	£225.00	Annual
Peninsula	H&S SLA	£170.00	Monthly
PHS	Sanitary disposal x8	£1,850.00	Annual
Pitchbooking	Online bookings management	£6,300.00	Annual
Plusnet (by Barclaycard)	Internet	£28.87	Monthly
Pushstart		£6,000.00	quarterly
Rialtas	Accounting software (Omega)	£807.60	Annual
Rialtas	Digital tax (VAT returns)	£70.80	Annual
Rialtas	Allotments inspection app support	£90.00	Annual
Rialtas	Allotments software	£206.40	Annual
Rialtas	Cemeteries software	£348.00	Annual
Rialtas	Bookings software	£355.20	Annual
Sam McGregor	Press & PR	£225.00	Monthly
Thorne & Wait	Temp staff		Weekly

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Direct Debits & BACS

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 Financial Regulations 6.8 and 6.10 (below) provide for making payments via Direct Debits and BACS where appropriate for ease of accounts administration. The approval to do so is required to be renewed every two years.

6.8 If thought appropriate by the Finance Committee, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Finance Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Finance Committee at least every two years.

6.10 If thought appropriate by the Finance Committee, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Finance Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance Committee at least every two years.

2. Direct Debits

2.1 The Council has three Direct Debits set up with its utility suppliers (water, gas and electric). These function well and are recommended to continue. For a breakdown of payments please see the table in 2.3.

2.2 It is suggested that the following suppliers be added to the approved Direct Debit list as detailed in the table as shown in 2.3.

2.3 Table detailing current and suggested Direct Debits.

Supplier	**Supply**	**Frequency**	**Last Payment date**	**Last Value**
Current DDs				
Everflow	Water supplier	Monthly	18/04/2023	£502.55
SSE Gas	Gas Supply	Monthly	06/04/2023	£314.74
Opus Energy	Electricity Supply	Monthly	27/03/2023	£1352.65
Suggested DDs				
iCS	Telephone service	Monthly	08/03/2023	£233.20
BT Internet	Internet services	Monthly	27/04/2023	£43.55
O2	Mobile telephone services	Monthly	30/04/2023	£327.74

3. BACS

3.1 The Council makes regular use of online banking with BACS being the main method of payment. It is therefore recommended to continue.

4. Recommendation

4.1 Committee is recommended to **APPROVE** the continued use of existing direct debits for utility supplies and BACS for online banking payments, and the adding of the internet, mobile and web hosting suppliers to the Direct Debit list.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

Langford Fields Furniture

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. **Overview**
   This is a report that has been approved in the most recent Environment meeting.

2. **Background**
   Any request spend from the Earmarked Reserves needs the Finance Committee's approval.

   The full report from the Environment Committee is attached as Appendix 1 and the committee approved the use of Supplier A at a cost of £17,800 from the Green Infrastructure Earmarked Reserve. There is currently £233,659 available in that reserve.

3. Recommendation

Councillors are asked to **APPROVE** the spend from Earmarked Reserves, Green Infrastructure..

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT

Tuesday 30th of May 2023

Langford Fields Furniture

Chairman: Damien Maguire
Contact: 01869 252915 Damien.Maguire@bicester.gov.uk

Service Manager: Paul Canning
Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: All Wards

1. Overview

Residents have requested several improvements for Bicester fields. They would like the field to be known as "Langford Fields" and where possible the signage be changed to reflect this.
The chosen company delivered a like-minded project for Cherwell district council in Dangerfield's, the feedback from this project has been outstanding.
They offer a bespoke product whereby the send a representative to survey the area and identify the wildlife in the area and then cater for this in their products design.

- Mallards Play area one to be refurbished.
- An Outdoor Gym be introduced.
- The street furniture be reviewed and replaced where needed.

2. Proposal

The street furniture

The furniture would feature an archway leading into the area like below.

Information posts

Benches

Location Boards (directing those interested to other likeminded places)

3. Supplier Quotes

- A. Information posts x 3
- B. Viewpoint Bench x 2
- C. Information Panel x 1
- D. Entrance Archway x 2

Supplier A £17,800

Supplier B £12,800

Supplier C £13,780

4. Locations (Using key A-D from point 3)

5. Recommendation

The Committee is requested to **APPROVE Supplier A** due to the unique design and quality of the product and continuity with Dangerfield's project.

The committee is requested to **APPROVE** the locations of the street furniture.

The Committee is requested to **APPROVE** funding is to be taken from EMR Green Infrastructure.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 6th June 2023

CCTV at Whitelands Farm

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Sharon Botham – Responsible Financial Officer
Contact: 01869 252915 sharon.botham@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This is a report that has been approved in the most recent Environment meeting.

2. Background

Any request spend from the Earmarked Reserves needs the Finance Committee's approval.

The full report from the Environment Committee is attached as Appendix 1 and the committee approved spend from the Sports Village Contribution Earmarked Reserve. There is currently £306,167 available in that reserve.

3. Recommendation

Councillors are asked to **APPROVE** the spend from Earmarked Reserves, Sports Village Contribution..

BICESTER TOWN COUNCIL
ENVIRONMENT COMMITTEE REPORT

Tuesday 30th May 2023

Chairman: Damien Maguire
Telephone: 01869 252915 Damien.Maguire.gov.uk

Service Manager: Paul Canning
Contact: 01869 252915 paul.Canning@bicester.gov.uk

Ward Affected: West

1. Overview

Officers have been informed the Whitelands Farm Sports Facility requires an urgent upgrade of its CCTV system. Currently, several cameras are unserviceable, and a recorder is urgently required to review footage. The cameras are not only important for security they are also required to protect staff in the reception area and while dealing with the public on the 3g pitch.

2. Proposal

Our existing CCTV supplier had provided the following quote for the installation of new equipment.

The upgrade cost is £2678 this fund will come from 901/9042 Earmarked reserves (SW sports village)

3. Recommendation

The committee is requested to **APPROVE** in line with the financial regs the earmarked reserve spend.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE FORWARD PLAN

Tuesday 6th June 2023

28/03/2023 Grant Aid 2023

YEAR END SCHEDULE

The accounts to be closed by 31st March 2023
The accounts to be signed by 23rd June 2023
The AGAR to be approved by 29th June 2023
The accounts to be published and submitted by 30th June 2023
The Audit inspection to be started by 3rd June 2023
The Audit opinion to be published by 30th September 2023

Items to be confirmed:

Cemetery