

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC02/2425

Committee Appointment

Monday 20th May 2024

at 19:00hrs

**The Council Chamber, Bicester Town Council, The
Garth, Launton Road, Bicester, Oxon OX26 6PS**

Members:

Cllr Damien Maguire – **Chairman**, Cllr Jim Webb – **Vice-Chairman**
Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr
Sam Holland, Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr Christopher Pruden,
Cllr Alisa Russell, Cllr Les Sibley, Cllr Jim Webb,
Cllr Paul Wheatley and Cllr John Willett

Other Circulation:

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



Council Offices, The Garth
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Oxon OX2 6PS
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15 May 2024

To all Members of the Bicester Town Council

You are hereby summoned to attend a meeting of the **Bicester Town Council** at **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Monday 20th May 2024** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Appointment of Committees

The council is asked to **AGREE** and **APPROVE** the Appointment of Committees and Working Parties.

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4. Calendar of Meetings

The Council is asked to **NOTE** the Calendar of Meetings **2024/25**

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5. Meeting Attendance Register

The Council is asked to **NOTE** the Meeting Attendance Register for **2023/24**

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- 6. Date of Next Meeting:**
Monday 24th June, 7pm – The Chamber Room, Bicester Town Council

BICESTER TOWN COUNCIL

20th May 2024

Appointment of Committees

Chairman: Damien Maguire

Telephone: 01869 252915 DamienMaguire@Bicester.gov.uk

Town Clerk: Phil Evans

Contact: 01869 252915 Phil.Evans@Bicester.gov.uk

Ward Affected: All

1. APPOINTMENT OF COMMITTEES

1.1 The committee is requested to appoint standing committees, confirm terms of reference, and agree on the number of members and if appropriate substitute councillors.

- a. Policy
- b. Finance
- c. Planning
- d. Environment

2. WORKING PARTIES, TASK AND FINISH GROUPS

2.1 The committee is requested to appoint members of the working parties, task & finish groups.

- a. Personnel Sub-Committee
- b. Traffic
- c. Appeals
- d. Events
- e. Allotment
- f. Standing Orders
- g. Sports
- h. Assets

3. REPRESENTATIVES TO OUTSIDE BODIES

3.1 The committee is requested to appoint members who will represent the town council with outside bodies.

- Bicester Vision (Normally Chair of Policy)
- Bicester Chamber of Commerce (Normally Chair of Policy)
- Bicester Food Bank (Normally Chair of Policy)
- Bicester and District Twinning Association (Normally Mayor, Deputy Mayor, and Chair of Policy)
- Strategic Oversight Partnership (Normally Chair of Policy)
- Lady Jersey Trust
- Citizens Advice Bureau

4. CALENDAR OF MEETINGS 2024/2025

4.1 The Committee is requested to **NOTE** the dates and times of meetings for **2024/2025** and confirm all meetings will take place at the Garth other than the Annual Meeting (**Appendix 1**).

5. MEETING ATTENDANCE REGISTER FOR 2023/24

5.1 The Committee is requested to note the attached report (**Appendix 2**).

6. Recommendation

The council is asked to **AGREE** and **APPROVE** the Appointment of Committees and Working Parties. And **NOTE** the Calendar of Meetings **2024/25** and the Meeting Attendance Register for **2023/24**

Year: 2024 to 2025

BICESTER TOWN COUNCIL MEETING CALENDAR

Red text = previous years minutes

		01	02	03	04	05	06	07	08	09	10	11	12
MONDAY	FULL COUNCIL Phil Evans Helen Pool	FULL.01.24.25 Full Council 13 May 2024 Mayor Making	FULL.02.24.25 Full Council 20 May 2024 Committee Appt (19:00)	FULL.03.24.25 Full Council 20 May 2024 Annual Town (20:00)	FULL.04.24.25 Full Council 24 June 2024 Income & Governance	FULL.05.24.25 Full Council 14 October 2024	FULL.06.24.25 Full Council 13 January 2025 Budget	FULL.07.24.25 Full Council 10 March 2025	FULL.08.24.25 Full Council 28 April 2025				
MONDAY	ENVIRO John Burnett Viktoria Kovale	ENVI.01.24.25 Enviroment Committee 17 June 2024	ENVI.02.24.25 Enviroment Committee 22 July 2024	ENVI.03.24.25 Enviroment Committee 23 September 2024	ENVI.04.24.25 Enviroment Committee 21 October 2024 Budget	ENVI.05.24.25 Enviroment Committee 20 January 2025	ENVI.06.24.25 Enviroment Committee 17 March 2025						
TUESDAY	FINANCE Helen Pool Jodi Clarke	FINA.01.24.25 Finance Committee 04 June 2024 AGAR	FINA.02.24.25 Finance Committee 09 July 2024	FINA.03.24.25 Finance Committee 24 September 2024	FINA.04.24.25 Finance Committee 02 December 2024 Budget	FINA.05.24.25 Finance Committee 07 January 2025	FINA.06.24.25 Finance Committee 01 April 2025						
TUESDAY	PLANNING Paul Canning Maria Galic	PLAN.01.24.25 Planning Committee 11 June 2024	PLAN.02.24.25 Planning Committee 23 July 2024	PLAN.03.24.25 Planning Committee 03 September 2024	PLAN.04.24.25 Planning Committee 01 October 2024	PLAN.05.24.25 Planning Committee 19 November 2024	PLAN.06.24.25 Planning Committee 14 January 2025	PLAN.07.24.25 Planning Committee 04 February 2025	PLAN.08.24.25 Planning Committee 18 March 2025	PLAN.09.24.25 Planning Committee 22 April 2025			
MONDAY	POLICY Phil Evans Jodi Clarke	POLI.01.24.25 Policy Committee 18 June 2024	POLI.02.24.25 Policy Committee 16 September 2024	POLI.03.24.25 Policy Committee 08 October 2024	POLI.04.24.25 Policy Committee 11 November 2024 Budget	POLI.05.24.25 Policy Committee 10 February 2025	POLI.06.24.25 Policy Committee 24 March 2025						
THURSDAY	TRAFFIC Helen Pool Maria Galic	TRAF.01.24.25 Traffic Advisory Working Group 13 June 2024	TRAF.02.24.25 Traffic Advisory Working Group 19 September 2024	TRAF.03.24.25 Traffic Advisory Working Group 09 January 2025	TRAF.04.24.25 Traffic Advisory Working Group 03 April 2025								
WEDNESDAY	PERSONNEL Phil Evans Paul Canning	PERS.01.24.25 Personnel Sub Committee (POL) 05 June 2024	PERS.02.24.25 Personnel Sub Committee (POL) 11 September 2024	PERS.03.24.25 Personnel Sub Committee (POL) 02 October 2024 Budget	PERS.04.24.25 Personnel Sub Committee (POL) 22 January 2025	PERS.05.24.25 Personnel Sub Committee (POL) 05 March 2025	PERS.06.24.25 Personnel Sub Committee (POL) 23 April 2025						
WEDNESDAY	EVENTS Paul Canning Shannon	EVEN.01.24.25 Events Working Group (ENV) 23 May 2024	EVEN.02.24.25 Events Working Group (ENV) 04 September 2024 Budget	EVEN.03.24.25 Events Working Group (ENV) 21 November 2024	EVEN.04.24.25 Events Working Group (ENV) 29 January 2025								
WEDNESDAY	SPORTS John Burnett Viktoria Kovale	SPOR.01.24.25 Sports Review Working Group 20 June 2024	SPOR.02.24.25 Sports Review Working Group 26 September 2024	SPOR.03.24.25 Sports Review Working Group 08 January 2025	SPOR.04.24.25 Sports Review Working Group 06 March 2025								
WEDNESDAY	ALLOTMENTS Conor Pattison Viktoria Kovale	ALLO.01.24.25 Allotment Review Working Group 06 June 2024	ALLO.02.24.25 Allotment Review Working Group 12 September 2024	ALLO.03.24.25 Allotment Review Working Group 26 February 2025									

	TOWN COUNCIL			POLICY			ENVIRONMENT			PLANNING			FINANCE			Attendance
TOTAL NUMBER OF MEETINGS:	8			6			8			11			7			
Name	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	
Cllr Harry Knight	7	1		3	3		4	4					3	4		58.6%
Cllr Paul Wheatley	8			6					1	8	3		7			93.8%
Cllr Dan Hallett	8			6					1	6	3		5	2		78.1%
Cllr Nicholas Mawer	8			4	1		7	1		7	2				1	81.8%
Cllr Les Sibley	7	1		5	1		7	1		8	2		6	1		82.5%
Cllr Tom Beckett	7					2			1	7	2		3	4		76.9%
Cllr Nick Cotter	7	1		2	2				1	7	2		1	2		56.3%
Cllr Donna Ford	6	2				2	8			10	1		7			97.0%
Cllr Sam Holland	3	5		3	2				1	6	4		5	2		56.2%
Cllr Damien Maguire	8			5			7	1		7	4				1	81.8%
Cllr Rachel Mallows	6	2		6			7	1		6	5		2	2		67.5%
Cllr Chris Pruden	7	1				1	4	3		8	3		3			73.5%
Cllr Jim Webb	7						4	2		8	3					70.3%
Cllr Alisa Russell	3			2	2		3	1					3			55.0%
Jamie Jesset	2						1									20.0%
Rich Oliver	3	2		1	1		2			2	2					40.6%