

Bicester Town Council



Extra-Ordinary Finance Committee Meeting

Ref: FIN02A/2324

Tuesday 8th August 2023

**On the rise of Planning Committee Meeting
Council Chamber, Garth House, Launton Rd,
Oxon OX26 6PS**

Members:

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

Other Circulation, Substitute Members:

Cllr Damien Maguire, Cllr Nicholas Mawer, Cllr Rich Oliver
And Cllr Jim Webb

Other Circulation:

Cllr John Broad, Cllr Sandy Dallimore, Cllr Simon Lytton, Cllr Dan Sames
And Cllr Lynn Pratt



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02 August 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 8th August 2023** to commence on the rise of the Planning Committee meeting, for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. 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.

4. Minutes of Meeting

Committee is asked to **NOTE** and **APPROVED** the attached minutes:

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FIN01/2324 – Tuesday 6th June 2023

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5. Exclusion of Press and Public
RECOMMENDED

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

6. Bank Mandates for all Council Accounts

Committee is asked to **AGREE** the detail of bank mandates for all council accounts.

Information to be tabled.

7. Date of Next Meeting

Tuesday 10th October 2023 – The Chamber Room, Garth House

Close of Meeting:

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 6th June 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Tom Beckett
Cllr Nick Cotter
Cllr Donna Ford
Cllr Sam Holland
Cllr Christopher Pruden
Cllr Les Sibley

In Attendance:

Cllr Harry Knight (Substituted for Cllr Dan Hallett)
Cllr Damien Maguire
Sharon Botham – RFO
Louise Steele – Locum RFO

1/23 Appointment of the Vice-Chairman

24 RESOLVED that the Committee appointed Cllr Tom Beckett as Vice-Chairman.

2/23 Appointment of Substitutes

24 RESOLVED that the Committee appointed Cllr Webb, Cllr Maguire and Cllr Oliver as substitutes.

3/23 Apologies for Absence

24 RESOLVED that apologies be received from Cllr Hallett and Cllr Mallows.

4/23 Declarations of Interest

24 RESOLVED that no declarations were received.

5/23 Minutes of the Finance Committee

24 RESOLVED to confirm the minutes of the Finance Committee meeting **FIN06/2223** held on Tuesday 28th March 2023

6/23 Public Session

24 RESOLVED that the Committee received no representations.

7/23 Finance Report

24 RESOLVED that Committee **REVIEW** the Income, Expenditure and Variances Report to **Month 1** and **NOTED** the variances

8/23 Bank Balances

24 RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Wheatley to sign the bank reconciliation.

9/23 Payments

24 **RESOLVED** that the Committee **APPROVED** the payment schedules since those reported to Finance Committee on 28th March 2023.

10/2 Aged Creditors

324 **RESOLVED** that Committee **NOTED** the Aged Creditors as at the end of Month 1

11/2 Aged Debtors

324 **RESOLVED** that Committee **NOTED** the Aged Debtors as at the end of Month 1

12/2 Utility Usage

324 **RESOLVED** that Committee **NOTED** the report

13/2 Internal Audit

324 **RESOLVED** that Committee **NOTED** the Internal Auditors visit and that the full report will go to the Full Council on the 19th June 2023

14/2 Year End Accounts

324 **RESOLVED** that the Committee **APPROVED** the Income and Expenditure report for the year ended 31st March 2023

15/2 Statement of Accounts

324 **RESOLVED** that the Committee **APPROVED** year end accounts go to the Full Council Committee on 19th June 2023, subject to any changes requested by the Auditor.

16/2 Earmarked Reserves

324 **RESOLVED** that the Committee **AGREED** to the allocation of the Earmarked reserves and **RECOMMENDED** this go to the Full Council on 19th June 2023. The Committee **NOTED** the level of the General Reserve,

17/2 Approved Supplier List

324 **RESOLVED** that the Committee **NOTED** the Approved Supplier List and requested the contract end dates for the next meeting.

18/2 Direct Debits & BACS

324 **RESOLVED** that the Committee **APPROVED** the continuing use of the Direct Debits and the addition of those requested in the report.

19/2 PWLB loan

324 **RESOLVED** that the Committee **APPROVED** the PWLB loan repayment.

20/2 Langford Fields Furniture

324 **RESOLVED** that the Committee **NOTED** and **APPROVED** the spend from the Earmarked Reserves.

21/2 Whitelands CCTV Upgrade

324 **RESOLVED** that the Committee **NOTED** and **APPROVED** the spend from the Earmarked Reserves.

22/2 Forward Plan

324 **RESOLVED** that committee **NOTED** the information.

Date of next Meeting: Tuesday 1 August 2023 at 19:00

CLOSE OF MEETING: 20:30 hrs