Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 24th September 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:
Cllr Alisa Russell (Chair)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Rachel Mallows
Cllr Nick Mawer (Substitute)
Cllr Les Sibley
Cllr Paul Wheatley

In Attendance:
Paul Canning, Office Manager
Jodi Clarke, Finance Assistant

41/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members:

- Cllr Tom Beckett
- Cllr Nick Cotter
- Cllr Sam Holland, and sent Cllr Nick Mawer as a substitute.

42/2425 Declaration of Interest

RESOLVED that declarations were received from the following councillors:

- Cllr Sibley – Cherwell District Councillor
- Cllr Ford– Cherwell District Councillor & Oxfordshire County Councillor
- Cllr Russell – Cherwell District Councillor
- Cllr Mawer – Cherwell District Councillor

43/2425 Minutes of the Finance Committee

RESOLVED that the Committee **APPROVED** the following minutes:

- **FIN02/2425 –** Tuesday 9th July 2024 at 19:00hrs

Councillors asked if there were any updates from queries raised in the previous meeting, due to the Responsible Finance Officer being absent the Committee have been informed that any queries/questions will be taken away and answered via email.

It was then pointed out that these questions were answered within the Finance Report.

44/2425 Public Session

RESOLVED that no public were present.

45/2425 Finance Report

Signed:…………………………………………………………………
Date:……………………………………………………

RESOLVED that the Committee **NOTED** & **REVIEWED** the Income, Expenditure and Variances Report to **Month 8.**
Responsible Finance Officer is to investigate & email updates to the Finance Committee on the following:

- **Budget 308/1027 (Whitelands Sports Village/Inc-OX RTC)** no income against the code, why?
- **Budget 308/1026 (Whitelands Sports Village/Inc-ACE Academy)** why is the income received so low?
- **Budget 308/1016 (Whitelands Sports Village/Inc Whitelands Café)** why expenditure has been put against it?

46/2425 Bank Balances

RESOLVED that the Committee **NOTED** & **REVIEWED** the bank balances at the end of **MAY 2024** and **NOTED** that Cllr Russell has signed the monthly bank reconciliation for the year to 31st August 2024.

48/2425 Age Creditors

RESOLVED that the Committee **NOTED** the age creditor report.

49/2425 Age Debtors

RESOLVED that the Committee **NOTED** the age debtors report.

Whitelands FC:
The office manager met with the treasurer of the club to investigate as the club claimed they never received the invoices, after the investigation was completed, it was clear that the council that if the club was requested to pay the money in full this would mean the club would be forced to close.

Whitelands FC would like to do an 18-month payment plan to help pay off the debt while keeping the club running.

RESOLVED that the committee **APPROVED** Option 2 with the following amendments:

Option 2: Agree to the payment plan of 18 months but if they miss a payment due date by 5 working days of the payment plan, they are put on Pay As You Go. They will be asked to create a standing order to ensure payment is made on time (proof to be sent to the Finance Officer). If no payment is made as per the above agreement, then the account will be put on stop & the remaining debt will be passed onto debt collectors.

50/2425 Bad Debt

RESOLVED that the Committee **NOTED** the debt written off for debts below £200 & **DEFFERED** the bad debt for Talent iD to a later meeting.

51/2425 Youth Engagement Project

RESOLVED that the Committee **APPROVED** the BTC Sponsor a Youth Engagement Project.

52/2425 Proposal for the repair of the Garth Park Perimeter Wall & Building

RESOLVED that the Committee **DEFFERED** the report to the next finance meeting on the 2nd December 2024, to allow the Service Manager to look for new/more quotes.

Councillors mentioned that Cherwell District Council Procurement Officer may be able to offer help with tenders, and to contact other Parish Councils to see what advice/help they can give.

53/2425 Purchase of New Machinery

RESOLVED that the Committee **DEFFERED** the following report so that the new Service Manager can look at what equipment is needed, this can then go straight to Full Council for approval.

54/2425 Grounds Maintenance Service & Pool Vehicle

RESOLVED that the Committee **REJECTED** the report and requested that the Service Manager looks at a more appropriate vehicle for the Officers. The Committee would also like to see a like for like comparison in the report against 3 different quotes.

55/2425 Grant Aid Applications

RESOLVED that the Committee **APPROVED** the Grant Aid Application of £500.00 for Five-Acres Primary School.

RESOLVED that the Committee **DEFFERED** the Grant Aid Application of £1,000.00 for Ability to the next meeting. Officers are asked to get more information as the application states that £300 would be for Staffing costs.

56/2425 Bank Mandates

RESOLVED that the Committee **NOTED** & **APPROVED** the report with the recommendation for the following new Councillors to be added to the bank mandates: Cllr Damien Maguire; Cllr Paul Wheatley and Cllr Alisa Russell and an amendment to include Cllr Jim Webb.

57/2425 Earmarked Reserves

RESOLVED that the Committee **DEFFERED** the expenditure of **£159,319.12** from Earmarked Reserves Green Infrastructure **901/9014** to the following Finance Meeting as the amount includes VAT.

RESOLVED that the Committee **APPROVED** the expenditure of **£1,878.30** from Earmarked Reserves **901/9013** Equipment Replacement/Maintenance.

RESOLVED that the Committee **APPROVED** the allocation of **£23,851** to **328/9011** Play Areas & Open Spaces.

58/2425 Payment Records

RESOLVED that the Committee **APPROVED** the payment schedules since the last meeting held on **Tuesday 9th July 2024,** totalling £750,187.61 for 10/06/2024 to 30/08/2024.

Committee has asked that going forward officers use the wording note not approve.

Committee has asked officers to investigate the Gas & Electric at the Cemetery, is it a standing rate or are the buildings being used.

59/2425 Date of Next Meeting

Monday 2nd December 2024 at 19:00hrs

CLOSE OF MEETING: 20:10hrs

Signed:…………………………………………………………………………
Date:…………………………………………………………