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Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting
Ref: FIN06/2324
Tuesday 26th March 2024
at 19:00hrs
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 Alisa Russell and Cllr Les Sibley

Other Circulation, Substitute Members:
Cllr Damien Maguire, Cllr Nicholas Mawer, Cllr Christopher Pruden
and Cllr Jim Webb

Other Circulation:
Cllr John Broad, Cllr Calum Miller, Cllr Sandy Dalimore, Cllr Simon Lytton,
Cllr Lynn Pratt, Cllr Dan Sames and Cllr Michael Waine

BICESTER
TOWN COUNCIL

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Bicester
Oxon OX2 6PS
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18 March 2024

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 26th March 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 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. Minutes of the Finance Committee

(Pages 5 - 10)

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meetings:

FIN04/2324 – Tuesday 19th December 2024
FIN05/2324 – Tuesday 13th February 2024

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Finance Report (Pages 11 - 25)
As per Financial Regulation 4.8, committee is asked to **NOTE** the attached Income, Expenditure and Variances Report to Month 10.

6. Bank Balances (Pages 26 - 28)
As per Financial Regulation 2.2, committee is asked to **NOTE** the attached report detailing bank balances at end of January 2024 and note that Cllr Wheatley has signed the monthly bank reconciliations for the year to 31st January 2024.

7. Payments (Pages 29 - 59)
As per Financial Regulation 5.2, committee is asked to **APPROVE** the payment schedules, totalling £376,697.91, since those agreed at the meeting on 13 February 2024.

8. Aged Debtors (Pages 60 - 61)
In addition to Financial Regulation 5.22, committee is asked to APPROVE the payment schedules, totalling £376,697.91 since those greed at the meeting on 13th February 2024.

9. Aged Creditors (Pages 62 - 63)
In addition to Financial Regulation 5.2, committee is asked to **NOTE** the Aged Creditors as of 31st January 2024 and depending on the outcome of the investigation of the Aged Cherwell District Council invoices, Councillors are asked to **APPROVE** one of the following three options:

i. Record the cost as a creditor on the Balance Sheet for 7 years per date of debt.
ii. Write off the consolidated creditor.
iii. Contact Cherwell District Council to have invoices reissued and to pay them.

10. Bank Mandates (Page 64)
The Committee is asked to **APPROVE** the request for the RFO to be included on the Bank Mandate.

11. Grant Aid Applications (Pages 65 - 117)
The Committee is asked to **APPROVE** the Grant Aid Applications for the three applicants for 2023/2024 and the new applicants for 2024/2025.

12. Utilities (Pages 118 - 121)
The Committee is asked to **NOTE** the information given in this report and graphs.

13. Insurances (Page 122)
The Committee is asked to **APPROVE** the use of Zurich Insurance Company Ltd as our insurance provider for 2024/2025.

14. Nai's House (Page 123)
The Committee is asked to **NOTE** the income and expenditure for Nai’s House.

15. Fee's and Charges Review

(Pages 124 - 127)

The Committee is asked to **NOTE** the contents of the report and **APPROVE** the following:

i. Increase in fees to Allotments in April 2025 and including a separate rate for retired residents.
ii. Increase to sports pitch fees.
iii. Introduction of separate rate for retired residents for the Whitelands 3G pitch.

16. Date of Next Meeting

Date to be confirmed.

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 13th February 2024** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Paul Wheatley (Chairman)

Cllr Donna Ford
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Alisa Russell
Cllr Les Sibley

In Attendance:
Helen Pool – Responsible Finance Officer
Louise Steel – Locum Responsible Finance Officer

1/2324 Apologies for Absence

RESOLVED that apologies be received from the following:
- Cllr Harry Knight
- Cllr Dan Hallett
- Cllr Tom Beckett

2/2324 Declarations of Interest

RESOLVED that no declarations were received.

3/2324 Minutes of the Finance Committee

The minutes of the extraordinary Finance Committee meeting held on **19th December 2023 (FIN04/2324)** were **DEFERRED** to the following Finance Committee meeting.

4/2324 Public Session

RESOLVED that the Committee received no representations.

5/2324 Finance Report

The Committee **RECEIVED** and **NOTED** the Income, Expenditure and Variances Report to Month 9 (the end of December 2023).

1. Further Clarification Required.

The Committee asked the RFO to provide further information on the answers to questions raised on the 19th December 2023:

i. Why was the Cherwell Lease not yet signed?
ii. Provide an explanation as to why the Town Council is not claiming Leisure Relief in respect of Whitelands rates.

2. Other Information

i. The Committee **REQESTED** that the two BACS payments suspended on Code 4099 Misc Expenses be investigated and promptly reported back to the Committee.
ii. The RFO is to complete journal transfers for correction of code 4216 Litter/Dog

Bin Emptying and 4030 Waste Removal.

6/2324 Bank Balances

The Committee **NOTED** the report detailing bank balances at the end of December 2023 and **APPROVED** the bank balances noting that Cllr Wheatley had signed the bank reconciliations up to the end of December 2023.

7/2324 Payments

The Committee **NOTED** and **APPROVED** the schedule of payments, totalling £270,879.60, made since those reported to Finance Committee on 19th December 2023.

8/2324 Aged Debtors

The Committee **NOTED** the Aged Debtors as of 31st December 2023.
Councillors requested that the wording 'Wedding' to describe a Debtor needs to be changed to 'Registrar' for clarification purposes.

9/2324 Aged Creditors

The Committee asked the **RFO** to conduct one final investigation into the Cherwell District Council Aged Creditors dating between 2018 and 2021 and depending on the outcome of the investigation, to either record the cost as a creditor on the Balance Sheet for 7 years per date of debt or write off the consolidated creditor.
The Committee **NOTED** the Aged Creditors as at 31st December 2023.

10/2324 Review of Financial Regulations

The Committee **REVIEWED** the report and the amendments to Financial Regulations and **AGREED** that the recommendations therein be passed through the Policy Committee and from thence to Full Council.

11/2324 Precept

The Committee **NOTED** the contents of the report and the impact of the increase in the number of usable households (the taxbase) in the town on the 2024/25 Precept and the Band D council tax bill.

12/2324 Environment Committee Proposals

The Committee reviewed the request from the Environment Committee for an allocation of spend of £90,000 to be taken from Projects Play Area/Open Space Investment (4313 / 110). The Committee considered the recommendation from the RFO that the project instead be funded from earmarked reserves as there were insufficient funds in the Investment. The Committee **AGREED** to use remaining funds from Projects Play Area and for the balance to be taken from earmarked reserves.

The Committee **NOTED** the contents of the remaining reports and **APPROVED** the allocation of funds from earmarked reserves.

13/2324 Review of Effectiveness of Internal Controls

The Committee **NOTED** progress against the action plan arising from the review and to agree to **REPORT** to Full Council to inform Full Council's conduct of the review of the effectiveness of internal control.

14/2324 BT Direct Debit

The Committee **NOTED** the contents of the report and **APPROVED** payment of invoices from BT by direct debit.

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

15/2324 Grant Aid

The Committee reviewed the Grant Aid application for Claypits Community Allotments. The Committee **APPROVES** the application subject to risk mitigation for any ongoing costs (Claypits Community Allotments to be responsible for all future costs) and insurances.

16/2324 Additional Matters Raised

The Committee **REQUEST** that there be a report on utility usage at each Finance Committee meeting going forward.

Date of next Meeting: Tuesday 26 March 2024 at 19:00

CLOSE OF MEETING: Time Not Specified hrs

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

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 13th February 2024** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Paul Wheatley (Chairman)

Cllr Donna Ford
Cllr Sam Holland
Cllr Rachel Mallows
Cllr Alisa Russell
Cllr Les Sibley

In Attendance:
Helen Pool – Responsible Finance Officer
Louise Steel – Locum Responsible Finance Officer

1/2324 Apologies for Absence

RESOLVED that apologies be received from the following:

- Cllr Harry Knight
- Cllr Dan Hallett
- Cllr Tom Beckett

2/2324 Declarations of Interest

RESOLVED that no declarations were received.

3/2324 Minutes of the Finance Committee

The minutes of the Finance Committee meeting held on **19th December 2023 (FIN04/2324)** were **DEFERRED** to the following Finance Committee meeting.

4/2324 Public Session

RESOLVED that the Committee received no representations.

5/2324 Finance Report

The Committee **RECEIVED** and **NOTED** the Income, Expenditure and Variances Report to Month 9 (the end of December 2023).

1. Further Clarification Required.

The Committee asked the RFO to provide further information on the answers to questions raised on the 19th December 2023:

i. Why was the Cherwell Lease regarding Whitelands, not yet signed?
ii. Provide an explanation as to why the Town Council is not claiming Leisure Relief in respect of Whitelands rates.

2. Other Information

i. The Committee **REQUESTED** that the two BACS payments suspended on Code 4099 Misc Expenses be investigated and promptly reported back to the Committee.
ii. The RFO is to complete journal transfers for correction of code 4216 Litter/Dog

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

Bin Emptying and 4030 Waste Removal.

6/23 24 Bank Balances

The Committee **NOTED** the report detailing bank balances at the end of December 2023 and **APPROVED** the bank balances noting that Cllr Wheatley had signed the bank reconciliations up to the end of December 2023.

7/23 24 Payments

The Committee **NOTED** and **APPROVED** the schedule of payments, totalling £270,879.60, made since those reported to Finance Committee on 19th December 2023.

8/23 24 Aged Debtors

The Committee **NOTED** the Aged Debtors as of 31st December 2023.
Councillors requested that the wording ‘Wedding’ to describe a Debtor needs to be changed to ‘Registrar’ for clarification purposes.

9/23 24 Aged Creditors

The Committee asked the **RFO** to conduct one final investigation into the Cherwell District Council Aged Creditors dating between 2018 and 2021 and depending on the outcome of the investigation, to either record the cost as a creditor on the Balance Sheet for 7 years per date of debt or write off the consolidated creditor.
The Committee **NOTED** the Aged Creditors as at 31st December 2023.

10/2 324 Review of Financial Regulations

The Committee **REVIEWED** the report and the amendments to Financial Regulations and **AGREED** that the recommendations therein be passed through the Policy Committee and from thence to Full Council.

11/2 324 Precept

The Committee **NOTED** the contents of the report and the impact of the increase in the number of usable households (the taxbase) in the town on the 2024/25 Precept and the Band D council tax bill.

12/2 324 Environment Committee Proposals

The Committee reviewed the request from the Environment Committee for an allocation of spend of £90,000 to be taken from Projects Play Area/Open Space Investment (4313 / 110). The Committee considered the recommendation from the RFO that the project instead be funded from earmarked reserves as there were insufficient funds in the Investment. The Committee **AGREED** to use remaining funds from Projects Play Area and for the balance to be taken from earmarked reserves.

The Committee **NOTED** the contents of the remaining reports and **APPROVED** the allocation of funds from earmarked reserves.

13/2 324 Review of Effectiveness of Internal Controls

The Committee **NOTED** progress against the action plan arising from the review and to agree to **REPORT** to Full Council to inform Full Council’s conduct of the review of the effectiveness of internal control.

14/2 324 BT Direct Debit

The Committee **NOTED** the contents of the report and **APPROVED** payment of invoices from BT by direct debit.

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

15/2324 **Grant Aid**
The Committee reviewed the Grant Aid application for Claypits Community Allotments. The Committee **APPROVES** the application subject to risk mitigation for any ongoing costs (Claypits Community Allotments to be responsible for all future costs) and insurances.

16/2324 **Additional Matters Raised**
The Committee **REQUEST** that there be a report on utility usage at each Finance Committee meeting going forward.

Date of next Meeting: Tuesday 26 March 2024 at 19:00

CLOSE OF MEETING: 20:45

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 26th March 2024

Finance Report

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

Responsible Finance Officer: Helen Pool
Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

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

2. Background

Appended to this report is a detailed finance report showing the Council's expenditure to the end of *January 2024 – the first 10 months* of the current financial year. The report compares expenditure against the full year agreed budget. Key variances that are apparent are summarised overleaf.

Structure and Interpretation of the Report

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

102 Civic & Democratic
105 Central Services
106 Garth House
107 Garth Lodge
108 Corporate Finance
109 Community Support
110 Projects
300 Environmental Services
301 Open Spaces
305 Pingle Field
306 Sunderland Drive
501 Town Council Events
601 Cemetery
801 Street Scene

901 Earmarked Reserves

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

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

1. First column (no heading) is a four figure digit which is the nominal code; a four digit code that starts with 1 is an income code, if it starts with 4 it’s an expenditure code Nominal codes describe the type of expenditure or income.

2. Second column (no heading) is a brief narrative description of each nominal code

3. Third column headed “Actual Last” (in a change to previous reports which had current month expenditure) is the figures for the previous financial year.

4. Fourth column headed “Actual Year To Date” is the part year figures for this year so for this particular report that’s to the *end of January 2024*.

5. Fifth column headed “Current Annual Bud[get]” is the full year budget figures for the current financial year 1 April 2023 to 31 March 2024 as agreed by Council on 16 January 2023. Note that in the preparation of the budget for 2024/2025 it became apparent that the budget figures did not accurately reflect the budget agreed – these have been amended and are correct for this report.

6. Sixth column headed “Variance Annual Total” is the difference between the actual expenditure to date (Column 4) and the Annual Budget (Column 5) a figure with brackets around it in this column indicates that the budget has been exceeded or that there has been expenditure where there was no matching budget. Sometimes this indicates unanticipated expenditure.

7. The seventh column headed “Committed Expenditure” contains purchase orders raised.

8. The eighth column headed “Funds Available” shows figures mainly the same as those in column six against expenditure codes. As more “commitments” are entered then the information in this column will be different from the sixth column due to the anticipated spend.

9. Ninth column headed “% Spent” shows the percentage of the budget spent (or received). So, in this report and for regular payments or income it would be reasonable to expect the final column “% spent” to show something in the region of 80% (being ten twelfth’s). Of course not all expenditure or income is spread evenly across the year and Councillors will be reliant on a specific commentary (below) from the RFO to identify areas where the figures are not where she would expect them to be at this point in the year (and where, in accordance with Financial Regulation 4.8 items are likely to produce a material variance of either £1,000 or 15% of budget at or before the year-end).

2. Other Information

On 13th February 2024 the Committee asked the RFO to address the following questions:

i. Why was the Cherwell Lease regarding Whitelands, not yet signed?
We are waiting for it to be resubmitted by Cherwell District Council, they have passed it to a committee within Cherwell for approval.

ii. Provide an explanation as to why the Town Council is not claiming Leisure Relief in respect of Whitelands rates.
We are investigating Leisure Relief for Whitelands.

iii. The Committee **REQESTED** that the two BACS payments suspended on Code 4099 Misc Expenses be investigated and promptly reported back to the Committee.
This was completed and the information was reported back in an email on the 21st February 2024.

iv. The RFO is to complete journal transfers for correction of code 4216 Litter/Dog Bin Emptying and 4030 Waste Removal.
This journal was completed on the 11th March and will not show in the Income and Expenditure Report until the end of March.

3. Recommendation

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

Code		Actual Last Year	Actual Year to Date	Current Annual Budget	Variance	% Spent	Commentary
		£	£	£	£		
102	**Civic & Democratic**						
4159	Elections	0	11,594	3,000	(8,594)	386.5%	Cost of elections
105	**Central Services**						
4003	Temporary Staff	10,792	48,172	2,500	(45,672)	1,926.9%	Cost of temporary staff to cover the RFO role
4004	Cleaning Contract	0	3951	0	3951	0.0%	Incorrect allocation, journalled to correct ledger 12/03/2024
4020	Mobile Phones	929	1,245	600	(645)	207.4%	Additional mobile phone lines have been provided
4024	Subscriptions	6,188	13,785	4,500	(9,398)	308.8%	Overspend generated by the increased cost of ModGov
4030	Advertising & Promotions	0	5000	0	(5000)	0.0	Incorrect allocation, journalled to alternate ledger on 12/03/2024
4034	Computer Support	30,944	24,417	29,100	4683	83.9%	At current rate of spend this will exceed budget before the end of year – there is additional call on IT support – new councillors and staff turnover contribute to this
4056	Legal and Professional Fees	4,778	19,091	10,000	(9,091)	190.9%	Following a journal to be carried out to address an apparent overspend on 301/4126, expenditure here will increase by £2,500. (On the lease of Bicester Field) This indicates that greater use of legal services has been used than planned.
4070	Training & Conferences	6,290	6,661	7,500	551	92.6%	At current rate of spend this will exceed budget before the end of year – additional new staff.
106	**Garth House**						
1010	Income – Garth Lettings	348	240	3,000	2,760	8.0%	Casual lettings income is significantly below that budgeted for both this year and last
4039	Waste Removal	1.222	2,276	1,250	(1,026)	182.1%	Possible miscoding to be investigated

4015	Health and Safety	0	1426	0	(1426)	0.0%	Incorrect allocation, journalled to budgeted ledger 12/03/2024
108	**Corporate Finance**						
1014	Inc-Miscellaneous	0	5027	0	(5027)	0.0%	Requires journalling to 308/1026 Ace Academy
1076	Inc - Precept	1,684,269	1,765,879	1,717,954	(47,925)	102.8%	Budget figure inserted in budget was not the amount in the requested Precept
1096	Interest Received	40,492	105,089	3,000	(102,089)	3503.0%	Interest and dividends on investment significantly higher than anticipated in the budget.
300	**Environmental Services**						
4003	Temporary Staff	42,745	20,842	6,500	(14,342)	320.7%	Needed to cover staff vacancies and in part covered by underspend against salary codes 4000-2
4042	Mtce Machinery	5,139	6,929	7,000	(3,081)	110.9%	There has been significant breakdown of machinery this year
4178	Vehicle Mtce	4,001	4,537	3,000	(2,572)	185.7%	It appears that the budget may not be adequate for the level of maintenance required
301	**Open Spaces**						
4175	Maintenance of Open Spaces	11,617	13,336	14,500	(249)	101.7%	Journal completed to move £144,417 to code 4190
4190	Parks and Garden Contract	285,063	361,843	330,000	(31,843)	109.6%	See above and will be overspent on this budget. Charges coming in from CDC exceed budget.
305	**Pingle Field**						
4036	Grounds & Buildings Mtc	661	5170	4700	(5,137)	209.3%	Committed Expenditure (Purchase Orders) £4667 need to be allocated to invoices already paid. Over budget.
307	**Bicester Field**						
4036	Grounds & Buildings Maintenance	1,636	2,387	1,000	(1,437)	243.7%	Over budget.
308	**Whitelands Sports Village**						

4003	Temporary Staff	0	8,394	10,000	1,606	83.9%	Needed to cover staff vacancies but not adequately covered by an underspend against salary codes 4000-2 Though no increase since end of August
4011	Rates	0	20,676	2000	(18,676)	1033.8%	Expenditure includes £13847 in respect of the current year and £6829 for the period 28/9/22 to 31/3/23 (and not accrued for) –the initial budget was set below the level originally indicated
4014	Electric	0	17,209	8,000	(9,209)	215.1%	Electricity incorrectly coded to wrong cost centre, journalling required.
4036	Grounds & Buildings Maintenance	0	6,787	5,000	(9,266)	285.3%	Committed Expenditure (Purchase Orders) £7,479 need to be allocated to invoices already paid but will be over budget.
4039	Waste Removal	2,281	5,999	2,500	(3,499)	240.0%	Costs higher than budgeted.

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10 **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	407	3,180	0	(3,180)			0.0%
1014	Inc-Miscellaneous	91	20	0	(20)			0.0%
	Civic and Democratic :- Income	**498**	**3,200**	**0**	**(3,200)**			
4004	Cleaning Contract	0	2,563	0	(2,563)		(2,563)	0.0%
4031	Modern Gov	8,300	8,155	9,000	845		845	90.6%
4099	Miscellaneous Expences	800	5,245	0	(5,245)		(5,245)	0.0%
4150	Mayor's Expenses	1,750	1,750	1,750	0		0	100.0%
4159	Elections	0	11,594	3,000	(8,594)		(8,594)	386.5%
4160	Civic Expenses	11,783	2,022	2,000	(22)	136	(158)	107.9%
4161	Civic Mayor Making	0	1,127	1,100	(27)	444	(471)	142.8%
4162	Civic Flag Raising	0	2,083	900	(1,183)		(1,183)	231.4%
4163	Civic Service & Parade	0	3,370	3,800	430	1,525	(1,094)	128.8%
4164	Civic Rememberance	0	2,910	3,200	290	2,743	(2,453)	176.7%
4209	Member's Allowances	13,736	14,241	14,000	(241)		(241)	101.7%
4210	Mayor's fundraising expences	961	4,694	0	(4,694)	403	(5,097)	0.0%
	Civic and Democratic :- Indirect Expenditure	**37,331**	**59,753**	**38,750**	**(21,003)**	**5,250**	**(26,253)**	**167.7%**
	Net Income over Expenditure	**(36,833)**	**(56,553)**	**(38,750)**	**17,803**			
105	Central Services							
1014	Inc-Miscellaneous	0	1,020	0	(1,020)			0.0%
	Central Services :- Income	**0**	**1,020**	**0**	**(1,020)**			
4000	Salaries	153,408	126,408	183,000	56,592		56,592	69.1%
4001	Ers National Insurance	15,248	12,068	20,000	7,932		7,932	60.3%
4002	Ers Pension	32,134	27,427	35,000	7,573		7,573	78.4%
4003	Temporary Staff	10,792	48,172	2,500	(45,672)		(45,672)	1926.9%
4004	Cleaning Contract	0	3,951	0	(3,951)		(3,951)	0.0%
4009	Staff Travel	0	0	250	250		250	0.0%
4015	Health and Safety	2,292	754	2,000	1,246		1,246	37.7%
4016	Uniform & PPE	0	311	0	(311)		(311)	0.0%
4017	Cleaning Materials	0	523	0	(523)		(523)	0.0%
4020	Mobile Phones	929	1,245	600	(645)		(645)	207.4%
4021	Office Phones	2,437	2,523	2,000	(523)		(523)	126.1%
4022	Post	394	3	0	(3)		(3)	0.0%
4023	Stationery	1,692	1,212	2,400	1,188	44	1,144	52.3%
4024	Subscriptions	6,188	13,785	4,500	(9,285)	113	(9,398)	308.8%
4025	Insurance	18,970	21,438	25,000	3,562		3,562	85.8%
4026	Printing	0	413	0	(413)		(413)	0.0%
4027	Ref. Booksand Publications	0	0	150	150		150	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4030	Advertising & Promotions	0	5,000	0	(5,000)		(5,000)	0.0%
4032	Recruitment Advertising	753	129	300	171		171	43.0%
4033	Office Expenses	1,323	835	1,200	365	78	287	76.1%
4034	Computer Support	30,944	24,417	29,100	4,683		4,683	83.9%
4038	Furniture & Furnishing	0	207	0	(207)		(207)	0.0%
4040	Website	613	320	1,300	980		980	24.6%
4041	Photocopier	1,050	1,332	0	(1,332)		(1,332)	0.0%
4055	Press & PR	1,500	(110)	2,750	2,860		2,860	(4.0%)
4056	Legal and Professional Fees	4,778	19,091	10,000	(9,091)		(9,091)	190.9%
4057	Audit Fees	2,415	2,674	4,000	1,326		1,326	66.8%
4058	Accountancy & Payroll	5,021	2,586	6,500	3,914		3,914	39.8%
4070	Training & Conferences	6,290	6,661	7,500	839	288	551	92.6%
4097	HR	1,180	70	5,400	5,330		5,330	1.3%
4099	Miscellaneous Expences	0	804	0	(804)		(804)	0.0%
4169	Newsletter	15,000	10,000	15,000	5,000		5,000	66.7%
	Central Services :- Indirect Expenditure	**315,351**	**334,245**	**360,450**	**26,205**	**523**	**25,682**	**92.9%**
	Net Income over Expenditure	**(315,351)**	**(333,225)**	**(360,450)**	**(27,225)**			
106	Garth House							
1001	Inc-Nais House	4,000	4,800	4,800	0			100.0%
1002	Inc-CAB Rent	4,250	4,250	4,250	0			100.0%
1007	Inc-Registrars	1,260	1,250	1,250	0			100.0%
1010	Inc-Garth Rooms Lettings	348	240	3,000	2,760			8.0%
	Garth House :- Income	**9,858**	**10,540**	**13,300**	**2,760**			**79.2%**
4004	Cleaning Contract	5,145	3,484	4,000	516		516	87.1%
4011	Rates	5,364	5,632	24,000	18,368		18,368	23.5%
4012	Water Charges	31	(105)	300	405		405	(34.9%)
4013	Gas	1,147	702	2,000	1,298		1,298	35.1%
4014	Electric	1,650	2,845	2,500	(345)		(345)	113.8%
4015	Health and Safety	0	1,426	0	(1,426)		(1,426)	0.0%
4017	Cleaning Materials	15	34	100	66	25	40	59.7%
4023	Stationery	0	91	0	(91)		(91)	0.0%
4036	Grounds & Buildings Mtce	7,678	2,267	5,000	2,733	2,328	405	91.9%
4039	Waste Removal	1,222	2,276	1,250	(1,026)		(1,026)	182.1%
4130	Building Security	1,155	240	1,500	1,260	180	1,080	28.0%
4203	Window Cleaning	735	245	1,200	955	539	416	65.3%
	Garth House :- Indirect Expenditure	**24,142**	**19,137**	**41,850**	**22,713**	**3,072**	**19,641**	**53.1%**
	Net Income over Expenditure	**(14,284)**	**(8,597)**	**(28,550)**	**(19,953)**			

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107	Garth Lodge							
1006	Inc-Garth Lodge	12,871	6,893	13,200	6,307			52.2%
	Garth Lodge :- Income	**12,871**	**6,893**	**13,200**	**6,307**			**52.2%**
4052	Garth Lodge Costs	1,320	1,365	2,500	1,135		1,135	54.6%
4130	Building Security	0	1,080	0	(1,080)		(1,080)	0.0%
	Garth Lodge :- Indirect Expenditure	**1,320**	**2,445**	**2,500**	**55**	**0**	**55**	**97.8%**
	Net Income over Expenditure	**11,551**	**4,448**	**10,700**	**6,252**			
108	Corporate Finance							
1014	Inc-Miscellaneous	0	5,027	0	(5,027)			0.0%
1076	Inc-Precept	1,684,269	1,765,879	1,717,954	(47,925)			102.8%
1096	Inc-Interest Received	40,492	105,089	3,000	(102,089)			3503.0%
	Corporate Finance :- Income	**1,724,761**	**1,875,995**	**1,720,954**	**(155,041)**			**109.0%**
4059	Bank Charges	1,773	1,769	2,000	231		231	88.4%
4099	Miscellaneous Expences	0	278	0	(278)		(278)	0.0%
4306	Loan Repayments	10,661	10,473	11,000	527		527	95.2%
	Corporate Finance :- Indirect Expenditure	**12,434**	**12,519**	**13,000**	**481**	**0**	**481**	**96.3%**
	Net Income over Expenditure	**1,712,326**	**1,863,476**	**1,707,954**	**(155,522)**			
109	Community Support							
4011	Rates	0	2,001	0	(2,001)		(2,001)	0.0%
4060	CAB	8,250	0	8,250	8,250		8,250	0.0%
4061	Grants to Voluntary Org.	21,048	11,962	22,000	10,038		10,038	54.4%
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%
4064	OYAP	12,000	9,000	12,000	3,000		3,000	75.0%
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	5,000	5,000	11,000	6,000		6,000	45.5%
4170	CCTV	0	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	**54,898**	**36,563**	**86,750**	**50,187**	**0**	**50,187**	**42.1%**
	Net Expenditure	**(54,898)**	**(36,563)**	**(86,750)**	**(50,187)**			
110	Projects							
1019	Inc-Grants Received	27,670	2,000	0	(2,000)			0.0%
	Projects :- Income	**27,670**	**2,000**	**0**	**(2,000)**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036	Grounds & Buildings Mtce	0	0	0	0	1,800	(1,800)	0.0%
4100	Purchase New Machinery	0	0	9,300	9,300	1,805	7,495	19.4%
4300	New Computer Equipment	8,709	3,760	7,000	3,240	384	2,856	59.2%
4301	Garth House Redevelopment	4,781	6,385	35,000	28,615	3,225	25,390	27.5%
4305	New Cemetery	0	0	16,517	16,517		16,517	0.0%
4312	Asset Maintenance	77	3,486	60,000	56,514	9,483	47,032	21.6%
4313	Play Area/Open Space Inv.	803	2,567	80,000	77,433	1,150	76,283	4.6%
4314	Town Centre	27,915	0	25,000	25,000		25,000	0.0%
	Projects :- Indirect Expenditure	**42,284**	**16,198**	**232,817**	**216,619**	**17,847**	**198,772**	**14.6%**
	Net Income over Expenditure	**(14,614)**	**(14,198)**	**(232,817)**	**(218,619)**			
300	Environmental Services							
4000	Salaries	197,104	175,005	270,000	94,995		94,995	64.8%
4001	Ers National Insurance	17,174	13,010	27,000	13,990		13,990	48.2%
4002	Ers Pension	42,792	37,867	58,000	20,133		20,133	65.3%
4003	Temporary Staff	42,745	20,842	6,500	(14,342)		(14,342)	320.7%
4013	Gas	0	15	0	(15)		(15)	0.0%
4016	Uniform & PPE	1,603	663	1,400	737	148	589	58.0%
4020	Mobile Phones	2,302	1,274	3,000	1,726		1,726	42.5%
4036	Grounds & Buildings Mtce	0	1,840	0	(1,840)	95	(1,935)	0.0%
4042	Maintenance Machinery	5,139	6,929	7,000	71	3,152	(3,081)	144.0%
4044	Petrol,Oil & Gas	5,313	4,995	6,000	1,005		1,005	83.3%
4045	Tools	1,037	1,499	1,000	(499)	70	(570)	157.0%
4178	Vehicle Maintenance	4,001	4,537	3,000	(1,537)	1,034	(2,572)	185.7%
	Environmental Services :- Indirect Expenditure	**319,210**	**268,477**	**382,900**	**114,423**	**4,500**	**109,923**	**71.3%**
	Net Expenditure	**(319,210)**	**(268,477)**	**(382,900)**	**(114,423)**			
301	Open Spaces							
1014	Inc-Miscellaneous	4	0	0	0			0.0%
1019	Inc-Grants Received	0	31,252	0	(31,252)			0.0%
1028	Inc-Pavilions/Pitches	0	13,664	0	(13,664)			0.0%
1037	Inc-Keta Field Pitches	3,267	1,837	2,500	663			73.5%
1039	Inc-Bicester Fields Pitches	793	674	0	(674)			0.0%
1040	Inc-Keble Rd Pitches	800	667	0	(667)			0.0%
	Open Spaces :- Income	**4,864**	**48,094**	**2,500**	**(45,594)**			**1923.8%**
4036	Grounds & Buildings Mtce	0	1,250	0	(1,250)		(1,250)	0.0%
4037	Pavilion Maintenance	0	670	0	(670)		(670)	0.0%
4045	Tools	0	148	0	(148)		(148)	0.0%

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4126	Lease of Open Spaces	10	11	21	10		10	52.4%
4154	Tree Maintenance	16,918	0	40,000	40,000		40,000	0.0%
4175	Maintenance of Open Spaces	11,617	13,336	14,500	1,164	1,413	(249)	101.7%
4190	Parks and Garden Contract	285,063	361,843	330,000	(31,843)		(31,843)	109.6%
4204	Pest Control	77	163	250	87		87	65.2%
	Open Spaces :- Indirect Expenditure	**313,686**	**377,422**	**384,771**	**7,349**	**1,413**	**5,937**	**98.5%**
	Net Income over Expenditure	**(308,822)**	**(329,328)**	**(382,271)**	**(52,943)**			
305	Pingle Field							
1028	Inc-Pavilions/Pitches	4,959	4,648	5,000	352			93.0%
	Pingle Field :- Income	**4,959**	**4,648**	**5,000**	**352**			**93.0%**
4012	Water Charges	1,812	837	900	63		63	93.0%
4014	Electric	6,526	4,570	7,000	2,430		2,430	65.3%
4015	Health and Safety	0	31	0	(31)		(31)	0.0%
4017	Cleaning Materials	0	85	300	215		215	28.4%
4036	Grounds & Buildings Mtce	661	5,170	4,700	(470)	4,667	(5,137)	209.3%
4039	Waste Removal	231	180	230	50		50	78.3%
4099	Miscellaneous Expences	0	13	0	(13)		(13)	0.0%
4130	Building Security	450	823	1,500	677		677	54.9%
	Pingle Field :- Indirect Expenditure	**9,681**	**11,710**	**14,630**	**2,920**	**4,667**	**(1,747)**	**111.9%**
	Net Income over Expenditure	**(4,722)**	**(7,062)**	**(9,630)**	**(2,568)**			
306	Sunderland Drive							
1028	Inc-Pavilions/Pitches	764	695	2,000	1,305			34.8%
	Sunderland Drive :- Income	**764**	**695**	**2,000**	**1,305**			**34.8%**
4012	Water Charges	1,072	(148)	900	1,048		1,048	(16.5%)
4013	Gas	1,201	753	800	47		47	94.1%
4014	Electric	100	284	1,000	716		716	28.4%
4015	Health and Safety	0	99	0	(99)		(99)	0.0%
4017	Cleaning Materials	0	85	100	15		15	85.3%
4036	Grounds & Buildings Mtce	3,102	3,111	12,500	9,389	1,010	8,379	33.0%
4039	Waste Removal	231	180	250	70		70	72.0%
4099	Miscellaneous Expences	0	13	0	(13)		(13)	0.0%
4130	Building Security	450	688	1,000	312		312	68.8%
	Sunderland Drive :- Indirect Expenditure	**6,156**	**5,066**	**16,550**	**11,484**	**1,010**	**10,475**	**36.7%**
	Net Income over Expenditure	**(5,392)**	**(4,371)**	**(14,550)**	**(10,179)**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
307	Bicester Field							
1028	Inc-Pavilions/Pitches	1,446	341	1,700	1,359			20.1%
	Bicester Field :- Income	**1,446**	**341**	**1,700**	**1,359**			**20.1%**
4012	Water Charges	1,258	1,100	850	(250)		(250)	129.4%
4014	Electric	2,996	5,963	7,000	1,037		1,037	85.2%
4017	Cleaning Materials	0	85	200	115		115	42.6%
4036	Grounds & Buildings Mtce	1,636	2,387	1,000	(1,387)	50	(1,437)	243.7%
4039	Waste Removal	231	180	250	70		70	72.0%
4099	Miscellaneous Expences	0	13	0	(13)		(13)	0.0%
4130	Building Security	450	658	500	(158)		(158)	131.6%
	Bicester Field :- Indirect Expenditure	**6,571**	**10,386**	**9,800**	**(586)**	**50**	**(636)**	**106.5%**
	Net Income over Expenditure	**(5,125)**	**(10,045)**	**(8,100)**	**1,945**			
308	Whitelands Sports Village							
1014	Inc-Miscellaneous	0	1,802	30,000	28,198			6.0%
1017	Inc-Whitelands room hire	1,500	735	0	(735)			0.0%
1025	Inc-Rugby Club	0	0	21,000	21,000			0.0%
1026	Inc-ACE Academy	0	0	10,000	10,000			0.0%
1027	Inc-OX RTC	0	0	12,500	12,500			0.0%
1028	Inc-Pavilions/Pitches	44,872	73,956	0	(73,956)			0.0%
	Whitelands Sports Village :- Income	**46,372**	**76,493**	**73,500**	**(2,993)**			**104.1%**
4000	Salaries	31,390	114,651	120,000	5,349		5,349	95.5%
4001	Ers National Insurance	1,080	8,418	7,000	(1,418)		(1,418)	120.3%
4002	Ers Pension	3,670	23,900	26,000	2,100		2,100	91.9%
4003	Temporary Staff	0	8,394	10,000	1,606		1,606	83.9%
4004	Cleaning Contract	0	0	1,500	1,500		1,500	0.0%
4011	Rates	0	20,676	2,000	(18,676)		(18,676)	1033.8%
4012	Water Charges	189	698	1,000	302		302	69.8%
4013	Gas	0	0	2,000	2,000		2,000	0.0%
4014	Electric	0	17,209	8,000	(9,209)		(9,209)	215.1%
4015	Health and Safety	0	1,979	0	(1,979)		(1,979)	0.0%
4016	Uniform & PPE	0	189	2,500	2,311	94	2,217	11.3%
4017	Cleaning Materials	0	605	2,000	1,396	362	1,034	48.3%
4020	Mobile Phones	0	0	1,000	1,000	102	898	10.2%
4021	Office Phones	0	248	0	(248)		(248)	0.0%
4023	Stationery	0	397	0	(397)	141	(538)	0.0%
4036	Grounds & Buildings Mtce	0	6,787	5,000	(1,787)	7,479	(9,266)	285.3%
4039	Waste Removal	2,281	5,999	2,500	(3,499)		(3,499)	240.0%
4069	SW Sports Village	49,595	1,095	0	(1,095)	143	(1,238)	0.0%

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Month No: 10 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0%
4130	Building Security	0	1,143	5,000	3,857		3,857	22.9%
4190	Parks and Garden Contract	27,976	0	70,000	70,000		70,000	0.0%
4203	Window Cleaning	0	0	500	500		500	0.0%
	Whitelands Sports Village :- Indirect Expenditure	**116,179**	**212,387**	**276,000**	**63,613**	**8,321**	**55,292**	**80.0%**
	Net Income over Expenditure	**(69,807)**	**(135,894)**	**(202,500)**	**(66,606)**			
401	Garth Park							
1003	Inc-Garth Stables	6,300	0	6,300	6,300			0.0%
1004	Inc-Garth Garage & Yard	4,320	0	4,320	4,320			0.0%
1008	Inc-Bowls Club	1,556	389	1,400	1,011			27.8%
1009	Inc-Tennis Club	1,450	0	1,550	1,550			0.0%
1014	Inc-Miscellaneous	142	0	0	0			0.0%
1015	Inc Garth Park Cafe	19,428	5,274	18,800	13,526			28.1%
	Garth Park :- Income	**33,195**	**5,663**	**32,370**	**26,707**			**17.5%**
4004	Cleaning Contract	0	0	10,000	10,000		10,000	0.0%
4011	Rates	0	0	4,925	4,925		4,925	0.0%
4012	Water Charges	329	209	400	191		191	52.3%
4013	Gas	147	0	300	300		300	0.0%
4014	Electric	1,119	1,334	2,000	666		666	66.7%
4015	Health and Safety	0	17	0	(17)		(17)	0.0%
4017	Cleaning Materials	0	170	0	(170)		(170)	0.0%
4036	Grounds & Buildings Mtce	5,915	4,871	10,000	5,129	1,679	3,450	65.5%
4039	Waste Removal	5,873	3,791	10,000	6,209	610	5,599	44.0%
4046	Horticultural Supplies	2,811	3,973	5,000	1,027		1,027	79.5%
4050	Maintenance Bowls Club	687	992	2,000	1,009		1,009	49.6%
4129	Garth Park Toilets	10,250	5,125	0	(5,125)		(5,125)	0.0%
4130	Building Security	0	0	4,000	4,000		4,000	0.0%
	Garth Park :- Indirect Expenditure	**27,131**	**20,480**	**48,625**	**28,145**	**2,289**	**25,856**	**46.8%**
	Net Income over Expenditure	**6,064**	**(14,817)**	**(16,255)**	**(1,438)**			
402	Play Areas							
4036	Grounds & Buildings Mtce	0	541	0	(541)		(541)	0.0%
4045	Tools	0	56	0	(56)	558	(613)	0.0%
4123	Maintenance Play Areas	11,835	2,316	12,000	9,684	4,331	5,352	55.4%
4180	ROSPA Inspections	2,995	3,900	3,000	(900)		(900)	130.0%
	Play Areas :- Indirect Expenditure	**14,830**	**6,813**	**15,000**	**8,187**	**4,889**	**3,298**	**78.0%**
	Net Expenditure	**(14,830)**	**(6,813)**	**(15,000)**	**(8,187)**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
404	Allotments							
1011	Inc-Allotments	7,423	7,707	7,000	(707)			110.1%
	Allotments :- Income	**7,423**	**7,707**	**7,000**	**(707)**			**110.1%**
4012	Water Charges	545	216	300	85		85	71.8%
4039	Waste Removal	0	0	2,000	2,000		2,000	0.0%
4054	Allotments Costs	310	298	500	202		202	59.5%
4155	Rent	1,247	416	831	416		416	50.0%
	Allotments :- Indirect Expenditure	**2,101**	**929**	**3,631**	**2,702**	**0**	**2,702**	**25.6%**
	Net Income over Expenditure	**5,322**	**6,778**	**3,369**	**(3,409)**			
501	Town Council Events							
1018	Inc-Carnival	742	650	100	(550)			650.0%
1030	Income - Music Event	14,908	0	9,000	9,000			0.0%
1032	Inc- Sledgehammer	14,879	13,175	9,000	(4,175)			146.4%
1034	Inc- Sports Day	2,033	0	0	0			0.0%
1035	Special Events 2023 Coronation	4,267	5,987	0	(5,987)			0.0%
1045	Inc-Christmas Lights	290	242	7,500	7,258			3.2%
1050	Chistmas Lights Trail	40,076	40,142	75,000	34,858			53.5%
1051	Inc-Food Festival	708	(83)	0	83			0.0%
	Town Council Events :- Income	**77,904**	**60,112**	**100,600**	**40,488**			**59.8%**
4015	Health and Safety	170	0	0	0		0	0.0%
4071	Evt 1 Music EVent	7,425	4,245	9,000	4,755		4,755	47.2%
4088	Evt 3 - Sledgehammer	6,872	8,197	9,000	803		803	91.1%
4092	Sports Day	6,423	4,936	4,000	(936)		(936)	123.4%
4115	Special Events/Coronation 2023	10,507	10,756	7,500	(3,256)		(3,256)	143.4%
4120	FFD in assoc. w/AFD	9,174	7,071	9,500	2,429		2,429	74.4%
4135	Food Festival	153	0	7,500	7,500		7,500	0.0%
4157	Christmas Lights Switch On	14,717	10,398	10,500	102	2,030	(1,928)	118.4%
4158	Christmas Lights Trail	86,432	72,245	85,000	12,755	23,633	(10,878)	112.8%
	Town Council Events :- Indirect Expenditure	**141,873**	**117,849**	**142,000**	**24,151**	**25,663**	**(1,512)**	**101.1%**
	Net Income over Expenditure	**(63,969)**	**(57,737)**	**(41,400)**	**16,337**			
601	Cemetery							
1020	Inc-Cemetery	12,691	6,259	5,000	(1,259)			125.2%
	Cemetery :- Income	**12,691**	**6,259**	**5,000**	**(1,259)**			**125.2%**
4011	Rates	2,221	724	4,450	3,726		3,726	16.3%
4012	Water Charges	160	996	400	(596)		(596)	248.9%

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014	Electric	197	237	150	(87)		(87)	158.0%
4036	Grounds & Buildings Mtce	0	0	250	250	17	233	6.7%
4039	Waste Removal	2,829	2,049	4,000	1,951		1,951	51.2%
4099	Miscellaneous Expences	0	125	0	(125)		(125)	0.0%
	Cemetery :- Indirect Expenditure	**5,406**	**4,130**	**9,250**	**5,120**	**17**	**5,103**	**44.8%**
	Net Income over Expenditure	**7,285**	**2,129**	**(4,250)**	**(6,379)**			
801	Street Scene							
4029	Street Furniture	0	1,563	1,500	(63)		(63)	104.2%
4083	Pedestrianisation Scheme	0	0	10,000	10,000		10,000	0.0%
4112	Repairs & Maint. Clocks	270	135	500	365		365	27.0%
4151	Litter Bin Provosion	10,000	1,314	4,000	2,686		2,686	32.8%
4200	Christmas Lights Maint/Storage	22,149	0	26,000	26,000		26,000	0.0%
4216	Litter/Dog Bin Emptying	14,936	9,165	17,850	8,686		8,686	51.3%
	Street Scene :- Indirect Expenditure	**47,355**	**12,177**	**59,850**	**47,673**	**0**	**47,673**	**20.3%**
	Net Expenditure	**(47,355)**	**(12,177)**	**(59,850)**	**(47,673)**			
901	Earmarked Reserves							
9007	Community and Elections	0	12,799	31,776	18,977		18,977	40.3%
9011	Play Areas/Open Space Investme	299,505	67,289	465,767	398,478	94,343	304,135	34.7%
9013	Equipment Replacement/Mtce	16,539	0	257,000	257,000	22,600	234,400	8.8%
9014	Green Infrastructure	23,033	20,868	233,659	212,791	3,731	209,060	10.5%
9016	Town Centre	0	0	105,250	105,250		105,250	0.0%
9020	BTC Premises	150,853	62,753	996,972	934,219	1,733	932,486	6.5%
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	2,971	306,167	303,196		303,196	1.0%
9044	Partnership	5,500	0	30,100	30,100		30,100	0.0%
9046	Sports Village Sinking Fund	0	0	49,600	49,600		49,600	0.0%
	Earmarked Reserves :- Indirect Expenditure	**495,429**	**166,679**	**3,220,355**	**3,053,676**	**122,408**	**2,931,268**	**9.0%**
	Net Expenditure	**(495,429)**	**(166,679)**	**(3,220,355**	**(3,053,676**			
	Grand Totals:- Income	**1,965,275**	**2,109,659**	**1,977,124**	**(132,535)**			**106.7%**
	Expenditure	**1,993,368**	**1,695,363**	**5,359,479**	**3,664,116**	**201,919**	**3,462,197**	**35.4%**
	Net Income over Expenditure	**(28,093)**	**414,297**	**(3,382,355)**	**(3,796,652)**			
	Movement to/(from) Gen Reserve	**(28,093)**	**414,297**					

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 26th March 2024

Bank Balances

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

Helen Pool – RFO
Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

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

2. Background

Structure and Interpretation of the Report

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

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

Bank Accounts in use are:

Barclays Current Account – the majority of the council's financial transactions pass through this account. A Bank – Cash and Investment Reconciliation Report was printed after the *31st January* and further transactions had been entered into the cashbook resulting in a potential difference between the bank and cashbook balances.

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

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

CCLA Deposit – this is an investment account, and the balance remains constant at £2m. The return on this investment, which was *£8,953.18 for January 2024*, is paid into the Barclays Current Account.

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

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

3. Recommendation

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

Bicester Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2024	Barclays Current Account	226,356.14	
31/01/2024	Wages Account	41,435.20	
31/01/2024	Ticketsource Account	101,624.98	
31/12/2023	CCLA Deposit	2,000,000.00	
31/01/2024	Barclays Treasury Deposit	0.00	
31/01/2024	Santander Capital Account	245,401.67	
31/12/2023	Lloyds Treasury Account	549,174.65	
			3,163,992.64

Unpresented Payments

	-10,724.95
	3,174,717.59

Receipts not on Bank Statement

	115.00
Closing Balance	**3,174,832.59**

All Cash & Bank Accounts

1	Current Bank A/c	234,152.39
2	Wages Account	41,435.20
3	Carnival Account	101,624.98
4	CCLA Deposit	2,000,000.00
5	Barclays Treasury Deposit	1,390,122.42
6	Santander Capital Account	245,401.67
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	**4,561,911.31**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 26th March 2024

Payments

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

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

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed of all the payments made since the last committee meeting. This includes payments to the 7th March 2024.

2. Background

The report lists all payments supported by the Purchase Ledger sheets for the BACS batches. BACS batches dated 26/01/2024 to the 07/03/2024 (page numbers 852 - 880) were sent to members of the Finance Committee before being paid.

3. Recommendation

Councillors are asked to **APPROVE** the payment schedules, totalling £376,697.91 of payments made since those agreed at the meeting on the 13/03/2024.

Date: 13/03/2024

Bicester Town Council

Time: 14:56

Current Bank A/c

List of Payments made between 26/01/2024 and 13/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/02/2024	Barclays Bank	TRANSFER	87.40		Commission 13 Dec/14 Jan
06/02/2024	Wages Account	BIC Wage	37,000.00		February 20/02/2024
07/02/2024	BACS P/L Pymnt Page 852	BACS Pymnt	65,457.60		BACS P/L Pymnt Page 852
09/02/2024	BACS P/L Pymnt Page 855	BACS Pymnt	3,043.70		BACS P/L Pymnt Page 855
15/02/2024	Barclays Bank	BACS	10.00		CR - allotment refund
15/02/2024	Barclays Bank	BACS	80.00		TMCD24 Dinner
16/02/2024	BT	GP01196708	48.25		Purchase Ledger DDR Payment
16/02/2024	Everflow Ltd	B238685A	359.63		Water charges
22/02/2024	Astral (Payroll)	BACS	64,894.31		Payroll February 2024
26/02/2024	OPUS ENERGY LTD	1292461	3,128.99		Electricity - Jan 24 Flat
27/02/2024	BACS P/L Pymnt Page 862	BACS Pymnt	18,005.59		BACS P/L Pymnt Page 862
27/02/2024	BACS P/L Pymnt Page 869	BACS Pymnt	400.00		BACS P/L Pymnt Page 869
29/02/2024	SSE GAS	DD00247146	127.82		Gas Nov & Dec 2023 Sunderland
29/02/2024	SSE GAS	DD00247179	1,013.26		Gas Nov&Dec 23 Garth
01/03/2024	BACS P/L Pymnt Page 866	BACS Pymnt	10,925.32		BACS P/L Pymnt Page 866
01/03/2024	BACS P/L Pymnt Page 870	BACS Pymnt	10,901.59		BACS P/L Pymnt Page 870
06/03/2024	BACS P/L Pymnt Page 873	BACS Pymnt	50.00		BACS P/L Pymnt Page 873
07/03/2024	BACS P/L Pymnt Page 877	BACS Pymnt	161,164.45		BACS P/L Pymnt Page 877
		Total Payments	376,697.91		

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AG	A&G Security and Events Ltd							
BTC Xmas Light switch on 2023		28/11/2023	1026	1	2,177.10	0.00	2,177.10	0.00
Xmas Light Trail Security 2023		28/11/2023	1027	1	19,625.76	0.00	19,625.76	0.00
						0.00	21,802.86	
				Above paid on 07/02/2024 by Online Payment Ref AG				
C054	CMR Intech Limited							
Microsoft Office 365		09/01/2024	421944	1	396.00	0.00	396.00	0.00
Microsoft Office		12/01/2024	421970	1	52.42	0.00	52.42	0.00
						0.00	448.42	
				Above paid on 07/02/2024 by Online Payment Ref C054				
EPTC	Victoria Ruskin-Clements							
Bicester lights switch on		23/11/2023	NOV 23	1	1,440.00	0.00	1,440.00	0.00
						0.00	1,440.00	
				Above paid on 07/02/2024 by Online Payment Ref EPTC				
EURO	Euroffice Ltd							
Stationery		11/01/2024	INV0004473489	1	370.73	0.00	370.73	0.00
Stationery		17/01/2024	INV0004475300	1	9.97	0.00	9.97	0.00
						0.00	380.70	
				Above paid on 07/02/2024 by Online Payment Ref EURO				
GLX	GLX Productions Ltd							
Christmas at Garth Park		20/12/2023	INV0706	1	26,218.68	0.00	26,218.68	0.00
						0.00	26,218.68	
				Above paid on 07/02/2024 by Online Payment Ref GLX				
O019	Oxford Alarm Company Ltd							
Smoke detector		02/01/2024	5147	1	344.76	0.00	344.76	0.00
						0.00	344.76	
				Above paid on 07/02/2024 by Online Payment Ref O019				

Continued over page

Linked to Cashbook 1 Entered Month 11 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ORI	ORIGIN AMENITY SOLUTIONS LTD							
Grass Paint		16/01/2024	OASI0090513	1	508.46	0.00	508.46	0.00
						0.00	508.46	
Above paid on 07/02/2024 by Online Payment Ref ORI								
PENINSULA	Peninsula							
Insurance		18/01/2024	U004012697	1	202.12	0.00	202.12	0.00
						0.00	202.12	
Above paid on 07/02/2024 by Online Payment Ref PENINSULA								
R012	Ridge & Partners LLP							
feasibility study		15/12/2023	257530	1	3,540.00	0.00	3,540.00	0.00
						0.00	3,540.00	
Above paid on 07/02/2024 by Online Payment Ref R012								
RIO	RIO WORKWEAR LTD							
Workwear		17/01/2024	8258	1	96.32	0.00	96.32	0.00
						0.00	96.32	
Above paid on 07/02/2024 by Online Payment Ref RIO								
S073	The Society of Local Council Clerks							
Joining Fee - 1004177 P.Evans		23/01/2024	MEM247988-1	1	438.00	0.00	438.00	0.00
						0.00	438.00	
Above paid on 07/02/2024 by Online Payment Ref S073								
SETFORDS	Setfords							
Legal Professional Fees BTC		22/01/2024	B7553/11	1	9,000.00	0.00	9,000.00	0.00
						0.00	9,000.00	
Above paid on 07/02/2024 by Online Payment Ref SETFORDS								
THORNE	Thorne & Wait							
General labourer		14/01/2024	00711226	1	617.28	0.00	617.28	0.00
						0.00	617.28	
Above paid on 07/02/2024 by Online Payment Ref THORNE								

Continued over page

Linked to Cashbook 1

Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOOL	Toolstation ltd							
Repairs		16/01/2024	X01544022429	1	317.11	0.00	317.11	0.00
Repairs		16/01/2024	X02544022429	1	102.89	0.00	102.89	0.00
						0.00	420.00	

Above paid on 07/02/2024 by Online Payment Ref TOOL

	Discount	Amount Paid
Total Purchase Ledger Payments	0.00	65,457.60

Linked to Cashbook 1 Entered Month 10 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C054	CMR Intech Limited							
Microsoft 365 Business Basic		03/01/2024	421826	1	35.28	0.00	35.28	0.00
WatchGuard AuthPoint		03/01/2024	421837	1	20.52	0.00	20.52	0.00
Microsoft Office 365		03/01/2024	421852	1	40.08	0.00	40.08	0.00
Veeam Backup		04/01/2024	421861	1	66.60	0.00	66.60	0.00
Microsoft Office 365		03/01/2024	421889	1	4.22	0.00	4.22	0.00
Veeam Backup		04/01/2024	421902	1	153.60	0.00	153.60	0.00
						0.00	320.30	
				Above paid on 09/02/2024 by Online Payment Ref C054				
ICS	iCS Communication							
Telephone charges Dec 2023		07/12/2023	45494/0672478	1	271.68	0.00	271.68	0.00
						0.00	271.68	
				Above paid on 09/02/2024 by Online Payment Ref ICS				
L009	Lewis's Butchers Ltd							
Santa Fun Run Back Bacon		17/12/2023	19852	1	115.00	0.00	115.00	0.00
						0.00	115.00	
				Above paid on 09/02/2024 by Online Payment Ref L009				
L012	LEE WANLESS PLUMBING & HEATING LTD							
Toilet Valve fit		06/11/2023	13993	1	72.00	0.00	72.00	0.00
						0.00	72.00	
				Above paid on 09/02/2024 by Online Payment Ref L012				
O019	Oxford Alarm Company Ltd							
Access Control Maintenance		04/01/2024	4960	1	576.00	0.00	576.00	0.00
						0.00	576.00	
				Above paid on 09/02/2024 by Online Payment Ref O019				
RUSS								
Bicester Christmas light		18/01/2024	1	1	450.00	0.00	450.00	0.00
						0.00	450.00	
				Above paid on 09/02/2024 by Online Payment Ref RUSS				

Continued over page

Linked to Cashbook 1 Entered Month 10 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SCG	Southern Communications Limited							
Telephone Line rental Jan 2024		09/01/2024	45494/0690555	1	263.24	0.00	263.24	0.00
						0.00	263.24	
			Above paid on 09/02/2024 by Online Payment Ref SCG					
SKYWAVE	The Sky Wave Distilling Company							
Provide Bar, 2 Staff Gin&Jazz		17/11/2023	2013	1	358.20	0.00	358.20	0.00
						0.00	358.20	
			Above paid on 09/02/2024 by Online Payment Ref SKYWAVE					
THORNE	Thorne & Wait							
General Labourer		21/01/2024	00711249	1	617.28	0.00	617.28	0.00
						0.00	617.28	
			Above paid on 09/02/2024 by Online Payment Ref THORNE					
			Total Purchase Ledger Payments			0.00	3,043.70	

Linked to Cashbook 1 | Entered Month 11 by user LS

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O001	One Bicester							
Alarm Service		09/02/2024	5220	1	154.08	0.00	154.08	0.00
Correct Inv entered in Error		09/02/2024	5220ADJ	1	-154.08	0.00	-154.08	0.00
						0.00	0.00	

No payment due as Credit Notes have been applied

Total Purchase Ledger Payments	0.00	0.00

Linked to Cashbook 1 Entered Month 10

by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT BT							
Purchase Ledger DDR Payment	16/01/2024	ON ACC 214	1	0.00	0.00	48.25	-48.25
					0.00	48.25	

Above paid on 16/01/2024 by Direct Debit GP

Total Purchase Ledger Payments	0.00	48.25

Linked to Cashbook 1 Entered Month 10
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EVER	Everflow Ltd							
Water Charges 08/02 - 07/03/24		08/01/2024	2783705	1	369.38	0.00	369.38	0.00
						0.00	369.38	

Above paid on 01/01/2024 by Direct Debit DD

Total Purchase Ledger Payments	0.00	369.38

Linked to Cashbook 1 Entered Month 10 by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OPUS OPUS ENERGY LTD							
Electricity - Dec 2023	15/01/2024	42902454	1	25.11	0.00	25.11	0.00
Electricity Dec. 2024	15/01/2024	42902455	1	12.39	0.00	12.39	0.00
Elec. 01/12/23 - 31/12/23	15/01/2024	42902456	1	12.08	0.00	12.08	0.00
01/12-31/12/23 Garth House	15/01/2024	42902457	1	166.38	0.00	166.38	0.00
01/12-31/12/23 Garth Flats	15/01/2024	42902458	1	272.56	0.00	272.56	0.00
Electricity Dec 2023	15/01/2024	42902459	1	41.98	0.00	41.98	0.00
01.12-31/12/2023 Stable Block	15/01/2024	42902460	1	107.48	0.00	107.48	0.00
01/12-31/12/2023 Cemetery	15/01/2024	42902461	1	12.77	0.00	12.77	0.00
01/12-31/12/2023 Garage	15/01/2024	42902462	1	18.85	0.00	18.85	0.00
01/12-31/12/2024 Hart/Sunderla	15/01/2024	42902463	1	52.76	0.00	52.76	0.00
01/12-31/12/2023 Chaffinch	15/01/2024	42902489	1	955.02	0.00	955.02	0.00
01/12-31/12/2023 Pingle Pav.	15/01/2024	42902490	1	540.70	0.00	540.70	0.00
					0.00	2,218.08	

Above paid on 25/01/2024 by Direct Debit Dec 2023

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE GAS SSE GAS							
Gas Supply Nov 2023	20/12/2023	IV00209032	1	15.88	0.00	15.88	0.00
					0.00	15.88	

Above paid on 19/01/2024 by Direct Debit DD Dec 23

Total Purchase Ledger Payments	0.00	2,233.96

Linked to Cashbook 1 Entered Month 10
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024 Barclaycard Commercial 5476760594863261							
Purchase Ledger DDR Payment	17/01/2024	ON ACC 215	1	0.00	0.00	13.92	-13.92
					0.00	13.92	

Above paid on 17/01/2024 by Direct Debit 1st DD pay

Total Purchase Ledger Payments	0.00	13.92

Linked to Cashbook 1 | Entered Month 11 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H018	Healthmatic Limited							
Cleaning contract		31/01/2024	13533	1	3,075.00	0.00	3,075.00	0.00
						0.00	3,075.00	
			Above paid on 27/02/2024 by Online Payment Ref H018					
HQBG	Headquarters Bicester Garrison							
Catering		04/12/2023	BGHQ/BGOM/1211	1	612.00	0.00	612.00	0.00
						0.00	612.00	
			Above paid on 27/02/2024 by Online Payment Ref HQBG					
J001	Joblings							
Fuel and refreshments		31/01/2024	202400001	1	343.77	0.00	343.77	0.00
Fuel and refreshments		31/12/2023	353	1	210.98	0.00	210.98	0.00
						0.00	554.75	
			Above paid on 27/02/2024 by Online Payment Ref J001					
JUSTIN	Justin Bucknell Electrical							
Electrician BF light circuit		19/02/2024	INV-7507	1	90.00	0.00	90.00	0.00
WOrk @ SUnderland Drive		20/02/2024	INV-7511	1	84.00	0.00	84.00	0.00
						0.00	174.00	
			Above paid on 27/02/2024 by Online Payment Ref JUSTIN					
K001	Kompan ltd							
Play equipment		16/02/2024	251905	1	110.82	0.00	110.82	0.00
						0.00	110.82	
			Above paid on 27/02/2024 by Online Payment Ref K001					
L012	LEE WANLESS PLUMBING & HEATING LTD							
Boiler service		17/01/2024	14186	1	78.00	0.00	78.00	0.00
						0.00	78.00	
			Above paid on 27/02/2024 by Online Payment Ref L012					

Continued over page

Linked to Cashbook 1

Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LGRC	Local Government Resource Centre							
Locum services		07/02/2024	1788	1	1,865.48	0.00	1,865.48	0.00
Locum Services		07/02/2024	1791	1	4,473.49	0.00	4,473.49	0.00
						0.00	6,338.97	
				Above paid on 27/02/2024 by Online Payment Ref LGRC				
M050	Microshade Business Consultants Ltd							
Hosting		01/02/2024	18869	1	187.50	0.00	187.50	0.00
						0.00	187.50	
				Above paid on 27/02/2024 by Online Payment Ref M050				
N004	New Recruits							
Industrial worker		09/01/2024	00068130	1	541.57	0.00	541.57	0.00
Industrial staff		17/01/2024	00068202	1	672.34	0.00	672.34	0.00
Industrial worker		24/01/2024	00068276	1	672.34	0.00	672.34	0.00
Industrial staff		31/01/2024	00068342	1	672.34	0.00	672.34	0.00
Industrial staff		06/02/2024	00068411	1	409.25	0.00	409.25	0.00
						0.00	2,967.84	
				Above paid on 27/02/2024 by Online Payment Ref N004				
N027	Navitas Desgin							
Labour: changes		05/02/2024	31434	1	18.00	0.00	18.00	0.00
Ongoing monthly maintenance		01/02/2024	31459	1	29.99	0.00	29.99	0.00
Simple SSL Certificate.		05/02/2024	31473	1	59.99	0.00	59.99	0.00
						0.00	107.98	
				Above paid on 27/02/2024 by Online Payment Ref N027				
O019	Oxford Alarm Company Ltd							
Alarm Service		09/02/2024	5220	1	154.08	0.00	154.08	0.00
Callout Commercial		21/12/2023	5266	1	144.00	0.00	144.00	0.00
Callout Charge		01/02/2024	5404	1	187.46	0.00	187.46	0.00
						0.00	485.54	
				Above paid on 27/02/2024 by Online Payment Ref O019				

Continued over page

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OLP	Online Playgrounds							
Parts		30/01/2024	SIN056734	1	649.20	0.00	649.20	0.00
Paint		31/01/2024	SIN056791	1	784.80	0.00	784.80	0.00
						0.00	1,434.00	
			Above paid on 27/02/2024 by Online Payment Ref OLP					
OMR	Oxfordshire Motorcycle Rescue							
Repairs to Stihl equipment		20/02/2024	BTC 3104	1	450.00	0.00	450.00	0.00
						0.00	450.00	
			Above paid on 27/02/2024 by Online Payment Ref OMR					
ORI	ORIGIN AMENITY SOLUTIONS LTD							
Paint for pitches		19/12/2023	OAC01048	1	485.03	0.00	485.03	0.00
Paint for pitches		20/12/2023	OASI0089419	1	323.35	0.00	323.35	0.00
						0.00	808.38	
			Above paid on 27/02/2024 by Online Payment Ref ORI					
P010	Travis Perkins Trading Co Ltd							
Postcrete		06/02/2024	3003 ALZ899	1	620.81	0.00	620.81	0.00
						0.00	620.81	
			Above paid on 27/02/2024 by Online Payment Ref P010					
			Total Purchase Ledger Payments			0.00	18,005.59	

Linked to Cashbook 1 Entered Month 11
by user LS

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C41	Cherwell District Council							
70009604/ lease of open spaces		01/04/2019	70009604	1	10.00	0.00	10.00	0.00
Reverse Duplicate invoice		01/04/2019	70009604X	1	-10.00	0.00	-10.00	0.00
						0.00	0.00	

No payment due as Credit Notes have been applied

Total Purchase Ledger Payments	0.00	0.00

Linked to Cashbook 1 | Entered Month 11 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P030	Pear Technology Services Ltd							
Technical Support		30/01/2024	140440	1	288.00	0.00	288.00	0.00
						0.00	288.00	
				Above paid on 01/03/2024 by Online Payment Ref P030				
PENINSULA	Peninsula							
HR Services		18/02/2024	U004071703	1	202.12	0.00	202.12	0.00
						0.00	202.12	
				Above paid on 01/03/2024 by Online Payment Ref PENINSULA				
R012	Ridge & Partners LLP							
Fees - New Offices		30/01/2024	260385	1	4,800.00	0.00	4,800.00	0.00
						0.00	4,800.00	
				Above paid on 01/03/2024 by Online Payment Ref R012				
RIO	RIO WORKWEAR LTD							
Uniform		16/02/2024	INV-8334	1	226.22	0.00	226.22	0.00
						0.00	226.22	
				Above paid on 01/03/2024 by Online Payment Ref RIO				
S073	The Society of Local Council Clerks							
SLCC Membership P Canning		19/02/2024	MEM248370-1	1	490.00	0.00	490.00	0.00
CiLCA - P Canning		19/02/2024	QL204915-1	1	450.00	0.00	450.00	0.00
						0.00	940.00	
				Above paid on 01/03/2024 by Online Payment Ref S073				
SH LEWIS	SH Lewis and Sons							
Window cleaning		28/01/2024	53496	1	294.00	0.00	294.00	0.00
						0.00	294.00	
				Above paid on 01/03/2024 by Online Payment Ref SHLEWIS				
T065	Turney - Groundforce							
Parts		07/11/2023	1096429	1	50.09	0.00	50.09	0.00
						0.00	50.09	
				Above paid on 01/03/2024 by Online Payment Ref T065				

Continued over page

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T097	Tudor Environmental							
Cleaning supplies		24/01/2024	IN0295981	1	424.98	0.00	424.98	0.00
Mower		24/01/2024	IN0295982	1	186.29	0.00	186.29	0.00
						0.00	611.27	
				Above paid on 01/03/2024 by Online Payment Ref T097				
THA	Thames Air & Water Tech Ltd							
Callout and Remedial Works		10/01/2024	3089	1	1,152.00	0.00	1,152.00	0.00
						0.00	1,152.00	
				Above paid on 01/03/2024 by Online Payment Ref THA				
THORNE	Thorne & Wait							
General labourer		28/01/2024	00711271	1	617.28	0.00	617.28	0.00
General Labourer		04/02/2024	00711292	1	617.28	0.00	617.28	0.00
						0.00	1,234.56	
				Above paid on 01/03/2024 by Online Payment Ref THORNE				
TOOL	Toolstation ltd							
Tools		08/02/2024	X01564083458	1	4.54	0.00	4.54	0.00
Rivet Pack & Drill Bit Set		15/02/2024	X01570086095	1	39.87	0.00	39.87	0.00
Parts		08/02/2024	X02564083458	1	41.86	0.00	41.86	0.00
Rivet Tool		15/02/2024	X02570086095	1	149.61	0.00	149.61	0.00
Deadlocking Nightlatch		12/01/2024	XWW540851693	1	17.80	0.00	17.80	0.00
Adj incorrect entry		12/01/2024	XWW540851693X	1	-0.72	0.00	-0.72	0.00
						0.00	252.96	
				Above paid on 01/03/2024 by Online Payment Ref TOOL				
TWC	Total Water Care							
Mains Chlorination		17/01/2024	77195	1	804.00	0.00	804.00	0.00
						0.00	804.00	
				Above paid on 01/03/2024 by Online Payment Ref TWC				

Continued over page

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W002	Washington House Occupational Health Ltd							
HR Call 30 mins		30/01/2024	5718	1	70.10	0.00	70.10	0.00
						0.00	70.10	

Above paid on 01/03/2024 by Online Payment Ref W002

Total Purchase Ledger Payments	0.00	10,925.32

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024	Barclaycard Commercial 5476760594863261							
Purchase Ledger BACS Payment		27/02/2024	ON ACC 216	1	0.00	0.00	400.00	-400.00
						0.00	400.00	

Above paid on 27/02/2024 by Online Payment Ref B024

Total Purchase Ledger Payments	0.00	400.00

Linked to Cashbook 1 Entered Month 11 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A048	Acme Pest Control & Deer Management							
Whitelands Pest control 29 Jan		31/01/2024	65-108	1	103.70	0.00	103.70	0.00
Pest Control Work 29 Jan		31/01/2024	66-108	1	87.60	0.00	87.60	0.00
						0.00	191.30	
				Above paid on 01/03/2024 by Online Payment Ref A048				
ASTRAL	astral accountancy							
Accountancy		31/01/2024	7296	1	144.00	0.00	144.00	0.00
						0.00	144.00	
				Above paid on 01/03/2024 by Online Payment Ref ASTRAL				
B002	Bicester Tyre & Exhaust Centre							
BV71UCW		08/01/2024	177359	1	214.68	0.00	214.68	0.00
						0.00	214.68	
				Above paid on 01/03/2024 by Online Payment Ref B002				
B087	Barstows Stationery							
Loo Paper & Printer ink		25/01/2024	88002	1	169.39	0.00	169.39	0.00
						0.00	169.39	
				Above paid on 01/03/2024 by Online Payment Ref B087				
B178	BUCKS RECYCLING LTD							
Waste collection		14/02/2024	162734	1	366.00	0.00	366.00	0.00
Waste removal		16/02/2024	162895	1	366.00	0.00	366.00	0.00
						0.00	732.00	
				Above paid on 01/03/2024 by Online Payment Ref B178				
BCQ	BCQ Solutions Limited							
Banners		30/11/2023	INV503198	1	234.00	0.00	234.00	0.00
						0.00	234.00	
				Above paid on 01/03/2024 by Online Payment Ref BCQ				

Continued over page

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BD1	Banbury Digital Ltd							
Photocopier		30/01/2024	INV-1852	1	297.76	0.00	297.76	0.00
						0.00	297.76	
				Above paid on 01/03/2024 by Online Payment Ref BD1				
BEAUTY	Beauty & Bicester							
Photography - Fun Run		17/12/2023	230313	1	60.00	0.00	60.00	0.00
						0.00	60.00	
				Above paid on 01/03/2024 by Online Payment Ref BEAUTY				
C054	CMR Intech Limited							
Microsoft Exchange		23/01/2024	422049	1	760.32	0.00	760.32	0.00
Office equipment		30/01/2024	422063	1	2,306.40	0.00	2,306.40	0.00
Microsoft 365		29/01/2024	422064	1	35.28	0.00	35.28	0.00
Veeam Backup		02/02/2024	422076	1	68.40	0.00	68.40	0.00
WatchGuard AuthPoint		01/02/2024	422122	1	20.52	0.00	20.52	0.00
Excess Support Hours		02/02/2024	422124	1	1,074.60	0.00	1,074.60	0.00
Veeam Backup		02/02/2024	422136	1	153.60	0.00	153.60	0.00
Microsoft Office 365		08/02/2024	422216	1	396.00	0.00	396.00	0.00
Microsoft Office 365		14/02/2024	422227	1	52.42	0.00	52.42	0.00
						0.00	4,867.54	
				Above paid on 01/03/2024 by Online Payment Ref C054				
C102	Curtis and Carder Services Ltd							
Boiler service		16/02/2024	1358425	1	102.00	0.00	102.00	0.00
						0.00	102.00	
				Above paid on 01/03/2024 by Online Payment Ref C102				
C105	CleanGenieLtd							
Cleaning Jan		31/01/2024	6253	1	555.20	0.00	555.20	0.00
						0.00	555.20	
				Above paid on 01/03/2024 by Online Payment Ref C105				

Continued over page

Linked to Cashbook 1 Entered Month 11 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EPTC	Victoria Ruskin-Clements							
Late Payment Fees - EPTC		17/02/2024	#106	1	120.00	0.00	120.00	0.00
						0.00	120.00	
			Above paid on 01/03/2024 by Online Payment Ref EPTC					
EURO	Euroffice Ltd							
Stationery		14/02/2024	INV0004486463	1	690.20	0.00	690.20	0.00
						0.00	690.20	
			Above paid on 01/03/2024 by Online Payment Ref EURO					
F020	FBCA							
Subscription		19/01/2024	FBCA -0416	1	201.60	0.00	201.60	0.00
						0.00	201.60	
			Above paid on 01/03/2024 by Online Payment Ref F020					
G007	Grundon Waste Management Ltd							
Waste Management		31/01/2024	PSI-1002771	1	353.57	0.00	353.57	0.00
Waste Management		31/01/2024	PSI-1002772	1	260.95	0.00	260.95	0.00
						0.00	614.52	
			Above paid on 01/03/2024 by Online Payment Ref G007					
GOAL	Its A Goal							
12X6 ANTI VANDAL		12/01/2024	AC00102	1	1,707.40	0.00	1,707.40	0.00
						0.00	1,707.40	
			Above paid on 01/03/2024 by Online Payment Ref GOAL					
			Total Purchase Ledger Payments			0.00	10,901.59	

Linked to Cashbook 1 Entered Month 12
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024	Barclaycard Commercial 5476760594863261							
Purchase Ledger BACS Payment		06/03/2024	ON ACC 217	1	0.00	0.00	50.00	-50.00
						0.00	50.00	

Above paid on 06/03/2024 by Online Payment Ref B024

Total Purchase Ledger Payments	0.00	50.00

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT BT							
Purchase Ledger DDR Payment	16/02/2024	ON ACC 218	1	0.00	0.00	48.25	-48.25
					0.00	48.25	

Above paid on 16/02/2024 by Direct Debit GP01196708

	Discount	Amount Paid
Total Purchase Ledger Payments	0.00	48.25

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EVER	Everflow Ltd							
Water charges		08/02/2024	2858485	1	359.63	0.00	359.63	0.00
						0.00	359.63	

Above paid on 16/02/2024 by Direct Debit B238685A

Total Purchase Ledger Payments	0.00	359.63

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OPUS OPUS ENERGY LTD							
Electricity Jan Mess Room	16/02/2024	4290079	1	12.08	0.00	12.08	0.00
Electricity - Jan 24, Out Buil	16/02/2024	42940077	1	15.20	0.00	15.20	0.00
Electicity Jan Toilet Block	16/02/2024	42940078	1	12.39	0.00	12.39	0.00
Electricity - Jan Offices	16/02/2024	42940080	1	182.16	0.00	182.16	0.00
Electricity - Jan 24 Flat	16/02/2024	42940081	1	309.88	0.00	309.88	0.00
Electricity Jan 24 Outreach	16/02/2024	42940082	1	43.94	0.00	43.94	0.00
Electricity Jan 24, Stable	16/02/2024	42940083	1	119.38	0.00	119.38	0.00
Electricity - Jan 24 Cemetary	16/02/2024	42940084	1	13.49	0.00	13.49	0.00
Electricity Jan 2024 Garage	16/02/2024	42940085	1	18.46	0.00	18.46	0.00
Electricity Jan 24 Hart	16/02/2024	42940086	1	44.92	0.00	44.92	0.00
Electricty Jan Chaffinch	16/02/2024	42940122	1	1,278.77	0.00	1,278.77	0.00
Electricity Jan 24 Pingle	16/02/2024	42940123	1	1,078.32	0.00	1,078.32	0.00
					0.00	3,128.99	

Above paid on 26/02/2024 by Direct Debit 1292461

Total Purchase Ledger Payments	0.00	3,128.99

Linked to Cashbook 1 Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMAZON BUS Amazon Business							
Samsung cases	23/02/2024	1675897415-2024-100	1	34.29	0.00	34.29	0.00
Screen Protectors - mobiles	22/02/2024	GBQHS4ABEI	1	3.49	0.00	3.49	0.00
Multi-Device Charging station	22/02/2024	I1039538655-2024-77	1	29.99	0.00	29.99	0.00
					0.00	67.77	
		Above paid on 07/03/2024 by Online Payment Ref AMAZONBUS					
B005 Telefonica O2 UK Ltd							
Samsung Galaxy purchase	30/01/2024	28418254	1	12.00	0.00	12.00	0.00
7 x Samsung Galaxy phones	30/01/2024	28418267	1	84.00	0.00	84.00	0.00
Line rental Acc. 03539946	30/01/2024	28420324	1	47.16	0.00	47.16	0.00
Feb Line Rental	01/02/2024	28466441	1	24.79	0.00	24.79	0.00
Line charge rental	30/01/2024	2848798	1	393.46	0.00	393.46	0.00
					0.00	561.41	
		Above paid on 07/03/2024 by Online Payment Ref B005					
BD1 Banbury Digital Ltd							
Toshipa E-Studio Photocopier	29/02/2024	1940	1	321.48	0.00	321.48	0.00
					0.00	321.48	
		Above paid on 07/03/2024 by Online Payment Ref BD1					
C054 CMR Intech Limited							
Microsoft 365 Business Basic	29/02/2024	422331	1	35.28	0.00	35.28	0.00
Microsoft Subscription	29/02/2024	422333	1	8.45	0.00	8.45	0.00
WatchGuard Subscription	29/02/2024	422336	1	21.53	0.00	21.53	0.00
Veeam Backup	04/03/2024	422344	1	68.40	0.00	68.40	0.00
Veeam Backup, Licences	04/03/2024	422375	1	153.60	0.00	153.60	0.00
					0.00	287.26	
		Above paid on 07/03/2024 by Online Payment Ref C054					
C41 Cherwell District Council							
Xmas Tree Installation & Road	23/02/2024	20014285	1	3,897.59	0.00	3,897.59	0.00
Landscape charges Oct/Dec 23	29/02/2024	20014357	1	150,594.54	0.00	150,594.54	0.00
					0.00	154,492.13	
		Above paid on 07/03/2024 by Online Payment Ref C41					

Continued over page

Linked to Cashbook 1 | Entered Month 12 by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G001	Gem Tool Hire & Sales Ltd							
Radial Sweeper		23/02/2024	29172	1	146.86	0.00	146.86	0.00
						0.00	146.86	
				Above paid on 07/03/2024 by Online Payment Ref G001				
L012	LEE WANLESS PLUMBING & HEATING LTD							
Urinals		22/02/2024	14296	1	924.00	0.00	924.00	0.00
						0.00	924.00	
				Above paid on 07/03/2024 by Online Payment Ref L012				
LEEP	Leep Utilities							
Water 12/11/2023 - 1/03/2024		01/03/2024	A-ECEB80AC	1	324.98	0.00	324.98	0.00
						0.00	324.98	
				Above paid on 07/03/2024 by Online Payment Ref LEEP				
N027	Navitas Desgin							
March maintenance		01/03/2024	31531	1	29.99	0.00	29.99	0.00
						0.00	29.99	
				Above paid on 07/03/2024 by Online Payment Ref N027				
O002	OALC							
Finance for Councillors 60/02/		14/01/2024	4590	1	72.00	0.00	72.00	0.00
						0.00	72.00	
				Above paid on 07/03/2024 by Online Payment Ref O002				
O025	One Stop Promotions Ltd							
Santa Suits		16/12/2023	51233	1	1,224.72	0.00	1,224.72	0.00
Santa Suits - Extras		14/12/2023	51743	1	880.80	0.00	880.80	0.00
						0.00	2,105.52	
				Above paid on 07/03/2024 by Online Payment Ref O025				
P003	Peleman Industries Ltd							
Thermal Portrait		29/02/2024	24304	1	203.82	0.00	203.82	0.00
						0.00	203.82	
				Above paid on 07/03/2024 by Online Payment Ref P003				

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Linked to Cashbook 1 Entered Month 12
by user HP

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T065	Turney - Groundforce							
Slipped Timimg Belt		26/02/2024	1102706	1	391.23	0.00	391.23	0.00
						0.00	391.23	
			Above paid on 07/03/2024 by Online Payment Ref T065					
TWC	Total Water Care							
Mains Chlorination		28/02/2024	77852	1	804.00	0.00	804.00	0.00
						0.00	804.00	
			Above paid on 07/03/2024 by Online Payment Ref TWC					
W024	Waterman Graphics							
Door Signs		19/02/2024	10700	1	228.00	0.00	228.00	0.00
Supply digits / Letters		28/02/2024	10714	1	204.00	0.00	204.00	0.00
						0.00	432.00	
			Above paid on 07/03/2024 by Online Payment Ref W024					
			Total Purchase Ledger Payments			0.00	161,164.45	

Linked to Cashbook 1 Entered Month 11
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE GAS SSE GAS							
Gas Nov & Dec 2023 Sunderland	09/01/2024	IV00250071	1	127.82	0.00	127.82	0.00
					0.00	127.82	
		Above paid on 29/02/2024 by Direct Debit DD00247146					
SSE GAS SSE GAS							
Gas Nov&Dec 23 Garth	09/01/2024	IV00248456	1	1,013.26	0.00	1,013.26	0.00
					0.00	1,013.26	
		Above paid on 29/02/2024 by Direct Debit DD00247179					
		Total Purchase Ledger Payments			0.00	1,141.08	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 26th March 2024

Aged Debtors

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

Responsible Finance Officer: Helen Pool
Contact:helen.pool@bicester.gov.uk

Ward Affected: All Wards

1.Overview

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

The Officer will be available to answer any specific questions

2. Background

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

Any debts over 1 month old are chased each week unless it is a quarterly or annual invoice that is being paid by instalments.

3.Illustration Graph

Date	Value (less Vat)	Who	Age	Report
02/03/2023	700	ROUND TABLE	336	4
31/05/2023	80.33	CDC	246	4
31/05/2023	1500	REGISTRAR	246	4
01/06/2023	5100	CAB	245	4
16/06/2023	350	ROUND TABLE	230	4
19/06/2023	250	OALC	227	4
07/07/2023	200	DL HANCOCK	209	4

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

	Now paid or cleared
	Qtr or Annual instal

Active chasing

The Responsible Finance Officer needs to investigate the invoices and chase the outstanding amounts.

4. Recommendation

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 26th March 2024

Aged Creditors

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

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

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed as to the Aged Creditors and the Officer will be available to answer any specific questions. The data shown is to 30th January 2024. The detailed report from the financial system will be tabled at the meeting.

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. Note that the age of the debt is taken from the invoice date – this may be some days or weeks before the invoice is received for processing by finance.

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

3. Illustration Graph

Date	Value (less Vat)	Who	Age	Report
30/05/2018	£15,600.00	Cherwell	2115	5
18/10/2018	£11.00	Cherwell	1974	5
01/04/2019	£10.00	Cherwell	1809	5
11/03/2020	£3,788.80	Cherwell	1464	5
17/03/2021	£415.00	Cherwell	1093	5

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

Yellow	Available to pay in the next run.
Red	In dispute

4. Investigation

The Committee asked the **RFO** during the Finance Committee Meeting 13th February 2024 to conduct one final investigation into the Cherwell District Council Aged Creditors dating between 2018 and 2021.

5. Investigation Findings

Paper documentation was not available, evidence was gathered from the relevant years in the electronic system, as below:

30/05/2018 £15,600.00 - Contribution to Sheep Street bollards. (VAT inc.)
We can surmise that as we do not have access to the use of the bollards and they work remittent, that we have disputed the payment.

18/10/2018 £11.00 - Annual leases

01/04/2019 £10.00 - Duplicate payment from 2019/2020
This has now been written off.

11/03/2020 £3788.80 - Workshop rates
At the date when this report was created, Workshop rates have not been paid since 2019/ 2020.

17/03/2021 £415.00 - Allotment Lease Rent
Unless there was a specific dispute as to why Allotment Lease Rent was not paid, judging by previous years, this was regularly paid.

6. Recommendation

In addition to Financial Regulation 5.2, the committee is asked to **NOTE** the Aged Creditors as of 31st January 2024 and depending on the outcome of the investigation, to **APPROVE** one of the following three options:

i. Record the cost as a creditor on the Balance Sheet for 7 years per date of debt.
ii. Write off the consolidated creditor.
iii. Contact Cherwell District Council to have invoices reissued and to pay them.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday, 26th March 2024

Bank Mandate Report

Chairman: Councillor Paul Wheatley
Contact: 01869 252915 Paul.Wheatley@Bicester.gov.uk

Responsible Finance Officer: Helen Pool
Contact:01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

The Responsible Finance Officer requests to be included on the bank mandate as per Finance Regulations – March 2024, 5.1. 'The council's banking arrangements, including the bank mandate, shall be made by the Town Clerk and Responsible Finance Officer and approved by the council; banking arrangements may not be delegated to a committee'.

2. Recommendation

The Committee is asked to **APPROVE** the request for the **Responsible Finance Officer** to be included on the Bank Mandate.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday, 26th March 2024

Grant Aid Applications

Chairman: Councillor Paul Wheatley
Contact: 01869 252915 Paul.Wheatley@Bicester.gov.uk

Responsible Finance Officer: Helen Pool
Contact:01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

There were still funds left from 2023/2024 Grant Aid so the fund was opened to the public for interested parties to apply. At the same time, the application process for Grant Aid for 2024/2025 was started.

There were a further three applications for funds from 2023/2024: Hindu Society, Orchard Baptist Church and Claypits Community Allotments. The Claypits Community application was reviewed in the Finance Meeting 13th February and approval was given subject to the Community confirming acceptance of risk mitigation. Claypits have agreed that they will take full responsibility for any associated costs and maintenance that the eco toilets might incur in the future.

2. Recommendation

The Committee is asked to **APPROVE** the Grant Aid Applications for the three applicants for 2023/2024 and the new applicants for 2024/2025.

Reopening of Grant Aid Applications 2023/24

Amount to be taken from earmarked reserves in 24/25

Organisation	Amount Requested	Funding Applied For
Hindu Society	£519.00	Speakers and associated accessories for events in lue of hiring speakers and DJs for those events
Orchard Baptist Church	£200.00	Contribute to hall hire for Hong Kong English conversation group to support integration into society
Claypits Community Allotments	£1,000.00	Eco toilet for allotments for tenants and visitors

Total	£13,681.00
23/24 Budget	£22,000.00
Remaining	£8,319.00

Grant Applications 2024/2025

	Organisation	Amount Requested	Funding Applied For
1	1st Bicester Intrepid Scout Association	£750.00	Replacing the tyres on the minibus used to transport the scouts.
2	ARCh (assisted Reading for Children)	£1,100.00	To maintain book boxes, ensuring they are updated and supporting the interests of the children.
3	Bicester Athletic	£416.00	Purchase of electronic indoor starting system for inclusion of neurodivergent or hard of hearing
4	Bicester Autism	£1,000.00	Fund a Christmas party for the Autism Teen Social group to further socialisation and education.
5	Bicester Evergreens	£800.00	Senior's Club funding for Summer tea party and Xmas lunch
6	Bicester Food Bank	£1,000.00	Fund summer booster bags for families with children
7	Bicester Hindu Society	£1,000.00	Fund 2 educational and religious events - Dandiya Night and Diwali.
8	Bicester Pride	£1,000.00	To support the 2024 Bicester Pride Event to help grown the community
9	Bicester Widows/Widowers Group	£1,000.00	Subsidise trips and functions supporting all members, social needs are met and supported.
10	Bure Park Primary PTA	£500.00	To find 1 1/2 day workshop to introduce opera to children run by Oxford Opera Company.

11	Heyford Park Social Committee	£1,000.00	Community Fun Day for families to enjoy and raise money for charities.
12	Launton Village Players	£1,000.00	To replace stage blocks for new ones to continue entertaining local community and raise money for others.
13	One-Eighty	£1,000.00	Support young people with profound and complex needs in Bicester, intensive 1 to 1 intervention per child
14	Trinity Camerata Orchestra	£750.00	Family concert of Beethoven's 9th symphony July 2024
15	Nai's House	£5,000.00	Youth mental health support, suicide and self harm prevention, intervention and postvention.
16	Home Start Bicester	£1,000.00	Funding for 2x Volunteer preparation courses
17	Hanover Gardens Central	£1,000.00	Support 3x trips for over 60's to establish social & community cohesion

Total	£19,316.00
24/25 Budget	£22,000
Remaining	£2,684.00

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2023
Closing date Friday 17th March 2023

1. Name of Organisation:
Bicester Hindu Society

2. Brief description of organisation:
Bicester Hindu Society is a non- profit organization set up to provide opportunities for Indian community in Bicester and surrounding areas to connect, celebrate rich cultural diversity and undertake activities for advancement of education, sustainable development and spiritual welfare.

3. Number of regular participants in organisation:
Approx 140

4. Number of regular participants living in Bicester Town area:
Approx 125

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

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

If the grant is awarded, it will be used to buy speakers and standards for celebrating Hindu festive activities. The equipment specification similar to the below would be purchased if grant is awarded :

- *2X Vonyx 178.045 15 inch Active Bluetooth DJ Speakers 800W*
- *1X Vonyx 180.550 Speakers Stands with Bag*
- *2 X Power Dynamics 176.236 Male to Female XLR cable 6m*

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

Bicester Hindu Society is a new organisation which has been created with ambitious goals of supporting community in Bicester through devotional activities, advancement of the education, spiritual welfare, and promotion of sustainable development. As a new organisation in the Bicester, it requires financial support to establish itself. Bicester Hindu Society organised an inaugural event on 21st October 2023 where about 125 people living in Bicester attended it. The feedback from the event was overwhelmingly positive. However, due to limitation in funding, further events could not be organised.

If the grant is awarded, the speakers and associated accessories that would be bought by it will be used for the upcoming events, making them more cost effective and affordable. The Bicester Hindu Society's ownership of these speakers would mean that we wouldn't have to hire speakers/DJs for the events.

8. What is the total cost of your project?

The total estimated cost of the project is £519.

9. Please provide a breakdown of these costs.

Speakers and accessories - £519

10. What is the grant amount applied for?

£519

11. How will any shortfall be financed?

If the full funding is awarded, there is unlikely to be any shortfall. If full funding is not awarded, the shortfall will be financed by the Bicester Hindu Society committee members' personal finances.

12. Will the grant be spent before 31st March 2024?

Yes, the grant will be spent before 31st March 2024.

Please enclose the following supporting paperwork:

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

BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2023

Closing date Friday 17th March 2023

1. Name of Organisation..........ORCHARD BAPTIST CHURCH BICESTER..................

2. Brief description of organisation.......CHURCH HAS A SUNDAY SERVICE, HAS YOUTH WORK AND IS ACTIVE IN LOCAL COMMUNITIES FOR THE WELLBEING OF RESIDENTS

....

3. Number of regular participants in organisation ....120......................................

4. Number of regular participants living in Bicester Town area …………110……………

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

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

....

From 1st March 2023 the Church has taken on support of the **Hong Kong English Conversation Group**, previously supported by a government grant.

....

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

………………This Group has proved to be a very welcome and much appreciated opportunity to contribute to the social and community inclusion of adults recently arrived in Bicester from Hong Kong, and to meet their expressed need to understand more about life in Bicester so that they can integrate and contribute to community life here.

While it provides an opportunity for them to meet and discuss the challenges created by their move from Hong Kong, thus contributing to their own wellbeing, they are insistent that it is an English language class so that assists their inclusion and integration.

It is attended by 30-40 people, the majority of whom are newly-arrived Bicester residents. It is managed and overseen by two volunteers from Orchard Baptist Church, one of whom is a long-term Bicester resident who moved to the UK from Hong Kong many years ago.

Orchard Baptist Church agreed to take on the funding of the Group when the initial government support was discontinued – and we feel that it is very appropriate for Bicester Grant Aid to assist with support for a group of people who are already making a significant contribution to the life of the community here.
……………………………………………………………………………………….

8. What is the total cost of your project? ………£1000………………………………...

9. Please provide a breakdown of these costs.

…HIRE OF CHESTERTON PARISH HALL £400 (10 SESSIONS AT £40 EACH)

…6-8 VOLUNTEERS AT TWO HOURS PER SESSION IS 120 + VOLUNTEER HOURS, THE EQUIVALENT OF £600 AT £5 PER HOUR
………………………………………………………………………………………………..

10. What is the grant amount applied for? ....£200...

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

FROM CHURCH MEMBERS VOLUNTARY DONATIONS

he grant be spent before 31st March 2024? ………………YES……………….

APPLICATION FOR GRANT AID 2023

Closing date Friday 17th March 2023

1. Name of Organisation	1st Bicester Intrepid Scout Association
2. Brief description of organisation	Provision of Scouting for young people in the Bicester area
3. Number of regular participants in organisation	75
4. Number of regular participants living in Bicester Town area	70
5. Do you have a constitution/set of rules?	Yes – we use the Scout Association's Policy, Organization & Rules (POR)

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

Replacing the tyres on our minibus

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

1st Bicester Intrepid Scout Group has been providing Scouting to young people in Bicester and the surrounding area for over 110 years. We own our headquarters, and our minibus. We are a sea-scout group and the minibus is used mainly for transporting our members to sailing activities, camps and other activities. We need to replace the 6 tyres on the minibus, although the spare tyre is still roadworthy.

8. What is the total cost of your project? Between £807 & £840, depending on quote used

9. Please provide a breakdown of these costs.

For mid-range tyres:

Blackcirles	£807
Kwik Fit	£833
Halfords	£840

10. What is the grant amount applied for? £750

11. How will any shortfall be financed? From internal fundraising

12. Will the grant be spent before 31st March 2024? Yes

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation ARCh

2. Brief description of organisation Registered charity which recruits, trains and supports volunteer reading helpers and places them in local schools encouraging a love of reading.

3. Number of regular participants in organisation 11 staff, 250 volunteers helping approx. 750 children

4. Number of regular participants living in Bicester Town area 4 staff & 22 volunteers helping approx. 61 children

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

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

Sponsorship of ARCh book boxes enabling us to maintain an well stocked supply of books and games to be kept up to date and of interest to the children being supported in Bicester.

……………………………………………………………………………………………………..

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

Our school survey results in July 2022/23 indicated that a high proportion of pupils surveyed showed **excellent** or **good** improvements – 98% improved confidence and attitude in reading, 94% increased self-confidence and self-esteem and 95% improved reading performance. This is after one year's support from an ARCh reading helper.

(summary enclosed)

We support the following Bicester schools

Brookside	5 volunteers	11 children supported
Gagle Brook	1 volunteer	3 children supported
St Mary's	2 volunteers	6 children supported
Longfields	2 volunteers	6 children supported
Southwold's	2 volunteers	6 children supported
St Edburg's	4 volunteers	11 children supported
Bure Park	2 volunteers	6 children supported
King's Meadow	2 volunteers	6 children supported
Glory Farm	2 volunteers	6 children supported

61 children in total are being helped in Bicester by 22 volunteers

ARCh offers a unique service to Bicester schools, supplying trained and supported helpers who provide twice weekly individual sessions to children, developing a love of reading to enhance their lives at school and beyond. We are a Queens Award winning charity and are proud to have our main office in Bicester. Our service covers the whole of the county

8. What is the total cost of your project? £1100

9. Please provide a breakdown of these costs.

Each book box contains over 30 books and games with a total cost recovery of approx.. £300 each. We are asking for sponsorship of £50 each book box used by our Bicester volunteers (22 x £50)

10. What is the grant amount applied for? £1100

11. How will any shortfall be financed?

Applications to other funders, trust funds, grants etc. and contributions requested from schools

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

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation......Bicester Athletic Club...

2. Brief description of organisation......An inclusive volunteer led club for members aged 8+. It is a primarily a junior club competing in sportshall athletics, cross country, and track and field.athletics..

....

3. Number of regular participants in organisation ....203...

4. Number of regular participants living in Bicester Town area ……190………………………

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

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

..We would use the grant to purchase an electronic indoor starting system. ....

....

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

This will benefit the indoor sportshall athletics section of the club to train with the same starting system as used in competition. This can also be used at local sports partnership events to benefit local primary and secondary school pupils. As the starting system provides both light and sound, it is more inclusive to all young athletes including those who are neurodivergent or hard of hearing. This system is more inclusive starting system than a whistle or starting pistol.

…………………………………………………………………………………………………….

……………………………………………………………………………………………………..

8. What is the total cost of your project? ………£765…………………………………………...

9. Please provide a breakdown of these costs.

………£416 is the cost of the Gill Halo Electronic Starting Device ………£349 is the cost of the Mipro MA 101G speaker. These items are purchased separately.
……………………………………………………………………………………..

……………………………………………………………………………………………………..

10. What is the grant amount applied for? ....£416..

11. How will any shortfall be financed? ....Club funds...

……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

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

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation............Bicester Autism..

2. Brief description of organisation

Bicester Autism is a local charity seeking to exchange learning, experiences, support and opportunities with the families and carers of autistic children, those with ADHD or those awaiting a diagnosis of autism or ADHD.

3. Number of regular participants in organisation

Approximately 600 families

4. Number of regular participants living in Bicester Town area

600 Families

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

yes

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

Bicester Autism Teen Social Group

We are seeking to run a social group for teenagers, primarily utilising the bowling alley at Heyford for this purpose. We have trialled this over two sessions and found that having a fun activity to focus on makes attending more comfortable for our autistic / adhd teenagers and allows them a rare chance to socialise, practising their social skills in a judgement free, safe and supportive environment.

We require that a parent / carer accompanies each teen, and this also gives them an opportunity to socialise with other parents and carers and share experiences and support.

We have to date found these events incredibly successful and well attended and received very positive feedback from attendees. Some of the highlights for us are the friendships we see forming amongst the teens and also the parents which are now being established away from our group setting as well.

The Heyford provide us with an excellent discounted rate of £5 per bowler and we intend to have 16 bowlers across the two lanes at each session (£960 per year). We intend to ask for £2 per bowler to reserve a space (we have found that this reduces our drop out rate, but we waive this fee for anyone for whom this may be a barrier). Our expected cost for bowling is therefore £576 per year.

In addition we plan to run a Christmas party for our teens, as we have done for our younger childrens group. This will likely take place at a restaurant, to give our teenagers an opportunity to practice further skills such as coping in a busy environment and placing an order for a meal. We would anticipate a cost for this of £25 per head, with 40 attendees across two sittings, with a total cost therefore of of £1000.

We therefore kindly request a grant of £1000 towards the cost of running this valuable service, with the remainder of the funds to be raised by Bicester Autism through our own fundraising via, for example, our summer and Christmas fairs.

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

Bicester Autism is currently the only group within Bicester supporting families of children with Autism, ADHD and related conditions. We are one of the only groups in the wider area that provide support to those awaiting diagnosis.

It has been widely publicised that waiting lists for diagnosis through CAMHS locally can regularly exceed 4 years. There are large numbers of children waiting for specialist education provision and for other vital services such as occupational therapy and speech and language support. This is adding immense stain to local families who are in limbo waiting for support.

With no public funding and run exclusively by a small number of volunteers we believe Bicester Autism are providing a vital service to our local families.

One of our members recently wrote to us to say *'I was lost and didn't know where to go and what to do. Then I found this amazing group! I am forever grateful'.*

If awarded, this grant would allow us to provide local families of teenagers with some time each month where they can be themselves, find support amongst others in the same boat and feel free of judgement.

We believe a Teen social gorup project provides excellent value for money whilst providing an incredibly beneficial service to our members.

Alongside this project, Bicester Autism also aim to deliver holiday activities for our families, a weekly activity group for families (Magical Minds) as well as regular training sessions , coffee mornings and pub socials. Funding for these has been secured from other organisations such as the national lottery community fund and Launton Village Players as well our own direct fundraising efforts through activities such as our summer and Christmas fairs which raised over £1000 in the last year.

Bicester Autism is run by a small committee consisting of a Chair, Secretary, Treasurer and SEN support. All of which are volunteers claiming no personal expenses and who are parents of children with Autism themselves.

8. What is the total cost of your project? £1576

9. Please provide a breakdown of these costs.

Item	Cost	Income	Item Total	Overall Total

Bowling	£5 per Bowler x 16 bowlers once per month		£960	
Christmas Party	£25 per attendee. 40 attendees		£1000	
Booking Fee Revenue		£2 per bowler	£384	
				£1576

10. What is the grant amount applied for?

£1000

11. How will any shortfall be financed?

We will charge a nominal cost of £2 per head for each bowler (to be waived for anyone for whom this poses a barrier).

We will also be fundraising directly through events such as our summer fair.

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

BICESTER TOWN COUNCIL

BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

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

1. Name of Organisation..... Bicester Evergreens

2. Brief description of organisation......

A senior's club offering a safe place to meet others of a similar age for friendship, support, enjoyment and mental stimulation.

3. Number of regular participants in organisation 25

4. Number of regular participants living in Bicester Town are.... 24

Do you have a constitution/set of rules?

Yes

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

1) Funding for a Summer tea party.
2) Part funding towards the cost of a Christmas lunch party.

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

We meet weekly in the West Bicester Community Centre off Shakespeare Drive. To my knowledge this is the only facility in this locality where older and disabled people can meet in a safe environment.

Most members live alone and we help to ease the loneliness and isolation which so many of them experience. We provide a 'family' atmosphere where they have a strong sense of belonging.

We aim to provide both mental and physical stimulation in a relaxed and fun-filled way. In the colder months we are also providing a warm space for them to come to.

Due to the rising costs of hiring transport suitable for elderly and disabled people we are no longer able to have outings. Instead we provide local events which our members enjoy.

8. What is the total cost of your project? …

£ 875 (this is an approximation based on last year's figures and allowing for price rises. This year we will be having a home-made tea. Also no-one has their Christmas menu available yet.)

9. Please provide a breakdown of these costs.

Summer tea party £10 x 25 = £250

Christmas lunch £25 x 25 = £625

10. What is the grant amount applied for? £800

11. How will any shortfall be financed?

From club funds and by members themselves.

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

Please enclose the following supporting paperwork:

- ☑ Previous year's accounts
- ☐ Documentation in support of project (Menus not currently available)
- ☑ Copy of rules/Constitution
- ☑ GDPR form

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation.............**BICESTER FOODBANK ....**

2. Brief description of organisation.................**TO PROVIDE EMERGENCY FFOOD FOR INDIVIDUALS AND FAMILIES IN CRISIS...**

3. Number of regular participants in organisation ....**AVERAGE 60 PER WEEK ....**

4. Number of regular participants living in Bicester Town area …**AVERAGE 60 PER WEEK ....**

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

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

...................**TO FUND SUMMER BOOSTER BAGS FOR FAMILIES WITH CHILDREN WHO HAVE DIFFICULTY FEEDING THEIR CHILDREN IN THE SUMMER HOLIDAYS...**

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

How well the grant will meet the needs of the community **ALL THE FUNDS WILL BE SPENT ON FOOD FOR LOCAL FAMILIES IN DIRE NEED.**

Ø Whether the costs are appropriate and realistic **ALL AT MARKET VALUE AND APPORTIONATE TO THE AMOUNT NEEDED.**

Ø Level of contributions raised locally **ALL SHORTFALL WILL BE FUNDED FROM FOODBANK FUNDS WHICH ARE ALL RAISED FROM LOCAL DONATIONS**

Ø Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source **THIS IS A LOCAL PROJECT FOR LOCAL PEOPLE**

Ø How the group is managed **BY A MANAGEMENT COMMITTEE AND BOARD OF TRUSTEES**

Ø How the grant positively benefits residents residing within the town of Bicester **MANY FAMILIES WILL BE ABLE TO PROVIDE FOR THEIR CHILDREN WHERE OTHERWISE THEY MAY NOT.**

Ø Whether it meets equality social inclusion and community inclusion aims

NO-ONE IN GENUINE NEED IS TURNED AWAY

8. What is the total cost of your project? **………£3000……………………………………..**

9. Please provide a breakdown of these costs.

……………………………………**IT IS HOPED TO FUND 100 SUMMER BOOSTER BAGS AT AN APPROX. COST OF £30 WORTH OF FOOD IN EACH PARCEL. ALL OTHER COSTS ARE COVERED BY VOLUNTEER'S TIME AND EFFORT**.
……………………………………………………………..

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

11. How will any shortfall be financed? ....**FROM FOODBANK RESOURCES AND LOCAL DONANTIONS ....**

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

BICESTER TOWN COUNCIL

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

1. Name of Organisation: *Bicester Hindu Society*

2. Brief description of organisation: *Bicester Hindu Society is a non- profit organization set up to provide opportunities for Indian community in Bicester and surrounding areas to connect, celebrate rich cultural diversity and undertake activities for advancement of education, sustainable development and spiritual welfare.*

3. Number of regular participants in organisation: *Approx 140*

4. Number of regular participants living in Bicester Town area: *Approx 125*

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

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

If the grant is awarded, it will be used for celebrating Hindu festive activities. The two events where funds will predominately be used will be Dandiya Night (devotional activity for Goddess Durga – October 2024) and Diwali (Festival of Lights – November 2024).

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?
Bicester Hindu Society is a new organisation which has been created with ambitious goals of supporting community in Bicester through devotional activities, advancement of the education, spiritual welfare, and promotion of sustainable development. As a new organisation in the Bicester, it requires financial support to establish itself. Bicester Hindu Society organised an inaugural event on 21st October 2023 where about 125 people living in Bicester attended it. The feedback from the event was overwhelmingly positive. However, due to limitation in funding, further events could not be organised.

These events provide a platform where all ages could participate and enjoy themselves, and therefore benefits their spiritual welfare, and by extension helps in the mental wellbeing. For children, these events provide perfect opportunity to participate in storytelling, games, creation of arts through dry colour. These activities support children's development and their religious knowledge. These activities certainly help children in the subject of Religious Education, which benefits them from primary and secondary education.

They also provide an environment where the people in Bicester could connect with each other and hence provides outstanding networking opportunities. These networking supports in sharing the knowledge between the families especially with the young children. In many cases, through these networking, we are expecting Bicester businesses who provides good services to benefit with the word of mouth, and therefore will benefit overall local economy.

Furthermore, many Hindu families in Bicester travels to other towns (e.g., Oxford, Birmingham, Leicester, Aylesbury, London etc) to attend similar events. In many instances, families with small children are unable to travel these distances, and therefore unable to participate in the Hindu festive activities. The funds will help us plan events locally, giving opportunity for people in Bicester to celebrate the festivals. This whilst support the Hindu Community in Bicester, it will benefit environment wherein people would not have to use fossil fuel to travel to other towns and reduce the traffic on the road network.

As these events will support Hindu families with young children, it will contribute to the Bicester Town Council's social inclusion and community inclusion aims.

In summary, Bicester Hindu Society believes that award of grant will benefit Bicester residents as following:

a. *Devotional activities and celebration of Hindu festivals.*
b. *Mental wellbeing as they will be able to participate in local events.*
c. *Sustainability benefit as families would avoid travelling long distances.*
d. *Supports children to gain knowledge of the Hinduism which helps in their primary and secondary education.*
e. *Growth of local economy through word of mouth in these events.*
f. *Contribute towards Bicester Town Council's social and community inclusion aims.*

Given Bicester Hindu Society is a new organisation, we believe with this support; Bicester Hindu Society will be able to find its feet and grow as an organisation. Once the organisation is established, it will be a great addition to Bicester's vibrant community and will be engaging positively in the community projects.

8. What is the total cost of your project?

The total estimated cost of the project is £3,950

9. Please provide a breakdown of these costs.

Hall: estimated £300.
Music and Children Activities: estimated £500.
Cleaning: estimated £200.
Catering for two events for 125 people/event (250 in total): £2,750
Miscellaneous (e.g., decoration, advertising, printing, disposable etc): £200

10. What is the grant amount applied for?

£1000

11. How will any shortfall be financed?

Shortfall will be financed by raising funds from the community via ticket sale, and through personal finances of the committee members.

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

BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Friday 17th March 2024

1. Name of Organisation: Bicester Pride Community Interest Company

2. Brief description of organisation: We are a non-profit Community Interest Company for LGBTQ+ people in Bicester & surrounding villages. We are a member of UK Pride Organisers Network & provide a safe space online and in person for the LGBTQ+ community, their family, friends, and allies, as well as educating local residents on LGBTQ+ issues in our area.

3. Number of regular participants in organisation: Approximately 1200 people attended Bicester Pride in 2023, approximately 20-30 people regularly attend social events, and this number is growing steadily.

4. Number of regular participants living in Bicester Town area: 1050 people online membership and growing

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

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

In 2021, Bicester held its first ever Pride celebration, a 2-day festival-type event at The Nightingale pub, Langford Village. The event was a resounding success, selling out all tickets in 11 days. In our second year Bicester Pride Community Interest Company (CIC) hosted a larger event in the summer of 2022 over three days selling out 750 tickets. Many were unable to get tickets for the first and second events and were disappointed at being unable to attend; so, there is clearly an appetite for an established event in Bicester.

In September 2023 Bicester Pride CIC held its largest most ambitious event to date in Garth Park, Bicester with the support of Bicester Town Council and some funding, the event was for all residents of Bicester as a family friendly one day event. This was a massive success with 1200 people attending and it being one of the biggest events in Bicester in 2023.

We require additional funding to host this year's 2024 event and to help us to grow as an organisation to put on events throughout the year.

a) How well the grant will meet the needs of the community: As evidenced by last year's event massive increase in ticket sales, there is definitely a desire to have pride event in Bicester for the thousands of residents who identify as LGBTQ+, and their allies and families. The event is open to all members of the community as long as they come without hate or discrimination.

b) Whether the costs are appropriate and realistic: The event is almost the same as 2023 and completely outdoors, however, costs have increased with suppliers of goods and services considerably, so our costs are higher than at the 2023 event with additional security, toilet, waste disposal, acts, staging etc.

c) Level of contributions raised locally: Additional funds will be raised via donations, Eventbrite ticket sales, vendor sales, raffle sale, and from the make a difference fund from Bicester Village (in the future). The 2023 Annual Bicester Pride ticket sales were £10,076.66, this year we estimate ticket sales of £14,500.

d) Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source: – This year our funding has so far come from previous ticket sales and stall holders held in our Natwest bank account. We have sourced future support from Bicester Village which is yet to be agreed. We are planning to sell merchandise which will contribute funds to run the event. We will explore larger sponsors for this year's event such as Tesco's, Cherwell District Council Sparks Fund, other sponsorships will also be explored.

e) How the group is managed: 3 person committee made up of local professionals, with input from a wider organising committee for the event planning. We are governed by CIC governance and compliance.

f) How the grant positively benefits residents residing within the town of Bicester: Last year's event was extremely well received and we were flooded with positive comments, media coverage and good memories. We are raising LGBTQIA+ awareness plus equality, diversity and inclusion for local businesses, plus interacting with other community groups, charities and Cherwell, Oxford and Bicester Councils. The positive benefit of the annual event is that it brings a vast amount of local residents out together regardless of their background and families can be involved. The smaller activities and support groups that Bicester Pride conduct positively impact residents of Bicester as it tackles social isolation, gives people a safe space, builds friendships and helps with the massively increased mental health issues and suicides that accompany the LGBTQIA+ community.

g) Whether it meets equality social inclusion and community inclusion aims: The mission of Bicester pride is to foster social inclusion. Although we are specifically focused on the need of the LGBTQ+ community and their families, last year's event was well attended by the wider community, our only caveat is that all in attendance join without hate, judgement or discrimination…

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

A) We are a Community Interest Company (Not for Profit)

B) We have a Natwest Business account

C) We have a term of reference that governs the CIC

D) We are Bicester based and have proven there are benefits to the local population proven by having nearly 1200 residents in 2023

E) The funding is to support the Bicester Pride CIC main Pride Event to be held on 7th September 2024 at The Garth Park, Bicester

F) We are applying for £1,000 grant

G) How effectively the group will use the grant – Bicester Pride Community Interest Company will use the grant towards the annual Bicester Pride event on 7th September 2024, this will attract more Bicester residents as we have further increased the capacity over the one-day event, this will increase our membership but also generate much needed revenue from ticket sales, raffles, stalls, and sponsorship whilst increasing awareness, visibility and acceptance.

Our revenue from Bicester Pride 2023 was £10,076.66 which was largely used to pay for goods and services for the event, any remaining funds have been re-invested in part into running social and support groups for the LGBTQ+ community of Bicester and surrounding villages.

We have sent Bicester Town Council our Bicester Pride CIC annual event proposal for 2024 in this document we estimate the expenditure total to be £26,000 for the one-day event.

8. What is the total cost of your project? £26,000 approximately

9. Please provide a breakdown of these costs:

Talent (stage performers & event MC) x 6 acts - £4,500

Stage, lighting, PA - £10,000

Security - £5,500

First aid & medical services - £600

Advertising & marketing (incl. website) - £1000

Toilet facilities - £700

Generator floodlight - £500

Photographer - £500

Site decoration - £500

Children's entertainment - £250

Ticketing fees / credit card fees - £500

Volunteer supplies - £860

Insurance - £590

Total Operating Expense - £26,000

10. What is the grant amount applied for? £1,000

11. How will any shortfall be financed? Fundraising, ticket sales, sponsorship, raffles, social events including quiz nights etc

12. Will the grant be spent before 31st March 2024? Yes

BICESTER TOWN COUNCIL

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

1. Name of Organisation BICESTER WIDOWS/WIDOWERS GROUP

2. Brief description of organisation TO SUPPORT BEREAVED AND PROVIDE HELP TO OVERCOME LONELINESS; OPPORTUNITY TO MAKE NEW FRIENDS

3. Number of regular participants in organisation 40

4. Number of regular participants living in Bicester Town area 35

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

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

UPCOMING EVENTS TO (see attached) INCLUDE THEATRE VISIT, AFTERNOON TEA WITH MUSIC, COCKTAILS WITH ELVIS AFTERNOON, HOLIDAY TO BOURNMOUTH, PROPOSED TRIP TO BOURTON ON WATER

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

WE WILL USE THE GRANT TO SUBSIDISE ALL TRIPS & FUNCTIONS. WE MEET MONTHLY WE HAVE A COMMITTEE DEDICATED TO SUPPORTING ALL MEMBERS. SUBSCRIPTIONS & RAFFLES HELP US TO FINANCE EVENTS THE GROUP IS OPEN TO ALL, SOCIAL NEEDS ARE MET AND SUPPORTED. WE MEET LOCALLY IN TOWN

....

8. What is the total cost of your project? VARIES DEPENDING ON EVENT.

9. Please provide a breakdown of these costs.

THEATRE £699

AFTERNOON TEA WITH MUSIC £100 ALL WILL

COCKTAILS WITH ELVIS £150 BE SUBSIDISED

HOLIDAY TO BOURNMOUTH £ BY GROUP FUNDS

TRIP TO BOURTON £300

....

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

11. How will any shortfall be financed? THROUGH INDIVIDUALS & WITH SUBSIDISING FROM GROUP FUNDS

....

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

Please enclose the following supporting paperwork:

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

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation: Bure Park Primary School Parent Teacher Association (Buddies) Registered charity no. 1091324

2. Brief description of organisation: Advances the education of pupils in the school by providing events/activities and fundraising to support educational activities and provide resources for Bure Park Primary School, Bicester

3. Number of regular participants in organisation: 416 pupils, plus their parents/carers, siblings and school staff

4. Number of regular participants living in Bicester Town area: 352 pupils (and their families). All other pupils live in the surrounding area.

5. Do you have a constitution/set of rules? Yes. Our constitution was most recently amended at our AGM on 3rd October 2022. The current constitution is supplied with this application.

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

We are applying for a grant to fund a day and a half of workshops to introduce opera to the children of Bure Park Primary School. Run by Oxford Opera Company, the workshops are an exciting and accessible opportunity for the children to learn about opera and immerse themselves in Mozart's opera 'The Magic Flute'. The workshops will be fun and interactive, including music, drama and arts and crafts sessions, as well as video messages from characters in the opera.

The Years 3-6 workshops guide the children through a series of activities to save the princess at the heart of the opera, including 'The Queen of the Night's Lightning

Strike’ (where the children work as teams to find and retrieve the mysterious magic flute) and ‘Tamino’s Trial’ (where the children have the opportunity to develop their arts and crafts skills by creating props relevant to the opera’s storyline). Reception, Year 1 and Year 2 will learn about the different roles involved in creating an opera and get a flavour of different career options in the arts beyond performing on stage.

The workshop schedule will be as follows, providing tailored experiences for all children throughout the school:

First morning Years 3-4; Afternoon Reception and Years 1-2; Second morning: Years 5-6

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

How effectively the group will use the grant: The grant will be used directly and entirely to cover the costs of providing these workshops for the school children. This opportunity will also build on a poetry day held for all children in the school in 2023, kindly funded by Bicester Town Council (see attached report). Together, these two experiences raise the children's cultural capital by giving them engaging opportunities to experience diverse types of art and culture. These exciting opportunities for the children are only possible thanks to funding from the town council, and by building on last year's event we create a richer experience for the children across the two funded opportunities than would be the case if either was offered in isolation. These experiences also complement the arts curriculum within the school.

How well the grant will meet the needs of the community: Each workshop will be appropriately tailored to the age of the children, with the workshops for younger children focussing more generally on introduction to opera and the workshops for older children delving deeper into ‘The Magic Flute’. The workshops are designed so that they not only develop musical knowledge and appreciation but also transferable skills including teamwork, self-confidence, performance, self-expression and fitness. An opportunity to attend workshops like these broadens and enriches the children's learning experience beyond what the school can offer internally.

Whether the costs are appropriate and realistic: The costs below are based on a quote from Oxford Opera, a local musical and educational charity.

Level of contributions raised locally: Although we are applying for this specific opportunity to be fully funded from the Bicester Town Council Grant, we (the PTA) have raised £3990 so far since the start of the current financial/school year in September 2023. These funds are earmarked for other resources for the school, however, such as purchasing iPads for use by all year groups.

Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source: The PTA's income comes from events run with and for the school community, such as summer and Christmas fayres, film nights, discos, home clothes days and raffles. All such fundraising depends on the generosity of parents and carers within the school community; the level of donations we can reasonably expect from parents throughout the year is constrained by current cost of living challenges which impact negatively on local families' disposable income. In order to make these opera workshops available to all children at the school we would not be able to charge parents/carers directly for the children to attend and benefit from this event.

How the group is managed: The PTA is managed by 14 Trustees, who are all parents of children attending the school and provide their time and expertise to the PTA on a voluntary basis. The PTA operates under a governing constitution and manages funds through a bank account with Lloyds. A treasurer and vice-treasurer (the former a qualified accountant) ensure that all financial matters are handled appropriately and professionally. The PTA has an excellent relationship with the school staff and headteacher to maximise the benefit of the PTA's activities and fundraising for the school community. All parents/carers and staff at the school are members of the PTA and an AGM is held at the start of every school year to give the entire membership the opportunity to contribute to the PTA's plans and stand for election as Trustees. In addition, social media and the school newsletter are used to ensure regular communication about PTA matters with all members throughout the year.

How the grant positively benefits residents residing within the town of Bicester: As noted above, the majority of the 416 children who will directly benefit from this poetry day are resident within the Bicester Town Council boundary, with the rest residing in the surrounding local area. In addition to the immediate benefit to the children, the opera workshops will support the school's application for Artsmark accreditation. Once accredited, Bure Park Primary will become one of the few Artsmark accredited schools in Bicester; as the school progresses through Artsmark levels, it will be in a position to support other local schools and community groups with their own journey towards enhancing creativity and cultural engagement for their members.

Whether it meets equality, social inclusion and community inclusion aims: It is likely that very few children attending the school have previously experienced opera, and some of the children have not experienced classical music or theatre performances. By providing these workshops to all children from Reception to Year 6, this is an exciting opportunity for them all to get experience of opera, drama and music. Furthermore, since the workshops include a mix of music, drama, art and crafts, they are designed to appeal to children with different interests and learning styles, and the professional workshop facilitators are able to adapt each workshop to suit the individuals participating. All facilitators are DBS checked with safeguarding training. Support from school staff will ensure that every child gets the most out of the opportunities afforded to them.

8. What is the total cost of your project? £500

9. Please provide a breakdown of these costs.

The £500 fee to Oxford Opera includes:

- Professional facilitators at the school for a day and half. One is a music specialist and the other is a drama specialist.
- Resource costs including arts and crafts materials for the challenges, props and supplying each child with a certificate of achievement at the end of the workshops.
- Administration costs.
- A contribution towards creation of the workshops.

10. What is the grant amount applied for? £500

11. How will any shortfall be financed? The PTA could consider financing any shortfall from our fundraising income year to date, but this would delay our ability to reach other fundraising targets such as funding iPads for the school. At present the PTA's budget does not include funding for the opera workshops and providing this opportunity for the children is contingent on securing a grant from the Council.

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

BICESTER TOWN COUNCIL

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

1. Name of Organisation: Heyford Park Social Committee

2. Brief description of organisation:

The purpose of the Heyford Park Social Committee is to organise and deliver events aimed at raising funds for local community interest groups and charities.
The Committee shall endeavour to foster a sense of community spirit and engagement among the
residents of Heyford Park

3. Number of regular participants in organisation 2,000

4. Number of regular participants living in Bicester Town area 2,000

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

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

To going towards the running of the family fun day to pay for a stage, DJ, stall supplies, toilets, and Large LED screen for the event

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?
Community Fun day for local families to enjoy to raise money for charity

8. What is the total cost of your project? £4,000

9. Please provide a breakdown of these costs.

Stage Deposit
Tens Licence (£21)
Toilets (£216)
Lotteries Licence - raffle tickets (£60 + £40)
First aid (£250)
Stage balance (£1440)
Public Liability, cancellation insurance (£336.60)
TV Screen (£1000)
Rock Choir (£80)
DJ (£300)
Kids drinks & snacks (£75)

Approx spend 3782

10. What is the grant amount applied for? £1,000-£2,000

11. How will any shortfall be financed? Locally fund raised

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

Please enclose the following supporting paperwork:

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

BICESTER TOWN COUNCIL

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

1. Name of Organisation
Launton Village Players

2. Brief description of organisation
Amateur dramatics group who give all profit to charity, local, national and international

3. Number of regular participants in organisation
100

4. Number of regular participants living in Bicester Town area?
100

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

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

Launton Village Players has been putting on a variety of shows, including our annual pantomime, since 1986. All profit made at our shows is given to local, national and international charities. For example our 2023 Pantomime raised £7500 for Nai's House, a local charity. In order for us to put on our shows we need a stage! Our current stage blocks were made in the 1990s and are showing significant signs of wear and tear and are in need of replacing. We are therefore trying to raise the funds for us to replace our stage blocks with new ones, which are versatile, durable and good quality. By replacing our stage blocks we will be able to continue to entertain the local community and raise money for others in need.

7. How does your project meet the criteria set out in 2.6 of the Grant Aid Awarding Policy?
The project will directly benefit the local community, as with new stage blocks we will continue to provide entertainment and raise money for local charities. We have had several quotes for stage blocks and the most relevant for our needs is £5600. We have already raised ~£1000 through our own fundraising and continue to fundraise through other events (such as a Murder Mystery evening).
Launton Village Players is run by local people and is open to anyone to join, with a wide range of members from 5-96yrs old! There are no auditions to join the group and anyone is welcome, either on stage or behind the scenes. Our pantomimes and productions attract locals of all ages and backgrounds, with our pantomime this year selling out. We had visits from local care homes and a relaxed performance to make the show more accessible for those who may need it.
Without new stage blocks we will struggle to provide our services to the community.

8. What is the total cost of your project?
£5600

9. Please provide a breakdown of these costs.
Quoted amount to replace existing stage blocks with new ones is £5600

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

11. How will any shortfall be financed?
Fundraising, other grants

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

Please enclose the following supporting paperwork:

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

BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2024

Closing date Sunday 10th March 2024

1. Name of Organisation One-Eighty

2. Brief description of organisation

For over 12 years, we have turned lives around. Supporting marginalised young people aged 4-18, living in Oxfordshire and Buckinghamshire, we deliver tailored, intensive one-to-one interventions and preventative projects to support their mental health, behaviour and re-engagement with education.

Often living in poverty and persistently absent from school, they struggle with profound and complex needs (mental health, trauma, domestic abuse, living with neurodiversity). The British Press call them 'Ghost Children' falling through the gaps in support between health and education – many wait up to 4 years for support as the number of young people with probable mental health conditions, continues to rise.

Without our help, they will continue to be absent from education, potentially affecting the rest of their lives.

3. Number of regular participants in organisation; The academic year 2022-2023 - we supported 66 young people

4. Number of regular participants living in Bicester Town area

We are currently delivering 4 intensive interventions to 4 young people. This involves 2 to 3 sessions per week over 8 weeks and a case team of 2 to 3 intervention staff to support the young person's needs. A typical complex case requires us to invest approximately 150 hours of time per intervention.

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

Yes

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

There are four aspects to our work:

1. Intensive one-to-one interventions for the most vulnerable young people who are persistently absent from education
2. Preventative mental health projects to develop self-esteem, promote interpersonal and social awareness skills and provide tools and strategies to manage wellbeing needs such as emotional regulation, including for those with neurodiversity
3. Make Me Smile – a project to help young people develop an understanding of mental health and learn strategies to manage their worries
4. Training and therapeutic supervision for professionals working with vulnerable young people

Over the past two years, referrals to One-Eighty have tripled in line with the dramatic increase in the number and complexity of children and young people's mental health needs. In a recent NHS England Report – The Mental Health of Children and Young People in England 2023, an increasing number, now 1 in 5 young people, aged 8-25 years old have a probable mental health disorder - around 20% of children in every primary school.

To meet this increasing need and reach more young people, we wish to secure funding for charitably funded interventions – opening up access to our services where funding may be a barrier.

For example, this project may support a referrer with additional funding when they are unable to secure the full amount needed for the intervention or enabling a young person to extend the number of sessions beyond the initial intervention due to the progress they have made.

A typical tailored, intensive one-to-one intervention is 8 weeks with 2-3 sessions per week. The funding of this project would support 2 young people with a full 8-week intervention or subsidise sessions across 5 to 8 young people who require extended support.

Funding would be restricted to support school-age young people living in Bicester.

Young Person Story:

Milo aged 15 years was no longer in school. Due to his personal history in domestically abusive relationships, Milo has experienced a number of traumatic experiences, and this *could be seen in his behaviour. Regularly engaging in anti-social activities, he has now been banned from local supermarkets. Milo is also known to the police, due to joy riding and obtaining motor vehicles illegally. As a result, Milo is deemed to be at risk of county lines and engaging in drug trafficking.*

Milo didn't want to engage with us when he met him – he didn't trust professionals. We organised his sessions in the local community and used a conversation approach to instil an underlying sense of safety, a first step to breaking down non-engagement barriers.

Three practitioners met Milo every week, each delivering 1 therapeutic session per week and an additional session to support his Mum. We focused targets around self-regulation, self-awareness and social awareness/ relationship skills, whilst supporting Mum with stress management and de-escalation strategies – all linked to our internal 'Building Blocks to Learning.'

Through our work, Milo began to realise his strengths, understand how his emotions affected his behaviour and in turn how people perceived him. It led to us helping him re-engage in his local community – taking him to places where he was banned to rebuild connections and experience safe, positive experiences in these areas. This also helped him to establish a healthier relationship with his Mum.

Gradually Milo realised we were advocating for him and wanted to understand what his goals were. He began to have conversations around moving to an alternative education provision rather than school, wanting to take steps to build new and positive relationships with peers. We worked holistically with other professionals to make this happen.

At the end of our intervention, he had started to attend this provision, distancing himself from his previous anti-social behaviour and focusing on a more positive outlook.

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

Our CEO and co-founder, Susie Besant, set-up One-Eighty after working in the Youth Offending Service, identifying that with earlier support, young people could avoid youth offending pathways.

We support young people with profound and complex needs, who are persistently absent from school.

By the time we receive a referral, families have often exhausted other professional support available to them with little or no success. The young person is likely to have been supported by many of the following; their family; Teacher; Teaching Assistant; SENCo; School Nurse; Foster Carer; a Learning Mentor; an Education Psychologist; NHS support through CAMHS; Social Services and a designated Social Worker; Local Authority support through Learner Engagement Services or similar. At the time of referral, the young person's mental health needs have often significantly declined. Many are excluded or on the verge of exclusion from school when we meet them, not attending for many months, sometimes years. They are absent from their family unit, education, and their local community. The young person and family members have lost hope – they see us as their last chance.

"Zoe, in Year 5, was disengaging from education. She had low self-esteem, struggled with peer relationships and was resistant to change. At our first home visit, we also identified wider family/ safeguarding concerns including hoarding, unmet mental health needs, unmet neurodiversity, conflict in the home and poverty. Despite resistance by Zoe's Mum to having any additional services involved other than One-Eighty staff, we immediately made a Multi-Agency Safeguarding Hub (MASH) referral. This enabled whole-family support. Our work with Zoe and her Mum continued and working in partnership with other services, we were able to prevent Zoe and her brother ending up on child protection. An Educational Psychologist has assessed Zoe and support put in place. Her relationships with peers have significantly improved and she is socialising out of school – her self-confidence has grown. Their living situation has improved – the house cleared. Zoe's brother has also made improvements in school. Zoe's Mum shared that One-Eighty gave her a voice and the confidence to seek help – *"I can't begin to think what family life would look like if One-Eighty hadn't got involved."*

Working across Oxfordshire and Buckinghamshire~~,~~ we creatively reach young people in the care of the Local Authority or on the edge of care, and young people with mental health and wellbeing needs that affects their behaviour, relationships, and their ability to learn and engage with education. Our work supports young people who experience vulnerabilities and challenges including poor school attendance, known neglect or abuse, attachment difficulties, mental health problems, truancy, living with Autism or ASD, behavioural problems, or evidence of traumatic incidents in childhood.

Without our support, these young people will continue to be absent from education, leading to pathways including permanent exclusion, criminality, or acute mental health needs, potentially affecting their lives into adulthood.

Funding from Bicester Town Council would be restricted and would only support young people living in Bicester. We regularly work in this area of Oxfordshire with 4 young people currently being supported through intensive one-to-one interventions.

We have just held a fundraising quiz in The Nightingale Pub to raise money for One-Eighty and to raise awareness of the work we carry out.

8. What is the total cost of your project? £6240

9. Please provide a breakdown of these costs.

Planning, travel, session delivery, reporting and professional liaison - £5,472

Travel - £576

Tailored resources to support sessions - £192

TOTAL £6,240

10. What is the grant amount applied for?

£1000

11. How will any shortfall be financed?

Through our fundraising activities (community events and trusts and foundations), we will be seeking funding from other organisations in the Bicester area to meet the demand and needs for vulnerable young people who require One-Eighty's specialism. This is through other Trusts/Foundations.

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

BICESTER TOWN COUNCIL

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

1. Name of Organisation **Trinity Camerata Orchestra**

2. Brief description of organisation **Trinity Camerata is a local amateur orchestra which rehearses and performs in St Edburg's Church, Bicester four or five times a year**

3. Number of regular participants in organisation **40-45 in the orchestra plus audience for the concerts which is typically between 100 and 150**

4. Number of regular participants living in Bicester Town area **20 in the orchestra plus the majority of the audience**

5. Do you have a constitution/set of rules? **Yes, please see attached**

6. Details of **Specific Project** that funding is applied for (**see Grant Aid Awarding Policy 2.4**). **Only grants that comply with the criteria will be considered. NB applications for running costs will not be considered except in exceptional circumstances which you must evidence.**
We would like to put on a performance of Beethoven's 9th symphony in July 2024. To our knowledge, this will be the first time that this seminal work will have been performed in Bicester and what better way to mark the 200th anniversary since it was premiered in Vienna. The work is known as the choral symphony because it was the first time that voices were heard as part of a symphony where a large chorus and four soloists raise the roof in the famous tune of Schiller's *Ode to Joy*.

Funding from BTC is requested because the costs of putting on this large concert with additional expenses of four solo singers, a professional conductor, and vocal coach exceed our normal concert expenses.

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

- How effectively the group will use the grant

We will use the grant to cover the costs in part of professional vocal soloists.

- How well the grant will meet the needs of the community

We are the only symphony orchestra which regularly performs in Bicester. We know that the audience hugely appreciates the music we make because we ask for and react to audience feedback given at concerts. Our previous concerts have been very well attended across all age groups and comments are always positive. The opportunity to hear live this particular work is rare outside the big cities and professional orchestras and given that it is the 200th anniversary we're are keen to give this chance to Bicester.

- Whether the costs are appropriate and realistic

The costs of the planned concert are higher than the other concerts we regularly perform due to the additional costs of a vocal coach and four professional soloists.

- Level of contributions raised locally.

Members of the orchestra "pay to play" in TC's own concerts, although the orchestra does offer its services to other groups for a small fee.

- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source

We would not be able to put on this concert without the support of a BTC grant. The additional costs of music hire for suitable repertoire mean that we would have to raise ticket-prices and orchestral member contributions to unrealistic levels meaning that people couldn't attend and the orchestra would struggle to form a full complement of players.

- How the group is managed

The orchestra is run by an elected committee from its membership according to its written and agreed constitution.

- How the grant positively benefits residents residing within the town of Bicester

The grant will enable us to put on this concert providing the first opportunity to hear this work performed live in Bicester in 200 years. It is an enduring popular work where the triumphant finale lifts spirits the world over in a song of love and friendship.

- Whether it meets equality social inclusion and community inclusion aims

All members of the public are welcomed to concerts and the venue is fully accessible to those with mobility needs, visual and hearing impairments. It also has family friendly facilities such as toilets, access to refreshments, and baby changing. The orchestra itself has a minimum standard of musicianship (e.g. ABRSM grade 8 and above) to ensure musical standards remain high, but no other constraints on joining.

We will provide a free hard-copy programme which describes the music. This will be produced in regular and adapted version to assist audience members with visual impairment.

8. What is the total cost of your project? Likely costs are £3,620

9. Please provide a breakdown of these costs.

Expense	Amount
Professional conductor fee	£660
Choral coach fee	£250
Leader fee (professional violin concert-master)	£300
Timpani hire	£50
Soloist fees	£1200
Rent of St Edburg's for rehearsals and concert	£ 500
Programme printing (St Edburg's Church Office)	£50
Music printing	£50

Vocal score purchase	£720
Postage (for music)	£20
Ticket printing	£25
Posters, flyers and banners	£100
Refreshments	£225
Gifts	£60
Insurance	£70
TOTAL	**£3,620**

10. What is the grant amount applied for? £750

We appreciate that this is larger than the amount we have applied for in the past, however given that this is one of the largest projects we have attempted, hence the larger grant request.

11. How will any shortfall be financed? Ticket sales, pay-to-play and pay-to-sing fees from the orchestra and chorus members, sponsorship and advertising by local companies in the programme.

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

Please enclose the following supporting paperwork:

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

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2023
Closing date Friday 17th March 2023

1. Name of Organisation: Nai's House, CIO

2. Brief description of organisation: Youth mental health support, suicide and self harm prevention, intervention and postvention.

3. Number of regular participants in organisation 110 currently with a wait list of 250

4. Number of regular participants living in Bicester Town area - We have 100 people who live in Bicester attending currently; this will increase as we expand our service delivery.

5. Do you have a constitution/set of rules? As a regulated CIO, yes we have a constitution which we can make available to you.

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

We are requesting funding support for our premises.
Nai's House provides wellbeing and suicide prevention, intervention and postvention support to individuals aged 5-30 and their families. Nai's House aims to provide suicide crisis support to anyone of any age, our oldest guest being 61. We deliver our transformative and life saving 1-2-1 and group services from our premises in Garth Park. Without these premises, which our guests describe as safe and welcoming, we would not be able to deliver our wide ranging, award winning, holistic support. Loss of the premises would effectively close Nai's House.

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

Our application meets several criteria set out in 2.6 of the GAAP. Specifically, Nai's House is based in the Bicester Community and serves the needs of residents at one of the most critical times of their lives. Our services have stepped in and saved hundreds of lives, and increased the wellbeing of residents of Bicester. We receive referrals and work with MIND, CAMs, all of the GP services in Bicester, and the schools and youth services. We deliver support directly to Whitelands School.

We promote equality, social inclusion and community inclusion in all aspects of our work.

8. What is the total cost of your project?
The annual total cost of our project is £5402.28

9. Please provide a breakdown of these costs.

Rent Monthly cost £400

Business Rates £194.28 per annum
Wifi and LandLine £34 per month

10. What is the grant amount applied for?
We are requesting £5000

11. How will any shortfall be financed?
The shortfall will be financed through direct fundraising from our supporters.

12. Will the grant be spent before 31st March 2024
We are requesting funding for the period 1st April 2024 - 31st March 2025

Please enclose the following supporting paperwork:

€ Previous year's accounts

€ Documentation in support of project

€ Copy of rules/Constitution

€ GDPR form

BICESTER TOWN COUNCIL

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

1. Name of Organisation: **Home-Start Banbury, Bicester & Chipping Norton**

2. Brief description of organisation: **We are a home-visiting service, committed to promoting the welfare of families with at least one child under the age of 5. By recruiting and training volunteers, we provide an early intervention service, supporting families experiencing disadvantage who are struggling to cope. Through offering non-judgemental, confidential emotional support and practical help, we work to improve parents' skills and confidence, building better lives for their children.**

3. Number of regular participants in organisation: **7 staff, 9 trustees, 50 volunteers, supporting 184 families**

4. Number of regular participants living in Bicester Town area: **12 families living in Bicester were supported in the last year, with 8 currently being supported, and a further 4 will be beginning support soon as they are waiting to be matched with a volunteer. We have 9 volunteers who live in the Bicester area.**

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

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

We are applying for a grant from Bicester Town Council for funding towards our next 2 Preparation Courses for new Volunteers taking place in Summer and Autumn 2024. In 2019, we received funding from the National Lottery Community Fund to extend our work into Bicester, and employed a Family Support Worker so we could immediately begin family support while recruiting volunteers in the area.

We have slowly recruited volunteers who live in Bicester, but this is an area of focus for our 2024 preparation courses as we know there are more families in Bicester in need of our support. Whereas our previous preparation courses have been held in Banbury, we now hold them at Souldern Village Hall so they are closer for new volunteers from Bicester – and all travel expenses are paid.

Our volunteer preparation course for new volunteers is an eight-week course consisting of 16 sessions (taking place one day a week). This course has a hybrid approach to delivery with some sessions taking place in person and others online. It prepares volunteers for supporting families and all volunteers must be trained before they are matched to a family to begin providing weekly home-based support. The course covers areas such as safeguarding, confidentiality, communication, mental health difficulties, domestic abuse as well as setting our expectations of what our volunteers do.

We are experiencing a high demand for our service and this training course will increase our number of available trained volunteers. Currently, we have volunteers who are travelling to Bicester from other parts of the Cherwell area and this obviously adds a huge expense to our scheme in terms of reimbursing volunteers' travel expenses. We need more volunteers who live in Bicester themselves to become aware of our work and volunteer in a befriending capacity. By advertising for, and recruiting new volunteers in Bicester, it will also raise the profile of Home-Start Banbury, Bicester and Chipping Norton in the Bicester area. This is important so that more families in need become aware of the services we offer.

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

This grant will benefit Bicester residents in more than one way The positive benefits of volunteering are well-known and include improved confidence, self-esteem, life satisfaction and is a way to improve a volunteer's mental health. Our volunteers are also of differing ages and backgrounds. We advertise for volunteers through several methods: word of mouth, social media, leaflets given out at fundraising events/volunteering fairs, adverts in local magazines to try to ensure that any person who would like to volunteer has the chance to find out about us.

'I enjoy being a part of the Home-Start team and never feel alone due to the support given to me by everyone. The training I receive keeps me current and confident in my role as a volunteer.'
Helen, May 2023

By recruiting and training new volunteers in the Bicester area, they will then be able to carry out family support to families in the area, so families in Bicester will also benefit indirectly from the grant. Home-Start supports families with at least one child under the age of 5, where there are difficulties and stresses in the family home. Some of the most common issues experienced by the families we support are: isolation, mental health difficulties, relationship problems, financial difficulties, domestic violence, substance abuse, disability, multiple births and newly-arrived in this country. Our families are from a range of diverse backgrounds, including those disadvantaged and/or struggling with the daily challenges of parenting and since the pandemic and effects of cost-of-living crisis, we are finding we are supporting families with increasingly complex needs.

Our evaluations show that our Home-Start family support has many positive outcomes including families feeling less isolated, with improved emotional wellbeing for parents and children and parents feeling more able to cope with family life. Last year, after receiving support:

- 81% of families reported feeling less isolated
- 80% of families felt more capable in managing their children's behaviour
- 74% of families felt they had seen improvements in their children's mental health

Our charity has been operating for over thirty-five years and we have a proven track record of having a positive impact on family life.

8. What is the total cost of your project? £4,398

9. Please provide a breakdown of these costs.

Volunteer Preparation Course: Home-Start Banbury, Bicester & Chipping Norton					
Pre-training	Per Hour	Hours	Amount		
Organiser time		10	£ 184.50		Interviews x 1hr x 10 Organiser hours
Advertising			£ 250.00		
Travel Expenses			£ 50.00		
			£ 484.50		
Training	Per Hour	Hours	Amount		
Organiser time - preparation		32	£ 590.40		32 hours
Organiser time - delivering		80	£ 1,476.00		2 Organisers x 8 x 5hr sessions
Room hire			£ 600.00		
Travel Expenses			£ 50.00		
Admin time		8	£ 112.56		
DBS Checks			£ 300.00		
Stationery and training resources			£ 200.00		
External trainers			£ 250.00		
Refreshments			£ 100.00		
			£ 3,678.96		
Post-training	Per Hour	Hours	Amount		
Organiser time		10	£ 184.50		Interviews x 1hr x 10 Organiser hours
Travel Expenses			£ 50.00		
			£ 234.50		
			£ 4,397.96		

10. What is the grant amount applied for? £1,000

11. How will any shortfall be financed?

Several avenues will be explored to support the shortfall. There are several Trusts/Foundations who will be interested in funding this type of work and they will be approached.

In the past, we have also received funding from One Stop and Tesco stores in Bicester, as well as Bicester Village's Make a Difference fund.

We have found the fundraising climate difficult over the last 12 months. This has been exacerbated by difficulties recruiting a new fundraiser. However, we now have a new fundraiser in place, and our new Senior Manager has extensive fundraising experience – this increases our confidence going forward in securing funds so we can continue to deliver our much-needed work.

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

Please enclose the following supporting paperwork:

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

BICESTER TOWN COUNCIL

APPLICATION FOR GRANT AID 2023

Closing date Friday 17th March 2023

1. Name of Organisation HANOVER GARDENS RESIDENTS SOCIAL GROUP

2. Brief description of organisation HANOVER GARDENS RESIDENTS FORMED THE GROUP TO ESTABLISH A COMMUNITY FOR OVER 60's. ORGANISING EVENTS TO BRING THIS COMMUNITY TOGETHER AT EVENTS THROUGHOUT THE YEAR.

3. Number of regular participants in organisation 77

4. Number of regular participants living in Bicester Town area 100

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

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

BRINGING THE TOWN TOGETHER SPECIFICALLY TARGETING THE OVER 60's COMMUNITY. INCLUSIVITY OF ALL TO INCL. OTHER ORGANISATIONS INCLUDING FANE HOUSE, BICESTER HOUSE, SAXON COURT, HOMETREE + CENTURION HOUSING ALONG WITH THE WIDER OVER 60 COMMUNITY IN THE TOWN + SURROUNDING VILLAGES. OUR PROPOSED TRIPS HELP TO BRING PEOPLE TOGETHER FORGING NEW FRIENDSHIPS + A SUPPORT NETWORK. TRIPS PROPOSED ARE ATTACHED TO THIS APPLICATION. ANY SHORTFALLS WOULD BE COMPENSATED BY OWN FUNDS + DONATIONS.

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

COVID PLAYED A HUGE PART IN ISOLATING MANY PEOPLE. THE AGE DEMOGRAPHIC OF THIS GROUP WAS HIT REALLY HARD. ANXIETY, LACK OF SOCIAL ENGAGEMENT AND AN AGE GROUP WHICH CAN BE SUSCEPTIBLE TO A LACK OF CONFIDENCE + RELUCTANCE TO TAKE PART. OUR TRIPS HELP TO COMBAT THIS OFFERING A PLATFORM WHERE LIKE MINDED PEOPLE CAN FEEL COMFORTABLE + COME TOGETHER TO SUPPORT, HAVE FUN + FEEL PART OF A COMMUNITY ONCE AGAIN. IT CAN HELP TO REDUCE LONELINESS, STRESS, ANXIETY AND GIVE PEOPLE SOMETHING TO LOOK FORWARD TO FORGING NEW FRIENDSHIPS + SOCIAL GROUPS.

WE ENDEAVOUR TO ADVERTISE THE TRIPS IN LOCAL DOCTORS SURGERIES, POP IN CENTRE, LOCAL RESIDENTIAL FACILITIES, AGE UK AND COMMUNITY CHAMPIONS.

THIS ALSO HELPS TO MAKE THE COMMUNITY AWARE OF OTHER PROJECTS ORGANISED BY THE GROUP HERE AT HANOVER.

8. What is the total cost of your project? IF ALL 3 TRIPS ARE FOLLOWED A TOTAL COST OF £1800, HOWEVER 2 TRIPS COME TO £1125.00

9. Please provide a breakdown of these costs.

PLEASE SEE ADDITIONAL QUOTATIONS FROM

• GRAYLINE

• HEYFORDIAN

10. What is the grant amount applied for? £1,000.00

11. How will any shortfall be financed? BY GROUP FUND RAISING.
THE RESIDENT GROUP HOLD FORTNIGHTLY EVENTS THAT RAISE FUNDS FOR RESIDENTS + THE WIDER COMMUNITY

12. Will the grant be spent before 31st March 2024? YES

Please enclose the following supporting paperwork:

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 28th March 2023

Utilities Report

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

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

Ward Affected: All Wards

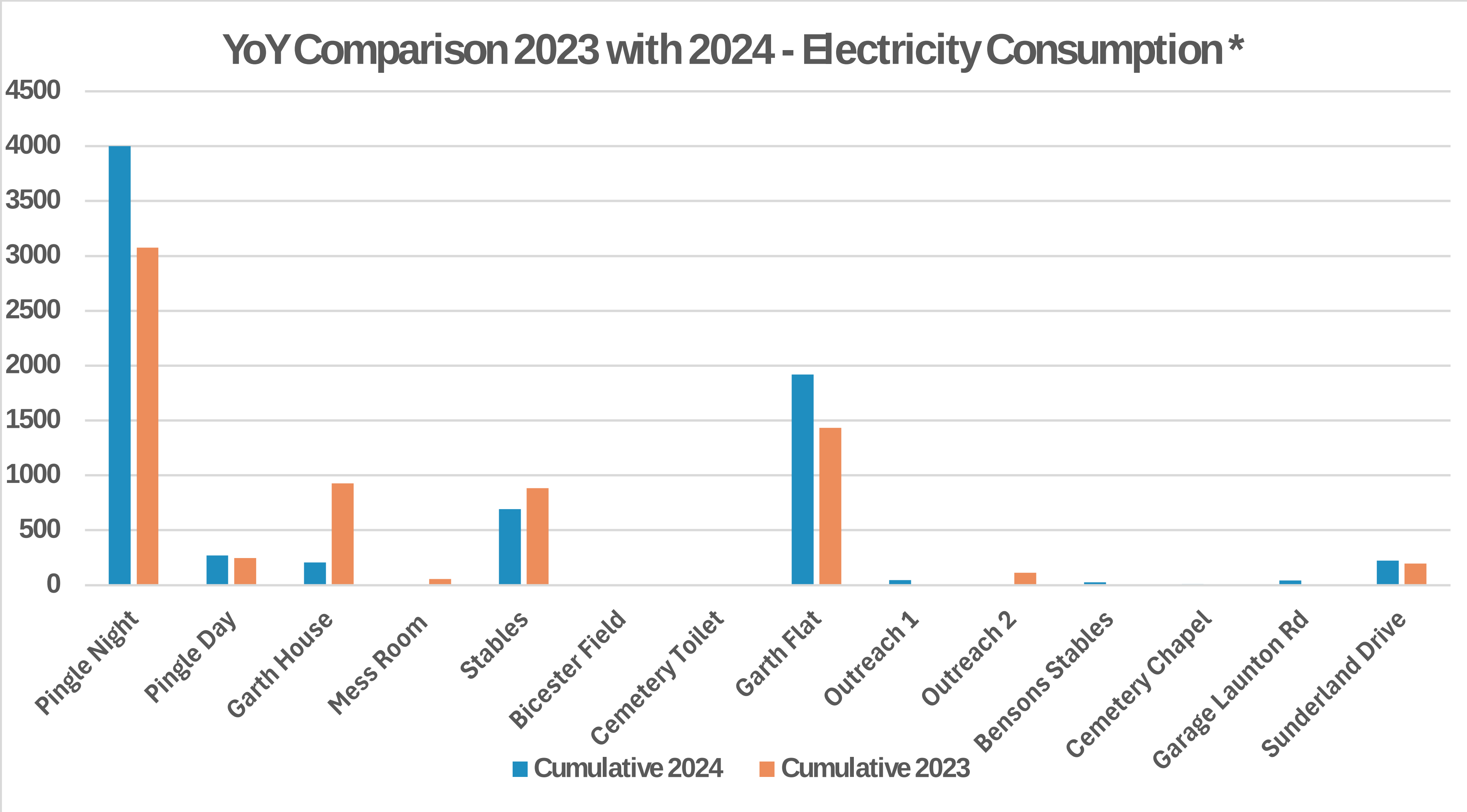
1. Overview

The Finance Committee asked for an update for the utility usage across all sites at each meeting.

The report shows the usage comparison between January 2023 vs January 2024. Comparison was adjusted to the last known reading where data for reported period was not available or new meters installed (5 x new meters installed in the last 12 months).

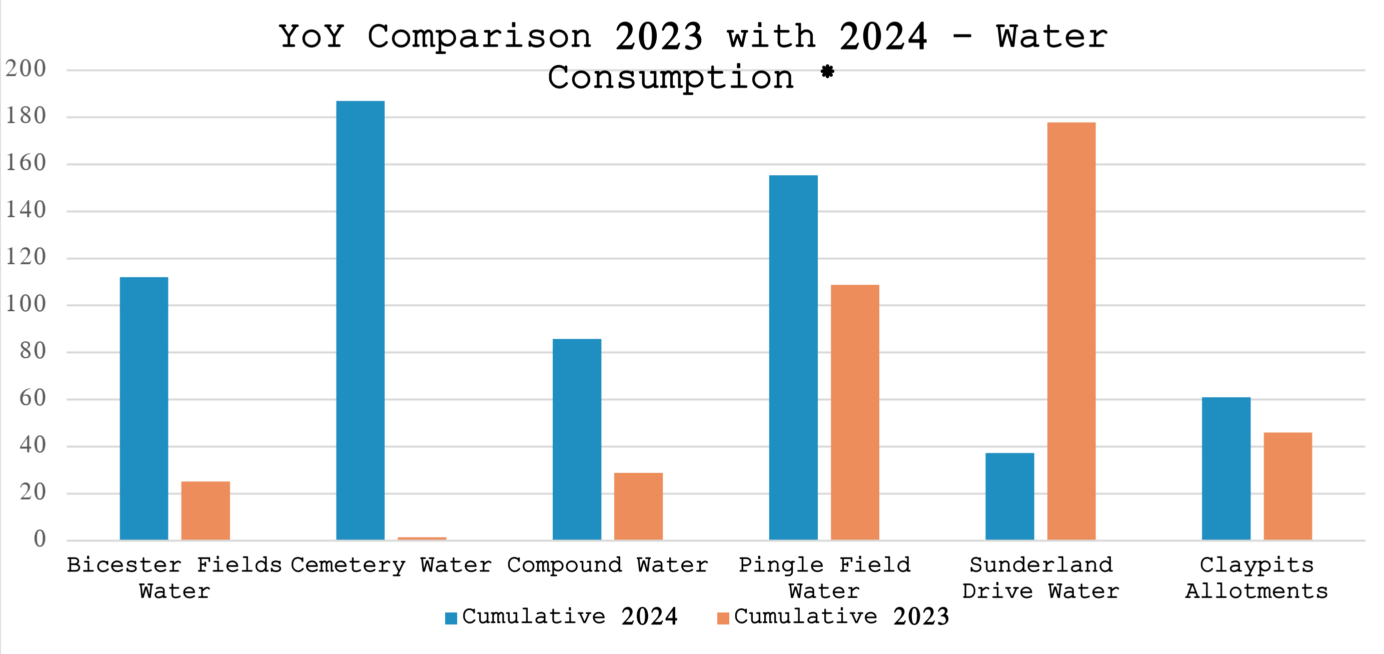
2. Recommendation

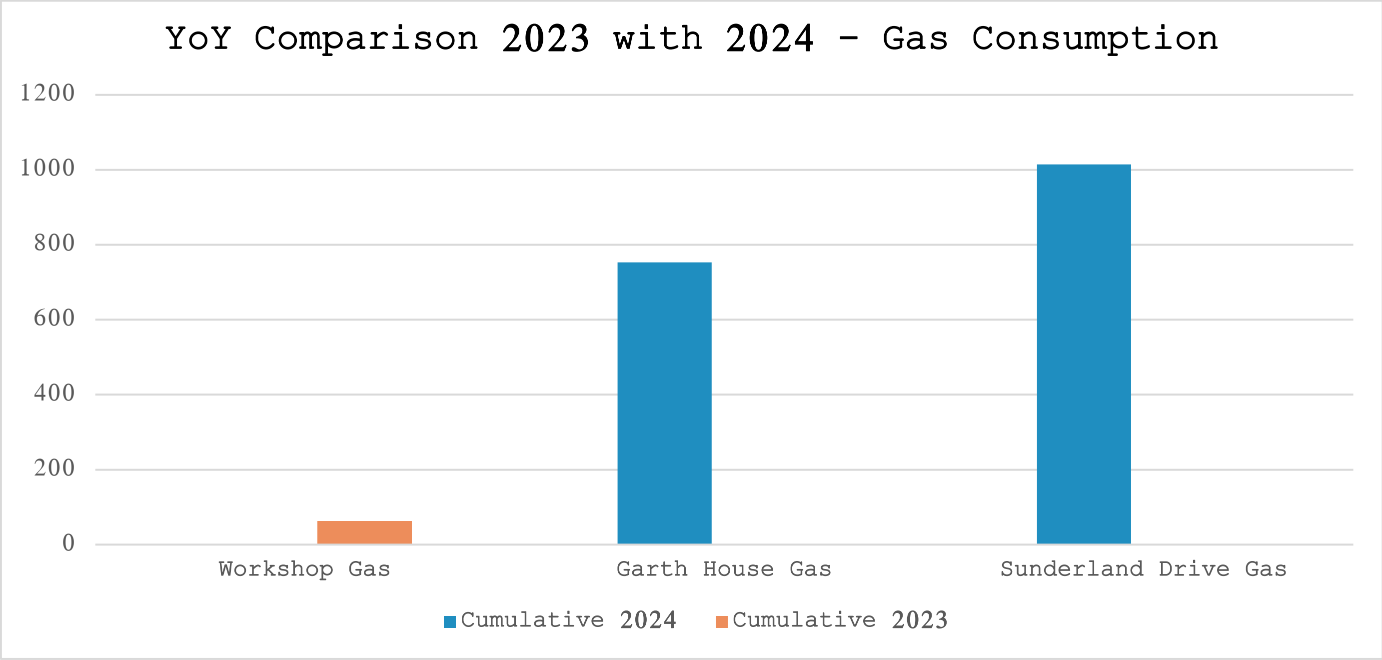
Councillors are asked to **NOTE** the information given in this report.



YoY Comparison 2023 with 2024 - Electricity Consumption *
4500
4000
3500
3000
2500
2000
1500
1000
500
0
Pingle Night
Pingle Day
Garth House
Mess Room
Stables
Bicester Field
Cemetery Toilet
Garth Flat
Outreach 1
Outreach 2
Bensons Stables
Cemetery Chapel
Garage Launton Rd
Sunderland Drive
Cumulative 2024
Cumulative 2023

Appendix


YoY Comparison 2023 with 2024 - Water Consumption *
200
180
160
140
120
100
80
60
40
20
0
Bicester Fields Water
Cemetery Water
Compound Water
Pingle Field Water
Sunderland Drive Water
Claypits Allotments
Cumulative 2024
Cumulative 2023


YoY Comparison 2023 with 2024 - Gas Consumption
1200
1000
800
600
400
200
0
Workshop Gas
Garth House Gas
Sunderland Drive Gas
Cumulative 2024
Cumulative 2023

Supplier	Everflow							SSE		
Description				Council Offices				BTC - The Garth	BTC - The Garth	
Location	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
Meter	05A006729	96T036117	01M251241	96T035935	05A203640	163488	310914590	M016A0661414A6	M016A1050901A6	M016A0827614A6
MPAN ending	SPID: 3011706921	SPID: 3011251916	SPID: 3010453078	SPID: 3010089996	SPID: 3011229651	SPID:301101373X	SPID:3011760578	4005648807	4005648908	4016556600
	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
2023										
Jan	25.12	1.52	28.79	-	108.72	177.79	46.00	61.76	99,928.94	-
Feb	25.19	2.10	-	-	114.46	-	50.00	14.42	574.71	-
Mar	29.96	2.36	0.02	-	25.33	-	-	5.23	523.23	-
Apr	24.46	37.51	0.04	-	1.22	-	-	0.01	323.47	-
May	-	52.06	0.03	-	1.13	0.56	-	-	108.51	-
Jun	57.73	61.96	0.02	-	0.41	0.40	285.00	-	85.85	324.51
Jul	26.76	13.81	-	-	2.87	0.03	7.00	-	-	276.43
Aug	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-
Oct	-	33.35	-	-	999.70	8.82	2,548.00	-	500.76	566.77
Nov	120.42	- 14.15	-	-	3,711.57	1.99	-	-	410.52	214.30
Dec	-	1.93	-	-	-	-	- 11,405.00	- 0.01	- 26,880.21	568.01
2024										
Jan	112.00	186.92	85.70	-	155.37	37.23	61.00	-	753.00	1,014.01
Cumulative 2024	112	186.92	85.7	0	155.37	37.23	61	0	753	1014.01
Cumulative 2023	25.12	1.52	28.79	0	108.72	177.786	46	61.76	0	0

Supplier	Npower		Opus energy											
Description	Night (R2)	Day (R1)	Council Offices					3	Outreach		Garth Out Building		Claytons	Hart Place
Location	Pingle Pavilion		Garth House	Mess Room	Stables	Chaffinch	Cemetery Toilet	Garth Flat	1	2	Bensons Stables	Cemetery Chapel	Garage Launton Rd	Sunderland Drive
Meter	EL18ML18948		K96C00306	E18ML10655	E19ML06107	E15ML07256	S06R40169	50399993	50400134	50399985	F74C18849	D07C76330	K97C76913	E10BG59221
MPAN ending	5/3126/091		8350/945	50938/582	7582/970	5/3128/354	27583/798	835/043	8350/972	8350/963	8350/981	8462/246	8351/061	8403/570
	Pingle Night	Pingle Day	Garth House	Mess Room	Stables	Bicester Field	Cemetery Toilet	Garth Flat	Outreach 1	Outreach 2	Bensons Stables	Cemetery Chapel	Garage Launton Rd	Sunderland Drive
2023														
Jan	3,075.00	246.00	926.00	54.00	883.00	- 57,439.00	- 5,978.90	1,433.90	1.40	111.50	- 34,896.00	- 6,637.00	- 107,447.00	195.00
Feb	2,842.00	357.00	822.00	-	828.00	-	-	1,586.50	-	26.70	4.00	2.00	189.00	-
Mar	2,670.00	555.00	984.00	-	936.00	-	4.00	1,617.10	-	64.40	16.00	5.00	185.00	-
Apr	1,681.00	450.00	574.00	-	460.00	-	2.00	987.80	-	211.10	15.00	6.00	142.00	-
May	543.00	420.00	701.00	-	-	-	2.00	-	-	-	15.00	5.00	152.00	-
Jun	122.00	187.00	766.00	-	602.00	-	2.00	849.60	-	304.80	93.00	2.00	133.00	-
Jul	53.00	95.00	590.00	-	198.00	127.00	1.00	244.60	-	83.40	13.00	1.00	182.00	239.00
Aug	- 1,060.00	- 310.00	860.00	0.30	251.40	-	3.10	195.80	51.60	- 219.50	17.60	0.90	188.10	93.70
Sep	754.00	246.00	704.00	-	294.10	-	2.00	194.10	16.00	81.00	16.70	0.80	153.20	317.60
Oct	1,282.00	411.00	940.00	- 0.30	444.50	-	2.00	654.00	21.00	287.60	15.50	1.60	247.50	166.70
Nov	2,060.00	137.00	856.00	-	394.00	-	2.00	1,400.50	28.00	49.00	15.00	1.70	87.20	110.00
Dec	-	355.00	2,065.00	0.30	645.80	-	2.00	1,762.30	28.00	- 34.60	87.40	2.80	55.70	281.70
2024														
Jan	4,000.00	271.00	206.00	-	691.90	-	2.80	1,920.10	44.00	-	24.90	7.20	41.50	224.20
Cumulative 2024	4000	271	206	0	691.9	0	2.8	1920.1	44	0	24.9	7.2	41.5	224.2
Cumulative 2023	3075	246	926	54	883	0	0	1433.9	1.4	111.5	0	0	0	195

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday, 26th March 2024

Insurance Report

Chairman: Councillor Paul Wheatley
Contact: 01869 252915 Paul.Wheatley@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact:01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

The Council's insurance cover is due to expire on 31st March 2024. .

The RFO recommends that we use our existing insurance company – Zurich, for insurance cover. They are in the process of compiling renewal documentation and have expressed their regret in the delay in sending out the documentation but have stated that we will have coverage past 31st March 2024, with no break in the cover. This will ensure that our insurances such as Public Liability are in place past the end of the year.

2. Recommendation

The Committee is asked to **APPROVE** the use of Zurich Insurance Company Ltd as our insurance provider for 2024/2025.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 28th March 2023

Nai's House Report

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

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

Ward Affected: All Wards

1. Overview

The Responsible Finance Officer has provided the income and expenditure for Nai's House.

The expenditure for Electricity and gas is based on one third of the cost of utilities for Garth House (actuals to date /11 months x 12= total for the year / 3), and rates are one third of the actual to date. Water data is unavailable, an estimate of the budget has been used.

The income total includes VAT.

Income	Amount	Expenditure	Amount
	£4,800	Electricity	£1,113
		Gas	£606
		Water	£100
		Rates	£1,877
Total	£4,800		£3696
Balance	£1,104		

2. Recommendation

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

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 28th March 2023

Town Council Fees and Charges

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

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

Ward Affected: All Wards

1. Overview

Periodical reviews of the charges set by the Town Council and its custom base are set each March for review.

- **Allotments**

Regulations state that a change to these fee's must receive notice – When the annual rent is paid a letter will be issued, with changes aimed at April 2025.
Recommended Charge increase for plots are: £25.00 (Small) , £35.00 (Medium) and £45.00 (Large).

We should look to introduce senior citizen rate (leaving the existing rate as fixed)

Description	Rec Cost (Per Year)
Plot Small	(4m x 10m) £22.00
Plot Standard	(5m x 12m) £33.00
Plot Large	(6m x 14m) £44.00

This means, that based on a small plot:

Adult: Currently paying £22.00 , will be paying £25.00
Retired Adult: Currently paying £22.00 , will be paying £22.00.

- **Sports Pitches**

On Average the Town Councils Sports Pitches and pavilions are subsidizing considerable loses (on average -£8000) loss per site

Pricing per hour (including VAT)

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

Additional Items

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

Given the deficit of each site, we suggest the fees increase by £1.00 per hour – this will not rectify the loss, but will help stabilise each site.

APPENDIX 1 – Banbury Town Council Charges (For Reference)

Whitelands

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

We should look to introduce senior citizen rate discounting the adult price by 25% for all 3G pitch usage. – this would include the use for Bicester Fossels.

Drop in prices:

3G Adult £5.25 per hour
3G Junior £3.65 per hour
Use of Changing Rooms £2.00
Use of Showers £1.60

Cricket Pitch £90.00 per hour

- ## Garth House

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

No changes recommended

- ## Open Spaces

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

Recreational Space when not used for sport include:
Whitelands , Kea Fields , Pingle Fields , Langford Park (Formally Bicester Fields) and Sunderland Drive.

- Hire of Open Spaces on a non-working day: minimum charge £130.00
- Hire of Open Spaces working day: minimum charge £260.00

2. Recommendation

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

i. Increase in fees to Allotments in April 2025 and including a separate rate for retired residents.
Ii .Increase to sports pitch fees.
iii. Introduction of separate rate for retired residents for the Whitelands 3G pitch.

APPENDIX 1

FEES AND CHARGES	**2021/22**	**2022/23**
FOOTBALL PITCHES		
Per season (maximum 21 matches)		
With changing accommodation	£700	£700
Without changing accommodation	£495	£495
Per match with changing accommodation (inc VAT)		
With changing accommodation	£70	£70
Without changing accommodation	£45	£45
Notes: 1. 50% reduction is allowed for teams under 18 years of age		
Mini-Soccer Pitch – Horton View & Hanwell Fields only		
(**Under 16s only without changing accommodation)**		
Per match (inc VAT)	£20	£20
Per season (max 21 matches)	£260	£260

Cricket Club (10 Matches)	£740	£740
Cricket Pitch (per match)	£100	£100
Cricket Pitch (Mon-Fri evening only match)	50% of above	50% of above
Use of Green Area & Sports Pavilions for weekly courses	£250	£250

Community Facility Hire		
Horton View Hall (per hour)	£25	£25
Peoples Park Community Building (per hour)	£25	£25
Sports Pavilions (per hour)	£25	£25

(VAT is incorporated at the standard rate ONLY where applicable)