

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 29th January 2024** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Rachel Mallows (Chairman)
Cllr Paul Wheatley (Vice-Chairman)
Cllr Alisa Russell
Cllr Dan Hallett
Cllr Les Sibley
Cllr Damien Maguire

In Attendance:

Phil Evans, Town Clerk
Jodi Clarke, Office Administrator

40/2 Apologies for Absence

324 RESOLVED that apologies were received from Cllr Harry Knight.

41/2 Declarations of Interest

324 RESOLVED that no declarations were received.

42/2 Minutes of Policy Committee

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

- **POL03/2324** – Monday 30th October 2023 at 19:00hrs

43/2 Public Session

324 RESOLVED that no public were present.

44/2 Major Town Initiatives

324 RESOLVED that the Committee **NOTED** the following:

- **Bicester Vision CIC Executive board meeting** held on Thursday 2nd November 2023
- **Bicester Vision CIC Partnership meeting** held on Thursday 7th December 2023

45/2 Policies and Procedures

324 RESOLVED that the Committee **REVIEWED & APPROVED** the following Policies:

- GP7 – Grant Aid Policy

Officers to change Section 2.8 from “Finance & General Purposes Committee meeting” to “Finance Committee”

Officers to promote Grant Aid more than previous years.

- GP24 – Tree Management Policy
- GP26 – Councillor Vacancy Policy

46/2 Allotment Tenancy Agreement Changes

324 RESOLVED that the committee **APPROVED** the changes to the allotment tenancy agreement.

47/2 Allotment Privacy Notice Changes

324 RESOLVED that the committee **APPROVED** the changes to the allotment privacy notice.

48/2 Exclusion of Press and Public

324 RESOLVED That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1990, the public and press be excluded from the meeting during consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

49/2 Standing Report - Lease's

324 Nai's House Lease:

Officers are asked to put a report to the Finance Committee with the costs of the utility charges along with a recommendation.

Officers are asked to bring the Lease back to the Policy Meeting on the 19th February.

Officers are to add the following to the Forward Plan:

- Costing on repairs i.e. Windows, double glazing.
- Look into Grants that may help fund the Repairs.
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Appendix 1b: Thames Water

Cllr Hallett thanked the Town Clerk and his team for the ongoing work in regards to the Jubilee Lake.

RESOLVED that the Committee **APPROVED** the Town Clerk to begin drafting the Heads of Terms once the Pathway work is completed.

Appendix 1c: Savior Fare Lease:

RESOLVED that the Committee **OBJECTED** to the changes in section 10.1.

RESOLVED that the Committee **APPROVED** the re-wording on section 20.3 but to have the same meaning as the original.

50/2 Ground Maintenance Contract Update

324 The existing Contract expires on the 31st March 2024.

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

51/2 Forward Plan
324

Officers to change section 3 to Assets Adoption for better clarity.

Councillors raised that some residents are not receiving the Garth Gazette in the post.
Officers to look into why this is not being received in some areas of Bicester.

Officers are asked to post about the 20mph Zones in Bicester onto the Town Councils Facebook Page.

RESOLVED that the committee **NOTED** the report.

Date of next Meeting: Monday 19 February 2024 at 19:00

CLOSE OF MEETING: 20:22 hrs