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Bicester Town Council



Annual Town Meeting

Ref: BTC03/2526

On The Rise of The Annual Town Meeting

Monday 19th May 2025

Council Chamber, Garth House, Launton Road, OX26

6PS

Members:

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

Other Circulation:

CDC
Cllr John Broad, Cllr Frank Ideh, Cllr Simon Lytton and Cllr Rob Parkinson
OCC
Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Tuesday 13th May 2025,

To all Members of The Bicester Town Council,

You are hereby summoned to attend a meeting of the **Bicester Town Council** at **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Monday 19th May 2025** to commence **on the rise of the Annual Town Meeting** for the transaction of the following business.

Paul Canning
Deputy Town Clerk

Agenda

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

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Appointment of Committees

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

4. Calendar of Meetings

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The Council is asked to **NOTE** the Calendar of Meetings **2025/26**.

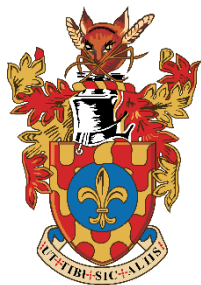
5. Meeting Attendance Register

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The Council is asked to **NOTE** the Meeting Attendance Register for **2024/25**.

6. Date of Next Meeting:

Monday 23rd June 2025, 7pm – The Chamber Room, Bicester Town Council



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

19th May 2025

Appointment of Committees

Chair: Cllr Alisa Russell

Contact: 01869 252915

alisa.russell@bicester.gov.uk

Town Clerk: Phil Evans

Contact: 01869 252915

phil.evans@bicester.gov.uk

Ward Affected: All

1. APPOINTMENT OF COMMITTEES

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

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

2. WORKING PARTIES, TASK AND FINISH GROUPS

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

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

3. REPRESENTATIVES TO OUTSIDE BODIES

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

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

4. CALENDAR OF MEETINGS 2025/2026

4.1 The Committee is requested to **NOTE** the dates and times of meetings for **2025/2026** and confirm all meetings will take place at the Garth other than the Annual Meeting (**Agenda Item 4**).

5. MEETING ATTENDANCE REGISTER FOR 2024/25

5.1 The Committee is requested to note the attached report (**Agenda Item 5**).

6. Recommendation

The council is asked to **AGREE** and **APPROVE** the Appointment of Committees and Working Parties. And **NOTE** the Calendar of Meetings **2025/2026** and the Meeting Attendance Register for **2024/25**

Calendar 2025/2026										
	CYCLE 01	CYCLE 02	CYCLE 03	CYCLE 04	CYCLE 05	CYCLE 06	CYCLE 07	CYCLE 08	CYCLE 09	CYCLE 10
FULL COUNCIL Phil Evans/TEC Maria Galic/Isobel May	FC012025/2026 Mayor Making 12 May 2025	FC022025/2026 Annual Town Meet 19 May 2025	FC032025/2026 Committee Appoint 19 May 2025	FC042025/2026 Inc & Gov 23 June 2025	FC052025/2026 13 October 2025	FC062025/2026 Budget 12 January 2026	FC072025/2026 Meet Calendar 09 March 2026	FC082025/2026 27 April 2026		
ENVIRO Mick Lee TBC	EN012025/2026	EN022025/2026	EN032025/2026	EN042025/2026 Budget 21 October 2025	EN052025/2026 19 January 2026	EN062025/2026 30 March 2026				
FINANCE Sam Wade Viktoria Kovale	FI012025/2026 AGAR 05 June 2025	FI022025/2026 02 July 2025	FI032025/2026 23 September 2025	FI042025/2026 Budget 01 December 2025	FI052025/2026 08 January 2026	FI062025/2026 17 March 2026				
PLANNING Paul Canning/Sam Wade Maria Galic	PL012025/2026	PL022025/2026	PL032025/2026	PL042025/2026	PL052025/2026	PL062025/2026	PL072025/2026	PL082025/2026	PL092025/2026	PL102025/2026
POLICY Phil Evans Viktoria Kovale	PO012025/2026	PO022025/2026	PO032025/2026	PO042025/2026	PO052025/2026	PO062025/2026				
TRAFFIC Paul Canning Isobel May	TR012025/2026	TR022025/2026	TR032025/2026	TR042025/2026						
PERSONNEL Phil Evans	PE012025/2026	PE022025/2026	PE032025/2026	PE042025/2026	PE052025/2026	PE062025/2026				
EVENTS Paul Canning Isobel May	EV012025/2026	EV022025/2026	EV032025/2026	EV042025/2026						
SPORTS Mick Lee TBC	SF012025/2026	SF022025/2026	SF032025/2026	SF042025/2026						
ALLOTMENTS Mick Lee TBC	AL012025/2026	AL022025/2026	AL032025/2026							

- 1.All meetings commence at 7.00pm unless otherwise stated
- 2.Other than the Annual Meeting of the Council, meetings will take place in the Council Chamber at The Garth, Launton Road, Bicester
- 4.Changes to meeting dates, times and venue may occasionally occur, the Town Clerk has the authority to cancel or rearrange meeting dates and venue if required.
- 5.Working Party, Task and Finish Groups and Sub-committee meetings will be convened as required

	Town Council			Policy			Environment			Planning			Finance			Attendance
	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	
Total Number of Meetings	7			6			7			10			6			
Name																
Cllr Harry Knight	5	2		1	1		2			5						43.33%
Cllr Paul Wheatley	7			6				2			3	5				121.05%
Cllr Dan Hallett	5	2				2		1	7			5				86.96%
Cllr Nicholas Mawer	6	1		6			3	2	7						3	83.33%
Cllr Les Sibley	6					1	4				2	5				90.00%
Cllr Tom Beckett	6	1		6				1	4			4	2			72.41%
Cllr Nick Cotter	6	1		1	2							3	1			52.63%
Cllr Donna Ford	7						6	1				6				95.00%
Cllr Sam Holland	7			4				3	6			3	1			79.31%
Cllr Damien Maguire	6						5		7							60.00%
Cllr Rachel Mallows	6			4	1		6		2			2				66.67%
Cllr Chris Pruden	6	1				1	4	2	8						1	83.33%
Cllr Jim Webb	5			4			1		8							75.00%
Cllr Alisa Russell	7			4			5	1				6				84.62%
Cllr John Willet	6	1					4	1	8							75.00%