

Bicester Town Council



Policy Committee Meeting

Ref: POL01/2526

Tuesday 17th June 2025 at 19:00

Members:

Cllr Paul Wheatley – **Chairman**,
Cllr Cotter, Cllr Mallows, Cllr Pruden, Cllr Holland, Cllr Mawer, Cllr Hallett,
Cllr Knight, Cllr Beckett

Substitute Members:

Cllr Russell, Cllr Willett, Cllr Sibley, Cllr Webb,
Cllr Ford and Cllr Maguire.

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



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Tuesday 10th June 2025

To all members of the Policy Committee,

You are hereby summoned to attend a meeting of the **Policy Committee at the Council Chamber, Garth House, Launton Road, OX26 6PS** on **Tuesday 17th June 2025** at 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. Appointment of Vice-Chair

Councillors are asked to **APPOINT** the committee's vice Chairperson for the year 2025/2026

2. Apologies for Absence

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

3. 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.

4. Minutes of the previous Meeting

The Committee is asked to **APPROVE** the minutes of the Policy Committee meeting held on:

- **POL06/2425 – Monday 24th March 2025 at 19:00hrs**

5. 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.

6. Bicester Town Council's Accounting Software.

Councillors will receive a presentation for a potential service provider.

7. Policy's review

The following Policies have been reviewed by the Personnel Sub Committee and with some alterations this subcommittee seeks the **APPROVAL** of the policy committee.

8. Exclusion of Press and Public

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

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 24th March 2025 at 19:00hrs** at the **Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon, OX26 6PS.**

Present:

Cllr Paul Wheatley (Chair)
Cllr Alisa Russell (Vice-Chair)
Cllr Tom Beckett
Cllr Rachel Mallows
Cllr Nick Mawer
Cllr Dan Hallett (Substitute)

In Attendance:

Phil Evans, Town Clerk
Viktorija Kovale, Finance Administrator
Bicester Village Representative (x2)

46/2425 Apologies for Absence

RESOLVED that apologies were received from the following Committee Members with substitutions:

- Cllr Jim Webb.
- Cllr Harry Knight
- Cllr Sam Holland

47/2425 Declaration of Interest

RESOLVED that no declaration of interest was received.

48/2425 Minutes of the Previous Meeting

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

- **POL05/2425 – Monday 10th February 2025 at 19:00hrs**

49/2425 Public Session

RESOLVED that Bicester Village representatives have been attended the meeting with 10 minutes speech.

St Edburgs Park Lease.

A representative from Bicester Village informed the committee about the background and history of the St Edburg's land.

Bicester Village proposed to split the land of St Edburg's Park equally between Bicester Village and the community. After a public consultation, the community voted to have their half organized as a park.

Following the Policy Meeting in December 2022, the planning application was approved. As a result, Bicester Village has agreed with Bicester Town Council to lease the land, with no rent contribution from Bicester Village.

Bicester Village is ready to finalize the document as soon as Bicester Town Council makes the final decision and to sign the Lease Agreement in the near future. Bicester Village is committed to working for the public and the community.

46/2425 Exclusion of Press and Public

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

46/2425 Date of Next Meeting:

To be confirmed.

CLOSE OF MEETING: 21:05 hrs

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

17th June 2025

Chair: Councillor Paul Wheatley

Contact: 01869 252915 paul.wheatley@bicester.gov.uk

Phil Evans – Town Clerk

Contact: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

Bicester Town Council's Accounting Software.

1. Background

The current system used by the Town Council has been in place for several years, It is felt from both Officers and Councillors that the reports within the application are very limiting and, in some cases, require duplication of work in order for the to be legible to the reader.

The public sector has very bespoke needs with most application providers focusing on larger scale account management.

Having researched what is used through larger local councils only two companies met the needs of what the Town Council would need, one of which is the current provider.

We currently pay £4,000 per annum for our current provider.

Councillors have requested that Officers look for alternate providers.

Please see **APPENDIX ONE** for presentation pack.

2.Presentation

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3.Recomendations

The Committee is asked to **APPROVE** that the Town Council switch providers.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

17th June 2025

Chair: Councillor Paul Wheatley

Contact: 01869 252915 paul.wheatley@bicester.gov.uk

Phil Evans – Town Clerk

Contact: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

Standing Report, Policy Review

1. Background.

The Personnel subcommittee review the personnel policies and procedures under their delegated authority and have asked for the policy committee to ratify the approved documentation.

2. Policies reviewed by the subcommittee and passed on for review.

Policy No.	Policy title
PP1	Adverse Weather (Staff attendance at workplace) Policy
PP2	Annual Leave and Bank Holidays Policy
PP3	Bullying and Harassment Policy
PP4	Capability Procedure
PP5	Disciplinary Policy and Procedure
PP6	Dress Code Policy
PP7	Employee Code of Conduct Policy
PP8	External Training Courses Travel & Subsistence
PP9	Flexible Working Hours & Overtime Policy
PP10	Flexible Working Policy

3. Recommendation

The Committee is asked to **NOTE** the policies that have been passed through the Personnel subcommittee.

