Bicester Town Council

Finance Committee Meeting

Ref: FIN03/2025/2026

Tuesday 23rd September 2025 at 19:00hrs

Council Chamber, The Garth, Launton Road

OX26 6PS

Members:

Cllr Alisa Russell – **Chair**,
Cllr Tom Beckett – **Vice Chair**
Cllr Paul Wheatley, Cllr Nick Cotter, Cllr Donna Ford, Cllr Jim Webb, Cllr Sam Holland, Cllr Rachel Mallows and Cllr Les Sibley.

Substitute Members:
Cllr Harry Knight, Cllr Damien Maguire, Cllr Nick Mawer, Cllr Dan Hallett, Cllr John Willett and Cllr Chris Pruden.

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

BICESTER
TOWN COUNCIL

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Wednesday 17th September 2025

To all members of the Finance Committee,

You are hereby Summoned to attend the meeting of the **Finance Committee** at the **Council Chamber, The Garth, Launton Road, OX26 6PS on Tuesday 23rd September 2025** to commence at **19:00hrs** for the transaction of the following business.

Trevor Longfield
Responsible Finance Officer

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 (phil.evans@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

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Finance Committee Meeting held on: **(Pages 4 - 7)**

FIN01/2024/2025 – Thursday 5th June 2025 at 19:00hrs

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 Starboard Systems Limited

(Page 8)

A presentation is to be received from the owner of Scribe Accounting Software.

6 Financial Performance Report

(Pages 9 - 17)

As per Financial Regulation 4.8, the committee is asked to **REVIEW** and **NOTE** the attached Income & Expenditure plus Variance Report to **AUGUST 2025**.

7 Bank Balances

(Pages 18 - 19)

As per Financial Regulation 2.2, the committee is asked to **REVIEW** and **NOTE** the attached report detailing bank balances at the end of **AUGUST 2025**.

8 Standing Orders and Direct Debits

(Pages 20 - 21)

The committee is asked to **REVIEW** and **APPROVE** the recommended actions.

9 Reserves Report

(Pages 22 - 24)

The Committee is asked to **REVIEW** and **NOTE** the earmarked reserve balances at the end of **AUGUST 2025**.

10 Grant Aid

(Pages 25 - 26)

The committee is asked to **NOTE** the paid items, **REVIEW** verbal updates and **APPROVE, DEFER** or **REJECT** payment of the remaining items.

11 Payments

(Pages 27 - 34)

The Committee is asked to **REVIEW** and **NOTE** the report

12 Previous Locum RFO Report

(Pages 35 - 37)

Include for information

Date of Next Meeting

Monday 1st December 2025

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Thursday 5th June 2025** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Alisa Russell (Chairman)

Cllr Damien Maguire (Substitute)

Cllr Paul Wheatley

Cllr Nick Cotter

Cllr Donna Ford

Cllr Sam Holland

Cllr Jim Webb

In Attendance:

Phil Evans – Town Clerk

Viktorija Kovale – Finance Administrator

01/2425 **Appointment of Vice-Chair**

RESOLVED that Cllr Tom Beckett was **APPOINTED** as Vice-Chair for the Finance Committee.

Cllr Russell Proposed & Cllr Wheatley seconded.

02/2425 **Appointment of Substitutes**

RESOLVED That Committee **CONFIRMED** that this item is not required in Agenda.

03/2425 **Apologies for Absence**

RESOLVED that apologies be received from:

- Cllr Rachel Mallows
- Cllr Les Sibley
- Cllr Tom Beckett – to which Cllr Damien Maguire substituted.

04/2425 **Declarations of Interest**

RESOLVED that no declarations were received.

05/2425 **Minutes of the Finance Committee**

RESOLVED to **CONFIRM** the minutes of the Finance Committee meeting held on:

- **FIN06/2425** held on Tuesday 1st April 2025 at 19:00hrs.

06/2425 **Public Session**

RESOLVED that no members of the public were present.

07/2526 **Finance Report**

RESOLVED that Committee **NOTED** and **REVIEWED** the Income, Expenditure and Variances Report to **Month 2.**

A question was raised regarding why some of the lease income is showing as '£0'. The Town Clerk assumed that there might be mistakes in the report, which need to be amended.

A question was raised regarding why page '2' of the cost centre report is missing. Page '2' has now been presented to the Councillors

A question was raised regarding why Whitelands' electric bill has already reached 25% of the budget, as indicated by the report. The Town Clerk explained that the discrepancies in the report might be due to the new RFO, who recently joined Bicester Town Council and is still getting acclimated.

Councillors requested take back XL spreadsheet, how it has been used before with previous RFO.

Councillors commented that, to create an accurate budget, it is necessary to determine the correct rates for all buildings that BTC pays to CDC.

08/2425 **Bank Balances**

RESOLVED that Committee **NOTED** and **REVIEWED** the bank balances.

The Town Clerk confirmed the following:

Lloyds Treasury Account – Account has been frozen, but the money is still in the account, the Responsible Finance Officer is working to unfreeze the account.

09/2425 **Payments**

RESOLVED that the Committee **NOTED** the payment schedules.

10/2425 **Year End Accounts**

RESOLVED that the Committee **NOTED** the Income & Expenditure account for the year ended 31st March 2025.

It was raised that there was an error on the report on section 1.4, it should read as follows:
"The underspend for the year is £91,317.00 before movement to reserves."

11/2425 **Earmarked Reserves**

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

Cllr Paul Wheatley requested a table of movements, similar to what was presented last year.

12/2425 **Internal Audit**

RESOLVED that the committee **NOTED** & **AGREED** the final internal audit with statement of accounts go to full council on the 23rd June 2025.

The Town Clerk stated that the finance team is making good progress, as evidenced by the positive results of the Internal Audit.

Councillors expressed their gratitude to both the past and current finance teams for their hard work over the last year and this year.

13/2425 **Statement of Accounts**

RESOLVED that the Committee **AGREED** that the statement account report goes to full council on the 23rd June 2025.

A question was raised regarding why the names of the clubs were published and not redacted as per GDPR.

The Town Clerk stated that, in the future, all reports containing names will have them redacted with a black line.

14/2425 **Grant Aid**

UNRESOLVED that the Committee **DID NOT APPROVE** the report and have **DEFERRED** the report until the next meeting.

15/2425 **Fees and Charges Review**

UNRESOLVED that the Committee **DID NOT APPROVE** the fees and charges review. The Committee recommended presenting the price change report to users first and gathering their feedback before making a decision.

16/2425 **Exercise of Public Rights Report**

RESOLVED that the Committee **AGREED** that the exercise of public rights report got to full council on the 23rd June 2025 and then placed into the public domain the following day.

Date of next Meeting: 3rd July 2025 at 19:00

CLOSE OF MEETING: 20:12hrs

AGENDA ITEM 5

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23rd September 2025

Presentation by Starboard Systems Limited

Report on cost / benefit analysis and answers to questions raised in Policy Committee meeting if 17th June to follow as appendix if available before the meeting.

AGENDA ITEM 6

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23rd September 2025

Finance Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Trevor Longfield
Contact: trevor.longfield@bicester.gov.uk

Ward Affected: All Wards

1. Overview

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

As mentioned in the Agenda of the cancelled July meeting there remain some items coded where there is no budget. These mostly relate to detailed analysis of costs rather than using generic higher-level codes e.g. Vehicle Maintenance rather than Maintenance. They may be moved for future reports and do not affect the total income and expenditure figures.

2. Background

Appended to this report is the detailed finance report produced from the Rialtas Accounting system showing the Council's income and expenditure to the end of **August 2025 (month 5)**. The report compares actual income and expenditure for August and Year to date against the full year budget.

Councillors are reminded that not all income and expenditure is evenly received or paid throughout the year - the biggest item being the Precept received in April. The current RFO is more familiar with the use of monthly accruals and prepayments but wishes to only introduce such a change from the start of 2026-27.

Structure and interpretation of the report

The report is based on the Council's Cost Centres which cover the different areas of the councils' operations. Each cost centre is allocated a three-digit number, heads up a section of the report and is underlined.

The Nominal Ledger Codes are four digits and in sib-sections with income being in the range 1000 to1999 and the Expenses 4000 to 4999.

As suggested above the Variance is Budget-for-whole-year less year-to-date Actual. This also applies to Income which results in favourable income variance being shown in brackets normally associated with adverse variances.

The RFO will consider whether preparing this report using downloads and Excel might produce clearer reports for future meetiings.

3. Recommendation

The committee is asked to **REVIEW** and **NOTE** this report and appended income and expenditure to **31st August 2025**.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Civic and Democratic								
1013	Inc-Mayor's Charities	0	2,464	0	(2,464)			0.0%	
	Civic and Democratic :- Income	**0**	**2,464**	**0**	**(2,464)**				**0**
4150	Mayor's Charities	8,792	8,792	1,750	(7,042)		(7,042)	502.4%	
4159	Elections	0	0	3,000	3,000		3,000	0.0%	
4160	Civic Expenses	0	6,919	10,000	3,081		3,081	69.2%	
4161	Civic Mayor Making	0	864	1,500	636		636	57.6%	
4162	Civic Flag Raising	0	117	250	133		133	46.7%	
4163	Civic Service & Parade	0	300	4,000	3,700	1,370	2,330	41.8%	
4164	Civic Rememberance	0	26	5,000	4,974		4,974	0.5%	
4209	Member's Allowances	0	14,448	15,500	1,052		1,052	93.2%	
	Civic and Democratic :- Indirect Expenditure	**8,792**	**31,465**	**41,000**	**9,535**	**1,370**	**8,165**	**80.1%**	**0**
	Net Income over Expenditure	**(8,792)**	**(29,001)**	**(41,000)**	**(11,999)**				
105	Central Services								
1014	Inc-Miscellaneous	0	60	0	(60)			0.0%	
	Central Services :- Income	**0**	**60**	**0**	**(60)**				**0**
4000	Gross Salaries	25,296	111,387	270,000	158,613		158,613	41.3%	
4001	Ers National Insurance	3,357	14,519	33,974	19,455		19,455	42.7%	
4002	Ers Pension	5,490	24,172	60,000	35,828		35,828	40.3%	
4009	Staff Travel	0	0	250	250		250	0.0%	
4015	Health and Safety	1,160	1,330	5,000	3,670		3,670	26.6%	
4020	Mobile Phones	239	1,029	1,200	171		171	85.8%	
4021	Office Phones	510	1,789	3,500	1,711		1,711	51.1%	
4023	Stationery	369	601	2,400	1,799		1,799	25.0%	
4024	Subscriptions	(9,896)	1,632	12,500	10,868		10,868	13.1%	
4025	Insurance	0	23,720	25,000	1,280		1,280	94.9%	
4027	Ref. Booksand Publications	0	0	150	150		150	0.0%	
4032	Recruitment inc. Advertising	0	11,887	300	(11,587)		(11,587)	3962.2%	
4033	Office Expenses	327	1,676	3,000	1,324	24	1,300	56.7%	
4034	Computer Support	8,659	23,984	29,100	5,116		5,116	82.4%	
4040	Website	72	151	1,300	1,149		1,149	11.6%	
4055	Press and PR	0	671	1,300	629		629	51.6%	
4056	Legal and Professional Fees	3,048	6,422	15,000	8,578		8,578	42.8%	
4057	Audit Fees	80	459	4,000	3,541		3,541	11.5%	
4058	Accountancy and Payroll	315	735	6,500	5,765		5,765	11.3%	
4070	Training & Conferences	0	480	7,500	7,020		7,020	6.4%	
4097	HR	0	2,202	5,400	3,198	2,250	948	82.4%	
4169	Newsletter (Garth Gazette)	5,350	10,700	20,000	9,300		9,300	53.5%	
	Central Services :- Indirect Expenditure	**44,376**	**239,545**	**507,374**	**267,829**	**2,274**	**265,555**	**47.7%**	**0**
	Net Income over Expenditure	**(44,376)**	**(239,485)**	**(507,374)**	**(267,889)**				

Detailed Income & Expenditure by Budget Heading 16/09/2025

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	The Garth								
1001	Inc-Nais House	483	1,933	5,796	3,863			33.4%	
1002	Inc-CAB Rent	0	0	4,250	4,250			0.0%	
1007	Inc-Registrars	0	1,250	1,250	0			100.0%	
1010	Inc-Garth Rooms Lettings	84	704	500	(204)			140.8%	
	The Garth :- Income	**567**	**3,887**	**11,796**	**7,909**			**33.0%**	**0**
4004	Cleaning Contract	1,058	3,138	6,000	2,862		2,862	52.3%	
4011	Rates	5,739	5,739	10,000	4,262		4,262	57.4%	
4012	Water Charges	46	421	900	479	25	454	49.6%	
4013	Gas	73	717	3,000	2,283		2,283	23.9%	
4014	Electricity	484	2,508	5,000	2,492		2,492	50.2%	
4023	Stationery	(334)	0	0	0		0	0.0%	
4036	Maintenance - Grounds & Bldgs	620	836	5,000	4,164		4,164	16.7%	
4039	Waste Removal	(1,573)	0	0	0		0	0.0%	
4103	Maintenance - exCAB Office	0	0	0	0	137	(137)	0.0%	
4130	Building Security	0	1,122	11,550	10,428		10,428	9.7%	
4203	Cleaning - Windows	0	0	800	800		800	0.0%	
	The Garth :- Indirect Expenditure	**6,112**	**14,481**	**42,250**	**27,769**	**162**	**27,607**	**34.7%**	**0**
	Net Income over Expenditure	**(5,544)**	**(10,594)**	**(30,454)**	**(19,860)**				
107	Garth Lodge								
1006	Inc-Garth Lodge	1,916	4,899	12,200	7,301			40.2%	
	Garth Lodge :- Income	**1,916**	**4,899**	**12,200**	**7,301**			**40.2%**	**0**
4052	Garth Lodge Costs	0	0	1,500	1,500		1,500	0.0%	
	Garth Lodge :- Indirect Expenditure	**0**	**0**	**1,500**	**1,500**	**0**	**1,500**	**0.0%**	**0**
	Net Income over Expenditure	**1,916**	**4,899**	**10,700**	**5,801**				
108	Corporate Finance								
1076	Inc-Precept	0	1,872,968	1,872,967	(1)			100.0%	
1096	Inc-Interest Received	7,181	51,901	85,000	33,099			61.1%	
	Corporate Finance :- Income	**7,181**	**1,924,869**	**1,957,967**	**33,098**			**98.3%**	**0**
4059	Bank Charges	87	398	2,000	1,602		1,602	19.9%	
4306	Loan Repayments	0	5,072	11,000	5,928		5,928	46.1%	
	Corporate Finance :- Indirect Expenditure	**87**	**5,470**	**13,000**	**7,530**	**0**	**7,530**	**42.1%**	**0**
	Net Income over Expenditure	**7,094**	**1,919,399**	**1,944,967**	**25,568**				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109	Community Support								
4060	CAB	0	0	8,250	8,250		8,250	0.0%	
4061	Grants to Voluntary Org.	0	18,926	22,000	3,074		3,074	86.0%	
4065	TVP Crime Partnership	0	0	3,600	3,600		3,600	0.0%	
4131	Bicester Vision Manager	0	5,000	5,000	0		0	100.0%	
4191	Community Woodland	0	0	3,000	3,000		3,000	0.0%	
	Community Support :- Indirect Expenditure	**0**	**23,926**	**41,850**	**17,924**	**0**	**17,924**	**57.2%**	**0**
	Net Expenditure	**0**	**(23,926)**	**(41,850)**	**(17,924)**				
110	Projects								
4100	Equipment and Machinery	0	0	20,000	20,000		20,000	0.0%	
4300	Computer Equipment	0	159	2,500	2,341		2,341	6.3%	
4301	The Garth Redevelopment	0	2,650	5,000	2,350		2,350	53.0%	
4305	New Cemetery	0	0	15,000	15,000		15,000	0.0%	
4312	Maintenance - Assets	2,475	5,607	17,500	11,893	803	11,091	36.6%	
4313	Play Area/Open Space Inv.	5,855	16,379	51,732	35,353	3,064	32,289	37.6%	
4314	Town Centre	0	0	5,000	5,000		5,000	0.0%	
4316	Carbon Emmission Project	0	0	7,000	7,000		7,000	0.0%	
	Projects :- Indirect Expenditure	**8,331**	**24,794**	**123,732**	**98,938**	**3,867**	**95,071**	**23.2%**	**0**
	Net Expenditure	**(8,331)**	**(24,794)**	**(123,732)**	**(98,938)**				
300	Environmental Services								
4000	Gross Salaries	27,462	117,363	295,000	177,637		177,637	39.8%	
4001	Ers National Insurance	3,494	14,604	33,495	18,891		18,891	43.6%	
4002	Ers Pension	5,959	25,471	65,000	39,529		39,529	39.2%	
4016	Uniform and PPE	301	397	1,500	1,103		1,103	26.4%	
4017	Cleaning Materials	0	161	0	(161)		(161)	0.0%	
4020	Mobile Phones	242	1,193	3,000	1,807		1,807	39.8%	
4036	Maintenance - Grounds & Bldgs	0	643	0	(643)		(643)	0.0%	
4039	Waste Removal	(423)	0	0	0		0	0.0%	
4042	Maintenance - Machinery	1,568	4,674	12,000	7,326	1,226	6,101	49.2%	
4044	Vehicle Fuel	509	2,947	7,000	4,053		4,053	42.1%	
4045	Tools	296	2,129	1,000	(1,129)		(1,129)	212.9%	
4068	Contract Hire Vehicle	0	145	0	(145)		(145)	0.0%	
4130	Building Security	0	620	0	(620)		(620)	0.0%	
4178	Maintenance - Vehicles	0	2,690	0	(2,690)		(2,690)	0.0%	
4190	Parks and Garden Contract	7,585	0	0	0		0	0.0%	
	Environmental Services :- Indirect Expenditure	**46,993**	**173,037**	**417,995**	**244,958**	**1,226**	**243,733**	**41.7%**	**0**
	Net Expenditure	**(46,993)**	**(173,037)**	**(417,995)**	**(244,958)**				

Detailed Income & Expenditure by Budget Heading 16/09/2025

Month No: 5 Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Open Spaces								
1019	Inc-Grants Received	0	0	31,252	31,252			0.0%	
1037	Inc-Keta Field Pitches	0	2,353	2,500	147			94.1%	
1038	Inc-Bure Park Pitches	0	1,333	0	(1,333)			0.0%	
1041	Inc-Open Spaces	0	0	800	800			0.0%	
	Open Spaces :- Income	**0**	**3,687**	**34,552**	**30,865**			**10.7%**	**0**
4015	Health and Safety	0	9	0	(9)		(9)	0.0%	
4016	Uniform and PPE	0	403	0	(403)		(403)	0.0%	
4036	Maintenance - Grounds & Bldgs	0	1,704	0	(1,704)		(1,704)	0.0%	
4037	Maintenance - Pavilions	0	973	0	(973)		(973)	0.0%	
4039	Waste Removal	0	1,762	0	(1,762)		(1,762)	0.0%	
4046	Horticultural Supplies	0	3,376	0	(3,376)		(3,376)	0.0%	
4048	Vertidraining of Pitches (FA G	0	0	31,252	31,252		31,252	0.0%	
4126	Lease of Open Spaces	0	10	21	11		11	47.6%	
4130	Building Security	0	815	0	(815)		(815)	0.0%	
4154	Maintenance - Trees	0	4,300	0	(4,300)		(4,300)	0.0%	
4175	Maintenance - Open Spaces	320	11,907	14,500	2,593	1,016	1,577	89.1%	
4190	Parks and Garden Contract	24,260	140,123	460,000	319,877		319,877	30.5%	
4204	Pest Control	75	75	250	175		175	30.0%	
	Open Spaces :- Indirect Expenditure	**24,655**	**165,458**	**506,023**	**340,565**	**1,016**	**339,549**	**32.9%**	**0**
	Net Income over Expenditure	**(24,655)**	**(161,771)**	**(471,471)**	**(309,700)**				
305	Pingle Field								
1028	Inc-Pavilions/Pitches	0	1,624	5,000	3,376			32.5%	
	Pingle Field :- Income	**0**	**1,624**	**5,000**	**3,376**			**32.5%**	**0**
4012	Water Charges	0	0	9,858	9,858		9,858	0.0%	
4014	Electricity	448	2,503	12,000	9,497		9,497	20.9%	
4017	Cleaning Materials	0	0	300	300		300	0.0%	
4036	Maintenance - Grounds & Bldgs	775	775	5,000	4,225		4,225	15.5%	
4039	Waste Removal	37	37	230	193		193	16.1%	
4130	Building Security	240	240	5,000	4,760		4,760	4.8%	
	Pingle Field :- Indirect Expenditure	**1,500**	**3,556**	**32,388**	**28,832**	**0**	**28,832**	**11.0%**	**0**
	Net Income over Expenditure	**(1,500)**	**(1,932)**	**(27,388)**	**(25,456)**				
306	Sunderland Drive								
1028	Inc-Pavilions/Pitches	0	248	1,500	1,252			16.5%	
	Sunderland Drive :- Income	**0**	**248**	**1,500**	**1,252**			**16.5%**	**0**

Detailed Income & Expenditure by Budget Heading 16/09/2025

Month No: 5 | **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012	Water Charges	0	0	1,200	1,200		1,200	0.0%	
4013	Gas	74	731	3,000	2,269		2,269	24.4%	
4014	Electricity	56	286	2,000	1,714		1,714	14.3%	
4017	Cleaning Materials	0	0	100	100		100	0.0%	
4036	Maintenance - Grounds & Bldgs	1,117	1,417	1,000	(417)		(417)	141.7%	
4039	Waste Removal	37	37	250	213		213	14.8%	
4130	Building Security	240	480	5,000	4,520		4,520	9.6%	
	Sunderland Drive :- Indirect Expenditure	**1,524**	**2,951**	**12,550**	**9,599**	**0**	**9,599**	**23.5%**	**0**
	Net Income over Expenditure	**(1,524)**	**(2,703)**	**(11,050)**	**(8,347)**				
307	Bicester Field								
1028	Inc-Pavilions/Pitches	0	303	1,700	1,397			17.8%	
	Bicester Field :- Income	**0**	**303**	**1,700**	**1,397**			**17.8%**	**0**
4012	Water Charges	0	0	1,860	1,860		1,860	0.0%	
4014	Electricity	478	2,566	10,000	7,434		7,434	25.7%	
4017	Cleaning Materials	0	0	200	200		200	0.0%	
4036	Maintenance - Grounds & Bldgs	32	332	1,000	668		668	33.2%	
4039	Waste Removal	248	248	250	2		2	99.4%	
4130	Building Security	240	240	5,000	4,760		4,760	4.8%	
	Bicester Field :- Indirect Expenditure	**998**	**3,387**	**18,310**	**14,923**	**0**	**14,923**	**18.5%**	**0**
	Net Income over Expenditure	**(998)**	**(3,084)**	**(16,610)**	**(13,526)**				
308	Whitelands Sports Village								
1014	Inc-Miscellaneous	4,189	59,605	75,000	15,395			79.5%	
1016	Inc-Whitelands Cafe	0	0	9,000	9,000			0.0%	
1017	Inc-Whitelands room hire	300	1,500	3,000	1,500			50.0%	
1025	Inc-Rugby Club	0	0	10,000	10,000			0.0%	
1026	Inc-ACE Academy	(1,000)	3,000	20,000	17,000			15.0%	
1027	Inc-OX RTC	1,042	5,208	12,500	7,292			41.7%	
1028	Inc-Pavilions/Pitches	158	631	0	(631)			0.0%	
	Whitelands Sports Village :- Income	**4,688**	**69,944**	**129,500**	**59,556**			**54.0%**	**0**
4000	Gross Salaries	14,228	63,290	155,000	91,710		91,710	40.8%	
4001	Ers National Insurance	0	4,925	20,297	15,372		15,372	24.3%	
4002	Ers Pension	4,566	15,212	35,875	20,663		20,663	42.4%	
4004	Cleaning Contract	0	0	1,500	1,500		1,500	0.0%	
4011	Rates	0	13,847	27,000	13,153		13,153	51.3%	
4012	Water Charges	574	687	2,800	2,113		2,113	24.5%	
4014	Electricity	14,887	22,472	30,000	7,528		7,528	74.9%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4016	Uniform and PPE	0	0	1,500	1,500		1,500	0.0%	
4017	Cleaning Materials	430	501	2,000	1,499		1,499	25.1%	
4020	Mobile Phones	(30)	0	0	0		0	0.0%	
4021	Office Phones	(142)	0	0	0		0	0.0%	
4036	Maintenance - Grounds & Bldgs	575	5,687	6,500	813		813	87.5%	
4039	Waste Removal	(7,233)	0	0	0		0	0.0%	
4130	Building Security	0	0	1,000	1,000		1,000	0.0%	
4203	Cleaning - Windows	0	0	500	500		500	0.0%	
	Whitelands Sports Village :- Indirect Expenditure	**27,855**	**126,622**	**283,972**	**157,350**	**0**	**157,350**	**44.6%**	**0**
	Net Income over Expenditure	**(23,167)**	**(56,678)**	**(154,472)**	**(97,794)**				
401	Garth Park								
1003	Inc-Garth Stables	550	2,750	6,600	3,850			41.7%	
1008	Inc-Bowls Club	130	648	1,555	907			41.7%	
1009	Inc-Tennis Club	0	1,600	1,600	0			100.0%	
1015	Inc Garth Park Cafe	0	10,548	21,097	10,549			50.0%	
	Garth Park :- Income	**680**	**15,546**	**30,852**	**15,306**			**50.4%**	**0**
4004	Cleaning Contract	6,145	6,145	11,244	5,099		5,099	54.7%	
4011	Rates	(5,739)	3,942	4,139	197		197	95.2%	
4012	Water Charges	0	0	300	300		300	0.0%	
4013	Gas	14	67	960	893		893	7.0%	
4014	Electricity	259	1,307	4,000	2,693		2,693	32.7%	
4036	Maintenance - Grounds & Bldgs	0	1,720	2,500	781		781	68.8%	
4039	Waste Removal	9,669	9,669	11,500	1,831		1,831	84.1%	
4046	Horticultural Supplies	0	0	4,000	4,000		4,000	0.0%	
4050	Maintenance - Bowls Club	0	0	2,000	2,000		2,000	0.0%	
4130	Building Security	0	0	5,000	5,000		5,000	0.0%	
	Garth Park :- Indirect Expenditure	**10,349**	**22,850**	**45,643**	**22,793**	**0**	**22,793**	**50.1%**	**0**
	Net Income over Expenditure	**(9,669)**	**(7,303)**	**(14,791)**	**(7,488)**				
402	Play Areas								
4123	Maintenance - Play Areas	2,209	5,629	7,000	1,371	697	674	90.4%	
4180	ROSPA Inspections	0	3,528	4,000	472		472	88.2%	
	Play Areas :- Indirect Expenditure	**2,209**	**9,157**	**11,000**	**1,843**	**697**	**1,146**	**89.6%**	**0**
	Net Expenditure	**(2,209)**	**(9,157)**	**(11,000)**	**(1,843)**				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
404	Allotments								
1011	Inc-Allotments	0	7,052	7,200	148			97.9%	
	Allotments :- Income	**0**	**7,052**	**7,200**	**148**			**97.9%**	**0**
4012	Water Charges	0	0	600	600		600	0.0%	
4054	Allotments Costs	0	388	2,500	2,112		2,112	15.5%	
4155	Rent	0	0	830	830		830	0.0%	
	Allotments :- Indirect Expenditure	**0**	**388**	**3,930**	**3,542**	**0**	**3,542**	**9.9%**	**0**
	Net Income over Expenditure	**0**	**6,664**	**3,270**	**(3,394)**				
501	Town Council Events								
1030	Income - Music Event	0	3,005	10,000	6,996			30.0%	
1032	Inc- Sledgehammer	0	30	10,000	9,970			0.3%	
1034	Inc- Sports Day	0	90	2,000	1,910			4.5%	
1035	Special Events 2023 Coronation	0	0	5,000	5,000			0.0%	
1045	Inc-Christmas Lights	0	30	5,000	4,970			0.6%	
1050	Chistmas Lights Trail	0	0	55,000	55,000			0.0%	
1052	Armed Forces Day	0	300	2,500	2,200			12.0%	
	Town Council Events :- Income	**0**	**3,455**	**89,500**	**86,046**			**3.9%**	**0**
4020	Mobile Phones	(3)	(3)	0	3		3	0.0%	
4021	Office Phones	0	3	0	(3)		(3)	0.0%	
4071	Evt 1 Music EVent	9,897	11,010	10,000	(1,010)	2,268	(3,278)	132.8%	
4088	Evt 3 - Sledgehammer	(28)	3,875	10,000	6,125		6,125	38.7%	
4092	Sports Day	733	780	4,000	3,220		3,220	19.5%	
4115	Special Events/Coronation 2023	0	3,637	5,000	1,363		1,363	72.7%	
4120	FFD in assoc. w/AFD	916	9,177	9,500	323		323	96.6%	
4157	Christmas Lights Switch On	0	3,728	10,500	6,772		6,772	35.5%	
4158	Christmas Lights Trail	1,050	1,092	85,000	83,908		83,908	1.3%	
	Town Council Events :- Indirect Expenditure	**12,565**	**33,298**	**134,000**	**100,702**	**2,268**	**98,434**	**26.5%**	**0**
	Net Income over Expenditure	**(12,565)**	**(29,844)**	**(44,500)**	**(14,656)**				
601	Cemetery								
1020	Inc-Cemetery	(70)	4,098	0	(4,098)			0.0%	
	Cemetery :- Income	**(70)**	**4,098**	**0**	**(4,098)**				**0**
4011	Rates	0	1,447	1,500	53		53	96.5%	
4012	Water Charges	0	0	800	800		800	0.0%	
4014	Electricity	77	426	1,200	774		774	35.5%	
4036	Maintenance - Grounds & Bldgs	0	0	250	250		250	0.0%	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039	Waste Removal	512	512	4,000	3,488		3,488	12.8%	
	Cemetery :- Indirect Expenditure	**589**	**2,385**	**7,750**	**5,365**	**0**	**5,365**	**30.8%**	**0**
	Net Income over Expenditure	**(659)**	**1,713**	**(7,750)**	**(9,463)**				
801	Street Scene								
4029	Street Furniture	0	0	1,500	1,500		1,500	0.0%	
4112	Maintenance - Clocks	0	0	500	500		500	0.0%	
4151	Litter Bin Provision	2,090	2,090	9,500	7,410	2,489	4,921	48.2%	
4200	Christmas Lights Maint/Storage	0	1,192	26,000	24,808		24,808	4.6%	
	Street Scene :- Indirect Expenditure	**2,090**	**3,281**	**37,500**	**34,219**	**2,489**	**31,729**	**15.4%**	**0**
	Net Expenditure	**(2,090)**	**(3,281)**	**(37,500)**	**(34,219)**				
901	Earmarked Reserves								
9011	Play Areas/Open Space Investme	159,663	415,999	0	(415,999)		(415,999)	0.0%	
9014	Green Infrastructure	0	5,440	0	(5,440)		(5,440)	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**159,663**	**421,439**	**0**	**(421,439)**	**0**	**(421,439)**		**0**
	Net Expenditure	**(159,663)**	**(421,439)**	**0**	**421,439**				
	Grand Totals:- Income	**14,962**	**2,042,136**	**2,281,767**	**239,631**			**89.5%**	
	Expenditure	**358,687**	**1,307,490**	**2,281,767**	**974,277**	**15,368**	**958,909**	**58.0%**	
	Net Income over Expenditure	**(343,725)**	**734,646**	**0**	**(734,646)**				
	Movement to/(from) Gen Reserve	**(343,725)**	**734,646**	**0**	**(734,646)**				

AGENDA ITEM 7

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23rd September 2025

Bank Balances

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Trevor Longfield
Contact: trevor.longfield@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This is a standing report of the actual bank balances as of **31 AUGUST 2025**, and includes the appended Cash & Investment Reconciliation report

Each account is reconciled monthly as part of the monthly Ledger close. It seeks to check the transactional data input to the accounting software system against the actual bank statement entries. The reconciliation process should highlight any errors or missing receipts/payments and hence potential fraudulent activity.

There were three receipts totalling £550 showing as not cleared at Barclays. These are to be investigated further but as the receipts can be clearly seen in the Barclays download they are most likely duplicated records in BTC books. There was also a payment of £8,144.80 to Suppliers on 28 August but entered on Rialtas on 03 September which will resolve in September, it has been manually added to the Payments Report. Should this situation recur the month-end process will be stopped and an amendment processed.

2. Recommendation

The committee is asked to **REVIEW** and **NOTE** this report and bank balances as of **31 AUGUST 2025 (month 5).**

Bicester Town Council

Bank, Cash and Investment Reconciliation as at 31 August 2025

Bank Statement Balances

	Date of latest Statement		£
01 Barclays Current '0017	01-Sep-25	Online	18,479.95
02 Barclays Wages '0068	01-Sep-25	Online	241,228.19
03 Barclays Carnival '3822	01-Sep-25	Online	4,675.95
04 CCLA Deposit	05-Aug-25	Paper	2,000,000.00
05 Barclays Deposit '5974	01-Sep-25	Online	1,400,000.00
06 Santander '3467	02-Sep-25	Paper	270,023.67
08 Lloyds '4968	01-May-25	Paper	549,174.65
10 Barclaycard	23-Aug-25	Online	(1,891.54)
Barclays Mayor 2	01-Sep-25	Online	4,563.31
			4,486,254.18

Balance Sheet Accounts

	Nominal	
01 Barclays Current '0017	201	19,029.95
02 Barclays Wages '0068	202	241,228.19
03 Barclays Carnival '3822	203	4,675.95
04 CCLA Deposit	204	2,000,000.00
05 Barclays Deposit '5974	205	1,400,000.00
06 Santander '3467	206	270,023.67
08 Lloyds '4968	208	549,140.80
10 Barclaycard	215	(1,891.54)
Adjustments Required:		
May deposit - duplicated record		(550.00)
28 August BACS - Adjusted via Bank Reconciliation		-
Barclays Mayor 2 - not on Balance Sheet		4,563.31
Variance on Lloyds Account		33.85
		4,486,254.18

AGENDA ITEM 8

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT
Tuesday 23 September 2025
Direct Debits and Standing Orders

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Trevor Longfield
Contact: trevor.longfield@bicester.gov.uk

Ward Affected: All Wards

3. Standing Orders

There is only one Standing Order in place. This transfers £37,000 on or around the 20th of each month from the Barclays Current Account to a separate Barclays non-interest earning current account. It originated in 2003 and the amount bears no resemblance to the current monthly payroll figures. If required amounts can be transferred on-line between any of the Barclays accounts subject to funds being available.

The RFO wishes to **STOP** this Standing Order and **MOVE** the balance in the 'Wages' account to Barclays interest earning Deposit Account.

4. Direct Debits

The following Direct Debits were authorised are at **31 August 2025**

Client Name	BICESTER TOWN COUNCIL
User Name	Trevor J Longfield
Report Generation Date & Time	02/09/2025 16:03
Report Type	Direct Debit Report
Number of Records	28
Filter Applied:	
Account Number	50180017
Sort Code	200675
Status	Active
Search Text	

Originator	Originator ID	Originator reference	Last payment date	Last payment amount(£)	Status	
BARCLAYS.NET BUK	446945	MONTH 7	01/09/2025	£371.26	Active	BACS - Payment to Suppliers
Telefonica UK	757871	03539946/001	29/08/2025	£540.48	Active	Phones
EE Solutions Limited	840846	900028273	26/08/2025	£42.15	Active	Phones
EE Solutions Limited	840846	900028274	26/08/2025	£501.94	Active	Phones
EE Solutions Limited	840846	900028275	26/08/2025	£38.88	Active	Phones
EE Solutions Limited	840846	900028276	26/08/2025	£40.49	Active	Phones
EE Solutions Limited	840846	900028278	26/08/2025	£236.38	Active	Phones
EE Solutions Limited	840846	900028279	26/08/2025	£189.97	Active	Phones
EE Solutions Limited	840846	900028280	26/08/2025	£35.91	Active	Phones
EE Solutions Limited	840846	900028754	26/08/2025	£45.47	Active	Phones
EE Solutions Limited	840846	900028755	26/08/2025	£149.16	Active	Phones
EE Solutions Limited	840846	900028756	26/08/2025	£40.66	Active	Phones
EE Solutions Limited	840846	900028758	26/08/2025	£41.83	Active	Phones
EE Solutions Limited	840846	900028759	26/08/2025	£59.12	Active	Phones
WEX EUROPE SERVICES UK LIMITED	856607	30106413	26/08/2025	£193.93	Active	Fuel cards
BARCLAYCARD COMMERCIAL	431084	80000128103III3261	18/08/2025	£5,209.99	Active	Barclaycard - Payment to Suppliers
BRITISH TELECOMMUNICATIONS PLC	447385	GP01196708	18/08/2025	£56.66	Active	Phones
CROWN GAS & POWER LIMITED	451750	L053407	18/08/2025	£76.99	Active	Energy
CROWN GAS & POWER LIMITED	451750	L053409	18/08/2025	£14.65	Active	Energy
CROWN GAS & POWER LIMITED	451750	L053408	18/08/2025	£77.81	Active	Energy
BRITISH TELECOMMUNICATIONS PLC	447385	GP01037800	11/08/2025	£56.96	Active	Phones
EE Solutions Limited	840846	900028277	11/08/2025	£537.06	Active	Phones
PUBLIC WORKS LOAN BRD GBS	917516	BICESTER	17/06/2025	£5,071.95	Active	Loan repayment
Everflow Limited	696536	B238685A	19/02/2025	£1,268.74	Active	Water
SSE ENERGY SUPPLY LTD	185507	0077119	22/10/2024	£427.63	Active	Energy - cancel
OPUS ENERGY (CORPORATE) LTD	435192	1292461	29/07/2024	£1,817.82	Active	Energy - cancel
STRIPE PAYMENTS EUROPE	714613	STRIPE-KW5CDMKMU7B	05/03/2024	£13.44	Active	Bank Card Readers - cancel
SQUAREUP EUROPE LIMITED	446131	1000393383		£0.00	Active	Never used? - cancel

Account Number	00528471
Sort Code	200675
Status	Active
Search Text	

Originator	Originator ID	Originator reference	Last payment date	Last payment amount(£)	Status	
AA INSURANCE SERVICES LTD	649439	278837/0/D1	02/01/2024	£199.92	Active	Cancel
STRIPE PAYMENTS UK LTD T/A STRIPE	449900	OAG7BJBP-TMSPARTS	23/11/2023	£309.99	Active	Cancel
Sainsbury's Bank Plc	508888	10186511/0/D1		£0.00	Active	Cancel

There is also a Direct Debit authorised from account 00183822 in favour of “JPMC RE PAYPAL”, no record of last payment amount nor date. This DD should be cancelled.

The committee is asked to **APPROVE** the above actions.

AGENDA ITEM 9

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23 September 2025

Reserves Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Locum Responsible Finance Officer: Trevor Longfield
Contact: trevor.longfield@bicester.gov.uk
(with credit to Andy Beams for the background SAPPP extracts)

Ward Affected: All Wards

1. Overview

This report relates to the Reserve Balances held by the council as of **31 August 2025**.

2. Background

Town and Parish Councils have no power to hold reserves other than for cashflow shortfalls and contingency requirements (general reserves) or for specific future purposes (earmarked reserves).

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide 2025 provides guidance on the appropriate levels of general reserves and states *'the generally accepted recommendation with regard to the appropriate level of an authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.* (para 5.34)*'*

The Practitioner's Guide (para 5.39) further states *'there is, in practice, no upper or lower limit to earmarked reserves save only that they must be held for genuine and identifiable purposes and projects, their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.'*

The appended Earmarked Reserves Report provides a breakdown of the currently held earmarked reserves totalling **£2,443,210** as of **31 August 2025**. The 326 - Restricted Reserves £59,600 is under review but appears to be for Whitelands and hence merging with 336 EMR – Sports Village may be more relevant.

The appended Balance Sheet identifies the councils general reserve level (General Fund) as **£901,427** at of **31 August 2025**.

The Balance Sheet also includes a figure identified as Current Year Fund showing as **£1,156,085** as of **31 August 2025**. This equates to the difference this financial year between the council's income and expenditure and is effectively the balance remaining available to spend within budget.

There is a proposal before the Environment Committee (22 September) to utilise £133k of the remaining 328 'Open Space Reserve for the purchase of new vehicles.

3. Recommendation

The committee is asked to **REVIEW** and **NOTE** this report.

17/09/2025

11:08

Bicester Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2025

A/c	Description	Actual		
	Current Assets			
102	Debtors Control	10,302		
105	VAT Control A/c	50,500		
201	01 Barclays Current '0017	19,030		
202	02 Barclays Wages '0068	241,228		
203	03 Barclays Carnival '3822	4,676		
204	04 CCLA Deposit	2,000,000		
205	05 Barclays Deposit '5974	1,400,000		
206	06 Santander '3467	270,024		
208	08 Lloyds '4968	549,141		
215	10 Barclaycard	(1,892)		
	Total Current Assets		**4,543,008**	
	Current Liabilities			
500	Creditors	41,915		
520	Wages Control Account	371		
	Total Current Liabilities		**42,287**	
	Net Current Assets			**4,500,722**
	Total Assets less Current Liabilities			**4,500,722**
	Represented by :-			
301	Current Year Fund	1,156,085		
310	General Fund	901,427		
326	Restricted Reserves	59,600		
327	EMR - Community & Elections	13,432		
328	EMR - Play Areas & Open Space	143,731		
329	EMR - Equipment Replace/Maint	231,591		
330	EMR - Green Infrastructure	74,585		
331	EMR - Town Centre	105,250		
332	EMR - BTC Premises	688,890		
333	EMR - Youth Initiatives	10,000		
334	EMR - Burial Ground Provision	818,134		
336	EMR - Sports Village Contribut	297,996		
	Total Equity			**4,500,722**

Bicester Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
326	Restricted Reserves	59,600.00		59,600.00
327	EMR - Community & Elections	13,432.11		13,432.11
328	EMR - Play Areas & Open Space	559,730.02	-415,999.00	143,731.02
329	EMR - Equipment Replace/Maint	231,591.41		231,591.41
330	EMR - Green Infrastructure	80,025.18	-5,440.00	74,585.18
331	EMR - Town Centre	105,250.00		105,250.00
332	EMR - BTC Premises	688,890.28		688,890.28
333	EMR - Youth Initiatives	10,000.00		10,000.00
334	EMR - Burial Ground Provision	818,134.00		818,134.00
336	EMR - Sports Village Contribut	297,995.60		297,995.60
		2,864,648.60	**-421,439.00**	**2,443,209.60**

AGENDA ITEM 10

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23 September 2025

Grants Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Locum Responsible Finance Officer: Trevor Longfield
Contact: trevor.longfield@bicester.gov.uk

Mayor's Charity 2024-25

Payments of £4,395.85 each (£8,791.70 in total) were paid in August to Nai's House and Bicester Foodbank.

Gift Aid 2025-26

All the grants approved in the 5th June meeting have now been paid, some with a delay due to a lack of bank details and the change in RFOs.

Three grants were deferred in the June Meeting:

Claypits Allotments – the proposal for a construction of a communal shed is to go before the Environmental Committee on the 22 September

Caroline's Café and Bicester Green were to be requested to provide evidence of charitable works, this has not happened. It is hoped that the RFO may be able to provide a verbal update in the meeting.

It has also been noticed that the payment to the Bicester Hindu Society was £700 whereas the application and approval was for £1,000 this is to be investigated.

Citizen's Advice

Bicester Town Council have been invoiced for £8,250 which is in the 2025-26 Budget. In view of the vacating of the offices in The Garth the Twon Clerk seeks confirmation that this should **NOT** be paid.

The committee is asked to **NOTE** that paid items, **REVIEW** verbal updates and **APPROVE, DEFER** or **REJECT** payment of the remaining items.

AGENDA ITEM 11

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 23rd September 2025

Payments

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Finance Administrator: Viktorija Kovale
Contact: viktorija.kovale@bicester.gov.uk

Ward Affected: All Wards

5. Overview

This report is a standing report to keep Councillors informed of all the payments made. The appended report includes all payments covering the period **1st April to 31st August 2025** inclusive.

6. Recommendation

The committee is asked to **REVIEW** and **NOTE** the report.

Bicester Town Council

Current Bank A/c 50180017

List of Payments made between 01/04/2025 and 31/08/2025

To other BTC accounts	1,285,000.00
Kompan (inc. VAT)	487,200.00
Wages	403,536.59
Other	577,607.86
	2,753,344.45

Total Payments 2,753,344.45 Recorded in Rialtas £2,745,199.65

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
04/04/2025	Barclays Bank	DDR		70.07	Commission Feb-Mar 25
08/04/2025	Wex Europe Services (UK) Limit	30106413		241.73	Fuel Diesel & Unleaded
	BT Group		52.74		
10/04/2025	BACS P/L Pymnt Page 1421	BACS Pymnt		52.74	BACS P/L Pymnt Page 1421
	Bucks Recycling		366.00		
	Advanced Water Coo		28.66		
	Kompan		9,080.12		
	Turney Groundforce		61.91		
	Clearway Plumbing		1,116.00		
	Value Products		1,583.40		
	Krinkles		6,528.00		
	Travis Perkins		468.00		
	CMR Intech Limited		52.20		
	CMR Intech Limited		66.24		
	CMR Intech Limited		14,328.00		
	Zurich Municipal		23,719.61		
11/04/2025	BACS P/L Pymnt Page 1393	BACS Pymnt		57,398.14	BACS P/L Pymnt Page 1393
	Krinkles		27,683.40		
11/04/2025	BACS P/L Pymnt Page 1395	BACS Pymnt		27,683.40	BACS P/L Pymnt Page 1395
14/04/2025	Crown Gas Power Ltd	l053409		12.76	Gas to 31st March 25
14/04/2025	Wex Europe Services (UK) Limit	30106413		87.05	Disel & Unleaded
14/04/2025	Crown Gas Power Ltd	L053407		260.09	Gas M016K0645414D6
14/04/2025	Crown Gas Power Ltd	L053408		265.60	M016A0827614A6 Gas
14/04/2025	Yorkshire Gas and Power	900028754		170.19	EGM500151314 13/03/25-13/04/25
15/04/2025	Allotment Refund	TRANSFER		10.00	Refund Mr G Perkins
17/04/2025	Krinkles UK	1108207		6,264.00	Arb Works
17/04/2025	AGM Limited	AGM LTD		582.00	AGM Limited
17/04/2025	Barclaycard Commercial 5476760	5476760594		959.12	Various 23rd March 2025
22/04/2025	Wages Account 90180068	Apr Wages		37,000.00	April Wages 2025
23/04/2025	Wex Europe Services (UK) Limit	30106413		141.93	Energy Diesel
24/04/2025	Yorkshire Gas and Power	9000028274		794.45	13/03/25-10/04/25 YGPBQT424825
24/04/2025	Yorkshire Gas and Power	900028280		35.91	13/03/25-13/04/25 YGP500521436
24/04/2025	Yorkshire Gas and Power	900028755		173.47	EGM500151315 13/03/25-13/04/25
24/04/2025	Yorkshire Gas and Power	900028279		217.77	EGM500151312 13/03/25-13/04/25
24/04/2025	Yorkshire Gas and Power	900028278		282.63	EGM500151311 13/03/25-13/04/25
24/04/2025	Yorkshire Gas and Power	900028755		64.31	EGM500151318 13/03/25-13/04/25
24/04/2025	Yorkshire Gas and Power	900028756		51.47	EGM500151317 13/03/25-13/04/25
25/04/2025	Astral (Payroll)	WAGES APR		74,222.61	Wages April 2025
	Cherwell District		4,990.95		
28/04/2025	BACS P/L Pymnt Page 1397	BACS Pymnt		4,990.95	BACS P/L Pymnt Page 1397
28/04/2025	Wex Europe Services (UK) Limit	30106413		72.16	Energy Diesel
28/04/2025	DWP Debt Management	DWP CHILD		371.26	DWP Debt Management

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
	21CC Group		658.80		
	86 Creative Print		142.13		
	Advanced Water Coo		30.82		
	Bicester Car & Van Rental		174.00		
	CMR Intech Limited		3,407.04		
	Clearway Plumbing		171.00		
	JP & S Services Lt		25.76		
	Justin Bucknell Electrical		423.96		
	LKT Electrical Services		534.00		
	Lee Wanless Plumbing		84.00		
	Navitas Design		26.23		
	Oxford Alarm Compa		193.32		
	Travis Perkins		572.69		
	Party Packs		220.84		
	Peninsula		202.12		
	Pushstart Marketing		6,420.00		
	Tudor Environmenta		156.70		
30/04/2025	BACS P/L Pymnt Page 1408	BACS Pymnt		13,443.41	BACS P/L Pymnt Page 1408
30/04/2025	Yorkshire Gas and Power	9000287758		40.11	EGM500151316 13/03/25-13/04/25
	astral accountancy		234.00		
	Bucks Recycling		373.20		
	CMR Intech Limited		488.39		
	Krinkles UK		2,508.00		
	Rialtas Business Solutions		3,849.60		
	Southern Communica		314.98		
	Sight Technical Support		9,030.60		
	Tudor Environmenta		39.88		
30/04/2025	BACS P/L Pymnt Page 1417	BACS Pymnt		16,838.65	BACS P/L Pymnt Page 1417
	Telefonica UK Ltd		504.53		
	Banbury Digital Lt		175.46		
	GROUP GENIE LTD		592.33		
	Cherwell District Council		15,296.12		
	Grundon Waste Mana		468.72		
	PHS Group Ltd		10,567.18		
	RDS Confidential Shredding		36.00		
	Siemens		573.79		
30/04/2025	BACS P/L Pymnt Page 1423	BACS Pymnt		28,214.13	BACS P/L Pymnt Page 1423
30/04/2025	Navitas Desgin	On Account		31.48	P/Ledger Electronic Payment
30/04/2025	Alloments	TRANSFER		110.70	Alloments
	Bicester Tyre & Exhaust Centre		400.00		
	Bicester Print		96.35		
	Banbury Digital Ltd		208.18		
	Chilman Fire & Security Ltd		510.73		
	Krinkles		4,170.38		
	Gem Tool Hire & Sa		88.20		
	LKT Electrical Services		444.00		
	RDS Confidential Shredding		36.00		
	RIO WORKWEAR LTD		302.76		
	Thomas Fattorini Ltd		2,476.14		
	Turney Group Ltd		50.64		
	Tudor Environmantal		639.77		
	Tulu Toilet Hire Ltd		402		
	Trophies Plus Medals Ltd		338.15		
06/05/2025	BACS P/L Pymnt Page 1428	BACS Pymnt		10,163.30	BACS P/L Pymnt Page 1428
	Cherwell District		22,118.51		
06/05/2025	BACS P/L Pymnt Page 1431	BACS Pymnt		22,118.51	BACS P/L Pymnt Page 1431
06/05/2025	Wex Europe Services (UK) Limit	30106413		367.05	Fuel
07/05/2025	Mr Daniel Howell	TRANSFER		45.00	Refund Whitelands Mr D Howell
08/05/2025	Barclays Bank	DD		70.04	Commision Charge

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
08/05/2025	Wages Account 90180068	TFR		37.62	YGP Transfer
12/05/2025	BT	GP01037800		56.96	Internet Payment
12/05/2025	Wex Europe Services (UK) Limit	30106413		81.58	Fuel
13/05/2025	Yorkshire Gas and Power	900028277		1,246.67	Pingle Electricity
	Advanced Water Coo		38.52		
	Access First Aid T		150.00		
	BUCKS RECYCLING LT		373.20		
	Bicester Car & Van		190.02		
	Beauty & Bicester		60.00		
	CMR Intech Limited		374.73		
	GROUP GENIE LTD		585.94		
	Clearway Plumbing		390.00		
	Krinkles UK		27,683.40		
	Euroffice		393.75		
	Gem Tool Hire & Sa		49.50		
	Grundon Waste Mana		588.70		
	Jessop and Cook Ar		3,180.00		
	Kompan ltd		627.30		
	The Kitchen & Bar		902.62		
	Littlebury Hotel		2,841.70		
	Navitas Desgin		31.48		
	OALC		72.00		
	Tudor Environmenta		575.47		
	The Window Doctors		1,346.40		
16/05/2025	BACS P/L Pymnt Page 1434	BACS Pymnt		40,454.73	BACS P/L Pymnt Page 1434
16/05/2025	BT	GP01196708		56.66	Internet Garth
19/05/2025	Crown Gas Power Ltd	L053409		14.18	Gas Payment
19/05/2025	Crown Gas Power Ltd	L053407		195.43	Gas Payment
19/05/2025	Crown Gas Power Ltd	L053408		199.83	Gas Payment
19/05/2025	Wex Europe Services (UK) Limit	30106413		166.11	Fuel
19/05/2025	Barclayscard	DD		1,700.20	Barclaycard
20/05/2025	Wages Account 90180068	BTC Wages		37,000.00	BTC Wages
	Advanced Water Coolers Ltd		44.52		
	Access First Aid Training		450.00		
	Beauty & Bicester		120.00		
	DJC Event Services		416.80		
	JP & S Services Lt		13.20		
	Kidlington Brass Band		500.00		
	Navitas Design		5.25		
	Oxform Alarm Company Ltd		180.00		
	Travis Perkins		152.42		
	Savoir Fare Ltd		224.40		
	Southern Communica		320.49		
	Tudor Environmental		32.28		
21/05/2025	BACS P/L Pymnt Page 1432	BACS Pymnt		2,459.36	BACS P/L Pymnt Page 1432
27/05/2025	Wex Europe Services (UK) Limit	30106413		272.71	Fuel
27/05/2025	Yorkshire Gas and Power	900028274		570.58	Chaffinch Road Electricity
27/05/2025	Yorkshire Gas and Power	900028280		34.76	Outreach Electricity
27/05/2025	Yorkshire Gas and Power	900028755		153.98	Stable Block Electricity
27/05/2025	Yorkshire Gas and Power	900028754		44.70	Outreach Electricity
27/05/2025	Yorkshire Gas and Power	900028279		194.84	Garth Flat Electricity
27/05/2025	Yorkshire Gas and Power	900028278		247.09	Offices Electricity
27/05/2025	Yorkshire Gas and Power	900028273		41.80	Out Bilding Electricity
27/05/2025	Yorkshire Gas and Power	900028759		59.27	Sports Pavilion Electricity
27/05/2025	Yorkshire Gas and Power	900028756		44.66	Garage Electricity
27/05/2025	Yorkshire Gas and Power	900028758		39.67	Cemetery Electricity
27/05/2025	Yorkshire Gas and Power	900028276		39.40	Mess Room Electricity
28/05/2025	Astral (Payroll)	BACS		87,424.89	Wages

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
	Acme Pest Control		75.00		
	Advanced Water Coo		84.00		
	Astral (Payroll)		144.00		
	Bicester Print Ltd		13.09		
	Beauty & Bicester		120.00		
	CMR Intech Limited		1,425.60		
	Cherwell District		31,957.54		
	Mulberry & Co		370.80		
	Oxford Alarm Compa		341.68		
	Tudor Environmenta		296.49		
	Tulu Toilet Hire L		634.80		
29/05/2025	BACS P/L Pymnt Page 1439	BACS Pymnt		35,463.00	BACS P/L Pymnt Page 1439
30/05/2025	Telefonica O2 UK Ltd	03539946/1		540.48	Mobile Phones
30/05/2025	DWP&Child Maintenance	DD		371.26	Child Maintenance
02/06/2025	Wex Europe Services (UK) Limit	30106413		76.75	Fuel
05/06/2025	Barclays Bank	DD		102.61	Commision for period 14Apr/12M
05/06/2025	Grant Aid Payments	DD		15,925.92	Grant Aid Payments
	86 Creative Print		715.10		
	B H Doors Service		691.45		
	Clearway Plumbing		117.60		
	Krinkles UK		3,990.00		
	North End Nurserie		2,658.06		
	Peninsula		202.12		
	RDS Confidentiaql		36.00		
	RIO WORKWEAR LTD		107.76		
	Tudor Environmenta		296.96		
09/06/2025	BACS P/L Pymnt Page 1466	BACS Pymnt		8,815.05	BACS P/L Pymnt Page 1466
	Advanced Water Coo		38.52		
	Banbury Digital Lt		97.14		
	CleanGenieLtd		683.59		
	Cherwell District		19,984.00		
	Krinkles UK		28,127.40		
	Direct Route Colle		367.40		
	Grundon Waste Mana		452.48		
	Healthmatic Limite		3,686.99		
	National Allotment		84.00		
10/06/2025	BACS P/L Pymnt Page 1464	BACS Pymnt		53,521.52	BACS P/L Pymnt Page 1464
10/06/2025	BT	GP01037800		56.96	Internet Provider GP01037800
11/06/2025	Yorkshire Gas and Power	900028277		562.04	Electricity Pingle Field
16/06/2025	Crown Gas Power Ltd	L053409		12.76	Gas Bill Garth Park
16/06/2025	Crown Gas Power Ltd	L053407		139.61	Gas Bill Garth House
16/06/2025	Crown Gas Power Ltd	L053408		142.28	Gas Bill Sunderland
16/06/2025	Wex Europe Services (UK) Limit	30106413		323.93	Fuel
16/06/2025	BT	GP01196708		56.66	Internet Provider
17/06/2025	Public Works Loan	DD		5,071.95	Loyan Repaymanet
17/06/2025	Barclays Treasury Deposit	TFR		1,000,000.00	TFR
17/06/2025	Barclayscard	DD		5,425.46	Barclayscard
20/06/2025	Wages Account 90180068	Wages		37,000.00	Bicester Town Council Wages
23/06/2025	Wex Europe Services (UK) Limit	30106413		290.95	Fuel
24/06/2025	Yorkshire Gas and Power	900028759		60.21	Electricity Bill Sports Pavili
24/06/2025	Yorkshire Gas and Power	900028756		41.57	Electricity Bill Garage
24/06/2025	Yorkshire Gas and Power	900028758		41.79	Electricity Bill Cemetery
24/06/2025	Yorkshire Gas and Power	900028275		38.90	Electricity Toilet Block
24/06/2025	Yorkshire Gas and Power	900028274		502.10	Electricity The Pavilion
24/06/2025	Yorkshire Gas and Power	900028278		246.06	Electricity Offices
24/06/2025	Yorkshire Gas and Power	900028279		195.77	Electricity Garth Flat
24/06/2025	Yorkshire Gas and Power	900028755		154.23	Electricity Stable Block
24/06/2025	Yorkshire Gas and Power	900028273		50.98	Electricity Garth Out Building
24/06/2025	Yorkshire Gas and Power	900028754		45.84	Electricity Bic Outreach

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
24/06/2025	Yorkshire Gas and Power	900028276		40.60	Electricity Mess Room
24/06/2025	Yorkshire Gas and Power	900028280		35.91	Electricity ic Outreach
26/06/2025	Astral (Payroll)	BACS		74,737.14	Payroll June 2025
	Advanced Water Coolers Ltd		44.52		
	Astral (Payroll)		216.00		
	Bicester Tyre & Exhaust Centre		81.60		
	CMR Intech Limited		433.36		
	Flagmakers		712.24		
	GLX Productions Ltd		606.60		
	JP & S Services Lt		28.99		
	Leep Utilities		135.93		
	Navitas Design		31.48		
	Oxford Alarm Compa		1,482.88		
	PPL PRS Ltd		1,507.54		
	Paragon tool hire		300.00		
	Southern Communica		311.04		
	Setfords		3,091.05		
	Stratton HR Ltd		2,400.00		
	Tudor Environmental		330.35		
27/06/2025	BACS P/L Pymnt Page 1468	BACS Pymnt		11,713.58	BACS P/L Pymnt Page 1468
30/06/2025	Wex Europe Services (UK) Limit	30106413		157.04	Fuel
	Acme Pest Control		113.20		
	Advanced Water Coo		38.52		
	Cherwell District		1,429.84		
	Darcy Group		1,146.00		
	Funtime Bounce Lim		755.00		
	Jessop and Cook Ar		504.00		
	Kompan ltd		11,998.80		
	OALC		42.00		
	Peninsula		202.12		
	R & S Recovery Ser		180.00		
	Sam McGregor		75.00		
	Siemens		573.79		
	St-Eves Garage		2,417.40		
	Tudor Environmenta		659.05		
	Washington House O		201.75		
	Waterman Graphics		108.00		
01/07/2025	BACS P/L Pymnt Page 1493	BACS Pymnt		20,444.47	BACS P/L Pymnt Page 1493
01/07/2025	TELEFONICA UK LTD	03539946		540.48	Staff Mobile Phones
07/07/2025	Barclays Bank	DD		70.31	Commision 13may/12jun
08/07/2025	Wex Europe Services (UK) Limit	30106413		149.52	Fuel
	Access First Aid T		175.00		
	Bicester Car & Van		678.56		
	Beauty & Bicester		120.00		
	CMR Intech Limited		1,174.63		
	CleanGenieLtd		634.76		
	DJC Event Services		829.60		
	Victoria Ruskin-Cl		605.00		
	Euroffice Ltd		254.88		
	NAVITAS DESIGN		31.48		
	Oxford Alarm Compa		1,560.00		
	Playsafety Limited		4,233.60		
	RDS Confidential S		36.00		
	Savoir Fare Ltd		500.00		
	Trysports Limited		178.50		
	YELLOW BUS COMPANY		30.00		
09/07/2025	BACS P/L Pymnt Page 1496	BACS Pymnt		11,042.01	BACS P/L Pymnt Page 1496

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
11/07/2025	BT	GP01037800		56.96	Office Internet
11/07/2025	Yorkshire Gas and Power	900028277		522.22	Electricity
14/07/2025	Crown Gas Power Ltd	L053409		16.07	Gas Bill
14/07/2025	Crown Gas Power Ltd	L053407		80.45	Gas Bill
14/07/2025	Crown Gas Power Ltd	L053408		81.98	Gas Bill
15/07/2025	Wex Europe Services (UK) Limit	30106413		275.95	Fuel
	Advanced Water Coo		52.22		
	AP Thompson Servic		420.00		
	astral accountancy		144.00		
	BICESTER VISION CI		5,000.00		
	CMR Intech Limited		209.89		
	Cherwell District		395.64		
	Clearway Plumbing		1,759.62		
	Krinkles UK		32,166.10		
	CUBE DISABILITY		82.50		
	Grundon Waste Mana		463.95		
	George Carr and So		2,148.00		
	JUST BAGUETTES		60.00		
	Nothing but Padloc		838.80		
	NEWMAN EVENT SERVI		1,058.40		
	Oxford Alarm Compa		600.00		
	Tudor Environmenta		191.20		
16/07/2025	BACS P/L Pymnt Page 1499	BACS Pymnt		45,590.32	BACS P/L Pymnt Page 1499
16/07/2025	BT	GP01196708		56.66	Whitelands Internet
18/07/2025	Barclaycard	BCARD		1,351.45	Barclaycard DD
21/07/2025	Wex Europe Services (UK) Limit	30106413		163.97	Fuel
21/07/2025	Wages Account 90180068	Savings		37,000.00	
23/07/2025	DWP Debt Management	BACS		371.26	DWP Debt Management
24/07/2025	Yorkshire Gas and Power	900028280		34.72	Elevtricity Bill
24/07/2025	Yorkshire Gas and Power	900028276		39.23	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028273		42.48	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028754		44.13	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028755		146.27	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028279		186.02	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028275		37.60	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028758		40.69	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028756		51.24	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028759		57.62	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028278		232.40	Electricity Bill
24/07/2025	Yorkshire Gas and Power	900028274		424.85	Electricity Bill
	Banbury Digital Lt		712.07		
	Butler Rose Ltd		14,264.02		
	CMR Intech Limited		783.74		
	BICESTER FACE PAIN		350.00		
	OALC		462.00		
	R & S Recovery Ser		180.00		
	Royal Industrial D		540.00		
	Southern Communica		308.45		
	Tudor Environmenta		61.78		
25/07/2025	BACS P/L Pymnt Page 1504	BACS Pymnt		17,662.06	BACS P/L Pymnt Page 1504
25/07/2025	Astral (Payroll)	BACS		77,670.59	Payroll/Wages

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
	86 Creative Print		149.23		
	Advanced Water Coo		46.22		
	Dixons Landscapes		2,740.00		
	First Aid 4 Less		10.70		
	Oxford Alarm Compa		300.00		
	Online Playgrounds		989.00		
	Turney Group Ltd		103.50		
	Tudor Environmenta		152.43		
	Tulu Toilet Hire L		444.00		
30/07/2025	BACS P/L Pymnt Page 1502	BACS Pymnt		4,935.08	BACS P/L Pymnt Page 1502
30/07/2025	TELEFONICA UK LTD	03539946		540.48	Staff Mobile phones
30/07/2025	Grant Aid Payments	DD		3,000.00	Grant Aid Payments
	KOMPAN LTD		145,605.00		
30/07/2025	BACS P/L Pymnt Page 1529	BACS Pymnt		145,605.00	BACS P/L Pymnt Page 1529
31/07/2025	Allotment Refund	BACS		20.00	Allotment Refund
01/08/2025	Allotment Refund	BACS		32.00	Allotment Refund CP085
01/08/2025	KOMPAN LTD	2507294937		150,000.00	Garth Playgroung Refurbishment
01/08/2025	Past Mayors Charities	DD		8,791.70	Past Mayors Charities 24/25
04/08/2025	The Privacy Worx Ltd	BACS		360.00	Freedom Membership
04/08/2025	Barclays Bank	DD		69.89	Bank Charges
04/08/2025	Wex Europe Services (UK) Limit	30106413		67.50	Fuel
05/08/2025	Child Maintenance	DD		371.26	CMS and DWP
	Access First Aid T		290.00		
	Beauty & Bicester		120.00		
	Euroffice Ltd		132.58		
	Filmbank Media		262.80		
	Gem Tool Hire & Sa		86.11		
	JP & S Services Lt		33.40		
	LKT Electrical Ser		120.00		
	Oxford Alarm Compa		864.00		
	Online Playgrounds		1,319.48		
	Origin Amenity Sol		1,220.03		
	RDS Confidential S		36.00		
	Nigel Trinder		160.00		
	Waveco Productions		7,800.00		
06/08/2025	BACS P/L Pymnt Page 1531	BACS Pymnt		12,444.40	BACS P/L Pymnt Page 1531
11/08/2025	Wex Europe Services (UK) Limit	30106413		179.05	Fuel
11/08/2025	Yorkshire Gas and Power	900028277		537.06	Electricity Bure Park
11/08/2025	BT	GP01037800		56.96	Interner Provider
12/08/2025	Barclays Treasury Deposit	Transfer		100,000.00	Transfer
18/08/2025	Crown Gas Power Ltd	L053409		14.65	Gas Bill Garth Park
18/08/2025	Crown Gas Power Ltd	L053408		77.81	Gas Bill
18/08/2025	Crown Gas Power Ltd	L053407		76.99	Gas Bill
18/08/2025	BT	01196708		56.66	Office Internet
18/08/2025	Wex Europe Services (UK) Limit	30106413		170.39	Fuel
18/08/2025	Barclaycard	Transfer		5,209.99	Barclaycard Commercial

Date Paid	Payee Name	Reference	BACS Items	Amount Paid	Transaction Detail
	Acme Pest Control		125.00		
	Advanced Water Coo		38.52		
	astral accountancy		144.00		
	Banbury Digital Lt		123.34		
	Beauty & Bicester		120.00		
	CMR Intech Limited		373.79		
	GROUP GENIE LTD		634.76		
	Clearway Plumbing		342.00		
	Krinkles UK		27,683.40		
	Victoria Ruskin-Cl		250.00		
	GLX Productions Lt		1,259.88		
	JP & S Services Lt		17.98		
	NAVITAS DESIGN		55.48		
	NEWMAN EVENT SERVI		2,721.60		
	paragon tool hire		600.00		
	Peninsula		202.12		
	Pushstart Marketin		6,420.00		
	RIO WORKWEAR LTD		639.90		
	Southern Communica		324.31		
	Tudor Environmenta		138.31		
	Tulu Toilet Hire L		402.00		
19/08/2025	BACS P/L Pymnt Page 1541	BACS Pymnt		42,616.39	BACS P/L Pymnt Page 1541
20/08/2025	Wages Account 90180068	BTC Wages		37,000.00	BTC Wages
26/08/2025	Astral (Payroll)	TNSFR		89,481.36	Wages August
26/08/2025	Wex Europe Services (UK) Limit	30106413		193.93	Fuel
26/08/2025	Yorkshire Gas and Power	900028759		59.12	Electricity Hart Place
26/08/2025	Yorkshire Gas and Power	900028756		40.66	Electricity Garage
26/08/2025	Yorkshire Gas and Power	900028758		41.83	Electricity Cemetery
26/08/2025	Yorkshire Gas and Power	900028275		38.88	Electricity Toilet Block
26/08/2025	Yorkshire Gas and Power	900028274		501.94	Electricity Pavilion
26/08/2025	Yorkshire Gas and Power	900028280		35.91	Electricity Outr Team
26/08/2025	Yorkshire Gas and Power	900028276		40.49	Electricity Mess Room
26/08/2025	Yorkshire Gas and Power	900028273		42.15	Electricity Garth Out Building
26/08/2025	Yorkshire Gas and Power	900028754		45.47	Electricity Outr Team
26/08/2025	Yorkshire Gas and Power	900028755		149.16	Electricity Stable Block
26/08/2025	Yorkshire Gas and Power	900028279		189.97	Electricity Garth Flat
26/08/2025	Yorkshire Gas and Power	900028278		236.38	Electricity Offices
	Aventus Roofing Lt		620.00		
	Insdie Out Develop		5,753.90		
27/08/2025	BACS P/L Pymnt Page 1545	BACS Pymnt		6,373.90	BACS P/L Pymnt Page 1545
27/08/2025	Cemetery Refund	DD		159.00	Cemetery Refund M Penfold
	Acme Pest Control		75.00		
	Advanced Water Coo		18.82		
	Access First Aid T		210.00		
	CMR Intech Limited		320.40		
	First Aid 4 Less		16.56		
	Glasdon UK		2,507.88		
	Grundon Waste Mana		561.47		
	R & S Recovery Ser		180.00		
	RDS Confidential S		36.00		
	SSE		671.96		
	Setfords		2,514.97		
	Tudor Environmenta		1,031.74		
28/08/2025	BACS P/L Pymnt - Rialtas 03 Sep	BACS Pymnt		8,144.80	BACS P/L Pymnt (Sep Cashbook)
29/08/2025	TELEFONICA UK LTD	03539946		540.48	Staff Mobile Phones
29/08/2025	KOMPAN LTD	2508185117		191,595.00	Garth Play Area Refurbishment

AGENDA ITEM 12

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Originally prepared for Tuesday 8th July 2025 which was cancelled

Locum RFO Report

Chair: Councillor Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Locum Responsible Finance Officer: Andy Beams
Contact: Andy.Beams@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

This report is an overview of my findings of the council's current financial position based on a review of information recorded in the council's Rialtas accounting package, and a wider 'health-check' of the council's financial systems and processes.

2. Background

I was appointed as Locum RFO to the council at the end of June 2025 to support the Town Clerk and finance team during the period the council is without a permanent RFO. I have worked in the sector for over fifteen years and am an experienced user of the Rialtas accounting software.

Actions to date

On Friday 27 June, I met on site with the Town Clerk and Finance Administrator to discuss the council's requirements from the Locum RFO role.

Priority tasks established were completion of the May month-end accounting processes, preparation for completion of the June month-end accounting processes and a review of the nominal ledger report to identify any potential entries posted to incorrect budget codes for the year to date.

Based on the review completed, overall, the Finance Administrator has done an excellent job of keeping the accounting entries up to date, and minimal errors were identified in the work she has completed.

The council demonstrates a good level of credit control, with amounts due to the council monitored and chased where appropriate, minimising the risk of the council accruing any bad debts.

An error with the bank reconciliation completed for April was identified as part of the review, but this amounts to only 4 pence, is inconsequential to the council's financial situation and has been corrected during the May month-end process.

Processing errors

My review identified an amount of £12,614.80 which is a credit interest payment received by the council relating to interest earnt during March 2025 and credited in April 2025.

This entry had been incorrectly processed as a negative payment against the expenditure budget code **4059/108 Bank Charges/Corporate Finance.**

The entry should have been processed as a receipt against budget code **1096/108 Interest Received/Corporate Finance.**

The error would have led to incorrect figures on the year-end Annual Governance and Accountability Return (AGAR) as boxes 3 (Other income) and 6 (Other expenditure) would have been misstated.

The error was corrected with a journal entry dated 31 May on the accounting software, so the correct figures are recorded in the May income and expenditure report.

An interim check of the AGAR then shows that the figures are correct as at the end of May.

Possible mis-coded entries

The accounting software package produces a nominal ledger report, which details all transactions against each individual budget code.

A review of this report has identified anomalies where amounts have either been posted to budget codes where no budget has been set for the year or appear (from the narrative description provided) to have been posted to the incorrect budget code.

A list of these identified entries is detailed below, and with the support of the Finance Administrator and in consultation with the Town Clerk, these will be investigated during July with correcting entries made where appropriate.

None of these corrections will alter the council's overall financial position in relation to income and expenditure.

Entries against codes with zero budget

Nominal Code	Cost Centre	Description	Actual Spend	Committed Spend
4023	106	Stationery	334	0
4039	106	Waste Removal	1,573	0
4036	110	Grounds & Buildings Maintenance	67	0
4039	106	Waste Removal	423	33
4068	106	Contract Hire Vehicle	145	395
4178	106	Vehicle Maintenance	333	1
4016	301	Uniform & PPE	403	195
4036	301	Grounds & Buildings Maintenance	26	0
4037	301	Pavilion Maintenance	973	157
4039	301	Waste Removal	1,762	347
4046	301	Horticultural Supplies	3,313	456
4130	301	Building Security	815	160
4154	301	Tree Maintenance	4,300	255
4021	308	Office Phones	95	0
4039	308	Waste Removal	7,233	0

Other potential mis-posted entries

The following entries appear inconsistent based on the narrative description of the entry, the description of the budget code and/or the amount processed compared to the total budget for the year. Again, these items will be investigated during July and any corrective action required taken, but do not alter the council's overall financial position relating to income and expenditure.

4000/105 Salaries/Central Services – Entry posted 28 May for £87,424.89. Previous month's entry for £21,769.89. It appears that the salaries entry in April was split across three cost centres (105 Central Services, 300 Environmental Services and 308 Whitelands Sports Village), but the May total has been allocated only against cost centre 105. This will be investigated and can easily be corrected with a journal entry, reducing the total expenditure in cost centre 105 and increasing it in cost centres 300 and 308.

4011/401 Rates/Garth Park – There are two entries posted to this code. One is annotated 'Rates the Garth' and the other 'Rates Workshop'. The total expenditure of £9,680 exceeds the budget of £4.139 and one of these entries may have been mis posted. If that is confirmed after investigation, then a correcting journal entry can be made. If the entries are correct, the council needs to be aware of the overspend in this budget code.

4024/105 Subscriptions/Central Services – Within this budget code there are entries for Payroll £195 (potentially should be **4058/105 Accountancy & Payroll**) and two entries for Tree Works of £23,070 each (potentially should be **4190/301 Park & Garden Contract**). Currently this budget code expenditure total of £57,673 exceeds the budget of £12,500, but after investigation the correcting journal entries will reduce the expenditure to within budget.