

# **Bicester Town Council**



## **Policy Committee Meeting**

**Ref: POL02/2526**

**Monday 15<sup>th</sup> September 2025 at 19:00**

**The Chamber Room, Bicester Town Council, The  
Garth, Launton Road, Bicester, Oxon OX26 6PS**

### **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 9<sup>th</sup> September 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 **Monday 15<sup>th</sup> September 2025** at commence at **19:00hrs** for the transaction of the following business.

**Phil Evans**  
Town Clerk

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## 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](mailto: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 previous Meeting

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

- **POL01/2526 – Tuesday 17<sup>th</sup> 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. Policy Review**

The Committee is asked to **REVIEW** and **APPROVE** the Flag Flying Policy.

## **6. 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.

## **7. Date of Next Meeting**

Monday 6<sup>th</sup> October 2025 at 19:00hrs.

## Minutes of the Policy Committee

A meeting of the **Finance Committee** was held on **Tuesday 17<sup>th</sup> June 2025** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

**Present:**

Cllr Paul Wheatley (Chairman)  
Cllr Dan Hallett  
Cllr Nick Mawer  
Cllr Rachel Mallows  
Cllr Tom Becket

**In Attendance:**

Michael Lee – Service Manager  
Viktorija Kovale – Finance Administrator

**01/2 Appointment of Vice-Chair**

**425 RESOLVED** that Cllr Rachel Mallows was **APPOINTED** as Vice-Chair for the Policy Committee.

Cllr Wheatley Proposed and Cllr Hallett seconded.

**03/2 Apologies for Absence**

**425 RESOLVED** that apologies be received from:

- Cllr Nick Cotter
- Cllr Chris Pruden
- Cllr Sam Holland
- Cllr Harry Knight

**04/2 Declarations of Interest**

**425 RESOLVED** that no declarations were received.

**05/2 Minutes of the Policy Committee**

**425 RESOLVED** to **CONFIRM** the minutes of the Policy Committee meeting held on:  
• **POL06/2425** held on Monday 24<sup>th</sup> March 2025 at 19:00hrs.

**06/2 Public Session**

**425 RESOLVED** that a member of the public, Scribe Representative, was present at the meeting, which included a 45-minute presentation.

**07/2 Bicester Town Council Accounting Software.**

**526 RESOLVED** that Committee **REVIEWED** the presentation and **COMMENTED**.

Questions raised for the Scribe Representative:

- Safety and data protection
- Ease and duration of the transition from Rialtas to Scribe

- Month and year-end processes
- Licensing

Councillors are waiting for all potential software options before making the final decision.

**08/2 Policy Review**

**425 RESOLVED** that Committee **NOTED** and **APPROVED** the updated policies.

**09/2 Exclusion of Press and Public**

**425 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.

**Date of next Meeting:** 15<sup>th</sup> September 2025 at 19:00

**CLOSE OF MEETING: 20:19hrs**

## BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

15<sup>th</sup> September 2025

Chair: Paul Wheatley

Contact: 01869 252915 [paul.wheatley@bicester.gov.uk](mailto:paul.wheatley@bicester.gov.uk)

Officer: Phil Evans

Contact: 01869 252915 [phil.evans@bicester.gov.uk](mailto:phil.evans@bicester.gov.uk)

Ward Affected: ALL

### Policy Review

#### 1. Background

The Policy Committee have requested a standing report to monitor and amend the Policies and Procedures that govern the actions of the Town Council.

Each Document has a specified review period.

These dates can be brought forward at the request of a Committee Member.

#### 2. Policy for Review and Amendment

GP22 FLAG FLYING POLICY Please see **APPENDIX 1**.

##### **Flags not covered by this policy**

14. Ad hoc requests from Bicester based constituted groups to fly flags that are not covered by this policy should be made to the Town Council by request in writing to the Town Clerk. They will be determined by the Town Clerk in consultation with the Chair of Policy Committee if there is insufficient time to be presented to the policy committee for approval. In cases where a particular flag will need to be purchased the requestor will need to purchase an appropriate flag.
15. If a flag that has been authorised by the council to be flown previously it may be appropriate to fly the flag again at the discretion of Chair of Policy, Mayor and Town Clerk.

14. Ad hoc requests from Bicester based constituted groups to fly flags that are not covered by this policy should be made to the Town Council by request in writing to the Town Clerk. They will be determined by the Town Clerk in consultation with the Chair of Policy Committee and The Mayor if there is insufficient time to be presented to the policy committee for approval. In cases where a particular flag will
15. If a flag that has been authorised by the council to be flown previously it may be appropriate to fly the flag again at the discretion of Chair of Policy and Town Clerk.

### **3. Recommendation**

The Committee is asked to **APPROVE** the amendment requested.



## FLAG FLYING POLICY GP22

| Document Control                                                                                                                                                         |                                               |               |                                                                                                                                            |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request. |                                               |               |                                                                                                                                            |                               |
| Version Number                                                                                                                                                           | Date Adopted                                  | Minute Number | Amendments                                                                                                                                 | Review Date                   |
| V1                                                                                                                                                                       | Originally Adopted 18 <sup>th</sup> Sept 2017 |               |                                                                                                                                            | 3 <sup>rd</sup> November 2020 |
| V2                                                                                                                                                                       | 3 <sup>rd</sup> November 2020                 |               | Make an amendment to section 14                                                                                                            | 24 <sup>th</sup> April 2023   |
| V3                                                                                                                                                                       | 24 <sup>th</sup> April 2023                   |               | Change Chief Officer to Town Clerk.<br><br>Add a section to Authorise flags already flown.                                                 | 12 <sup>th</sup> June 2023    |
| V4                                                                                                                                                                       | 12 <sup>th</sup> June 2023                    |               | Swap the 'unscheduled flag flying' paragraph and the 'flags not covered by this policy' paragraphs                                         | June 2026                     |
| V5                                                                                                                                                                       | 22nd April 2024                               |               | Policy to include Flag Pole 4. Dates for the following flags to be flown; Wakes, Northern Ireland & Scotland. To change Chairman to Chair. | April 2027                    |

Bicester Town Council  
The Garth  
Launton Road  
Bicester  
OX26 6PS

### GENERAL

1. The flying of flags is a national tradition in the UK. The Government made changes to regulations in 2012 to ease controls over flag flying which are reflected in this policy.
2. All flags flown will be maintained in good condition and shall be replaced when they become worn and begin to fray.



## **FLAG FLYING POLICY GP22**

3. The Council has four flag poles all located to the front Garth House. They are number one to four, the first being nearest the bandstand.

### **FLAGPOLES IN GARTH PARK**

#### **Flagpole 1**

4. The Flag of the Town Council shall fly continuously from flagpole 1.

#### **Flagpole 2**

5. The Union Flag shall fly continuously from flagpole 2.

#### **Flagpole 3.**

6. The English flag of St George shall fly continuously on flagpole 3, other than at times determined in this policy.

### **FLAGS OF OTHER COUNTRIES**

#### **Flags of the countries within the UK**

7. The flags of Wales, Northern Ireland and Scotland shall be flown on their respective Saint's days (1<sup>st</sup> March 17<sup>th</sup> March and 30<sup>th</sup> November) from flagpole 4.

#### **Flags of other countries with which there is an established connection**

8. The flags of those countries with which Bicester has twinning connections shall be flown on the national day of each country. France – Bastille Day (14<sup>th</sup> July), and Germany - German Unity Day (3<sup>rd</sup> October) on flagpole 4; Poland – Poland National Independence Day (11<sup>th</sup> November) on flagpole 4.
9. In recognition of the connection to the USA via RAF Croughton, the national flag shall be flown on USA Independence Day (4<sup>th</sup> July) on flagpole 4.

### **OTHER FLAGS**

#### **Commonwealth Flag**

10. The Commonwealth Flag shall be flown on Commonwealth Day second Monday in March from flagpole 4.

#### **Armed Forces Day Flag**

11. The Armed Forces Day flag shall be flown from flagpole 4 for one week commencing on the Friday before Armed Forces Day (last Saturday in June).



## **FLAG FLYING POLICY GP22**

### **Remembrance Flag**

12. The Royal British Legion Remembrance Flag shall be flown from flagpole 4 from 1<sup>st</sup> November to 12<sup>th</sup> November or until the day after Remembrance Sunday (whichever is later).

### **Pride Flag**

13. The Pride Flag shall be flown from flagpole 4 for one week from 1<sup>st</sup> June to celebrate pride month.

### **Flags not covered by this policy**

14. Ad hoc requests from Bicester based constituted groups to fly flags that are not covered by this policy should be made to the Town Council by request in writing to the Town Clerk. They will be determined by the Town Clerk in consultation with the Chair of Policy Committee if there is insufficient time to be presented to the policy committee for approval. In cases where a particular flag will need to be purchased the requestor will need to purchase an appropriate flag.
15. If a flag that has been authorised by the council to be flown previously it may be appropriate to fly the flag again at the discretion of Chair of Policy, Mayor and Town Clerk.

### **LOWERING OF FLAGS TO HALF-MAST**

16. On receiving a formal announcement or, in the case of a local situation, upon becoming aware, the Town Clerk will authorise the Union Flag outside Garth House to be lowered to half-mast\*\*. The Union flag will fly in line with the agreed action plan within the marking of the Death of a Senior National Figure.
17. \*\* Half-mast – the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the mast. When flag is flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When the flag is lowered from the half-mast position, it should be raised to the top of the mast for a second before being fully lowered.
18. Such occasions may include but are not limited to:
- i) Upon the announcement of the death of the Sovereign;
  - ii) The funeral of a member of the Royal Family;
  - iii) The funeral of a foreign ruler;
  - iv) The funeral of a Prime Minister or former Prime minister of the UK;
  - v) The death of prominent individuals who have influenced the social, economic or cultural life of Bicester;
  - vi) Times of national or international tragedy as notified by the Government (usually via Oxfordshire County Council);
  - vii) Times of national mourning.



## **FLAG FLYING POLICY GP22**

### **POLICY REVIEW**

19. This policy shall be reviewed at least every four years to ensure fitness for purpose.

Flags Currently in operation under bespoke flying.

Date 24<sup>th</sup> February

Ukraine Flag will be flown on the anniversary of the start of the war with Russia.

Date : 26<sup>th</sup> November (Date May Change Each Year)

Oxfordshire Flag

