

Minutes of the Policy Committee

A meeting of the **Finance Committee** was held on **Tuesday 17th 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 24th 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.

10/2 Lease Review

425 RESOLVED that the Committee **APPROVED** the Lease Review actions and proposed, in principle, the lease for Nais House.

A question was raised by Nais House, who would like to rent space, having previously been located at CAB. Councillors advised charging Nais House the same amount per square meter as BTC charges for their space.

Date of next Meeting: 15th September 2025 at 19:00

CLOSE OF MEETING: 20:19hrs