

Bicester Town Council



Policy Committee Meeting

Ref: POL04/2526

Monday 3rd November 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



Council Offices, The Garth,
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Bicester,
Oxon. OX2 6PS
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Monday 27th October 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 3rd November 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. 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 previous Meeting

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

- **POL02/2526 – Monday 15th September 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. Budget Report

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The Committee is asked to **APPROVE** the budget.

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 9th February 2026 at 19:00hrs.

Minutes of the Policy Committee

A meeting of the **Finance Committee** was held on **Monday 15th September 2025** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Christopher Pruden
Cllr Nick Mawer
Cllr Tom Becket
Cllr Donna Ford (Substitute)

In Attendance:

Trevor Longfield - RFO

11/ Apologies for Absence

2526 RESOLVED that apologies be received from:

- Cllr Nick Cotter
- Cllr Dan Hallett
- Cllr Sam Holland
- Cllr Harry Knight

12/ Declarations of Interest

2526 RESOLVED that no declarations were received.

13/ Minutes of the Policy Committee

2526 RESOLVED to **CONFIRM** the minutes of the Policy Committee meeting held on:

- **POL01/2526** held on Tuesday 17th June 2025 at 19:00hrs.

14/ Public Session

2526 RESOLVED that no members of the public attended the meeting.

15/ Policy Review

2526 RESOLVED that Committee **APPROVED** the updated policies with some amendments.

1. Paragraph 14:

Ad hoc requests from Bicester-based constituted groups to fly flags not covered by this policy must be submitted in writing to the Town Clerk, Chair of the Policy Committee, or the Town Mayor. If there is insufficient time for the request to be presented to the Policy Committee for approval, a decision will be made following consultation between the aforementioned individuals.

If the requested flag is not already available, the requesting party will be responsible for purchasing an appropriate flag.

2. Flag Flying Policy GP22 >>Flagpoles in Garth Park >>Paragraph 4:

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

16/ Exclusion of Press and Public

2526 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: Monday 6th October 2025 at 19:00.

CLOSE OF MEETING: 19:35hrs.

BICESTER TOWN COUNCIL
POLICY COMMITTEE REPORT

3rd November 2025

Chair: Paul Wheatley
Contact: 01869 252915 paul.wheatley@bicester.gov.uk

Officer: Phil Evans
Contact: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: ALL

Budget Setting Report 2026/2027

1. Background

Each year the Policy Committee amongst other Committees is asked to approve the budgets for the next financial year.

Several Meetings have been held with Councillors in the preparation of this budget

The 2025/2026 Budget is currently predicted to finish within the expected finalised budget that was set.

Each Committee has a responsibility to sections of the overall budget and once all committees have finalised their section of the budget – the budget is presented to the finance committee as a whole and then full council for completion.

2. Budget

Civic & Democratic										Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend			
102	1013 Income	Inc-Mayor's Charities	£0.00	£2,321.00	£2,321.00	£11.05	YES	£2,321.00		£0.00	£0.00
102	4150 Spend	Mayor's Expenses	£1,750.00	£875.00	-£875.00	£4.17	YES	£875.00	£875.00	£1,750.00	£0.00
102	4152 Spend	Mayor's Charities 2024-25 (DM)	£0.00	£8,792.00	£8,792.00	£41.87	YES	£8,792.00	£8,792.00	£0.00	£0.00
102	4159 Spend	Elections	£3,000.00	£0.00	-£3,000.00	£0.00	YES	£0.00	£0.00	£3,000.00	£0.00
102	4160 Spend	Civic Expenses	£10,000.00	£6,944.00	-£3,056.00	£33.07		£12,069.33	£12,069.33	£10,000.00	£0.00
102	4161 Spend	Civic Mayor Making	£1,500.00	£864.00	-£636.00	£4.11	YES	£864.00	£864.00	£900.00	-£600.00
102	4162 Spend	Civic Flag Raising	£250.00	£117.00	-£133.00	£0.56	YES	£117.00	£117.00	£250.00	£0.00
102	4163 Spend	Civic Service & Parade	£4,000.00	£3,634.00	-£366.00	£17.30	YES	£3,634.00	£3,634.00	£4,000.00	£0.00
102	4164 Spend	Civic Remembrance	£5,000.00	£26.00	-£4,974.00	£0.12		£45.19	£45.19	£3,000.00	-£2,000.00
102	4209 Spend	Members Allowance	£15,500.00	£14,448.00	-£1,052.00	£68.80	YES	£14,448.00	£14,448.00	£16,000.00	£500.00
		Budget	Income					£0.00	£0.00	Income	£0.00
		Predicted	Spend					£41,000.00		Spend	£38,900.00
			Income					£2,321.00			
			Spend					£40,844.52			

Central Services											Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend				
105	4009 Spend	Staff Travel	£250.00	£0.00	£-250.00	£0.00		£0.00	£0.00		£250.00	£0.00
105	4015 Spend	Health & Safety	£5,000.00	£1,509.00	£-3,491.00	£7.19	£2,622.79	£2,622.79			£5,000.00	£0.00
105	4020 Spend	Mobile Phones	£1,200.00	£1,238.00	£38.00	£5.90	£2,151.76	£2,151.76			£2,500.00	£1,300.00
105	4021 Spend	Office Phones	£3,500.00	£2,353.00	£-1,147.00	£11.20	£4,089.74	£4,089.74			£3,500.00	£0.00
105	4023 Spend	Stationery	£2,400.00	£729.00	£-1,671.00	£3.47	£1,267.07	£1,267.07			£2,400.00	£0.00
105	4024 Spend	Subscriptions	£12,500.00	£1,662.00	£-10,838.00	£7.91	£2,888.71	£2,888.71			£12,500.00	£0.00
105	4025 Spend	Insurance	£25,000.00	£23,832.00	£-1,168.00	£113.49	£23,832.00	£23,832.00			£25,000.00	£0.00
105	4027 Spend	Books & Publications	£150.00	£0.00	£-150.00	£0.00	£0.00	£0.00			£150.00	£0.00
105	4032 Spend	Recruitment Advertising	£300.00	£11,887.00	£11,587.00	£56.60	£20,660.74	£20,660.74			£300.00	£0.00
105	4033 Spend	Office Expenses	£3,000.00	£1,795.00	£-1,205.00	£8.55	£3,119.88	£3,119.88			£3,000.00	£0.00
105	4034 Spend	Computer Support	£29,100.00	£26,694.00	£-2,406.00	£127.11	£46,396.71	£46,396.71			£35,000.00	£5,900.00
105	4040 Spend	Website	£1,300.00	£227.00	£-1,073.00	£1.08	£394.55	£394.55			£1,300.00	£0.00
105	4055 Spend	Press & PR	£1,300.00	£671.00	£-629.00	£3.20	£1,166.26	£1,166.26			£1,500.00	£200.00
105	4056 Spend	Legal & Professional Fees	£15,000.00	£6,422.00	£-8,578.00	£30.58	£11,162.05	£11,162.05			£15,000.00	£0.00
105	4057 Spend	Audit Fee's	£4,000.00	£459.00	£-3,541.00	£2.19	£797.79	£797.79			£4,000.00	£0.00
105	4058 Spend	Accountancy & Payroll	£6,500.00	£2,253.00	£-4,247.00	£10.73	£3,915.93	£3,915.93			£6,500.00	£0.00
105	4070 Spend	Training & Conference	£7,500.00	£480.00	£-7,020.00	£2.29	£834.29	£834.29			£7,500.00	£0.00
105	4097 Spend	Human Resources	£5,400.00	£4,452.00	£-948.00	£21.20	£7,738.00	£7,738.00			£5,400.00	£0.00
105	4169 Spend	Newsletter	£20,000.00	£10,700.00	£-9,300.00	£50.95	£18,597.62	£18,597.62			£25,000.00	£5,000.00
								Income	£0.00		Income	£0.00
								Predicted	£507,374.00	£507,374.00	£0.00	£551,800.00
								Spend	£466,288.48	£466,288.48	£0.00	£551,800.00

The Garth											Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend				
106	1001 Income	Nai's House Rent	£5,796.00	£2,900.00	£-2,896.00	£13.81	£5,040.48				£5,800.00	£4.00
106	1002 Income	CAB Rent	£4,250.00	£0.00	£-4,250.00	£0.00	£0.00				£0.00	£-4,250.00
106	1007 Income	Registrar's Rent	£1,250.00	£1,250.00	£0.00	£5.95	£2,172.62				£1,250.00	£0.00
106	1010 Income	Garth Room Lettings	£500.00	£612.00	£112.00	£2.91	£1,063.71				£500.00	£0.00
106	4004 Spend	Cleaning Contract	£6,000.00	£3,667.00	£-2,333.00	£17.46	£6,373.60	£6,373.60			£6,000.00	£0.00
106	4011 Spend	Rates	£10,000.00	£6,962.00	£-3,038.00	£33.15	£6,962.00	£6,962.00			£10,000.00	£0.00
106	4012 Spend	Water Charges	£900.00	£594.00	£-306.00	£2.83	£1,032.43	£1,032.43			£900.00	£0.00
106	4013 Spend	Gas	£3,000.00	£1,647.00	£-1,353.00	£7.84	£2,862.64	£2,862.64			£3,000.00	£0.00
106	4014 Spend	Electric	£5,000.00	£2,994.00	£-2,006.00	£14.26	£5,203.86	£5,203.86			£5,000.00	£0.00
106	4036 Spend	Grounds & Building Mt	£5,000.00	£1,591.00	£-3,409.00	£7.58	£2,765.31	£2,765.31			£5,000.00	£0.00
106	4130 Spend	Building Security	£11,550.00	£1,742.00	£-9,808.00	£8.30	£3,027.76	£3,027.76			£11,550.00	£0.00
106	4203 Spend	Window Cleaning	£800.00	£0.00	£-800.00	£0.00	£0.00	£0.00			£800.00	£0.00
								Income	£11,796.00	£11,796.00	Income	£7,550.00
								Predicted	£42,250.00	£42,250.00	£8,276.81	£42,250.00
								Spend	£28,227.60	£28,227.60	£0.00	£42,250.00

Garth Lodge											Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend				
107	1006 Income	Garth Lodge Rent	£12,200.00	£6,711.00	£-5,489.00	£31.96	£11,664.36				£12,200.00	£0.00
107	4052 Spend	Garth Lodge Costs	£1,500.00	£0.00	£-1,500.00	£0.00	£0.00	£0.00			£1,500.00	£0.00
								Income	£12,200.00	£12,200.00	Income	£12,200.00
								Predicted	£1,500.00	£1,500.00	£11,664.36	£1,500.00
								Spend	£0.00	£0.00	£0.00	£1,500.00

Community Support											Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend				
109	4060 Spend	CAB	£8,250.00	£0.00	£-8,250.00	£0.00	£0.00	£0.00			£0.00	£-8,250.00
109	4061 Spend	Grants to Voluntary Orgs	£22,000.00	£19,926.00	£-2,074.00	£94.89	£19,926.00	£19,926.00			£22,000.00	£0.00
109	4065 Spend	TVP Crime Partnership	£3,600.00	£3,600.00	£0.00	£17.14	£3,600.00	£3,600.00			£3,600.00	£0.00
109	4131 Spend	Bicester Vision	£5,000.00	£5,000.00	£0.00	£23.81	£5,000.00	£5,000.00			£5,000.00	£0.00
109	4191 Spend	Community Woodland	£3,000.00	£0.00	£-3,000.00	£0.00	£0.00	£0.00			£3,000.00	£0.00
								Income	£0.00	£0.00	Income	£0.00
								Predicted	£41,850.00	£41,850.00	£0.00	£33,600.00
								Spend	£28,526.00	£28,526.00	£0.00	£33,600.00

Projects											Proposal	Difference
		Budget	Actual	Diff	Daily	Closed ?	Forecast	Spend				
110	4100 Spend	Purchase New Machinery	£20,000.00	£2,825.00	£-17,175.00	£13.45	£4,910.12	£4,910.12			£20,000.00	£0.00
110	4300 Spend	New Computer Equip	£2,500.00	£1,175.00	£-1,325.00	£5.60	£2,042.26	£2,042.26			£2,500.00	£0.00
110	4301 Spend	The Garth Redevelopment	£5,000.00	£2,650.00	£-2,350.00	£12.62	£4,605.95	£4,605.95			£5,000.00	£0.00
110	4305 Spend	New Cemetery	£15,000.00	£0.00	£-15,000.00	£0.00	£0.00	£0.00			£15,000.00	£0.00
110	4312 Spend	Asset Maintenance	£17,500.00	£11,676.00	£-5,824.00	£56.60	£20,294.00	£20,294.00			£17,500.00	£0.00
110	4313 Spend	Play Area/Open Space	£51,732.00	£17,664.00	£-34,068.00	£84.11	£30,701.71	£30,701.71			£94,969.68	£43,237.68
110	4314 Spend	Town Centre	£5,000.00	£0.00	£-5,000.00	£0.00	£0.00	£0.00			£5,000.00	£0.00
110	4316 Spend	Carbon Emission Project	£7,000.00	£0.00	£-7,000.00	£0.00	£0.00	£0.00			£7,000.00	£0.00
								Income	£0.00	£0.00	Income	£0.00
								Predicted	£123,732.00	£123,732.00	£0.00	£166,969.68
								Spend	£62,554.05	£62,554.05	£0.00	£166,969.68

3. Recommendation

The Committee is asked to **APPROVE** the budget as set out in the report.

NOTE: Larger prints of the budgets will be available at the meeting