

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC06/2324

Monday 15th January 2024

at 19:00hrs

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

Members:

Cllr Harry Knight – **Chairman**, Cllr Damien Maguire – **Vice-Chairman**
Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr
Sam Holland, Cllr Rachel Mallows, Cllr Nicholas Mawer, Cllr Rich Oliver, Cllr
Christopher Pruden, Cllr Alisa Russell, Cllr Les Sibley, Cllr Jim Webb, Cllr
Paul Wheatley

Other Circulation, Substitute Members:

Cllr John Broad, Cllr Sandy Dalimore, Cllr Simon Lytton, Cllr Calum Miller, Cllr
Lynn Pratt, Cllr Dan Sames and Cllr Michael Waine



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10 January 2024

To all Members of the Bicester Town Council

You are hereby summoned to attend a meeting of the **Bicester Town Council** at **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Monday 15th January 2024** to 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 Bicester Town Council (enquiries@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. 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 2minutes.

4. Minutes of the Town Council Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following
Town Council meeting:

(Pages 5 -
8)

Agenda: BTC06/2324 Bicester Town Council
Monday 15th January 2024

BTC05/2324 – 20th November 2023

- 5. Minutes of the Environment Committee Meeting** (Pages 9 - 11)
 To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following
 Environment Committee meeting:

ENV04/2324 – 21st November 2023

- 6. Minutes of the Finance Committee Meeting** (Pages 12 - 13)
 To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following
 Finance Committee meeting:

FIN04/2324 – 19th December 2023

- 7. Minutes of the Planning Committee Meetings** (Pages 14 - 20)
 To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following
 Planning Committee meeting:

PL03/2324 – 4th July 2023, Deferred due to being missed from the previous meeting held on the 20th November 2023.

PL06/2324 – 3rd October 2023

- 8. Minutes of the Policy Committee Meeting** (Pages 21 - 22)
 To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following
 Policy Committee meeting:

POL03/2324 – 30th October 2023

- 9. The Mayors Report** (Pages 23 - 24)
 Councillor's are asked to **NOTE** the attached Mayors Report.
- 10. Grounds Maintenance Contract** (Pages 25 - 29)
 Council is asked to **APPROVE** the letter of Engagement and **APPROVE** the premium rate with a retrospective report detailing this (if required).
- 11. Committee List** (Page 30)
 Officers ask the Councillors to discuss and **AGREE** the format so that next year's diary can be proposed.
- 12. Delegation of Authority** (Pages 31 - 37)
 The Councillors are asked to **NOTE** and **COMMENT** on the listed delegation of authority.
- 13. Budget Sign-Off** (Pages 38 - 55)
 The Committee is asked to **APPROVE** the budget for the following year.
- 14. Date of Next Meeting**
11th March 2024 – 7pm, The Chamber Room, Garth House

Minutes of the Bicester Town Council

A meeting of the **Bicester Town Council** was held on **Monday 20th November 2023** at **19:00 hrs** at the **The Council Chamber, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Harry Knight (Chairman)
 Cllr Damien Maguire (Vice-Chairman)
 Cllr Tom Beckett
 Cllr Nick Cotter
 Cllr Dan Hallett
 Cllr Sam Holland
 Cllr Rachel Mallows
 Cllr Nicholas Mawer
 Cllr Christopher Pruden
 Cllr Les Sibley
 Cllr Jim Webb
 Cllr Paul Wheatley

In Attendance:

Phil Evans – Town Clerk
 Julie Trinder – Administration Officer – Civic and Democratic
 Cllr Michael Waine – Oxfordshire County Council

A one minutes silence was held in memory of the late Lord Brian Cotter.

1/23 Apologies for Absence

24 RESOLVED that apologies were received from Cllr Donna Ford.

2/23 Declarations of Interest

24 RESOLVED that declarations of interest were received from Cllr Tom Beckett, Cllr Christopher Pruden and Cllr Les Sibley as Cherwell District Councillors and Cllr Les Sibley as Oxfordshire County Council Councillor.

3/23 Public Session

24 RESOLVED that no members of the public were present.

4/23 Minutes of the Town Council Meeting

24 RESOLVED that Councillors **CONFIRMED** the minutes and resolutions of:

BTC04/2324 – 21st August 2023

BTC04A/2324 – SPECIAL – 25th September 2023

5/23 Minutes of the Environment Committee Meeting

24 RESOLVED that Councillors **CONFIRMED** the minutes and resolutions of:

ENV02/2324 – 18th July 2023

6/23 Minutes of the Finance Committee Meeting

Minutes: BTC05/2324: Bicester Town Council Meeting
 Monday 20th November 2023

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Signed

Dated

24 **RESOLVED** that Councillors **CONFIRMED** the minutes and resolutions of:

FIN02/2324 – 8th August 2023

7/23 **Minutes of the Planning Committee Meetings**

24 **RESOLVED** that Councillors **CONFIRMED** the minutes and resolutions of:

PL04/2324 – 8th August 2023

PL03/2324 – 4th July 2023 were omitted from the agenda pack and will come back to the next Bicester Town Council meeting on the 15th January 2024.

8/23 **Minutes of the Policy Committee Meeting**

24 **RESOLVED** that Councillors **CONFIRMED** the minutes and resolutions of:

POL02/2324 – 14th August 2023

9/23 **Questions on Working Parties and Other Groups**

24 **RESOLVED** that Councillors **CONFIRMED** the minutes and resolutions of:

BTAG02/2324 – 27th July 2023

EWP03/2324 – 13th September 2023

PER02/2324 – 12th July 2023 to be approved with the following alteration; Cllr Rachel Mallows appearing twice in the attendance list.

10/2 **Report from Oxfordshire County Council and Cherwell District**
324 **Councillors**

RESOLVED that:

Cllr Michael Waine reported:

- The 20 mph speed limit proposal for Bicester was due to be advertised in the latest edition of the Garth Gazette, however, due to Oxfordshire County Council, this has now been delayed until the Spring edition.
- A review on barriers on cycle paths is underway to ensure the convenience and accessibility for cyclists. There is however, no mention of pedestrians in the review but this now been raised.
- A report came out badly with failings in services offered to children with special educational needs and disabilities across Oxfordshire.
- Permanent parking holders and speed cameras requested for Lambourne Crescent and Church Street.
- Manorsfield Road repairs and Causeway development have been delayed for another year.
- The growth of graffiti in Bicester a concern.

Cllr Les Sibley reported:

- The crossing outside the Esso Garage on the Oxford Road still a concern, and request that safety barriers be installed as a matter of urgency. Cherwell District Council aware of the land issues with in this area which are causing delays in the

Minutes: BTC05/2324: Bicester Town Council Meeting
Monday 20th November 2023

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Signed

Dated

improved footpath and cycleway.

Cllr Nicholas Mawer reported:

- Bicester Town Council has now consulted and submitted comments regarding the Local Plan.
- Cherwell District Council offices moving to Castle Quay in Banbury centre.
- Recruitment of replacement Chief Executive for Cherwell District Council now underway.
- Sanctuary Affordable Housing Limited are building 90 housing units on Southam Road delivering 100% affordable housing.

11/2 Mayors Report

324 RESOLVED that Councillors **NOTED** the Mayors Report.

12/2 Bicester Food Bank

324 Bicester Foodbank unable to attend this meeting and will attend meeting taking place on January 15th 2024.

13/2 Proposed Changes to Bicester Wards

324 RESOLVED that Councillors discussed the Proposed Changes to Bicester Wards and that comments in preparation for next steps.

14/2 The Bicester School

324 RESOLVED that Councillors **NOTED** the report and suggested the vacancy be advertised in the next edition of the Garth Gazette.

15/2 Conclusion of Audit 2022/23 Accounts

324 RESOLVED that Councillors:

- **RECEIVED** the report of the external auditor
- **NOTED** that Finance Committee has undertaken an initial review of the effectiveness of internal controls and;
- **NOTED** the care with which the AGAR should be considered and minuted in the future.

16/2 Independence and Competence of the Internal Auditor

324 RESOLVED that Councillors **NOTED** and **APPROVED** the recommendations of the Finance Committee. At its meeting held on 10 October 2023 the Finance Committee resolved to make the following recommendations to Full Council, that:

- Annually, the agenda for the first meeting of Council following Mayor Making includes the appointment of the Internal Auditor as a standing item;
- In advance of each of the above meetings the Finance Committee considers the independence and competence of the putative internal auditor;
- The ongoing appointment of Mulberry & Co as the Council's internal auditor for the financial year 2023/24 be confirmed; and

- Mulberry & Co also be appointed for the financial years 2024/25 and 2025/26 in order to take advantage of a three-year fixed fee offer.

18/2 Date of Next Meeting

324 Date of the next meeting: Monday 15th January 2024 – 7pm, The Chamber Room, Garth House.

Close of meeting: 8.16pm.

Minutes of the Environment Committee

A meeting of the **Environment Committee** was held on **Tuesday 21st November 2023** at **19:00 hrs** at the **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (Chairman)

Cllr Donna Ford
Cllr Harry Knight
Cllr Rachel Mallows
Cllr Nicholas Mawer
Cllr Les Sibley

In Attendance:

1/23 Apologies for Absence

24 RESOLVED that apologies have been received for Cllr Christopher Pruden and Cllr Alisa Russell

2/23 Declarations of Interest

24 RESOLVED that no declarations were received.

3/23 Public Session

24 RESOLVED that the committee received presence
- Eco environmental advocate
- Bicester Green Gym
- Linda Burn

4/23 Minutes of the Environment Committee

24 RESOLVED to confirm the minutes of the Environment Committee meeting ENV03/2324 ENV03A/2324 were **NOTED** and **APPROVED**

5/23 Minutes of the Events Working Party

24 RESOLVED to confirm the minutes of the Events Working Party meeting EWP02/2324 ENP03/2324 were **NOTED** and **APPROVED**

6/23 Community Football Working Group Minutes

24 RESOLVED that committee **NOTED** community sport working group

Committee requested the agenda headings align with minute titles 'Community Sports Working Group'

7/23 Budget

24 RESOLVED that the budget proposal for 2023/2024 is referred back to Town Clerk to:
- Check rates with CDC regarding Whiteland's
- Confirm the split between Whiteland's café and Whiteland's sports centre
- Meter readings need to be placed onto Finance/budget agendas

- Breakdown of one off payments to be visible – capital budget / revenue budget

Service manager to gather quotes for a new ride on mower
Cllr Mallows suggested a conversation around solar panels

8/23 Refund

24 RESOLVED that committee **APPROVED** the refund request for Glory Farm on 3 bookings during September 2023 and October 2023.

9/23 Sports Facilities

24 RESOLVED that committee support the recommendation.

- Officers to look into section 106 clause around pitches
- Whiteland's cricket pitch to be looked at with CDC agreement
- Officers to advertise the cricket pitch as a mixed sports facility.

10/2 Fun Fair 2024

324 RESOLVED that committee **APPROVE** the requests of locations and dates set out in the report.

11/2 Southwold Play Area Location

324 RESOLVED that committee **APPROVE** option 3 under the basis that the footprint of the park is increased.

12/2 Whitelands Function Room Partition

324 RESOLVED that officers must re-submit report with a clear plan and understand the below

- Terms of the lease
- Clarity on who asked for the partition

13/2 Garth Park Splash Pad

324 RESOLVED that committee **NOTED** the report.

Public consultation to start on social media in FEB 2024.

14/2 Approved Projects

324 RESOLVED that committee **NOTED** the work schedule for approved projects

Officers to include tiny forests to schedule

15/2 Section 6 Motion

324 RESOLVED that committee referred item back to officers for the following investigations

- Garth Court residents – they need to be consulted
- Staff costings matrix for opening and closing times
- How many complaints collated

- Staff safety

16/2 Forward Plan
324 RESOLVED that committee **NOTED** the report

2024 Events budget to be added.

Date of next Meeting: Wednesday 6 December 2023 at 19:00

CLOSE OF MEETING: 20:37 hrs

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 19th December 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Tom Beckett (Vice-Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Rachel Mallows
Cllr Les Sibley

In Attendance:

Louise Steele – Locum RFO

63/2324 Apologies for Absence

Apologies were received from Councillors Sam Holland and Harry Knight and reasons for absence were approved.

64/2324 Declarations of Interest

Councillors made no declarations of interest.

65/2324 Minutes of the Finance Committee

Upon the proposal of Cllr Wheatley, seconded by Cllr Sibley the minutes of the extraordinary Finance Committee meeting held on 8 August 2023 (**FIN02A/2324**) were **NOTED** and **APPROVED**. Upon the proposal of Cllr Wheatley, seconded by Cllr Mallows and those of the ordinary meeting held on 10th October 2023 (**FIN03/2324**) were also **NOTED** and **APPROVED**.

66/2324 Public Session

The Committee received no representations there being no members of the public present.

67/2324 Finance Report

The Committee **RECEIVED** and **NOTED** the Income, Expenditure and Variances Report to Month 8 (the end of November 2023).

Questions were asked in relation to the following:

- Whether the rates expenditure for Whitelands Sports Village is split into two and one part charged to the tenant
- Is the Town Council claiming leisure relief in respect of the Whitelands rates
- What code 4099 108 represents

The Locum RFO undertook to answer those questions in due course.

68/2324 Bank Balances

The Committee **RECEIVED** the consolidated bank reconciliation for the period ending 30 November 2023 and **APPROVED** the bank balances noting that Cllr Wheatley had signed the bank reconciliations up to the end of November 2023.

69/2324 Payments

The Committee **NOTED** and **APPROVED** the schedule of payments, totalling £807,842.86, made since those reported to Finance Committee on 10th October 2023. Councillors noted that they had not had the opportunity to approve the payments before they were made.

The Committee **NOTED** and **APPROVED** that the credit card should in future be paid in full by variable direct debit on or around the 18th of each month.

70/2324 Aged Debtors

The Committee **NOTED** the Aged Creditors as at 30th November 2023.

71/2324 Aged Creditors

The Committee **NOTED** the Aged Debtors as at 30th November 2023.

72/2324 Internal Auditor's Report

The Committee **CONSIDERED** the report of the interim internal audit conducted on 14 November 2023 and **AGREED** that the recommendations therein should be added to the Action Plan to enable the Committee to keep progress under review.

73/2324 Action Plan

The Committee **REVIEWED** progress against the action plan.

74/2324 Additional Matters on the Agenda

The Committee consider a tabled report addressing the three matters listed on the agenda that the locum RFO had not been able to progress prior to dispatch of the agenda.

The Committee:

- a) **NOTED** the information given in the report on utility usage;
- b) Upon the proposal of Cllr Wheatley, seconded by Cllr Beckett, **APPROVED** up to £250 expenditure on trophies for a Best Kept Allotment Award, the funds to be taken from the EMR Play Areas/Open Space Investment; and
- c) Upon the proposal of Cllr Mallows, seconded by Cllr Beckett, **APPROVED** £1,400 expenditure on goal posts at Manston Park, the funds to be taken from the EMR Play Areas/Open Space Investment.

75/2324 Budget

The Committee considered the presentation and detail of the budget for the financial year 2024/25. The locum RFO undertook to include a statement of variation with the budget papers to be circulated to Full Council. The Committee **RECOMMENDED** to Full Council that it receive and consider the budget.

76/2324 Appointments of RFO

The Committee **NOTED** the appointment of Helen Poole as RFO effective Monday 15th January 2024.

77/2324 Date of Next Meeting

- Wednesday 13th February 2024 – 7pm, The Chamber Room, Garth House.

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 4th July 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Damien Maguire – Vice-Chairman
 Cllr Tom Beckett
 Cllr Donna Ford
 Cllr Dan Hallett
 Cllr Sam Holland
 Cllr Damien Maguire
 Cllr Nicholas Mawer
 Cllr Christopher Pruden – *Left the meeting at 7.53pm*

In Attendance:

Paul Canning – Service Manager
 Julie Trinder – Office Administrator (Civic & Democratic)
 Dominic Hilton – Office Administrator (Civic & Democratic)
 Matthew Carr – SSE
 Nick Brown – OCC
 Keith Stenning – OCC

32/2 Apologies for Absence

324 RESOLVED that apologies were received from Cllr Nick Cotter, Cllr Rachel Mallows, Cllr Rich Oliver, Cllr Les Sibley, Cllr Jim Webb and Cllr Paul Wheatley.

33/2 Re-Appoint Vice-Chairman of Planning Committee

324 RESOLVED that Cllr Damien Maguire was **APPOINTED** as Vice-Chairman for Planning Committee meetings.

34/2 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
324

35/2 Declarations of Interest

324 RESOLVED that declarations of interest were received from Cllr Damien Maguire due to being a resident at Graven Hill and being a member of the Graven Hill Residents Society.

36/2 Declarations of Interest for District & County Councillors

324 RESOLVED that declarations of interest were received Cllr Tom Beckett, Cllr Donna Ford, Cllr Nicholas Mawer and Cllr Christopher Pruden as District Councillors and Cllr Donna Ford as Oxfordshire County Councillor on the Planning Committee will make their comments and decisions based upon information available at the time of the meeting. It is accepted that District and County Councillors may come to different decisions in the light of more information being made available at District or County Planning meetings.

37/2 Minutes of the Planning Meeting

324 RESOLVED that **MINUTES** and **RESOLUTIONS** of the following Planning Committee were **APPROVED**:

PL02/2324 – Tuesday 13th June 2023

Agenda Item 23/2324 – should have read Karen Curtin.

Minutes: PL03/2324: Planning Committee Meeting
 Tuesday 4th July 2023

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Signed

Dated

38/2 Public Session

324 **RESOLVED** that no members of the public were present, however, Standing Orders were suspended whilst a presentation was held with Nick Brown NRSWA Principal Officer OCC, Keith Stenning Head of Service - Network Management OCC and Matthew Carter Project Manager (SSE) regarding the A4095 33kva Reinforcement.

39/2 Updates on large developments and associated issues**324****40/2 North West Bicester**

324 No update to be given.

41/2 Graven Hill

324 No update to be given.

Karen Curtin, Managing Director at Graven Hill, has agreed to attend the Planning Committee in November, however committee have requested for earlier attendance.

42/2 Other Business Strategic Sites

324 No update to be given.

43/2 Planning applications from Cherwell District Council

324 **RESOLVED** that Bicester Town Council commented on the following planning applications:

23/00913/F – 63 Jay Close

RESOLVED that Bicester Town Council has no objection to this planning applications.

23/01441F – 10 Derwent Road

RESOLVED that Bicester Town Council has no objection to this planning applications.

23/01489/F – 136 Roman Way

RESOLVED that Bicester Town Council has concerns with this planning application due to:

- Over development of site
- Not within street scene
- Over adequacy of parking for the size of the property

23/01493/F – Proposed Himley Village

RESOLVED that Bicester Town Council **REJECT** this planning application until Howes Lane re-development has taken place . Bicester Town Council also has concerns regarding the pedestrian access and not meeting ECO Town status.

23/01519/TPO – 3 The Priory, Priory Lane

RESOLVED that Bicester Town Council leave this to the Arboriculturalist.

23/01556/TEL – Street Record, Leach Road

RESOLVED that Bicester Town Council recommend that:

- CDC explore the rationale for this
- Make the site more aesthetically pressing
- Explore using current sites

23/01559/F – Thames Valley Police, Howes Lane

RESOLVED Bicester Town Council welcomes this planning application and support the high class jobs coming into Bicester. However, regret that this application is going ahead without the realignment of Howes Lane.

23/01584/F – 13 Perth Road

RESOLVED that Bicester Town Council has no objection to this planning applications.

23/01586/F - Proposed Himley Village

RESOLVED that Bicester Town Council **REJECT** this planning application until Howes Lane re-development has taken place . Bicester Town Council also has concerns regarding the pedestrian access and not meeting ECO Town status.

23/01635/F – 24 Flanders Close

RESOLVED that Bicester Town Council object to this planning application due to:

- Over development of the site
- Loss of privacy to neighbouring properties
- Impact on current street scene

23/01654/F – Bure Park FC, Old Place Yard

RESOLVED that Bicester Town Council has no objection to this planning application.

44/2 Appeal Against Refusal

324 RESOLVED that Bicester Town Council **NOTED** the Appeal Against Refusal.

45/2 Notification of planning decisions from Cherwell District Council

324 RESOLVED that Committee **NOTED** and **REVIEWED** planning decisions from Cherwell District Council.

46/2 Forward Plan

324 RESOLVED that committee **NOTED** and **REVIEWED** the Forward Plan.

47/2 Date of Next Meeting

324 Date of next meeting: Tuesday 8th August 2023 – 7pm, The Chamber Room

Close of meeting: 8.36pm

Minutes of the Planning Committee

A meeting of the **Planning Committee** was held on **Tuesday 3rd October 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Nick Cotter (Chairman)
Cllr Tom Beckett
Cllr Donna Ford
Cllr Dan Hallett
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Christopher Pruden
Cllr Jim Webb
Cllr Paul Wheatley
Cllr Harry Knight (Substitute)

In Attendance:

Paul Canning – Service Manager
Jodi Clarke – Administration Officer

78/2 Apologies for Absence

324 RESOLVED that apologies were received from Cllr Nick Mawer, Cllr Paul Wheatley, Cllr Les Sibley and Cllr Sam Holland.

Cllr Harry Knight substituted for Cllr Les Sibley.

79/2 Declarations of Interest

324 RESOLVED that declarations were received from the following councillors:

- Cllr Webb – Due to knowing an Applicant.
- Cllr Pruden – Due to knowing and Applicant at 188 Whitelands Way.
- Cllr Hallett – Due to knowing an Applicant at 1 Stevenson Close.
- Cllr Maguire – Due to being a resident at the Graven Hill site.
- Cllr Beckett – Due to an Applicant being his next door neighbour.

80/2 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
324 19:04 Cllr Beckett arrived.

RESOLVED that declarations were received from the following councillors:

- Cllr Pruden – Due to knowing and Applicant at 188 Whitelands Way & as a councillor for Cherwell District Council.
- Cllr Beckett – Due to an Applicant being his next door neighbour & as a councillor

for Cherwell District Council.

- Cllr Ford – As a councillor for Cherwell District Council and Oxfordshire County Council.

81/2 Declarations of Interest for District & County Councillors

324 RESOLVED that declarations of interest were received from Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford and Cllr Christopher Purden as Cherwell District Councillors and Cllr Donna Ford as Oxfordshire County Council on the Planning Committee will make their comment's and decisions based upon information available at the time of the meeting. It is accepted that District and County Councillors may come to different decisions in the light of more information being made available at District or County Planning meetings.

82/2 Minutes of the Planning Meeting

324 RESOLVED that the Minutes from the following meetings were **APPROVED** with the following amendments being made:

- **PL04/2324 – 8th August 2023.**
- **PL05/2324 – 5th September 2023**, with the amendments to page 2 section **70/2324**: To remove the section regarding the Community Centre due to incorrect information.

83/2 Public Session

324 2 members from the Impact Centre expressed their interest in the old Magistrates Court on Queens Avenue, they would like to turn this into a community centre for the town instead of having flats built. They expressed what they would like to do with the building and what they would offer to the community.

19:08 Cllr Nick Cotter arrived.

Paul Canning wrote to Cherwell District Council regarding this matter and asked for the building to remain in the communities hands.

RESOLVED that Paul Canning will share the ownership with councillors along with the Forward Plan for the Impact Centre once received from the members.

84/2 Updates on large developments and associated issues

324

85/2 North West Bicester

324 RESOLVED that no update was given.

86/2 Graven Hill

324 RESOLVED that no update was given.

87/2 Other Business Strategic Sites

324 RESOLVED that no update was given.

88/2 Planning applications from Cherwell District Council

Minutes: PL06/2324: Planning Committee Meeting
Tuesday 3rd October 2023

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Signed

Dated

324 23/00018/F – Whitelands Farm Sports Grounds

RESOLVED that Bicester Town Council did not comment on this planning application.

23/1039/F – My Village Bakery, 19 Field Street

RESOLVED that Bicester Town Council has no objections to this planning application but however, do have concerns regarding bins & drainage alongside the residents' concerns.

23/01990/F – 23 Taylor Street

RESOLVED that Bicester Town Council did not support amenity land being taken before permission was granted.

23/02034/F – Land to the rear of Langford Park Cottages

RESOLVED that Bicester Town Council raise concerns on behalf of residents, these concerns were: Road access, the mud path that is already an issue will become worse, Sound barrier between the cottages and the A41 if trees' are removed and the removal of the trees'.

23/02050/F – 1 Ashdene Road

RESOLVED that Bicester Town Council has no objections to this planning application.

23/02131/F – 18 Beckett Way

RESOLVED that Bicester Town Council **NOTED** the planning application.

23/02355/F & 23/02604/DEMPA – GG Oxford Investment Ltd, Central Government, Registrar

RESOLVED that Bicester Town Council **STRONGLY** object to this planning application and question why the building is to be demolished and request it is kept as is for use by the local community.

23/02399/REM – Land north of Bicester Ave Garden Centre

RESOLVED that Bicester Town Council has no objections to this planning application and request that the roof to support solar panels.

23/02412/F – 20 Almond Road

RESOLVED that Bicester Town Council welcome this renovation but have concerns with:

- With parking in this area
- Overdevelopment of site
- Concerns with potential HMO being on dangerous bend on the road
- Will be out of keeping with current street scene

23/02416/ – Mixu Oxford, 73 Sheep Street

RESOLVED that Bicester Town Council **WELCOME** this planning application.

23/02420/LB – 24 Sheep Street

RESOLVED that Bicester Town Council has no objection to this planning application.

23/02432/F – 17 Ravencroft

RESOLVED that Bicester Town Council has no objection to this planning application.

23/02437/F – 1 Stevenson Close

RESOLVED that Bicester Town Council has no objection to this planning application.

23/02439/F – 7 Jubilee Way

RESOLVED that Bicester Town Council has no objections to this planning application but do however have concerns with parking in this area.

23/02455/TCA – The Old Priory, Priory Lane

RESOLVED that Bicester Town Council leaves this to the Arboriculturalist.

23/02585/F – 188 Whitelands Way

RESOLVED that Bicester Town Council has no objection to this planning application.

23/02485/F – 7 Ashdene Road

RESOLVED that Bicester Town Council has no objection to this planning application.

23/02620/TCA – First Port Retirement Property, Hometree House

RESOLVED that Bicester Town Council leaves this to the Arboriculturalist.

R3.0108/23, R3.0110/23, R3.0111/23, R3.0112/23, R3.0114.23, R3.0155/23

Land at existing roundabout junction of the B4100 Banbury Road and the A4095 Southwold Land and the agricultural/open space adjacent to it, Bicester, Oxfordshire.

RESOLVED that Bicester Town Council **NOTED** the above applications from Oxfordshire County Council.

89/2 Withdrawn Plan

324 RESOLVED that Committee **NOTED** the Withdrawn Plan.

90/2 Refused Plans

324 RESOLVED that Committee **NOTED** the Refused Plans.

91/2 Notification of planning decisions from Cherwell District Council

324 RESOLVED that Committee **REVIEWED** the planning decisions from Cherwell District Council.

92/2 Forward Plan

324 RESOLVED that Committee **REVIEWED** and **COMMENTED** on the Forward Plan.

Officers to arrange with Cherwell District Council planning officers to address Bicester Town Council councillors regarding the Local Plan.

93/2 Date of Next Meeting

324 Tuesday 7th November 2023 – 7pm, The Chamber Room, Garth House

Close of meeting: 20.16 hrs.

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Monday 30th October 2023** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.**

Present:

Cllr Rachel Mallows (Chairman)
Cllr Paul Wheatley (Vice-Chairman)
Cllr Dan Hallett
Cllr Les Sibley
Cllr Damien Maguire
Cllr Donna Ford (Substitute)

In Attendance:

Phil Evans, Town Clerk
Jodi Clarke, Office Administrator

30/2 Apologies for Absence

324 RESOLVED that apologies were received from:

- Cllr Nick Mawer
- Cllr Harry Knight

Cllr Nick Mawer sent Cllr Donna Ford as a substitute.

31/2 Declarations of Interest

324 RESOLVED that declarations were received from Cllr Donna Ford and Cllr Les Sibley as member for Cherwell District Council.

32/2 Minutes of Policy Committee

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

- **POL02/2324** – 14th August 2023 at 19:00hrs

RESOLVED that GP13 gets put into the next agenda on the 4th December 2023 at 19:00hrs.

33/2 Major Town Initiatives

324 RESOLVED that the Committee **NOTED** the following:

- **Bicester Vision CIC Partnership Meeting** – Wednesday 27th September 2023.
- **Bicester Vision CIC Executive Meeting** – Thursday 5th October 2023.

34/2 Public Session

324 RESOLVED that no public were present.

35/2 Budget for 2024/2025

324 Chair deferred item 6 to the Vice-Chair.

RESOLVED that the Committee **NOTED** the report & **APPROVED** the budget set out in appendix 1 with one minor alteration to be submitted at the Finance Committee.

36/2 Exclusion of Press and Public

324 RESOLVED that in accordance with section1(2) of the Public Bodies (Admissions 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.

37/2 Lease Summary

324

- St Edburg's Park – **APPROVED**

Officer asked to approach landlord over furniture/signage.

- Kitchen & Bar – **APPROVED**

RESOLVED that the officer will send a survey out to the users of the site to get feedback.

- Bicester Rugby Club – **APPROVED** but remove 4.8, 4.9 & 4.10 and brought back to the Policy Committee.

38/2 Ground Maintenance Contract

324 RESOLVED that the Committee **APPROVED** that notice of contract termination be passed to Cherwell District Council, authorising officers to begin contract tender for April 2024.

39/2 Vexatious Complaint Update

324 RESOLVED that the Committee deferred the report, and asked that it be taken back to Full Council.

Date of next Meeting: Monday 29 January 2024 at 19:00

CLOSE OF MEETING: 20:49 hrs

BICESTER TOWN COUNCIL

Monday 15th January 2024

Mayors Report

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

During the period of 13th November 2023 – 8th January 2024 the following visits were made:

The Mayor and his Consort attended the following functions:

November

- 18th – CDC Chairmans Dinner
- 24th – BTC Mayor Charity Dinner
- 25th – Their Finest Hour, Bicester Library
- 25th – BTC Christmas Light Switch on

December

- 1st – Tree Planting at Gagle Brook Primary School
- 2nd – Merry and Bright, The US Embassy London Annex Christmas Dinner
- 3rd – Aylesbury Town Council Carol Service
- 2nd – Lord Lieutenant Award Ceremony, Blenheim Palace, Oxford
- 5th – Provincial Grand Master, Jack and the Beanstalk, Oxford Playhouse
- 8th – St Edburg's Christmas Tree Official Opening
- 12th Bicester Baby Bank (Christmas visit)
- 13th – Bicester Food Bank / Cottage Hospital (Christmas visit)
- 17th – BTC Santa Fun Run
- 19th – Bicester Fire Station (Christmas visit)

The Mayor attended the following functions:

December

- 19th – Bullingdon Prison Carol Service

The Deputy Mayor attending the following functions:

November

- 25th – BTC Christmas Light Switch on

BTC06/2324
Monday 15th January 2024

December

11th – Christmas Reception, Lord Mayor's networking and thanksgiving reception

17th – BTC Santa Fun Run

BTC06/2324
Monday 15th January 2024

BICESTER TOWN COUNCIL

Monday 15th January 2024

Grounds Maintenance Contract

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

Officers are working on tendering the grounds maintenance Contract.

Please find attached Appendix 2 (Letter of engagement)

2. Significant Notes

The contract notice has been given to Cherwell District Council; Officers at Bicester Town Council must deliver the tender correctly. The time frames are incredibly tight and it is likely that the Town Council will need to request the current contract holder (Cherwell District Council and Continental Land Services) to continue the service whilst tender concludes – this will likely incur a premium rate from the providers, however this will only be for a short period.

3. Recommendations

Council is asked to **APPROVE** the letter of Engagement and **APPROVE** the premium rate with a retrospective report detailing this (if required)

Phil Evans
 Town Clerk
 Bicester Town Council
 The Garth
 Launton Road
 OX26 6PS

Our Ref: TM
20 December 2023

Engagement Letter RE: Bicester Town Council (the Council) - Tendered 5 Year Grounds Maintenance/Landscaping Contract (the Contract) (current expires 31 March 2023)

This engagement letter, and the accompanying terms and conditions of business, set out the basis under which Setfords Law LTD will carry out the work on your behalf. They explain how we will manage your matter and who will be responsible for the work. They also set out how our costs will be calculated. Please do read both the letter and terms of business carefully, but do not hesitate to contact me if you have any queries or would like to discuss any term further.

Responsibility for the work

I am a Senior Consultant Real Estate Solicitor and will be responsible for this work. I will carry out most of the work on this matter personally. I shall therefore be your primary contact on a day-to-day basis. I shall be assisted by the administration team at Setfords Law LTD and may be assisted by other lawyers from time to time. Each department is supervised and David Rogers supervises the property department

The scope of our work, your objectives and your options

From your instructions, I understand the scope of the work to be as follows:

To advise on the procurement of Contract as governed by the Public Contracts Regulations 2015 and the policies and standing orders of the Council;

To drafting and preparing the form of Contract in the form required by the Council in accordance with your instructions (including all ancillary documentation necessary for the procurement process) and undertaking with you and advising upon the



www.setfords.co.uk

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 London Office: 46 Chancery Lane, London, WC2A 1JE. DX 460 London/Chancery Ln with offices & meeting rooms nationwide
 Authorised and Regulated by the Solicitors Regulation Authority, SRA Number: 622970



management of the procurement process itself on your behalf, having particular regard to the following factors:

- (i) the special urgency of the matter;
- (ii) the Contract being a public contract regulated by the Public Contracts Regulations 2015 for public service with an estimated value likely to be in excess of £189,330 or any other limit requiring advertising of the contract opportunity on the Contracts Finder website and in OJEU;
- (iii) the potential need for further assurance having regard to any heightened potential for challenge; and
- (iv) the potential need to address a temporary or interim arrangement

Next steps

We are urgently scoping the extent the work required with you to enable work to commence quickly upon:

- (a) outline and core drafting of the form and substance of the Contract itself: and
- (b) developing the tender process and critical path timeline

Having regard to the sensitivities of the issues to the Council I have spoken to a clerk to 11 Kings Bench Walk, a local and much respected barrister's chambers, to ensure a senior counsel can provide a watching brief and any further assurance should you or members require

Timescales

I estimate the agreed action above is likely to take approximately three months to conclude.

This is a rough estimate based on my experience of cases of this nature, however, this makes a number of assumptions, including the co-operation of third parties, which may change.

Costs

Although I am unable to give you a fixed estimate of the overall likely cost of the matter, I would propose to provide an initial basic estimate of the likely time to be spent on this matter for the time being to enable the Council to budget accordingly.

Given the short overall timeframe and the size and complexity of the Contract, it seems likely that I shall spend between 5 – 7 hours per week on that matter, which, on my current hourly rate of £325.00 for matters such as this, would result in billing within the range of between £7,000 to £9,850 plus VAT and disbursements per month (plus any Counsel's Fees which may be incurred at any time on *ad hoc* advice or further assurance).

To enable me proceed accordingly, I shall therefore need funds from you by way of a payment on account to cover the cost of work to date and to progress expeditiously.

Will the costs go up?

If there are unforeseen circumstances, the scope of our work changes or your instructions change, we may have to increase our charges, but if that is the case, we shall inform you before we incur any additional costs.

In addition, there may be a number of expenses which we shall have to pay to third parties. These charges must also be paid by you but you will be notified before they are incurred.

What do I have to pay now?

Please arrange to pay us **£7,500.00** on account of our costs undertaking, disbursements incurred and for our initial costs and expenses in this matter. Please see below for details of how to do this.

Billing arrangements

We will normally send you regular bills throughout your matter. If you anticipate any difficulty in paying, please let us know as soon as possible. You will be responsible for paying our bills in full regardless of any right to claim the amount of our costs from a third party unless otherwise agreed in advance with a Director.

When we send you an invoice we will require payment in full which will include not only our fees but also any expenses and VAT. Failure to pay the full amount due on time may result in additional charges and your work may be suspended. Please see our Terms and Conditions for more information.

Payment arrangements

If you wish to pay by BACS or online transfer please ask us for our bank details. It is important that you tell us if you intend doing this and that you quote the matter reference given at the top of this letter when making your payment to ensure that it is correctly allocated to your matter. Otherwise please send us a cheque made payable to Setfords Law Ltd; however we will be unable to draw on funds paid by cheque for 10 days after receipt.

If you would like to spread your payments by setting up a monthly standing order please discuss this with the lawyer who is handling your matter.

Progress reports

We confirm that we will keep you informed of progress during the matter either by telephone, email or post.

Level of service

We aim to provide an efficient level of service to all clients throughout the transaction. We do receive a high volume of calls. As a result, it is not always possible for the lawyer dealing with the matter to take every incoming call or enquiry. Consequently, other legal assistants in our office may deal with client enquiries to ensure those clients are kept informed during their matter. In instances where clients do need to speak to individual lawyers, our staff may book appointment times for return phone calls which (subject to the call being received prior to 3pm) we endeavour to make on the same working day as incoming enquiries. If you are making calls to our offices we would request that where possible these are made before 3pm.

Our responsibilities

We must comply at all times with the SRA Code of Conduct 2019, which you may access at <http://www.sra.org.uk/solicitors/handbook/code/content.page>. Amongst other things, it requires us to act in the best interests of each client and not allow our independence to be compromised.

Your responsibilities

You are required to provide us with clear instructions throughout the transaction and, where requested, provide these instructions in writing.

Agreement

Please sign and return to us a copy of this Engagement Letter and also a copy of our Terms and Conditions as confirmation that:

- a) you have read this letter of engagement and our Terms and Conditions
- b) you have received and agree with the enclosed estimate of costs and expenses
- c) you understand and accept the basis upon which we will act for you, particularly our statutory obligation under the Proceeds of Crime Act and Money Laundering Regulations.

When returning the signed documents please make sure that you have dealt with any payment requested on account of costs and also our request for proof of your identity. Failure to do so will delay your matter.

In the event that we have not received your signed documents, any continuing instructions from you in this matter will amount to your acceptance of our Terms and Conditions and this Engagement Letter.

Client

Signed: _____ **(Print name)** _____

Date:

BICESTER TOWN COUNCIL

Monday 15th January 2024

2024/2025 Committee List

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

Each year we review the following Calendar year regarding meetings and dates. Comments have been received regarding the Calendar Year is cumbersome.

This report is for council to discuss and set criteria around the Committee's, Sub Committee's and tasking groups regarding how many groups are required, how many times these groups meet and what date periods should not be considered.

2. Currently there are;

Five Committee's that must remain;
(Full Council, Environment, Policy, Planning and Finance)

One Committee with delegated powers; (Personnel)

Four Working & Tasking Groups; (Traffic, Sports, Allotments & Events)

Items to be considered,

- Can any of these meeting's merge?
- Are we meeting enough or too much?

3. Recommendations

Officers ask the Councillors to discuss and **AGREE** the format so that next year's diary can be proposed.

BICESTER TOWN COUNCIL

Monday 15th January 2024

Delegation of Authority

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

The Town Council, agreed and implemented the document “Delegation of Authority” which enabled the Council to continue to operate on operational matters without Councillor consent.

The Town Clerk is bringing this list before full council for review as recent events have impacted the ability to deliver against the agreed tasks.

2. Review

Please see Appendix 1 for the document, please put forward recommended changes.

3. Recommendations

Officers recommend no change and ask Councillors to **NOTE** the content on the listed delegation of authority.



DELEGATION TO THE TOWN CLERK

1. INTRODUCTION

- 1.1. The powers and duties set out in this scheme are delegated to the Town Clerk through a number of means including job description, Standing Orders, Financial Regulations, statutory provisions or council & committee resolutions. The Chief Officer is the Council's Proper Officer and is responsible for the management of the organisation.
- 1.2. The Town Clerk may delegate these duties and powers to other Officers within the Council as per their job roles, or as otherwise required following prior approval by Council or the relevant Committee.

2. EXTENT OF DELEGATION

- 2.1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2. The Town Clerk will exercise these powers in accordance with:
 - approved budgets
 - the Council's Standing Orders and Financial Regulations
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 2.3. The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 2.4. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to: -
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so
 - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
 - such authorisation not being prohibited by statute.
- 2.5. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

3. GENERAL MATTERS

- 3.1. The Town Clerk is authorised to:
- 5.2. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.

- 3.3. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 3.4. Institute and appear in any legal proceedings authorised by the Council.
- 3.5. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Bicester).
- 3.6. Alter or cancel the date or time of a Council, Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Chairman of Policy Committee, or Mayor or chairman of the Committee or Task Group concerned about the need for the change and about convenient alternative dates and times.
- 3.7. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman of Policy Committee.
- 3.8. Deal with day to day matters relating to the use of office or other accommodation space.
- 3.9. Negotiate and enter into contractual arrangements for events held and organised by the Town Council.
- 3.10. Manage all of the Council's services including: - Parks , Sports pitches & Open Spaces, Cemeteries, services agreed under contract for other authorities and bodies - Websites and social media accounts relating to the council and council activities.
- 3.11. In consultation where appropriate with the relevant Committee, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.
- 3.12. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 3.13. To apply for planning consent for the carrying out of development by the Council.
- 3.14. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee.
- 3.15. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- 3.16. To respond to complaints made under the Council's complaints procedure.
- 3.17. To manage, monitor and review the Council's internal control procedures.
- 3.18. To manage, monitor and review the Council's Corporate Risk Management Strategy.

4. FINANCIAL MATTERS

- 4.1. The Chief Officer is authorised to:

- 4.2. Ensure the Responsible Financial Officer delivers for the purposes of Section 151 of the Local Government Act 1972.
- 4.3. Operate the Council's banking arrangements.
- 4.4. Incur expenditure up to a maximum of £2,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations. The clerk may also incur expenditure more than £2,500 and up to £5,000 in consultation with the Chairman of the Council and/or Chair of Resources Committee, as per Financial Regulations.
- 4.5. Pay all accounts properly incurred.
- 4.6. Pay all subscriptions to organisations to which the Council belongs.
- 4.7. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 4.8. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.9. Incur expenditure on revenue items within the approved estimates and budgets.
- 4.10. Incur expenditure on capital schemes within the Council's approved capital Programme.
- 4.11. Use the budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 4.12. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 4.13. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - the cost not exceeding the approved estimate
 - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - all the requirements of the Council's Financial Regulations being complied with.
- 4.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 4.16. Authorise action for the recovery of debts.
- 4.17. Write-off debts up to the level set by the Council.
- 4.18. Maintain a Register of Assets and Inventory of Equipment.
- 4.19. Determine the Town Council's insurance requirements on the Council's behalf.

4.20. Make all necessary arrangements for the Council's insurances.

5. STAFFING MATTERS

5.1. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

5.2. Appointments to existing posts.

5.3. Employment of temporary employees.

5.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.

5.5. Management of staff performance.

5.6. Control of discipline and performance, including the power of suspension and dismissal.

5.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.

5.8 Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.

5.9. Agree minor variations to the condition of employment.

5.10. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.

5.11. Authorise training in line with the Council's policies.

5.12. Authorise the provision of uniforms or protective clothing.

5.13. Approve payment of claims from employees for compensation for loss of or damage to personal property.

5.14. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.

5.15. Terminate employment during probation and to review salary on completion of probationary periods.

5.16. Commission legal and professional advice on staffing matters.

6. PROPERTY MATTERS

6.1. The Town Clerk is given authority to manage the land and property of the Council including:

6.2. Agreeing the terms of any lease, licence, conveyance or transfer, subject to limitations set by a relevant committee.

6.3. The granting or refusal of the Council's consent under the terms of any lease.

- 6.4. Variations of restrictive covenants of a routine nature.
- 6.5. The granting of easements, wayleaves and licences over Council land.
- 6.6. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 6.7. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 6.8. Exercising responsibility for the safe custody and maintenance of the civic regalia.

7. URGENCY

- 7.1. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 7.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chairman of Policy Committee, Mayor and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

8. EMERGENCY PLANNING

- 8.1. The Town Clerk is authorised to implement Emergency Planning and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 8.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

9. PROCEDURAL

- 9.1. The Town Clerk can:
- 9.2. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 9.3. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 9.4. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.

10. HEALTH AND SAFETY

- 10.1. The Town Clerk is authorised to oversee the discharge of the Council's responsibilities under the Health & Safety at Work Act 1974.

11. LEGAL PROCEEDINGS

- 11.1. The Town Clerk is authorised to:
- 11.2. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 11.3. Take Counsel's advice or instruct Counsel to represent the Council.
- 11.4. Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 11.5. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 11.6. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 11.7. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 11.8. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 11.9. Serve Requisitions for Information.
- 11.10. Prepare a draft budget for consideration by the Council.
- 11.11. Prepare the final accounts alongside the responsible finance officer for each financial year.

BICESTER TOWN COUNCIL

Monday 15th January 2024

Budget Sign Off 2023/2024

Chairman: Councillor Harry Knight

Contact: harry.knight@bicester.gov.uk

Phil Evans – Town Clerk

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

Ward Affected: All Wards

1. Overview

Each year the committee agree the following years budget, the budget will have already been to the committee's representing Policy, Environment, Personnel and Events

All committees have approved the relevant section on the budget although the Environment committee sought greater clarification once this report is presented to Finance.

2. Appendices

See Appendix 3 & 4 for reference.

3. Recommendation

The Committee is asked to **APPROVE** the budget for the following year

			Previous years actual spend (Final)				Current year	Next Year	Difference		Comments
			2019/2020	2020/2021	2021/2022	2022/2023	Budget	Budget	£0.00		
102	Civic and Democratic										
4028	Civic and Democratic	Meetings and Hospitality	£78.00	£53.00	£70.00	£70.00	£0.00	£0.00	£0.00	2	BLANK
4031	Civic and Democratic	Modern Gov	£0.00	£0.00	£9,000.00	£7,250.00	£9,000.00	£0.00	£9,000.00		Mod gov is the electrical agenda
4000	Civic and Democratic	Bring Me					£0.00	£12,000.00	£12,000.00		touch screen reception (based on potential development project)
4150	Civic and Democratic	Mayor's allowance	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£0.00		mayor annual allowance
4159	Civic and Democratic	Elections	£2,638.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00	£0.00		ear marked reserve (coomunity & elections) Not required 2023 , reserves safe
4160	Civic and Democratic	Civic Expenses	£14,905.00	£8,491.00	£639.00	£8,509.00	£11,000.00	£3,000.00	£8,000.00		general civic expense
4000	Civic and Democratic	Civic Mayor Making	£0.00	£0.00	£0.00	£0.00	£0.00	£770.00	£770.00		civic event 1
4000	Civic and Democratic	Civic Flag Raising	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00		civic event 2
4000	Civic and Democratic	Civic Service & Parade	£0.00	£0.00	£0.00	£0.00	£0.00	£5,040.00	£5,040.00		civic event 3
4000	Civic and Democratic	Civic Remembrance	£0.00	£0.00	£0.00	£0.00	£0.00	£4,940.00	£4,940.00		civic event 4
4209	Civic and Democratic	Member's Allowances	£11,760.00	£12,264.00	£11,388.00	£12,936.00	£14,000.00	£14,000.00	£0.00		15x councillor allowance (inc mayor)
105	Central Services										
1014	Central Services	Inc-Miscellaneous	£0.00	£24,154.00	£254.00	£0.00	£0.00	£0.00	£0.00	2	unplanned income
4000	Central Services	Salaries	£130,778.00	£112,400.00	£138,376.00	£135,599.00	£183,000.00	£260,000.00	£77,000.00		office staff
4001	Central Services	Ers National Insurance	£11,108.00	£11,051.00	£13,578.00	£13,349.00	£20,000.00	£30,000.00	£10,000.00		office staff
4002	Central Services	Ers Pension	£37,526.00	£24,170.00	£30,154.00	£23,016.00	£35,000.00	£56,000.00	£21,000.00		office staff
4003	Central Services	Temporary Staff	£0.00	£16,283.00	£0.00	£34,009.00	£2,500.00	£0.00	£2,500.00		office staff
4009	Central Services	Staff Travel	£24.00	£466.00	£1,000.00	£90.00	£250.00	£250.00	£0.00		As described
4015	Central Services	Health and Safety	£1,607.00	£595.00	£124.00	£1,893.00	£2,000.00	£5,000.00	£3,000.00		peninsula
4020	Central Services	Mobile Phones	£908.00	£623.00	£569.00	£806.00	£600.00	£1,200.00	£600.00		estimate
4021	Central Services	Office Phones	£2,581.00	£2,738.00	£2,198.00	£2,328.00	£2,000.00	£2,000.00	£0.00		bt phone lines
4022	Central Services	Post	£2,202.00	£2,619.00	£1,448.00	£449.00	£0.00	£0.00	£0.00	2	BLANK
4023	Central Services	Stationery	£1,193.00	£1,460.00	£884.00	£976.00	£2,400.00	£2,400.00	£0.00		As described
4024	Central Services	Subscriptions	£4,061.00	£4,357.00	£4,574.00	£4,206.00	£4,500.00	£4,500.00	£0.00		as described
4025	Central Services	Insurance	£18,562.00	£19,241.00	£17,714.00	£18,587.00	£25,000.00	£25,000.00	£0.00		As described
4026	Central Services	Printing	£220.00	£0.00	£0.00	£466.00	£0.00	£0.00	£0.00	2	BLANK
4027	Central Services	Ref. Booksand Publications	£109.00	£60.00	£123.00	£0.00	£150.00	£150.00	£0.00		unlikely required
4030	Central Services	Advertising & Promotions	£680.00	£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4032	Central Services	Recruitment Advertising	£565.00	£0.00	£294.00	£57.00	£300.00	£300.00	£0.00		Indeed fees
4033	Central Services	Office Expenses	£1,124.00	£1,042.00	£286.00	£1,335.00	£1,200.00	£1,300.00	£100.00		consumables tea/coffee etc
4034	Central Services	Computer Support	£16,536.00	£18,887.00	£17,560.00	£28,142.00	£29,100.00	£29,100.00	£0.00		CMR billing
4035	Central Services	Maintenance-Office Equipment	£18.00	£20.00	£-9.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4040	Central Services	Website	£2,755.00	£471.00	£1,065.00	£675.00	£1,300.00	£1,300.00	£0.00		Webite support - Navitas etc
4041	Central Services	Photocopier	£3,510.00	£3,509.00	£2,449.00	£218.00	£0.00	£0.00	£0.00	2	BLANK
4055	Central Services	Press & PR	£1,800.00	£2,025.00	£2,663.00	£2,625.00	£2,750.00	£2,750.00	£0.00		Sam McGregor
4056	Central Services	Legal and Professional Fees	£7,489.00	£10,511.00	£740.00	£34,091.00	£10,000.00	£10,000.00	£0.00		budget for legal protection
4057	Central Services	Audit Fees	£3,460.00	£2,613.00	£2,457.00	£2,740.00	£4,000.00	£4,000.00	£0.00		As described
4058	Central Services	Accountancy	£6,274.00	£5,354.00	£4,731.00	£4,806.00	£6,500.00	£6,500.00	£0.00		payroll
4070	Central Services	Training & Conferences	£1,605.00	£2,040.00	£2,039.00	£4,130.00	£7,500.00	£7,500.00	£0.00		As described
4097	Central Services	HR	£1,485.00	£9,904.00	£229.00	£6,852.00	£5,400.00	£5,400.00	£0.00		budget for hr advice
4169	Central Services	Newsletter	£14,000.00	£14,666.00	£15,000.00	£10,000.00	£15,000.00	£15,000.00	£0.00		garth gazette
106	Garth House										
1002	Garth House	Inc-CAB Rent	£4,250.00	£4,250.00	£4,250.00	£3,733.00	£4,250.00	£4,250.00	£0.00		citizens advice met
1007	Garth House	Inc-Registrars	£4,185.00	£2,627.00	£10,093.00	£4,250.00	£1,250.00	£1,250.00	£0.00		registrars advice rent
1001	Garth House	Inc-Nais House				£3,788.00	£4,800.00	£4,800.00	£0.00		nais house rent
1010	Garth House	Inc-Garth Rooms Lettings	£6,069.00	£3,307.00	£0.00	£685.00	£3,000.00	£500.00	£2,500.00		other room income
1014	Garth House	Inc-Miscellaneous	£0.00	£0.00	£2,220.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4004	Garth House	Cleaning Contract	£3,525.00	£3,539.00	£3,567.00	£4,628.00	£4,000.00	£4,000.00	£0.00		clean genie
4011	Garth House	Rates	£7,080.00	£7,242.00	£7,360.00	£5,616.00	£24,000.00	£24,000.00	£0.00		Estimate
4012	Garth House	Water Charges	£96.00	£302.00	£103.00	£143.00	£300.00	£900.00	£600.00		Estimate
4013	Garth House	Gas	£1,585.00	£528.00	£1,124.00	£1,114.00	£2,000.00	£4,000.00	£2,000.00		Estimate
4014	Garth House	Electric	£1,486.00	£2,171.00	£2,011.00	£3,152.00	£2,500.00	£3,800.00	£1,300.00		Estimate
4017	Garth House	Cleaning Materials	£12.00	£88.00	£33.00	£175.00	£100.00	£0.00	£100.00		CLOSE and move budget to offices expenses
4036	Garth House	Grounds & Buildings Mtce	£2,532.00	£6,792.00	£1,759.00	£2,172.00	£5,000.00	£5,000.00	£0.00		general maintneance
4039	Garth House	Waste Removal	£0.00	£0.00	£994.00	£994.00	£1,250.00	£1,250.00	£0.00		CLOSE and move to Garth park waste removal
4130	Garth House	Building Security	£895.00	£2,500.00	£1,035.00	£1,430.00	£1,500.00	£1,500.00	£0.00		As described
4203	Garth House	Window Cleaning	£498.00	£332.00	£0.00	£490.00	£1,200.00	£1,200.00	£0.00		As described
107	Garth Lodge										
1006	Garth Lodge	Inc-Garth Lodge	£3,900.00	£8,387.00	£6,600.00	£13,200.00	£13,200.00	£13,200.00	£0.00		As described
4011	Garth Lodge	Rates	£1,485.00	£0.00	£244.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4013	Garth Lodge	Gas	£264.00	£115.00	£93.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4014	Garth Lodge	Electric	£77.00	£33.00	£69.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4052	Garth Lodge	Garth Lodge Costs	£7,013.00	£3,908.00	£1,512.00	£1,939.00	£2,500.00	£2,500.00	£0.00		repair work requested through alexander
108	Corporate Finance										
1076	Corporate Finance	Inc-Precept	£1,399,420.00	£1,468,070.00	£1,566,506.00	£1,582,488.00	£1,717,954.07	£1,752,313.16	£34,359.08	2.0%	income - each year is targetted at 2% increase
1000	Corporate Finance	Inc- Band D increase on previous year	£0.00	£0.00	£0.00	£0.00	£0.00	£47,925.00	£47,925.00		estimate on increase of resident via developepments
1077	Corporate Finance	Inc-Precept Support Grant	£61,716.00	£61,716.00	£30,858.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1096	Corporate Finance	Cemetery	£16,271.00	£15,896.00	£3,665.00	£2,411.00	£3,000.00	£30,000.00	£27,000.00		as described
4059	Corporate Finance	Bank Charges	£2,107.00	£2,076.00	£1,725.00	£1,729.00	£2,000.00	£2,000.00	£0.00		as described
4306	Corporate Finance	Loan Repayments	£25,726.00	£11,226.00	£11,038.00	£10,850.00	£11,000.00	£11,000.00	£0.00		as described
109	Community Support										
4060	Community Support	CAB	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£0.00		Support money for local charity
4061	Community Support	Grants to Voluntary Org.	£18,273.00	£18,069.00	£9,350.00	£16,291.00	£22,000.00	£22,000.00	£0.00		Grant aid held at beginning of year
4062	Community Support	Shopmobility/Dialaride	£0.00	£0.00	£0.00	£0.00	£4,750.00	£0.00	£4,750.00		BLANK
4063	Community Support	COVID 19 Grants	£3,000.00	£0.00	£8,140.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4064	Community Support	OYAP	£3,600.00	£12,000.00	£0.00	£25,500.00	£12,000.00	£0.00	£9,000.00		OYAP Disolving
4065	Community Support	TVP Crime Partnership	£-218.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£0.00		"pub watch" Bicester Police station invoicable support
4131	Community Support	Bicester Vision Manager	£5,004.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£0.00		Support money for local business promotion
4133	Community Support	Partnership	£4,767.00	£496.00	£0.00	£0.00	£11,000.00	£0.00	£11,000.00		BLANK
4170	Community Support	CCTV	£5,150.00	£5,150.00	£0.00	£0.00	£5,150.00	£0.00	£5,150.00		unclaimed - CLOSE
4191	Community Support	Community Woodland	£0.00	£0.00	£0.00	£0.00	£5,000.00	£3,000.00	£2,000.00		Ear marked reserve feeder (Green infratructor)
4192	Community Support	Youth Initiatives	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£10,000.00		unclaimed - CLOSE
110	Projects										
1019	Projects	Inc - Grants Received	£64,150.00	£30,000.00	£0.00	£25,000.00	£0.00	£0.00	£0.00	2	BLANK
4100	Projects	Purchase New Machinery	£3,584.00	£1,751.00	£0.00	£3,047.00	£9,300.00	£20,000.00	£10,700.00		will begin a machery overhaul
4300	Projects	New Computer Equipment	£0.00	£5,904.00	£0.00	£1,617.00	£7,000.00	£5,522.00	£1,478.00		As described
4301	Projects	Garth House Redevelopment	£1,250.00	£5,000.00	£5,000.00	£0.00	£35,000.00	£15,000.00	£20,000.00		Ear marked reserve (BTC premises)
4305	Projects	New Cemetery	£1,725.00	£400.00	£0.00	£1,415.00	£16,517.07	£12,500.00	£4,017.07		Ear marked reserve (burial ground provision)
4312	Projects	Asset Maintenance	£0.00	£0.00	£5,878.00	£4,069.00	£60,000.00	£17,500.00	£42,500.00		Ear marked reserve (equipment relacements)
4313	Projects	Play Area/Open Space Inv.	£0.00	£1,514.00	£2,508.00	£0.00	£80,000.00	£76,909.16	£3,090.84		Ear marked reserve (play area open sp)
4314	Projects	Town Centre	£0.00	£4,014.00	£0.00	£76,300.00	£25,000.00	£5,000.00	£20,000.00		Ear marked reserve (town centre)
300	Environmental Services										
4000	Environmental Services	Salaries	£214,228.00	£177,735.00	£166,189.00	£188,028.00	£270,000.00	£280,000.00	£10,000.00		garden staff
4001	Environmental Services	Ers National Insurance	£15,970.00	£14,348.00	£13,741.00	£16,168.00	£27,000.00	£30,000.00	£3,000.00		garden staff
4002	Environmental Services	Ers Pension	£38,895.00	£32,652.00	£35,873.00	£41,605.00	£58,000.00	£61,000.00	£3,000.00		garden staff
4003	Environmental Services	Temporary Staff</									

4036	Sunderland Drive	Grounds & Buildings Mtce	£1,666.00	£1,911.00	£2,074.00	£655.00	£12,500.00	£1,000.00	-£1,500.00		Pavillion works
4039	Sunderland Drive	Waste Removal	£0.00	£0.00	£223.00	£243.00	£250.00	£250.00	£0.00		As described
4130	Sunderland Drive	Building Security	£278.00	£1,900.00	£640.00	£1,058.00	£1,000.00	£1,000.00	£0.00		As described
1028	Sunderland Drive	Inc-Pavilions/Pitches	£4,286.00	£2,068.00	£403.00	£2,048.00	£2,000.00	£2,000.00	£0.00		As described
307	Bicester Field										
4012	Bicester Field	Water charges	£910.00	£525.00	£750.00	£1,473.00	£850.00	£1,000.00	£150.00		estimate
4014	Bicester Field	Electric	£3,605.00	£2,045.00	£1,154.00	£11,711.00	£7,000.00	£10,000.00	£3,000.00		estimate
4017	Bicester Field	Cleaning Materials	£0.00	£0.00	£343.00	£0.00	£200.00	£200.00	£0.00		As described
4036	Bicester Field	Grounds & Buildings Mtce	£1,085.00	£1,640.00	£1,944.00	£261.00	£1,000.00	£1,000.00	£0.00		Pavillion works
4039	Bicester Field	Waste Removal	£0.00	£0.00	£224.00	£243.00	£250.00	£250.00	£0.00		As described
4130	Bicester Field	Building Security	£194.00	£1,750.00	£450.00	£1,858.00	£500.00	£500.00	£0.00		As described
1028	Bicester Field	Inc-Pavilions/Pitches	£1,657.00	£825.00	£698.00	£2,637.00	£1,700.00	£1,700.00	£0.00		As described
308	Whitelands										
4069	Whitelands	Contribution from Commuted Sum	£52,400.00	£55,091.00	£55,685.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4075	Whitelands	Contribution from EMR	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4190	Whitelands	SW Sports Village	£0.00	£0.00	£0.00	£56,709.00	£0.00	£0.00	£0.00		2 BLANK
4004	Whitelands	Cleaning Contract	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£0.00		estimate
4011	Whitelands	Rates	£0.00	£0.00	£0.00	£0.00	£2,000.00	£21,000.00	£19,000.00		estimate
4012	Whitelands	Water Charges	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,200.00	£200.00		estimate
4014	Whitelands	Electric	£0.00	£0.00	£0.00	£0.00	£8,000.00	£30,000.00	£22,000.00		estimate (not including to be installed metre)
4013	Whitelands	Gas	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	£2,000.00		estimate
4017	Whitelands	Cleaning Materials	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,000.00	£0.00		estimate
4036	Whitelands	Grounds & Buildings Mtce	£0.00	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00		estimate
4039	Whitelands	Waste Removal	£0.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	£2,500.00		Excess waste brought to Garth Park
4130	Whitelands	Building Security	£0.00	£0.00	£0.00	£0.00	£5,000.00	£1,000.00	£4,000.00		estimate - contract BTC , but development CDC
4203	Whitelands	Window Cleaning	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£0.00		estimate
4000	Whitelands	Salaries	£0.00	£0.00	£0.00	£0.00	£120,000.00	£146,000.00	£26,000.00		WHITELANDS Staff
4001	Whitelands	Ers National Insurance	£0.00	£0.00	£0.00	£0.00	£7,000.00	£15,000.00	£8,000.00		WHITELANDS Staff
4002	Whitelands	Ers Pension	£0.00	£0.00	£0.00	£0.00	£26,000.00	£35,000.00	£9,000.00		WHITELANDS Staff
4003	Whitelands	Temporary Staff	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	£10,000.00		WHITELANDS Staff
4016	Whitelands	Uniform & PPE	£0.00	£0.00	£0.00	£0.00	£2,500.00	£2,500.00	£0.00		As described
4020	Whitelands	Mobile Phones	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00		As described
4000	Whitelands	SW Sports Village Sinking Fund	£0.00	£0.00	£0.00	£400.00	£10,000.00	£0.00	£10,000.00		ear marked reserve (sinking fund)
4000	Whitelands	Parks and Garden Contract	£0.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	£70,000.00		ear marked reserve (contribution)
1025	Whitelands	Inc- SLA Rugby	£0.00	£0.00	£0.00	£0.00	£21,000.00	£21,000.00	£0.00		not looking to change
1026	Whitelands	Inc- SLA ACE Academy	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00		not looking to change
1027	Whitelands	Inc- SLA RTC	£0.00	£0.00	£0.00	£0.00	£12,500.00	£18,000.00	£5,500.00		small increase
1016	Whitelands	Inc- Café	£0.00	£0.00	£0.00	£0.00	£0.00	£4,500.00	£4,500.00		as per agreement
1014	Whitelands	Inc- Misc	£0.00	£0.00	£0.00	£0.00	£30,000.00	£50,000.00	£20,000.00		pitch users through online booking
401	Garth Park										
4011	Garth Park	Rates	£3,648.00	£3,730.00	-£7,134.00	£0.00	£4,925.00	£4,925.00	£0.00		may not be required
4012	Garth Park	Water Charges	£161.00	£441.00	£222.00	£619.00	£400.00	£750.00	£350.00		estimate
4013	Garth Park	Gas	£34.00	£466.00	£207.00	£455.00	£300.00	£300.00	£0.00		may not be required
4014	Garth Park	Electric	£1,871.00	£3,545.00	£1,693.00	£1,553.00	£2,000.00	£2,000.00	£0.00		may not be required
4036	Garth Park	Grounds & Buildings Mtce	£5,118.00	£7,331.00	£3,829.00	£9,549.00	£10,000.00	£5,000.00	£5,000.00		As described
4039	Garth Park	Waste Removal	£6,296.00	£4,803.00	£3,336.00	£3,102.00	£10,000.00	£7,500.00	£2,500.00		As described
4046	Garth Park	Horticultural Supplies	£1,115.00	£3,196.00	£2,928.00	£2,281.00	£5,000.00	£5,900.00	£900.00		winter/summer bedding (to include hanging baskets)
4050	Garth Park	Maintenance Bowls Club	£164.00	£195.00	£335.00	-£935.00	£2,000.00	£2,000.00	£0.00		bowls club purchase upkeep on BTCs behalf
4128	Garth Park	Garth Park cafe	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4004	Garth Park	Cleaning Contract	£10,000.00	£10,000.00	£2,500.00	£17,779.00	£10,000.00	£10,000.00	£0.00		As described
4130	Garth Park	Building Security	£0.00	£1,450.00	£75.00	£0.00	£4,000.00	£2,000.00	£2,000.00		As described
4132	Garth Park	Maintenance Tennis Club	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4176	Garth Park	Maintenance Skate Park	£0.00	£212.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4177	Garth Park	Maintenance Bandstand and Well	£60.00	£0.00	£24.00	£0.00	£0.00	£15,000.00	£15,000.00		2 BLANK
1003	Garth Park	Inc-Garth Stables	£5,967.00	£6,300.00	£5,310.00	£6,300.00	£6,300.00	£3,150.00	£3,150.00		Bicester green
1004	Garth Park	Inc-Garth Garage & Yard	£0.00	£12,960.00	£0.00	£4,320.00	£4,320.00	£0.00	£4,320.00		BLANK
1005	Garth Park	Inc-Garth Depot Upper Rooms	£1,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1008	Garth Park	Inc-Bowls Club	£1,400.00	£1,727.00	£724.00	£7,422.00	£1,400.00	£1,400.00	£0.00		lease
1009	Garth Park	Inc-Tennis Club	£1,200.00	£0.00	£700.00	£1,400.00	£1,550.00	£1,550.00	£0.00		Lease
1014	Garth Park	Inc - Miscellaneous	£3,127.00	£857.00	£407.00	£0.00	£0.00	£0.00	£0.00		2 Garth Park Hire
1015	Garth Park	Inc Garth Park Cafe	£21,711.00	£18,609.00	£9,305.00	£18,609.00	£18,800.00	£18,800.00	£0.00		lease
1019	Garth Park	Inc-Grants received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1047	Garth Park	Inc-Skateboard park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
402	Play Areas										
4123	Play Areas	Maintenance Play areas	£3,355.00	£1,183.00	£13,088.00	£4,258.00	£12,000.00	£7,000.00	£5,000.00		As described
4180	Play Areas	ROSPA Inspections	£4,265.00	£3,520.00	£3,520.00	£3,320.00	£3,000.00	£4,000.00	£1,000.00		annual play area inspection
4500	Play Areas	Grant Funded Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1019	Play Areas	Inc-Grants received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
404	Allotments										
4012	Allotments	Water Charges	£63.00	£1,796.00	-£16.00	£280.00	£300.00	£600.00	£300.00		estimate
4054	Allotments	Allotments costs	£115.00	£149.00	£117.00	£447.00	£500.00	£2,500.00	£2,000.00		estmaie
4155	Allotments	Rent	£831.00	£831.00	£831.00	£0.00	£831.00	£831.00	£0.00		lease payments
4000	Allotments	Waste Removal	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	£2,000.00		Merged with Costs
1011	Allotments	Inc-Allotments	£6,695.00	£8,875.00	£6,252.00	£7,792.00	£7,000.00	£7,000.00	£0.00		plot payments
1014	Allotments	Inc-Misc	£8.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1044	Allotments	Inc-Claypits allotments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
501	Town Council Events										
4000	Town Council Events	Salaries	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4022	Town Council Events	Post	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4030	Town Council Events	Advertising/Promotion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4039	Town Council Events	Rubbish Removal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4046	Town Council Events	Horticultural Supplies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4051	Town Council Events	Car Show	£273.00	£255.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4071	Town Council Events	(3)EVENT 1	£260.00	£5,544.00	£0.00	£5,996.00	£9,000.00	£10,000.00	£1,000.00		music 1 (2)
4088	Town Council Events	(4)EVENT 3	£5,170.00	£5,460.00	£0.00	£5,997.00	£9,000.00	£10,000.00	£1,000.00		music 2 (4)
4092	Town Council Events	(1)Childrens' Activity Day	£5,101.00	£7,491.00	£866.00	£5,348.00	£4,000.00	£4,000.00	£0.00		teddy bear (3)
4115	Town Council Events	(5)Special Events	£3,474.00	£0.00	£95.00	£583.00	£7,500.00	£5,000.00	£2,500.00		coronation/jubilee/cinema
4120	Town Council Events	(2)Family Fun Day in Association with Arm	£9,822.00	£9,571.00	£0.00	£25.00	£9,500.00	£9,500.00	£0.00		Armed forces day 1
4157	Town Council Events	(6)Christmas Lights switch on	£10,351.00	£12,277.00	£675.00	£13,345.00	£10,500.00	£10,500.00	£0.00		sitch on (6)
4135	Town Council Events	(2)Food Festival	£0.00	£0.00	£0.00	£0.00	£7,500.00	£0.00	£7,500.00		combined with armed forces day 1
4000	Town Council Events	Jubilee Celebration	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
4000	Town Council Events	(7)Christmas Lights Trail	£0.00	£0.00	£0.00	£33,497.00	£85,000.00	£85,000.00	£0.00		trail (7)
1018	Town Council Events	(2)Inc-Family Fun Day	£7,609.00	£4,948.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1030	Town Council Events	(3)INC - EVENT 1	£0.00	£3,163.00	£0.00	£9,204.00	£9,000.00	£9,000.00	£0.00		music 1 (2)
1031	Town Council Events	Inc-School Proms	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1032	Town Council Events	(4)Inc- EVENT 3	£7,882.00	£12,073.00	£0.00	£11,292.00	£9,000.00	£9,000.00	£0.00		music 2 (4)
1034	Town Council Events	(1)Inc- Childrens Entertainment	£4,300.00	£5,180.00	£0.00	£2,708.00	£0.00	£0.00	£0.00		2 BLANK
1035	Town Council Events	(5)Inc - Special Events	£2,210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1045	Town Council Events	(6)Inc-Christmas Lights	£9,170.00	£6,285.00	£0.00	£1,790.00	£7,500.00	£7,500.00	£0.00		sitch on (6)
1048	Town Council Events	Inc- Fees	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1049	Town Council Events	Inc- EVENT2	£3,703.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2 BLANK
1050	Town Council Events	(7)Inc- Chistmas Lights Trail	£0.00	£0.00	£0.00	£26,929.00	£75,000.00	£75,000.00	£		

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
102	<u>Civic and Democratic</u>											
1013	Inc Civic Miscellaneous	0	407	0	0	0	0	0	2,633	0	0	0
1014	Inc-Miscellaneous	0	91	0	0	0	0	0	20	0	0	0
	Total Income	0	498	0	0	0	0	0	2,653	0	0	0
4004	Cleaning Contract	0	0	0	0	0	0	0	2,563	0	0	0
4028	Meetings and Hospitality	100	0	0	0	0	0	0	0	0	0	0
4031	Modern Gov	7,250	8,300	0	0	9,000	0	9,000	7,999	0	0	0
4047	Bring Me	0	0	0	0	0	0	0	0	12,000	0	0
4099	Miscellaneous Expences	0	800	0	0	0	0	0	245	0	0	0
4150	Mayor's Expenses	1,750	1,750	0	0	1,750	0	1,750	0	1,750	0	0
4159	Elections	3,000	0	0	0	3,000	0	3,000	11,594	3,000	0	0
4160	Civic Expenses	11,000	11,783	0	0	2,000	0	2,000	722	3,000	0	0
4161	Civic Mayor Making	0	0	0	0	1,100	0	1,100	1,037	770	0	0
4162	Civic Flag Raising	0	0	0	0	900	0	900	2,083	250	0	0
4163	Civic Service & Parade	0	0	0	0	3,800	0	3,800	3,370	5,040	0	0
4164	Civic Remembrance	0	0	0	0	3,200	0	3,200	2,298	4,940	0	0
4209	Member's Allowances	13,800	13,736	0	0	14,000	0	14,000	12,310	14,000	0	0
4210	Mayor's fundraising expences	0	961	0	0	0	0	0	3,942	0	0	0
	Overhead Expenditure	36,900	37,331	0	0	38,750	0	38,750	48,162	44,750	0	0
	Movement to/(from) Gen Reserve	(36,900)	(36,833)			(38,750)		(38,750)	(45,508)	(44,750)		
105	<u>Central Services</u>											
1014	Inc-Miscellaneous	0	0	0	0	0	0	0	1,020	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	0	0	0	0	0	0	1,020	0	0	0
4000	Salaries	161,027	153,408	0	0	183,000	0	183,000	99,180	260,000	0	0
4001	Ers National Insurance	18,549	15,248	0	0	20,000	0	20,000	9,464	30,000	0	0
4002	Ers Pension	34,943	32,134	0	0	35,000	0	35,000	21,522	56,000	0	0
4003	Temporary Staff	2,500	10,792	0	0	2,500	0	2,500	36,789	0	0	0
4004	Cleaning Contract	0	0	0	0	0	0	0	463	0	0	0
4009	Staff Travel	500	0	0	0	250	0	250	0	250	0	0
4012	Water Charges	0	0	0	0	0	0	0	784	0	0	0
4015	Health and Safety	1,000	2,292	0	0	2,000	0	2,000	754	5,000	0	0
4016	Uniform & PPE	0	0	0	0	0	0	0	311	0	0	0
4017	Cleaning Materials	0	0	0	0	0	0	0	523	0	0	0
4020	Mobile Phones	500	929	0	0	600	0	600	966	1,200	0	0
4021	Office Phones	2,500	2,437	0	0	2,000	0	2,000	2,077	2,000	0	0
4022	Post	1,000	394	0	0	0	0	0	3	0	0	0
4023	Stationery	1,400	1,692	0	0	2,400	0	2,400	777	2,400	0	0
4024	Subscriptions	5,000	6,188	0	0	4,500	0	4,500	13,172	4,500	0	0
4025	Insurance	19,000	18,970	0	0	25,000	0	25,000	21,098	25,000	0	0
4026	Printing	300	0	0	0	0	0	0	413	0	0	0
4027	Ref. Booksand Publications	200	0	0	0	150	0	150	0	150	0	0
4030	Advertising & Promotions	0	0	0	0	0	0	0	5,000	0	0	0
4032	Recruitment Advertising	300	753	0	0	300	0	300	129	300	0	0
4033	Office Expenses	1,300	1,323	0	0	1,200	0	1,200	835	1,300	0	0
4034	Computer Support	25,000	30,944	0	0	29,100	0	29,100	22,566	29,100	0	0
4035	Maintenance-Office Equipment	200	0	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4038	Furniture & Furnishing	0	0	0	0	0	0	0	207	0	0	0
4040	Website	1,500	613	0	0	1,300	0	1,300	295	1,300	0	0
4041	Photocopier	1,500	1,050	0	0	0	0	0	909	0	0	0
4055	Press & PR	2,750	1,500	0	0	2,750	0	2,750	-170	2,750	0	0
4056	Legal and Professional Fees	10,000	4,778	0	0	10,000	0	10,000	9,091	10,000	0	0
4057	Audit Fees	4,000	2,415	0	0	4,000	0	4,000	2,674	4,000	0	0
4058	Accountancy & Payroll	6,500	5,021	0	0	6,500	0	6,500	2,346	6,500	0	0
4070	Training & Conferences	7,311	6,290	0	0	7,500	0	7,500	6,661	7,500	0	0
4097	HR	5,400	1,180	0	0	5,400	0	5,400	0	5,400	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	375	0	0	0
4169	Newsletter	15,000	15,000	0	0	15,000	0	15,000	10,000	15,000	0	0
Overhead Expenditure		329,180	315,351	0	0	360,450	0	360,450	269,210	469,650	0	0
Movement to/(from) Gen Reserve		<u>(329,180)</u>	<u>(315,351)</u>			<u>(360,450)</u>		<u>(360,450)</u>	<u>(268,190)</u>	<u>(469,650)</u>		
106	<u>Garth House</u>											
1001	Inc-Nais House	4,800	4,000	0	0	4,800	0	4,800	4,800	4,800	0	0
1002	Inc-CAB Rent	4,250	4,250	0	0	4,250	0	4,250	4,250	4,250	0	0
1007	Inc-Registrars	1,250	1,260	0	0	1,250	0	1,250	1,250	1,250	0	0
1010	Inc-Garth Rooms Lettings	3,000	348	0	0	3,000	0	3,000	240	500	0	0
Total Income		13,300	9,858	0	0	13,300	0	13,300	10,540	10,800	0	0
4004	Cleaning Contract	3,600	5,145	0	0	4,000	0	4,000	3,021	4,000	0	0
4011	Rates	24,000	5,364	0	0	24,000	0	24,000	5,632	24,000	0	0
4012	Water Charges	300	31	0	0	300	0	300	-122	900	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013	Gas	2,000	1,147	0	0	2,000	0	2,000	686	4,000	0	0
4014	Electric	1,500	1,650	0	0	2,500	0	2,500	666	3,800	0	0
4015	Health and Safety	0	0	0	0	0	0	0	1,306	0	0	0
4017	Cleaning Materials	100	15	0	0	100	0	100	34	0	0	0
4023	Stationery	0	0	0	0	0	0	0	91	0	0	0
4036	Grounds & Buildings Mtce	5,000	7,678	0	0	5,000	0	5,000	1,670	5,000	0	0
4039	Waste Removal	1,250	1,222	0	0	1,250	0	1,250	2,276	1,250	0	0
4130	Building Security	1,500	1,155	0	0	1,500	0	1,500	240	1,500	0	0
4203	Window Cleaning	1,200	735	0	0	1,200	0	1,200	245	1,200	0	0
Overhead Expenditure		40,450	24,142	0	0	41,850	0	41,850	15,746	45,650	0	0
Movement to/(from) Gen Reserve		(27,150)	(14,284)			(28,550)		(28,550)	(5,206)	(34,850)		
107	<u>Garth Lodge</u>											
1006	Inc-Garth Lodge	13,200	12,871	0	0	13,200	0	13,200	6,425	13,200	0	0
Total Income		13,200	12,871	0	0	13,200	0	13,200	6,425	13,200	0	0
4012	Water Charges	0	0	0	0	0	0	0	53	0	0	0
4052	Garth Lodge Costs	2,500	1,320	0	0	2,500	0	2,500	1,028	2,500	0	0
4130	Building Security	0	0	0	0	0	0	0	1,080	0	0	0
Overhead Expenditure		2,500	1,320	0	0	2,500	0	2,500	2,161	2,500	0	0
Movement to/(from) Gen Reserve		10,700	11,551			10,700		10,700	4,264	10,700		
108	<u>Corporate Finance</u>											
1014	Inc-Miscellaneous	0	0	0	0	0	0	0	3,000	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1076	Inc-Precept	1,684,269	1,684,269	0	0	1,717,954	0	1,717,954	1,765,879	1,752,313	0	0
1078	Inc - Band D increase	0	0	0	0	0	0	0	0	47,925	0	0
1096	Inc-Interest Received	2,000	40,492	0	0	3,000	0	3,000	80,433	30,000	0	0
Total Income		1,686,269	1,724,761	0	0	1,720,954	0	1,720,954	1,849,312	1,830,238	0	0
4059	Bank Charges	2,000	1,773	0	0	2,000	0	2,000	1,382	2,000	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	5,322	0	0	0
4306	Loan Repayments	11,000	10,661	0	0	11,000	0	11,000	5,260	11,000	0	0
Overhead Expenditure		13,000	12,434	0	0	13,000	0	13,000	11,965	13,000	0	0
Movement to/(from) Gen Reserve		1,673,269	1,712,326			1,707,954		1,707,954	1,837,347	1,817,238		
109	<u>Community Support</u>											
4011	Rates	0	0	0	0	0	0	0	2,001	0	0	0
4060	CAB	8,250	8,250	0	0	8,250	0	8,250	0	8,250	0	0
4061	Grants to Voluntary Org.	22,000	21,048	0	0	22,000	0	22,000	15,562	22,000	0	0
4062	Shopmobility/Dialaride	4,750	0	0	0	4,750	0	4,750	0	0	0	0
4064	OYAP	12,000	12,000	0	0	12,000	0	12,000	6,000	0	0	0
4065	TVP Crime Partnership	3,600	3,600	0	0	3,600	0	3,600	0	3,600	0	0
4131	Bicester Vision Manager	5,000	5,000	0	0	5,000	0	5,000	5,000	5,000	0	0
4133	Partnership	11,000	5,000	0	0	11,000	0	11,000	5,000	0	0	0
4170	CCTV	5,150	0	0	0	5,150	0	5,150	0	0	0	0
4191	Community Woodland	5,000	0	0	0	5,000	0	5,000	0	3,000	0	0
4192	Youth Initiatives	10,000	0	0	0	10,000	0	10,000	0	0	0	0
Overhead Expenditure		86,750	54,898	0	0	86,750	0	86,750	33,563	41,850	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(86,750)</u>	<u>(54,898)</u>			<u>(86,750)</u>		<u>(86,750)</u>	<u>(33,563)</u>	<u>(41,850)</u>		
110	<u>Projects</u>											
1019	Inc-Grants Received	0	27,670	0	0	0	0	0	2,000	0	0	0
	Total Income	<u>0</u>	<u>27,670</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
4100	Purchase New Machinery	0	0	0	0	9,300	0	9,300	0	20,000	0	0
4300	New Computer Equipment	7,000	8,709	0	0	7,000	0	7,000	1,838	5,522	0	0
4301	Garth House Redevelopment	35,000	4,781	0	0	35,000	0	35,000	3,435	15,000	0	0
4305	New Cemetery	29,792	0	0	0	16,517	0	16,517	0	12,500	0	0
4312	Asset Maintenance	60,000	77	0	0	60,000	0	60,000	3,486	17,500	0	0
4313	Play Area/Open Space Inv.	80,000	803	0	0	80,000	0	80,000	1,913	76,909	0	0
4314	Town Centre	25,000	27,915	0	0	25,000	0	25,000	0	5,000	0	0
	Overhead Expenditure	<u>236,792</u>	<u>42,284</u>	<u>0</u>	<u>0</u>	<u>232,817</u>	<u>0</u>	<u>232,817</u>	<u>10,672</u>	<u>152,431</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(236,792)</u>	<u>(14,614)</u>			<u>(232,817)</u>		<u>(232,817)</u>	<u>(8,672)</u>	<u>(152,431)</u>		
300	<u>Environmental Services</u>											
4000	Salaries	264,065	197,104	0	0	270,000	0	270,000	141,136	280,000	0	0
4001	Ers National Insurance	26,487	17,174	0	0	27,000	0	27,000	10,463	30,000	0	0
4002	Ers Pension	57,302	42,792	0	0	58,000	0	58,000	30,518	61,000	0	0
4003	Temporary Staff	5,000	42,745	0	0	6,500	0	6,500	20,842	10,000	0	0
4013	Gas	0	0	0	0	0	0	0	15	0	0	0
4016	Uniform & PPE	1,400	1,603	0	0	1,400	0	1,400	583	1,400	0	0
4020	Mobile Phones	3,000	2,302	0	0	3,000	0	3,000	995	3,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	Grounds & Buildings Mtce	0	0	0	0	0	0	0	1,840	0	0	0
4042	Maintenance Machinery	7,000	5,139	0	0	7,000	0	7,000	6,153	10,000	0	0
4044	Petrol,Oil & Gas	6,000	5,313	0	0	6,000	0	6,000	4,557	6,000	0	0
4045	Tools	871	1,037	0	0	1,000	0	1,000	1,149	1,000	0	0
4178	Vehicle Maintenance	3,000	4,001	0	0	3,000	0	3,000	4,537	0	0	0
Overhead Expenditure		374,125	319,210	0	0	382,900	0	382,900	222,790	402,400	0	0
Movement to/(from) Gen Reserve		<u>(374,125)</u>	<u>(319,210)</u>			<u>(382,900)</u>		<u>(382,900)</u>	<u>(222,790)</u>	<u>(402,400)</u>		
301	<u>Open Spaces</u>											
1014	Inc-Miscellaneous	0	4	0	0	0	0	0	0	0	0	0
1019	Inc-Grants Received	0	0	0	0	0	0	0	31,252	0	0	0
1028	Inc-Pavilions/Pitches	0	0	0	0	0	0	0	13,664	0	0	0
1037	Inc-Keta Field Pitches	2,500	3,267	0	0	2,500	0	2,500	1,160	2,500	0	0
1039	Inc-Bicester Fields Pitches	0	793	0	0	0	0	0	449	0	0	0
1040	Inc-Keble Rd Pitches	1,500	800	0	0	0	0	0	667	0	0	0
Total Income		4,000	4,864	0	0	2,500	0	2,500	47,192	2,500	0	0
4036	Grounds & Buildings Mtce	0	0	0	0	0	0	0	1,250	0	0	0
4039	Waste Removal	0	0	0	0	0	0	0	10,098	0	0	0
4045	Tools	0	0	0	0	0	0	0	148	0	0	0
4126	Lease of Open Spaces	21	10	0	0	21	0	21	2,511	21	0	0
4154	Tree Maintenance	40,000	16,918	0	0	40,000	0	40,000	0	0	0	0
4175	Maintenance of Open Spaces	14,500	11,617	0	0	14,500	0	14,500	157,754	14,500	0	0
4190	Parks and Garden Contract	328,250	285,063	0	0	330,000	0	330,000	217,426	350,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4204	Pest Control	250	77	0	0	250	0	250	163	250	0	0
	Overhead Expenditure	383,021	313,686	0	0	384,771	0	384,771	389,350	364,771	0	0
	Movement to/(from) Gen Reserve	<u>(379,021)</u>	<u>(308,822)</u>			<u>(382,271)</u>		<u>(382,271)</u>	<u>(342,158)</u>	<u>(362,271)</u>		
305	<u>Pingle Field</u>											
1028	Inc-Pavilions/Pitches	5,000	4,959	0	0	5,000	0	5,000	4,130	5,000	0	0
	Total Income	5,000	4,959	0	0	5,000	0	5,000	4,130	5,000	0	0
4012	Water Charges	900	1,812	0	0	900	0	900	383	1,100	0	0
4014	Electric	3,000	6,526	0	0	7,000	0	7,000	1,737	12,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	31	0	0	0
4017	Cleaning Materials	150	0	0	0	300	0	300	47	300	0	0
4036	Grounds & Buildings Mtce	4,700	661	0	0	4,700	0	4,700	4,150	20,000	0	0
4039	Waste Removal	230	231	0	0	230	0	230	180	230	0	0
4130	Building Security	500	450	0	0	1,500	0	1,500	797	1,500	0	0
	Overhead Expenditure	9,480	9,681	0	0	14,630	0	14,630	7,325	35,130	0	0
	Movement to/(from) Gen Reserve	<u>(4,480)</u>	<u>(4,722)</u>			<u>(9,630)</u>		<u>(9,630)</u>	<u>(3,194)</u>	<u>(30,130)</u>		
306	<u>Sunderland Drive</u>											
1028	Inc-Pavilions/Pitches	2,000	764	0	0	2,000	0	2,000	611	2,000	0	0
	Total Income	2,000	764	0	0	2,000	0	2,000	611	2,000	0	0
4012	Water Charges	900	1,072	0	0	900	0	900	335	1,200	0	0
4013	Gas	800	1,201	0	0	800	0	800	753	2,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4014	Electric	1,000	100	0	0	1,000	0	1,000	80	2,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	99	0	0	0
4017	Cleaning Materials	100	0	0	0	100	0	100	47	100	0	0
4036	Grounds & Buildings Mtce	12,500	3,102	0	0	12,500	0	12,500	3,085	1,000	0	0
4039	Waste Removal	250	231	0	0	250	0	250	180	250	0	0
4130	Building Security	500	450	0	0	1,000	0	1,000	662	1,000	0	0
Overhead Expenditure		16,050	6,156	0	0	16,550	0	16,550	5,241	7,550	0	0
Movement to/(from) Gen Reserve		(14,050)	(5,392)			(14,550)		(14,550)	(4,630)	(5,550)		
307	<u>Bicester Field</u>											
1028	Inc-Pavilions/Pitches	1,700	1,446	0	0	1,700	0	1,700	305	1,700	0	0
Total Income		1,700	1,446	0	0	1,700	0	1,700	305	1,700	0	0
4012	Water Charges	850	1,258	0	0	850	0	850	358	1,000	0	0
4014	Electric	2,100	2,996	0	0	7,000	0	7,000	2,357	10,000	0	0
4017	Cleaning Materials	200	0	0	0	200	0	200	47	200	0	0
4036	Grounds & Buildings Mtce	1,500	1,636	0	0	1,000	0	1,000	2,387	1,000	0	0
4039	Waste Removal	250	231	0	0	250	0	250	180	250	0	0
4130	Building Security	500	450	0	0	500	0	500	632	500	0	0
Overhead Expenditure		5,400	6,571	0	0	9,800	0	9,800	5,960	12,950	0	0
Movement to/(from) Gen Reserve		(3,700)	(5,125)			(8,100)		(8,100)	(5,655)	(11,250)		
308	<u>Whitelands Sports Village</u>											
1014	Inc-Miscellaneous	0	0	0	0	30,000	0	30,000	0	50,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1016	Inc-Whitelands Cafe	0	0	0	0	0	0	0	0	4,500	0	0
1017	Inc-Whitelands room hire	0	1,500	0	0	0	0	0	735	0	0	0
1025	Inc-Rugby Club	0	0	0	0	21,000	0	21,000	0	21,000	0	0
1026	Inc-ACE Academy	0	0	0	0	10,000	0	10,000	0	10,000	0	0
1027	Inc-OX RTC	0	0	0	0	12,500	0	12,500	0	18,000	0	0
1028	Inc-Pavilions/Pitches	0	44,872	0	0	0	0	0	60,527	0	0	0
1201	Contribution from Commuted Sum	40,000	0	0	0	0	0	0	0	0	0	0
1250	Contribution from EMR	10,000	0	0	0	0	0	0	0	0	0	0
Total Income		50,000	46,372	0	0	73,500	0	73,500	61,262	103,500	0	0
4000	Salaries	0	31,390	0	0	120,000	0	120,000	87,217	146,000	0	0
4001	Ers National Insurance	0	1,080	0	0	7,000	0	7,000	6,096	15,000	0	0
4002	Ers Pension	0	3,670	0	0	26,000	0	26,000	17,947	35,000	0	0
4003	Temporary Staff	0	0	0	0	10,000	0	10,000	8,394	0	0	0
4004	Cleaning Contract	0	0	0	0	1,500	0	1,500	0	1,500	0	0
4011	Rates	0	0	0	0	2,000	0	2,000	20,676	21,000	0	0
4012	Water Charges	0	189	0	0	1,000	0	1,000	698	1,200	0	0
4013	Gas	0	0	0	0	2,000	0	2,000	0	0	0	0
4014	Electric	0	0	0	0	8,000	0	8,000	17,209	30,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	1,499	0	0	0
4016	Uniform & PPE	0	0	0	0	2,500	0	2,500	189	2,500	0	0
4017	Cleaning Materials	0	0	0	0	2,000	0	2,000	605	2,000	0	0
4020	Mobile Phones	0	0	0	0	1,000	0	1,000	0	0	0	0
4021	Office Phones	0	0	0	0	0	0	0	206	0	0	0
4023	Stationery	0	0	0	0	0	0	0	36	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	Grounds & Buildings Mtce	0	0	0	0	5,000	0	5,000	4,390	5,000	0	0
4039	Waste Removal	0	2,281	0	0	2,500	0	2,500	5,999	0	0	0
4069	SW Sports Village	56,550	49,595	0	0	0	0	0	1,095	0	0	0
4075	SW Sports Village Sinking Fund	10,000	0	0	0	10,000	0	10,000	0	0	0	0
4130	Building Security	0	0	0	0	5,000	0	5,000	1,143	1,000	0	0
4190	Parks and Garden Contract	70,000	27,976	0	0	70,000	0	70,000	0	0	0	0
4203	Window Cleaning	0	0	0	0	500	0	500	0	500	0	0
Overhead Expenditure		136,550	116,179	0	0	276,000	0	276,000	173,399	260,700	0	0
Movement to/(from) Gen Reserve		(86,550)	(69,807)			(202,500)		(202,500)	(112,137)	(157,200)		
401	<u>Garth Park</u>											
1003	Inc-Garth Stables	6,300	6,300	0	0	6,300	0	6,300	0	3,150	0	0
1004	Inc-Garth Garage & Yard	4,320	4,320	0	0	4,320	0	4,320	0	0	0	0
1008	Inc-Bowls Club	1,400	1,556	0	0	1,400	0	1,400	389	1,400	0	0
1009	Inc-Tennis Club	1,500	1,450	0	0	1,550	0	1,550	0	1,550	0	0
1014	Inc-Miscellaneous	0	142	0	0	0	0	0	0	0	0	0
1015	Inc Garth Park Cafe	18,800	19,428	0	0	18,800	0	18,800	5,274	18,800	0	0
Total Income		32,320	33,195	0	0	32,370	0	32,370	5,663	24,900	0	0
4004	Cleaning Contract	0	0	0	0	10,000	0	10,000	0	10,000	0	0
4011	Rates	4,000	0	0	0	4,925	0	4,925	0	4,925	0	0
4012	Water Charges	400	329	0	0	400	0	400	27	750	0	0
4013	Gas	300	147	0	0	300	0	300	0	300	0	0
4014	Electric	2,000	1,119	0	0	2,000	0	2,000	656	2,000	0	0

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		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4015	Health and Safety	0	0	0	0	0	0	0	17	0	0	0
4017	Cleaning Materials	0	0	0	0	0	0	0	26	0	0	0
4036	Grounds & Buildings Mtce	8,000	5,915	0	0	10,000	0	10,000	4,856	5,000	0	0
4039	Waste Removal	6,000	5,873	0	0	10,000	0	10,000	3,278	7,500	0	0
4046	Horticultural Supplies	4,000	2,811	0	0	5,000	0	5,000	3,973	5,900	0	0
4050	Maintenance Bowls Club	6,000	687	0	0	2,000	0	2,000	497	2,000	0	0
4129	Garth Park Toilets	10,000	10,250	0	0	0	0	0	5,125	0	0	0
4130	Building Security	1,160	0	0	0	4,000	0	4,000	0	2,000	0	0
4177	Maintenance Bandstand & Well	0	0	0	0	0	0	0	0	15,000	0	0
Overhead Expenditure		41,860	27,131	0	0	48,625	0	48,625	18,455	55,375	0	0
Movement to/(from) Gen Reserve		(9,540)	6,064			(16,255)		(16,255)	(12,792)	(30,475)		
402	<u>Play Areas</u>											
4123	Maintenance Play Areas	12,000	11,835	0	0	12,000	0	12,000	2,316	7,000	0	0
4180	ROSPA Inspections	4,300	2,995	0	0	3,000	0	3,000	3,900	4,000	0	0
Overhead Expenditure		16,300	14,830	0	0	15,000	0	15,000	6,216	11,000	0	0
Movement to/(from) Gen Reserve		(16,300)	(14,830)			(15,000)		(15,000)	(6,216)	(11,000)		
404	<u>Allotments</u>											
1011	Inc-Allotments	7,000	7,423	0	0	7,000	0	7,000	7,697	7,000	0	0
Total Income		7,000	7,423	0	0	7,000	0	7,000	7,697	7,000	0	0
4012	Water Charges	300	545	0	0	300	0	300	14	600	0	0
4039	Waste Removal	0	0	0	0	2,000	0	2,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4054	Allotments Costs	500	310	0	0	500	0	500	298	2,500	0	0
4155	Rent	831	1,247	0	0	831	0	831	416	831	0	0
Overhead Expenditure		1,631	2,101	0	0	3,631	0	3,631	727	3,931	0	0
Movement to/(from) Gen Reserve		5,369	5,322			3,369		3,369	6,970	3,069		
501	<u>Town Council Events</u>											
1018	Inc-Carnival	3,000	742	0	0	100	0	100	650	0	0	0
1030	Income - Music Event	7,500	14,908	0	0	9,000	0	9,000	0	9,000	0	0
1032	Inc- Sledgehammer	7,500	14,879	0	0	9,000	0	9,000	13,175	9,000	0	0
1034	Inc- Sports Day	0	2,033	0	0	0	0	0	0	0	0	0
1035	Special Events 2023 Coronation	0	4,267	0	0	0	0	0	5,987	0	0	0
1045	Inc-Christmas Lights	9,000	290	0	0	7,500	0	7,500	0	7,500	0	0
1050	Chistmas Lights Trail	85,000	40,076	0	0	75,000	0	75,000	0	75,000	0	0
1051	Inc-Food Festival	100	708	0	0	0	0	0	-83	0	0	0
Total Income		112,100	77,904	0	0	100,600	0	100,600	19,729	100,500	0	0
4015	Health and Safety	0	170	0	0	0	0	0	0	0	0	0
4071	Evt 1 Music EEvent	7,000	7,425	0	0	9,000	0	9,000	4,245	10,000	0	0
4088	Evt 3 - Sledgehammer	7,000	6,872	0	0	9,000	0	9,000	8,197	10,000	0	0
4092	Sports Day	4,000	6,423	0	0	4,000	0	4,000	4,936	4,000	0	0
4115	Special Events/Coronation 2023	7,500	10,507	0	0	7,500	0	7,500	10,691	5,000	0	0
4120	FFD in assoc. w/AFD	9,500	9,174	0	0	9,500	0	9,500	7,071	9,500	0	0
4135	Food Festival	7,500	153	0	0	7,500	0	7,500	0	0	0	0
4157	Christmas Lights Switch On	10,500	14,717	0	0	10,500	0	10,500	6,389	10,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>						<u>Draft Budget 2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4158	Christmas Lights Trail	85,000	86,432	0	0	85,000	0	85,000	30,640	85,000	0	0
	Overhead Expenditure	138,000	141,873	0	0	142,000	0	142,000	72,170	134,000	0	0
	Movement to/(from) Gen Reserve	(25,900)	(63,969)			(41,400)		(41,400)	(52,441)	(33,500)		
601	<u>Cemetery</u>											
1020	Inc-Cemetery	10,000	12,691	0	0	5,000	0	5,000	5,288	0	0	0
	Total Income	10,000	12,691	0	0	5,000	0	5,000	5,288	0	0	0
4011	Rates	1,500	2,221	0	0	4,450	0	4,450	724	1,500	0	0
4012	Water Charges	400	160	0	0	400	0	400	44	800	0	0
4014	Electric	150	197	0	0	150	0	150	95	150	0	0
4036	Grounds & Buildings Mtce	500	0	0	0	250	0	250	0	250	0	0
4039	Waste Removal	2,000	2,829	0	0	4,000	0	4,000	1,618	4,000	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	125	0	0	0
	Overhead Expenditure	4,550	5,406	0	0	9,250	0	9,250	2,605	6,700	0	0
	Movement to/(from) Gen Reserve	5,450	7,285			(4,250)		(4,250)	2,683	(6,700)		
801	<u>Street Scene</u>											
4029	Street Furniture	2,000	0	0	0	1,500	0	1,500	1,563	1,500	0	0
4083	Pedestrianisation Scheme	13,000	0	0	0	10,000	0	10,000	0	5,000	0	0
4112	Repairs & Maint. Clocks	500	270	0	0	500	0	500	135	500	0	0
4151	Litter Bin Provosion	10,000	10,000	0	0	4,000	0	4,000	1,314	4,000	0	0
4200	Christmas Lights Maint/Storage	26,000	22,149	0	0	26,000	0	26,000	0	26,000	0	0
4216	Litter/Dog Bin Emptying	17,850	14,936	0	0	17,850	0	17,850	-934	0	0	0

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			<u>Actual 2022/2023</u>		<u>Current Year 2023/2024</u>					<u>Draft Budget 2024/2025</u>			
			Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure			69,350	47,355	0	0	59,850	0	59,850	2,079	37,000	0	0
Movement to/(from) Gen Reserve			(69,350)	(47,355)			(59,850)		(59,850)	(2,079)	(37,000)		
901	<u>Earmarked Reserves</u>												
9007	Community and Elections		28,776	0	0	0	0	31,776	31,776	12,799	0	0	0
9011	Play Areas/Open Space Investme		361,535	299,505	0	0	0	465,767	465,767	65,866	0	0	0
9013	Equipment Replacement/Mtce		273,539	16,539	0	0	0	257,000	257,000	0	0	0	0
9014	Green Infrastructure		256,692	23,033	0	0	0	233,659	233,659	20,868	0	0	0
9016	Town Centre		105,250	0	0	0	0	105,250	105,250	0	0	0	0
9020	BTC Premises		1,147,825	150,853	0	0	0	996,972	996,972	62,753	0	0	0
9021	Youth Initiatives		10,000	0	0	0	0	10,000	10,000	0	0	0	0
9039	Burial Ground Provision		734,064	0	0	0	0	734,064	734,064	0	0	0	0
9042	SW Sports Village Contribution		306,167	0	0	0	0	306,167	306,167	2,971	0	0	0
9044	Partnership		35,600	5,500	0	0	0	30,100	30,100	0	0	0	0
9046	Sports Village Sinking Fund		39,600	0	0	0	0	49,600	49,600	0	0	0	0
Overhead Expenditure			3,299,048	495,429	0	0	0	3,220,355	3,220,355	165,256	0	0	0
Movement to/(from) Gen Reserve			(3,299,048)	(495,429)			0		(3,220,355)	(165,256)	0		
Total Budget Income			1,936,889	1,965,275	0	0	1,977,124	0	1,977,124	2,023,827	2,101,338	0	0
Expenditure			5,240,937	1,993,368	0	0	2,139,124	3,220,355	5,359,479	1,463,049	2,101,338	0	0
Movement to/(from) Gen Reserve			(3,304,048)	(28,093)			(162,000)		(3,382,355)	560,778	0		