

# **Bicester Town Council**



## **Policy Committee Meeting**

**Ref: POL05/2526**

**Monday 9<sup>th</sup> February 2026 at 19:00**

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

### **Members:**

Cllr Paul Wheatley – **Chairman**,  
Cllr Cotter, Cllr Mallows, Cllr Pruden, Cllr Holland, Cllr Mawer, Cllr Hallett,  
Cllr Knight, Cllr Beckett

### **Substitute Members:**

Cllr Russell, Cllr Willett, Cllr Sibley, Cllr Webb,  
Cllr Ford and Cllr Maguire.

### **Other Circulation:**

#### **CDC**

Cllr John Broad, Cllr Frank Ideh, Cllr Simon Lytton and Cllr Rob Parkinson

#### **OCC**

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



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Tuesday 3<sup>rd</sup> February 2026

**To all members of the Policy Committee,**

You are hereby summoned to attend a meeting of the **Policy Committee at the Council Chamber, Garth House, Launton Road, OX26 6PS** on **Monday 9<sup>th</sup> February 2026** at commence at **19:00hrs** for the transaction of the following business.

**Trevor Longfield**  
**Responsible Finance Officer**

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## **Agenda**

All Council Meetings are open to the public and press, unless otherwise stated.

### **1. Apologies for Absence**

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Responsible Finance Officer ([enquiries@bicester.gov.uk](mailto: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. Minutes of the previous Meeting**

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

- **POL02/2526 - Monday 15<sup>th</sup> September 2025 at 19:00hrs**
- **POL04/2526 – Monday 3<sup>rd</sup> November 2025 at 19:00hrs**

### **4. Public Session**

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

## **5. Verbal update from Chair of Committee**

The Committee is asked to **NOTE** the verbal update from the Chair.

## **6. Policy Review**

The Committee is asked to **APPROVE** the changes for Policy GP28 Mayor Events Policy.

Please see the Appendix 1.

## **7. Policy Review**

The Committee is asked to **APPROVE** the review of Policy GP23 Vexatious Complaints Policy, noting no amendments are required, and to set the next review date to February 2027.

Please see the Appendix 2.

## **8. Exclusion of Press and Public**

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

## **9. Date of Next Meeting**

Monday 23<sup>rd</sup> March 2026 at 19:00hrs.

## Minutes of the Policy Committee

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

**Present:**

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

**In Attendance:**

Trevor Longfield - RFO

**11/ Apologies for Absence**

**2526 RESOLVED** that apologies be received from:

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

**12/ Declarations of Interest**

**2526 RESOLVED** that no declarations were received.

**13/ Minutes of the Policy Committee**

**2526 RESOLVED** to **CONFIRM** the minutes of the Policy Committee meeting held on:  
• **POL01/2526** held on Tuesday 17<sup>th</sup> June 2025 at 19:00hrs.

**14/ Public Session**

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

**15/ Policy Review**

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

1. Paragraph 14:

Ad hoc requests from Bicester based constituted groups to fly flags that are not covered by this policy should be made to the Town Council by request in writing to the Town Clerk. They will be determined by the Town Clerk in consultation with the Chair of Policy Committee and The Mayor if there is insufficient time to be presented to the policy committee for approval. In cases where a particular flag will need to be purchased the requestor will need to purchase an appropriate flag.

2. Paragraph 15:

If a flag that has been authorised by the council to be flown previously it may be appropriate to fly the flag again at the discretion of Chair of Policy and Town Clerk.

3. Add a new paragraph titled 'Flagpole 4' as Paragraph 7.

The Flag of the Town Council shall fly continuously from flagpole 4, unless specified otherwise below.

All subsequent paragraphs will be renumbered accordingly.

**16/** **Exclusion of Press and Public**  
**2526 RESOLVED** That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**Date of next Meeting:** Monday 6<sup>th</sup> October 2025 at 19:00.

**CLOSE OF MEETING: 19:35hrs.**

## Minutes of the Policy Committee

A meeting of the Finance Committee was held on Monday 3<sup>rd</sup> November 2025 at 19:00 hrs at the Council Chamber, Garth House, Launton Rd, OX26 6PS.

### Present:

Cllr Paul Wheatley (Chairman)  
Cllr Christopher Pruden  
Cllr Nick Mawer  
Cllr Tom Beckett  
Cllr Jim Webb (Substitute)  
Cllr Nick Cotter  
Cllr Dan Hallet  
Cllr Sam Holland

### In Attendance:

Phil Evans – Town Clerk  
Viktorija Kovale – Finance Administrator

#### 11/ Apologies for Absence

**2526 RESOLVED** that apologies be received from:

- Cllr Rachel Mallows
- Cllr Harry Knight

#### 12/ Declarations of Interest

**2526 RESOLVED** that declarations were received from Cllr Nick Mawer and Cllr Tom Becket as members of Cherwell District Council.

#### 13/ Minutes of the Policy Committee

**2526 RESOLVED** to **NOT APPROVE** the minutes of the Policy Committee meeting held on:

- **POL02/2526** held on Monday 15<sup>th</sup> September 2025 at 19:00hrs. Minutes will be amended for review at the next meeting.

#### 14/ Public Session

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

#### 15/ Budget Report

**2526 RESOLVED** that Committee **APPROVED** the budget. Councillors reviewed all points of the budget. Questions were raised regarding:

- Subscriptions
- Civic Expenses
- Civic Remembrance

- Santa Fun Run
- Central Services
- Garth Lodge
- Projects

**16/** **Exclusion of Press and Public**  
**2526 RESOLVED** That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**Forward Plan**

**RESOLVED** The Committee **NOTED** the report.

**Date of next Meeting:** Monday 9<sup>th</sup> February 2026 at 19:00.

**CLOSE OF MEETING: 20:09hrs.**

## BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

9<sup>th</sup> February 2026

Chair: Paul Wheatley

Contact: 01869 252915 [Paul.Wheatley@bicester.gov.uk](mailto:Paul.Wheatley@bicester.gov.uk)

Officer: Trevor Longfield

Contact: 01869 252915 [Trevor.Longfield@bicester.gov.uk](mailto:Trevor.Longfield@bicester.gov.uk)

Ward Affected: ALL

### Policy Review

#### 1. Background

General Policy 28 has not been reviewed since December 2024 and is now due for review.

#### 2. Policy for Review and Amendments

Please see **Appendix 1** for the current version of GP28 - Mayor's Events Policy. Recommended amendments are highlighted in yellow for the Committee's consideration. Please see below the amended version of the relevant paragraphs.

2.1 iii "Nominal Accounts - the accounts in the Council's financial system used to record transactions made on the Mayor's behalf and or in order to support charitable events."

3.1.1 "Any financial transactions the Council undertakes related to the Mayor's Charitable Events will be recorded in the Council's Nominal Account".

3.1.2 "The balance of this Nominal Account is to be settled at financial year end by a transfer of funds to the relevant charities or accrued in the balance sheet as liability."

3.1.5 "If the Mayor has not raised sufficient funds to be able to settle the balance of the Nominal Account at year end, the Town Clerk or Responsible Financial Officer will recommend Council consider whether this is written off as bad debt. This is with the intention enabling the Mayor to make at least some charitable donations".

**2 Recommendation** The Committee is asked to **APPROVE** the amendments requested.



## MAYOR'S EVENTS POLICY GP28

| Document Control                                                                                                                                                         |                                |               |                       |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|-----------------------|---------------|
| Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request. |                                |               |                       |               |
| Version Number                                                                                                                                                           | Date Adopted                   | Minute Number | Amendments            | Review Date   |
| V1                                                                                                                                                                       | 20 <sup>th</sup> December 2021 |               | Add Document Control. | December 2024 |

## INTRODUCTION

- 1.1 This is a policy for managing the expenses the Council incurs on the Mayor's behalf in order to run the Mayor's charitable fundraising events.

## DEFINITIONS

- 2.1 For the purpose of this policy the following definitions apply:

- i) Mayor – the councillor elected Mayor for the period of the mayoral year.
- ii) Charitable Events – events run in the Mayor's name in order to raise funds to be distributed to the Mayor's nominated charities.
- iii) **Contra Account – the account** in the Council's financial system used to record transactions made on the Mayor's behalf and or in order to support charitable events.

## PROTOCOLS

- 3.1 The following protocols govern the management of the Council's financial involvement with the Mayor's Charitable Events.

- 3.1.1 Any financial transactions the Council undertakes related to the Mayor's Charitable Events will be recorded in the Council's **Contra** Account.

3.1.2 The balance of this **Contra** Account is to be settled at financial year end by a transfer of funds **from the Mayor's accounts to the Council's**.

3.1.3 All financial transactions undertaken by the Council will be as per the Council's Financial Regulations.

3.1.4 The Council will only undertake such financial transactions on the Mayor's behalf as is expected to be able to be repaid at year end. This is predicted based on previous events and planned income.

3.1.5 If the Mayor has not raised sufficient funds to be able to settle the balance of the **Contra** Account at year end, the Town Clerk or Responsible Financial Officer will recommend Council consider whether this is written off as bad debt. This is with the intention enabling the Mayor to make at least some charitable donations.