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Bicester Town Council



Bicester Town Council Meeting

Ref: BTC03/2627

Monday 1st June 2026 7pm

Council Chamber, The Garth, Launton Road, OX26 6PS

Members:

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

Other Circulation:

CDC

Cllr Bryonie Wells, Cllr Robert Parkinson, Cllr Julius Parker, Cllr Simon Lytton, Cllr Frank Ideh, Cllr G.A. Popescu. Cllr Michael Wilson

OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
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Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Wednesday 27th May 2026,

To all Members of The Bicester Town Council,

You are hereby summoned to attend a meeting of the **Bicester Town Council** in **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Monday 1st June 2026** to commence for the transaction of the following business.

Paul Canning
Deputy 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) and the Town Clerk (clerk@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.

4. Update from Oxfordshire County Council

To **NOTE** reports from Oxfordshire County Councillors serving Bicester Wards.

5. Update from Cherwell District Council

To **NOTE** reports from Cherwell District Councillors serving Bicester Wards.

6. Minutes of the Town Council Meeting

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

- BTC03/2526 – Monday 27th May 2025 Committee Appointment

7. Appointment of Committees

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The council is asked to **AGREE** and **APPROVE** the Appointment of Committees and Working Parties.

8. Meeting Attendance Register

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The Council is asked to **NOTE** the Meeting Attendance Register for **2025/26**.

9. Date of Next Meeting:

Monday 22nd June 2026, 7pm – The Chamber Room, Bicester Town Council

Minutes of the Bicester Town Council

A meeting of the Bicester Town Council was held on Monday 27th May 2025 on the Rise of the Annual Town Meeting at the Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS.

Present:

Cllr Alisa Russell (Chair)
Cllr Paul Wheatley (Vice-Chair)
Cllr Damien Maguire
Cllr Rachel Mallows
Cllr Nick Cotter
Cllr Chris Pruden
Cllr Les Sibley

In Attendance:

Phil Evans, Town Clerk
Maria Galic, Civic and Democratic Administrator
Cllr John Broad (CDC)
Cllr Sean Gaul (OCC)
Cllr John Shiri (OCC)
Cllr Matt Webb (OCC)



19/ Apologies for Absence

2526 RESOLVED that Apologies were received from Cllr Tom Beckett, Cllr Donna Ford, Cllr Dan Hallett, Cllr Sam Holland, Cllr Harry Knight, Cllr Jim Webb and Cllr John Willett.

20/ Declarations of Interests

2526 RESOLVED that no declarations of interest were received.

21/ Appointment of Committees

2526 RESOLVED that Committee AGREED and APPROVED the Appointment of Committees and Working Parties.

Cllrs requested that the Officer review the Standing Orders on Committee Appointment.

RESOLVED that the following chairs of parent committee meetings were APPOINTED and committee membership confirmed:

Finance Committee

Cllr Russell was appointed as Chair of the Finance Committee.
This was Proposed by Cllr Wheatley and Seconded by Cllr Mawer.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Ford, Cllr Holland, Cllr Mallows, Cllr Sibley, Cllr Webb and Cllr Wheatley.

Environment Committee

Cllr Mallows was appointed as Chair of the Environment Committee.
This was Proposed by Cllr Pruden and Seconded by Cllr Maguire.
Members of this committee are Cllr Ford, Cllr Knight, Cllr Maguire, Cllr Mawer, Cllr Pruden, Cllr Russell, Cllr Sibley and Cllr Willett.

Policy Committee

Cllr Wheatley was appointed as Chair of the Policy Committee.
This was Proposed by Cllr Russell and Seconded by Cllr Pruden.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Hallett, Cllr Holland, Cllr Knight, Cllr Mallows, Cllr Mawer and Cllr Pruden.

Planning Committee

Cllr Mawer was appointed as Chair of the Planning Committee.
This was Proposed by Cllr Maguire and Seconded by Cllr Mallows.
Members of this committee are Cllr Beckett, Cllr Cotter, Cllr Hallett, Cllr Holland, Cllr Knight, Cllr Maguire, Cllr Mallows, Cllr Pruden, Cllr Webb and Cllr Willett.

RESOLVED that the chairs of Working Parties is to be confirmed at their first meeting.
Membership of the Working Parties was confirmed as follows:

Personnel

Cllr Hallett, Cllr Maguire, Cllr Mawer, Cllr Pruden and Cllr Russell.

Events

Cllr Ford, Cllr Maguire, Cllr Mallows, Cllr Pruden and Cllr Webb

Sports

Cllr Cotter, Cllr Maguire, Cllr Mawer, Cllr Pruden and Cllr Webb.

Allotments

Cllr Holland, Cllr Maguire, Cllr Russell, Cllr Webb and Cllr Wheatley.

Traffic

Cllr Hallett, Cllr Ford and Cllr Willett.

Representatives to Outside Bodies

RESOLVED that Committee **APPOINTED** the following Councillors to represent at Outside Bodies:

Bicester Vision

Cllr Wheatley

Bicester Foodbank

Cllr Wheatley and Cllr Mallows

Bicester and District Twinning Association

Cllr Russell, Cllr Wheatley and Cllr Maguire

Bicester Feeoffee Charity

The existing trustees were appointed:
Lynn Pratt, Richard Mould and Tony Kempton

Bicester Area Oversight Group (formerly Strategic Oversight Partnership)

Cllr Wheatley

Lady Jersey Trust

Cllr Mawer

Citizens Advice Bureau
Cllr Wheatley

22/ Calendar of Meetings 2025/2026

2526 RESOLVED that the Committee NOTED the dates and times of meetings for 2025/2026.

23/ Meeting Attendance Register For 2024/2025

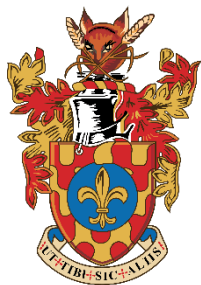
2526 RESOLVED that the Committee NOTED the attendance register and request a review of Cllr Wheatley's attendance as a substitute member.

24/ Date of Next Meeting

2526 Monday 23rd June 2025 - 7pm, The Chambers, Garth House

CLOSE OF MEETING:
20:09hrs





BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL

Monday 1st June 2026

Appointment of Committees

Chair: Cllr Paul Wheatley

Contact: 01869 252915

Paul.Wheatley@bicester.gov.uk

Deputy Town Clerk: Paul Canning

Contact: 01869 252915

Paul.Canning@bicester.gov.uk

Ward Affected: All

COMMITTEE APPOINTMENTS 2026

1. Background

1.1 It is customary for the Council to review and confirm its committee structure and make appointments to those committees for the forthcoming municipal year. This process ensures that the Council's business is effectively managed by allocating specific responsibilities to committees and assigning councillors to serve on them.

Committee appointments involve determining:

- The number of councillors on each committee.
- The membership of each committee.
- The appointment of committee chairs.

These appointments enable the Council to carry out its functions efficiently, with committees focusing on specific service areas.

2. Overview

2.1 Town councils can decide committee membership however they wish. However, best practice and guidance (NALC) recommend following the same principles of proportionality used by principal councils "as far as reasonably practicable" when political groups exist. This promotes fairness and reflects the overall make-up of the council.

2.2 Composition of Bicester Town Council:

- Liberals Independent Group: **6** Seats
- Independents: **5** Seats
- Conservatives: **2** Seats
- Green Party: **2** seats

2.3 Proposed Meeting composition:

11-member meeting/committee

- Liberal Independent Group: **4** seats
- Independents: **3** seats
- Conservatives: **2** seats
- Green Party: **2** seats

9-member meeting/committee

- Liberal Democrats: **4** seats
- Independents: **3** seats
- Conservatives: **1** seat
- Greens Party: **1** seat

5-member meeting/committee

- Liberal Democrats: **2** seats
- Independents: **1** seat
- Conservatives: **1** seat
- Green Party: **1** seat

3. Meetings requiring appointments

11 Member Committees

- Planning

9 Member Committees

- Environment - Finance- Policy

5 Member Committees

- Sports – Personnel – Events – Assets- Standing Orders

3 Member Committees

- Bicester Traffic advisory Group

4. Appointments to Outside Bodies

4.1 The Council is asked to appoint councillor representatives to relevant outside organisations to support partnership working and governance responsibilities.

4.2 Bicester Vision – Feoffee Charity -Lady Jersey Trust- Bicester Food Bank- Bicester Twinning- Bicester Area Oversight Group -Bicester Town Centre Task Force.

5. Recommendation

Committee is requested to **APPOINT** and to **APPROVE** the **Committee members, Committee Chairs** and **Outside Bodies** appointments for the 2026/27 Mayoral year.



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL
Monday 1st June 2026
Council Committee Attendance

Chair: Cllr Paul Wheatley

Contact: 01869 252915

Paul.Wheatley@bicester.gov.uk

Deputy Town Clerk: Paul Canning

Contact: 01869 252915

Paul.Canning@bicester.gov.uk

Ward Affected: All

COMMITTEE ATTENDANCE 2025-26

1. Background

- 1.1** The Town Council recognises the importance of regular attendance by elected members at Council and committee meetings to ensure effective governance, informed decision-making, and strong democratic representation for residents. Under the Local Government Act 1972, councillors are required to attend at least one meeting within a six-month period to retain office; however, the Council encourages consistent participation at all meetings where reasonably practicable. This information may be presented periodically to Council and published to maintain openness with the public, as well as to inform any decisions regarding committee memberships or roles, with members encouraged to prioritise attendance and submit apologies when they are unable to attend.

2. Overview

- 2.1** Appendix 1a provides a summary of councillor attendance for the 2025/26 municipal year. It has been noted that a more robust process for recording and managing apologies is required for the new mayoral year 2026/27, and steps have been taken to address this. Members should also be aware that there may be some discrepancies within the data; these can arise where a verbal apology is provided by one councillor on behalf of another prior to a meeting and is not formally recorded, meaning it may be missed. Additionally, attendance figures exceeding 100% may occur where councillors have attended not only their allocated meetings but have also participated as substitutes at additional meetings.

3. Recommendation

The committee is requested to **NOTE** the report.

	Town Council			Policy			Environment			Planning			Finance			
Total Number of Meetings	8			4			8			10			5			
Name	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Present	Apologies	In Attendance	Attendance
Cllr Alisa Russell	7	1					8						5			95%
Cllr Chris Pruden	7			3			5	2		7	1					63%
Cllr Damien Maguire	7	1					7	1		9	1				1	92%
Cllr Dan Hallett	5	3		3						7	2					68%
Cllr Donna Ford	6	2				1	7	1				1	4	1		90%
Cllr Harry Knight	3	3				1	5	3		5	1					47%
Cllr Jim Webb	6	2				1	6			7	3		2			71%
Cllr John Willet	3	3					5	3		8						62%
Cllr Les Sibley	6	2					8						4	1		86%
Cllr Nicholas Mawer	4	2		4			7	1		8						77%
Cllr Nick Cotter	4	2		1					1			1	2			33%
Cllr Paul Wheatley	8			4					2			3	5			129%
Cllr Rachel Mallows	5	1		2	1		4	2		6	1		3	1		57%
Cllr Sam Holland	3	2		1	1					5				1		33%
Cllr Tom Beckett	4	2		4						5	2		2	3		56%