

Bicester Town Council



Policy Committee Meeting

Ref: POL01/2627

Thursday 18th June 2026 at 19:00

The Council Chamber,

The Garth, Launton Road, OX26 6PS

Members:

Cllr Dan Hallett – **Chair**,

Cllr Nick Cotter, Cllr Rachel Mallows, Cllr Chris Pruden, Cllr Donna Ford,
Cllr Nick Mawer, Cllr Paul Wheatley, Cllr Harry Knight, Cllr Tom Beckett

Substitute Members:

Cllr Alisa Russell, Cllr John Willett, Cllr Les Sibley, Cllr Jim Webb,
Cllr Damien Maguire and Cllr Sam Holland.

Other Circulation:

CDC

Cllr Frank Ideh, Cllr Simon Lytton, Cllr Julius Parker, Cllr Rob Parkinson, Cllr
George Popescu, Cllr Bryonie Wells and Cllr Michael Wilson

OCC

Cllr Sean Gaul, Cllr John Shiri and Cllr Matt Webb



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Tuesday 9th June 2026

To all members of the Policy Committee,

You are hereby summoned to attend a meeting of the **Policy Committee** at the **Council Chamber, The Garth, Launton Road, OX26 6PS** on **Thursday 18th June 2026** to commence at **19:00hrs** for the transaction of the following business.

Trevor Longfield
Responsible Finance Officer

Agenda

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

1. Appointment of Vice-Chair

Councillors are asked to **APPOINT** the committee's vice Chair for the year 2026/2027

2. 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) prior to the meeting, stating the reason for absence.

3. 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.

4. Minutes of the previous Meeting

(page 4-5)

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

- **POL05/2526 – Monday 9th February 2026 at 19:00hrs**

5. 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.

6. Policies Review

(page 6-10)

The Committee is asked to **REVIEW** and **APPROVE** the proposed amendments to the GP18, GP21 and GP25 policies.

7. 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.

8. Date of Next Meeting

Monday 14th September 2026 at 19:00hrs.

Minutes of the Policy Committee

A meeting of the Policy Committee was held on Monday 9th February 2026 at 19:00 hrs at the Council Chamber, The Garth, Launton Road, OX26 6PS.

Present:

Cllr Paul Wheatley (Chair)
Cllr Christopher Pruden
Cllr Nick Mawer
Cllr Tom Beckett
Cllr Rachel Mallows
Cllr Harry Knight
Cllr Dan Hallett

In Attendance:

Trevor Longfield – Responsible Finance Officer
Viktorija Kovale – Finance Administrator

26/ Apologies for Absence

2526 RESOLVED that no apologies were received.

27/ Declarations of Interest

2526 RESOLVED that no declarations were received.

28/ Minutes of the Policy Committee

2526 RESOLVED to **APPROVE** the minutes of the Policy Committee meeting held as follows:

- **POL02/2526** held on Monday 15th September 2025 at 19:00hrs.

RESOLVED to **DEFER** the minutes of the Policy Committee meeting held as follows:

- **POL04/2526** held on Monday 3rd November 2025 at 19:00hrs.

The minutes will be amended and brought back for review at the next meeting.

29/ Public Session

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

30/ Verbal Update from Chair of Committee

2526 RESOLVED that the Committee **NOTED** the verbal update provided by the Chair. The Chair informed the Committee that the BTC website has been updated with the general policies and the General Policy Register, following his approval. The Chair also presented the list of policies with upcoming review dates and those that are currently overdue.

31/ Policy Review

2526 RESOLVED that the Committee **APPROVED** the changes to Policy GP28 - Mayor Events Policy.

32/ Policy Review

2526 RESOLVED that the Committee **DEFERRED** the review of Policy GP23 - Vexatious Complaints Policy and set the next review date for September 2026.

33/ 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 23rd March 2026 at 19:00.

CLOSE OF MEETING: 19:42hrs.



BICESTER TOWN COUNCIL

POLICY COMMITTEE

18th June 2026

Chair: Dan Hallett

Contact: 01869 252915 | dan.hallett@Bicester.gov.uk

Officer: Trevor Longfield

Contact: 01869 252915 | trevor.longfield@Bicester.gov.uk

Ward Affected: All

Policy Review

1. Background

The Policy Committee has requested a standing report to monitor and amend the Policies and Procedures that govern the actions of the Town Council.

Each Document has a specified review period.

2. Policy for Review and Amendment

GP18 PRESS AND MEDIA POLICY (APPENDIX 1)

2.1 Recommended Additions

A. Data Protection and FOI

To consider the inclusion of a new section addressing Data Protection and FOI within the policy:

- All communications must comply with the **Data Protection Act 2018, UK GDPR**, and the **Freedom of Information Act 2000**.

B. Social Media

To consider the inclusion of a new section on the management of social media communications:

- Only authorised Bicester Town Council officers may publish official Council content.

3. Recommendations

The Committee is **RECOMMENDED** to **APPROVE** the proposed additions set out in this report.



BICESTER TOWN COUNCIL

POLICY COMMITTEE

18th June 2026

Chair: Dan Hallett

Contact: 01869 252915 | dan.hallett@Bicester.gov.uk

Officer: Trevor Longfield

Contact: 01869 252915 | trevor.longfield@Bicester.gov.uk

Ward Affected: All

Policy Review

1. Background

The Policy Committee has requested a standing report to monitor and amend the Policies and Procedures that govern the actions of the Town Council.

Each Document has a specified review period.

2. Policy for Review and Amendment

GP21 Safeguarding Policy (APPENDIX 2)

2.1 Recommended Additions

A. Data Protection and Freedom of Information (FOI)

To consider the inclusion of a new section addressing Data Protection and FOI within the policy.

- The Council recognises the risks associated with online and digital environments.
- It will take reasonable and proportionate steps to ensure digital safety where services, bookings, or communications involve children or adults at risk.
- The Council will ensure compliance with data protection legislation and its obligations under the Freedom of Information Act, balancing transparency with the protection of personal data.

B. Change in Terminology – “Adults at Risk”

To approve the adoption of revised terminology.

- Replace the term “*vulnerable adult*” with “*adult at risk*.”
- This change reflects a more person-centred approach, recognising that risk arises from circumstances rather than inherent characteristics.
- The revised terminology promotes dignity, respect, and aligns with current safeguarding best practice.

3. Recommendations

The Committee is **RECOMMENDED** to **APPROVE** the proposed additions set out in this report.



BICESTER
TOWN COUNCIL

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POLICY COMMITTEE

18th June 2026

Chair: Dan Hallett

Contact: 01869 252915 | dan.hallett@Bicester.gov.uk

Officer: Trevor Longfield

Contact: 01869 252915 | trevor.longfield@Bicester.gov.uk

Ward Affected: All

Policy Review

1. Background

The Policy Committee has requested a standing report to monitor and amend the Policies and Procedures that govern the actions of the Town Council.

Each Document has a specified review period.

2. Policy for Review and Amendment

GP25 Document Retention Policy (APPENDIX 3)

2.1 Recommended Additions

A. Data Protection and Freedom of Information (FOI)

To consider the inclusion of a new section addressing Data Protection and FOI within the policy:

- This policy operates in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Freedom of Information Act 2000.
- It reflects the Council's obligations to manage, retain, and dispose of information lawfully, transparently, and securely.

3. Recommendations

The Committee is **RECOMMENDED** to **APPROVE** the proposed addition set out in this report.