

Bicester Town Council



Policy Committee Meeting

Ref: POL02/2627

Monday 14th September 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 and 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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Wednesday 9th September 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 **Monday 14th September 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. 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.

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

(page 4-7)

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

- **POL04/2526 – Monday 3rd November 2025 at 19:00hrs**
- **POL01/2627 – Thursday 18th June 2026 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. Policies Review

(page 8-9)

The Committee is asked to **REVIEW** GP23 (Vexatious Complaints) and **APPROVE** the next review date of September 2028.

The Committee is asked to **REVIEW** and **APPROVE** Bicester Town Council Health and Safety Policy.

6. Financial Regulations Review

(page 10)

The Committee is asked to **REVIEW** and **RECOMMEND** the Financial Regulations to the Full Council.

7. Date of Next Meeting

Monday 5th October 2026 at 19:00hrs.

Minutes of the Policy Committee

A meeting of the Policy Committee was held on Monday 3rd 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 Hallett
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 15th 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

Exclusion of Press and Public

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 9th February 2026 at 19:00hrs.

CLOSE OF MEETING: 20:09hrs.

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Thursday 18th June 2026** at **19:00 hrs** at the **Council Chamber, The Garth, Launton Rd, OX26 6PS**.

Present:

Cllr Dan Hallett (Chair)
Cllr Nick Mawer
Cllr Rachel Mallows
Cllr Tom Beckett
Cllr Paul Wheatley
Cllr Donna Ford

In Attendance:

Paul Canning - Deputy Town Clerk
Viktorija Kovale - Finance Administrator

01/ Appointment of Vice-Chair

2627 RESOLVED that Cllr Chris Pruden was **APPOINTED** as Vice-Chair for the Policy Committee.

02/ Apologies for Absence

2627 RESOLVED that apologies be received from:

- Cllr Harry Knight

03/ Declarations of Interest

2627 RESOLVED that declarations were received from:

- Cllr Donna Ford – declared that a family member will be starting at Bicester School in September 2026

04/ Minutes of the Policy Committee

2627 RESOLVED to **CONFIRM** the minutes of the Policy Committee meeting held on:

- **POL05/2526** held on Monday 9th February 2026 at 19:00hrs.

05/ Public Session

2627 RESOLVED that no members of the public attended the meeting.

06/ Policies Review

2627 RESOLVED that Committee **APPROVED** the following amendments:

GP18 PRESS AND MEDIA POLICY

- that references to “Service Manager” be amended to “Senior Officer”;
- that references to “Chairman” be amended to “Chair”;
- that references to “Political Group Leader” be amended to “Political Group Spokesperson”;

- that a new section addressing Data Protection and FOI within the policy be included stating that all communications must comply with the Data Protection Act 2018, UK GDPR and the Freedom of Information Act 2000;
- that a new section addressing social media within the policy be included stating that only authorised Bicester Town Council officers may publish on official Council platform.

GP21 SAFEGUARDING POLICY

- that a new section addressing Data Protection and FOI within the policy be included stating that:
 1. The Council recognises the risks associated with online and digital environments.
 2. It will take reasonable and proportionate steps to ensure digital safety where services, bookings, or communications involve children or adults at risk.
 3. 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.
- that references to “Vulnerable Adult” be amended to “Adult at Risk”.

GP25 DOCUMENT RETENTION POLICY

- that a new section addressing Data Protection and FOI within the policy be included stating that:
 1. 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;
 2. It reflects the Council’s obligations to manage, retain, and dispose of information lawfully, transparently, and securely.

Additionally, Councillors suggested checking the minimum retention dates to ensure they are up to date.

07/ Exclusion of Press and Public

2627 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: 14th September 2026 at 19:00

CLOSE OF MEETING: 20:10hrs



BICESTER TOWN COUNCIL

POLICY COMMITTEE

14th September 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 previously deferred the review of GP23 Vexatious Complaints Policy until September 2026.

The policy is now due for review. A review has been undertaken and, whilst some terminology and formatting could be modernised, the policy remains fit for purpose and continues to provide an appropriate framework for managing unreasonable, persistent and vexatious complainant behaviour.

A minor amendment is proposed to update references from "Chairman" to "Chair" throughout the policy to reflect current terminology and Council practice.

2. Policy for Review

- GP23 VEXATIOUS COMPLAINTS POLICY (APPENDIX 1)

3. Recommendations

The Committee is asked to **REVIEW** GP23 and **APPROVE** the next review date of September 2027.



BICESTER TOWN COUNCIL

POLICY COMMITTEE

14th September 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 Health and Safety Policy have been reviewed and updated to ensure it remains current, reflects the Council's operational activities, and continues to meet its legal obligations and commitment to providing a safe working environment for employees, councillors, volunteers, contractors, and members of the public.

2. Policy for Review and Amendment

- BICESTER TOWN COUNCIL HEALTH AND SAFETY POLICY (APPENDIX 2)

3. Recommendations

The Committee is asked to **REVIEW** the updated Health & Safety Policy and **APPROVE** the policy for adoption.



BICESTER TOWN COUNCIL

POLICY COMMITTEE

14th September 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

Financial Regulations Review

1. Background

The Council's Financial Regulations are reviewed periodically, and at least annually, to ensure they remain up to date, reflect current working practices, and support effective financial management and governance.

A proposed addition has been identified to strengthen the Regulations and provide greater clarity for officers and councillors when undertaking financial processes.

2. Policy for Review

- FINANCIAL REGULATIONS (APPENDIX 3)

3. Recommendations

The Committee is asked to **REVIEW** and **RECOMMEND** the Financial Regulations to the Full Council.