

Bicester Town Council



Policy Committee Meeting

Ref: POL03/2627

Monday 5th October 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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Tuesday 29th 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 5th October 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 and 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. Minutes of the Previous Meeting

(Page 4-5)

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

- **POL02/2526 – Monday 14th September 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. Policies Review

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The Committee is asked to **REVIEW** and **APPROVE GP13** Sponsorship Policy and GP7 Grant Aid Policy.

6. Financial Regulations Review – Update

(Page 8)

7. Forward Plan

(Page 9)

The Committee is asked to **REVIEW** and **NOTE** the report.

8. Date of Next Meeting

Monday 9th November 2026 at 19:00hrs.

Minutes of the Policy Committee Meeting

A meeting of the **Policy Committee** was held on **Monday 14th September 2026** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Dan Hallett (**Chair**)
Cllr Nick Mawer
Cllr Harry Knight
Cllr Chris Pruden
Cllr Paul Wheatley
Cllr Donna Ford

In Attendance:

Trevor Longfield, Officer
Viktorija Kovale, Finance Administrator

09 / 2627 Apologies for Absence

RESOLVED that apologies were received from Cllr Tom Beckett and Cllr Rachel Mallows.

10 / 2627 Declarations of Interest

RESOLVED that no declarations of interests were received.

11 / 2627 Minutes of the Policy Committee Meeting

RESOLVED that the Committee **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following **Meeting name** held on:

POL04/2526 – Monday 3rd November 2025
POL01/2627– Thursday 18th June 2026

12 / 2627 Public Session

RESOLVED that no members of the public were present.

13 / 2627 Policies Review

RESOLVED that the Committee **DEFERRED** the review of GP23 Vexatious Complaints Policy and Bicester Town Council Health & Safety Policy.

Councillors requested that the retained HR Consultants be contacted to seek advice regarding the GP23 Vexatious Complaints Policy.

Councillors also requested that HR be asked whether this policy is appropriate for Bicester Town Council and suitable for its use.

14 / 2627 Financial Regulations Review

RESOLVED that the Committee **DEFERRED** the review of Financial Regulations until the next Finance Committee meeting.

Councillors and the Responsible Finance Officer discussed the amendments required to the Financial Regulations, including:

Roles and responsibilities within the Financial Regulations should be defined by job title, ensuring clarity regarding accountability and responsibility within Bicester Town Council.

Amendments should be made to the Appendix B as follows:

The higher threshold should be reduced to £25,000

Where approvals state “by Chairs” these should be by Committees.

All approvals commitments over £25,000 shall require Council approval.

A Councillor asked the Responsible Finance Officer to confirm whether the sections shown in bold from the NALC Model Financial Regulations had remained unchanged, as they relate to legal requirements and should not be amended. The RFO confirmed that the bold text had not been altered.

Members requested that all amendments to the Financial Regulations be highlighted in colour so that changes can be easily identified. The RFO advised that MSWord tracking had not been used, and agreed to create a document highlighting and explaining changes

Members discussed the issue of urgent expenditure that may arise during periods when no Council meetings are scheduled and where approval is required before the next meeting.

Members discussed arrangements for approving urgent expenditure and agreed that the meeting calendar should be reviewed to ensure appropriate meeting frequency.

Members discussed procedures for approving urgent expenditure between meetings. It was suggested that an extraordinary meeting could be convened with three clear days' notice where a decision could not reasonably be delayed.

Members agreed that the respective financial responsibilities and decision-making powers of the Finance Committee and Environment Committee should be clearly defined within the Financial Regulations.

A Councillor noted that clear and robust Financial Regulations provide protection for officers by ensuring that financial decisions are made in accordance with approved procedures and appropriate controls.

Date of Next Meeting:

Monday 5th October 2026, at 19:00 hrs, The Council Chamber, The Garth, Launton Road, OX26 2PS.

CLOSE OF MEETING: 19:50 hrs



BICESTER TOWN COUNCIL

POLICY COMMITTEE

5th October 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

GP7 Grant Aid Policy Review

1. Background

The Policy for the award of grant aid was last reviewed in August 2023 and was due for review in August 2025. As part of the Grant Aid Application process in early 2026 the Responsible Finance Officer revised the Application form made available on Bicester Town Council's web site without amending the Policy.

2. Main Changes and Comments

Clearer instructions on the documentation required namely that "Accounts" means Income and Expenditure and similar and that proof of Bank Details are required. The existing policy and this revision do not restrict the award to registered charities and so this has not been revised as anticipated. The Application Form itself has been revised and included as a separate document to ease use by claimants and enable faster amendments and clarifications to any errors or confusions that arise as it is completed by claimants. References to awards outside the UK have been removed as the policy already requires a direct benefit to Bicester residents.

3. Recommendations

The Committee is asked to **REVIEW** GP7 Grant Aid Policy and **APPROVE** the next review date of by 31st October 2028.

Appendix A and B



BICESTER
TOWN COUNCIL

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POLICY COMMITTEE

5th October 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

GP13 Sponsorship Policy Review

1. Background

The Policy for Sponsorship of Bicester Town Council was last reviewed in April 2023 and was due for review in April 2026. As part of the Grant Aid Application process in early 2026 the Responsible Finance Officer revised the Application form made available on Bicester Town Council's web site without amending the Policy.

2. Main Changes and Comments

The definition has been revised to better reflect that Sponsorship is a commercial agreement and not a Donation to charitable causes. Values are therefore subject to Value Added Tax. Paragraphs referring to Declaration of Interests and Data Protection have been removed as these are covered under other policies. The arrangements for invoicing sponsors have been clarified as has the escalation process in the event of non or delayed receipt.

3. Recommendations

The Committee is asked to **REVIEW** GP13 Sponsorship and **APPROVE** the next review date of by 31st October 2028.

[Appendix C](#)



BICESTER TOWN COUNCIL

POLICY COMMITTEE

5th October 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 - Update

1. Background

The Financial Regulations were reviewed and decision deferred in the 14th September meeting of the Policy Committee. Definitions were added and limits revised before presentation to the Finance Committee on 22nd September which also deferred recommendation to the Full Council.

2. Ongoing Review

The RFO has agreed to provide a comparison between previous versions of Bicester Town Council's Financial Regulations, the *National Association of Local Councils* ("NALC") and various other local town councils. At the time of preparing this presentation this comparison is not available.

3. Recommendations

The Committee is asked to **NOTE** and **ACCEPT** this report.



BICESTER TOWN COUNCIL

POLICY COMMITTEE

5th October 2026

Chair: Dan Hallett

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Officer: Trevor Longfield

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

Ward Affected: All

Forward Plan

1. Budget for 2027-28
2. Allotments Inspection Policy/Procedure (GP20)
3. Data Protection Policy (GP16)
4. Financial Regulations (GP8) – ongoing. Will require approval by Full Council by March 2026 to remain compliant with the *Accounts and Audit Regulations 2015*.
5. Vexatious Complaints (GP23)
6. Health and Safety (GP2)