Bicester Town Council

BICESTER
TOWN COUNCIL

Policy Committee Meeting

Ref: POL04/2627

Monday 9 November 2026 at 19:00 hrs

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

BICESTER
TOWN COUNCIL

Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
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Tuesday 3 November 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 9 November 2026** commencing at **19:00 hrs** 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:

- **POL03/2627 – Monday 5 October 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. Policy Review **(Page 6)**

The Committee is asked to **REVIEW** and **APPROVE** the Updated GP20 Allotment Inspection Policy.

6. Policy Review **(Page 7)**

The Committee is asked to **REVIEW** and **APPROVE** the Updated GP5 Data Security Incident Procedure Policy.

7. Policy Review **(Page 8)**

The Committee is asked to **REVIEW** and **APPROVE** the Updated GP15 Equalities Policy.

8. Budget 2027-28 **(Page 9)**

The Committee is asked to **REVIEW** the proposed 2027/28 budget for Policy items and **RECOMMEND** that Full Council **APPROVE** the budget.

9. Forward Plan **(Page 10)**

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

10. Date of Next Meeting

Monday 8 February 2027 at 19:00 hrs.

Minutes of the Policy Committee Meeting

A meeting of the **Policy Committee** was held on **Monday 5 October 2026** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 6PS**.

Present:
Cllr Chris Pruden **(Vice-Chair)**
Cllr Nick Mawer
Cllr Rachel Mallows
Cllr Tom Beckett
Cllr Paul Wheatley
Cllr Donna Ford

In Attendance:
Trevor Longfield, Officer
Viktorija Kovale, Finance Administrator

15 / 2627 **Apologies for Absence**

RESOLVED that apologises were received from Cllr Jim Webb, Cllr Dan Hallett and Cllr Harry Knight.

16 / 2627 **Declarations of Interest**

RESOLVED that no declarations of interests were received.

17 / 2627 **Minutes of the Policy Committee Meeting**

RESOLVED that the Committee **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following Policy Committee meeting held on:

- **POL02/2627 –** held on Monday 14 September 2026

18 / 2627 **Public Session**

RESOLVED that no members of the public were present.

19 / 2627 **Policy Reviews**

RESOLVED that the Committee **APPROVED** the updated GP7 Grant Aid Policy and set the next review date as October 2028, subject to the following amendments:

- Section 2.2 to be amended to read: "*Applicants must either be based within the Bicester Town Council boundaries or be able to demonstrate a clear and direct benefit to residents of the Bicester Town Council area."*

Additionally, Members commented that consideration should be given to increasing the maximum Grant Aid amount in the future. Members also requested that this be considered as part of the budget-setting process for the next financial year.

RESOLVED that the Committee **APPROVED** the updated GP13 Sponsorship Policy and set the next review date as October 2028, subject to the following amendments:

- Section 2.2 to be amended to read: "*Bicester Town Council will not enter into sponsorship agreements with any individual, business or organisation which is in legal or financial conflict with the Council, which may compromise the Council's political neutrality, or that would bring the Council's reputation into disrepute.*"
- Section 3.2 to be amended by changing "plus VAT" to "excluding VAT".

20 / 2627 **Financial Regulations Review - Update**

RESOLVED that the Committee **NOTED** the report.

21/ 2627 **Forward Plan**

RESOLVED that the Committee **NOTED** the report.

Date of Next Meeting:

Monday 9 November 2026, at 19:00 hrs, The Council Chamber, The Garth, Launton Road, OX26 6PS.

CLOSE OF MEETING: 20:03 hrs

BICESTER TOWN COUNCIL

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POLICY COMMITTEE

9 November 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

GP20 Allotment Inspection Policy and Allotment Tenancy Agreement Review

1. Background

Council policies should be reviewed periodically to ensure they remain up to date and reflect current legislation, guidance and working practices. The GP20 Allotment Inspection Policy was last reviewed in August 2023 and is therefore due for review.
As part of this review, both the GP20 Allotment Inspection Policy and the Allotment Tenancy Agreement have been updated to reflect current allotment management, inspection processes and tenancy requirements.

2. Main Changes and Comments

Both documents have been substantially redrafted to make them clearer, easier to follow and more in line with current allotment management practices.
The changes include clearer inspection standards and processes, updated tenancy requirements, and additional guidance on matters such as inspections, enforcement, health and safety, and data protection.
The documents have also been reviewed to improve consistency of terminology, clarify the responsibilities of plot holders and the Council, and ensure they reflect current working practices.
The drafts have been discussed with the Allotment Administrator and the Outdoor Team Supervisor, who undertakes the allotment inspections, to ensure they accurately reflect the day-to-day management of the allotment sites.

3. Recommendations

The Committee is asked to **REVIEW** the revised GP20 Allotment Inspection Policy and Allotment Tenancy Agreement, **APPROVE** both documents, and agree a review date of October 2029.

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9 November 2026

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Ward Affected: All

GP5 Data Security Incident Procedure Review

1. Background

Council policies should be reviewed periodically to ensure they remain up to date and reflect current legislation, guidance and working practices. The GP5 Data Security Incident Procedure was last reviewed in April 2023 and is therefore due for review.
As part of this review, the GP5 Data Security Incident Procedure has been updated to reflect current data protection legislation, information security requirements and Council working practices.

2. Main Changes and Comments

The policy has been reviewed and updated to improve clarity, consistency and alignment with current data protection requirements and Council working practices.
The amendments include updated references to UK GDPR and the Data Protection Act 2018, revised incident reporting and investigation procedures. Outdated terminology has also been removed and replaced with current data protection terminology.

3. Recommendations

The Committee is asked to **REVIEW** the revised GP5 Data Security Incident Procedure, **APPROVE** the policy, and agree a review date of October 2028.

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Ward Affected: All

GP15 Equalities Policy Review

1. Background

Council policies should be reviewed periodically to ensure they remain up to date and reflect current legislation, guidance and working practices. The GP15 Equalities Policy was last reviewed in October 2022 and is therefore due for review.
As part of this review, the GP15 Equalities Policy has been updated to ensure compliance with the Equality Act 2010 and the Public Sector Equality Duty, and to reflect current best practice in promoting equality, diversity and inclusion across the Council's activities, services and employment practices.

2. Main Changes and Comments

The policy has been reviewed and updated to ensure compliance with the Equality Act 2010 and the Public Sector Equality Duty. The revised policy updates the list of protected characteristics to reflect current legislation and removes outdated terminology. The Equality Policy Statement has been strengthened through explicit reference to the Public Sector Equality Duty and clarification of the policy's application to councillors, employees, volunteers and contractors. The Equality Commitment section has been expanded to include reasonable adjustments for disabled people, equality training and awareness for councillors and staff, and a commitment to addressing complaints of discrimination, harassment and victimisation. New sections on Responsibilities and Monitoring and Review have also been introduced to strengthen accountability and governance arrangements.

3. Recommendations

The Committee is asked to **REVIEW** the revised GP15 Equalities Policy, **APPROVE** the policy, and agree a review date of November 2029.

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Ward Affected: All

Budget 2027/28

1. Background

The Council is required to set a budget for the 2027/28 financial year to support the delivery of its services and objectives. The proposed budget for Policy items has been prepared taking account of anticipated expenditure requirements and known commitments and is presented to the Committee for consideration prior to recommendation to Full Council.

2. Recommendations

The Committee is asked to **REVIEW** the proposed budget for Policy items and **RECOMMEND** that Full Council **APPROVE** the budget.

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Ward Affected: All

Forward Plan

1. Data Protection Policy (GP16)
2. Financial Regulations (GP8) – ongoing. Will require approval by Full Council by March 2027 to remain compliant with the *Accounts and Audit Regulations 2015.*
3. Vexatious Complaints (GP23)
4. Health and Safety (GP2)

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