



**Chipping Norton Town Council**  
The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ

**Tel:** 01608 642341

**Email:** cntownclerk@btconnect.com

**Office Hours:** Mon – Fri 9am – 1pm

Minutes of a meeting of **Chipping Norton Town Council** held online by ZOOM video conferencing system on **Monday 15th February 2021 at 7.15 pm.**

The following members were present:

Cllr. G. Mazower, Town Mayor  
Cllr. S. Coleman, Deputy Mayor  
Cllr. N. Bradley  
Cllr. C Butterworth  
Cllr. L. Carter  
Cllr. J. Graves  
Cllr. D. Heyes  
Cllr L Tuckwell  
Cllr. M. Walker

Also in attendance:

OCC Cllr H Biles  
WODC Cllr G Saul  
WODC Cllr M Cahill

Louise Steele Locum Town Clerk  
Steve Milton, Locum Town Clerk  
Kay Linnington, Deputy Town Clerk  
Sonia Murgia – Accounts Officer

**7583. Mayor's Welcome and Announcements**

The Mayor, Councillor Mazower, welcomed everyone to the meeting.

**7584. Minutes**

**RESOLVED:** that the minutes of the last meeting of Council held on 18 January 2021 be approved as a correct record and signed by the Mayor at the next available opportunity.

**7585. Public Participation**

No questions or statements were received.

**7586. Apologies for absence**

Apologies for absence were accepted from Councillors Coles and Poole.

**7587. Declaration of interests**

There were no declarations.

## 7588. Mayor's Announcements

The Mayor reported on her recent meetings with:

- The Field Reeves and staff of the Health Centre
- Residents of Tank Farmhouse
- Representatives of Cala Homes
- Zonkey (Web Developers)

In addition, she had undertaken a walkabout in the Town Centre with the Deputy Mayor in order to progress the public realm projects.

## 7589. Oxfordshire County Council (OCC):

The Council received a report from County Councillor Biles, as follows:

- COVID-19 infections levels were now dropping but still high and vaccinations were going well across the County.
- The County budget had been approved on 9<sup>th</sup> February and council tax had been set at 2.99%.
- [The Oxfordshire Local Transport and Connectivity Plan](#) - consultation opened on 15 February and would close on 29 March 2021 – she urged the Council to respond. The Local Transport Plan would follow in the Autumn.
- Cllr Biles wanted to comment on the minutes of the Strategic Planning Committee:
- - East Chipping Norton Development (ECND) – OCC's masterplan provided a broad vision for the site at this stage but details will come from the developer in due course.
- - Land for Health Centre – she queried the inclusion of 50% expansion, and gave information about previous meetings with the Field Reeves and representatives of the Health Centre.
- - Mullin Automotive Museum – planning permission had been approved for the site and the section 106 agreements had been concluded.
- - HGV signage – CNTC has representatives on the working group looking at implementation of the LTP, surprised to see the comments made at Strategic Planning Committee about the need to make formal representations. Responsibility lies with Highways England.
- Public realm – If the Town Council had concerns about public realm assets maintained by OCC they should be reported.

The Mayor thanked Councillor Biles for her report and commented as follows:

- In respect of the ECND she explained that WODC were now referring to OCC's 'Masterplan' as a Concept Plan and that it was 'illustrative' and that a comprehensive Masterplan would be informed by the SPD – this had been a significant bone of contention over a prolonged period.
- Healthcare – the figure relating to a 50% expansion in the minutes came from representatives of the Health Centre who attended the meeting. The Council was aware that OCC had had meetings regarding the land needed for the expansion and that this is included in the plan. However, the problem was the cost of the land – in the region of £1m had been mentioned, and also she noted that OCC had had no meetings with the Health Centre since that time approximately 18 months ago.
- Mullin Automotive Museum – Cllr Mazower explained that making contact with the biggest proposed visitor attraction in the area would be beneficial to the town, and that S106 had not been commented on in the minutes and was irrelevant.
- On the HGVs, the Mayor explained that there were no concerns about the transport working group but there was some frustration caused by reference to a list of proposed works that had never been provided to the Town Council. Similarly, the Town Council did not receive notes of the working group meetings and this would be useful to avoid future misunderstandings. Cllr Biles did not agree to share the minutes. The Mayor agreed that the minutes of Strategic Planning Committee would need to be amended – the minutes were in draft and had not yet been confirmed.

**7590. West Oxfordshire District Council:**

The Council received reports from the District Councillors as set out below:

Councillor Cahill

- Contrary to local reports, there had never been any intention to close the 'bring' sites in January - consultation would be launched shortly.
- Air quality – data collected from monitoring devices in Horsefair were giving some cause for concern. The mean figures were marginally above UK recommended levels but this disguised more serious fluctuations and some concerning peaks in pollution levels. WODC was working with other districts in the County to bid for funding to tackle the issue.
- The WODC Climate Action Strategy would be published after 24<sup>th</sup> February once adopted by the Council. This would impose a new sustainability standards checklist to all future planning applications.
- Flooding – the district council was encouraging parish and town councils to adopt emergency plans after issues had emerged following recent flooding events.
- UBICO budget and business plan had been agreed – some discussions ongoing about the fly-tipping issues at the bring sites and this would be picked up in the forthcoming consultation. Responding to a question from Councillor Butterfield, Cllr Cahill explained the funding arrangements around the transition to electric vehicles.

Councillor Carter

- Due to technical issues with Zoom, Cllr Carter agreed to circulate her report separately.

Councillor Saul

- Reported on a development control meeting about the Salt Cross site. An application for outline planning approval had now been submitted. The Council had produced an area action plan that had been submitted to the planning inspector. There were some disparities between the current application and the area action plan, particularly in respect of sustainability and carbon neutrality. This will be the subject of future focus.
- Annual corporate plan monitoring report has been published and this contains information that may be of interest to members.
- The Council's Cabinet has been asked to authorise contracts for the provision of electric vehicle charging points and one of the sites proposed was New Street Car Park which would see 7 charging points provided. At present, timescales were unknown. In connection with this item, the Mayor reported that Cala homes intended to provide electric vehicle charging points for all new properties on the ECND site. She was also mindful that the potential hotel development had an agreement to provide more parking spaces at the same site which, if it went ahead, could also provide improvements to New Street Car Park

The Mayor thanked the members for their updates.

**7591. East Chipping Norton Development.**

Councillor Heyes reported that the occupiers of Tank Farmhouse had met with the Mayor to discuss their predicament. There was also a challenge facing the Council in its relationship with the allotment holders, the Council would be acting as planning consultee but also as trustee of the allotments trust. He also drew attention to statements made and undertakings given by the leader of Oxfordshire County Council in 2019 about working with the town and the ongoing issues that had ensued.

**7592. Strategic Planning Committee:**

The Council considered the draft minutes of the meeting held on 26<sup>th</sup> January 2021 (previously

circulated) and noted those matters considered. There were no recommendations arising.

**7593. Finance & Resources Committee:**

The Council considered the draft minutes of the meeting held on 2nd February 2021 (previously circulated) and considered the recommendation arising under minute 7 (Financial Regulations).

**RESOLVED**

1. that subject to the incorporation of the amendments recommended by the Finance and Resources Committee, the new Financial Regulations be adopted;
2. That the Council's practice of internal control be amended to match with the process set out in Financial Regulations, particularly with regard to approval of expenditure by the Council; and
3. A glossary of terms be incorporated into the document.

**7594. Community Committee:**

The Council considered the draft minutes of the meeting held on 3rd February, 2021 (previously circulated) and noted the matters considered. There were no recommendations arising. In connection with this item, the Mayor agreed that a definitive list of committee memberships would be reissued.

**7595. Town Clerks' report:**

The Council received the Town Clerk's oral report as follows:

- *New Laptop for Deputy Clerk*  
The Locum Clerk reported that the Deputy Clerk's laptop was old and needed replacement. In accordance with financial regulations, quotations had been sought.

**RESOLVED:** that the Locum Clerk be authorised to proceed with the procurement of a new laptop for the Deputy Clerk.

- *War Graves Commission:*  
The Locum Clerk reported the War Graves Commission had requested permission to erect a sign at the Cemetery.

**RESOLVED:** that permission be granted for the War Graves Commission sign.

- *Unity Bank:*  
The Locum Clerk reported on the progress of the transfer to the new account.

**RESOLVED:** that Louise Steele (Locum), Kay Linnington (Deputy Clerk) and Sonia Murgia (Accounts Officer) be approved as online banking administrators (but not signatories).

**7596. Planning Applications**

The Council considered the following planning applications:

- (1) [21/00166/HHD](#): 16 Park Rd - single storey front extension and conversion of garage to create home office.

**RESOLVED:** that the Town Council raises no objection to this application.

- (2) [21/00123/S73](#): 40 The Leys - Variation of planning permission 20/03063/HHD condition number (s): 2 (approved plans) and 3 (materials) extension reduced to 3m and timber cladding to be changed to render due to supply issues.

**RESOLVED:** that the Town Council raises no objection to the above proposal.

- 7597. Confidential Business:** (note although considered in confidential session the following minutes need not be considered confidential)

**RESOLVED:** in view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting during consideration of the matters set out under minutes 7598 and 7599 below in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

- 7598. Recruitment of Town Clerk:**

The Locum Clerk reported that an offer of employment had been made and accepted. References had been sought and the process was underway to issue a contract of employment to the Council's chosen candidate. It was hoped that the new town clerk would take up the position before the beginning of May.

**RESOLVED:** that, subject to receipt of satisfactory references, the appointment of Luci Ashbourne as Chipping Norton Town Clerk be approved.

- 7599. Staffing Sub-Committee:**

The Council received the draft minutes of the Staffing Sub-Committee meeting held on 8<sup>th</sup> February and considered the recommendation relating to staffing review payments. The Mayor reported that it had not been possible to undertake a full job appraisal process due to the absence of a Clerk and as an interim measure the Staffing Sub Committee had recommended an ex-gratia payment to the staff concerned.

**RESOLVED:** that the recommendation of the Staffing Sub-Committee be adopted and implemented by the Locum Clerk.

The Chair closed the meeting at 8.45pm

Signed as a correct record:

.....  
Mayor

Date:

# East Chipping Norton Strategic Development Area

## A brief history

The West Oxfordshire Local Plan, finally adopted in September 2018, actually covers the years 2011 to 2031. In the early stages of its production it envisaged growth for Chipping Norton of 40%, i.e. 1,200 new homes to be added to the 3,000 or so in 2011. Such a growth rate would obviously make serious demands on the infrastructure but was generally felt to be achievable. ECN SDA at that stage was envisaged as having some 600 homes, with a further 600 elsewhere in the town.

Quite late in the preparation of the Local Plan the ECN SDA was expanded to provide 1,400 homes. It was fairly quickly realised that the site could not realistically accommodate that number and it was reduced to 1,200. This meant that the growth rate for Chipping Norton would be 60% plus. To achieve this would obviously involve serious investment in infrastructure from health care to schools to water supply and sewage to roads and parking – the list was long. However, we were assured that funds would be available to deal with these issues. Those funds would come from a combination of:

- Land sales, with much of the land at ECN SDA in public ownership
- Section 106 funds, though how that is spent is restricted
- The new Community Infrastructure Levy, which WODC planned to adopt

The Town Council, newly elected in 2019, agreed with its predecessor council that this development had the potential to make Chipping Norton an even better place to live. We were mindful of the danger that the wrong development could destroy the town as we know it. We had seen developer driven homes created on the Burford Road, Banbury Road together with homes for the older population at Penhurst, Trinity Road and the extra care development in front of the Health Centre. These three had already distorted the town demographic to place additional pressure on the health services.

To address these issues the Town Council set up a Working Group, consisting of both councillors and non-councillors. To better understand the County Council's approach to the land it controlled, Ian Hudspeth was invited to attend the Town Council meeting held on 16<sup>th</sup> September 2019. At that meeting Ian Hudspeth was able to reassure the council and members of the public present with these commitments:

1. "We want to work with the Town Council and WODC on this project to get the best for all concerned"
2. "OCC (Property Development Team) will lead the development and will work with the Town Council and the community"
3. "OCC will be consulting with the Council and will appoint an Officer as a point of contact"
4. "OCC is working on the Local Growth Deal 2020 and this could be a mechanism to put these requirements in. We should be making sure every house is compliant" In response to a question about green construction.
5. "OCC looks forward to working with Chipping Norton Town Council on Tank Farm development"
6. "We will be working with the Town Council to see what can be achieved" In response to a question about the serious health/transport issues in the town.
7. "OCC will be looking towards the best quality and latest designs similar to ECO

Bicester”.

This was followed up with a meeting of officers and councillors in November 2019 which restated these commitments. In the meantime the Town Council had commissioned Maccreanor Lavington to work with the community to develop a Vision Statement. This, we felt, would provide useful input to the work being led by OCC .

In early 2020 it was beginning to become obvious that OCC had decided not to engage with the community but to work alone in deciding the future direction for the development. The Town Council had proposed, on many occasions, to meet OCC to discuss their plans. All such invitations were declined. In addition, OCC were repeatedly stating that their prime objective was to maximise revenue from the sale of the land. OCC also repeatedly stated that this was a legal requirement. It isn't. Matters came to a head when, in August 2020, the completed Vision Statement was sent to nine Senior Officers at OCC and a further nine County Councillors. None of these elicited a response.

In addition, WODC have formally adopted Community Infrastructure Levy but proposed not to apply it for major sites.

Meanwhile the Town Council had established an effective working relationship with the Planning Department at West Oxfordshire District Council who have used the Vision Statement to inform the Supplementary Planning Document for ECN SDA.

More recently, the Town Council has established contact with all the stakeholders having an interest in the development. These include:

- Chipping Norton Health Centre which needs to grow.
- Field Reeves, who own some of the land
- Private landowners within the site
- Chipping Norton School
- Cala Homes, who control some 40% of the land
- The Trustees of the William Fowler Allotment Trust

It would appear that OCC have not established meaningful engagement with any of these bodies.

The Vision Statement set out some creative and imaginative ideas which would make Chipping Norton an even better place to live. It also set out ways in which a collaborative approach would reach a better solution than any one body could reach alone. Those opportunities were missed.

The Supplementary Planning Document is due to be published later in March with formal consultation to follow. We can now only wait to see what it includes and respond formally.

Personally, I find it very concerning that a public body, elected by us all, can ignore Government guidance on planning and treat the community of Chipping Norton in such a high-handed and cavalier fashion.

David Heyes  
Town Councillor

## Louise Steele

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**From:** Planning Policy (WODC) <planning.policy@westoxon.gov.uk>  
**Sent:** 05 March 2021 12:28  
**To:** undisclosed-recipients:  
**Subject:** Revised Affordable Housing SPD - 6 Week Consultation

Dear Sir/Madam

I am writing to let you know that following an initial public consultation in July/August last year, a revised draft of the District Council's Affordable Housing Supplementary Planning Document (SPD) has now been published for a further period of consultation which is running for 6-weeks from 5 March to 16 April 2021.

The revised draft SPD is available to view online [here](#).

If you would like to respond please send an email to [planning.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk) or write to the Planning Policy Team, West Oxfordshire District Council, Elmfield, New Yatt Road, Witney, OX28 1PB

Comments should be submitted by 5pm on the 16 April 2021.

After the consultation has closed, all comments received will be carefully considered before a final version of the SPD is prepared and formally adopted by the Council. At that point it will become a material consideration for any relevant planning applications.

Yours faithfully

Chris Hargraves  
Planning Policy Manager  
West Oxfordshire District Council





Minutes of a meeting of the **Strategic Planning Committee** held online by ZOOM video conferencing system on **Wednesday 24th February, 2021 at 7.15 pm.**

The following members were present:

Cllr Mazower (Chair),  
Cllr Butterworth,  
Cllr Graves  
Cllr Walker

Also in attendance:

Cllr Coleman  
Cllr Poole  
Louise Steele, Locum Clerk  
Steve Milton, Locum Clerk  
Kay Linnington, Deputy Town Clerk

**1. Minutes**

**RESOLVED:** that the minutes of the last meeting held on 26<sup>th</sup> January 2021 be approved as a correct record and signed by the Chair at the next available opportunity.

**2. Public Participation**

No questions or statements were received.

**3. Apologies for absence**

An apology for absence was accepted from Councillor Heyes.

**4. Declaration of interests**

There were no declarations.

**5. West Oxfordshire Recovery Plan**

The Chair welcomed Emma Phillips, WODC's newly appointed Market Towns Officer to the meeting. Emma explained that she had been appointed, together with a team of officers, to take forward West Oxfordshire District Council's COVID-19 Recovery Plan with a particular focus on regenerating the market towns. Early work had involved the administration of COVID-19 business support grants and assessing the impact of the economic downturn on the market towns. With the announcement of the ending of national lockdown, work would begin to refocus on to regeneration.

Emma reported that the Local Enterprise Partnership (OxLEP) had teamed up with Oxford City Council and social enterprise Makespace to launch an OxLEP-backed £1.9m programme to revitalise vacant shops across Oxfordshire and help the economy bounce back from COVID-19 during 2021. The project – called 'Meanwhile in Oxfordshire...' – would see vacant retail units in high streets across the county transformed into independent shops, cultural venues, creative studios and co-

working space. The aim was to provide affordable premises to accommodate more than 100 organisations, which would create or secure at least 300 jobs across Oxfordshire. Project funding needed to be committed before January 2022 and work was underway to finalise the funding and eligibility criteria. She further explained that local intelligence from the town council would be key to the successful delivery of the project and this would include examining the Council's existing public realm proposals and projects such as the Chippy Larder.

#### 6. **Town Centre Redevelopment: 29-30 Horsefair and Market Place**

Alex Giacchetti, Chief Operating Officer of Setha Group, provided an update on redevelopment proposals, including:

- 13 new serviced apartments with private balconies, garden spaces, and parking.
- 2 new cinema screens will offer current film showings throughout the week.
- Refurbished Grade II listed and locally listed High Street properties will be brought back to life and cared for with regular building maintenance and use.
- Revitalised shop frontage will respect the heritage properties and brighten the properties' relationship with the High Street.
- A window display was being planned for 29-30 Horsefair to help inform the town of the project, and the Mayor had linked Alex Giacchetti with street artist, Luke Embden.

Alex explained that proposals were now at final planning stage with an application due for submission within the next 10 days. Development partners were in the process of assessing costs and carrying out due diligence on the build and heritage components. The Heritage Statement had been signed off and work was underway to discharge conditions attached to the extant permissions on the site. The views of the Town Council had been incorporated into the final proposals, including the pavement width at the cinema. Alex explained how the cultural elements of the development would promote the sustainability of existing business in the town centre – particularly those in the leisure and restaurant sector. All being well, he expected the build to be substantially complete by the Summer of 2022. There were also ongoing meetings with interested parties in the boutique hotel project that he hoped would yield positive news in the coming weeks.

#### 7. **Traffic Advisory Sub-Committee**

The Chair, Councillor Graves, presented the minutes of the meeting of the Sub-Committee held on 3 December 2020 and answered questions raised by members of the Committee. The following updates were provided on the minutes:

- Item 5 – agreed to include an item on cycling on a future agenda for this committee.
- Item 6 – it was noted that problems with worn road markings could be reported to OCC using the [FixMyStreet app](#). It was agreed to promote this facility more widely in the town.
- Item 8 – Noted that the Mike Wasley would submitting updates to the Chair of the sub-committee on progress with the HGV routes.
- Item 10 – The junction of Albion Road and London Road had been the subject of a site visit with James Wright of OCC Highways. There was no significant history of accidents and options for providing a safe crossing point for school children were limited. Other physical measures that may improve highway safety in this area would be explored, as would alternative walking routes for pupils that would avoid Albion Street.
- James Wright had also combined his visit with a site visit at the junction of the A44 and London Road in order to investigate signage options to encourage HGVs to use the Banbury Road not the London Road.
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#### 8. **Work programme**

The Committee noted the following updates

- *East Chipping Norton Development*  
The Mayor reported that she had had no reply from OCC's Steve Jordan from her letter of the beginning of February which once again requested a meeting with OCC about ECND.
- *Parking/traffic flow/Market square consultation*  
The Mayor reported that in order to avoid duplication, she was in the process of reviewing the results of previous consultations (some of which had recently been provided by the Market Towns Officer) and she would bring back proposals to the next meeting.
- *Town Centre improvements*  
The Mayor updated members on progress including on the following projects:
  - *Benches* - cleaning equipment had been ordered for the grounds maintenance operative.
  - *Lights in Middle Road* - the grounds maintenance operative had been briefed and work would soon be underway
  - *Vacant shop units* – Chipping Norton Arts had been asked to come up with ideas for the window displays.
  - *Town Piano* – Midcounties Cooperative were consulting with leaseholders
  - *Farmers' Market* – the Mayor had met with the Thames Valley Farmers Markets Co-operative to discuss ways of revitalising and relaunching the market. Alternative locations for the market had been identified with potential for 14/16 traders in the lower section of Middle Row with additional space for a revamped 'makers market.'
- *The Guildhall*  
Cllr Coleman reported that she had visited the Guildhall to inspect the accommodation available. While there was plenty of good quality space, access would not meet DDA standards and this would severely restrict potential uses. This matter would be considered at the next Council meeting.

#### 9. Telephone Box

The Committee considered the report of the Locum and Deputy Clerk (previously circulated).

**RESOLVED:** that the telephone box be adopted by the Council on the terms set out in the report of the Locum and Deputy Clerk and quotes be sought for its professional restoration.

#### 10. Planning Applications

- (1) [21/00121/HHD](#): Erection of single and two storey rear extension and construction of a first-floor front extension above existing bay window - 38 The Leys, Chipping Norton

**RESOLVED:** that the Council raises no objection to the above application.

- (2) [21/00368/HHD](#): Erection of a single storey rear extension - 30 West End, Chipping Norton

**RESOLVED:** that the Council raises no objection to the above application.

- (3) [21/00181/HHD](#): Replace existing lean-to aluminium conservatory with new single storey rear extension - 3 The Green, Chipping Norton

**RESOLVED:** that the Council raises no objection to the above application.

- (4) [21/00206/FUL](#): Change of use of existing stable and kennel building and single dwelling house to form six residential units, erection of 3 outbuildings for garaging and storage - Heythrop

Hunt Kennels, Kennels Lane, Chipping Norton.

**RESOLVED:** that the Council raises no objection to the above application.

- (5) [21/00411/HHD](#): Erection of front porch and insertion of windows to side elevation - 9 Ackerman Road, Chipping Norton.

**RESOLVED:** That West Oxfordshire District Council be informed that this Council objects to the above application for the following reasons:

- a) The extension beyond the building line to the front of the property represents an incongruous and unsightly intrusion into the local street-scene;
- b) The design of the extension is out of character with the adjoining properties and could create a precedent for further unwelcome development to the frontages of the properties in this street.

**10. Date of Next Meeting – Wednesday 24 March 2021**

The Chair closed the meeting at 8.52pm

Signed as a correct record:

.....  
Chair

Date:



**Chipping Norton Town Council**  
The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ

Tel: 01608 642341

Email: cntownclerk@btconnect.com

Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Community Committee** held online by ZOOM video conferencing system on **Wednesday 3rd March 2021 at 7.15pm**

The following members were present:

Cllr Coleman  
Cllr Graves  
Cllr Mazower  
Cllr Poole (left the meeting at 8.50pm)

Also in attendance:

Cllr Butterworth  
Steve Milton, Locum Clerk  
Kay Linnington, Deputy Town Clerk  
Sonia Murgia, Accounts Clerk

**1. Minutes**

**RESOLVED:** that, subject to the inclusion of Cllr Graves in the list of attendees, the minutes of the last meeting held on 3<sup>rd</sup> February 2021 be approved as a correct record and signed by the Chair at the next available opportunity.

**2. Public Participation**

There were no questions or statements.

**3. Apologies for absence**

Apologies were accepted from Cllr Tuckwell.

**4. Declaration of interests**

There were no declarations.

**5. Chipping Norton Sports Awards**

Graham Beacham provided an update on arrangements for the Chipping Norton Sports Awards 2021. The organisers were now considering dates in June and he confirmed the Cricket Club had offered the ground. He recommended avoiding school holidays and clashes with other events, including youth cricket fixtures. Members thanked Graham for his work on the awards.

**RESOLVED:**

- (1) that a budget of £1,000 be made available to fund the Sports Awards, this is twice the normal amount to recognise the impact of COVID-19 on local clubs and sports groups.
- (2) that the event be held on Sunday 27<sup>th</sup> June (with the following Sunday as a reserve date) at the Cricket Club;
- (3) that additional family activities be added to the programme to encourage a larger attendance; and
- (4) that a working party comprising Cllrs Coleman and Poole together with Graham Beacham be

set up to agree the final format and programme.

## 6. Annual Town Meeting

The Committee noted that due to COVID-19 restrictions the annual town meeting in April would have to be convened using ZOOM. The Mayor outlined her ideas for a three-part meeting:

- **Part 1:** 'Thank You' to the local front line services for their work during the pandemic possibly with local heroes' awards.
- **Part 2:** Community showcase – featuring short presentations from local groups explaining their plans, post-pandemic. This could be a short 3 minute video or Zoom presentation.
- **Part 3:** 'Any Questions' for the Town Council.

Keith, from Chippy News, offered to design and publish a half page promotional advertisement. This would need to be agreed by the print deadline of 12<sup>th</sup> March. He also offered to use his database of community groups to send an email seeking participation in the event and calling for nominations for the COVID-19 local heroes. The Chair agreed to liaise with members of the Committee to agree the copy for Keith.

**RESOLVED:** that the kind offer of the Chippy News be accepted and the Chair be authorised to agree the final wording of the advertisement following consultation with members of the committee.

## 7. Grants Policy

The committee considered the draft grants policy (previously circulated). Members felt that grants should fall within the remit of this committee. The Chair suggested holding back a sum of money, as a contingency should grants be submitted after the traditional deadline. The Mayor suggested apportioning some of the grants pot for a participatory budgeting event, where local groups would submit bids and an audience would vote to decide the winner of the funds. It was considered this would work well with young people and could be organised by the youth worker once appointed. Members questioned the priority criteria applied in paragraph 3.5 (h)

### RECOMMENDED TO THE COUNCIL

- (1) that the scheme of delegation be amended to place responsibility for grants policy and administration with the Communities Committee;
- (2) that paragraph 3.5 (h) be removed from the policy; and
- (3) that the words 'and this will be applied on a case-by-case basis' be added to paragraph 7.1

## 8. Cemetery Charges

The Committee considered the schedule of fees and charges (previously circulated). The Chair reported that the fees in Chipping Norton were a lot lower than the other Oxfordshire market towns and she proposed increasing the charges to bring them into line. The Locum Clerk explained that cemetery charges were notoriously inconsistent across the sector and suggested taking an average figure from the local towns and applying increases over 3 years to reach the median.

**RECOMMENDED TO FINANCE AND RESOURCES COMMITTEE** – that a review of cemetery charges be undertaken with a view to bringing them into line with comparable market towns in the region.

## 9. Committee Work Programme

The Committee noted the work plan and considered the following matters:

- (1) **ROSPA Playgrounds Inspections** The Committee noted that the works authorised at the last meeting were now in train.

**(2) Town Hall**

The Committee considered the schedule of Town Hall charges (previously circulated). It was noted that the hall would be reopening from the end of April and the Deputy Clerk had already received enquiries.

**RESOLVED:**

- (1) that in order to help local groups to recover from the impact of COVID-19, no increase be applied to the Town Hall fees and charges in 2021-22; and
- (2) further consideration be given to the promotion and marketing of the Town Hall once the new Clerk is in post.

**(3) Dog Bins**

The Chair reported a request for an additional dog bin on Back Alley. Members noted that there were already bins located at end of the alley.

**RESOLVED:** that the request be declined and attention be drawn to the existing bins in this area of town.

**(4) Community Liaison**

The Committee discussed ways to deepen community involvement. They noted plans for the annual town meeting and suggestions about the use of participatory budgeting for grants. It was agreed to review the outcome of these proposals before reviewing this matter further.

**(5) Cemetery**

Members noted that arrangements were now agreed for the community clean-up on 10<sup>th</sup> April. Members agreed to use the annual town meeting to try and increase the number of litterpicking volunteers.

(In accordance with Standing Orders the Committee agreed to extend the meeting by 20 minutes)

**(6) Pool Meadow**

**RESOLVED:** that a site inspection be held and a report submitted to a future meeting of this committee. The inspection committee to comprise the Chair, the Mayor and the Grounds Maintenance Operative.

**(7) Community Noticeboards**

The Deputy Clerk reported on quotes received, unfortunately they were not all prepared on exactly the same basis and therefore comparison was not straightforward.

**RESOLVED:** that the Locum Clerk and Deputy Clerk be delegated to accept the quote in consultation with the Chair.

**(8) Benches**

The Mayor reported that a pole washing system and petrol driven pressure washer had now been purchased and delivered. The grounds maintenance operative would be able to clean the benches in the Market Square but they would need to be professionally oiled or painted. A quote of £88 per bench had been received.

**RESOLVED:** that the quote for the painting of the benches be accepted to be funded from contingencies.

**(9) Defibrillators**

The Chair reported an offer from the Lions Club of a donation of £2,000 towards the cost of

maintaining the town defibrillators. The committee was saddened to hear that the Lions Club was discontinuing its operations in the town and paid tribute to the work of the group over many years. The Mayor reported that the grounds maintenance operative was familiar with the defibrillators but this would need to be added to his job description and be included in a future job evaluation to ensure it was reflected in his remuneration.

**RESOLVED:** that the offer of funding from the Lions Club be accepted and responsibility for the defibrillators be accepted by the Council.

**(10) Middle Row Lighting**

The Mayor reported that everything was now in place to move forward with the installation of lights in Middle Row. The committee noted that indemnity forms were being collected from the premises involved in the project.

**RESOLVED:** that Blachere Illumination be instructed to install the lights without further delay.

**10. Date of next Meeting – 14<sup>th</sup> April 2021**

The Chair closed the meeting at 9.45pm

Signed as a correct record:

.....  
Chair

Date:





# **Chipping Norton Town Council STANDING ORDERS**

**Approved by the Council on  
15 March 2021  
Review Date: May 2022**

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early oral notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to that councillor's own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since that councillor last spoke;

- iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which that councillor considers has been breached or specify the other irregularity in the proceedings of the meeting which is of concern.
- q A point of order shall be decided by the chairman of the meeting and the chairman's decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived a right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( three ) minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

Remote Meetings ●

- **a Meetings shall take place at a time and date as the Council shall determine**
- 
- **b Council may alter the frequency, move or cancel such meetings.**
- **c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers**
- **d Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**
  - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**
  - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**
  - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting**

- *e* For Council meetings the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- *f* For Committee meetings the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- *g* Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

**Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming**

- *h* A meeting being "open to the public" include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
- *i* Being "present" at a meeting include access through remote means mentioned in paragraph (a) above."
- *j* Members of the public may make representations, answer questions and give evidence at a Council or Committee meeting which they are entitled to attend in respect of the business on the agenda
- *k* The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- *l* Subject to standing order 3(k), a member of the public shall not speak for more than five minutes.
- *m* In accordance with standing order 3(j), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- *n* A person shall raise their hand when requesting to speak.

- o A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
  - 
  - p Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- q **Subject to standing order 3(s), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
  -
- r **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  -
- s **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
  -
- t **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in the absence of the Mayor be done by, to or before the Deputy Mayor (if there is one).**
  -
- u **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  -
- v **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
  -
- w **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise the chairman’s casting vote whether or not the chairman’s original vote was given.**
  -

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.*
- x **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**  
**At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
  -

- y The minutes of a meeting shall include an accurate record of the following:
  - i. the time and media used to conduct the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- z **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on the individual's right to participate and vote on that matter.**
- aa **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- bb **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- cc A meeting shall not exceed a period of two hours unless the majority of Councillors present vote to suspend this standing order for not more than 30 minutes



#### **4. COMMITTEES AND SUB-COMMITTEES**

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub committees or working groups as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (**two**) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chairman;
  - vii. shall permit a sub committee or working group to appoint its own chairman at its first meeting;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**  
(Until May 2021 this no longer applies)
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**  
(Until May 2021 this no longer applies)
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**  
(Until May 2021 this no longer applies)
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:
  - i **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii Receipt of the minutes of the last meeting of a committee;
  - iv Consideration of the recommendations made by a committee;
  - v Review of delegation arrangements to committees, sub-committees, staff

- and other local authorities;
- vi Review of the terms of reference for committees;
- vii Appointment of members to existing committees;
- viii Appointment of any new committees in accordance with standing order 4;
- ix Review and adoption of appropriate standing orders and financial regulations;
- x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi Review of representation on or work with external bodies and arrangements for reporting back;
- xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii Review of inventory of land and other assets including buildings and office equipment;
- xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv Review of the Council's and/or staff subscriptions to other bodies;
- xvi Review of the Council's complaints procedure;
- xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii Review of the Council's policy for dealing with the press/media;
- xix Review of the Council's employment policies and procedures;
- xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
  - ii to move to a vote;
  - iii to defer consideration of a motion;
  - iv to refer a motion to a particular committee or sub-committee;
  - v to appoint a person to preside at a meeting;
  - vi to change the order of business on the agenda;
  - vii to proceed to the next business on the agenda;
  - viii to require a written report;
  - ix to appoint a committee or sub-committee and their members;
  - x to extend the time limits for speaking;
  - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii to not hear further from a councillor or a member of the public;
  - xiii to exclude a councillor or member of the public for disorderly conduct;
  - xiv to temporarily suspend the meeting;
  - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi to adjourn the meeting; or
  - xvii to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- Remote Meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the Council at the next available meeting of the Council in person and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the chairman shall sign the minutes and include a paragraph in the following terms or to the same effect, at the next available meeting of the Council in person  

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but that view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.

- c Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i **at least three clear days before a meeting of the council**, a committee or a sub-committee,
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
    - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 public notice of the time, place and agenda.**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (four ) days before the meeting confirming the councillor's withdrawal of it;
- iii **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
- iv **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, which form of media it will publish its minutes]
- v **receive and retain copies of byelaws made by other local authorities;**
- vi hold acceptance of office forms from councillors;
- vii hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);



- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chairman or' in the absence of the chairman, vice-chairman (if there is one) of the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

#### **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;
  - ii the assessment and management of financial risks faced by the Council;
  - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Staffing Sub Committee or, if that individual is not available, the vice-chairman (if there is one) of the Staffing Sub Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub Committee at its next meeting.
- c. The chairman of Staffing Sub Committee or in the chairman's absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution Staffing Sub Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Sub Committee or in the chairman's absence, the vice-

chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub Committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chairman or vice-chairman of Staffing Sub Committee this shall be communicated to another member of the Staffing Sub Committee which shall be reported back and progressed by resolution of the Staffing Sub Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

### **24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

### **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

### **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

### **27. GENERAL RULES OF REMOTE HELD MEETINGS**

(Valid until 7th May 2021)

- a Members (including the public) will be asked to mute their device when they are not speaking.
- b A roll call will be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link.
- c Members will be asked to state their name when they are speaking for those who do

not have a video link.

- d Votes taken to be read back to ensure everyone's vote is recorded accurately.
- e The chairman of the meeting to remind everyone to be respectful to each other.

## Chipping Norton Town Council – Risk Management

Risk Assessment - Reviewed at Full Council Meeting on 10.03.2021

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually RPI
	Security of buildings etc.	M	Fire Alarms on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains. Back up process in place of information stored on computers at The Guildhall. CCTV at the Town Hall.
	Maintenance of buildings etc.	M	Buildings currently maintained on a regular basis.
Finance	Banking	M	Account at HSBC. Balances with HSBC Community a/c, Imprest a/c. and 7 day money market a/c. Accounts being moved to Unity Trust Bank
	Direct debits, standing orders and internet banking	M	Payments can be made by direct debit, standing orders or internet banking. The Town Clerk's signature and two Town Councillor's signatures are required to authorise this process.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £46,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Risk of loss of water at Cemetery	M	Water Meter to be checked for leaks each month.
	Loss of cash through theft or dishonesty.	L	Receipts issued. Cash held, low. Fidelity guarantee insurance in place.
	Financial controls and records.	M	Quarterly reconciliation prepared and reported to Council. Two/three signatories required on cheques. Internal and external audit.
	Comply with Customs & Excise Regulations	M	VAT payments and claims submitted as required. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept.	M	F&R Committee and Council receive detailed budgets in November/December each year. Precept derived directly from the budget.

			The Town Council receives and approves the accounts quarterly.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Playing fields checked regularly. Investigations carried out when damage reported.
Liability cont.	Legal liability as consequence of asset ownership (especially burial ground and playgrounds).	H	Insurance in place. Weekly checks of playgrounds and written records kept. Six monthly checks by Zurich Insurance. Inspections of the Cemetery, Church Yard and Pool Meadow carried out by the Cemetery committee. Regular maintenance and repairs undertaken.
Employer Liability	Comply with Employment Law	M	Membership of OALC and NALC. Contracts of employment; Grievance and Disciplinary Procedures, based on NALC models, procedures to be strictly followed.
	Comply with HMRC requirements.	M	Notifications and advice from HMRC. Internal auditor carries out annual checks.
	Safety of staff and visitors.	M	Health and Safety Policy in place – reviews and inspections carried out by the Health and Safety Committee. <u>Guildhall</u> : Door locked and public access restricted when single member of staff present. Anybody driving the tractor on hire for snow clearance for the Town Council would be trained prior to use.
			Town Hall: Building licensed by WODC for public use.
Legal Liability	Ensuring activities are within legal powers.	M	Clerk to consult OALC on any proposed activities for which powers are not clearly stated. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes.	M	Council meets once a month and always receives and approves minutes of meetings held in the interim. Minutes made available to press and public at the Guildhall offices and on the Town Council's web site.
	CCTV	M	One person to operate the CCTV system at the Town Hall and solely for business purpose.
	Proper document control.	M	Leases stored in safe.



Councillors Propriety	Registration of interest  Standing Orders and Financial Regulations	M  M	Code of Conduct in place; General Notice of Members Registrable Interests sent to WODC's Monitoring Officer; Declarations of interest recorded in the minutes. The Standing Orders and the Financial Regulations are reviewed and kept up to date.
COVID-19	General risks	M	The Council has followed Gov and NALC advice from the outset of the epidemic. The Council has adopted and adhered to Gov advice.
	Risk of infection – Council Staff and offices	M	Council staff working from home, or alone in the office or Town Hall or elsewhere. To be reviewed monthly in light of Gov advice. Staff to follow Gov guidance on hygiene measures. Actions required: Deputy Clerk to provide grounds maintenance operative with C-19 guidance and PPE..
	Risk of infection – council meetings, councillors and members of the public.	M	Council meetings suspended. Online meetings permitted by the 2020 C19 Regulations. Keep under review in the light of additional Gov guidance.
	Risk of infection - facilities and amenities (parks, playgrounds, allotments, street furniture, buildings, cemetery, etc)	M	Closure of facilities as required by Gov. Signage in place. Adherence to social distancing and use guidelines (eg burials).  The Council will continue to inspect seats, benches, fences and notice boards. The Council cannot maintain the bio-security of such facilities and the cost of closing off such facilities is prohibitive.

Approved by Council: **15 March 2021**

## Earmarked Reserves – Report from the RFO (Locum)

2020 and 2021 to date have been challenging years in many ways for Chipping Norton Town Council. First the pandemic and subsequently and concurrently the absence of a permanent Town Clerk have made it difficult to progress some projects.

Members are asked to consider creating some new earmarked reserves to protect the budgets for those projects and demonstrate that the initiatives planned remain priority for the Council. If agreed some of the underspends in the 2020/21 budget would be transferred into specific reserves.

To be clear underspends do not disappear, if the Council chooses not to take this action then the total underspend for the year will automatically transfer to the Council's general reserves. Expenditure on projects in 2021/22 can be funded from general reserves. The advantage of earmarking funds is that it demonstrates to the Council's external auditor (and others) that the Council has plans to use the money.

Three earmarked reserves already exist, they are (with their balances):

2135	Skate Park Fund	£2,365
2140	Cemetery Extension/Purchase	£5,974
2143	Capital Receipts Reserve	£60,392

The RFO recommends creating the following earmarked reserves (with illustrative<sup>1</sup> balances as shown):

Youth Worker	£6,405	being the balance on 3290 101
Youth Council	£1,000	being the underspend on Code 7680 101
Street Scene projects	£31,672	being a number of underspends on cost centre 102 <sup>2</sup>
Town Hall	£3,884	being the net underspend against budget for the TH
Recreation Equipment	£5,896	being the underspend on Code 6410 151
Sports Awards	£500	being the unspent budget on Code 6413 151
War Memorial	£500	being the unspent budget on Code 6470 186

Attached to this report are three other documents a table derived from a spreadsheet showing the information above in more detail; the current balance sheet for the Council and the income and expenditure report to the end of month 11 with the underspends used to derive the illustrative balances highlighted.

It is further recommended that an earmarked reserve be created for the Debrillators to be accepted from the Lions (the balance to be the funds transferred from the Lions).

<sup>1</sup> The balances are based on figures taken from the income and expenditure report for month 11 (attached to this report). The figures themselves will change by the end of the financial year. The decision being asked of Council relates to the actual balances at the year end against the codes identified.

<sup>2</sup> More detail in the attached table

**Chipping Norton Town Council Summary of Movements in Earmarked Reserves  
(if the Council agrees to create new earmarked reserves)**

	Balance b/f 1.04.20 £	Contrib from Rev A/c £	Contrib to Rev A/c £	Balance c/f 31.03.21 £	Notes
<b>Existing Earmarked Reserves</b>					
2135 Skate Park Fund	2,365	2,365		4,730	From Code 3294 102
2140 Cemetery Extension/Purchase	5,974			5,974	
2143 Capital Receipts Reserve	60,392			60,392	
<b>New Earmarked reserves</b>					
Youth Worker		6,405		6,405	Code 3290 101 additional £6,405 anticipated
Youth Council		1,000		1,000	Code 7680 101
Street Scene projects		31,672		31,672	Codes 6405 6460 6490 6495 6498 all cost centre 102
Town Hall		3,884		3,884	Cost Centre 110 - net underspend 2020/21
Recreation Equipment		5,896		5,896	Code 6410 151
Sports Awards		500		500	Code 6413 151
War Memorial		500		500	Code 6470 186
<b>Totals</b>	<b>68,731</b>	<b>52,222</b>	<b>0</b>	<b>120,953</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 01/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
1200	HSBC Current A/c	161,185	
1210	HSBC Imprest A/c	2,821	
1220	Money Market 7 Day A/c	434,573	
1250	Petty Cash	89	
1405	VAT Control	3,795	
1420	Debtors	799	
	<b>Total Current Assets</b>		<b>603,263</b>
	<u>Current Liabilities</u>		
2100	Trade Creditors	5,354	
	<b>Total Current Liabilities</b>		<b>5,354</b>
	<b>Net Current Assets</b>		<b>597,909</b>
	<b>Total Assets less Current Liabilities</b>		<b>597,909</b>
	<u>Represented by :-</u>		
2129	Current Year Reserves	62,562	
2130	General Reserves	466,616	
2135	Skate Park Fund	2,365	
2140	Cemetery Extension/Purchase	5,974	
2143	Capital Receipts Reserve	60,392	
	<b>Total Equity</b>		<b>597,909</b>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
3210 Admin Charges	7,457	0	6,000	6,000			0.0%	
3211 C N History Trail	110	2	0	(2)			0.0%	
3290 Miscellaneous Income	1,890	6,405	0	(6,405)			0.0%	
3291 Tourist Information	80	0	50	50			0.0%	
Administration :- Income	9,536	6,407	6,050	(357)			105.9%	0
4100 Salaries/Superann/Nl	81,341	58,742	83,000	24,258	24,258		70.8%	
5110 Stationery	890	413	1,000	587	587		41.3%	
5120 Photocopying Costs	2,276	2,128	2,600	472	472		81.8%	
5125 Tourist Information	292	0	500	500	500		0.0%	
5200 Postage	431	440	750	310	310		58.6%	
5210 Telephone	2,000	2,272	1,200	(1,072)	(1,072)		189.3%	
5340 Website Costs	0	260	2,500	2,240	2,240		10.4%	
5360 Computer Hardware	3,411	2,106	2,000	(106)	(106)		105.3%	
6200 Rent	2,572	1,467	4,000	2,533	2,533		36.7%	
6210 Rates	0	2,731	0	(2,731)	(2,731)		0.0%	
7100 Travel & Subsistance	495	29	200	171	171		14.6%	
7200 Hospitality & Entertaining	0	0	100	100	100		0.0%	
7300 Staff Training	1,381	701	2,500	1,799	1,799		28.0%	
7500 Legal & Professional	1,540	0	1,500	1,500	1,500		0.0%	
7510 Audit Fees	2,691	2,250	2,500	250	250		90.0%	
7600 Subscriptions	599	1,663	1,000	(663)	(663)		166.3%	
7650 Insurance	1,650	2,007	1,750	(257)	(257)		114.7%	
7710 Election Expenses	0	3,945	3,945	(0)	(0)		100.0%	
7720 Other Miscellaneous Expenses	1,594	37,064	2,000	(35,064)	(35,064)		1853.2%	
Administration :- Indirect Expenditure	103,164	118,218	113,045	(5,173)	0	(5,173)	104.6%	0
Net Income over Expenditure	(93,628)	(111,811)	(106,995)	4,816				
<b>101 Grants</b>								
7670 Grants-Voluntary Organisations	35,900	26,900	26,000	(900)	(900)		103.5%	
7680 Youth Council	0	0	1,000	1,000	1,000		0.0%	
Grants :- Indirect Expenditure	35,900	26,900	27,000	100	0	100	99.6%	0
Net Expenditure	(35,900)	(26,900)	(27,000)	(100)				
<b>102 Miscellaneous</b>								
3100 Precept Income	297,491	312,188	312,188	0			100.0%	
3101 Precept Support Grant	6,211	6,762	6,762	0			100.0%	
3180 Interest Receivable	1,773	766	1,000	234			76.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3230 Manorial Land (Pace Petroleum)	15,000	11,250	15,000	3,750			75.0%	
3290 Miscellaneous Income	1,960	0	0	0			0.0%	
Miscellaneous :- Income	<u>322,435</u>	<u>330,966</u>	<u>334,950</u>	<u>3,984</u>			98.8%	0
3294 Skate Park Expenditure	3,227	0	2,365	2,365		2,365	0.0%	
4100 Salaries/Superann/Nl	17,107	13,878	21,000	7,122		7,122	66.1%	
6405 Christmas Late Night Shopping	0	0	1,000	1,000		1,000	0.0%	
6407 Xmas Lights/Trees	3,251	1,247	2,500	1,253		1,253	49.9%	
6418 Equipment	0	784	2,500	1,716		1,716	31.4%	
6460 Streetscene (Weeds)	711	138	5,000	4,862		4,862	2.8%	
6462 Grit Bins/Snow	0	30	1,000	970		970	3.0%	
6490 Trees/Flower Beds Middle Row	594	465	2,500	2,036		2,036	18.6%	
6495 Seats,Bus Shelter,Notice Board	2,640	408	3,000	2,592		2,592	13.6%	
6498 Contingency Fund	49,709	24,873	46,055	21,182		21,182	54.0%	
7720 Other Miscellaneous Expenses	1,600	1,945	1,550	(395)		(395)	125.5%	
Miscellaneous :- Indirect Expenditure	<u>78,838</u>	<u>43,769</u>	<u>88,470</u>	<u>44,701</u>	0	44,701	49.5%	0
Net Income over Expenditure	<u>243,597</u>	<u>287,197</u>	<u>246,480</u>	<u>(40,717)</u>				
<b>104 Youth</b>								
5321 Equipment	495	0	0	0		0	0.0%	
Youth :- Indirect Expenditure	<u>495</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	0		0
Net Expenditure	<u>(495)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<b>110 Town Hall</b>								
3115 Lettings Income	16,250	242	23,000	22,758			1.1%	
3140 WODC Water Rates Contrib	115	110	200	90			54.9%	
3290 Miscellaneous Income	5,550	0	100	100			0.0%	
Town Hall :- Income	<u>21,914</u>	<u>352</u>	<u>23,300</u>	<u>22,948</u>			1.5%	0
4100 Salaries/Superann/Nl	17,411	9,343	23,000	13,657		13,657	40.6%	
5140 Advertising	0	0	500	500		500	0.0%	
5210 Telephone	186	90	300	210		210	30.0%	
6110 Heat and Light	5,017	4,721	7,500	2,779		2,779	63.0%	
6130 Water & Sewerage	272	201	650	449		449	30.9%	
6210 Rates	10,066	10,230	10,000	(230)		(230)	102.3%	
6220 Premises Insurance	6,307	2,777	3,750	973		973	74.0%	
6230 Window Cleaning	420	525	800	275		275	65.6%	
6240 Alarm/Fire Extinguisher Insp	1,520	1,435	1,500	65		65	95.6%	
6310 Cleaning / Sanitary Expenses	887	570	1,000	430		430	57.0%	
6330 Waste Disposal	516	529	650	121		121	81.4%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6400 Repairs	5,771	3,756	7,500	3,744		3,744	50.1%	
6408 New Equipment	512	52	3,500	3,448		3,448	1.5%	
7610 Licences	805	941	755	(186)		(186)	124.7%	
7650 Insurance	(2,777)	0	0	0		0	0.0%	
7720 Other Miscellaneous Expenses	716	652	1,250	598		598	52.1%	
Town Hall :- Indirect Expenditure	47,629	35,822	62,655	26,833	0	26,833	57.2%	0
Net Income over Expenditure	(25,715)	(35,471)	(39,355)	(3,884)				
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
3290 Miscellaneous Income	720	0	0	0			0.0%	
Greystones :- Income	2,935	2,215	2,215	0			100.0%	0
6210 Rates	373	37	350	313		313	10.6%	
6400 Repairs	5,480	1,568	7,500	5,932		5,932	20.9%	
7650 Insurance	300	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	6,153	1,905	8,150	6,245	0	6,245	23.4%	0
Net Income over Expenditure	(3,218)	310	(5,935)	(6,245)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	10,253	10,927	9,000	(1,927)			121.4%	
3191 Grave Purchase	3,267	4,161	2,000	(2,161)			208.1%	
Cemetery :- Income	13,520	15,088	11,000	(4,088)			137.2%	0
3192 Over Norton Contribution	0	(52)	0	52		52	0.0%	
6130 Water & Sewerage	14	27	60	33		33	45.3%	
6210 Rates	937	1,094	800	(294)		(294)	136.8%	
6400 Repairs	2,490	0	1,000	1,000		1,000	0.0%	
6465 Contract	10,930	10,836	12,500	1,664		1,664	86.7%	
6471 Skips for cemetery	510	340	600	260		260	56.7%	
7650 Insurance	550	600	600	0		0	100.0%	
7720 Other Miscellaneous Expenses	141	492	2,500	2,008		2,008	19.7%	
Cemetery :- Indirect Expenditure	15,571	13,337	18,060	4,723	0	4,723	73.9%	0
Net Income over Expenditure	(2,051)	1,751	(7,060)	(8,811)				
<u>140 Closed Churchyard</u>								
6400 Repairs	1,346	1,127	1,000	(127)		(127)	112.7%	
6468 Maintenance incl. drains	612	3,530	1,000	(2,530)		(2,530)	352.9%	
Closed Churchyard :- Indirect Expenditure	1,958	4,657	2,000	(2,657)	0	(2,657)	232.8%	0
Net Expenditure	(1,958)	(4,657)	(2,000)	2,657				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>151 Recreation</b>								
3294 Skate Park Expenditure	0	0	2,365	2,365		2,365	0.0%	
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs	3,363	789	4,000	3,211		3,211	19.7%	
6410 New Equipment	20	24,104	30,000	5,896		5,896	80.3%	
6413 Sports Awards	421	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	2,457	4,319	5,750	1,431		1,431	75.1%	
6465 Contract	4,116	6,529	5,200	(1,329)		(1,329)	125.6%	
7100 Travel & Subsistance	20	0	0	0		0	0.0%	
7650 Insurance	2,477	2,600	2,600	0		0	100.0%	
7720 Other Miscellaneous Expenses	1,337	5,691	1,000	(4,691)		(4,691)	569.1%	
Recreation :- Indirect Expenditure	15,211	45,033	52,415	7,382	0	7,382	85.9%	0
Net Expenditure	(15,211)	(45,033)	(52,415)	(7,382)				
<b>180 Pool Meadow</b>								
6417 Maintenance	0	1,603	2,000	397		397	80.2%	
Pool Meadow :- Indirect Expenditure	0	1,603	2,000	397	0	397	80.2%	0
Net Expenditure	0	(1,603)	(2,000)	(397)				
<b>185 Millenium Garden</b>								
6465 Contract	1,512	1,098	2,200	1,102		1,102	49.9%	
Millenium Garden :- Indirect Expenditure	1,512	1,098	2,200	1,102	0	1,102	49.9%	0
Net Expenditure	(1,512)	(1,098)	(2,200)	(1,102)				
<b>186 War Memorial</b>								
6470 War Memorial	18	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	18	0	500	500	0	500	0.0%	0
Net Expenditure	(18)	0	(500)	(500)				
<b>200 Mayors Allowance</b>								
7200 Hospitality & Entertaining	2,800	0	3,000	3,000		3,000	0.0%	
7690 Mayors Allowance	2,699	125	2,750	2,625		2,625	4.5%	
Mayors Allowance :- Indirect Expenditure	5,499	125	5,750	5,625	0	5,625	2.2%	0
Net Expenditure	(5,499)	(125)	(5,750)	(5,625)				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	370,340	355,027	377,515	22,488			94.0%	
Expenditure	311,948	292,467	382,245	89,778	0	89,778	76.5%	
Net Income over Expenditure	<u>58,393</u>	<u>62,560</u>	<u>(4,730)</u>	<u>(67,290)</u>				
Movement to/(from) Gen Reserve	<u>58,393</u>	<u>62,560</u>						