

CHIPPING NORTON TOWN COUNCIL
The Minutes of the Finance and Resources Committee Meeting
held on 2 December 2020

A meeting of the Finance and Resources Committee meeting was held on 2 December 2020 via Zoom at 7.15pm

The following members were present: -

Cllr N Bradley
Cllr C Butterworth
Cllr S Coleman
Cllr D Heyes
Cllr M Jarratt
Cllr G Mazower
Cllr R Poole
Cllr M Tysoe
Cllr L Tuckwell (from item 6)

Officers: Janet Eustace

Sonia Murgia

2 Members of the Public

1. **Election of Chairman**. Cllr Coleman was elected to Chair the Committee for the rest of the Civic year.
2. **Appointment of Vice Chairman**. Cllr Bradley was appointed as Vice Chairman of the Committee for the rest of the Civic year.
3. **Apologies for absence**. There were none.
4. **Declaration of interests**. There were none.
5. **Public Participation**. There had been no requests for public participation.

Cllr Tuckwell joined the meeting.

6. **Scheme of Delegation and Terms of Reference**: The Committee **agreed** the following:

Delegation Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long

- term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
 - 3) Review the Council's fees and charges annually
 - 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
 - 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
 - 6) Review and recommend amendments to the Council's Financial Regulations annually
 - 7) Ensure that the Council is observing its Financial Regulations
 - 8) Appoint an internal auditor
 - 9) Receive internal and external audit reports
 - 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
 - 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
 - 12) Recommend the annual accounts to the Council for approval
 - 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
 - 14) Develop and keep under review a community engagement strategy
 - 15) Monitor the effectiveness of the Council's communication with residents and visitors
 - 16) Ensure that risk assessments and safety inspections are undertaken regularly for the cemetery and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
 - 17) Authorise items of expenditure which are provided for within the approved budget for the Committee
 - 18) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

Functions which may be delegated to the Health & Safety Sub Committee:

- 29) Ensure the Council's compliance with all applicable health and safety legislation
- 30) Ensure that risk assessments are carried out for all area's of the Council's activity
- 31) Review all risk assessments regularly

The Chairman asked the Clerk to produce a Calendar showing the key dates for various activities.

7. Scheme of Delegation

The Committee considered the draft Scheme of Delegation and **recommended** it to full Council for approval

8. Membership of Sub Committees

Staffing Committee. It was agreed that Cllrs Graves, Coleman, Poole, Mazower and Heyes should serve on the Staffing Committee.

Health and Safety Committee. It was agreed that Cllr Heyes and Tuckwell should serve on the H&S Committee. The Clerk was asked to extend an extension to Mr Davidson to join the Committee as an H&S professional and to extend an invitation to other Councillors to seek expressions of interest.

9. Finance Issues

Expenditure to November 2020. The Committee received a report on expenditure to the end of November and noted the variations.

The Committee Budget 2021/22. The Committee considered a draft budget for 2021/22 and agreed increases in the staffing budget and in the Guildhall budget. It was agreed to reduce the contingency budget.

The Council Budget 2021/22. The Committee received a draft budget for 2021/22. It was noted that this suggested a shortfall of £345,000 which would represent a significant increase in the precept. The Committee carried out a detailed review of the Committee budgets and agreed to make various reductions.

The final version of the budget to be recommended to Council is appended to these Minutes.

As part of the discussions it was agreed to recommend to Council that rather than incurring expenditure on temporary repairs to the roof of the Town Hall, the Council should employ a surveyor to draw up a specification to renewing all of the lead flashing. It was recognised that this would be a substantial item of expenditure which could be funded from the reserve. It was also recognised that the reserve could be used to fund additional professional fees and the possible lease or purchase of the Guildhall.

It was noted that the 2019/20 Accounts show reserves of:

£466,616	General reserves
£2,365	Skate park reserve
£5,974	Cemetery Extension/purchase reserve
<u>£60,392</u>	Capital Receipts reserve
£535,347	Total reserve

It was agreed that these would be reviewed before the end of the financial year to recognise the Council's emerging priorities.

The Precept 2021/22

The budget showed a shortfall of £315,055. The Committee agreed to recommend to Council a precept of £315,055 which represents £115.11 per band D dwelling. This is the same band D dwelling figure as in the current year.

10. Forward Work Programme

The Committee received a report setting out various governance issues that need to be addresses. It was noted that the most urgent of these was a review of Standing Orders, compliance with the Transparency Code and GDPR policies.

The Clerk said she would prepare draft Standing Orders for Cllr Heyes to review.

Cllr Mazower reported that she had met with a possible web site provider and suggested that a groups of Councillors might attend a demonstration. It was agreed that a new web site was need as a matter of urgency to allow for the publication of data as required by various Government Regulations.

Date of next meeting The Locum Clerk would shortly be circulating a schedule of meeting to May 2021.

The meeting ended at 9.15 pm

Annex A

Chipping Norton Town Council

Community Committee Budget						
			2019/2020	2020/2021	2020/21	2021/22
			actual	Budget	To 30/9/20	Budget
101	Grants					
7670	Grants vol organisations		35900	35900		26000
7680	Youth Council		0	0		0
	Expenditure		35900	35900		26000
102	Misc					
4100	salaries and superan		17107	17107		17000
6405	Christmas late night sg		0	0		1000
6407	Xmas tree lights		3251	3251		3200
6418	Equipment		0	0		0
7720	Other misc expenses		1600	1600		1250
	Expenditure		21958	21958		22450
110	Town Hall					
3115	Lettings income		16250	23000		16000
3140	WODC water rates		115	200		200
3290	Misc Income		5550	100		3000
	Income		21915	23300		19200
4100	Salaries		17411	23000		19500
5140	Promotion		0	500		1500
5210	Telephone		186	300		300
6110	Heat and Light		5017	7500		5750
6130	Water and sewage		272	650		670
6210	Rates		10066	10000		10000
6220	Premises insurance		6307	3750		3750
6230	Window cleaning		420	800		800
6240	Alarm fire ext		1520	1500		1500
6310	Cleaning		887	1000		1000
6330	waste disposal		516	650		600
6400	Repairs/survey		5771	7500		10000
6408	New equipment		512	3500		1500

7610	Licences		805	735		735
7850	Insurance		-2777	0		0
7720	Misc expenses		716	1250		750
	Expenditure		47629	62635		58355
120	Greystones					
3110	Rents recievable		2040	2040		2040
3111	Rugby clb access		175	175		175
3290	Misc income		720	0		0
	Income		2935	2215		2215
6210	Rates		373	350		375
6400	Repairs		5480	7500		2500
7650	Insurance		300	300		300
	Expenditure		6153	8150		3175
151	Recreation					
3294	Skate park		0	2365		0
6200	rent		1000	1000		1000
6400	Repairs		3363	4000		4500
6410	New equipment		500	30000		10000
6413	Sports award		421	500		500
6420	litter/dog bin emptying		2457	5750		6500
6465	contract		4116	5200		5200
7100	Travel and subs		20	0		20
7650	Insurance		2477	2600		2700
7720	Other misc expenses		1337	1000		1000
	Expenditure		15691	52415		31420
180	Pool Meadow					
6417	Maintenance/R D		0	2000		3000
185	Millenium Garden					
6465	Contract		1512	2200		2300
186	War Memorial					
6465	Contract		0	0		200
6470	War memorial		18	500		500
	Expenditure		18	500		700
130	Cemtery					
3190	Internments and mem		10253	9000		11000

3191	Grave purchase		3267		2000		3500
	Cemetery income		13520		11000		14500
6130	Water and sewage		14		60		20
6210	Rates		937		800		800
6400	Repairs		2490		1000		1000
6465	Contract		10930		12500		12500
6471	Skips		510		600		600
7650	Insurance		550		600		600
7720	Other misc expense		141		2500		500
	Cemetery expenditure		15572		18060		16020
140	Closed churchyard						
6400	Repairs		1346		1000		1000
6468	Maintenance		612		1000		1000
	Expenditure		1958		2000		2000
	Total Expenditure		146391		203818		162420
	Strategic Planning Committee						
102	Miscellaneous						
	6460	Streetscene (weeds)	711		5000		5000
	6462	grit/snow bins	0		1000		1000
	6490	Trees/flowers middle row	594		2500		2500
	6495	Street furniture	2640		3000		3000
new		ECN Development					35000
		Future of Guildhall					5000
		HGV signs					8000
		One way report					5000
	Total Expenditure		3945		11500		64500
	Finance and resources Committee						

			19/20	20/21	21/22	
			Actual	Budget		Budget
100	Admin					
3210	Admin charges		7457	6000		6000
3211	CN History Trail		110	0		0
3290	Misc income		1890	0		0
3291	Tourist income		80	50		50
	Admin income		9537	6050		6050
4100	Salaries etc		81341	83000		100000
5110	Stationery		890	1000		1000
5120	Photocopying		2276	2600		2600
5125	Tourist info		292	500		500
5200	Postage		431	750		700
5210	telephone		2000	1200		1200
5340	Website		0	2500		2500
5360	Computer hardware		3411	2000		2000
6200	Rent/rates		2572	4000		6000
7100	Travel and subsistence		495	200		200
7200	Hospitality		0	100		200
7300	Staff training		1381	2500		2100
7500	Legal and Pofess		1540	1500		1500
7510	Audit fees		2691	2500		2500
7600	Subs		599	1000		1000
7650	Insurance		1650	1750		1800
7710	Election expenses		0	3945		0
7720	Other misc expenses		1594	2000		1500
	Admin indirect Expenditure		103163	113045		127300
200	Mayors Allowance					
7200	Hospitality		2800	3000		3000
7690	Mayor Allowance		2699	2750		2800
			5499	5750		5800
6498	contingency		49709	46055		10000
	Total expenditure		308707	382168		373020
102	Misc					

3100	Precept income		297491		312188		315055
3101	Precept support grant		6211		6762		0
3180	Interest		1773		1000		1000
3230	Manorial land		15000		15000		15000
	Total Income		368382		377515		373020
	Income over expenditure		59675		-4653		0
	Precept	Properties	Band D				
2018/19	£ 280,541.00	2609	£ 107.50				
2019/20	£ 279,491.00	2665	£ 111.62				
2020/21	£ 312,188.00	2712	£ 115.11				
2021/22	£ 315,055.00	2737	£ 115.11				