#

 **CHIPPING NORTON TOWN COUNCIL**

**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

TEL: 01608 642341

 Email: cntc@btconnect.com

 Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Mrs J Sparrowhawk

10th June 2020

**SUMMONS TO ATTEND A**

**MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: To be held by Video Conference due to Government Restrictions in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

 This meeting will be held remotely, on line. If any resident wishes to attend the meeting virtually please join the Zoom Meeting https://us02web.zoom.us/join the meeting ID: 854 4273 6737 please contact the Town Clerk by 12.00 noon of the meeting date on cntownclerk@btconnect.com for the password.

DATE: Monday 15th June 2020

TIME: 7.15pm

Cllrs. D. Davidson (Town Mayor), R. Benfield, N. Bradley, C. Butterworth, L. Carter, S. Coleman, E. Coles, J. Graves, D. Heyes, M. Jarratt, G. Mazower, R. Poole, L. Tuckwell, M. Tysoe and M. Walker (Deputy Town Mayor).

Mrs. J Sparrowhawk

Town Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council’s public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Mayors Welcome
2. Minutes of the Council Meeting held on 18th May 2020.
3. Public Participation.
4. Apologies for absence.
5. Declaration of interests.
6. Oxfordshire County Council

To receive written report from County Councillor.

1. West Oxfordshire District Council

To receive written report from the District Councillors.

1. Planning
2. To receive the list of applications and comments discussed by email due to the Coronavirus situation during May/June 2020.
3. Appeal Decisions: None Notified.
4. The Town Clerk’s Report

Correspondence received.

1. Town Council Vacancy

To note that following the resignation of Cllr. G. Brown a vacancy has arisen on the Town Council. The vacancy will be filled by election currently scheduled for 6th May 2021.

1. Internal Audit Report: Final 2019/20

To note the Internal Audit Report dated 18 May 2020 and the recommendations contained within.

1. The Annual Governance and Accountability Return (AGAR) 2019/20
	* + 1. To receive and authorise the Annual Return for 2019/20

Annual Internal Audit Report 2019/20 – to note.

Section 1 – Annual Governance Statement 2019/20.

Section 2 – Accounting Statements 2019/20.

* + - 1. To receive the Bank Reconciliations as at 31.03.20.
			2. To receive and approve the Income and Expenditure Account, Balance Sheet and Supporting Notes for year ended 31.03.20.
* Documents approved for signing at the meeting by the Chairman and Town Clerk will be signed following the meeting in accordance with social distancing regulations.
1. Finance and General Purposes Committee

To receive the minutes of the Finance and General Purposes Committee meeting held on 28th May 2020.

1. Cotswold Crescent Play Area – Potential New Licence Agreement

To note that Cllr. R. Poole, Chair of the Recreation and Sports Committee and the Town Clerk are in communication with Cottsway Housing Association regarding a potential new Licence Agreement for the play area.

1. Queens Award for Voluntary Service

Correspondence attached for information.

1. BT Phone Box, Market Place

To consider adopting the BT phone box for community use. https://business.bt.com/campaigns/communities/adopt-a-kiosk/

1. Covid-19 Support

To receive any updates on Covid-19 support.

1. A call for nominations for the position of Mayor and Deputy Mayor

To be noted at this meeting. If there is more than one candidate for either Mayor or Deputy Mayor then a meeting to have a secret ballot will be called prior to the July Council meeting, the result of which will be ratified at the July Council meeting. If there is only one candidate then no election will be necessary.