



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

27th January 2022

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 2nd February 2022

TIME: 7:15pm

Luci Ashbourne

Town Clerk

Cllr S Coleman (Chair), Cllr N Bradley, Cllr R Fisher, Cllr E Holmes (Vice-Chair) Cllr G Mazower and Cllr R Poole.

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. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence

2. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes

- a. To approve the minutes of the last meeting on 1st December 2021.
- b. To note the minutes of the Staffing Sub-Committee held on 26th January 2022.

4. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation

5. Clerk's Report

To receive the Town Clerk's report and related recommendations

6. Income and Expenditure

To receive detailed income and expenditure reports by budget heading up to 25th January 2022.

7. Schedule of Payments for approval

To receive and approve the schedule of payments up to the 25th January 2022.

8. Forward Work Programme

- a. To receive an update of the Committee's forward work programme
- b. To consider adoption of the following draft policies:
 - 1. Dignity in the workplace policy
 - 2. Complaints procedure

9. Date of next meeting

Wednesday 6th April 2022.



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Minutes of a meeting of the Finance and Resources Committee held in Chipping Norton Town Hall on Wednesday 1st December 2021 at 7.15pm

The following members were present:

Cllr S Coleman (Chair),
Cllr E Holmes (Vice-Chair)
Cllr G Mazower

Also in attendance:

Elizabeth Gilkes – Locum Clerk
Sonia Murgia – Finance Officer

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| FR39 | Apologies for absence Apologies were received from Cllr Fisher – Health, Cllr Poole - family |
| FR40 | Declarations of Interests –None |
| FR41 | Minutes of Meeting held on 6th October 2021. Adoption proposed by Cllr Coleman, seconded by Cllr Holmes. Minutes adopted |
| FR42 | Public Participation - None |
| FR43 | Income and Expenditure Reports To receive a report on income and expenditure date up to 31st October 2021 The increase in bookings for the Town Hall was noted and thanks to staff for achieving. A future analysis of income and costs to be factored into forward plan. Pool Meadow Maintenance of paths highlighted as in need of attention in near future and as a shortterm measure use of woodchip from work at Cemetery to be investigated. Cemetery Trees – Quotes are anticipated from Canopy Tree Surgeons for work to assess trees with view to possible risk factors and to identify work required. As over budget funding from contingency. Adoption of Report noting accompanying observations and actions was proposed by Cllr Coleman and seconded by Cllr Holmes. |

FR44

Budget To set the precept 2022/23

Budget had been circulated and it was proposed that amendments be made as follows:

Salaries – Increase of £30,000 to cover possible additional costs based on final staffing review decisions

Office Equipment – Increase of £2,000 to cover possible additional costs anticipated if additional staff

Computer Hardware – Increase of £1,000 to cover possible additional costs re staffing

Staff Training Budget – Increase of £3,000 to cover identified and possible needs inc for Cllrs

Subscriptions to be reduced to £2,000.00

Prediction on anticipated Interest from new CCLA investments to be requested

Manorial Land – enquiry to be made re rent review situation re Manorial Land (Pace Petroleum)

Christmas Lights and Trees – budget of £16,500.00

Streetscene – has earmarked reserve and £10,000 should be allocated for next financial year

HGV Signs – has been duplicated in accounts and budget to be adjusted if appropriate

Legal and Professional Fees to be reduced to £29,000

Town Hall Lettings to be increased to £26,000.00 based on current income levels

Town Hall Repairs – Reduced to £10,000 to cover incidental repairs and major work covered by earmarked reserve

Town Hall – New Equipment increase to £2,500

Closed Churchyard Repairs increase by £500 to repairs

Recreation – New Equipment £25,000 to be covered by Earmarked Reserves and £5,000 to remain in budget

Suggestion made that Christmas Late Night Shopping, Town Festival, Sports Awards, etc. be incorporated under an Events Heading and included under Community Committee Heading and that a budget allocated of £9,500 for Annual Events and £2,500 for Occasional Events

Request made that all LGRC fees be allocated separately in accounts

Based on the above the Finance Officer was requested to prepare adjusted accounts and identify further cost savings and projected year end. The Internal Auditor should also be consulted re proposed actions.

Following discussion Councillor Coleman proposed that a Precept increase should not exceed 10% Seconded by Cllr Mazower. Motion carried.

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| FR45 | <p>Schedule of Payments for approval</p> <p>To receive and approve the schedule of payments</p> <p>Proposed by Cllr Coleman and seconded by Cllr Holmes. Motion carried.</p> |
| FR46 | <p>Earmarked reserves To discuss earmarked reserves taking into account the quinquennial review.</p> <p>With Councillors consent this was discussed after FR43</p> <p>On basis of advice received re acceptable levels of Reserves for Audit purposes Cllr Coleman proposed and Cllr Mazower that following adjustments be made. Motion carried</p> <p>That Capital Reserve fund of £60,392.00 be transferred to Town Hall Restoration Fund</p> <p>That £210,000 should be transferred from General to Earmarked Reserves and that this should be allocated to the Town Hall Quinquennial Review, budgeted to cover the 10 year programme proposed.</p> <p>That £20,000 be transferred from General Reserve to Earmarked Recreation Fund</p> <p>It was also noted that:</p> <p>That Purpose of Cemetery/Extension Reserve to be investigated and reported on to future meeting.</p> <p>Locum Clerk suggested that the Internal Auditor be consulted regarding proposals</p> |
| FR47 | <p>Investment Strategy To receive a progress report. Deferred</p> |
| FR48 | <p>Date of next meeting: 2nd February 2022</p> |

Meeting closed at 9.20pm

Signed as an accurate record

Chair..... Date.....