



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the Finance and Resources Committee held in Chipping Norton Town Hall on Wednesday 2nd February at 7.15pm

The following members were present:

Cllr S Coleman (Chair)
Cllr Poole
Cllr Fisher

Also in attendance:

Elizabeth Gilkes – Locum Clerk
Sonia Murgia – Finance Officer

Public: One

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| FR49 | Apologies for absence Apologies were received from Cllr Holmes – health, Cllr Mazower - work |
| FR50 | Declarations of Interests –None |
| FR51 | To approve Minutes of Meeting held on 1st December 2021. Adoption proposed by Cllr Coleman (only Cllr present at both meetings) Minutes adopted To note Minutes of Staffing Sub Committee held on 26th January 2022 Members noted minute which will be adopted at next Staffing Committee meeting. There was one correction to requested: change of date on Item 28. From 11 th January to 11 th February |
| FR52 | Public Participation - None |
| FR53 | Clerk's Report Works to the Cemetery. It was noted that further quotes required as one received is above £5000.00 limit. Clerk would obtain more for consideration at Community Committee meeting. Flagpole |

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| | <p>Clerk advised that urgent repair works required and that has been investigating all options and in view of urgent nature advised prudent for powers to be approved.</p> <p>Recommendation:</p> <p>That a budget of up to £2,000.00 can be used from the contingency budget to repair or replace the flagpole</p> <p>That decisions on the detail of this are delegated to The Clerk in consultation with the Chair to move forward with and report back.</p> <p>Proposed by Cllr Coleman, seconded by Cllr Fisher. Motion approved.</p> |
| FR54 | <p>Income and Expenditure Reports</p> <p>To receive a report on income and expenditure date up to 25th January 2022</p> <p>It was noted that:</p> <p>Website payments now complete and covered by reserves</p> <p>Middle Row Flowerbed expenditure – Clerk asked to confirm ownership as believed may be responsibility of OCC or other authority. Councillors would like to improve planting in this prominent bed, as indicated by budget allocation, but need to confirm ownership and condition of retaining wall before proceeding.</p> <p>Dog Bin Expenditure – query why expenditure less than budgeted yet complaints being received re overflowing dog bins. Clerk and RFO to check details of contract and situation re new bins.</p> |
| FR55 | <p>Schedule of Payments for approval</p> <p>To receive and approve the schedule of payments</p> <p>Proposed by Cllr Poole and seconded by Cllr Fisher Motion carried.</p> |
| FR56 | <p>Forward Work Programme</p> |
| a. | <p>To receive an update of the Committee’s forward work programme</p> <p>Clerk had highlighted Governance issues including Health and Safety and updating of Policies as priorities and is allocating time to these tasks.</p> |
| b. | <p>To consider adoption of the following draft policies</p> <p>1. Dignity at Work/Bullying and Harassment Policy</p> <p>Adoption proposed by Cllr Fisher, seconded by Cllr Poole Motion carried</p> <p>2. Complaints Policy</p> |

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| | <p>Adoption proposed by Cllr Coleman, seconded by Cllr Poole. Motion carried subject to noted revisions</p> <p>Observations made that policy be checked for inclusive language and change wording from Chairman to Chair</p> <p>Vexatious Policy – request made that Clerk takes advice on incorporation of more extensive clauses to obviate need for a separate document.</p> |
| FR57 | Date of next meeting: 6 th April 2022 |

Meeting closed at 7.56

Signed as an accurate record

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

