



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

26th August 2021

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Wednesday 1st September 2021

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 26th May 2021.
- b. To note the minutes of the Staffing Sub-Committee held on 14th July 2021

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 24th August 2021

7. Schedule of Payments for approval

To receive and approve the schedule of payments

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:
 - a. Document Retention Policy
 - b. FOI Publication Scheme
 - c. Press and Media Policy
 - d. Recording of Meetings Policy
 - e. Whistleblowing Policy

9. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 10 and 11.

10. Broadband in The Town Hall

To consider whether to renew the current contract or move to a new provider for Wi-Fi Broadband in the Town Hall.

11. Staffing Matters

To receive a confidential report from the Town Clerk on staffing related matters and consider any related recommendations.

12. Date of next meeting

Wednesday 6th October 2021