



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

23<sup>rd</sup> November 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 1<sup>st</sup> December 2021

TIME: 7:15pm

Kay Linnington

Deputy 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 Deputy Town Clerk ([deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@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 6<sup>th</sup> October 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. Income and Expenditure Reports**

To receive a report on income and expenditure date up to 31<sup>st</sup> October 2021

### **6. Budget**

To set the precept 2022/23

**7. Schedule of Payments for approval**

To receive and approve the schedule of payments

**8. Earmarked reserves**

To discuss earmarked reserves taking into account the quinquennial review.

**9. Investment Strategy**

To receive a progress report

**10. Date of next meeting**



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Minutes of the **Finance and Resources** Committee held in Chipping Norton Town Hall on  
**Wednesday 6<sup>th</sup> October 2021 at 7:15pm**

The following members were present:

Cllr S Coleman (Chair)

Cllr R Fisher

Cllr N Bradley

Cllr G Mazower

Cllr R Poole

Also in attendance:

Sonia Murgia, Finance Officer

## **FR28. Apologies for absence.**

Apologies for absence were received from Cllr Holmes.

## **FR29. Declaration of interests.**

There were no declarations.

## **FR30. Minutes**

**RESOLVED:** That the minutes of the meeting held on the 1<sup>st</sup> September are approved and signed as a correct record by The Chair.

## **FR31. Public Participation**

No members of the public asked to participate.

## **FR32. Income and Expenditure**

- a. Members received detailed income and expenditure reports by budget heading up to 30<sup>th</sup> September 2021. Members asked questions on variances on the budget. Telephone, Subscriptions, Staff Training were noted as an overspend so far. Councillors understand reasons for these overspends. It was also noted that:
  - Salaries could be an overspend because of extra hours worked by the Deputy Town Clerk and Finance Officer until the Town Clerk returns and
  - The amount in Miscellaneous Income (3290/102) consisted of £4,000 parking contribution received from WODC and £2,000 received by the Lions for the maintenance of the defibrillators.

**RESOLVED:** Finance officer to check with the Maintenance Operative that the checks on the defibrillators are up to date and if necessary to earmark the available budget for next year.

- b. Members received the list of the ear marked reserves and general reserve.

**RESOLVED:** That advice is sought on how to use the Capital Receipts Reserve, to keep the other reserves as they are and to add an earmarked reserve for the Town Hall Restoration when quotes from the quinquennial report are received.

**FR33. Budget**

The members discussed the budget setting process and precept. It was noted that extra resources will be needed for locum work and Christmas lights.

**RESOLVED:** That a decision on whether to increase the precept will be made after the budgets from the other Committees are received (quinquennial review for the Town Hall).

**FR34. Schedule of Payments for approval**

**RESOLVED:** Members received and approved the schedule of payments.

**FR35. Training**

**RESOLVED:** Staffing sub-committee to review staff training (to set a budget for next year).

**FR36. Forward Work Programme**

Cllr Coleman advised that because of the current staffing situation, no tasks have been completed for this meeting to review.

Cllr Mazower noted that there was an urgency for a lone working policy to be adopted.

**RESOLVED:** That advice on a lone working policy draft is sought from Janet.

**FR37. Investment Strategy**

**RESOLVED:**

a. To follow the investment strategy set for 2020-21

b. To open an investment account with CLLA for either £400k or £500k (Janet to advise if full council need to decide on this).

**FR38. Date of next meeting**

Wednesday 1<sup>st</sup> December 2021

The Chair closed the meeting at 9:11pm

Signed.....

Dated.....