



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## Minutes of the Finance and Resources Committee held on Wednesday, the 6<sup>th</sup> April 2022, in The Council Chamber of Chipping Norton Town Hall, at 7:15pm

Present:

Cllr R Poole

Cllr S Coleman (Chair)

Cllr E Holmes

Cllr G Mazower

Cllr N Bradley – entered at 9.22pm

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

Sonia Murgia (Finance Officer)

<b>FR58</b>	<b>Apologies for Absence</b> Apologies received from Cllr R Fisher
<b>FR59</b>	<b>Declaration of Interests</b> No declarations of interest were received
<b>FR60</b>	<b>Minutes</b> The Minutes of the Finance and Resources Committee meeting held on the 2 <sup>nd</sup> February 2022 were approved and signed by the Chair. Proposed by Cllr E Holmes and seconded by Cllr S Coleman. <b>Motion carried.</b>
<b>FR61</b>	<b>Public Participation</b> None received
<b>FR62</b>	<b>Clerk's Report</b> Cllrs received a report from the Clerk who informed them that the Town Council has signed up for Canva Pro at a cost of £10.00/month for the purposes of creating posters and notices for the Town Council. The Clerk also noted that the Defibrillator funding has been earmarked for Reserves.
<b>FR63</b>	<b>Income and Expenditure</b> a. The Finance Officer gave a report of the income and expenditure reports by budget heading.  The Chair queried the funds left for Tourist Information (3291), which was previously used for printing the tourist pamphlets. Cllr Mazower to investigate further.  Cllrs also remembered that the funds for the trees and flower beds in Middle Row (6490) has not yet been spent.  3191 Grave purchasing – The Finance Officer noted that we may need to start the new section of land soon but land the has already been marked.  Sports Awards (2150) - Cllrs queried if we had reimbursed G Beacham for the awards. The Finance Officer reported that this has been arranged but not gone through.

	<p>b. Cllrs noted the Council's earmarked reserves dated the 29<sup>th</sup> March 2022. Cllrs suggested to add funds to the earmarked reserves:</p> <ul style="list-style-type: none"> <li>a. 6400 Town Hall repairs - £7420</li> <li>b. 6400 Cemetery repairs - £981</li> <li>c. 6400 Recreation repairs – £2500</li> <li>d. 6417 Pool Meadow maintenance Cllr S Coleman proposed that the remaining repairs and maintenance funds are earmarked above, seconded by Cllr R Poole. <b>Motion carried.</b></li> <li>e. 6461 HGV Signs - £8000</li> <li>f. Defibrillators - £1585</li> <li>g. Earmark the remaining Sports Awards funds for Recreation rather than the Sports awards Cllr S Coleman proposed that the remaining HGV Signs and Defibrillator funds are earmarked, and that the remaining Sports Awards funds are earmarked for Recreation, seconded by Cllr E Holmes. <b>Motion carried.</b></li> </ul> <p>The Finance Officer to bring a report to the next Finance and Resources Committee about Defibrillator upkeep and maintenance costs.</p>
<p><b>FR64</b></p>	<p><b>Schedule of Payments for Approval</b></p> <p>Cllrs received the schedule of payments from the 25<sup>th</sup> January 2022 to the 29<sup>th</sup> March 2022.</p> <p>Some discussion arose regarding the Town Hall's gas bill and current events. Cllrs were advised that the Town Hall has been in use much more frequently recently so the heating had been required more often. Fuel prices are anticipated to rise and Cllrs will monitor this going forward.</p> <p>Cllrs discussed the ongoing issue of drainage and flooding at Greystones and possible solutions.</p> <p>Clerk to liaise with current drains contractor at Greystones to determine if there is anything we can do reduce the maintenance issue, and if not, to consider increasing the frequency of their cleaning schedule to every 2 months.</p> <p><b>RESOLVED:</b> That the schedule of payments from the 25<sup>th</sup> January 2022 to the 29<sup>th</sup> March 2022 are approved.</p> <p><b>RESOLVED:</b> Council to continue ongoing investigations at Greystones.</p>
<p><b>FR65</b></p>	<p><b>Forward Works Programme</b></p> <ul style="list-style-type: none"> <li>a. Cllrs noted the recommendations from the Clerk on the Forward Works Programme.</li> <li>b. Cllrs Reviewed the Lone Working Policy.</li> </ul> <p>Cllrs would like to revise the section on "underlying health conditions" to be rephrased to say, "Ensure that the worker is competent to work alone and is capable with no underlying health conditions that put them at risk due to being alone." Subject to the above amendment, Cllr E Holmes proposed to adopt the Lone Working Policy. Seconded by Cllr S Coleman. <b>Motion carried.</b></p>
<p><b>FR66</b></p>	<p><b>Financial Regulations</b></p> <p>Cllrs reviewed the Council's Financial Regulations, which included a minor amendment to the petty cash section as recommended by the Responsible Financial Officer. The amendment</p>

	<p>states that the petty cash float will be no more than £50.  <b>RESOLVED:</b> That the financial regulations, with the proposed amendment, are agreed and sent to Full Council in May for approval.</p>
<b>FR67</b>	<p><b>Risk Register</b>  Cllrs reviewed the Council’s Risk Management Register.</p> <p>Cllrs noticed an error under the Liability section on Page 2, which stated that the “inspections of the Cemetery, Church Yard and Pool Meadow are carried out by the Cemetery committee”. The Cemetery committee no longer exists and this work is currently carried out by the Council’s Grounds Maintenance Operative.</p> <p>Cllrs considered whether we should have an intruder alarm installed in the Town Hall. This will be reviewed as a part of the larger Town Hall restoration project that is currently being undertaken.</p> <p>Cllrs also make note of the fact that Council meetings are no longer permitted to take place online. Cllrs should keep this under review in the light of the current Government guidance.</p> <p>Cllr S Coleman proposed the above amendments to the Council’s Risk Management Register. Seconded by Cllr G Mazower. <b>Motion carried.</b></p> <p>Cllr S Coleman proposed that the Council adopt the above amendments to the Council’s Risk Management Register. Seconded by Cllr E Holmes. <b>Motion carried.</b></p>
<b>FR68</b>	<p><b>Date of Next Meeting</b>  Wednesday, 15<sup>th</sup> June at 6:30pm</p>

Meeting closed at 8:22pm