



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee Meeting held on the 15th June 2022, at 6:30pm in the Council Chamber of the Town Hall

Present: Cllrs D. Heyes, R. Fisher, S. Wheaton, S. Coleman.

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Clerk

Sonia Murgia, Responsible Finance Officer

FR1	Election of Chair Cllrs received nominations to elect the Committee Chair for the municipal year 2022-2023. Cllr Coleman nominated Fisher, Seconded Heyes. All in favour, motion carried. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Fisher is elected Chair of the Finance and Resources Committee for the municipal year 2022-2023.
FR2	Election of Vice-Chair Cllrs received nominations to elect the Committee Vice-Chair for the municipal year 2022-2023. Cllr Coleman nominated Cllr Heyes, seconded by Cllr Fisher. All in favour. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Heyes is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2022-2023.
FR3	Apologies for Absence Apologies were received from Cllrs Holmes and Whitmill
FR4	Declaration of Interests None received
FR5	Minutes <ol style="list-style-type: none">Subject to amendment on P1 – 19:22 time correction Cllrs approved the Minutes of the Finance and Resources Committee meeting held on the 6th April 2022. RESOLVED: That the Chair approves and signs the Minutes of the Finance and Resources Committee held on the 6th April 2022 as a correct record of the meeting.Cllrs noted the Minutes of the Staffing Sub-Committee meeting held on the 22nd April 2022Cllrs noted the Minutes of the Staffing Sub-Committee meeting held on the 4th May 2022
FR6	Public Participation None received
FR7	Forward Work Programme Cllrs received the Forward Work Programme. The Clerk noted that the website is now live. Cllrs received the following draft policies: <ol style="list-style-type: none">Mayor's Allowance Policy Cllrs received the Mayor's Allowance Policy. Cllr Heyes proposed to accept the Mayor's

	<p>Allowance Policy without amendments, and Cllr Fisher seconded. All in favour, motion carried.</p> <p>RESOLVED: That Cllrs adopt the Mayor's Allowance Policy with no further amendments.</p> <p>b. Health and Safety Policy</p> <p>Cllrs received the amended Health and Safety Policy, Cllr Coleman proposed to adopt the policy, and Cllr Wheaton seconded. Motion carried.</p> <p>RESOLVED: That the Council adopts the amended Health and Safety Policy.</p>
FR8	<p>Income and Expenditure and balance sheets for year ending 31st March 2022.</p> <p>a. Cllrs received detailed income and expenditure reports by budget heading</p> <p>The Finance Officer noted that the phone costs have been higher this year due to getting a new phone system, and mobile work phones for staff.</p> <p>Cllrs noted that money not spent that was budgeted for Town Hall promotion.</p> <p>Cllrs queried why the alarm and fire extinguisher inspection was more than expected. The Finance Officer explained that the Town Hall Keeper has had fire warden training.</p> <p>Cllrs noted that the Town Hall water charge seems high as the monthly Legionella testing now comes under that item.</p> <p>Cllrs queried the cost for Cemetery repairs. The Clerk explained that it was high as many tree works needed to be done.</p> <p>RESOLVED: That Cllrs approved the income and expenditure report for the year ending 31st March 2022.</p> <p>b. Cllrs received the balance sheet.</p> <p>RESOLVED: That Cllrs approved the balance sheet for the year ending 31st March 2022.</p>
FR9	<p>Schedule of Payments for Approval</p> <p>Cllrs received the schedule of payments from the 25th March 2022 – 5th June 2022.</p> <p>RESOLVED: That Cllrs approve the schedule of payments from the 25th March 2022-5th June 2022.</p>
FR10	<p>Event Booking Management Software</p> <p>Cllrs received and considered a quotation for Facilities Management Booking Software. Cllr Coleman proposed to accept the quote, Cllr Wheaton seconded. All in favour.</p> <p>RESOLVED: That the Council accepts the quotation of £881 for the initial purchase, £399 for training plus £377 annual fee for professional Facilities Management Booking Software.</p>
FR11	<p>Pest Control</p> <p>Cllrs received a verbal report and quote from the Clerk about pest control measures at Worcester Road Cemetery.</p> <p>Cllrs discussed if there might be alternatives, for instance deterrents, and long-term solutions to the problem. The Clerk queried if any treatment had ever been done before and to the Cllrs knowledge there hadn't.</p> <p>RESOLVED: That Cllrs agree to go ahead with the proposed quote of £1260.00 for pest control at Worcester Road Cemetery and to review if further treatment is required at a later date.</p>
FR12	<p>Date of next meeting</p> <p>Wednesday 13th July 2022, at 6:30pm</p>

The Chair closed the meeting at 7:29pm