



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance & Resources Committee meeting held on Wednesday 13<sup>th</sup> July at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

Present:

Cllrs Sandra Coleman, David Heyes, Sharon Wheaton, Ruth Fisher (Chair)

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

FR13	<p><b>Apologies for Absence</b> Apologies were received from Cllrs Natasha Whitmill and Georgia Mazower</p>
FR14	<p><b>Declaration of Interests</b> None received</p>
FR15	<p><b>Minutes</b> Cllrs approved the Minutes of the committee meeting held on the 15<sup>th</sup> June 2022. <b>RESOLVED:</b> That the Chair signs and approves the Minutes of the meeting held on the 15<sup>th</sup> June 2022 as an accurate record.</p>
FR16	<p><b>Public Participation</b> None received</p>
FR17	<p><b>Committee Strategic Plan</b> Cllrs received the Committee Strategic Plan defining the priorities for the ensuing municipal year and beyond. The Clerk reported that this a fluid document which will be a standing item on this committee's agenda going forward.</p>
	<p><b>Income and Expenditure dated 30<sup>th</sup> June 2022</b> Cllrs received detailed income and expenditure reports by budget heading. Cllrs queried: P3 - 6130 – Watering and sewerage for Town Hall at 84.4%. The RFO noted that this now includes Legionella testing and needs to inform next years' budget. The Clerk noted that utility prices are increasing as well. P3 – Overspend on cemetery repairs but that is difficult to predict in advance. P5 – The definition of "occasional events". The Clerk clarified it was one-off events like the Jubilee. Cllrs queried if the Honorary Citizen event comes from this. Some discussion arising about the Honorary Citizen ceremony and policy.</p>
	<p><b>Schedule of Payments for Approval</b> Cllrs received and approved the schedule of payments from the 31<sup>st</sup> May 2022 – 30<sup>th</sup> June 2022.</p>
	<p><b>Forward Work Programme</b> Cllrs received the following draft policies: a. Absence Policy Cllrs queried the sick pay wording as it referred to Statutory Sick Pay and a four day qualifying period. The Clerk noted that SSP only becomes relevant once the standard Town Council sick pay ceases (which depends on length of service) and means that the qualifying period is covered by the Council's own pay scheme. Cllr Coleman proposed to adopt this policy with no amendments. Seconded by Cllr Wheaton. All in favour, motion carried.</p>

	<p><b>RESOLVED:</b> That the Council adopts the Absence Policy with no amendments.</p> <p>b. Expenses Policy Cllrs noted that every other level of government allows claiming for care costs. The Clerk reported that she had investigated this and that sadly it is still not lawful for Councillors at the Town and Parish Council level to claim back care expenses. Cllr Coleman proposed to adopt the Expenses Policy with no amendments, seconded by Cllr Fisher. All in favour, motion carried. <b>RESOLVED:</b> That the Council adopts the Expenses Policy with no amendments.</p> <p>c. Vexatious Complaints Policy Cllrs have no concerns or queries about this policy. Cllr Wheaton proposed to adopt the Vexatious Complaints Policy with no amendments and Cllr Coleman seconded. Motion carried. <b>RESOLVED:</b> That the Council adopts the Vexatious Complaints Policy with no amendments.</p> <p>d. Member Training Needs Assessment The Clerk noted that this is a self-selecting assessment and not mandatory. Cllr Heyes proposed to adopt Member Training Needs Assessment with no amendments and Cllr Coleman seconded. All in favour, motion carried. <b>RESOLVED:</b> That the committee approves and adopt the Member Training Needs Assessment with no amendments.</p>
	<p><b>To review the following policies:</b></p> <p>a. Investment Strategy Cllr Fisher said that the objectives of the Investment Strategy should be amended to include that they will be 'ethical investments.' Investments will consider lower carbon emissions, ethical labour management, and greater board diversity". Cllr Coleman proposed the investment strategy with the above amendments. Seconded by Cllr Fisher. Motion carried. <b>RESOLVED:</b> That the committee adopts the Investment Strategy with the above amendments.</p> <p>b. FOI Publication Policy, Scheme and Procedures The Clerk reported that she had updated the scheme and policy to reflect the new changes, including that the information storage procedures reflect the new website. Some discussion surrounding publishing the allotments information as the management is the responsibility of the William Fowler Allotment Trust and not the Town Council. The Clerk noted that this is because the Town Council publishes allotment information on the website and the Council office is the point-of-contact for residents. Proposed by Cllr Coleman and seconded by Cllr Fisher. Motion carried. <b>RESOLVED:</b> That the committee approve and adopt the above policies with no amendments.</p>
	<p><b>Communication Strategy</b> Cllrs received a draft Communication and Engagement Strategy. Cllrs approve of this document recommend that it be considered at the next Full Council meeting.</p>
	<p><b>Date of next meeting</b> Wednesday, 21<sup>st</sup> September 2022 at 6:30pm</p>

The Chair closed the meeting at 7:34 pm