



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

TOWN CLERK: Luci Ashbourne

10th May 2022

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 16th May 2022

TIME: 7.15pm

Cllrs. G. Mazower (Town Mayor), S. Akers, N. Bradley, C. Butterworth, S. Coleman (Deputy Town Mayor), R Fisher, R Foakes, J. Graves, D. Heyes, E Holmes, A Miles, R. Poole, L. Tuckwell, M. Walker, S. Wheaton and N. Whitmill.

Luci Ashbourne
Town Clerk

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. Election of Town Mayor 2022/23

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

2. Election of Deputy Mayor 2022/23

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

3. Apologies for absence.

To consider 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.

4. 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.

5. Minutes

To approve the Minutes of the Full Council meeting held on 21st May 2022.

6. 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.

7. Minutes and reports from Committees

To note the draft minutes of the following committee and sub-committee meetings:

- a. Finance and Resources Committee held on 6th April 2022.
- b. Strategic Planning Committee held on 13th April 2022.
- c. Staffing Sub-Committee held on 22nd April 2022.
- d. Staffing Sub-Committee held on 4th May 2022.

8. Welcome to new Councillors

The Mayor to welcome the Council's newly elected Town Councillors as voting members of the council

9. Welcome to the new District Councillor

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

10. Standing Orders and Scheme of Delegation.

To review and approve the Scheme of Delegation (including terms of reference for Committees).

11. Appointment of Members to Standing Committees and Sub-Committees

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2022/23.

12. Representatives to Outside Bodies

To appoint a Council representative to The Chipping Norton Welfare Charities.

13. Calendar of meetings

To adopt the previously agreed calendar of meetings for the municipal year 2022/23.

14. Financial Regulations

To receive and approve the Council's Financial Regulations as reviewed by Finance Committee on 6th April 2022.

15. Risk Register

To receive and approve the Council's risk register as reviewed by the Finance Committee on the 6th April.

16. Correspondence

To receive and consider a request from the Bowls Club regarding obtaining permission to install an air heat pump. Permission is required as part of the planning process.

17. Cemetery Memorial Policy

To receive and adopt the Cemetery Memorial Policy.

18. Newsletter

To receive a template newsletter and related report from Cllr Foakes regarding the Town Council publishing regular digital newsletters.

19. Councillor Surgeries

To receive a proposal Cllr Foakes regarding holding regular resident surgeries in the Town Hall.

20. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

21. Date of the next meeting of Full Council – Wednesday 22nd June at 6:30pm.