



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

23rd March 2023

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 29th March 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

Cllrs Ruth Fisher (Chair), Nova Bradley, Sandra Coleman, David Heyes (Vice-Chair), Emily Holmes, Georgia Mazower, Sharon Wheaton and Natasha Whitmill.

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 Town Clerk (townclerk@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

To approve the minutes of the Finance and Resources Committee meeting held on 1st February 2023.

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. Committee Action Plan

To receive an update and consider any related recommendations.

6. Income and Expenditure

To receive detailed income and expenditure reports by budget heading

7. Schedule of Payments for approval

To receive and approve the schedule of payments.

8. Forward Work Programme

- a. To review the Council's risk register and send any recommendations for Full Council
- b. To review the Council's Financial Regulations and send any recommendation to Full Council
- c. To review the Council's Standing Orders and send any recommendation to Full Council

9. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 10 and 11 .

10. Staffing Matters

- a. To receive and approve the annual leave policy.
- b. To receive a report from the Town Clerk following the recruitment of the Responsible Finance Officer.

11. Christmas light's infrastructure

To receive a report from The Town Clerk

12. Date of next meeting - Monday 12th June 2023