



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

16<sup>th</sup> June 2022

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 22<sup>nd</sup> June 2022

TIME: 6:30pm

Cllrs. S. Coleman (Town Mayor), S. Akers, N. Bradley, C. Butterworth, R Fisher, R Foakes (Deputy Mayor), J. Graves, D. Heyes, E Holmes, G. Mazower, 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. 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](mailto: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 Full Council meeting held on 16<sup>th</sup> May 2022.

### **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. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

**7. Committee Minutes**

To note the draft minutes of the following meetings and consider any related recommendations:

- a. Community Committee held on 25<sup>th</sup> May 2022
- b. Strategic Planning Committee held on 8<sup>th</sup> June 2022
- c. Finance and Resources Committee held on 15<sup>th</sup> June 2022

**8. East Chipping Norton Development**

- a. To receive an update from the East Chipping Norton Development group.
- b. To consider sending a letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process.

**9. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

**10. Flag Flying Protocol**

To receive a draft protocol and agree next steps.

**11. Mayoral Board**

To receive a report and consider the format of how names should be displayed on the Mayoral Board in the future.

**12. To receive the accounts and balance sheet for 2021/22**

To receive the accounts for year ending 31st March 2022 and note the Clerk's report. To note that these documents were reviewed at the meeting of the Finance and Resource Committee on the 15<sup>th</sup> June 2022.

**13. To receive the internal auditors report for 2021/22**

To receive and note the report from the internal auditor.

**14. AGAR Section 1 Governance Statement**

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor.

**15. AGAR Section 2 Accounting Statements**

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

**16. Notice of Public Rights and the Publication of the AGAR**

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

**17. Councillors Surgeries**

To receive an update on the plans for regular surgeries to be held in The Town Hall.

**18. Planning Applications**

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

**19. Date of the next meeting – Wednesday 20<sup>th</sup> July 2022, 6:30pm.**