



CHIPPINGNORTON 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

9th June 2022

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: Wednesday 15th June 2022

TIME: 6:30pm

Luci Ashbourne
Town Clerk

Cllrs N. Bradley, S. Coleman, D. Heyes, E. Holmes, R. Fisher, G. Mazower, S. Wheaton and N. 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. Election of Chair

To elect the Committee Chair for the municipal year 2022-2023.

2. Election of Vice-Chair

To elect the Committee Vice-Chair for the municipal year 2022-2023.

3. 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

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

- a. To approve the Minutes of the Finance & Resources Committee meeting held on 6th April 2022.
- b. To note the Minutes of the Staffing Sub-Committee meeting held on 22nd April 2022
- c. To note the Minutes of the Staffing Sub-Committee meeting held on 4th 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. Forward work programme

To receive and adopt the following draft policies:

- a. Mayor's Allowance Policy.
- b. Health and Safety Policy

8. Income and Expenditure, balance sheets and supporting notes for year ending 31st March 2022.

- a. To receive detailed income and expenditure reports by budget heading
- b. To receive the balance sheet

9. Schedule of Payments for Approval

To receive and approve the schedule of payments from the 25th March 2022 – 5th June 2022.

10. Event Booking Management Software

To receive and consider a quotation for Facilities Management Booking Software.

11. Pest Control

To receive a verbal report from the Town Clerk and agree next steps.

12. Date of next meeting - Wednesday 13th July 2022, at 6:30pm



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

Minutes of the Finance and Resources Committee held on Wednesday, the 6th April 2022, in The Council Chamber of Chipping Norton Town Hall, at 7:15pm

Present:

Cllr R Poole

Cllr S Coleman (Chair)

Cllr E Holmes

Cllr G Mazower

Cllr N Bradley – entered at 9.22pm

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

Sonia Murgia (Finance Officer)

FR58	Apologies for Absence Apologies received from Cllr R Fisher
FR59	Declaration of Interests No declarations of interest were received
FR60	Minutes The Minutes of the Finance and Resources Committee meeting held on the 2 nd February 2022 were approved and signed by the Chair. Proposed by Cllr E Holmes and seconded by Cllr S Coleman. Motion carried.
FR61	Public Participation None received
FR62	Clerk's Report Cllrs received a report from the Clerk who informed them that the Town Council has signed up for Canva Pro at a cost of £10.00/month for the purposes of creating posters and notices for the Town Council. The Clerk also noted that the Defibrillator funding has been earmarked for Reserves.
FR63	Income and Expenditure a. The Finance Officer gave a report of the income and expenditure reports by budget heading. The Chair queried the funds left for Tourist Information (3291), which was previously used for printing the tourist pamphlets. Cllr Mazower to investigate further. Cllrs also remembered that the funds for the trees and flower beds in Middle Row (6490) has not yet been spent. 3191 Grave purchasing – The Finance Officer noted that we may need to start the new section of land soon but land the has already been marked. Sports Awards (2150) - Cllrs queried if we had reimbursed G Beacham for the awards. The Finance Officer reported that this has been arranged but not gone through.

	<p>b. Cllrs noted the Council's earmarked reserves dated the 29th March 2022. Cllrs suggested to add funds to the earmarked reserves:</p> <ul style="list-style-type: none"> a. 6400 Town Hall repairs - £7420 b. 6400 Cemetery repairs - £981 c. 6400 Recreation repairs – £2500 d. 6417 Pool Meadow maintenance Cllr S Coleman proposed that the remaining repairs and maintenance funds are earmarked above, seconded by Cllr R Poole. Motion carried. e. 6461 HGV Signs - £8000 f. Defibrillators - £1585 g. Earmark the remaining Sports Awards funds for Recreation rather than the Sports awards Cllr S Coleman proposed that the remaining HGV Signs and Defibrillator funds are earmarked, and that the remaining Sports Awards funds are earmarked for Recreation, seconded by Cllr E Holmes. Motion carried. <p>The Finance Officer to bring a report to the next Finance and Resources Committee about Defibrillator upkeep and maintenance costs.</p>
<p>FR64</p>	<p>Schedule of Payments for Approval</p> <p>Cllrs received the schedule of payments from the 25th January 2022 to the 29th March 2022.</p> <p>Some discussion arose regarding the Town Hall's gas bill and current events. Cllrs were advised that the Town Hall has been in use much more frequently recently so the heating had been required more often. Fuel prices are anticipated to rise and Cllrs will monitor this going forward.</p> <p>Cllrs discussed the ongoing issue of drainage and flooding at Greystones and possible solutions.</p> <p>Clerk to liaise with current drains contractor at Greystones to determine if there is anything we can do to reduce the maintenance issue, and if not, to consider increasing the frequency of their cleaning schedule to every 2 months.</p> <p>RESOLVED: That the schedule of payments from the 25th January 2022 to the 29th March 2022 are approved.</p> <p>RESOLVED: Council to continue ongoing investigations at Greystones.</p>
<p>FR65</p>	<p>Forward Works Programme</p> <ul style="list-style-type: none"> a. Cllrs noted the recommendations from the Clerk on the Forward Works Programme. b. Cllrs Reviewed the Lone Working Policy. <p>Cllrs would like to revise the section on "underlying health conditions" to be rephrased to say, "Ensure that the worker is competent to work alone and is capable with no underlying health conditions that put them at risk due to being alone." Subject to the above amendment, Cllr E Holmes proposed to adopt the Lone Working Policy. Seconded by Cllr S Coleman. Motion carried.</p>
<p>FR66</p>	<p>Financial Regulations</p> <p>Cllrs reviewed the Council's Financial Regulations, which included a minor amendment to the petty cash section as recommended by the Responsible Financial Officer. The amendment</p>

	<p>states that the petty cash float will be no more than £50. RESOLVED: That the financial regulations, with the proposed amendment, are agreed and sent to Full Council in May for approval.</p>
FR67	<p>Risk Register Cllrs reviewed the Council’s Risk Management Register.</p> <p>Cllrs noticed an error under the Liability section on Page 2, which stated that the “inspections of the Cemetery, Church Yard and Pool Meadow are carried out by the Cemetery committee”. The Cemetery committee no longer exists and this work is currently carried out by the Council’s Grounds Maintenance Operative.</p> <p>Cllrs considered whether we should have an intruder alarm installed in the Town Hall. This will be reviewed as a part of the larger Town Hall restoration project that is currently being undertaken.</p> <p>Cllrs also make note of the fact that Council meetings are no longer permitted to take place online. Cllrs should keep this under review in the light of the current Government guidance.</p> <p>Cllr S Coleman proposed the above amendments to the Council’s Risk Management Register. Seconded by Cllr G Mazower. Motion carried.</p> <p>Cllr S Coleman proposed that the Council adopt the above amendments to the Council’s Risk Management Register. Seconded by Cllr E Holmes. Motion carried.</p>
FR68	<p>Date of Next Meeting Wednesday, 15th June at 6:30pm</p>

Meeting closed at 8:22pm



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via Zoom on **Friday 22nd April 2022**
at 10:00am.

The following members were present:

Cllr Poole (Chair)

Cllr Coleman

Cllr Graves

Cllr Mazower

Also in attendance:

Luci Ashbourne, Town Clerk

30. Apologies for absence.

Apologies for absence were received from Cllr Heyes.

31. Declaration of interests.

There were no declarations.

32. Minutes

RESOLVED: That the minutes of the last meeting held on 26th January 2022 be approved as a correct record and signed by the Chair.

33. Confidential Session

RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

34. Staffing matters

Members received and noted a confidential report from the Clerk and agreed next steps. This item is supported by a confidential file note.

Signed as an accurate record

Chair

Date.....



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via Zoom on **Wednesday 4th May 2022 at 7:15pm**

The following members were present:

Cllr Coleman

Cllr Graves

Cllr Mazower

Also in attendance:

Luci Ashbourne, Town Clerk

Due to the Chair and the Vice Chair not being present, the Sub-committee elected Cllr Coleman to Chair this meeting.

35. Apologies for absence.

No apologies for absence were received.

36. Declaration of interests.

There were no declarations.

37. Minutes

RESOLVED: That the minutes of the last meeting held on Wednesday 4th May 2022 be approved as a correct record and signed by the Chair.

38. Confidential Session

RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

39. Staffing matters

Members received and noted a confidential report from the Clerk and agreed next steps:

- a. The Clerk's Contract states that pending satisfactory performance she should move up one salary scale in April 2022. The Clerk also raised that her probationary period was extended in October due to being off on compassionate leave but since she returned in January a confirmation of permanent contract should be looked at.
Cllr Mazower proposed that the Clerk attend a probationary review meeting with two members of the staffing committee. If the review concludes that the Clerk's performance has been satisfactory then she will move onto a permanent contract will receive the increment increase. Members of the staffing committee had discussed this previously and felt it best to delay due to the Clerk's return compassionate leave and having a chance to

settle back in.

RESOLVED: The pending satisfactory performance review, the Town Clerk’s contract will become permanent and the contract agreement of an increment increase from SCP 34 to 35 be honoured and backdated to 1st April 2022.

b. The Council agreed for LGRC to conduct a second phase report following on from the organisational review. Members received and considered to recommendations and agreed next steps.

RESOLVED: That the confidential LGRC report is accepted and that the Clerk, Cllr Mazower and Cllr Coleman work through the recommendations. That the Sub-Committee sends a recommendation to Full Council that funds of up to £1000 are approved for HR support, should the need arise.

Signed as an accurate record

Chair

Date.....

DRAFT

CHIPPING NORTON TOWN COUNCIL

FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting June 2022

Shaded areas are top priorities and have updates

Governance Area	Document or Process	Checklist	Comment
Constitutional	Standing Orders (SOs)	<ul style="list-style-type: none"> Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model) Reviewed annually and as required for law changes 	<p>Council's adopted updated SOs 15 March 2021 Reviewed May 2022</p> <p>Review date – May 2023</p>
	Scheme of Delegation	<ul style="list-style-type: none"> Scheme has been adopted and is used The scheme details clearly the delegations to officers and committees as applicable Staff and members are aware of the scheme 	<p>New Scheme of Delegation adopted 21 December 2020</p> <p>Reviewed May 2022</p> <p>Review date – May 2023</p>
	Ethical Framework	<ul style="list-style-type: none"> A code of conduct for members adopted in accordance with the Localism Act and all members have a copy All members have completed a register of members' interests form and it is published on principal authority website and parish/town if they have a website 	<p>A copy of the latest WODC code of conduct has been identified. All Cllrs elected in May 2021 have signed up to this. To be taken for adoption to Sept Full Council.</p> <p>New members have completed register of interests. Clerk to re-</p>

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			circulate. Publish on website when ready
	Transparency Code – Published Info on website	<ul style="list-style-type: none"> • Expenditure over £500 • Contracts and tender Invitations over £5000 • Land and building assets • Grants • Organisation chart (plus staff over £50K) 	A legal requirement (a good practice requirement?). Not currently on the web site. New website is now live.
	Policies, Statements, Protocols & Plans	<p><u>Policies in Staff handbook – approved</u></p> <ul style="list-style-type: none"> • Disciplinary and grievance • IT Policy • Appraisal Policy • Training and Development Policy • General Data Protection Regulations Policy • Equality and Diversity Policy • Lone working <p><u>Other policies approved</u></p> <ul style="list-style-type: none"> • Grant awarding policy • FOI (2000 act and Model Publication Scheme) • Press & Media • Document retention policy – • Recording meetings policy - • Whistle blowing/raising concerns including internal reporting policy • Officer/Member protocol – Deferred to staffing sub-committee October 2021 • Bullying and Harassment/Dignity at Work • Complaints policy/procedure <p><u>Heath and Safety</u></p> <ul style="list-style-type: none"> • H&S Policy <p><u>For approval at this meeting</u></p> <ul style="list-style-type: none"> • H&S policy 	<p>There are two policies for Committee to consider at this meeting:</p> <p>Health and Safety Policy.</p> <p>Mayor’s Allowance Policy</p> <p>Priority for the next meeting will be:</p> <p>Vexatious complaints policy and procedure.</p> <p>Absence</p> <p>Homeworking/Flexible working</p> <p>Expenses</p>

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		<ul style="list-style-type: none"> • Mayor's allowance <p>Forward work:</p> <ul style="list-style-type: none"> • Anti-fraud, anti-bribery and corruption • Absence • Homeworking/Flexible working • Expenses – staff and members • Buildings/Assets Management Plan • Member and staff training policy and development and records kept • Community engagement policy • Communications policy/strategy • Investment policy/statement • Vexatious complaints policy 	
Financial	Financial Regulations (FRs)	<ul style="list-style-type: none"> • Valid set adopted which includes all requirements of Accounts and Audit Regs and Governance and Accountability for Local Councils – a Practitioners Guide • Reviewed annually and as required for law changes – check that updated for latest law changes • Spending limits for staff are reasonable and appropriate and increased annually • Tender process is clearly defined and staff and members are aware of and have knowledge of it • All payments made in accordance with FRs and reported to Council • The process for electronic payments is clearly defined and staff and members are aware of it and have knowledge of the process • Electronic payment process is in line with good practice advice 	<p>Adopted 10 February 2021</p> <p>Reviewed – May 2022</p> <p>Review date – May 2023</p>
	Annual Return	<ul style="list-style-type: none"> • A Plan is in place to complete the return as required within the legal timeframe • Members are aware of their responsibilities and the governance statement 	<p>2019/20 completed.</p> <p>2020/21 completed.</p>

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		<ul style="list-style-type: none"> • Outcome from the external auditor is acted upon and reported to Members 	2022/22 to be commenced April 2022 (links & documentation received from external auditor by email 23rd March 2022)
	Internal Audit	<ul style="list-style-type: none"> • An independent and competent internal auditor is appointed in accordance with Council procedures, and has direct access to the RFO, clerk and members should it be required • Reports go to Council/Committee as appropriate 	Complete
	Budget Setting Process & Monitoring & Precept	<ul style="list-style-type: none"> • Budget setting process is open and transparent, and the budget headings are clear and appropriate • Budget setting meeting agendas and supporting documents available to members and the public • A report explaining the budget (particularly any increase) is provided along with a funding breakdown showing precept, band D equivalent with any increase/decrease and any other income 	<p>Process 2022/23 was completed at the 17th January 2022 Council mtg.</p> <p>Process 2023/24 to commence through the Sept-Nov Committee Cycle. Draft Budget to November 2022 F&R meeting approved at Full Council 7th December 2022.</p>
	Grants	<ul style="list-style-type: none"> • A grant policy is in place, agreed by Council and widely available to members and the public • The policy is clear and easy to follow and understand • Applications are widely available and the application process is easy to understand with clear guidance to applicants • Applicants encouraged to attend the meeting where a decision will be taken and allowed to speak • Clear budgetary provision is made 	Responsibility for Grants policy transferred to Community Committee
Risk Management	Strategy & Policy	<ul style="list-style-type: none"> • A strategy and policy has been agreed by Council and understood by all staff • The policy includes; 	

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		<ul style="list-style-type: none"> ▪ Business Continuity Plan ▪ Disaster Recovery Plan including data back-up off site ▪ Health & Safety ▪ Buildings & Assets ▪ Financial issues and appropriate budgetary provision ▪ Legal or any other potential action against the Council 	
	Risk Assessment	<ul style="list-style-type: none"> • An annual risk assessment is completed for all activities and an action plan is completed and agreed by Council • Any new activities are added throughout the year • Staff and members have received appropriate training in risk assessment 	Reviewed in February 2020. Reviewed by Full Council in May 2022.
	Insurance	<ul style="list-style-type: none"> • An annual review is completed in line with Council policy/FRs • Payment process made in line with FRs • Adequate, appropriate and realistic provisions are made within the insurance policy, including fidelity insurance cover 	Reviewed February 2020 & policy renewed March 2021
	GDPR and FOI	<ul style="list-style-type: none"> • The Council has a publication scheme under the FOI which is clear and based on the model public scheme policy issued by the ICO • The Council has met all the requirements of the GDP Regs. • The scheme is publicised widely and all staff and members and aware of it and have knowledge of it • The policy makes it clear and easy to understand how to make a request under the FOI act and how to deal with vexatious and/or multiple requests 	GDPR is complete FOI publication scheme complete
	Social Media	<ul style="list-style-type: none"> • The Council has a social media policy which includes use of Facebook and Twitter and other forms of social media • The policy clearly defines the use of social media and who has day to day responsibility • The policy includes the process for dealing with any vexatious issues or problems that arise 	Policy re staff use considered by Staffing Sub-Committee 8 February 2021 but organisational approach and Cllrs' use still to be addressed.

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	Press and media	<ul style="list-style-type: none">• The Council has a policy for dealing with the press and media, which makes it clear who speaks to the press/media on behalf of the Council• Staff and members are aware of and have knowledge of the policy and receive appropriate training• The policy clearly defines how staff deal with requests from the press/media• The Council makes full use of press/media releases, with clearly defined responsibility for who deals with the releases	Policy approved

Chipping Norton Town Council

Mayor's Allowance

Statement of Policy

Chipping Norton Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

Background

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility as the Mayor represents the town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

Permitted expenditure

Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its mayor 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other Councillor. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the Mayor in their absence and in this case they will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Small gifts (flowers/cards) where appropriate

It is recognised that the Mayor may be accompanied to many formal engagements by their consort and reasonable expenditure under the above headings represents legitimate expenditure for them also.

The Allowance paid under section 15(5) of the LGA 1972.

If paid as a round sum it will be subject to the usual tax and national insurance deductions allowance to ensure HMRC regulations are adhered to. It will be the responsibility of the Mayor to make a claim for any expenses that are incurred which are tax deductible.

Adopted by The Finance and Resources Committee, June 2022



CHIPPING NORTON TOWN COUNCIL

Health & Safety Policy Statement

Version 2.0

Issue Date: June 2022

Review Date: June 2023

Chipping Norton Town Council (the Council) Health & Safety Policy

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1.0 **Statement of Intent**

- 1.1 The Policy of the Town Council (the Council) is:-
- (a) To provide and maintain safe and healthy working conditions, equipment and systems of work for all employees;
 - (b) To provide such information, training and supervision as is needed for this purpose.
- 1.2 The Council also accepts responsibility for the health & safety of all other people who are affected by its activities.
- 1.3 The allocation of duties for safety matters and the particular arrangements it will make to implement the policy are set out below.
- 1.4 The Council will seek competent advice on matters where specific legal guidance is required.
- 1.5 The policy will be reviewed and if necessary amended whenever The Council's activities or personnel change or due to changes in legislation, and in any case at least annually.
- 1.6 The Council has set up a HR/Staffing Committee which will have as one of its duties the monitoring of staff welfare issues e.g. stress management, working time, work load, etc.

2.0 General Policy Statement

- 2.1 The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy work place and working environment for all its employees and any other person(s) affected by its activities.
- 2.2 The Council will take steps, so far as is reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of:
- (a) plant, and safe systems of work;
 - (b) safe arrangements for the use, handling, storage and transport of dangerous articles and substances;
 - (c) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work;
 - (d) a safe place of work and access to it;
 - (e) a healthy working environment;
 - (f) adequate welfare facilities.
- 2.3 The Council reminds all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974, to take care of their own safety and that of other persons and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. These duties are outlined in paragraph 3.6 of this policy.
- 2.4 All employees are encouraged to raise any health, safety and welfare concerns to the Town Clerk in the first instance.

Luci Ashbourne

Town Clerk
Chipping Norton Town Council
June 2022

3.0 Responsibilities

3.1 The allocation of duties for safety matters and the particular arrangements which the Council will make to implement the policy are set out below.

3.2 The Elected Council

- (i) The Council will ensure that there is an effective policy for H&S within areas under its control.
- (ii) The Council shall appoint a H&S Committee which will periodically (at least annually) appraise the effectiveness of the policy and ensure that any necessary changes are made to it.
- (iii) The Council will ensure that all risks are evaluated within the areas under its control relating to accidents at work, health risks, loss or damage to property, plant or equipment belonging to the Council, and risks to the public through any activity of the Council.
- (iv) The Council will ensure that all liabilities are covered by adequate insurance.
- (v) The Council will ensure that it fulfils all legal obligations to comply with the Health & Safety at Work Act 1974 and supporting Regulations.
- (vi) The Council will ensure that where breaches are identified through audits and proactive monitoring or feedback, these are acted upon to create a safe environment and working practices for all parties under the Council's duty of care.

3.3 The Town Clerk

The Town Clerk will be responsible for ensuring that the H&S policy of the Council is properly implemented.

It shall be the duty of the Town Clerk to issue newly appointed staff with a personal copy of the Council's H&S policy and such supplements as are applicable to their duties and responsibilities.

3.4 Delegated Duties

The Town Clerk has the duty to ensure that staff within his/her control, comply with the H&S policy. In the absence of the Town Clerk, each member of staff will assume this responsibility.

The Town Clerk will have the duty to be fully familiar with the safety policies of the Council and will ensure that all staff under his/her control comply with the safety policy at all times.

It shall be the duty of the Town Clerk to monitor the maintenance of all plant and equipment. These duties may be assigned to a competent person.

It shall be the duty of the Town Clerk to investigate any accidents, incidents and near misses and to submit a full written report to the Health & Safety Committee. The Town Clerk will in turn issue instructions to ensure that these accidents do not continue and, where necessary, make recommendations to the Council. It may be appropriate that in the event of a major/serious incident an exceptional meeting is called of the Health & Safety Committee.

3.5 Individual Employees

All employees have a legal duty to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All employees **must:-**

- (i) make themselves familiar with, and conform to the general safety policy of the Council by reading this H&S policy document and reading any H&S literature which is posted on notice boards in their workplace or which is drawn to their attention by their immediate supervisor;
- (ii) at all times, make full use of appropriate safety equipment, protective clothing and safety devices provided;
- (iii) report any accident, unsafe practice or systems of work, or damage to plant or equipment, to the Town Clerk and make a report in writing;
- (iv) observe safety rules at all times and take reasonable care of the H&S of themselves and other persons who may be affected by their acts or omissions at work, including members of the general public;
- (v) know what to do in case of fire or other emergency and the location of fire fighting equipment;
- (vi) know the location of first aid facilities;
- (vii) maintain good housekeeping at all times;
- (viii) observe safe standards of behaviour and dress;
- (ix) not enter into any kind of horseplay or practical joking;
- (x) carry out a visual safety inspection of plant and equipment prior use;
- (xi) co-operate with the Council to enable it to carry out its responsibilities in full.
- (xii) To comply with risk assessments and safe systems of work covering their duties.
- (xiii) To wear PPE appropriate to the task or as covered in the risk assessment

It is the policy of the Council that all employees shall receive training in all safety aspects of their occupations.

4.0 Legal Implications

- 4.1 H&S legislation places a general duty and responsibility on all employees of the Council. Any employee who behaves in a way which endangers the H&S of themselves and others may be prosecuted.
- 4.2 “Improvement Notices” or “Prohibition Notices” can be served in respect of a “person”. This term includes an individual person as well as the Council as a corporate body.
- 4.3 An “Improvement Notice” will specify the change(s) required to ensure compliance with any relevant statutory provisions and the time allowed to meet this obligation.
- 4.4 A “Prohibition Notice” would be issued if, in the opinion of an enforcement officer, activities involve, or would involve a risk of personal injury, or may give rise to such a risk in the future.
- 4.5 Enforcement officers are employed by Enforcement Authorities which include :-
 - The Police
 - Health & Safety Executive (HSE)
 - The Fire & Rescue Service
 - The Environment Agency
 - Oxfordshire County Council
 - West Oxfordshire District Council

The above list is not exhaustive but illustrates the range of bodies that have jurisdiction in health and safety matters.

5.0 Locations within the scope of this document

- 5.1 Locations at which the Council exercises control over staff, and at which the content of this document is applicable are:-
 - (i) The Guildhall
 - (ii) The Town Hall
 - (iii) Play Equipment and The Recreation Grounds
 - (iv) The Cemetery
 - (v) The Town Centre Flower Beds including the War Memorial
 - (vi) Greystones
 - (vii) Pool Meadow

5.1(i) The Guildhall

a) General

Heating, lighting and temperature regulations will be complied with.

If any member of staff notices any item of furniture, fixtures, fittings or equipment that is damaged or unsafe, they must report it to the Town Clerk immediately.

b) Lone Workers

If a member of staff is working alone in the Guildhall office they must secure the lock on the internal office door and notify the WODC employee in adjacent office.

c) Fire

Fire alarm systems and extinguishers are provided and maintained by the landlord of the building (WODC). It is the responsibility of all staff to familiarise themselves with the fire alarm procedures, both those for alerting other occupants of the building to a fire, and those for evacuating the building in case of fire.

d) Electrical Equipment

It is the responsibility of the Town Clerk to ensure that all electrical equipment in the Council offices is safe, adequately maintained and tested annually.

Any portable electrical equipment brought into the Council offices must be approved by the Council's approved electrical contractor.

e) Display Screen Equipment

For each workstation, a suitable desk and chair will be provided.

Other Office Equipment

Any office equipment not covered above, must be fit and suitable for the purpose and must be properly maintained.

All equipment must be used only by suitable trained staff and only for the purpose for which it was intended.

f) First Aid

A first Aid Kit is held at the Council office. Its location is clearly identified. The First Aid Box must be stocked in compliance with the current recommendations and must be maintained by the nominated member of staff, currently the Town Clerk.

g) Accident Book

An Accident and Incident book is held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident ('near misses').

In addition all incidents of abuse, verbal and physical must be recorded.

h) Manual Handling

When moving heavy or difficult items, staff must take adequate care to ensure their own safety and that of others. If necessary a second member of staff should assist.

Particular care must be taken when carrying anything on the external steps, or on the stairs to the first floor.

5.1(ii) The Town Hall

The Town Hall is used by a variety of people for a variety of purposes. The users fall into the following categories:

- a) Staff
- b) Councillors
- c) Hirers
- d) Attendees

The H&S requirements for each of these categories are set out below:

a) Staff need to be aware of the following:

- i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

- ii) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office during office hours, and must advise the same when this task has concluded.

At times when the Town Clerk's office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

iii) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by the Town Hall Keeper, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by the town hall keeper, the results being recorded in the FSLB.

At each event a steward(s) is nominated according to the Council's requirements who must be made familiar with the fire safety arrangements.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

The emergency telephone is located in the reception and signs in the building clearly indicate where this is.

All Fire Exits must be clear of obstructions at all times.

iv) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

The permanent installation at the Town Hall will be protected by RCD Circuit breakers.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

vi) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

vii) RIDDOR

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident.

In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

viii) First Aid Regulations

It is recommended that the town hall keeper be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Kitchen. It will be the responsibility of the town hall keeper to check its contents weekly and restock as necessary in accordance with the card held in the box,

ix) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

x) Operating the External Lighting Bar

This has been risk assessed and has it's only stand-alone risk assessment.

b) Councillors need to be aware of the following:

Councillors need to be made aware in general of all of the above. However, when in attendance at the Town Hall in connection with their duties as members of the Council, they will need to have specific regard to items iv, viii and ix above.

c) Hirers of the Town Hall

Hirers of the Town Hall will need to be aware of all of the above and, where necessary, the arrangements in place as required under the terms of the Premises Licence applicable to the building.

It is the responsibility of the hirer to be fully aware of and take such steps as are needed to comply with any H&S regulation relating to their specific activities. This will include the effects of their activities on attendees and other members of the public.

Hirers are reminded that they must comply with the terms and conditions of the hire contract.

d) Attendees at functions

Attendees at functions in the Town Hall should make themselves familiar with:

The location of fire exits
The location of the first aid kit.

These two items **must be** detailed in the Town Hall signage.

5.1(iii) Play Equipment and the Recreation Grounds

- a) The Council provides play equipment at four locations;
- b)
- The main recreation ground in New Street,
 - The play ground at Cotswold Crescent,
 - The play ground in Walterbush Road
 - The play area at Cornish Road
- b) The Equipment will be maintained to a suitable standard for safe use and will be regularly inspected by an appropriately trained and competent person.
- c) Inspections will be carried out at weekly intervals. However, during school holidays there may be a requirement for more frequent inspection.
- After each inspection, a written record will be provided for the Town Clerk to keep and to action as appropriate.
- d) The maintenance of the grassed areas around the play equipment is the responsibility of an approved contractor.

See Appendix iv page 21.

Note:

The play equipment is inspected weekly by the Council's trained staff and half yearly by The Council's insurers. All reports of these inspections are held in the Guildhall Office and are acted upon as appropriate.

5.1(iv) The Cemetery

- a) The Cemetery Grounds and The Colonnade are maintained by an approved contractor. See Appendix iv.
- b) When the town hall keeper visits the cemetery to mark out graves he must take adequate steps to ensure his own safety. This includes carrying the issued mobile telephone and ensuring it is in working order and switched on.
- c) The Council Cemetery Committee will regularly inspect the cemetery. Any problems noted will be reported to the Town Clerk who will take action as appropriate.
- d) Councillors have responsibility for their own safety and that of other members of the committee and members of the public whilst carrying out inspections.

5.1(v) The Town Centre Flower Beds including War Memorial and Millennium Garden.

The Flower Beds, War Memorial and Millennium Gardens are maintained by persons approved by the Council. The approved persons are expected to carry out the maintenance in such ways as to ensure the health and safety of themselves and any other persons in and around the working area.

It is the responsibility of the approved persons to use appropriate materials and equipment that has been regularly maintained and is safe.

It is the responsibility of the approved persons to report to the Town Clerk any defects or other hazards found in these locations.

It is the responsibility of the Town Clerk to implement corrective measures in respect of any defects so notified.

5.1 (vi) Seating

The Council is responsible for the maintenance and good repair of public seats in several locations around the town. These will be kept functional and in good repair.

5.1(vii) Greystones

Greystones is mainly a recreational area, formerly the buildings and land of Chipping Norton Rural District Council, now in the ownership of the Council, and used jointly by several sports and recreational clubs under lease from the Council. The Council has recently sold the main building – the new owner now has responsibility for all H&S issues relating to it.

The clubs have responsibilities for the health and safety of their own members, guests, and members of the public who may be involved in, or in attendance at any of their activities.

Some clubs have their own buildings and structures that they must maintain to a safe and acceptable standard.

CNTC H&S Policy

Appendix i

Lone Working

Lone working is referred to in this document at sections:

5.1(I) b The Guildhall

5.1(ii) a iii The Town Hall

5.1(ii) a ix The Town Hall (Security)

CNTC H&S Policy

Appendix ii

Control of Substances Hazardous to Health (COSHH)

- a) "Substance" means any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour. This can include cleaning supplies.
- b) An inventory will be compiled listing all hazardous substances being used by personnel employed by the Council. Each substance will be assessed to determine if there is a risk to personnel. Appropriate safety instructions will be issued in respect of each substance. A current copy of this list will be kept in the FSLB.
- c) All chemicals should be used with great care and only in accordance with manufacturers' Safety Data Sheets which will have been supplied.

SIMPLE GUIDELINES FOR THE SAFE USE OF CHEMICALS

- Before using any substance ensure that you are aware of its uses and that you have read the instructions provided. Never mix chemicals as this can cause them to give off dangerous vapours.
- Do not transfer chemicals into other containers, especially beer or soft drinks bottles.
- Close tightly any partially used containers and store them under lock and key in the secure stores provided for this purpose.
- Where necessary use protective clothing which has been provided for you, and always clean up spills immediately.
- Do not smoke or take food when using chemicals. Thoroughly wash any exposed skin after use of chemicals.
- Never inhale chemicals and ensure that the area in use is adequately ventilated.
- Never use substances for any other purpose than that for which they are intended – use in inappropriate situations could put employees or others at risk.

Appendix iii

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

This piece of legislation requires that certain types of accident, injury or incident are reported to the Health and Safety Executive (HSE).

Ways to report an incident at work

Online (HSE website) – All incidents except for deaths **must** be reported online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident

Telephone - All incidents must be reported online but a telephone service remains for reporting **fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours - The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE out of hours webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form

Those in control of the premises (the Town Council or Council staff)

The Town Council must report any work-related deaths, injuries, cases of disease, or near misses involving its employees wherever they are working.

Anyone in control of activities not under the direct control of the Council (e.g. hirers)

Anyone in control of premises must report any work-related deaths and injuries to members of the public and self-employed people on the premises, and dangerous occurrences (some near miss incidents) that occur on the premises.

Types of reportable injury – to people at work

- Deaths
- Major injuries (see below)
- Over-seven-day injuries

Types of reportable injury – to people not at work

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.


Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 7 day injuries

This is where an **employee or self-employed person** is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Occupational diseases

Employers and the self-employed must report listed occupational diseases  when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable **most of which are unlikely to occur**:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- collapse or partial collapse of a scaffold over five metres high,

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of:
 - any building or structure under construction, alteration or demolition;
 - any false work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of:
 - 100 kg or more of flammable liquid;
 - 10 kg of flammable liquid above its boiling point;
 - 10 kg or more of flammable gas; or
 - of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

CNTC H&S Policy

Appendix iv Contractors

- a) Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health & Safety at Work etc. Act 1974 and regulations made thereunder.
- b) The Town Clerk must be assured in writing that any contractors appointed have suitable and sufficient health and safety policies/procedures in place.
- c) The Town Clerk must be assured in writing that any contractors appointed have sufficient public liability insurance cover of £10 million.

CNTC H&S Policy

Appendix v

Contents of First Aid Kits

First aid kit should contain the following:

Guidance Card

Scissors

Safety Pins

Plasters – Assorted and if used in connection with catering, blue.

Triangular Bandage – (2)

Sterile, pre packed eye pads – (2)

Sterile, pre packed Small Wound Dressings - (4)

Sterile, pre packed Medium Wound Dressings – (2)

Sterile, pre packed Large Wound Dressings – (2)

Disposable Gloves.

They may contain – Pre packed sterile antiseptic wipes.

First aid kits should **NOT** contain:-

Any ointments (eye, burn, antiseptic, antihistamine)

Any liquid antiseptic

Sterile Water

Any analgesic tablets

Appendix vi

The Town Clerk's specific duties include:

- (i) establishing safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, Approved Codes of Practice and other relevant legislation;
- (ii) ensuring that all accidents are investigated and that statutory reports are completed promptly where required;
- (iii) ensuring that all persons within his charge are aware of the procedures to be adopted in case of emergency;
- (iv) ensuring that all persons within his charge know the whereabouts of first aid facilities;
- (v) ensuring that relevant training and supervision is provided for new employees as appropriate;
- (vi) ensuring that only safe working practices are used and that protective clothing and equipment is worn or used where required in order to provide maximum safety for all personnel within his charge;
- (vii) ensuring that all machinery and equipment is properly maintained and safe to use;
- (viii) ensuring that any health or safety problem which cannot be resolved immediately is brought to the attention of the Council's H&S committee as soon as is practicable;
- (ix) undertaking a formal and recorded inspection of the Town Hall at six monthly intervals.

List of Key Holders for the Town Hall

Terry Palmer, Town Hall Keeper	Tel: 07980215714
Luci Ashbourne , Town Clerk	Tel: 07842230595
Cllr S. Coleman, Town Mayor	
Katherine Jang, Deputy Clerk	Tel: 07517907132
Paolo Oliveri, Maintenance Operative	

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & resources								
100 Administration								
3210 Admin Charges	7,683	0	5,000	5,000			0.0%	
3211 C N History Trail	27	0	0	0			0.0%	
3290 Miscellaneous Income	12,933	21	0	(21)			0.0%	
3291 Tourist Information	0	0	51	51			0.0%	
Administration :- Income	20,643	21	5,051	5,030			0.4%	0
4100 Salaries/Superann/Nl	96,080	17,483	132,000	114,517		114,517	13.2%	
5110 Stationery	620	94	1,000	906		906	9.4%	
5120 Photocopying Costs	2,617	520	2,600	2,080		2,080	20.0%	
5125 Tourist Information	229	0	500	500		500	0.0%	
5200 Postage	251	48	700	653		653	6.8%	
5210 Telephone	4,620	727	3,800	3,073		3,073	19.1%	
5310 Office Equipment	141	0	2,000	2,000		2,000	0.0%	
5340 Website Costs	4,496	1,220	1,000	(220)		(220)	122.0%	
5360 Computer Hardware/Software	2,078	296	3,000	2,704		2,704	9.9%	
6200 Rent	1,150	0	1,150	1,150		1,150	0.0%	
6210 Rates	2,695	670	2,700	2,030		2,030	24.8%	
7100 Travel & Subsistance	0	14	200	187		187	6.8%	
7300 Staff & Councillors Training	2,698	0	3,000	3,000		3,000	0.0%	
7500 Legal & Professional Fees	695	160	1,500	1,340		1,340	10.7%	
7510 Audit Fees	2,265	1,018	2,500	1,482		1,482	40.7%	
7600 Subscriptions	1,827	1,670	2,000	330		330	83.5%	
7630 Bank Charges	200	0	100	100		100	0.0%	
7650 Insurance	1,458	1,800	1,800	0		0	100.0%	
7710 Election Expenses	0	4,404	4,404	0		0	100.0%	
7720 Other Miscellaneous Expenses	794	0	1,500	1,500		1,500	0.0%	
Administration :- Indirect Expenditure	124,913	30,122	167,454	137,332	0	137,332	18.0%	0
Net Income over Expenditure	(104,269)	(30,101)	(162,403)	(132,302)				
6001 less Transfer to EMR	12,810	0						
Movement to/(from) Gen Reserve	(117,079)	(30,101)						
102 Miscellaneous								
3100 Precept Income	315,055	170,420	340,840	170,420			50.0%	
3180 Interest Receivable	244	455	200	(255)			227.5%	
3230 Manorial Land (Pace Petroleum)	15,000	0	15,000	15,000			0.0%	
3290 Miscellaneous Income	6,000	6,405	0	(6,405)			0.0%	6,405
Miscellaneous :- Income	336,299	177,280	356,040	178,760			49.8%	6,405

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Salaries/Superann/Nl	16,255	2,573	15,700	13,127		13,127	16.4%	
6405 Christmas Late Night Shopping	130	0	1,000	1,000		1,000	0.0%	
6407 Xmas Lights/Trees	13,732	0	15,000	15,000		15,000	0.0%	
6418 Defibrillators	0	236	500	264		264	47.2%	186
6460 Streetscene	11,989	0	10,000	10,000		10,000	0.0%	
6461 HGV signs	0	0	8,000	8,000		8,000	0.0%	
6462 Grit Bins/Snow	(0)	0	3,500	3,500		3,500	0.0%	
6490 Trees/Flower Beds Middle Row	258	0	2,500	2,500		2,500	0.0%	
6495 Street Furniture	2,752	75	3,000	2,925		2,925	2.5%	
6498 Contingency Fund	(1,394)	2,648	10,000	7,352		7,352	26.5%	
7100 Travel & Subsistance	927	323	1,600	1,277		1,277	20.2%	
7500 Legal & Professional Fees	23,831	885	29,000	28,115		28,115	3.1%	
7720 Other Miscellaneous Expenses	1,291	60	1,250	1,190		1,190	4.8%	
Miscellaneous :- Indirect Expenditure	69,771	6,800	101,050	94,250	0	94,250	6.7%	186
Net Income over Expenditure	266,528	170,480	254,990	84,510				
6000 plus Transfer from EMR	7,530	186						
6001 less Transfer to EMR	4,000	6,405						
Movement to/(from) Gen Reserve	270,058	164,261						
<u>104 Youth</u>								
5322 Expenses	6,405	0	19,215	19,215		19,215	0.0%	
Youth :- Indirect Expenditure	6,405	0	19,215	19,215	0	19,215	0.0%	0
Net Expenditure	(6,405)	0	(19,215)	(19,215)				
6000 plus Transfer from EMR	6,405	0						
Movement to/(from) Gen Reserve	0	0						
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,385	52	3,000	2,948		2,948	1.7%	
7690 Mayors Allowance	2,730	110	2,800	2,690		2,690	3.9%	
Mayors Allowance :- Indirect Expenditure	5,115	162	5,800	5,638	0	5,638	2.8%	0
Net Expenditure	(5,115)	(162)	(5,800)	(5,638)				
Finance & resources :- Income	356,943	177,301	361,091	183,790			49.1%	
Expenditure	206,204	37,083	293,519	256,436	0	256,436	12.6%	
Net Income over Expenditure	150,739	140,217	67,572	(72,645)				
plus Transfer from EMR	13,935	186						
less Transfer to EMR	16,810	6,405						
Movement to/(from) Gen Reserve	147,864	133,998						

Community

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Grants								
7670 Grants-Voluntary Organisations	31,000	0	26,000	26,000		26,000	0.0%	
7680 Youth Council	0	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	31,000	0	28,500	28,500	0	28,500	0.0%	0
Net Expenditure	(31,000)	0	(28,500)	(28,500)				
110 Town Hall								
3115 Lettings Income	20,059	11,038	26,000	14,962			42.5%	
3140 WODC Water Rates Contrib	81	102	100	(2)			101.9%	
Town Hall :- Income	20,140	11,140	26,100	14,960			42.7%	0
4100 Salaries/Superann/Nl	22,715	2,586	19,800	17,214		17,214	13.1%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone	545	53	630	577		577	8.4%	
6110 Heat and Light	6,016	265	6,000	5,735		5,735	4.4%	
6130 Water & Sewerage	657	534	680	146		146	78.5%	
6210 Rates	10,230	2,562	10,230	7,669		7,669	25.0%	
6230 Window Cleaning	725	105	800	695		695	13.1%	
6240 Alarm/Fire Extinguisher Insp	2,348	0	1,600	1,600		1,600	0.0%	
6310 Cleaning / Sanitary Expenses	1,180	169	1,500	1,331		1,331	11.3%	
6330 Waste Disposal	555	291	600	309		309	48.5%	
6400 Repairs	2,906	485	30,000	29,515		29,515	1.6%	
6408 New Equipment	0	179	2,500	2,321		2,321	7.1%	
7610 Licences	605	620	800	180		180	77.5%	
7650 Insurance	2,834	2,800	3,000	200		200	93.3%	
7720 Other Miscellaneous Expenses	567	8	500	492		492	1.7%	
Town Hall :- Indirect Expenditure	51,882	10,657	80,140	69,483	0	69,483	13.3%	0
Net Income over Expenditure	(31,742)	483	(54,040)	(54,523)				
120 Greystones								
3110 Rents Receivable	2,040	250	2,040	1,790			12.3%	
3111 Rugby Club Right Of Access	175	0	175	175			0.0%	
Greystones :- Income	2,215	250	2,215	1,965			11.3%	0
6210 Rates	60	46	375	329		329	12.2%	
6400 Repairs	1,519	0	2,500	2,500		2,500	0.0%	
7650 Insurance	227	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	1,805	346	3,175	2,829	0	2,829	10.9%	0
Net Income over Expenditure	410	(96)	(960)	(864)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Cemetery								
3190 Interments & Memorials	14,969	3,770	11,200	7,430			33.7%	
3191 Grave Purchase	7,040	2,190	4,000	1,810			54.8%	
Cemetery :- Income	22,009	5,960	15,200	9,240			39.2%	0
6130 Water & Sewerage	69	0	100	100		100	0.0%	
6210 Rates	1,258	358	1,000	642		642	35.8%	
6400 Repairs	200	2,600	1,000	(1,600)		(1,600)	260.0%	2,600
6465 Contract	11,156	1,241	12,500	11,259		11,259	9.9%	
6471 Skips for cemetery	720	0	600	600		600	0.0%	
7650 Insurance	454	500	600	100		100	83.3%	
7720 Other Miscellaneous Expenses	314	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	14,171	4,699	16,300	11,601	0	11,601	28.8%	2,600
Net Income over Expenditure	7,838	1,261	(1,100)	(2,361)				
6000 plus Transfer from EMR	0	2,600						
Movement to/(from) Gen Reserve	7,838	3,861						
140 Closed Churchyard								
6400 Repairs	1,515	260	1,500	1,240		1,240	17.3%	
6468 Maintenance incl. drains	2,234	535	3,700	3,165		3,165	14.5%	
Closed Churchyard :- Indirect Expenditure	3,749	795	5,200	4,405	0	4,405	15.3%	0
Net Expenditure	(3,749)	(795)	(5,200)	(4,405)				
151 Recreation								
6200 Rent	1,000	0	1,000	1,000		1,000	0.0%	
6400 Repairs	1,983	782	4,500	3,718		3,718	17.4%	
6410 New Equipment	7,955	0	30,000	30,000		30,000	0.0%	
6413 Sports Awards	305	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	4,364	2,304	6,500	4,196		4,196	35.4%	
6465 Contract	7,341	613	5,200	4,588		4,588	11.8%	
7650 Insurance	2,700	2,225	2,700	475		475	82.4%	
7720 Other Miscellaneous Expenses	447	14	1,000	986		986	1.4%	
Recreation :- Indirect Expenditure	26,095	5,938	51,400	45,462	0	45,462	11.6%	0
Net Expenditure	(26,095)	(5,938)	(51,400)	(45,462)				

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 Events								
6414 Annual Events	0	0	9,500	9,500		9,500	0.0%	
6419 Occasional Events	0	839	2,500	1,661		1,661	33.5%	
Events :- Indirect Expenditure	0	839	12,000	11,161	0	11,161	7.0%	0
Net Expenditure	0	(839)	(12,000)	(11,161)				
180 Pool Meadow								
6417 Maintenance	120	0	7,000	7,000		7,000	0.0%	
Pool Meadow :- Indirect Expenditure	120	0	7,000	7,000	0	7,000	0.0%	0
Net Expenditure	(120)	0	(7,000)	(7,000)				
185 Millennium Garden								
6417 Maintenance	11	0	0	0		0	0.0%	
6465 Contract	1,266	125	1,500	1,375		1,375	8.3%	
Millennium Garden :- Indirect Expenditure	1,277	125	1,500	1,375	0	1,375	8.3%	0
Net Expenditure	(1,277)	(125)	(1,500)	(1,375)				
186 War Memorial								
6465 Contract	127	0	200	200		200	0.0%	
6470 War Memorial	400	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	527	0	700	700	0	700	0.0%	0
Net Expenditure	(527)	0	(700)	(700)				
Community :- Income	44,364	17,350	43,515	26,165			39.9%	
Expenditure	130,627	23,397	205,915	182,518	0	182,518	11.4%	
Net Income over Expenditure	(86,263)	(6,048)	(162,400)	(156,352)				
plus Transfer from EMR	0	2,600						
Movement to/(from) Gen Reserve	(86,263)	(3,448)						
Grand Totals:- Income	401,307	194,650	404,606	209,956			48.1%	
Expenditure	336,831	60,481	499,434	438,953	0	438,953	12.1%	
Net Income over Expenditure	64,476	134,170	(94,828)	(228,998)				
plus Transfer from EMR	13,935	2,786						
less Transfer to EMR	16,810	6,405						
Movement to/(from) Gen Reserve	61,601	130,551						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	8,570	7,683	6,000	(1,683)			128.0%	
3211 C N History Trail	2	27	0	(27)			0.0%	
3290 Miscellaneous Income	6,930	12,933	0	(12,933)			0.0%	12,810
3291 Tourist Information	0	0	50	50			0.0%	
Administration :- Income	<u>15,502</u>	<u>20,643</u>	<u>6,050</u>	<u>(14,593)</u>			<u>341.2%</u>	<u>12,810</u>
4100 Salaries/Superann/Nl	63,857	96,080	100,000	3,920		3,920	96.1%	
5110 Stationery	528	620	1,000	380		380	62.0%	
5120 Photocopying Costs	2,128	2,617	2,600	(17)		(17)	100.7%	
5125 Tourist Information	0	229	500	271		271	45.8%	
5200 Postage	440	251	700	449		449	35.9%	
5210 Telephone	2,283	4,620	1,200	(3,420)		(3,420)	385.0%	
5310 Office Equipment	127	141	0	(141)		(141)	0.0%	
5340 Website Costs	260	4,496	2,500	(1,996)		(1,996)	179.8%	
5360 Computer Hardware/Software	2,106	2,078	2,000	(78)		(78)	103.9%	
6200 Rent	1,467	1,150	3,305	2,155		2,155	34.8%	
6210 Rates	2,731	2,695	2,695	0		0	100.0%	
7100 Travel & Subsistance	29	0	200	200		200	0.0%	
7200 Hospitality & Entertaining	0	0	200	200		200	0.0%	
7300 Staff & Councillors Training	701	2,698	2,100	(598)		(598)	128.5%	
7500 Legal & Professional Fees	0	695	1,500	805		805	46.3%	
7510 Audit Fees	2,250	2,265	2,500	235		235	90.6%	
7600 Subscriptions	1,663	1,827	1,000	(827)		(827)	182.7%	
7630 Bank Charges	0	200	0	(200)		(200)	0.0%	
7650 Insurance	2,007	1,458	1,800	342		342	81.0%	
7710 Election Expenses	3,945	0	0	0		0	0.0%	
7720 Other Miscellaneous Expenses	50,571	794	1,500	706		706	53.0%	
Administration :- Indirect Expenditure	<u>137,092</u>	<u>124,913</u>	<u>127,300</u>	<u>2,387</u>	<u>0</u>	<u>2,387</u>	<u>98.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(121,590)</u>	<u>(104,269)</u>	<u>(121,250)</u>	<u>(16,981)</u>				
6001 less Transfer to EMR	0	12,810						
Movement to/(from) Gen Reserve	<u>(121,590)</u>	<u>(117,079)</u>						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	26,900	31,000	26,000	(5,000)		(5,000)	119.2%	
Grants :- Indirect Expenditure	<u>26,900</u>	<u>31,000</u>	<u>26,000</u>	<u>(5,000)</u>	<u>0</u>	<u>(5,000)</u>	<u>119.2%</u>	<u>0</u>
Net Expenditure	<u>(26,900)</u>	<u>(31,000)</u>	<u>(26,000)</u>	<u>5,000</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	312,188	315,055	315,055	0			100.0%	
3101 Precept Support Grant	6,762	0	0	0			0.0%	
3180 Interest Receivable	766	244	1,000	756			24.4%	
3230 Manorial Land (Pace Petroleum)	15,000	15,000	15,000	0			100.0%	
3290 Miscellaneous Income	0	6,000	0	(6,000)			0.0%	4,000
Miscellaneous :- Income	<u>334,716</u>	<u>336,299</u>	<u>331,055</u>	<u>(5,244)</u>			<u>101.6%</u>	<u>4,000</u>
4100 Salaries/Superann/Nl	15,500	16,255	17,000	745		745	95.6%	
6405 Christmas Late Night Shopping	0	130	1,000	870		870	13.0%	
6407 Xmas Lights/Trees	1,247	13,732	3,200	(10,532)		(10,532)	429.1%	
6418 Defibrillators	784	0	0	0		0	0.0%	
6460 Streetscene	3,875	11,989	5,000	(6,989)		(6,989)	239.8%	7,530
6461 HGV signs	0	0	8,000	8,000		8,000	0.0%	
6462 Grit Bins/Snow	493	(0)	1,000	1,000		1,000	0.0%	
6490 Trees/Flower Beds Middle Row	465	258	2,500	2,242		2,242	10.3%	
6495 Street Furniture	2,498	2,752	3,000	248		248	91.7%	
6498 Contingency Fund	25,479	(1,394)	10,000	11,394		11,394	(13.9%)	
7100 Travel & Subsistance	0	927	0	(927)		(927)	0.0%	
7500 Legal & Professional Fees	0	23,831	45,000	21,169		21,169	53.0%	
7720 Other Miscellaneous Expenses	2,055	1,291	1,250	(41)		(41)	103.2%	
Miscellaneous :- Indirect Expenditure	<u>52,396</u>	<u>69,771</u>	<u>96,950</u>	<u>27,179</u>	<u>0</u>	<u>27,179</u>	<u>72.0%</u>	<u>7,530</u>
Net Income over Expenditure	<u>282,321</u>	<u>266,528</u>	<u>234,105</u>	<u>(32,423)</u>				
6000 plus Transfer from EMR	0	7,530						
6001 less Transfer to EMR	0	4,000						
Movement to/(from) Gen Reserve	<u>282,321</u>	<u>270,058</u>						
<u>104 Youth</u>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	<u>0</u>	<u>6,405</u>	<u>0</u>	<u>(6,405)</u>	<u>0</u>	<u>(6,405)</u>		<u>6,405</u>
Net Expenditure	<u>0</u>	<u>(6,405)</u>	<u>0</u>	<u>6,405</u>				
6000 plus Transfer from EMR	0	6,405						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>110 Town Hall</u>								
3115 Lettings Income	396	20,059	16,000	(4,059)			125.4%	
3140 WODC Water Rates Contrib	110	81	200	119			40.7%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3290 Miscellaneous Income	0	0	3,000	3,000			0.0%	
Town Hall :- Income	506	20,140	19,200	(940)			104.9%	0
4100 Salaries/Superann/Nl	10,478	22,715	19,500	(3,215)		(3,215)	116.5%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone	120	545	300	(245)		(245)	181.7%	
6110 Heat and Light	4,880	6,016	5,750	(266)		(266)	104.6%	
6130 Water & Sewerage	201	657	670	13		13	98.1%	
6210 Rates	10,230	10,230	10,000	(230)		(230)	102.3%	
6220 Use 7650	2,777	0	0	0		0	0.0%	
6230 Window Cleaning	525	725	800	75		75	90.6%	
6240 Alarm/Fire Extinguisher Insp	1,435	2,348	1,500	(848)		(848)	156.5%	
6310 Cleaning / Sanitary Expenses	570	1,180	1,000	(180)		(180)	118.0%	
6330 Waste Disposal	529	555	600	45		45	92.6%	
6400 Repairs	3,756	2,906	10,000	7,094		7,094	29.1%	
6408 New Equipment	52	0	1,500	1,500		1,500	0.0%	
7610 Licences	941	605	735	130		130	82.3%	
7650 Insurance	0	2,834	3,750	916		916	75.6%	
7720 Other Miscellaneous Expenses	652	567	750	183		183	75.6%	
Town Hall :- Indirect Expenditure	37,145	51,882	58,355	6,473	0	6,473	88.9%	0
Net Income over Expenditure	(36,639)	(31,742)	(39,155)	(7,413)				
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,215	2,215	2,215	0			100.0%	0
6210 Rates	37	60	375	315		315	15.9%	
6400 Repairs	1,568	1,519	2,500	981		981	60.8%	
7650 Insurance	300	227	300	73		73	75.7%	
Greystones :- Indirect Expenditure	1,905	1,805	3,175	1,370	0	1,370	56.9%	0
Net Income over Expenditure	310	410	(960)	(1,370)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	11,295	14,969	11,000	(3,969)			136.1%	
3191 Grave Purchase	4,284	7,040	3,500	(3,540)			201.1%	
Cemetery :- Income	15,579	22,009	14,500	(7,509)			151.8%	0
3192 Use 3193	(52)	0	0	0		0	0.0%	
6130 Water & Sewerage	27	69	20	(49)		(49)	343.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Rates	1,094	1,258	800	(458)		(458)	157.3%	
6400 Repairs	0	200	1,000	800		800	20.0%	
6465 Contract	10,916	11,156	12,500	1,344		1,344	89.2%	
6471 Skips for cemetery	510	720	600	(120)		(120)	120.0%	
7650 Insurance	600	454	600	146		146	75.7%	
7720 Other Miscellaneous Expenses	492	314	500	186		186	62.8%	
Cemetery :- Indirect Expenditure	13,587	14,171	16,020	1,849	0	1,849	88.5%	0
Net Income over Expenditure	1,992	7,838	(1,520)	(9,358)				
<u>140 Closed Churchyard</u>								
6400 Repairs	1,127	1,515	1,000	(515)		(515)	151.5%	
6468 Maintenance incl. drains	3,827	2,234	1,000	(1,234)		(1,234)	223.4%	
Closed Churchyard :- Indirect Expenditure	4,954	3,749	2,000	(1,749)	0	(1,749)	187.4%	0
Net Expenditure	(4,954)	(3,749)	(2,000)	1,749				
<u>151 Recreation</u>								
3290 Miscellaneous Income	1,780	0	0	0			0.0%	
Recreation :- Income	1,780	0	0	0				0
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs	2,642	1,983	4,500	2,517		2,517	44.1%	
6410 New Equipment	24,104	7,955	10,000	2,045		2,045	79.5%	
6413 Sports Awards	0	305	500	195		195	60.9%	
6420 Litter/Dog Bin Emptying	5,402	4,364	6,500	2,136		2,136	67.1%	
6465 Contract	6,529	7,341	5,200	(2,141)		(2,141)	141.2%	
7100 Travel & Subsistance	0	0	20	20		20	0.0%	
7650 Insurance	2,600	2,700	2,700	0		0	100.0%	
7720 Other Miscellaneous Expenses	5,701	447	1,000	553		553	44.7%	
Recreation :- Indirect Expenditure	47,978	26,095	31,420	5,325	0	5,325	83.1%	0
Net Income over Expenditure	(46,198)	(26,095)	(31,420)	(5,325)				
<u>180 Pool Meadow</u>								
6417 Maintenance	1,603	120	3,000	2,880		2,880	4.0%	
Pool Meadow :- Indirect Expenditure	1,603	120	3,000	2,880	0	2,880	4.0%	0
Net Expenditure	(1,603)	(120)	(3,000)	(2,880)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Millennium Garden</u>								
6417 Maintenance	0	11	0	(11)		(11)	0.0%	
6465 Contract	1,221	1,266	2,300	1,034		1,034	55.0%	
Millennium Garden :- Indirect Expenditure	1,221	1,277	2,300	1,023	0	1,023	55.5%	0
Net Expenditure	<u>(1,221)</u>	<u>(1,277)</u>	<u>(2,300)</u>	<u>(1,023)</u>				
<u>186 War Memorial</u>								
6465 Contract	0	127	200	73		73	63.5%	
6470 War Memorial	22	400	500	100		100	80.0%	
War Memorial :- Indirect Expenditure	22	527	700	173	0	173	75.3%	0
Net Expenditure	<u>(22)</u>	<u>(527)</u>	<u>(700)</u>	<u>(173)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	2,385	3,000	615		615	79.5%	
7690 Mayors Allowance	125	2,730	2,800	70		70	97.5%	
Mayors Allowance :- Indirect Expenditure	125	5,115	5,800	685	0	685	88.2%	0
Net Expenditure	<u>(125)</u>	<u>(5,115)</u>	<u>(5,800)</u>	<u>(685)</u>				
Grand Totals:- Income	370,298	401,307	373,020	(28,287)			107.6%	
Expenditure	324,928	336,831	373,020	36,189	0	36,189	90.3%	
Net Income over Expenditure	<u>45,370</u>	<u>64,476</u>	<u>0</u>	<u>(64,476)</u>				
plus Transfer from EMR	0	13,935						
less Transfer to EMR	0	16,810						
Movement to/(from) Gen Reserve	<u>45,370</u>	<u>61,601</u>						

27/04/2022

Chipping Norton Town Council Current Year

12:15

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
570,872	HSBC Current A/c	0	
0	Unity Trust Bank	140,749	
0	CCLA Deposit Fund	500,000	
59	Petty Cash	5	
8,749	Prepayments	628	
5,497	VAT Control	3,999	
10,719	Debtors	3,031	
<u>595,896</u>		<u>648,412</u>	
595,896	Total Assets	648,412	
Current Liabilities			
5,882	Trade Creditors	3,094	
9,297	Accruals	0	
0	Receipts in Advance	125	
<u>15,179</u>		<u>3,219</u>	
580,717	Total Assets Less Current Liabilities	645,193	
Represented By			
468,882	General Reserves	276,643	
111,835	Earmarked Reserves	368,550	
<u>580,717</u>		<u>645,193</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	Adobe Systems Software	DD	12.64		Adobe sub.-April
01/04/2022	Zurich Municipal	Online	7,967.91		Insurance 2022-23
05/04/2022	WODC	ONLINE	219.60	GM/JG	Rates-Guildhall-April
05/04/2022	WODC	ONLINE	13.62	JG/GM	Rates-G/S April
05/04/2022	WODC	ONLINE	116.11	JG/GM	Rates-Cemetery April
05/04/2022	WODC	ONLINE	857.50	JG/GM	Rates-T/H April
05/04/2022	██████████	ONLINE	70.00	GM/RP	Flowers-present for Kay
05/04/2022	West Oxfordshire District Coun	Online1	4,403.65		Elections expenses 2021
05/04/2022	West Oxfordshire District Coun	Online2	2,400.96		Dog/Litter bins emptying-22-23
05/04/2022	GrenkeLeasing Ltd	Online3	497.74		Photocopier Lease-April-June
05/04/2022	Oxfordshire Association of Loc	Online4	1,443.85		OALC Membership-22-23
05/04/2022	Gill & Co (Ironmongers) Limite	Online5	32.90		Various items
05/04/2022	Thomas Cleaning Ltd	Online6	124.32		Cleaning T/H
05/04/2022	Pear Technology Services Ltd	Online7	270.00		Digital mapping-support 22-23
05/04/2022	West Oxfordshire District Coun	Online8	291.20		Commercial waste-T/H 2022-23
07/04/2022	British Gas	DD	526.06		Gas-T/H
11/04/2022	Community Heartbeat	ONLINE	50.00	GM/RP	Pads for defibrillators
11/04/2022	OPFA	ONLINE	78.00	RP/DH	OPFA Membership 22-23
11/04/2022	Topiarus Horticulture Ltd	Online9	516.00		Gardening work-March
11/04/2022	The Fibreworks	Online10	203.00		Bunting tape-Jubilee
11/04/2022	Thames Valley Water Services L	Online11	48.00		Montly temp. monitoring-T/H
11/04/2022	Zonkey Solutions Ltd	Online12	1,463.40		Website costs 22-23
11/04/2022	Viking	Online13	175.14		Various items
12/04/2022	Canva Pty Limited	DD	10.99		Canva subscription-April
12/04/2022	Institute of Cemetery & Cremat	Online14	95.00		Cemetery membership
12/04/2022	Bannor Electrical Services	Online15	487.69		Electrical work 21/22
12/04/2022	Castle Water Limited	Online16	223.55		Water T/H-Feb-July 22
12/04/2022	PPL PRS Ltd	Online17	743.81		Music Licence-T/H
20/04/2022	Flying Colours Flagmakers	PAYPAL	53.94	RP/DH	Union Flag-Flag pole
20/04/2022	Unity Trust Bank	ONLINE	7,490.63	RP/DH	Salaries-April 22
22/04/2022	eBay Commerce UK	PAYPAL	186.60	RP/DH	Jubilee flags
26/04/2022	West Oxfordshire District Coun	Online18	653.99		Dog bins emptying 21-22
26/04/2022	██████████	ONLINE	13.50	RP/DH	Bus tickets-Training
26/04/2022	██████████	ONLINE	33.00	RP/DH	Bark-Flag post
26/04/2022	██████████	ONLINE	10.00	RP/DH	Telephone-April
26/04/2022	SLCC	Online	294.00		SLCC Memembership 22-23-LA
26/04/2022	LGRC Associates Ltd	Online	600.00		Professional HR advice
26/04/2022	Drain Doctor Plumbing	Online	282.00		Drain maintenance-St Marys
26/04/2022	ESPO	Online	71.34		Cleaning products-T/H
26/04/2022	Wiltshire Steeplejacks	Online	2,100.00		Flag pole installation
27/04/2022	STL Communications Limited	DD	529.02		Telephone/Broadband March
27/04/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription-April
29/04/2022	Daniel Dix Building Services	Online	984.00		Base for flagpole
29/04/2022	CN Glass	Online1	90.00		Telephone box glass repair
29/04/2022	Canopy	Online2	312.00		Tree work-St Mary's Churchyard
29/04/2022	Daniel Dix Building Services	Error	-984.00		P/Ledger Electronic Payment
29/04/2022	CN Glass	Error1	-90.00		P/Ledger Electronic Payment

Time: 10:24

Unity Trust Bank

List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/04/2022	Canopy	Error2	-312.00		P/Ledger Electronic Payment
29/04/2022	CN Glass	Online	90.00		P/Ledger Electronic Payment
29/04/2022	Daniel Dix Building Services	Online1	984.00		P/Ledger Electronic Payment
29/04/2022	Canopy	Online2	312.00		P/Ledger Electronic Payment
29/04/2022	HMRC	ONLINE	1,641.10	RP/DH	Tax/NI-April 22
29/04/2022	OCC Pension Fund	ONLINE	2,339.29	RP/DH	LGPS Contributions-April
29/04/2022	Ubico Limited	Online	181.84		Dog/litter bins emptying-April
03/05/2022	Made by Cooper Ltd	Paypal	438.00		Platinum Jubilee badges
05/05/2022	WODC	ONLINE	121.00	RP/DH	Rates-Cemetery
05/05/2022	WODC	ONLINE	16.00	DH/RP	Rates-G/S
05/05/2022	WODC	ONLINE	225.00	RP/DH	Rates-Guildhall
05/05/2022	WODC	ONLINE	852.00	RP/DH	Rates-T/H
05/05/2022	Adobe Systems Software	DD	12.64		Adobe subscripion-May
06/05/2022	British Gas	DD	318.12		Gas-T/H April
10/05/2022	Thomas Cleaning Ltd	Online	124.32		Cleaning T/H
10/05/2022	Gill & Co (Ironmongers) Limite	Online1	72.13		Various items-PO
10/05/2022	Rialtas Business Solutions Ltd	Online2	669.60		Year End Closedown 2022
10/05/2022	GH Safety Ltd	Online3	462.24		H&S recommendations
10/05/2022	Canopy	Online4	3,120.00		Tree work-Cemetery
10/05/2022	██████████	ONLINE	5.70	RP/DH	Cleaning products-T/H
10/05/2022	J English Window Cleaning	ONLINE	105.00	RP/DH	Window cleaning-T/H
10/05/2022	Auditing Solutions Ltd	Online	552.00		Internal Audit 21-22
10/05/2022	Wiltshire Steeplejacks	Online	582.00		Lightning protection-T/H
10/05/2022	Proludic Ltd	Online	937.85		Trampoline repair-Rec NS
10/05/2022	The Community Heartbeat Trust	Online	223.20		Battery for defibrillator
11/05/2022	Canva Pty Limited	DD	10.99		Canva subscription-May
12/05/2022	Baker Ross	PAYPAL	34.90		Fabric pens-Jubilee event
16/05/2022	Thames Valley Water Services L	Online	414.00		Water monitoring-T/H
18/05/2022	McCracken & Sons Ltd	Online1	2,734.00		Gardening work-April
18/05/2022	██████████	ONLINE	40.00	RP/JG	Flowers for G.Mazower
20/05/2022	Unity Trust Bank	ONLINE	7,491.91	RP/JG	Salaries-May
24/05/2022	STL Communications Limited	DD	529.02		Telephone/Broadband-April
25/05/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription
25/05/2022	Travis Perkins	Online	17.30		Postcrete-Cots.Crescent
25/05/2022	██████████	ONLINE	10.00	RP/JG	Telephone-May
25/05/2022	██████████	ONLINE	60.13	RP/JG	Various
25/05/2022	WODC	ONLINE	852.00	RP/JG	Rates-T/H
25/05/2022	WODC	ONLINE	121.00	RP/JG	Rates-Cemetery
25/05/2022	WODC	ONLINE	16.00	JG/RP	Rates-G/S
25/05/2022	WODC	ONLINE	225.00	RP/JG	Rates-Guildhall
25/05/2022	OCC Pension Fund	ONLINE	2,350.49	RP/JG	LGPS Contributions-May
25/05/2022	HMRC	ONLINE	1,651.01	RP/JG	Tax/NI-May
25/05/2022	Ladderstore Ltd	Paypal	100.62		Step Ladder-T/H
25/05/2022	Swift Digital Services	Online	6.00		Photocopier-envir. levy
25/05/2022	Ubico Limited	Online	181.84		Litter & dog bins emptying-May
25/05/2022	Viking	Online1	72.70		Stationery
25/05/2022	Viking	Online2	26.24		Self ink stamp-CNTC

List of Payments made between 01/04/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/05/2022	Viking	Online3	2.84		Cable ties-Flags Jubilee
25/05/2022	Viking	Online4	62.96		Cable ties-flags Jubilee
25/05/2022	Swift Digital Services	Online5	120.23		Photocopier expenses
Total Payments			<u>67,200.85</u>		

Time: 10:23

Unity Trust Bank

List of Payments made between 25/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/03/2022	Zoom Video Communications Inc.	DD	11.99		Zoom-March
28/03/2022	HMRC	ONLINE	2,721.27	JG/RP	Tax/NI - March
28/03/2022	██████████	ONLINE	51.95	RP/JG	Drinks/Nibbles-Sports Awards
28/03/2022	██████████	ONLINE	4.25	RP/JG	Batteries for mouse
28/03/2022	██████████	ONLINE	10.00	RP/JG	Telephone-March
28/03/2022	OCC Pension Fund	ONLINE	2,403.37	RP/JG	LGPS Contributions-March
28/03/2022	Witney Trophy Centre	Online	278.93		Trophies-Sports Awards
28/03/2022	Light Angels Ltd	Online1	7,487.99		Xmas lights-Balance
28/03/2022	Travis Perkins	Online2	112.34		Plywood/Postcrete-PO
28/03/2022	Broadsword	Online3	31.20		Fire Alarm Service
28/03/2022	The Community Heartbeat Trust	Online4	51.60		Pads for defibrillators
28/03/2022	██████████	ONLINE	219.30	JG/RP	Locum Clerking-March
31/03/2022	Unity Trust Bank	DD	7.20		Bank charges
31/03/2022	Thrive North Oxfordshire	ONLINE	2,480.00	GM/RP	Donation from Mayor
31/03/2022	Unity Trust Bank	DD	47.40		Service charge
Total Payments			<u>15,918.79</u>		

Item 10 – Event Booking Management Software

Currently the Town Council uses Google Calendar to manually book and invoice for events in the Town Hall. Although this is free, there are many disadvantages to using this system. There is no way to keep track of outstanding invoices or the option to keep track of previous events from regular hirers.

The Deputy Clerk recommends that the Council considers using Rialtas Event Booking Management Software, an expansion to the Rialtas accounting system that the Council already uses. Rialtas generates reports about the Town Hall use which can help future planning and understanding about what events are being held in the venue.

This will also integrate with the new website and has a Google calendar functionality, which is preferred by the Town Hall Keeper.

<https://www.rialtas.co.uk/solutions/facilities-booking-management/>

QUOTATION

Prepared for Chipping Norton Town Council

Dated 17th May 2022

1a. Purchase of Facilities Booking Software

Purchase Installation of the following:

Facilities Booking Software (includes Sales Ledger)	£ 625
Discount as Council already has Sales Ledger	-£295
Online set up of software to include initial 3 hours training	£ 350
Addition Discount for multi user license (Until 30/06/2022)	-£101

Purchase of Software **£ 579**

1st Year Annual Support and Maintenance Multi 5 User Licence £ 302

Total Costs 1st Year for Purchase of Software **£ 881**

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence £302 per annum

1c. Optional Modules

Annual Support and Maintenance - Website Integration Module £75 per annum

2. Training

We recommend one days training for the above module, which is invoiced as taken:

Online Training per day £399

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.