



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

17th September 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 23rd November 2022

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

- a. To approve the Minutes of the Committee meeting held on 13th July 2022.
- b. To note the minutes of the following staffing sub-committee meetings:
 1. 13th July 2022
 2. 20th October 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. Committee Action Plan

To receive an update and consider any related recommendations.

6. Income and Expenditure

To receive detailed income and expenditure reports up to 31st October 2022 by budget heading.

7. Schedule of Payments for approval

To receive and approve the schedule of payments between 13th Sept and 31st October 2022.

8. Forward Work Programme

- a. To receive an update of the Committee's forward work programme.
- b. To receive and approve the following policies:
 - 1. Anti-Fraud and Corruption Policy
 - 2. Social Media Policy

9. Budget setting for 23/24

To receive a report regarding the budget setting for 23/24 and send a recommended draft budget to the next Full Council meeting.

12. Date of next meeting - Wednesday 1st February 2023



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Office Hours: Mon – Fri 9am – 1pm

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

Present:

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

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

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

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

The Chair closed the meeting at 7:34 pm



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via Zoom on **Wednesday 13th July 2022 at 4pm**

The following members were present:

Cllr Sandra Coleman (Chair)

Cllr David Heyes

Cllr Steve Akers

Cllr Graves (arrived at 16:08)

Also in attendance:

Luci Ashbourne, Town Clerk

SSC1. Election of Chair

Nominations were received for the election of the Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Akers Cllr Heyes seconded.

All in favour, motion carried

RESOLVED: That Cllr Akers is elected Chair of the Staffing Sub-Committee for 22/23.

Cllr Akers proposed that Cllr Coleman Chaired this meeting due to his loss of voice at present. All in Favour.

RESOLVED: That Cllr Coleman Chair this meeting.

SSC2. Election of Vice-Chair

Nominations were received for the election of the Vice-Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Whitmill, Cllr Heyes seconded.

All in favour, motion carried

RESOLVED: That Cllr Whitmill is elected Vice-Chair of the Staffing Sub-Committee for 22/23.

SSC3. Apologies for absence.

Apologies were received from Cllr Natasha Whitmill.

SSC4. Declaration of interests.

There were no declarations.

SSC5. Minutes

RESOLVED: That pending Cllr Poole's apologies being added, that the minutes of the last meeting held on 4th May 2022 be approved as a correct record and signed by the Chair.

SSC6. 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.

SSC7. Staffing matters

Members received and noted a confidential report from the Town Clerk. This report outlined, through recommendations from the Organisational Review; The Council's aspirations regarding The Town Hall and events in general and; that the Council have increased the salary budget adequately, that the Council has a strong business case to start recruitment of a Facilities and Events Officer.

Members discussed this in depth.

Cllr Akers proposed that the recommendation from the Clerk be approved, Cllr Heyes seconded. At this time Cllr Graves expressed a wish to wait until the job description had been reviewed before taking a view and chose to abstain at this juncture of the meeting.

3 in favour, 1 abstention.

Motion carried

Members reviewed the draft job description and person specification provided in depth. Cllr Akers proposed that the job description for the facilities and events manager is approved. Cllr Coleman seconded the proposal.

All in favour, motion carried.

The final recommendation from The Clerk was that due to the demands of the role and the flexibility required that the hours should be 30 per week, and the salary set at LC2 SCP J8 24-28 £29,174 - £32,798 (£23,655-£26,593 pro-rata). Members discussed this in detail. Cllr Akers proposed that the role is advertised at 30 hours per week at the salary scale recommended. Cllr Coleman seconded.

All in favour, motion carried.

Members discussed the recruitment and selection process and agreed that this should commence in August, with interviews taking place mid- September.

RESOLVED: That a recommendation to Full Council that the Facilities and Events Manager recruitment process is started.

Members received an update of all of the approved recommendations from the organisational review and noted that these were either completed or in progress.

SSC8. Date of next meeting

Wednesday 14th September at 4pm.

The Chair closed the meeting at 5:35pm.

Signed as an accurate record

Chair

Date.....



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 20th October 2022 at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr David Heyes

Also in attendance:

Luci Ashbourne, Town Clerk

SSC9. Apologies for absence.

Apologies were received from Cllrs Natasha Whitmill and Jo Graves.

SSC10. Declarations of interest

There were no declarations.

SSC11. Minutes

RESOLVED: That the minutes of the meeting held on 13th July 2022 are approved as a correct record and signed by the Chair.

SSC12. 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.

SSC13. Staffing matters

a. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Maintenance Operative.

Cllr Coleman proposed that the contract, job description and salary scale be approved and commence on 1st December 2022 pending consultation - Seconded by Cllr Heyes. All in favour, motion carried.

b. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Town Hall Keeper.

Cllr Akers proposed that the contract, job description and salary scale be approved and commence on 1st December 2022 pending consultation - Seconded by Cllr Coleman. All in favour, motion carried.

Members agreed that any feedback or proposed amendments are considered by the Clerk, in consultation with The Chair.

c. Holiday pay

Members received a report regarding annual leave due to staff and the recommendation that the backpay of annual leave is paid to relevant staff members in November salaries. Proposed by Cllr Heyes, seconded by Cllr Coleman. All in favour, motion carried.

d. Members received a report following the news that the RFO and Allotments/Cemetery manager will be leaving the Council. It was agreed to launch recruitment in November, with a view to interview early December and hope to start someone to shadow in January. It was agreed to amend the job title to be "Responsible Finance Officer and Estates Manager"

SSC14. Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair

Date.....

Agenda item 5 – Committee action plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Health and Safety Audit	CNTC/Approved consultants	£3800 Telephone £3000 IT hardware/software	May 21	Sept 22	All recommendations following the H&S audit are now either complete or in progress.
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Jan 22	A full list of policies are on the F&R forward work programme and are being worked through systematically.
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	January 2023
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal audit underway
Develop a Communication Strategy	CNTC	N/A	July 22		Approved July 2022
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022.
Ensure that the Council's finances are invested wisely	CNTC				Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Carry out needs assessment.

It is important to note that action plans are fluid and can be subject to change at any time.

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
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	1,790	0	(1,790)			0.0%	
3291 Tourist Information	0	0	51	51			0.0%	
Administration :- Income	20,643	1,790	5,051	3,261			35.4%	0
4100 Salaries/Superann/Nl	96,080	63,405	132,000	68,595		68,595	48.0%	
5110 Stationery	620	293	1,000	707		707	29.3%	
5120 Photocopying Costs	2,617	2,061	2,600	539		539	79.3%	
5125 Tourist Information	229	0	500	500		500	0.0%	
5127 C N History Trail	0	(6)	0	6		6	0.0%	
5200 Postage	251	84	700	616		616	12.1%	
5210 Telephone and Comms	4,620	2,930	3,800	870		870	77.1%	
5310 Office Equipment	141	1,803	2,000	197		197	90.1%	
5340 Website Costs	4,496	1,520	1,000	(520)		(520)	151.9%	
5360 Computer Hardware/Software	2,078	3,361	3,000	(361)		(361)	112.0%	
6200 Rent	1,150	0	1,150	1,150		1,150	0.0%	
6210 Rates	2,695	1,795	2,700	905		905	66.5%	
6400 Repairs and Maintenance	0	625	0	(625)		(625)	0.0%	625
7100 Travel & Subsistence	0	45	200	155		155	22.3%	
7300 Staff & Councillors Training	2,698	1,480	3,000	1,520		1,520	49.3%	
7500 Legal & Professional Fees	695	160	1,500	1,340		1,340	10.7%	
7510 Audit Fees	2,265	2,498	2,500	2		2	99.9%	
7600 Subscriptions	1,827	1,985	2,000	15		15	99.3%	
7630 Bank Charges	200	105	100	(5)		(5)	105.2%	
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	731	1,500	769		769	48.7%	
Administration :- Indirect Expenditure	124,913	91,077	167,454	76,377	0	76,377	54.4%	625
Net Income over Expenditure	(104,269)	(89,287)	(162,403)	(73,116)				
6000 plus Transfer from EMR	0	625						
6001 less Transfer to EMR	12,810	0						
Movement to/(from) Gen Reserve	(117,079)	(88,662)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	31,000	2,500	26,000	23,500		23,500	9.6%	
7680 Youth Council	0	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	31,000	2,500	28,500	26,000	0	26,000	8.8%	0
Net Expenditure	(31,000)	(2,500)	(28,500)	(26,000)				

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	315,055	340,840	340,840	0			100.0%	
3180 Interest Receivable	244	3,071	200	(2,871)			1535.4%	
3230 Manorial Land (Pace Petroleum)	15,000	7,500	15,000	7,500			50.0%	
3290 Miscellaneous Income	6,000	6,405	0	(6,405)			0.0%	6,405
Miscellaneous :- Income	336,299	357,816	356,040	(1,776)			100.5%	6,405
4100 Salaries/Superann/Nl	16,255	9,528	15,700	6,172		6,172	60.7%	
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	296	500	204		204	59.2%	186
6460 Streetscene	11,989	274	10,000	9,726		9,726	2.7%	87
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	752	2,500	1,748		1,748	30.1%	
6495 Street Furniture	2,752	1,420	3,000	1,580		1,580	47.3%	
6498 Contingency Fund	(1,394)	2,648	10,000	7,352		7,352	26.5%	
7100 Travel & Subsistance	927	1,128	1,600	472		472	70.5%	
7500 Legal & Professional Fees	23,831	2,933	29,000	26,067		26,067	10.1%	
7720 Other Miscellaneous Expenses	1,291	784	1,250	466		466	62.7%	
Miscellaneous :- Indirect Expenditure	69,771	19,763	101,050	81,287	0	81,287	19.6%	273
Net Income over Expenditure	266,528	338,053	254,990	(83,063)				
6000 plus Transfer from EMR	7,530	273						
6001 less Transfer to EMR	4,000	6,405						
Movement to/(from) Gen Reserve	270,058	331,921						
<u>104 Youth</u>								
5322 Expenses	6,405	6,405	19,215	12,810		12,810	33.3%	6,405
Youth :- Indirect Expenditure	6,405	6,405	19,215	12,810	0	12,810	33.3%	6,405
Net Expenditure	(6,405)	(6,405)	(19,215)	(12,810)				
6000 plus Transfer from EMR	6,405	6,405						
Movement to/(from) Gen Reserve	0	0						
<u>110 Town Hall</u>								
3115 Lettings Income	20,059	19,774	26,000	6,226			76.1%	
3140 WODC Water Rates Contrib	81	102	100	(2)			101.9%	
3290 Miscellaneous Income	0	133	0	(133)			0.0%	
Town Hall :- Income	20,140	20,009	26,100	6,091			76.7%	0

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre 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	22,715	10,188	19,800	9,612		9,612	51.5%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	545	289	630	341		341	45.9%	
6110 Heat and Light	6,016	2,591	6,000	3,409		3,409	43.2%	
6130 Water & Sewerage	657	954	680	(274)		(274)	140.3%	
6210 Rates	10,230	5,970	10,230	4,261		4,261	58.4%	
6230 Window Cleaning	725	290	800	510		510	36.3%	
6240 Alarm/Fire Extinguisher Insp	2,348	193	1,600	1,407		1,407	12.1%	
6310 Cleaning / Sanitary Expenses	1,180	888	1,500	612		612	59.2%	
6330 Waste Disposal	555	582	600	18		18	97.1%	
6400 Repairs and Maintenance	2,906	13,815	30,000	16,185		16,185	46.1%	4,715
6408 New Equipment	0	625	2,500	1,875		1,875	25.0%	
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	228	500	272		272	45.5%	
Town Hall :- Indirect Expenditure	51,882	40,032	80,140	40,108	0	40,108	50.0%	4,715
Net Income over Expenditure	(31,742)	(20,023)	(54,040)	(34,017)				
6000 plus Transfer from EMR	0	4,715						
Movement to/(from) Gen Reserve	(31,742)	(15,308)						
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	750	2,040	1,290			36.8%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,215	925	2,215	1,290			41.8%	0
6210 Rates	60	110	375	265		265	29.2%	
6400 Repairs and Maintenance	1,519	1,176	2,500	1,324		1,324	47.1%	
7650 Insurance	227	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	1,805	1,586	3,175	1,589	0	1,589	50.0%	0
Net Income over Expenditure	410	(661)	(960)	(299)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	14,969	9,045	11,200	2,155			80.8%	
3191 Grave Purchase	7,040	3,675	4,000	325			91.9%	
3290 Miscellaneous Income	0	50	0	(50)			0.0%	
Cemetery :- Income	22,009	12,770	15,200	2,430			84.0%	0
6130 Water & Sewerage	69	30	100	70		70	30.4%	
6210 Rates	1,258	842	1,000	158		158	84.2%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6400 Repairs and Maintenance	200	8,216	1,000	(7,216)		(7,216)	821.5%	6,774
6465 Contract	11,156	4,344	12,500	8,156		8,156	34.8%	
6471 Skips for cemetery	720	380	600	220		220	63.3%	
7650 Insurance	454	500	600	100		100	83.3%	
7720 Other Miscellaneous Expenses	314	313	500	187		187	62.6%	
Cemetery :- Indirect Expenditure	14,171	14,625	16,300	1,675	0	1,675	89.7%	6,774
Net Income over Expenditure	7,838	(1,855)	(1,100)	755				
6000 plus Transfer from EMR	0	6,774						
Movement to/(from) Gen Reserve	7,838	4,919						
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	1,515	740	1,500	760		760	49.3%	
6468 Maintenance incl. drains	2,234	1,651	3,700	2,050		2,050	44.6%	
Closed Churchyard :- Indirect Expenditure	3,749	2,391	5,200	2,810	0	2,810	46.0%	0
Net Expenditure	(3,749)	(2,391)	(5,200)	(2,810)				
<u>151 Recreation</u>								
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs and Maintenance	1,983	13,523	4,500	(9,023)		(9,023)	300.5%	9,023
6410 New Equipment	7,955	6,603	30,000	23,397		23,397	22.0%	
6413 Sports Awards	305	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	4,364	2,910	6,500	3,590		3,590	44.8%	
6465 Contract	7,341	2,144	5,200	3,056		3,056	41.2%	
7650 Insurance	2,700	2,225	2,700	475		475	82.4%	
7720 Other Miscellaneous Expenses	447	586	1,000	414		414	58.6%	
Recreation :- Indirect Expenditure	26,095	28,991	51,400	22,409	0	22,409	56.4%	9,023
Net Expenditure	(26,095)	(28,991)	(51,400)	(22,409)				
6000 plus Transfer from EMR	0	9,023						
Movement to/(from) Gen Reserve	(26,095)	(19,968)						
<u>160 Events</u>								
6414 Annual Events	0	945	9,500	8,555		8,555	9.9%	
6419 Occasional Events	0	1,952	2,500	548		548	78.1%	
Events :- Indirect Expenditure	0	2,896	12,000	9,104	0	9,104	24.1%	0
Net Expenditure	0	(2,896)	(12,000)	(9,104)				

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Pool Meadow</u>								
6417 Maintenance	120	6,072	7,000	928		928	86.7%	2,597
Pool Meadow :- Indirect Expenditure	<u>120</u>	<u>6,072</u>	<u>7,000</u>	<u>928</u>	<u>0</u>	<u>928</u>	<u>86.7%</u>	<u>2,597</u>
Net Expenditure	<u>(120)</u>	<u>(6,072)</u>	<u>(7,000)</u>	<u>(928)</u>				
6000 plus Transfer from EMR	0	2,597						
Movement to/(from) Gen Reserve	<u>(120)</u>	<u>(3,475)</u>						
<u>185 Millennium Garden</u>								
6417 Maintenance	11	0	0	0		0	0.0%	
6465 Contract	1,266	377	1,500	1,123		1,123	25.1%	
Millennium Garden :- Indirect Expenditure	<u>1,277</u>	<u>377</u>	<u>1,500</u>	<u>1,123</u>	<u>0</u>	<u>1,123</u>	<u>25.1%</u>	<u>0</u>
Net Expenditure	<u>(1,277)</u>	<u>(377)</u>	<u>(1,500)</u>	<u>(1,123)</u>				
<u>186 War Memorial</u>								
6465 Contract	127	0	200	200		200	0.0%	
6470 War Memorial	400	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>527</u>	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(527)</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,385	52	3,000	2,948		2,948	1.7%	
7690 Mayors Allowance	2,730	232	2,800	2,568		2,568	8.3%	
Mayors Allowance :- Indirect Expenditure	<u>5,115</u>	<u>284</u>	<u>5,800</u>	<u>5,516</u>	<u>0</u>	<u>5,516</u>	<u>4.9%</u>	<u>0</u>
Net Expenditure	<u>(5,115)</u>	<u>(284)</u>	<u>(5,800)</u>	<u>(5,516)</u>				
Grand Totals:- Income	401,307	393,310	404,606	11,296			97.2%	
Expenditure	336,831	216,999	499,434	282,435	0	282,435	43.4%	
Net Income over Expenditure	<u>64,476</u>	<u>176,311</u>	<u>(94,828)</u>	<u>(271,139)</u>				
plus Transfer from EMR	13,935	30,412						
less Transfer to EMR	16,810	6,405						
Movement to/(from) Gen Reserve	<u>61,601</u>	<u>200,318</u>						

List of Payments made between 13/09/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/09/2022	McCracken & Sons Ltd	Online	1,367.24		Grounds maintenance-August
13/09/2022	SLCC	Online	230.00		K Jang SLCC memebership
13/09/2022	Gill & Co (Ironmongers) Limite	Online1	5.20		Nuts & bolts-PO
13/09/2022	Chipping Norton News	Online2	30.00		Advertising space
13/09/2022	Kettering Playsafe Ltd	Online3	6,444.00		New Street rec. repairs
13/09/2022	Kettering Playsafe Ltd	Online4	1,074.42		Cotswold Gate repairs
13/09/2022	Wichkstead Leisure Ltd	Online5	268.21		Playground repairs
13/09/2022	Viking	Online6	41.96		Stationery
13/09/2022	Ubico Limited	Online7	181.84		Litter & dog bins emptying-Aug
13/09/2022	Kettering Playsafe Ltd	Online8	1,634.10		New Street repairs
13/09/2022	Travis Perkins	Online9	14.45		Solid dense block-PO
13/09/2022	Travis Perkins	Online10	145.71		Railway sleepers-PO
13/09/2022	Naturescape Limited	Online11	149.50		Yellow rattle seeds-Cemetery
13/09/2022	██████████	ONLINE	4.00	RP/JG	Coffee-Guildhall
13/09/2022	██████████	ONLINE	136.40	RP/JG	Expenses claim
16/09/2022	Mr A J Sked	Online	90.00		Padlock security box-container
20/09/2022	Unity Trust Bank	ONLINE	7,804.51	DH/RP	Salaries September
20/09/2022	Eventbrite UK	PAYPAL	108.98	DH/RP	WO Youth Awards
22/09/2022	eBay	PAYPAL	14.00	RP/DH	Tablet keyboards
22/09/2022	Adobe Systems Software	DD	12.64		Adobe subscription
23/09/2022	ICO	DD	35.00		Data protection fee
23/09/2022	STL Communications Limited	DD	1,069.02		Telephone/Broadband
26/09/2022	OCC Pension Fund	ONLINE	2,401.22	DH/RP	LGPS Contributions-September
26/09/2022	HMRC	ONLINE	2,120.00	DH/RP	Tax/NI-September
26/09/2022	Dan Pullen Hire & Haulage	Online	336.00		Container movement
26/09/2022	West Oxfordshire District Coun	Online1	311.28		Waste collection-Town Festival
26/09/2022	West Oxfordshire District Coun	Online2	291.20		Waste Collection Oct/March-T/H
26/09/2022	SSE Southern Electric	Online3	2,051.04		Electricity T/H
26/09/2022	Cottsway Housing Association	ONLINE	125.00	DH/RP	Cotswold Crescent playpark
26/09/2022	██████████	ONLINE	100.00	DH/RP	Work mobile repair
26/09/2022	██████████	ONLINE	10.00	DH/RP	Terry's telephone-Sept
26/09/2022	Ubico Limited	Online	181.84		Litter & Dog Bins - September
26/09/2022	Moore East Midlands	Online	1,200.00		External Audit-21/22
26/09/2022	The Sign Builder	Online1	50.49		Signs for playground-dcg area
27/09/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription
27/09/2022	██████████	ONLINE	66.11	RP/DH	Events expenses
28/09/2022	██████████	ONLINE	139.99	RP/DH	Vacuum cleaner-T/H
28/09/2022	Dunelm	PAYPAL	245.95	DH/RP	Table cloths-T/H
30/09/2022	Unity Trust Bank	DD	1.50		Bank charges
30/09/2022	Unity Trust Bank	DD	48.15		Bank charges-Jun/Sept
30/09/2022	Green Magic Co. UK Ltd	Paypal	29.98		Street sign holder
30/09/2022	WODC	ONLINE	225.00	DH/RP	Rates Guildhall
03/10/2022	Adobe Systems Software	DD	12.64		Adobe subscription
06/10/2022	McCracken & Gons Ltd	Online	1,367.24		Grounds maintenance-Sept
06/10/2022	Thomas Cleaning Ltd	Online1	93.24		Cleaning Town Hall
06/10/2022	██████████	ONLINE	24.00	DH/RP	Keys cut
06/10/2022	██████████	ONLINE	5.00	DH/RP	Cleaning products-T/H

List of Payments made between 13/09/2022 and 31/10/2022

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06/10/2022	Travis Perkins	Online	19.80		Hand speed clamp-PO
06/10/2022	Gill & Co (Ironmongers) Limite	Online1	89.04		Various items
06/10/2022	Proludic Ltd	Online2	910.03		Playpark repairs
06/10/2022	Oxfordshire Association of Loc	Online3	66.00		Staff training-KJ
06/10/2022	Viking	Online4	92.20		Stationery-paper
06/10/2022	Castle Water Limited	Online5	219.86		Water-T/H-Aug/January
06/10/2022	Viking	Online6	301.15		Office desks
06/10/2022	Viking	Online7	26.00		Handtowels-PO
06/10/2022	Viking	Online8	116.36		Office chair
06/10/2022	GrenkeLeasing Ltd	Online	497.74		Photocopier Lease
06/10/2022		ONLINE	3.84	JG/DH	Clirs surgery refreshments
06/10/2022	Green Magic Co. UK Ltd	Paypal	81.00		A4 sign/stand
11/10/2022	WODC	ONLINE	852.00	RP/DH	Rates-Town Hall
11/10/2022	WODC	ONLINE	16.00	DH/RP	Rates-Greystones
11/10/2022	WODC	ONLINE	121.00	DH/RP	Rates-Cemetery
11/10/2022	ESPO	Online	28.66		Bin bags-PO
11/10/2022		ONLINE	96.00	JG/RP	Xmas even insurance
11/10/2022	Beaumont Rivers Ltd	Online	1,737.50		Pool Meadow Feas. Study
11/10/2022	Kettering Playsafe Ltd	Online1	7,923.60		Playpark Equipment
11/10/2022	The Sign Builder	Online3	193.28		Various signs-Rec
11/10/2022	CN Glass	Online4	4,185.00		New window-T/H
11/10/2022	Travis Perkins	Online5	36.02		Postcrete-G/S
12/10/2022	Canva Pty Limited	DD	10.99		Canva subscription
13/10/2022	Green Magic Co.	PAYPAL	30.06	JG/RP	A4 sign holder with stake
14/10/2022	Majestic Wine Warehouses Ltd	Online1	159.90		P/Ledger Electronic Payment
18/10/2022		ONLINE	10.00	JG/RP	Refreshments Cemetery clean up
18/10/2022	A Taylor	ONLINE	96.50	RP/JG	PAT Testing-Guildhall
18/10/2022		ONLINE	5.00	JG/RP	Honorary citizen certificate
18/10/2022	Viking	Online2	19.03		Waste baskets-office
18/10/2022	Canopy	Online	2,844.00		P/Ledger Electronic Payment
19/10/2022	Adobe Systems Software	DD	12.64		Adobe subscription
19/10/2022	Green Magic Co.	PAYPAL	30.06	DH/RP	A4 sign holder with stake
20/10/2022	Unity Trust Bank	ONLINE	7,982.10	RP/JG	Salaries-October
20/10/2022	Laptops Direct	Paypal	35.96		Laptop bag
24/10/2022	STL Communications Limited	DD	1,896.22		Telephone/Broadband
26/10/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription
28/10/2022	Got2B Community Interest Compa	Online	6,405.00		Youth work June-January
28/10/2022	Viking	Online	76.21		Stationery
28/10/2022	OCC Pension Fund	ONLINE	2,381.86	DH/RP	Pension contributions-October
28/10/2022	Rialtas Business Solutions Ltd	Online	1,383.82		Rialtas sotware subscription
28/10/2022	Siemens Financial Services Lim	Online1	634.80		Photocopier Lease Rental
28/10/2022	phs Group	Online	260.54		Hygiene products-T/H
28/10/2022	WODC	ONLINE	225.00	RP/JG	Rates-Guildhall
28/10/2022	IIMRC	ONLINE	2,508.69	RP/JG	Tax/NI October
28/10/2022		ONLINE	4.00	RP/JG	Coffee-Guildhall
31/10/2022	Screwfix	PAYPAL	99.99	DH/RP	Fire Door Retainer-T/H

List of Payments made between 13/09/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			77,126.48		

CHIPPING NORTON TOWN COUNCIL

FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting September 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>New code of conduct adopted July 2022</p> <p>New members have completed register of interests. Clerk to re-circulate. Publish on website when ready</p>
	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) 	<p>Transparency code - Drafting</p>

CHIPPING NORTON TOWN COUNCIL

	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 • Bullying and Harassment/Dignity at Work • Complaints policy/procedure • Mayor’s allowance • Member training needs assessment • Absence • Expenses • Investment policy • Community Engagement • Vexatious complaints policy and 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"> • Social Media • Anti-fraud, anti-bribery and corruption 	<p>There are two policies for Committee to consider at this meeting:</p> <p>Anti-fraud, anti-bribery and corruption</p> <p>Social Media</p> <p>Priority for the next meeting</p> <p>Homeworking/flexible working Communications policy</p>
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CHIPPING NORTON TOWN COUNCIL

		<u>Forward work:</u> <ul style="list-style-type: none"> • Buildings/Assets Management Plan • Communications policy/strategy • Officer/Member protocol • Homeworking/Flexible working 	
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 • Outcome from the external auditor is acted upon and reported to Members 	<p>2019/20 completed.</p> <p>2020/21 completed.</p> <p>2022/22 to be commenced April 2022 (links & documentation received from external auditor by email 23rd March 2022)</p>
	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 	Internal audit is underway

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> • Reports go to Council/Committee as appropriate 	
	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 	Process 2023/24 to commenced through the Sept-Nov Committee Cycle. Draft Budget to this F&R meeting to be approved at Full Council 7 th December 2022.
	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; <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 ▪ Council action plan 	
	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.

CHIPPING NORTON TOWN COUNCIL

	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 	On the agenda
	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



Anti-Fraud and Corruption Policy

Chipping Norton Town Council Anti-Fraud & Corruption Policy

1. Introduction:

- 1.1 Chipping Norton Town Council is one of the larger Parish Councils within its County. It has assets, interests and annual transactions running into many thousands of pounds per annum.
- 1.2 In administering its responsibilities, the Council will operate financial control systems which mitigate against fraud and corruption, whether it is attempted from outside or inside the Council. The Council is committed to an effective anti-fraud and corruption strategy designed to:-
 - Encourage prevention
 - Promote detection
 - Identify a clear pathway for investigation.
- 1.3 The Council expects to lead by example and the propriety and accountability of members and staff at all levels will ensure adherence to all legal requirements, rules, procedures and practices.
- 1.4 The Council also expects those individuals in outside organisations (e.g. suppliers, contractors, services providers) with which it comes into contact, to act with integrity and to assist the Council in implementing measures designed to prevent fraud and corruption.
- 1.5 The Council's anti-fraud and corruption strategy is based on a series of comprehensive and interrelated procedures, designed to frustrate any attempted fraudulent or corrupt act.

This covers:

- Culture
 - Prevention
 - Detection and Investigation
 - Training
- 1.6 The Council is subject to a high degree of external scrutiny of its affairs by a variety of bodies and people, including:
 - Internal Auditor
 - External Auditor
 - The Public/Council Tax Payer – Annual inspection of the accounts.
 - HM Revenue and Customs

As part of the External Auditor's duty, he or she is required to ensure that the Town Council has in place adequate arrangements for the prevention and

detection of fraud and corruption.

2. Culture

- 2.1 Chipping Norton Town Council is determined that the culture and tone of the organisation is one of honesty and opposition to fraud and corruption. There is an expectation and requirement that the many individuals and organisations associated with the Council will act with integrity, and that Council members and employees at all levels will lead by example in these matters.
- 2.2 The Council's employees are an important element in preventing fraud and corruption, and they are positively encouraged and expected to raise any concerns that they may have on these issues where they are associated with the Council's activities. This they can do in the knowledge that such concerns will be treated in confidence, properly investigated and fairly dealt with. Members of the public are also encouraged to report concerns through the Town Clerk or via Councillors.
- 2.3 The Town Clerk is responsible for implementing the investigation of any allegation of fraud or corruption and will do so through clearly defined procedures. Where appropriate they will appoint an independent investigator and will inform the Police at the appropriate and earliest possible stage of the investigation. The Town Clerk will also:
- Deal promptly with the matter
 - Record all evidence received
 - Ensure that evidence is sound and adequately supported
 - Ensure security of all evidence collected
 - Contact Auditors
 - Implement Council disciplinary procedures, where appropriate.
- 2.4 The Town Clerk is expected to deal swiftly and firmly with those who defraud the Council or who are corrupt and will inform the Police at the earliest possible stage of the proceedings. The Council, including members, will be robust in dealing with financial malpractice.
- 2.5 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse, such as raising unfounded malicious allegations, will be dealt with as a disciplinary matter and is likely to be viewed as Gross Misconduct.
- 2.6 No information will be given to the media regarding fraud and corruption investigations until such times as the matter becomes public knowledge, usually through criminal proceedings in the courts.

3. Prevention

3.1 Employees

- 3.1.1 The Council recognises that a key preventive measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous records of potential employees, in terms of their propriety and integrity. In this regard temporary and contract employees will be treated in the same manner as permanent employees.
- 3.1.2 Employee recruitment will be in accordance with the procedures laid down in the Councils Recruitment and Retention Policy and, in particular, the Council will obtain written references regarding known honesty and integrity of potential employees before employment offers are made.
- 3.1.3 Employees of the Council are expected to follow any code of conduct introduced by their own professional body or institute, and also by the Council's code of conduct for employees or guidelines contained in the staff handbook. The Council has in place disciplinary procedures that cover all employees. The role that all employees are expected to play in the Council's framework for internal control is explained as part of the induction process.
- 3.1.4 Employees must disclose any financial interests in contracts relating to the Town Council. Employees are also reminded that they may not accept any fees or rewards whatsoever, other than proper remuneration.
- 3.1.5 New employees will be asked to disclose any criminal convictions as part of the recruitment process. Existing employees should also declare any convictions whilst employed by the Council. DBR checks will be carried out on existing and new employees.

4. Members:

- 4.1 Members are required to operate within the constraints of the following regulations:
- The Councils adopted Code of Conduct.
 - Chapter 7 of the Localism Act.
 - The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

5. Internal Control Systems:

- 5.1 The Council has Standing Orders and Regulations in place that set standards for employees when dealing with Council affairs.
- 5.2 The Town Clerk and Responsible Finance Officer have a statutory responsibility to ensure the proper arrangement of the Council's financial affairs, and has developed financial codes of practice and accounting instructions, which underpin financial regulations and outline the system, procedures and responsibilities of employees in relation to the Council's financial activity.
- 5.3 The Council has developed financial systems and procedures which incorporate efficient and effective internal controls. This includes adequate separation of duties to ensure that, as far as possible, financial impropriety is prevented. The Town Clerk will ensure that such controls, including those in a computerised environment, are properly maintained and effective, including documentation and review of the controls.
- 5.4 An external qualified accountant independently monitors the existence, appropriateness and effectiveness of these internal controls.

6. Detection and Investigation.

- 6.1 The internal control systems within the Council have been designed to provide indicators of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud. It is the responsibility of the Town Clerk and RFO to ensure that arrangements are in place to give reasonable assurances of detection and prevention of fraud. However, it is often the alertness of employees and the public that identifies that fraud or corruption may have been committed or is in progress.
- 6.2 If fraud and/or corruption is reported then the following responses will occur:
 - Consistent and confidential treatment of information regarding fraud and corruption
 - Investigation by an independent and experienced person
 - When appropriate, submission of a full report to the Police
 - Implementation of a fraud response investigation plan
 - Optimum protection of the Town Council's interest
- 6.3 Depending on the nature and the anticipated extent of the allegation, the Internal Auditor will normally work closely with the Town Clerk and other agencies, such as the Police, to ensure that all allegations and evidence are properly investigated and reported upon and, where appropriate, maximum recoveries are made for the Council.

6.4 The Council's disciplinary procedures will be used where the outcome of the investigation indicates improper behaviour. Where financial impropriety is discovered, the Police **will** be called in. The Crown Prosecution Service determines whether a prosecution will be pursued.

6.5 The External Auditor has the power to independently investigate fraud and corruption, and the Town Council may use their services for this purpose.

7. Training

7.1 The Council recognises that the continuing success of its anti-fraud and corruption strategy, and its general credibility, will depend largely on the effectiveness of programmed training and the responsiveness of employees throughout the organisation.

7.2 To facilitate this the Council supports the concept of induction training, together with detailed and specific training for employees involved in internal control systems, to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced. The possibility of disciplinary action against employees who ignore such training and guidance is made clear within this strategy.

8. Conclusion

8.1 The Council has in place a clear network of systems and procedures to assist in the fight against fraud and corruption. It is determined that this arrangement will keep pace with any future development, in both preventative and detection techniques regarding fraudulent or corrupt activities that may affect its operation or related responsibilities.

This policy statement will be subject to review to ensure its currency.



Chipping Norton Town Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Instagram page, Twitter account and uses email and Mailchimp to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk and Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgar, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged,
but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Town Council email.

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or Deputy Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting).

Members and staff may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used.

The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

Accessibility

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.

Alternative Text Descriptions for Images

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

Captioning of Videos

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

Context for Animated GIFs

On platforms that allow for alternative text descriptions on GIFs, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

CamelCase Hashtags

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.

Agenda item 9 – Budget setting for 23/24

Attached is the draft budget for 23/24. We have now received the tax base and election expenses from West Oxfordshire District Council. Income based on current band D precept would be **£344,684**

Community and Strategic Planning Committee have put forward their budgets, which have been incorporated into the overall picture. This budget has also been informed by previous expenditure and income, and expectations over the coming year.

We have streamlined the budget as much as possible and taken into consideration costed grounds maintenance, tree works and utilities.

Salaries have been calculated taking into account this year's National Joint Council pay agreement, room for a possible new pay agreement next year, current pay scales, and on-costs including pension and national insurance contributions.

This budget will need to be considered by committee and a final draft sent to Full Council for formal approval and precept setting.

The balance sheet, which includes the Council's earmarked and general reserves has been included to help inform decision making.

If the precept remains as it is now with an income of £344,684, this budget at £359,290 leaves £14,606 to either be used from general reserves; or that the Council agree to put the precept up 4.24% to cover it completely; or approve a combination of both precept increase and general reserves.

The Council has a substantial general reserve, and the expectation is that this year's budget will be underspent, and leave a current year reserve of around £50,000 based on predicted spend.

General Reserves - £300,650

Current Earmarked Reserves - £351,336

Recommendation

That the Committee review and approve a final draft budget to be sent to Full Council, with a recommendation for precept setting included.

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>				<u>2022/2023</u>				<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<u>Finance & resources</u>												
<u>100</u>	<u>Administration</u>											
3210	Admin Charges	6,000	7,683	0	0	5,000	0	5,000	0	9,000	0	0
3211	C N History Trail	0	27	0	0	0	0	0	0	0	0	0
3290	Miscellaneous Income	0	12,933	0	0	0	0	0	1,811	0	0	0
3291	Tourist Information	50	0	0	0	51	0	51	0	0	0	0
Total Income		6,050	20,643	0	0	5,051	0	5,051	1,811	9,000	0	0
4100	Salaries/Superann/Nl	100,000	96,080	0	0	132,000	0	132,000	63,405	150,000	0	0
5110	Stationery	1,000	620	0	0	1,000	0	1,000	293	600	0	0
5120	Photocopying Costs	2,600	2,617	0	0	2,600	0	2,600	2,061	2,300	0	0
5125	Tourist Information	500	229	0	0	500	0	500	0	0	0	0
5127	C N History Trail	0	0	0	0	0	0	0	-6	0	0	0
5200	Postage	700	251	0	0	700	0	700	84	300	0	0
5210	Telephone and Comms	1,200	4,620	0	0	3,800	0	3,800	2,930	6,000	0	0
5310	Office Equipment	0	141	0	0	2,000	0	2,000	1,803	1,000	0	0
5340	Website Costs	2,500	4,496	0	0	1,000	0	1,000	1,520	500	0	0
5360	Computer Hardware/Software	2,000	2,078	0	0	3,000	0	3,000	3,361	3,000	0	0
6200	Rent	3,305	1,150	0	0	1,150	0	1,150	0	2,500	0	0
6210	Rates	2,695	2,695	0	0	2,700	0	2,700	1,795	2,700	0	0
7100	Travel & Subsistance	200	0	0	0	200	0	200	45	200	0	0
7200	Hospitality & Entertaining	200	0	0	0	0	0	0	0	0	0	0
7300	Staff & Councillors Training	2,100	2,698	0	0	3,000	0	3,000	1,480	2,000	0	0
7500	Legal & Professional Fees	1,500	695	0	0	1,500	0	1,500	160	14,000	0	0
7510	Audit Fees	2,500	2,265	0	0	2,500	0	2,500	2,498	2,700	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

10:05

		<u>2021/2022</u>		<u>2022/2023</u>						<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
7600	Subscriptions	1,000	1,827	0	0	2,000	0	2,000	1,985	2,000	0	0
7630	Bank Charges	0	200	0	0	100	0	100	105	300	0	0
7650	Insurance	1,800	1,458	0	0	1,800	0	1,800	1,800	1,800	0	0
7710	Election Expenses	0	0	0	0	4,404	0	4,404	4,404	6,100	0	0
7720	Other Miscellaneous Expenses	1,500	794	0	0	1,500	0	1,500	731	1,000	0	0
	Overhead Expenditure	127,300	124,913	0	0	167,454	0	167,454	90,452	199,000	0	0
	100 Net Income over Expenditure	-121,250	-104,269	0	0	-162,403	0	-162,403	-88,641	-190,000	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	625	0	0	0
6001	less Transfer to EMR	0	12,810	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(121,250)</u>	<u>(117,079)</u>			<u>(162,403)</u>		<u>(162,403)</u>	<u>(88,016)</u>	<u>(190,000)</u>		
102	Miscellaneous											
3100	Precept Income	315,055	315,055	0	0	340,840	0	340,840	340,840	0	0	0
3180	Interest Receivable	1,000	244	0	0	200	0	200	3,932	3,600	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	7,500	15,000	0	0
3290	Miscellaneous Income	0	6,000	0	0	0	0	0	6,405	0	0	0
3292	Christmas Market Income	0	0	0	0	0	0	0	3,159	2,500	0	0
	Total Income	331,055	336,299	0	0	356,040	0	356,040	361,836	21,100	0	0
4100	Salaries/Superann/Nl	17,000	16,255	0	0	15,700	0	15,700	9,528	18,000	0	0
6405	Christmas Market Expenses	1,000	130	0	0	1,000	0	1,000	0	0	0	0
6407	Xmas Lights/Trees	3,200	13,732	0	0	15,000	0	15,000	0	15,000	0	0
6418	Defibrillators	0	0	0	0	0	500	500	296	0	500	0
6460	Streetscene	5,000	11,989	0	0	0	10,000	10,000	274	0	10,000	0
6461	HGV signs	8,000	0	0	0	0	8,000	8,000	0	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>				<u>2022/2023</u>				<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6462	Grit Bins/Snow	1,000	0	0	0	3,500	0	3,500	0	2,000	0	0
6490	Trees/Flower Beds Middle Row	2,500	258	0	0	2,500	0	2,500	752	1,000	0	0
6495	Street Furniture	3,000	2,752	0	0	3,000	0	3,000	1,420	0	0	0
6498	Contingency Fund	10,000	-1,394	0	0	10,000	0	10,000	2,648	10,000	0	0
7100	Travel & Subsistance	0	927	0	0	1,600	0	1,600	1,128	1,600	0	0
7500	Legal & Professional Fees	45,000	23,831	0	0	29,000	0	29,000	2,933	0	0	0
7720	Other Miscellaneous Expenses	1,250	1,291	0	0	1,250	0	1,250	784	1,200	0	0
Overhead Expenditure		96,950	69,771	0	0	82,550	18,500	101,050	19,763	48,800	10,500	0
102 Net Income over Expenditure		234,105	266,528	0	0	273,490	-18,500	254,990	342,073	-27,700	-10,500	0
6000	plus Transfer from EMR	0	7,530	0	0	0	0	0	273	0	0	0
6001	less Transfer to EMR	0	4,000	0	0	0	0	0	6,405	0	0	0
Movement to/(from) Gen Reserve		<u>234,105</u>	<u>270,058</u>			<u>273,490</u>		<u>254,990</u>	<u>335,941</u>	<u>(27,700)</u>		
104	Youth											
5322	Expenses	0	6,405	0	0	0	19,215	19,215	6,405	0	0	0
Overhead Expenditure		0	6,405	0	0	0	19,215	19,215	6,405	0	0	0
6000	plus Transfer from EMR	0	6,405	0	0	0	0	0	6,405	0	0	0
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>(19,215)</u>	<u>0</u>	<u>0</u>		
200	Mayors Allowance											
7200	Hospitality & Entertaining	3,000	2,385	0	0	3,000	0	3,000	52	1,500	0	0
7690	Mayors Allowance	2,800	2,730	0	0	2,800	0	2,800	232	1,500	0	0
Overhead Expenditure		5,800	5,115	0	0	5,800	0	5,800	284	3,000	0	0
Movement to/(from) Gen Reserve		<u>(5,800)</u>	<u>(5,115)</u>			<u>(5,800)</u>		<u>(5,800)</u>	<u>(284)</u>	<u>(3,000)</u>		

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

	<u>2021/2022</u>				<u>2022/2023</u>					<u>2023/2024</u>	
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Finance & resources - Income	337,105	356,943	0	0	361,091	0	361,091	363,647	30,100	0	0
Expenditure	230,050	206,204	0	0	255,804	37,715	293,519	116,904	250,800	10,500	0
Net Income over Expenditure	<u>107,055</u>	<u>150,739</u>	<u>0</u>	<u>0</u>	<u>105,287</u>	<u>-37,715</u>	<u>67,572</u>	<u>246,743</u>	<u>-220,700</u>	<u>-10,500</u>	<u>0</u>
plus Transfer from EMR	0	13,935	0	0	0	0	0	7,303	0	0	0
less Transfer to EMR	0	16,810	0	0	0	0	0	6,405	0	0	0
Movement to/(from) Gen Reserve	<u>107,055</u>	<u>147,864</u>			<u>105,287</u>		<u>67,572</u>	<u>247,641</u>	<u>(220,700)</u>		
<u>Community</u>											
<u>101 Grants</u>											
7670 Grants-Voluntary Organisations	26,000	31,000	0	0	26,000	0	26,000	2,500	26,000	0	0
7680 Youth Council	0	0	0	0	1,500	1,000	2,500	0	0	0	0
Overhead Expenditure	<u>26,000</u>	<u>31,000</u>	<u>0</u>	<u>0</u>	<u>27,500</u>	<u>1,000</u>	<u>28,500</u>	<u>2,500</u>	<u>26,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(26,000)</u>	<u>(31,000)</u>			<u>(27,500)</u>		<u>(28,500)</u>	<u>(2,500)</u>	<u>(26,000)</u>		
<u>110 Town Hall</u>											
3115 Lettings Income	16,000	20,059	0	0	26,000	0	26,000	19,774	30,000	0	0
3140 WODC Water Rates Contrib	200	81	0	0	100	0	100	102	100	0	0
3290 Miscellaneous Income	3,000	0	0	0	0	0	0	133	0	0	0
Total Income	<u>19,200</u>	<u>20,140</u>	<u>0</u>	<u>0</u>	<u>26,100</u>	<u>0</u>	<u>26,100</u>	<u>20,009</u>	<u>30,100</u>	<u>0</u>	<u>0</u>
4100 Salaries/Superann/Nl	19,500	22,715	0	0	19,800	0	19,800	10,188	42,000	0	0
5140 Promotion	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
5210 Telephone and Comms	300	545	0	0	630	0	630	289	1,000	0	0
6110 Heat and Light	5,750	6,016	0	0	6,000	0	6,000	2,591	7,000	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>				<u>2022/2023</u>					<u>2023/2024</u>	
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6130	Water & Sewerage	670	657	0	0	680	0	680	954	1,500	0	0
6210	Rates	10,000	10,230	0	0	10,230	0	10,230	5,970	10,230	0	0
6230	Window Cleaning	800	725	0	0	800	0	800	290	500	0	0
6240	Alarm/Fire Extinguisher Insp	1,500	2,348	0	0	1,600	0	1,600	193	1,600	0	0
6310	Cleaning / Sanitary Expenses	1,000	1,180	0	0	1,500	0	1,500	888	1,800	0	0
6330	Waste Disposal	600	555	0	0	600	0	600	582	600	0	0
6400	Repairs and Maintenance	10,000	2,906	0	0	10,000	20,000	30,000	14,440	10,000	0	0
6402	Town Hall Restoration Fund	0	0	0	0	0	0	0	0	0	250,000	0
6408	New Equipment	1,500	0	0	0	2,500	0	2,500	625	2,500	0	0
7610	Licences	735	605	0	0	800	0	800	620	800	0	0
7650	Insurance	3,750	2,834	0	0	3,000	0	3,000	2,800	3,000	0	0
7720	Other Miscellaneous Expenses	750	567	0	0	500	0	500	228	500	0	0
Overhead Expenditure		58,355	51,882	0	0	60,140	20,000	80,140	40,657	84,530	250,000	0
110 Net Income over Expenditure		-39,155	-31,742	0	0	-34,040	-20,000	-54,040	-20,648	-54,430	-250,000	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	4,715	0	0	0
Movement to/(from) Gen Reserve		(39,155)	(31,742)			(34,040)		(54,040)	(15,933)	(54,430)		
120	Greystones											
3110	Rents Receivable	2,040	2,040	0	0	2,040	0	2,040	1,000	2,040	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	175	175	0	0
Total Income		2,215	2,215	0	0	2,215	0	2,215	1,175	2,215	0	0
6210	Rates	375	60	0	0	375	0	375	110	375	0	0
6400	Repairs and Maintenance	2,500	1,519	0	0	2,500	0	2,500	1,176	2,500	0	0
7650	Insurance	300	227	0	0	300	0	300	300	300	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>				<u>2022/2023</u>				<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
	Overhead Expenditure	3,175	1,805	0	0	3,175	0	3,175	1,586	3,175	0	0
	Movement to/(from) Gen Reserve	(960)	410			(960)		(960)	(411)	(960)		
130	<u>Cemetery</u>											
3190	Interments & Memorials	11,000	14,969	0	0	11,200	0	11,200	9,175	14,000	0	0
3191	Grave Purchase	3,500	7,040	0	0	4,000	0	4,000	3,675	4,000	0	0
3290	Miscellaneous Income	0	0	0	0	0	0	0	50	0	0	0
	Total Income	14,500	22,009	0	0	15,200	0	15,200	12,900	18,000	0	0
6130	Water & Sewerage	20	69	0	0	100	0	100	30	100	0	0
6210	Rates	800	1,258	0	0	1,000	0	1,000	842	1,500	0	0
6400	Repairs and Maintenance	1,000	200	0	0	1,000	0	1,000	8,216	10,000	0	0
6465	Contract	12,500	11,156	0	0	12,500	0	12,500	4,344	10,000	0	0
6471	Skips for cemetery	600	720	0	0	600	0	600	380	600	0	0
7650	Insurance	600	454	0	0	600	0	600	500	500	0	0
7720	Other Miscellaneous Expenses	500	314	0	0	500	0	500	313	500	0	0
	Overhead Expenditure	16,020	14,171	0	0	16,300	0	16,300	14,625	23,200	0	0
	130 Net Income over Expenditure	-1,520	7,838	0	0	-1,100	0	-1,100	-1,725	-5,200	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,774	0	0	0
	Movement to/(from) Gen Reserve	(1,520)	7,838			(1,100)		(1,100)	5,049	(5,200)		
140	<u>Closed Churchyard</u>											
6400	Repairs and Maintenance	1,000	1,515	0	0	1,500	0	1,500	740	3,000	0	0
6465	Contract	0	0	0	0	0	0	0	0	2,000	0	0
6468	Maintenance incl. drains	1,000	2,234	0	0	3,700	0	3,700	1,651	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>		<u>2022/2023</u>						<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Overhead Expenditure		2,000	3,749	0	0	5,200	0	5,200	2,391	5,000	0	0
Movement to/(from) Gen Reserve		(2,000)	(3,749)			(5,200)		(5,200)	(2,390)	(5,000)		
151	<u>Recreation</u>											
6200	Rent	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
6400	Repairs and Maintenance	4,500	1,983	0	0	4,500	0	4,500	13,523	4,500	0	0
6410	New Equipment	10,000	7,955	0	0	5,000	25,000	30,000	6,603	10,000	60,000	0
6413	Sports Awards	500	305	0	0	500	0	500	0	500	0	0
6420	Litter/Dog Bin Emptying	6,500	4,364	0	0	6,500	0	6,500	2,910	3,500	0	0
6465	Contract	5,200	7,341	0	0	5,200	0	5,200	2,144	5,000	0	0
7100	Travel & Subsistance	20	0	0	0	0	0	0	0	0	0	0
7650	Insurance	2,700	2,700	0	0	2,700	0	2,700	2,225	2,500	0	0
7720	Other Miscellaneous Expenses	1,000	447	0	0	1,000	0	1,000	586	1,000	0	0
Overhead Expenditure		31,420	26,095	0	0	26,400	25,000	51,400	28,991	28,000	60,000	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	9,023	0	0	0
Movement to/(from) Gen Reserve		(31,420)	(26,095)			(26,400)		(51,400)	(19,968)	(28,000)		
160	<u>Events</u>											
6414	Events	0	0	0	0	9,500	0	9,500	1,045	10,000	0	0
6419	Occasional Events	0	0	0	0	2,500	0	2,500	1,952	0	0	0
Overhead Expenditure		0	0	0	0	12,000	0	12,000	2,996	10,000	0	0
Movement to/(from) Gen Reserve		0	0			(12,000)		(12,000)	(2,996)	(10,000)		
180	<u>Pool Meadow</u>											
6417	Maintenance	3,000	120	0	0	7,000	0	7,000	6,072	5,000	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

		<u>2021/2022</u>				<u>2022/2023</u>				<u>2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
6430	Restoration Project	0	0	0	0	0	0	0	0	0	25,000	0
	Overhead Expenditure	3,000	120	0	0	7,000	0	7,000	6,072	5,000	25,000	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	2,597	0	0	0
	Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(120)</u>			<u>(7,000)</u>		<u>(7,000)</u>	<u>(3,475)</u>	<u>(5,000)</u>		
185	<u>Millennium Garden</u>											
6417	Maintenance	0	11	0	0	0	0	0	0	1,000	0	0
6465	Contract	2,300	1,266	0	0	1,500	0	1,500	377	500	0	0
	Overhead Expenditure	2,300	1,277	0	0	1,500	0	1,500	377	1,500	0	0
	Movement to/(from) Gen Reserve	<u>(2,300)</u>	<u>(1,277)</u>			<u>(1,500)</u>		<u>(1,500)</u>	<u>(377)</u>	<u>(1,500)</u>		
186	<u>War Memorial</u>											
6465	Contract	200	127	0	0	200	0	200	0	0	0	0
6470	War Memorial	500	400	0	0	500	0	500	0	2,500	0	0
	Overhead Expenditure	700	527	0	0	700	0	700	0	2,500	0	0
	Movement to/(from) Gen Reserve	<u>(700)</u>	<u>(527)</u>			<u>(700)</u>		<u>(700)</u>	<u>0</u>	<u>(2,500)</u>		
	Community - Income	35,915	44,364	0	0	43,515	0	43,515	34,084	50,315	0	0
	Expenditure	142,970	130,627	0	0	159,915	46,000	205,915	100,195	188,905	335,000	0
	Net Income over Expenditure	<u>-107,055</u>	<u>-86,263</u>	<u>0</u>	<u>0</u>	<u>-116,400</u>	<u>-46,000</u>	<u>-162,400</u>	<u>-66,110</u>	<u>-138,590</u>	<u>-335,000</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	0	0	0	0	23,109	0	0	0
	Movement to/(from) Gen Reserve	<u>(107,055)</u>	<u>(86,263)</u>			<u>(116,400)</u>		<u>(162,400)</u>	<u>(43,002)</u>	<u>(138,590)</u>		

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

	<u>2021/2022</u>				<u>2022/2023</u>					<u>2023/2024</u>	
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Total Budget Income	373,020	401,307	0	0	404,606	0	404,606	397,731	80,415	0	0
Expenditure	373,020	336,831	0	0	415,719	83,715	499,434	217,099	439,705	345,500	0
Net Income over Expenditure	<u>0</u>	<u>64,476</u>	<u>0</u>	<u>0</u>	<u>-11,113</u>	<u>-83,715</u>	<u>-94,828</u>	<u>180,632</u>	<u>-359,290</u>	<u>-345,500</u>	<u>0</u>
plus Transfer from EMR	0	13,935	0	0	0	0	0	30,412	0	0	0
less Transfer to EMR	0	16,810	0	0	0	0	0	6,405	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>61,601</u>			<u>(11,113)</u>		<u>(94,828)</u>	<u>204,639</u>	<u>(359,290)</u>		

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 01/11/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
1210	Unity Trust Bank	320,584	
1230	CCLA Deposit Fund	500,000	
1250	Petty Cash	5	
1405	VAT Control	3,279	
1420	Debtors	6,005	
	Total Current Assets		829,872
<u>Current Liabilities</u>			
565	Holding Deposit	(292)	
2100	Trade Creditors	1,736	
	Total Current Liabilities		1,444
	Net Current Assets		828,428
	Total Assets less Current Liabilities		828,428
<u>Represented by :-</u>			
2129	Current Year Reserves	176,441	
2130	General Reserves	300,650	
2135	Skate Park Fund	2,365	
2136	HGV Signs	8,000	
2137	Greystones Repairs	981	
2138	Pool Meadow Maintenance	7,077	
2139	Defibrillators	1,399	
2141	WODC Parking Funds	4,000	
2142	Town Hall Restoration Fund	272,146	
2146	Youth Worker	12,810	
2147	Youth Council	1,000	
2148	Street Scene Projects	21,208	
2149	Recreation Equipment/Repairs	19,873	
2151	War Memorial	478	
	Total Equity		828,428

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
2135 Skate Park Fund	2,365.00		2,365.00
2136 HGV Signs	8,000.00		8,000.00
2137 Greystones Repairs	981.00		981.00
2138 Pool Meadow Maintenance	2,880.00	4,196.87	7,076.87
2139 Defibrillators	1,585.00	-186.00	1,399.00
2140 Cemetery Maintenance	6,774.00	-6,774.00	0.00
2141 WODC Parking Funds	4,000.00		4,000.00
2142 Town Hall Restoration Fund	277,486.00	-5,340.00	272,146.00
2143 Capital Receipts Reserve	0.00		0.00
2144 Playing Field Improvement Fund	0.00		0.00
2145 Section 106	0.00		0.00
2146 Youth Worker	12,810.00	0.00	12,810.00
2147 Youth Council	1,000.00		1,000.00
2148 Street Scene Projects	21,295.00	-87.19	21,207.81
2149 Recreation Equipment/Repairs	28,896.00	-9,022.97	19,873.03
2150 Sports Awards	0.00		0.00
2151 War Memorial	478.00		478.00
	368,550.00	-17,213.29	351,336.71