



CHIPPINGNORTON 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

25th January 2023

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 1st February 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

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

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence

2. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

3. Minutes

- a. To approve the Minutes of the Committee meeting held on the 23rd November 2022.
- b. To note the Minutes of the Staffing Sub-Committee held on the 22nd December 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 for 10/01/2023

To receive detailed income and expenditure reports by budget heading

7. Schedule of Payments for approval

To receive and approve the schedule of payments from 01/11/2022 to 19/02/2023.

8. Forward Work Programme

To receive and review the following draft policies:

- a. Communication Strategy Policy
- b. Protocol on Member/Officer Relations

9. Planned Tree Maintenance

To receive and consider a report from the Town Clerk regarding tree maintenance at St Mary's Church.

10. Date of next meeting - 29th March 2023



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Minutes of a Finance and Resources Committee meeting held on the 23rd November 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs David Heyes (Vice-Chair), Sandra Coleman, Natasha Whitmill and Sharon Wheaton.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Sonia Murgia, Responsible Finance Officer

FR24	Apologies for absence Apologies were received from Cllrs Ruth Fisher and Emily Holmes. In the absence of the Chair, the Vice-Chair (Cllr David Heyes) will assume the role of acting Chair for the duration of the meeting.
FR25	Declaration of interests None received.
FR26	Minutes <ol style="list-style-type: none">RESOLVED: That the Minutes of the Committee meeting held on the 13th July 2022 were approved and signed by the Chair as an accurate record of the meeting.Cllrs noted the minutes of the following staffing sub-committee meetings:<ol style="list-style-type: none">13th July 202220th October 2022
FR27	Public Participation None received.
FR28	Committee Action Plan Members received an update and considered any related recommendations. Cllrs queried if the Town Council has any say in the internal auditor (AGAR) as a previous recommendation noted that best practice would regularly rotate the internal auditor. The Clerk reported that the internal auditor is assigned to the Town Council by an external body, and that due to a shortage in internal auditors the Town Council has been assigned the same internal auditors for a few years.
FR29	Income and Expenditure Members received detailed income and expenditure reports up to 31 st October 2022 by budget heading. Members discussed the Grit Bins underspend, maintenance of the Millennium Gardens and the Town Hall water rates. Cllr Wheaton proposed to accept the income and expenditure report, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Income and Expenditure report to the 31 st October 2022 is approved.

<p>FR30</p>	<p>Schedule of Payments for Approval Members received the schedule of payments between 13th Sept and 31st October 2022. Members queried the following payments:</p> <p>Hire and Haulage – This charge was for moving the storage container from the industrial estate to Greystones. Kettering play safe – This charge was for safety works and matting at the play parks, which had been approved by Community Committee. Cllr Wheaton proposed to accept the payments for approval, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Schedule of Payments for Approval from 13th Sept to 31st October 2022 is approved.</p>
<p>FR31</p>	<p>Forward Work Programme</p> <p>a. Members received an update about the Committee’s forward work programme from the Clerk. Members queried the insurance policy and if it would need to be renewed in March 2023 - the Clerk noted that the policy has been fixed for 3 years.</p> <p>b. Members received the following policies:</p> <p>a. Anti-Fraud and Corruption Policy 3.1.5 – Members mentioned that the DBS check should be removed from the policy as this is not regularly undertaken by the Council. Members agree to accept the policy subject to checking with SLCC about the DBS check. Proposed by Coleman, seconded by Cllr Wheaton, all in favour, motion carried. RESOLVED: That the Anti-Fraud and Corruption Policy is approved subject to advice from SLCC.</p> <p>b. Social Media Policy Members pointed out that the policy should be expanded to include email etiquette – that cc’ing and the reply all option should be used as sparingly as possible. Final bullet point on page 2 should be reworded to “allegations of a breach...” Cllr Whitmill proposed to accept the policy with the above amendments, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Social Media Policy is accepted with the above amendments.</p>
<p>FR32</p>	<p>Budget setting for 23/23 Members received a report regarding the budget setting for 23/24 and to send a recommended draft budget to the next Full Council meeting. Members discussed the office staff salaries, the possibility of reviewing Greystones and Manorial Land (Pace Petroleum) in the coming year, and reviewing the Cemetery Internment and Grave purchases in the coming year.</p> <p>The Clerk informed members that starting next year the Little Christmas trees will be taken over by the Town Council Christmas Lights contractor, as Pat Lake will be retiring from his longstanding volunteer role.</p>

7670 Grants to Voluntary Bodies – Members discussed the possibility of raising the Grants budget for the following year. The Clerk recommended to leave it as is this year, perhaps raising it by a few thousand pounds. The Clerk mentioned that it is possible to give fixed grants to regular grants for a period of years, and then budget for them. Cllrs agree to raise the Grants budget to £28,000 per year.

Proposed by Cllr Heyes, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: That the proposed Grants budget is raised to £28,000 per year.

Cllr Coleman proposed to accept the budget with the single amendment of increasing the Grants budget to £28,000, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: To bring the proposed budget as prepared by the Responsible Finance Officer to be approved at the next Full Council meeting with the single amendment of increasing the Grants budget to £28,000.

Cllrs discussed the overall budget and precept.

The Clerk noted that with the additional £2000 to Grants, there is a shortfall of £16,000. This shortfall can be taken from general reserves, by raising the precept, or a combination of the two.

Cllr Coleman proposes to bring the recommendation to Full Council that the shortfall is taken from general reserves. Seconded by Cllr Whitmill. All in favour, motion carried.

RESOLVED: That the recommendation is brought to Full Council that the budget shortfall is taken from general reserves rather than raising the precept.

Earmarked reserves

Members discussed the earmarked reserves and whether any should be returned to general reserves.

Wheeled Sports – Members agreed to move these earmarked funds into general reserves.

Greystones – Members agreed to move these earmarked funds into general reserves.

Street Scene – Amend the earmarked reserves to £10,000

Youth Council – Members agreed to move these earmarked funds into general reserves.

Defibrillators – Keep as budgeted in earmarked reserves.

War Memorial – Members agreed to move these earmarked funds into general reserves.

FR33

Date of next meeting

Wednesday 1st February 2023

The Chair closed the meeting at 8:00pm.



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 22nd December 2022 at 1pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr J Graves

Also in attendance:

Luci Ashbourne, Town Clerk

SSC15. Apologies for absence.

Apologies were received from Cllrs Natasha Whitmill and David Heyes.

SSC16. Declarations of interest

There were no declarations.

SSC17. Minutes

RESOLVED: That the minutes of the meeting held on 20th October 2022 are approved as a correct record and signed by the Chair.

SSC18. 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.

SSC19. Staffing matters

Members discussed the Town Clerk's report regarding recruitment of the new RFO and Estates Officer and agreed next steps.

RESOLVED: That until the permanent RFO and Estates Officer is in post:

- That The Deputy Clerk work full time hours from January 2023
- That the Council employ Alison Packer on a freelance basis from 9th January 2023. Alison will work a maximum of 16 hours per week at a rate of £25 per hour.
- That the vacancy is re-published in January.

SSC20. Date of next meeting.

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	March 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 19/01/2023

Month No: 9

Cost Centre Report

	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	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	2,212	0	(2,212)			0.0%	
3291 Tourist Information	0	0	51	51			0.0%	
Administration :- Income	20,643	2,212	5,051	2,839			43.8%	0
4100 Salaries/Superann/NI	96,080	90,744	132,000	41,256		41,256	68.7%	
5110 Stationery	620	307	1,000	693		693	30.7%	
5120 Photocopying Costs	2,617	2,755	2,600	(155)		(155)	106.0%	
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	3,913	3,800	(113)		(113)	103.0%	
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	3,457	3,000	(457)		(457)	115.2%	
6200 Rent	1,150	119	1,150	1,031		1,031	10.4%	
6210 Rates	2,695	2,245	2,700	455		455	83.1%	
6400 Repairs and Maintenance	0	0	0	0		0	0.0%	625
7100 Travel & Subsistence	0	158	200	42		42	78.9%	
7300 Staff & Councillors Training	2,698	2,000	3,000	1,000		1,000	66.7%	
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	226	100	(126)		(126)	225.9%	
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	120,903	167,454	46,551	0	46,551	72.2%	625
Net Income over Expenditure	(104,269)	(118,690)	(162,403)	(43,713)				
6000 plus Transfer from EMR	0	625						
6001 less Transfer to EMR	12,810	0						
Movement to/(from) Gen Reserve	(117,079)	(118,065)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	31,000	28,500	26,000	(2,500)		(2,500)	109.6%	
7680 Youth Council	0	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	31,000	28,500	28,500	0	0	0	100.0%	0
Net Expenditure	(31,000)	(28,500)	(28,500)	0				

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	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	315,055	340,840	340,840	0			100.0%	
3180 Interest Receivable	244	5,035	200	(4,835)			2517.6%	
3230 Manorial Land (Pace Petroleum)	15,000	11,250	15,000	3,750			75.0%	
3290 Miscellaneous Income	6,000	6,405	0	(6,405)			0.0%	6,405
3292 Christmas Market Income	0	4,777	0	(4,777)			0.0%	
Miscellaneous :- Income	336,299	368,307	356,040	(12,267)			103.4%	6,405
4100 Salaries/Superann/Nl	16,255	13,936	15,700	1,764		1,764	88.8%	
6405 Christmas Market Expenses	130	1,000	1,000	0		0	100.0%	
6407 Xmas Lights/Trees	13,732	12,504	15,000	2,496		2,496	83.4%	
6418 Defibrillators	0	296	500	204		204	59.2%	186
6460 Streetscene	11,989	704	10,000	9,296		9,296	7.0%	517
6461 HGV signs	0	5,987	8,000	2,013		2,013	74.8%	5,987
6462 Grit Bins/Snow	(0)	0	3,500	3,500		3,500	0.0%	
6490 Trees/Flower Beds Middle Row	258	802	2,500	1,698		1,698	32.1%	
6495 Street Furniture	2,752	3,625	3,000	(625)		(625)	120.8%	
6498 Contingency Fund	(1,394)	2,648	10,000	7,352		7,352	26.5%	
7100 Travel & Subsistance	927	1,288	1,600	312		312	80.5%	
7500 Legal & Professional Fees	23,831	3,313	29,000	25,687		25,687	11.4%	
7720 Other Miscellaneous Expenses	1,291	811	1,250	439		439	64.9%	
Miscellaneous :- Indirect Expenditure	69,771	46,915	101,050	54,135	0	54,135	46.4%	6,691
Net Income over Expenditure	266,528	321,392	254,990	(66,402)				
6000 plus Transfer from EMR	7,530	6,691						
6001 less Transfer to EMR	4,000	6,405						
Movement to/(from) Gen Reserve	270,058	321,678						
<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	23,279	26,000	2,721			89.5%	
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	23,514	26,100	2,586			90.1%	0

Detailed Income & Expenditure by Budget Heading 19/01/2023

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Salaries/Superann/NI	22,715	21,961	19,800	(2,161)		(2,161)	110.9%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	545	433	630	197		197	68.7%	
6110 Heat and Light	6,016	3,417	6,000	2,583		2,583	57.0%	
6130 Water & Sewerage	657	1,074	680	(394)		(394)	157.9%	
6210 Rates	10,230	7,674	10,230	2,557		2,557	75.0%	
6230 Window Cleaning	725	395	800	405		405	49.4%	
6240 Alarm/Fire Extinguisher Insp	2,348	1,136	1,600	464		464	71.0%	
6310 Cleaning / Sanitary Expenses	1,180	1,007	1,500	493		493	67.1%	
6330 Waste Disposal	555	582	600	18		18	97.1%	
6400 Repairs and Maintenance	2,906	16,546	30,000	13,454		13,454	55.2%	6,630
6408 New Equipment	0	1,346	2,500	1,154		1,154	53.8%	
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	276	500	224		224	55.3%	
Town Hall :- Indirect Expenditure	51,882	59,268	80,140	20,872	0	20,872	74.0%	6,630
Net Income over Expenditure	(31,742)	(35,754)	(54,040)	(18,286)				
6000 plus Transfer from EMR	0	6,630						
Movement to/(from) Gen Reserve	(31,742)	(29,124)						
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	1,940	2,040	100			95.1%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,215	2,115	2,215	100			95.5%	0
6210 Rates	60	142	375	233		233	37.8%	
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	1,618	3,175	1,557	0	1,557	51.0%	0
Net Income over Expenditure	410	497	(960)	(1,457)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	14,969	10,390	11,200	810			92.8%	
3191 Grave Purchase	7,040	4,505	4,000	(505)			112.6%	
3290 Miscellaneous Income	0	50	0	(50)			0.0%	
Cemetery :- Income	22,009	14,945	15,200	255			98.3%	0
6130 Water & Sewerage	69	60	100	40		40	59.9%	
6210 Rates	1,258	1,084	1,000	(84)		(84)	108.4%	

Detailed Income & Expenditure by Budget Heading 19/01/2023

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6400 Repairs and Maintenance	200	8,456	1,000	(7,456)		(7,456)	845.5%	6,774
6465 Contract	11,156	5,585	12,500	6,915		6,915	44.7%	
6471 Skips for cemetery	720	570	600	30		30	95.0%	
7650 Insurance	454	500	600	100		100	83.3%	
7720 Other Miscellaneous Expenses	314	2,291	500	(1,791)		(1,791)	458.3%	
Cemetery :- Indirect Expenditure	14,171	18,546	16,300	(2,246)	0	(2,246)	113.8%	6,774
Net Income over Expenditure	7,838	(3,601)	(1,100)	2,501				
6000 plus Transfer from EMR	0	6,774						
Movement to/(from) Gen Reserve	7,838	3,173						
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	1,515	4,354	1,500	(2,854)		(2,854)	290.2%	
6468 Maintenance incl. drains	2,234	2,879	3,700	822		822	77.8%	
Closed Churchyard :- Indirect Expenditure	3,749	7,232	5,200	(2,032)	0	(2,032)	139.1%	0
Net Expenditure	(3,749)	(7,232)	(5,200)	2,032				
<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	3,365	6,500	3,135		3,135	51.8%	
6465 Contract	7,341	2,756	5,200	2,444		2,444	53.0%	
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	30,058	51,400	21,342	0	21,342	58.5%	9,023
Net Expenditure	(26,095)	(30,058)	(51,400)	(21,342)				
6000 plus Transfer from EMR	0	9,023						
Movement to/(from) Gen Reserve	(26,095)	(21,035)						
<u>160 Events</u>								
6414 Events	0	7,780	9,500	1,720		1,720	81.9%	
6419 Occasional Events	0	2,100	2,500	400		400	84.0%	
Events :- Indirect Expenditure	0	9,881	12,000	2,119	0	2,119	82.3%	0
Net Expenditure	0	(9,881)	(12,000)	(2,119)				

Detailed Income & Expenditure by Budget Heading 19/01/2023

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Pool Meadow</u>								
6417 Maintenance	120	8,669	7,000	(1,669)		(1,669)	123.8%	5,194
Pool Meadow :- Indirect Expenditure	<u>120</u>	<u>8,669</u>	<u>7,000</u>	<u>(1,669)</u>	<u>0</u>	<u>(1,669)</u>	<u>123.8%</u>	<u>5,194</u>
Net Expenditure	<u>(120)</u>	<u>(8,669)</u>	<u>(7,000)</u>	<u>1,669</u>				
6000 plus Transfer from EMR	0	5,194						
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	554	1,500	946		946	36.9%	
Millennium Garden :- Indirect Expenditure	<u>1,277</u>	<u>554</u>	<u>1,500</u>	<u>946</u>	<u>0</u>	<u>946</u>	<u>36.9%</u>	<u>0</u>
Net Expenditure	<u>(1,277)</u>	<u>(554)</u>	<u>(1,500)</u>	<u>(946)</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	445	2,800	2,355		2,355	15.9%	
Mayors Allowance :- Indirect Expenditure	<u>5,115</u>	<u>497</u>	<u>5,800</u>	<u>5,303</u>	<u>0</u>	<u>5,303</u>	<u>8.6%</u>	<u>0</u>
Net Expenditure	<u>(5,115)</u>	<u>(497)</u>	<u>(5,800)</u>	<u>(5,303)</u>				
Grand Totals:- Income	401,307	411,094	404,606	(6,488)			101.6%	
Expenditure	336,831	339,045	499,434	160,389	0	160,389	67.9%	
Net Income over Expenditure	<u>64,476</u>	<u>72,049</u>	<u>(94,828)</u>	<u>(166,877)</u>				
plus Transfer from EMR	13,935	41,341						
less Transfer to EMR	16,810	6,405						
Movement to/(from) Gen Reserve	<u>61,601</u>	<u>106,985</u>						

Time: 15:22

Unity Trust Bank

List of Payments made between 01/11/2022 and 19/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2022	Adobe Systems Software	DD	12.64		Adobe subscription
03/11/2022	Thames Valley Water Services L	Online	48.00		Water temp. monitoring-T/H
03/11/2022	Auditing Solutions Ltd	Online1	576.00		Internal Audit 22-23
03/11/2022	Thomas Cleaning Ltd	Online2	124.32		Cleaning Town Hall
03/11/2022	Amicus Environmental Ltd	Online4	750.00		Asbestos survey Town Hall
03/11/2022	4 Shires Swimming Club	ONLINE	500.00	RP/JG	Grants to Vol. Bodies
03/11/2022	Armed Forces Trust C/N	ONLINE	500.00	RP/JG	Grants to Vol. bodies
03/11/2022	Cleanslate	ONLINE	750.00	JG/RP	GTVB-Cleanslate
03/11/2022	Green Gym	ONLINE	1,000.00	RP/JG	GTVB-Green Gym
03/11/2022	C/N Lido	ONLINE	5,000.00	RP/JG	GTVB-Lido
03/11/2022	C/N Literary Festival	ONLINE	680.00	JG/RP	GTVB-Lit.Festival
03/11/2022	Little Footsteps	ONLINE	1,500.00	RP/JG	GTVB-Little Footsteps
03/11/2022	C/N Music Festival	ONLINE	1,000.00	JG/RP	GTVB-Music Fest.
03/11/2022	C/N Swifts	ONLINE	1,800.00	RP/JG	GTVB-Swifts
03/11/2022	C/N Theatre	ONLINE	3,000.00	RP/JG	GTVB-Theatre
03/11/2022	Thrive North Oxfordshire	ONLINE	2,000.00	RP/JG	GTVB-Thrive
03/11/2022	Volunteer Link Up	ONLINE	2,000.00	RP/JG	GTVB-Vol.Link Up
03/11/2022	CN School PTA	ONLINE	1,820.00	RP/JG	GTVB-CN School PTA
03/11/2022	██████████	ONLINE	10.00	RP/JG	██████████ Telephone-October
03/11/2022	Millennium Quest Ltd	Online	729.60		Xmas tree metal stand
04/11/2022	British Gas	DD	39.00		Gas-Town Hall
04/11/2022	██████████	ONLINE	148.55	RP/JG	Honorary Cit. Event-Drinks
04/11/2022	St Mary's Church & School	ONLINE	1,200.00	RP/JG	Grants to Vol.Bodies
04/11/2022	Glyme Hall Youth Club	ONLINE	1,500.00	RP/JG	GTVB-Remix Y.C.
08/11/2022	Beaumont Rivers Ltd	Online	2,596.87		Pool Meadow project
08/11/2022	KopyRite	Online1	115.00		Leaflets for Chippy Larder
08/11/2022	KopyRite	Online2	130.20		Posters/Flyers-Event
08/11/2022	Gill & Co (Ironmongers) Limite	Online	53.06		Various items
08/11/2022	Royal British Legion	ONLINE	100.00	RP/JG	Poppy Wreaths-Remembrance
08/11/2022	██████████	ONLINE	113.13	RP/JG	Expenses-SLCC Conference
08/11/2022	St Mary's Church & School	ONLINE	500.00	RP/JG	GTVB-Minis
08/11/2022	Rainbows	ONLINE	500.00	RP/JG	GTVB-Rainbows
08/11/2022	McCracken & Sons Ltd	Online1	1,367.24		Grounds maintenance-October
09/11/2022	Personnel Advice & Solutions L	Online	240.00		Professional fees-job evaluat.
09/11/2022	Canva Pty Limited	DD	10.99		Canva subscription
10/11/2022	Gear4music	PAYPAL	317.47	RP/JG	PA system-T/H
10/11/2022	Parkrun	ONLINE	500.00	RP/JG	GTVB-Parkrun
10/11/2022	The Chipping Norton Tea Set Lt	Online3	1,190.00		Remembrance catering
11/11/2022	WODC	ONLINE	121.00	RP/JG	Rates-Cemetery
11/11/2022	WODC	ONLINE	16.00	RP/JG	Rates-Greystones
11/11/2022	WODC	ONLINE	852.00	RP/JG	Rates-T/H
11/11/2022	██████████	ONLINE	133.30	RP/DH	Drinks Remembrance/Cleaning pr
16/11/2022	██████████	ONLINE	63.15	RP/DH	Xmas in Chippy-Banner
16/11/2022	Ubico Limited	Online	181.84		Dog/Litter bins emptying-Oct
16/11/2022	Broadsword	Online1	876.00		Fire/Alarm system maint.-T/H
16/11/2022	Woodbine Farms Ltd	Online2	1,710.00		Xmas in Chippy- Reindeer hire
16/11/2022	BE Furniture Ltd	Online2	471.84		Stage furniture- Xmas Event

List of Payments made between 01/11/2022 and 19/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/11/2022	Thames Valley Water Services L	Online	48.00		Temperature monitoring-T/H
16/11/2022	Thames Valley Water Services L	Online1	48.00		Temperature monitoring-T/H
18/11/2022	Unity Trust Bank	ONLINE	15,574.90	DH/RP	Salaries-November
21/11/2022	CN Community Church	ONLINE	250.00	RP/JG	GTVB-Community suppers
21/11/2022	Adobe Systems Software	DD	12.64		Adobe subscription
21/11/2022	J English Window Cleaning	ONLINE	125.00	RP/DH	Window cleaning
21/11/2022	J English Window Cleaning	ONLINE	125.00	RP/DH	Bus shelter cleaning
21/11/2022	Millennium Quest Ltd	Online3	14,275.20		Christmas lights hire
21/11/2022	Ubico Limited	Online4	181.84		Dog/Litter bins emptying-Nov
21/11/2022	Travis Perkins	Online5	16.45		Postcrete-St Marys c/c
21/11/2022	Viking	Online6	248.35		Trolley-Town Hall
21/11/2022	Swift Digital Services	Online7	197.02		Photocopier expenses
21/11/2022	Swift Digital Services	Online8	6.00		Photocopier expenses
21/11/2022	Welfare Charities	ONLINE	1,769.00	DH/RP	Southcombe rent - transfer
23/11/2022	Greenbarnes Ltd	Online9	2,373.99		Cemetery noticeboard
23/11/2022	Brunel Engraving	PAYPAL	99.78	JG/RP	Plaques for benches
24/11/2022	STL Communications Limited	DD	650.09		Telephone and comm.
24/11/2022	██████████	ONLINE	10.00	DH/RP	██████████ telephone-November
24/11/2022	OCC Pension Fund	ONLINE	4,338.25	DH/RP	LGPS contributions-November
24/11/2022	HMRC	ONLINE	6,364.07	DH/RP	Tax/NI contributions-November
24/11/2022	Viking	Online	4.64		Cable for projector-T/H
25/11/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription
28/11/2022	Churchill Surfacing Contractor	Online	4,320.00		St Mary's C/C footpath
28/11/2022	Broadsword	Online1	255.60		Lighting System Maint.-T/H
28/11/2022	Viking	Online1	17.10		Stationery
28/11/2022	Squashed Robot Films Ltd	Online2	216.00		Voce over for Town Trail Video
28/11/2022	Signway Supplies Ltd	Online3	7,184.64		HGVs signs
28/11/2022	Beaumont Rivers Ltd	Online4	2,596.87		Pool Meadow Project
28/11/2022	Topiarus Horticulture Ltd	Online5	516.00		Gardening work
28/11/2022	Cotswold First Aid	Online6	200.00		First Aid for Xmas in Chippy
28/11/2022	Cotswold Markets Ltd	Online7	2,700.00		Christmas market stalls
30/11/2022	Jubilee Brass Band	ONLINE	150.00	JG/RP	Remembrance service music
30/11/2022	A Taylor	ONLINE	191.00	RP/JG	PAT testing-T/H
30/11/2022	WODC	ONLINE	225.00	RP/JG	Rates-Guildhall
30/11/2022	Churchill Surfacing Contractor	Online	720.00		Path St Mary's C/C
30/11/2022	Unity Trust Bank	DD	50.00		Bank card set up fee
01/12/2022	House of Tents by Toolport	Paypal	329.00		Gazebo for Xmas event
02/12/2022	Adobe Systems Software	DD	12.64		Adobe subscription
06/12/2022	British Gas	DD	412.93		Gas T/H
06/12/2022	VistaPrint	Paypal	80.44		Mayor's Christmas cards
08/12/2022	JS Vehicle Rental Ltd	Online3	340.00		Vehicle hire--Xmas market
09/12/2022	Canva Pty Limited	DD	10.99		Canva subscription
09/12/2022	Party Delights	PAYPAL	44.89	RP/JG	England flags
13/12/2022	Gill & Co (Ironmongers) Limite	Online	62.86		Various items
13/12/2022	Thames Valley Water Services L	Online	48.00		Temperature check T/H
13/12/2022	K J Millard - Skip Hire	Online1	228.00		Skip for cemetery
13/12/2022	Justin Bucknell Electrical Ltd	Online2	2,008.80		Wire testing T/H

List of Payments made between 01/11/2022 and 19/01/2023

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13/12/2022	WODC	ONLINE	16.00	JG/RP	Rates Greystones
13/12/2022	WODC	ONLINE	121.00	JG/RP	Rates Cemetery
13/12/2022	WODC	ONLINE	852.00	JG/RP	Rates Town Hall
13/12/2022	██████████	Online	704.97		Xmas in Chippy expenses
13/12/2022	Smith of Derby	Online4	289.20		Town Hall clock maintenance
13/12/2022	██████████	ONLINE	76.64	RP/JG	Xmas in Chippy expenses
13/12/2022	Castle Water Limited	online	27.79		Water Rates Cemetery
13/12/2022	██████████	ONLINE	100.00	RP/JG	Xmas Market Chippy Singers
13/12/2022	██████████	ONLINE	55.77	RP/JG	Presents- Xmas in Chippy event
19/12/2022	Daniel Dix Building Services	Online	288.00		Notice board installation-Cem.
19/12/2022	GrenkeLeasing Ltd	Online1	150.17		Photocopier protection
19/12/2022	Daniel Dix Building Services	Online2	715.35		New benches installation
19/12/2022	McCracken & Sons Ltd	online3	1,367.24		Ground maintenance
19/12/2022	██████████	ONLINE	90.00	RP/JG	Gifts for students Xmas
20/12/2022	Unity Trust Bank	ONLINE	10,730.69	RP/JG	Salaries Dec
21/12/2022	Adobe Systems Software	DD	12.64		Adobe subscription
23/12/2022	GH Safety Ltd	Online5	528.00		H&S training-██████████
23/12/2022	West Oxfordshire District Coun	Online6	20.00		Small Society Lottery Permit
23/12/2022	██████████	ONLINE	21.97	RP/JG	R.F. wake T/H
23/12/2022	██████████	ONLINE	10.00	RP/JG	██████████ telephone
23/12/2022	STL Communications Limited	DD	666.91		Telephone/Broadband
23/12/2022	Furitubes International Ltd	online1	840.48		New bench rec
23/12/2022	Furitubes International Ltd	online2	816.48		New Street Bench
23/12/2022	HMRC	ONLINE	3,545.37	RP/JG	Tax/NI Dec
23/12/2022	OCC Pension Fund	ONLINE	3,127.46	RP/JG	LGPS Dec
29/12/2022	Zoom Video Communications Inc.	DD	11.99		Zoom subscription
30/12/2022	Unity Trust Bank	DD	3.30		Bank charges-December
30/12/2022	WODC	ONLINE	225.00	RP/JG	Rates - Guidhall
31/12/2022	Unity Trust Bank	DD	67.50		Bank charges
03/01/2023	British Gas	DD	579.42		Gas T/H
05/01/2023	Oxfordshire Association of Loc	Online	96.00		Staff training-May 2023
05/01/2023	Siemens Financial Services Lim	Online1	479.43		Photocopier rental fee-Jan/Apr
05/01/2023	Ubico Limited	Online2	181.84		Bins emptying- December
05/01/2023	Thomas Cleaning Ltd	Online3	124.32		Cleaning Town Hall-December
05/01/2023	J English Window Cleaning	ONLINE	240.00	JG/RP	Putting up Xmas trees
05/01/2023	Banana Print	PAYPAL	34.70	RP/JG	Business cards for staff
05/01/2023	Adobe Systems Software	DD	12.64		Adobe subscription
10/01/2023	Ubico Limited	Online4	504.00		Christmas Market signs
10/01/2023	McCracken & Sons Ltd	Online	1,367.24		Grounds maintenance-Dec.
10/01/2023	West Oxfordshire District Coun	Online	119.44		Buildings Insurance - Guidhall
10/01/2023	Topiarus Horticulture Ltd	Online1	498.00		Gardening Dec
10/01/2023	National Association of Local	Online	60.00		Local Council Award Scheme
11/01/2023	Lloyds Bank	CARD	12.09	JG/RP	Tea/cakes with Mayor-Xmas
11/01/2023	Canva Pty Limited	DD	10.99		Canva subscription
13/01/2023	WODC	ONLINE	121.00	JG/RP	Rates-Cemetery
13/01/2023	WODC	ONLINE	852.00	RP/JG	Rates-Town Hall

List of Payments made between 01/11/2022 and 19/01/2023

<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			<u>139,273.20</u>		

CHIPPING NORTON TOWN COUNCIL

FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting Feb 2023

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

	<p>Policies, Statements, Protocols & Plans</p>	<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. • Social Media • Anti-fraud, anti-bribery and corruption <p><u>Health 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"> • Officer/Member protocol • Communications policy/strategy 	<p>There are two policies for Committee to consider at this meeting:</p> <p>Officer/Member protocol Communications policy</p>
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CHIPPING NORTON TOWN COUNCIL

		<p><u>Forward work:</u></p> <ul style="list-style-type: none"> • Buildings/Assets Management Plan • 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>2021/22 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 • Reports go to Council/Committee as appropriate 	<p>Internal audit is underway</p>

CHIPPING NORTON TOWN COUNCIL

	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

COMMUNICATIONS STRATEGY

OBJECTIVE

This Communications Strategy aims to establish a protocol for effective communication of the Town Council’s activities and other relevant information to members of the public. It draws on relevant previously adopted policies that are referred to in this document.

PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and is responsible for **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

METHOD OF COMMUNICATION

The Council will use the following procedure to communicate with members of the public and the press.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Monthly newsletter		Town Clerk
		Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/press. These will be published in compliance with legislation.	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Website/social media	Town Clerk
Annual Report	Using themes approved by the Town Council, the Chair will be responsible for presenting the Annual Report at the Annual Town Meeting.	Town Clerk/Mayor
Press releases	Chippy News/Witney Gazette/ local radio etc.	Town Clerk/Mayor Chair of relevant ctte
Annual external audit	Website/notice board	Town Clerk
Adopted Annual Accounts	Website/notice board	Town Clerk (following adoption by the Town Council)
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	Town Clerk

SOCIAL MEDIA

Chipping Norton Town Council has a Social Media Policy that can be found on the Council's website.

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Facebook, Instagram and Twitter will also be used; its main objective is to promote Chipping Norton and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staff's private Facebook account must not be used to administer, log in or send messages from the Town Council's social media pages. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

COMMUNITY ENGAGEMENT

Chipping Norton Town Council have a Community Engagement Strategy that can be found on the Council's website

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media they should not seek to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas will be issued by email so that they are received by councillors at least 3 clear days before all meetings of the Council.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Minutes for all Council meetings will be published on the Council's website as soon as they have been drafted.

The Town Council's Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (this strategy). The Council will co-operate with the media and others seeking information on the Council's activities or ambitions.

The Town Clerk and Deputy Town Clerk are responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order nos: 20(a) and 20(b) requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no: 11 neither officers, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

COMMUNICATION BY EMAIL, INTERNET AND TELEPHONE POLICY

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data
- breach of confidentiality
- accepting files from sources in online chat rooms which could bypass firewalls or email filters
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- the reputation of the Council

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees
- all messages must use appropriate business language
- a waiver clause will be included employees must include a waiver clause at the end of each email message
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited
- confidential material should not be disclosed
- only attachments from a trusted source may be downloaded on Council IT equipment
- ensure that the address of the recipient is correct before sending emails
- ensure that a 'reply to all' is appropriate
- ensure that essential files are saved before deleting the message in which they were received

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times
- do not be rude or abrupt to callers
- do not use offensive language
- do not swear
- check the telephone frequently for messages from callers and respond in a timely manner

GENERAL COMMUNICATION POLICY

Introduction

1. Chipping Norton Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's Publication Scheme, the Town Clerk should be contacted.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

Meetings

6. A meeting of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy has been written in accordance with the Council's "Recording of Meetings Policy" which can be found on the Council's website.

Approved.....

DRAFT



Chipping Norton Town Council

Protocol on Member Officer Relations

1. Background

- 1.1 This protocol is intended to assist Councillors and the Clerk in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation, integrity and ability of the Council to deliver its agreed objectives is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public, and they are indispensable to one another, but their responsibilities are distinct.

Councillors are responsible to the electorate and serve only as long as their term of office lasts.

Officers as permanent employees are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction of the Council and relevant committees.

2.2 Councillors

- 2.2.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership
- To monitor and review Council performance in delivering services
- To represent the Council externally
- To act as advocates for their constituents

- 2.2.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

- 2.2.3 Councillors must not involve themselves in the day to day running of the

Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chairs and Vice-Chairs of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake any work of a party-political nature, or to do anything which would prejudice their impartiality.

No Councillor, regardless of status or position should ask The Clerk or any other member of staff to disregard or change a decision or instruction resolved democratically by Council, committee or sub-committee. Any proposals, or amendments to proposals need to be agreed by the appropriate Council, Committee or Sub-Committee in a democratic fashion and in accordance with Standing Orders.

2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimize an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group
- A professional working partnership
- Officers to understand and support respective roles, workloads and pressures
- A timely response from Officers to enquiries and complaints
- Officer's professional advice, not influenced by political views or personal preferences
- Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold
- Officers to be aware of and sensitive to the public and political environment locally
- Respect, courtesy, integrity and appropriate confidentiality from Officers

- Training and development opportunities to help them carry out their role effectively
- Not to have any personal issues raised with them by Officers outside the Council's agreed procedures
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly
- That Officers will at all times comply with the relevant code of conduct

3.2 Officers can expect from all Councillors:

- A professional working partnership
- An understanding of, and support for, respective roles, workloads and pressures
- Leadership and direction
- Respect, courtesy, integrity and appropriate confidentiality
- Not to be bullied or put under undue pressure
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly
- That Councillors will at all times comply with the Council's adopted Code of Conduct

3.3 General Principles

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
- Special relationships with particular individuals or party-political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

Signed by the Mayor.....

Signed by the Town Clerk.....

Dated.....

Agenda item 9 – Planned Tree Maintenance

The Council have employed a contractor to undertake a safety survey of all of the trees that the Council own and manage. All high priority works have been completed across all sites.

During the budget period the Council were able to budget for most of the medium priority works identified in the survey, as comprehensive quotes had been submitted.

The quote for the medium priority works needed in The Closed Churchyard was delayed due to the high priority works taking longer than the other sites to complete due to permissions being required in line with the Church Faculty. Therefore we were unable to set an informed budget for this.

Unfortunately the costs for the medium priority works have come in higher than anticipated. The actual quotation is £4680.00.

“To carry out all medium priority works which have been recommended within the tree health survey which was carried out on the 29th of June 2022 by Canopy Arboricultural.

Tree’s under the surveys medium priority schedule have a timeframe of 1 year for the works to be carried out”

Recommendation:

That the costs incurred are earmarked from the general reserves and the health and safety works are carried out once faculty permissions are granted.