



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

10<sup>th</sup> May 2022

## **SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 16th May 2022

TIME: 7.15pm

Cllrs. G. Mazower (Town Mayor), S. Akers, N. Bradley, C. Butterworth, S. Coleman (Deputy Town Mayor), R Fisher, R Foakes, J. Graves, D. Heyes, E Holmes, A Miles, R. Poole, L. Tuckwell, M. Walker, S. Wheaton and N. Whitmill.

Luci Ashbourne  
Town Clerk

### Recording of Meetings

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

## A G E N D A

### **1. Election of Town Mayor 2022/23**

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

### **2. Election of Deputy Mayor 2022/23**

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

### **3. Apologies for absence.**

To consider apologies for absence.

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

### **4. Declaration of interests.**

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

## **5. Minutes**

To approve the Minutes of the Full Council meeting held on 21<sup>st</sup> May 2022.

## **6. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

## **7. Minutes and reports from Committees**

To note the draft minutes of the following committee and sub-committee meetings:

- a. Finance and Resources Committee held on 6<sup>th</sup> April 2022.
- b. Strategic Planning Committee held on 13<sup>th</sup> April 2022.
- c. Staffing Sub-Committee held on 22<sup>nd</sup> April 2022.
- d. Staffing Sub-Committee held on 4<sup>th</sup> May 2022.

## **8. Welcome to new Councillors**

The Mayor to welcome the Council's newly elected Town Councillors as voting members of the council

## **9. Welcome to the new District Councillor**

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

## **10. Standing Orders and Scheme of Delegation.**

To review and approve the Scheme of Delegation (including terms of reference for Committees).

## **11. Appointment of Members to Standing Committees and Sub-Committees**

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2022/23.

## **12. Representatives to Outside Bodies**

To appoint a Council representative to The Chipping Norton Welfare Charities.

## **13. Calendar of meetings**

To adopt the previously agreed calendar of meetings for the municipal year 2022/23.

## **14. Financial Regulations**

To receive and approve the Council's Financial Regulations as reviewed by Finance Committee on 6<sup>th</sup> April 2022.

## **15. Risk Register**

To receive and approve the Council's risk register as reviewed by the Finance Committee on the 6<sup>th</sup> April.

## **16. Correspondence**

To receive and consider a request from the Bowls Club regarding obtaining permission to install an air heat pump. Permission is required as part of the planning process.

## **17. Cemetery Memorial Policy**

To receive and adopt the Cemetery Memorial Policy.

**18. Newsletter**

To receive a template newsletter and related report from Cllr Foakes regarding the Town Council publishing regular digital newsletters.

**19. Councillor Surgeries**

To receive a proposal Cllr Foakes regarding holding regular resident surgeries in the Town Hall.

**20. Planning Applications**

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

**21. Date of the next meeting of Full Council – Wednesday 22<sup>nd</sup> June at 6:30pm.**

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## Minutes of Chipping Norton Town Council held on Monday 21<sup>st</sup> March at Chipping Norton Town Hall at 7.15pm

### Present

Cllr G Mazower - Town Mayor  
Cllr S Coleman – Deputy Town Mayor  
Cllr C Butterworth  
Cllr E Holmes  
Cllr R Foakes  
Cllr J Graves  
Cllr D Heyes  
Cllr N Whitmill  
Cllr M Walker – entered at 8.15pm

### Also Present:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Elizabeth Gilkes, Locum Clerk  
Mike Cahill, WODC  
9 members of the public  
Duncan Enright – entered at 8.15pm  
Geoff Saul, WODC and OCC – entered at 8:15pm

94	<b>Apologies for Absence</b> Apologies for absence were received from Cllrs Fisher (illness), Poole (personal), Tuckwell (illness).
95	<b>Declarations of Interest</b> There were no declarations of interest.
96	<b>Minutes</b> Minutes of the meeting on the 17 <sup>th</sup> January 2022 were approved by the Chair and signed.
97	<b>Special Announcements</b> Cllrs paid tribute to long-serving former Cllr Eve Coles and former Mayor to Chipping Norton Jon Grantham.

	<p>Cllr Heyes paid personal tribute to Cllr Eve Coles and especially noted her dedication to Chipping Norton in both her work and personal life.</p> <p>Cllr Butterworth paid a personal tribute former Mayor Jon Grantham, noting his achievements, published works on Chipping Norton history, and dedication to Chipping Norton.</p> <p>All present observed a minute's silence in remembrance.</p>
98	<p><b>Public Participation</b></p> <p>Jenn, Alex, and Ruth from The Human Restoration Project shared a presentation with the Council on the work they're doing delivering the Chippy Exchange. They have reached 186 people directly including taking over the Chippy Larder for a day, and they have also held events in St Mary's School and the ACE centre. They have been undertaking asset mapping in Chippy and determining what Chipping Norton means to community members. Funded by S106 funding.</p> <p>Emma Kennedy from The Branch Trust updated the Council on the works at 16 Market Place (The Old NatWest Bank) being transformed into a community hub. Emma noted that advice from WODC has advised they create a cordoned area at the front of the building for building works to take place, as there is no access from the rear. This will impact pedestrian traffic and parking at the front of the site. They want to mitigate disruption in the town centre but note that this will take up one market spot. No deliveries or waste will be removed on Wednesdays (market days). The estimated time for this work is 60 weeks from the start date of June 2022.</p>
99	<p><b>West Oxfordshire District Councillor Update</b></p> <p>Cllr Mike Cahill updated Councillors on the planning appeal rejected by WODC's Uplands Planning, Committee. Cllr Cahill attended a joint meeting of the Environmental and Economic and Social committees to discuss East Chipping Norton Development Project's issues with drainage, biodiversity, and noted that recommendations would be made to the WODC Cabinet.</p>
100	<p><b>Oxfordshire County Councillor Update</b></p> <p>Cllr Geoff Saul entered the meeting at 8.15pm as he was chairing the HGV meeting in the Upper Hall.</p> <p>Cllr Geoff Saul and Duncan Enright gave an overview of the HGV meeting. Duncan noted that community members talked at length about speed cameras with ANPR and the East Chipping Norton development.</p> <p>Cllr Geoff Saul shared that the sentiment in the room was that the East Chipping Norton shouldn't go ahead without a holistic overview of the town, including the impacts on traffic.</p>
101	<p><b>Committee Minutes – To note the minutes and consider any related recommendations</b></p>
a	<p><b>The Staffing Sub-Committee meeting held on 26th January 2022.</b></p> <p>Cllrs noted this meeting</p>
b	<p><b>The Finance and Resources Committee held on 2nd February 2022.</b></p>

	<p>Cllr Butterworth reflected on the relatively small number of Councillors attending such an important meeting. The Clerk stated that it would be wise for The Council to consider having set membership numbers on committees.</p>
c	<p><b>The Strategic Planning Committee held on 16th February 2022.</b> Cllrs asked Clerk to ensure that WODC Highways liaised with the Women’s Cycling Tour in light of the development at 16 Market Street.</p>
d	<p><b>The Planning Sub-Committee meeting held on 7th March 2022.</b> Cllr Heyes subsequently noted that the Sarsden Quarry application was approved.</p>
e.	<p><b>The Community Committee meeting held on 9th March 2022.</b> Cllr Whitmill wanted to clarify the work of Got2B and the Chippy Exchange and reflected that there may be some overlap in their community outreach goals. Town Clerk updated Cllrs on Got2Be and the work they are doing in the town. A report from Got2B will be coming to a future Community Committee meeting. Chair noted that the flagpole on the town hall will likely not be removed, but will be folded flat while a longer term solution is identified, and in the meantime an flagpole will be installed in the Millennium Garden.</p>
102	<p><b>East Chipping Norton Development</b> Cllr Heyes organised a community meeting for volunteers on the 8<sup>th</sup> March, which included Chess Engage, LDA Design, Cala Homes and Charles Maxwell Tomlinson (OCC). Cllr Heyes gave an overview of the meetings to date and the upcoming Liaison meetings with OCC at the end of March 2022. The Liaison Group to include Cllr Heyes, Cllr Sandra Coleman(William Fowler Allotments), Luci Ashbourne (TC), Field Reeves, CN Health Centre, Sean Vassen, Craig Blackwell, Transition Chipping Norton, and other stakeholders from Chipping Norton.  Duncan Enright gave an overview of the purpose of the masterplan in terms of the complexity of land ownership and development at the ECN site. He also noted that the detail in terms of parking provision would be decided further down the line, and that there is flexibility in this. County is responsible for social care, so the district dictates the health provisions required and facilities. Councillor Miller is the Cabinet Member for Finance and is responsible for looking at social value.</p>
103	<p><b>Civic Announcements</b>  The Mayor attended the opening of Housing 21, new housing for the elderly in Chipping Norton. Cllr Mazower confirmed that as time was of the essence she would circulate a list to members following meeting.</p>
104	<p><b>Vacancies</b> Council noted a report from The Clerk in relation to the two vacancies on Chipping Norton Town Council and that a by-election is due to be held on 5<sup>th</sup> May 2022. Nomination packs are available for prospective candidates to collect from The Guildhall. As there is already an election in The ward of Chipping Norton for the WODC elections no extra polling cards will be required.</p>

	<p>The Chair formally thanked Cllr Carter for all the work she has done over the years and the support she has shown new Councillors over the years.</p>
105	<p><b>OALC Membership</b>  Council received communication from Oxfordshire Association of Local Councils regarding the Council's membership, along with an invoice for the next municipal year. The Clerk recommends that due to the wealth of resource and advice available it would be prudent to continue membership with OALC.</p> <p>Cllrs formally proposed that the Council continue to membership with OALC subsequent to Clerk's recommendation.</p> <p>Proposed by Cllr Jo Graves. Seconded by Cllr N Whitmill. Motion carried.</p>
106	<p><b>Town Council Newsletter</b></p> <p>Cllr Foakes proposed a Town Council newsletter comprising of a 1 page summary each month for Councillors to write. This would be an informal way to communicate with community members about what the council is doing.</p> <p>Cllr Jo Graves would like more information and would like to abstain from the vote.</p> <p>Cllrs delegated to Town Clerk and Cllr Foakes to investigate examples of other Town Council newsletters to bring back to councils at a future meeting. Town Clerk clarified this would be an online newsletter distributed via email, rather than printed to notice boards.</p>
107	<p><b>Planning Applications</b></p> <p>APPLICATION NO: 22/00596/HHD  19 The Leys Chipping Norton Oxfordshire OX7 5HJ  Erection of a detached home office/garden room</p> <p>No objections</p> <p>APPLICATION NO: 22/00583/FUL  31 Worcester Road Chipping Norton Oxfordshire OX7 5YF  Erection of a detached dwelling and garage together with formation of new access</p> <p>No objections</p> <p>APPLICATION NO: 22/00589/HHD  34 Insall Road Chipping Norton Oxfordshire OX7 5LF  Conversion of garage to create additional living space</p> <p>No objections</p> <p>APPLICATION NO: 21/04143/LBC  Halls Cottage 54 West Street Chipping Norton Oxfordshire OX7 5ER  Replacement of tiles and flashing on the street side roof slope</p>

	<p>No objections</p> <p>APPLICATION NO: 22/00463/HHD 2 Marlborough Road Chipping Norton Oxfordshire OX7 5PD Erection of a single storey side extension and front porch.</p> <p>No objections</p>
108	<p><b>Christmas Lights</b></p> <p>The Town Clerk gave a report on the Christmas Lights and noted that decisions need to be made before going out to tender for external contractors.</p> <p>Cllrs were reminded of the budget of £15,000 to spend on Christmas lights.</p> <p>Cllrs decided to delegate to Community Committee to make a final decision on Christmas Lights. Cllrs propose to create a working party to send a specification to Community Committee to include Cllr N Whitmill, Cllr G Mazower, and Cllr S Coleman.</p>
109	<p><b>Traffic Advisory Matters</b></p> <ol style="list-style-type: none"> <li>a. Cllr M Walker updated Councillors on the Oxfordshire County Council's 20mph scheme for towns. Cllr Walker suggests that this investigated in Chipping Norton. Cllr Walker proposes that Chipping Norton Town Council expresses an interest in the 20mph scheme and whether feasible for Chipping Norton ahead of more detailed consultation. Cllr Graves Seconded. Motion Carried. Cllr Saul asked that it be minuted that he is in support of the proposal.</li> <li>b. Cllr Mark Walker gave an update about the cycling activity day at the end of June.</li> <li>c. Received an update from Cllr M Walker following the initial discussion with OCC about a Local Cycling and Walking Infrastructure Plan (LCWIP).</li> </ol>
110	<p><b>Confidential Session To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 18.</b></p> <p>Following brief exit of Cllr Mazower, Cllr S Coleman briefly stepped in to act as Chair.</p> <p>Proposed by Cllr Walker and seconded by Cllr Coleman. Motion Carried.</p>
92	<p><b>Staffing Matters</b></p> <p>The Council received a report from the Organisational Task and Finish group who had identified priorities and proposed related recommendations.</p>
a	<p>Clerk's recommendation that the Finance Officer is moved onto the new role of Responsible Finance Officer and Allotments Manager, job description and model contract accepted.</p> <p>Proposed by Cllr Whitmill and seconded by Cllr Walker. Motion carried.</p>



b	The Clerk's recommendation for 4 days' work for HR support from LGRC is accepted. Proposed by Cllr Walker and seconded by Cllr Holmes. Motion Carried
111	Date of the next meeting of Full Council – Monday 16th May 2022.
	Meeting closed at 9:20 pm

Signed by The Chair.....

Date.....

DRAFT



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

Present:

Cllr R Poole

Cllr S Coleman (Chair)

Cllr E Holmes

Cllr G Mazower

Cllr N Bradley – entered at 9.22pm

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

Sonia Murgia (Finance Officer)

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

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

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

Meeting closed at 8:22pm



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## **Minutes of a Strategic Planning Committee Meeting held on the 13<sup>th</sup> April 2022, at 7:15pm in the Council Chamber of the Chipping Norton Town Hall**

Present:

Cllr G Mazower (Chair)

Cllr D Heyes

Cllr J Graves

Cllr S Coleman (standing in)

Cllr A Miles

Cllr E Holmes (entered at 19:21)

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

1 member of the public

<b>SPC58</b>	<b>Apologies for absence</b>  Apologies received from Cllrs C Butterworth, M Walker and N Whitmill
<b>SPC59</b>	<b>Declaration of interests</b>  No declarations of interest received
<b>SPC60</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the Minutes of the Strategic Planning Committee meeting held on the 16 <sup>th</sup> February 2022 are approved and signed by the chair. b. Cllrs noted the draft minutes of the Planning Sub-Committee meeting held on 7 <sup>th</sup> March 2022. c. Cllrs noted the draft minutes of the Traffic Advisory Sub-Committee meeting held on 24 <sup>th</sup> March 2022.
<b>SPC61</b>	<b>Public Participation</b>  None received
<b>SPC62</b>	<b>East Chipping Norton Development</b> Cllrs received a verbal report from Cllr D Heyes about the East Chipping Norton Working Group which has held 4 meetings to date.  Cllr Heyes also noted that the Liaison Group had held a meeting via Zoom on the 31 <sup>st</sup> March 2022, and included Transport and Planning officers from OCC and representatives from Chipping Norton. Cllr Heyes noted that the Master Planning process has now been paused indefinitely, and they are yet to receive the next dates for the Liaison Meetings. The reason given for the Master Planning pause is the need for more surveys and research to be done. Cllr Saul believes the reason for this is due to archaeology on the site.

	<p>Cllr A Miles stated that if the intention of the developers is to increase the number of houses at the site to 1200 rather than 600, he intends to stand down as Town Councillor.</p> <p>Some discussion occurred surrounding the need for an Environmental Impact Assessment at the East Chipping Norton site, as well as the importance of the provision of Open Space</p> <p>Cllrs raised an issue about speculative development should the Master Planning process delay too long.</p> <p>Cllr Mazower queried the outcome of the Working Group and if they feed into the Liaison Group.</p> <p>Cllr Heyes noted that the Working Group will continue to meet fortnightly despite the pause in the Liaison Group meetings. Cllr Coleman is planning a strategy meeting to plan the practical matters of the Working Group and meeting themes to agree a process for how they will proceed going forward.</p>
<b>SPC63</b>	<p><b>S106</b></p> <p>The Chair prepared a report for Councillors about S106 funding. The report noted different projects that could be eligible for S106 funding, how applications will be assessed, and gave specific examples of projects that may work in Chipping Norton.</p> <p>The projects included ideas about: Youth provision, cycle-routes, Greystones facilities and Sports Parks, the Villager Community Bus, reconfiguring the Town Hall for modern community use, an electric car club, a community-led arts project, a market garden for the town, or a heritage project.</p> <p>Cllrs queried the amount of S106 money specified for Chipping Norton's use. The Chair noted that the District and County councils would negotiate this with the developers, but the amount is undetermined.</p> <p><b>RESOLVED:</b> For the Clerk to investigate and set a date for a community engagement meeting involving key stakeholders and community groups.</p> <p><b>RESOLVED:</b> For the Clerk to investigate and request a quote for consultation with regarding community consultation and strategic sports plan proposal.</p>
<b>SPC64</b>	<p><b>Planning Matters</b></p> <p><b>a.</b> Cllrs received an update from the Deputy Clerk on planning consent in New Street. The Deputy Clerk gave background information on the complaints raised by residents in New Street regarding residents changing their front gardens to hard standing for use as parking. The Deputy Clerk had communicated with WODC Planning, who subsequently raised the issue from low priority to urgent enforcement. An Enforcement Officer had been out to assess the site on the 7<sup>th</sup> April 2022, outcome yet to be determined. The Deputy Clerk had also liaised with OCC Planning and OCC Highways about the issue of dropped kerbs and received information that no applications were found for New Street. This should have been received as New Street is a Classified Road and dropping a kerb would require full planning permission. An OCC Highways Officer will be out to survey the</p>

	<p>site soon and will liaise directly with the WODC Planning Enforcement Officer.</p> <p><b>b.</b> Cllrs received a schedule of Planning Applications from West Oxfordshire District Council.</p> <p>1. APPLICATION NO: <a href="#">22/00698/S73</a>  PROPOSAL: Variation of Condition 2 of planning permission 19/02946/FUL to allow changes to the design and position of the communal garaging.  LOCATION: Heythrop Hunt Kennels Kennel Lane Chipping Norton</p> <p>No objection: No comments</p> <p>2. APPLICATION NO: <a href="#">22/00682/S73</a>  PROPOSAL: Variation of condition 2 of planning permissions 05/1818/P/FP to allow the use of horizontal timber boarding.  LOCATION: Chase House 52 Over Norton Road Chipping Norton</p> <p>No objection: No comments</p> <p>3. APPLICATION NO: <a href="#">22/00897/FUL</a>  PROPOSAL: Replacement of existing stone walling to car park with timber close boarded fencing.  LOCATION: 15 Burford Road Chipping Norton</p> <p>No objection: No comments</p> <p>4. NOTIFICATION OF PLANNING APPEAL  ORIGINAL APPLICATION NO: <a href="#">21/02515/FUL</a>  APPEAL REFERENCE: <a href="#">21/00044/APPEAL</a> or APP/D3125/W/21/3288685  DESCRIPTION: Erection of detached dwelling with off street parking and garden space</p> <p>Cllrs noted this Planning Appeal.</p>
<b>SPC65</b>	<p><b>Town Centre Benches</b></p> <p>Cllrs received a report from the Clerk regarding the restoration of the benches in the Millennium Garden. The Clerk informed Cllrs that one bench has been removed from the Millennium Gardens which is being replaced by the new flagpole.</p> <p><b>RESOLVED:</b> Cllrs agree that the donation from the Freemasons will be used to replace one broken bench in the Millennium Gardens.</p> <p><b>RESOLVED:</b> Cllrs agree to have a 6-Seater curved bench in the Millennium Gardens to replace the second broken bench.</p>
<b>SPC66</b>	<p><b>Date of next meeting</b>  Wednesday 8<sup>th</sup> June, 6:30pm</p>

Meeting closed at 8:28pm



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

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

The following members were present:

Cllr Poole (Chair)

Cllr Coleman

Cllr Graves

Cllr Mazower

Also in attendance:

Luci Ashbourne, Town Clerk

### 30. Apologies for absence.

Apologies for absence were received from Cllr Heyes.

### 31. Declaration of interests.

There were no declarations.

### 32. Minutes

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

### 33. Confidential Session

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

### 34. Staffing matters

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

Signed as an accurate record

Chair .....

Date.....





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Office Hours: Mon – Fri 9am – 1pm

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

The following members were present:

Cllr Coleman

Cllr Graves

Cllr Mazower

Also in attendance:

Luci Ashbourne, Town Clerk

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

### **35. Apologies for absence.**

No apologies for absence were received.

### **36. Declaration of interests.**

There were no declarations.

### **37. Minutes**

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

### **38. Confidential Session**

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

### **39. Staffing matters**

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

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

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

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

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

Signed as an accurate record

Chair .....

Date.....

DRAFT



# **Chipping Norton Town Council STANDING ORDERS**

**Approved by the Council on  
15 March 2021  
Review Date: May 2022**

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early oral notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to that councillor's own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since that councillor last spoke;

- iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which that councillor considers has been breached or specify the other irregularity in the proceedings of the meeting which is of concern.
- q A point of order shall be decided by the chairman of the meeting and the chairman's decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived a right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( three ) minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

Remote Meetings ●

- **a Meetings shall take place at a time and date as the Council shall determine**
- 
- **b Council may alter the frequency, move or cancel such meetings.**
- **c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers**
- **d Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**
  - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**
  - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**
  - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting**

- *e* For Council meetings the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
  - *f* For Committee meetings the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
  - *g* Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming**
- *h* A meeting being "open to the public" include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
  - *i* Being "present" at a meeting include access through remote means mentioned in paragraph (a) above."
  - *j* Members of the public may make representations, answer questions and give evidence at a Council or Committee meeting which they are entitled to attend in respect of the business on the agenda
  - *k* The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chairman of the meeting.
  - *l* Subject to standing order 3(k), a member of the public shall not speak for more than five minutes.
  - *m* In accordance with standing order 3(j), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - *n* A person shall raise their hand when requesting to speak.



- o A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 
- p Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- q **Subject to standing order 3(s), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- r A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- 
- s **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- t **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in the absence of the Mayor be done by, to or before the Deputy Mayor (if there is one).**
- u **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- v **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- w **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise the chairman’s casting vote whether or not the chairman’s original vote was given.**
- 

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.*

- x **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**  
**At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- y The minutes of a meeting shall include an accurate record of the following:
  - i. the time and media used to conduct the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- z **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on the individual's right to participate and vote on that matter.**
- aa **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- bb **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- cc A meeting shall not exceed a period of two hours unless the majority of Councillors present vote to suspend this standing order for not more than 30 minutes

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub committees or working groups as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (**two**) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chairman;
  - vii. shall permit a sub committee or working group to appoint its own chairman at its first meeting;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**  
(Until May 2021 this no longer applies)
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**  
(Until May 2021 this no longer applies)
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**  
(Until May 2021 this no longer applies)
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:
  - i **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii Receipt of the minutes of the last meeting of a committee;
  - iv Consideration of the recommendations made by a committee;
  - v Review of delegation arrangements to committees, sub-committees, staff

- and other local authorities;
- vi Review of the terms of reference for committees;
- vii Appointment of members to existing committees;
- viii Appointment of any new committees in accordance with standing order 4;
- ix Review and adoption of appropriate standing orders and financial regulations;
- x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi Review of representation on or work with external bodies and arrangements for reporting back;
- xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii Review of inventory of land and other assets including buildings and office equipment;
- xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv Review of the Council's and/or staff subscriptions to other bodies;
- xvi Review of the Council's complaints procedure;
- xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii Review of the Council's policy for dealing with the press/media;
- xix Review of the Council's employment policies and procedures;
- xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
  - ii to move to a vote;
  - iii to defer consideration of a motion;
  - iv to refer a motion to a particular committee or sub-committee;
  - v to appoint a person to preside at a meeting;
  - vi to change the order of business on the agenda;
  - vii to proceed to the next business on the agenda;
  - viii to require a written report;
  - ix to appoint a committee or sub-committee and their members;
  - x to extend the time limits for speaking;
  - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii to not hear further from a councillor or a member of the public;
  - xiii to exclude a councillor or member of the public for disorderly conduct;
  - xiv to temporarily suspend the meeting;
  - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi to adjourn the meeting; or
  - xvii to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

Remote Meetings ●

- a If the draft minutes of a preceding meeting have been served on  
● councillors with the agenda to attend the meeting at which they are due to  
● be approved for accuracy, they shall be taken as read.
  
- b There shall be no discussion about the draft minutes of a preceding meeting  
● except in relation to their accuracy. A motion to correct an inaccuracy in the  
● draft minutes shall be moved in accordance with standing order 10(a)(i).
  
- c The accuracy of draft minutes, including any amendment(s) made to them,  
● shall be confirmed by resolution and shall be signed by the chairman of the  
● Council at the next available meeting of the Council in person and stand as  
● an accurate record of the meeting to which the minutes relate.
  
- d If the chairman of the meeting does not consider the minutes to be an  
● accurate record of the meeting to which they relate, the chairman shall sign  
● the minutes and include a paragraph in the following terms or to the same  
● effect, at the next available meeting of the Council in person  
  
"The chairman of this meeting does not believe that the minutes of  
the meeting of the ( ) held on [date] in respect of ( ) were a correct  
record but that view was not upheld by the meeting and the minutes  
are confirmed as an accurate record of the proceedings."
  
- e Subject to the publication of draft minutes in accordance with standing order  
● 12(e) and standing order 20(a) and following a resolution which confirms the  
● accuracy of the minutes of a meeting, the draft minutes or recordings of the  
● meeting for which approved minutes exist shall be destroyed.

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
  
- b Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.



- c Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i **at least three clear days before a meeting of the council**, a committee or a sub-committee,
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
    - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 public notice of the time, place and agenda.**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (four ) days before the meeting confirming the councillor's withdrawal of it;
- iii **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
- iv **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, which form of media it will publish its minutes]
- v **receive and retain copies of byelaws made by other local authorities;**
- vi hold acceptance of office forms from councillors;
- vii hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chairman or' in the absence of the chairman, vice-chairman (if there is one) of the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

#### **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;
  - ii the assessment and management of financial risks faced by the Council;
  - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Staffing Sub Committee or, if that individual is not available, the vice-chairman (if there is one) of the Staffing Sub Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub Committee at its next meeting.
- c. The chairman of Staffing Sub Committee or in the chairman's absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution Staffing Sub Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Sub Committee or in the chairman's absence, the vice-

chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub Committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chairman or vice-chairman of Staffing Sub Committee this shall be communicated to another member of the Staffing Sub Committee which shall be reported back and progressed by resolution of the Staffing Sub Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a 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.

### **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

### **24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

### **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

### **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

### **27. GENERAL RULES OF REMOTE HELD MEETINGS**

(Valid until 7th May 2021)

- a Members (including the public) will be asked to mute their device when they are not speaking.
- b A roll call will be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link.
- c Members will be asked to state their name when they are speaking for those who do

not have a video link.

- d Votes taken to be read back to ensure everyone's vote is recorded accurately.
- e The chairman of the meeting to remind everyone to be respectful to each other.





# Chipping Norton Town Council

## **SCHEME OF DELEGATION**

Adopted: 21 December 2020

Reviewed: May 2021

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## **1. DISCHARGE OF THE SCHEME**

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

## **2. PRINCIPLES OF DELEGATION**

- 2.1 Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
  - A Committee may delegate its powers to an officer.
  - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

## **3. AUTHORITY TO ACT**

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

#### **4 CONFLICTS OF INTEREST**

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

#### **5 COUNCIL RESERVED POWERS**

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
  - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
  - To approve and adopt all Council policies
  - To approve and adopt the Budget
  - To agree and/or amend the terms of reference for Committees
  - To adopt the schedule of meetings for the ensuing year
  - To determine matters involving expenditure for which budget provision is not made or is exceeded
  - To set the Precept
  - To make byelaws
  - To borrow money
  - To approve annually the statutory annual return
  - To approve eligibility for the General Power of Competence

#### **6 DELEGATION TO COMMITTEES - SAFEGUARDS**

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

#### **7 DELEGATION TO COMMITTEES**

##### **7.1 Committees Generally**

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

## **7.2 Finance & Resources Committee**

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

**Terms of Reference:**

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Develop and keep under review a community engagement strategy
- 15) Monitor the effectiveness of the Council's communication with residents and visitors
- 16) Ensure that risk assessments and safety inspections are undertaken regularly for the cemetery and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 17) Authorise items of expenditure which are provided for within the approved budget for the Committee

- 18) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

**Functions which may be delegated to the Staffing Sub Committee:**

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

**Functions which may be delegated to the Health & Safety Sub Committee:**

- 29) Ensure the Council's compliance with all applicable health and safety legislation
- 30) Ensure that risk assessments are carried out for all area's of the Council's activity
- 31) Review all risk assessments regularly

### **7.3 Community Committee**

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

**Terms of Reference:**

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Council owned community facilities (specifically the Town Hall, Pool Meadow, and all recreation, sports grounds and open spaces).
- 6) Ensure that the Town Council owned community facilities are kept in good repair
- 7) Ensure that risk assessments and safety inspections are undertaken regularly for all the Town Council owned community facilities and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 8) Review annually fees and charges for use of the Council's community facilities and make recommendations to the Finance & Resources Committee
- 9) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 10) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 11) Develop and support partnerships with the voluntary sector
  - 12) Keep the Council's grants policy under review and recommend any changes to the Council
  - 13) Consider grant applications and award grants in accordance with the grants policy and with the available budget
  - 14) Develop and support community festivals and events
  - 15) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
  - 16) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair
  - 17) Develop projects as appropriate and make recommendations to the Council
  - 18) Explore sources of alternative/external funding to support community projects and partnerships
  - 19) Authorise items of expenditure which are provided for within the approved budget for the Committee.

#### **7.4 Strategic Planning Committee**

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

**Terms of Reference:**

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

**Functions which may be delegated to the Planning Sub Committee:**

- 10) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 11) Monitor planning decisions made by the planning authority
- 12) Make representations on planning enforcement matters
- 13) Make representations, as appropriate, on planning appeals

## **Functions which may be delegated to the Traffic Advisory Sub Committee:**

1. The Committee shall consist of 5 Town Councillors and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least 4 CN Town Councillors
3. A Chairman shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
  - HGVs
  - Road safety
  - Speed data
  - 20mph limit & other traffic limits
  - Traffic and Traffic flow
  - Travel choices
  - School Travel
  - Air Quality and Pollution
  - Drain Covers
  - Line Painting
  - Parking
  - Repairs to Pavements and Roads
  - Street lighting

This list is not exhaustive.

The Committee shall meet at least two times per year (March and October) and such other occasions as deemed necessary

## **8 DELEGATION TO OFFICERS**

### **(a) Town Clerk**

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).



3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

**(b) Responsible Financial Officer**

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

## Agenda item 11 – Committee and Sub-Committee Membership

The Council need to agree and approve membership to the Council's standing Committees and Sub-committees.

The 2021/22 membership is as follows, and may be a useful starting point.

### **Chipping Norton Town Council – Membership of Committees for Municipal Year 2021/22**

<b>Finance &amp; Resources Committee</b>	<b>Community Committee</b>	<b>Strategic Planning Committee</b>	<b>Staffing Sub-Committee</b>	<b>Health &amp; Safety Sub Committee</b>	<b>Planning Sub Committee</b>	<b>Traffic Advisory Sub-Committee</b>
Cllr Mazower (ex-officio)	Cllr Mazower (ex-officio)	Cllr Mazower (ex-officio)	Cllr Poole	Cllr Bradley	Cllr Butterworth	Cllr Graves
Cllr Coleman	Cllr Coleman	Cllr Heyes	Cllr Coleman	Cllr Heyes	Cllr Heyes	Cllr Walker
Cllr Fisher	Cllr Graves	Cllr Graves	Cllr Graves	Cllr Tuckwell	Cllr Coleman	Cllr Whitmill
Cllr Holmes	Cllr Whitmill	Cllr Butterworth	Cllr Heyes		Cllr Graves	Cllr Coleman
Cllr Bradley	Cllr Miles	Cllr Miles	Cllr Mazower		Cllr Holmes	Cllr Bradley
Cllr Poole	Cllr Tuckwell	Cllr Foakes	Cllr Bradley		Cllr Miles	
	Cllr Poole	Cllr Holmes				
	Cllr Foakes	Cllr Walker				
		Cllr Whitmill				

Please note, the Mayor as elected previously at this meeting will sit ex-officio on Finance and Resources, Community Committee and Strategic Planning Committee.

For reasons of good democracy and ensuring meetings are quorate, it would be prudent for the main committee membership to be no less than 8, and for sub-committee membership to be 6.

Newly elected Cllr Steve Akers cannot attend this meeting, but has requested that he sit on Community Committee and the Staffing Sub-Committee.

**NB.** The health and safety committee has not met for over a year, and as health and safety policies sit with Finance and Resources, and ultimately Full Council, Council may wish to review the need for a separate sub-committee at this meeting or at a future meeting of Council. It is the role of the Clerk and other council staff to ensure safe running of the Council's operations and that the Council meets regulations, and it is the role of every committee and sub-committee to make decisions through the lens of health and safety regulations as guided by the Clerk where necessary.

Committee Chairs will be elected at the first committee meeting following this Annual Council Meeting.

## Agenda item 12 – Representatives to Outside Bodies

The current representatives as agreed at the 2021 annual council meeting are:

- William Fowler Allotment Trust –All Chipping Norton Town Councillors. The Council is the Corporate Trustees of WFAT and so this is a statutory requirement.

- William Fowler Allotment Trust Committee

Currently: Cllr Heyes, Cllr Coleman, Cllr Mazower, Cllr Poole, Cllr Fisher. Membership is decided by the William Fowler Trust.

- Chipping Norton Welfare Charities – to note

Current Town Council Reps: Cllr Butterworth, Cllr Coleman and The Mayor (ex-officio). New members will be appointed after the elections in May 2023.

Richard Benfield has stepped down as a Town Council representative, and therefore a new Council rep will need to be nominated and agreed at this meeting. The term will be for four years.

- Field Reeves

Currently.: Cllr Heyes, Cllr Coles, Cllr Graves and The Mayor (ex-officio)

- Oxfordshire Association of Local Councils

Currently: Cllr Whitmill



# CALENDAR OF MEETINGS 2022/23

## May 2022

- Wednesday 11th May, 6:30pm  
**William Fowler Trust Board Meeting**
- Monday 16th May, 7.15pm  
**Annual Meeting of The Council**
- Monday 23rd May, 7pm  
**Annual Meeting of The Town**
- Wednesday 25th May, 6:30pm  
**Community Committee**

## June 2022

- Wednesday 8th June, 6:30pm  
**Strategic Planning Committee**
- Wednesday 15th June, 6:30pm  
**Finance and Resources Committee**
- Wednesday 22nd June, 6:30pm  
**Full Council (AGAR)**
- Wednesday 29th June, 6:30pm  
**Community Committee**

## July 2022

- Wednesday 6th July, 6:30pm  
**Strategic Planning Committee**
- Wednesday 13th July 6:30pm  
**Finance and Resources Committee**
- Thursday 14th July 6:30pm  
**Traffic Advisory Sub-Committee**
- Wednesday 20th July  
**Full Council**

## August 2022

- Wednesday 17th August 7.15pm:  
**Planning Sub-Committee (if required)**

## Sept 2022

- Wednesday 7th Sept 6:30pm  
**Community Committee**
- Wednesday 14th Sept 6:30pm  
**Strategic Planning Committee**
- Wednesday 21st Sept 6:30pm  
**Finance and Resources Committee**
- Thursday 29th September, 2pm  
**Traffic Advisory Sub-Committee**

## Oct 2022

- Wednesday 5th Oct, 6:30pm  
**Full Council**
- Wednesday 12th Oct, 6:30pm  
**William Fowler Trust Board Meeting**

## Nov 2022

- Wednesday 9th November, 6:30pm  
**Community Committee**
- Wednesday 16th November, 6:30pm  
**Strategic Planning Committee**
- Wednesday 23rd November, 6:30pm  
**Finance and Resources Committee**

## Dec 2022

- Wednesday 7th December, 6:30pm  
**Full Council (budget)**

## Jan 2023

- Wednesday 11th January, 6:30pm:  
**William Fowler Trust Board Meeting**
- Thursday 12th January, 6:30pm  
**Traffic Advisory Sub-Committee**
- Wednesday 18th January, 6:30pm  
**Community Committee**
- Wednesday 25th January, 6:30pm  
**Strategic Planning Committee**

## Feb 2023

- Wednesday 1st February, 6:30pm  
**Finance and Resources Committee**
- Wednesday 22nd February, 6:30pm  
**Full Council**

## March 2023

- Monday 6th March, 7pm  
**The Annual Meeting of The Town**
- Wednesday 15th March, 6:30pm  
**Community Committee**
- Wednesday 22nd March, 6:30pm  
**Strategic Planning Committee**
- Wednesday 29th March, 6:30pm  
**Finance and Resources Committee**

## April 2023

- Wednesday 19th April 6:30pm:  
**Full Council**
- Wednesday 26th April 6:30pm  
**William Fowler Trust Board Meeting**
- Thursday 27th April, 2pm  
**Traffic Advisory Sub-Committee**



# CHIPPING NORTON TOWN COUNCIL

## FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 15th February 2021

## **GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Clerk has been appointed as The Responsible Financial Officer (RFO) for this Council and these regulations will apply accordingly and will be referred to as Clerk and RFO.
- 1.9. The Clerk and RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the Clerk and RFO shall be sufficient to show and explain the Council's transactions and to enable the Clerk and RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.11. The accounting records determined by the Clerk and RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the Clerk and RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the Clerk and RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);

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<sup>1</sup> In England - Accounts and Audit (England) Regulations 2011/817  
In Wales - Accounts and Audit (Wales) Regulations 2005/368



- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (Resolved by Council on 19<sup>th</sup> August 2019 that criteria has been met); and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL**

2.1 All accounting procedures and financial records of the Council shall be determined by the Clerk and RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 The Clerk and RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in

accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Clerk and RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.6 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.8 The Clerk and RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The Clerk and RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

## **ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1 Each budget holding committee shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

- 3.2 The Clerk and RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Resources Committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of December each year. The Clerk and RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

The approved annual budget shall form the basis of financial control for the ensuing year.

#### **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the Council for all items over £5,000;
  - a duly delegated committee of the Council for items over £500; or
  - the Clerk and RFO, in conjunction with Town Mayor or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually by the Staffing Committee in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and RFO and the Chairman of Council. The Clerk and RFO will inform committees of any

changes impacting on their budget requirement for the coming year in good time.

- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk and RFO may authorise revenue expenditure on behalf of the Council which in the Clerk and RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk and RFO shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Clerk and RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the individual budget code whichever is the larger.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Eight members will be signatories on the Council's bank mandate.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or the Finance & Resources Committee. The Council or the Finance & Resources Committee shall review the schedule for compliance and, having satisfied itself shall confirm by a resolution of the Council or Committee that the payments made were appropriate. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the Clerk and RFO to confirm that the work, goods or services to which each invoice

relates has been received, carried out, examined and represents expenditure previously approved by the Council.

- 5.4 The Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk and RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council or the Finance & Resources Committee, where the Clerk and RFO and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council Finance & Resources Committee; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee .
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk and RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Clerk and RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are

retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password, for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope and kept within the Council's safe for use by the Town Mayor or other authorised Officer or Councillor. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk and RFO shall be identified as the main contact for the bank and the Accounts Assistant appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors and the Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.

- 6.18 The Clerk and RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk and RFO with a claim for reimbursement.
- a) The Clerk and RFO shall maintain as petty cash float of **no more than** £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

### **PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.



- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

## **LOANS AND INVESTMENTS**

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk and RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk and RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Clerk and RFO and the Clerk and RFO shall be responsible for the collection of all accounts due to the Council.

- 9.3 All relevant committees will review all fees and charges at least annually, following a report of the Clerk and RFO for approval by Council.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the Clerk and RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk and RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The Clerk and RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the Clerk and RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting(see also Regulation 16 below)

## **ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Clerk and RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Clerk and RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent

purchases or payments, the Clerk and RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>2</sup>
- c. The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are: a) For public supply and public service contracts £181,302  
b) For public works contracts £4,551,413

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk and RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk and RFO in the presence of at least one member of Council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 £5,000 and above £100 £500 the Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Council in respect of valuation and surveyed conditions of the property (including matters such as planning permissions and covenants) together with a business case (including an adequate level of consultation with the electorate).
- m. No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be

provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

## **PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk and RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Clerk and RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **STORES AND EQUIPMENT**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Clerk and RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk and RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk and RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council,

together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 14.3 No real property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The Clerk and RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **INSURANCE**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Clerk and RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk and RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Clerk and RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Clerk and RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **CHARITIES**

- 16.1 Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **RISK MANAGEMENT**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

## Chipping Norton Town Council – Risk Management

Risk Assessment - Reviewed at Finance and Resources meeting on 6th April 2022.

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually RPI
	Security of buildings etc.	M	Fire Alarms on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains. Back up process in place of information stored on computers at The Guildhall. CCTV at the Town Hall.
	Maintenance of buildings etc.	M	Buildings currently maintained on a regular basis.
Finance	Banking	M	The Council has a current account with Unity and one deposit fund with CCLA. Payments can be made by direct debit, standing orders or internet banking.
	Direct debits, standing orders and internet banking	M	Online payments are subject to dual authorisation. The Town Clerk's signature and two Town Councillor's signatures are required to authorise all other payments.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £46,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Risk of loss of water at Cemetery	M	Water Meter to be checked for leaks each month.
	Loss of cash through theft or dishonesty.	L	Receipts issued. Cash held, low. Fidelity guarantee insurance in place.
	Financial controls and records.	M	Quarterly reconciliation prepared and reported to Council. Two/three signatories required on cheques. Internal and external audit.
	Comply with Customs & Excise Regulations	M	VAT payments and claims submitted as required. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept.	M	F&R Committee and Council receive detailed budgets in November/December each year. Precept derived directly from the budget.



			The Town Council receives and approves the accounts quarterly.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Playing fields checked regularly. Investigations carried out when damage reported.
Liability cont.	Legal liability as consequence of asset ownership (especially burial ground and playgrounds).	H	Insurance in place. Weekly checks of playgrounds and written records kept. Six monthly checks by Zurich Insurance. Inspections of the Cemetery, Church Yard and Pool Meadow carried out by the Cemetery committee. Regular maintenance and repairs undertaken.
Employer Liability	Comply with Employment Law	M	Membership of OALC and NALC. Contracts of employment; Grievance and Disciplinary Procedures, based on NALC models, procedures to be strictly followed.
	Comply with HMRC requirements.	M	Notifications and advice from HMRC. Internal auditor carries out annual checks.
	Safety of staff and visitors.	M	Health and Safety Policy in place – reviews and inspections carried out by the Health and Safety Committee. <u>Guildhall</u> : Door locked and public access restricted when single member of staff present. Anybody driving the tractor on hire for snow clearance for the Town Council would be trained prior to use.
			Town Hall: Building licensed by WODC for public use.
Legal Liability	Ensuring activities are within legal powers.	M	Clerk to consult OALC on any proposed activities for which powers are not clearly stated. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes.	M	Six Council and committee cycles are held per year and always receives and approves minutes of meetings held in the interim. Minutes made available to press and public at the Guildhall offices and on the Town Council's web site.
	CCTV	M	One person to operate the CCTV system at the Town Hall and solely for business purpose.
	Proper document control.	M	Leases stored in safe.

Councillors Propriety	Registration of interest  Standing Orders and Financial Regulations	M  M	Code of Conduct in place; General Notice of Members Registrable Interests sent to WODC's Monitoring Officer; Declarations of interest recorded in the minutes. The Standing Orders and the Financial Regulations are reviewed and kept up to date.
COVID-19	General risks	M	The Council has followed Gov and NALC advice from the outset of the epidemic. The Council has adopted and adhered to Gov advice.
	Risk of infection – Council Staff and offices	M	Council staff working from home, or alone in the office or Town Hall or elsewhere. To be reviewed monthly in light of Gov advice. Staff to follow Gov guidance on hygiene measures. Actions required: Deputy Clerk to provide grounds maintenance operative with C-19 guidance and PPE..
	Risk of infection – council meetings, councillors and members of the public.	M	Council meetings suspended. Online meetings permitted by the 2020 C19 Regulations. Keep under review in the light of additional Gov guidance.
	Risk of infection - facilities and amenities (parks, playgrounds, allotments, street furniture, buildings, cemetery, etc)	M	Closure of facilities as required by Gov. Signage in place. Adherence to social distancing and use guidelines (eg burials).  The Council will continue to inspect seats, benches, fences and notice boards. The Council cannot maintain the bio-security of such facilities and the cost of closing off such facilities is prohibitive.

Reviewed: **6th April 2022**

# CHIPPING NORTON BOWLS CLUB

Affiliated to:

Bowls England  
Oxfordshire Bowling Association,  
Bowls Oxfordshire Ladies Bowling Association  
English Indoor Bowling Association  
Oxfordshire Indoor Bowling Association,  
Oxfordshire Women's Indoor Bowling Association



Greystones  
Burford Road  
Chipping Norton  
Oxon OX7 5UY  
Tel 01608 644154

Registered CASC No 01991

*President: Mr Anthony Backer-Holst*

**An Inspired Facility**



Town Clerk  
Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
OX7 5NJ

[townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

2nd April 2022

FAO Lucy

Following our conversation on Friday I write as follows:

We, the Bowls Club, are proposing to replace our heating system and part of this will require us to install an Air Heat Pump external to our building alongside our plant room.

To help us fund this extremely expensive project we are now applying for a Community Facilities Grant through WODC.

The Grant form asks that we seek consent from yourselves as our Land Owner which we hope the Town Council will look favourably in doing.

If you require any further information please feel free to make contact.

With kind regards

*Roberta Jarvie*

Roberta Jarvie  
Hon Secretary  
01608 643556  
[br.jarvie@btinternet.com](mailto:br.jarvie@btinternet.com)

# CHIPPING NORTON BOWLS CLUB

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by 2012

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Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
OX7 5NJ

[townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

29th April 2022

FAO Luci

Following your email of 5th April I have pleasure in enclosing a drawing of where we would propose to install the Air Source Heat Pump.

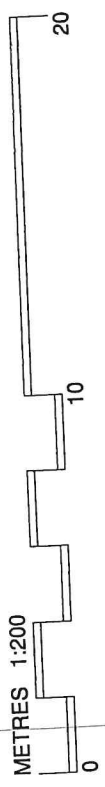
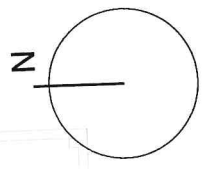
If you could take this to your next Full Council meeting on 16th May for discussion and approval we would be most grateful.

If you require any further information please feel free to make contact.

With kind regards

  
Roberta Jarvie

Roberta Jarvie  
Hon Secretary  
01608 643556  
[br.jarvie@btinternet.com](mailto:br.jarvie@btinternet.com)



Proposed new airtsource heat pump location.  
Airtsource heat pump to sit on concrete plinth and guarded by metal cage

Existing plant room

Existing car park

LYNN PALMER  
ARCHITECTS LTD

A 109 HIGH STREET, THAME, OXON OX9 3DZ T 01844 318501  
E LYNN@LPALMERARCHITECTS.COM W WWW.LPALMERARCHITECTS.COM

Chipping Norton Bowls Club  
Chipping Norton, Oxfordshire  
Proposed Site Plan

1457  
PL 95

10/05/15 MH  
Scale 1 : 200 @A4

### Agenda item 17 – Memorial Safety Policy

Community Committee agreed to employ Memsafe Ltd to undertake the Council's memorial safety management and repair.

Memsafe are ready to conduct the initial survey, but the Council needs to adopt the drafted memorial safety policy before this can commence. Memsafe and the Deputy Clerk have drawn the attached policy up in line with all necessary regulations and guidance.

Recommendations:

1. That the Council adopt the Memorial Safety Policy .



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## Memorial Safety Policy

April 2022

### Contents

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## **Background**

This policy has been produced to set out Chipping Norton Town Council's (the Council) position regarding memorial safety, the responsibilities of the Council, its contractors, memorial masons and Grant of Right Holders as well as the actions that will be taken to minimise risk to the users of Council-managed cemeteries.

## **Responsibilities for Memorial Safety**

The following parties have responsibility for memorial safety in Council-managed cemeteries and closed churchyards:

- The Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries. The Council has a responsibility to staff (Section 2 Health & Safety at Work Act 1974) and a responsibility to visitors (Section 3 Health & Safety at Work Act 1974) and the Occupiers Liability Act 1957. The Management of Health & Safety at Work Regulations 1999 places a legal duty on the Council to assess the risks from cemetery structures and work activities and ensure the risks are controlled.
- A monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials as laid down in the Cemeteries' Regulations and are legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with current standards available within the industry i.e. BS8415, The National Association of Memorial Masons (NAMM) Code of Working Practice and the British Register of Accredited Memorial Masons (BRAMM) 'Blue Book'. This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC).
- An owner, the Grant of Right holder (or successor in title) of a memorial has the responsibility to maintain it so as not to present a hazard. They also have the responsibility and liability for all expenditure incurred to make safe their memorial in the event it is found unsafe or in a dangerous condition. This is not the responsibility of the Council.

## **Notice of Intent**

Prior to any memorials being inspected, reasonable steps will be taken by the Council to inform grave owners, Grant of Right holders, and members of the public of the intention to inspect memorials and remove the danger from unsafe memorials.

This will involve:

- Giving advance general notice in a local newspaper at least 28 days in advance of any inspection regime commencing, and/or
- Making media announcements giving details of the assessment locations and methodology at least 28 days prior to the commencement of any inspections.
- Publishing details of the assessment and methodology on the Council's website.
- Placing public notices in prominent locations in the cemetery affected by the assessment regime.

## **Assessment Process**



The Council will risk assess and test memorials in accordance with the principles issued by the Institute of Cemeteries and Crematorium Management.

The safety assessment is to test whether memorials can withstand a reasonable hand force. This force has been arrived at scientifically and replicates the force of a person falling, pushing, or pulling against a memorial.

Initial visual warning signs of memorial instability are as follows:

- Movement 5 degrees from vertical
- Cracks in headstone or base
- Movement if rocked
- Ground settlement
- Waterlogged ground
- Missing parts

Reasons for memorial instability include:

- Accidental damage
- Animal activity (e.g. burrowing by rabbits, moles, foxes etc.)
- Insect activity (e.g. ants' nests)
- Encroaching tree roots
- Inadequate fixings
- Inferior materials
- Lack of maintenance
- Poor workmanship
- Subsidence
- Vandalism
- Weather/storm damage
- Decay through aging
- Weed killer chemicals

Safety assessments will only be undertaken by external contractors who can show they have the training and required knowledge to undertake the testing.

After undergoing the testing process, memorials will be classified into three categories.

Category 1 - Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.

Category 2 – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration of the memorial. The construction, material used, or position of the memorial may also qualify it as priority 2.

Category 3 – The memorial is perfectly stable or below 625mm in height and will only need to be inspected in 5 years' time.

Any memorial found to be unsafe whether staked or not will have a warning notice attached explaining the situation.

## **Methodology**

### Stability Test

All memorials in the burial ground should be visually assessed as part of the overall risk assessment process. Memorials should be assessed bearing in mind the following issues:

- Are joints intact?
- Are kerbs etc breaking apart?
- Is the memorial leaning?
- Are the foundations (where evident) intact?
- What are the ground conditions like?
- Is it a hard or a soft stone?
- Intrusion of vegetation?
- Are faults or cracks present?

All memorials (excluding tablets) - will initially undergo a visual inspection from a safe distance whilst the names and details of the interred are recorded and the memorial is photographed.

Memorial up to 625mm – After a visual inspection, a hand test will be carried out to confirm stability.

Memorials 625mm – 1.5m only – In addition to the visual and hand test, a confirmatory test may be undertaken using a mechanical force measuring device only if felt necessary after the results of a hand test are found to be inconclusive and where some movement is felt. Force must not exceed 25kg at 1.5m or the apex of the memorial, whichever is lower

Memorials above 1.5m - In addition to the visual inspection, a hand test only (on non-complex structures) will be undertaken. Any potential problems will be noted and if any present the memorial will be cordoned off. Additional advice will be sought by a structural engineer.

Additionally, where memorials are incorporated within/as part of a kerb set, the kerb set will also be inspected and tested by hand for secure fitting.

Records are to be updated at each stage.

### **Remedial Action**

Due to the layout of the cemeteries and graveyards the risk of injury is relatively low, so made safe with the application of signs to warn owners and the public of unsafe memorials. Any memorial in high-risk area, namely within the first two rows adjacent to a pathway will be staked. The laying down of a memorial will only be undertaken in the most serious cases. The Council however reserves the right to use whatever method is appropriate depending on the risk and category which could include stake & banding, cordoning off or laying a memorial flat.

### **Documentation & Recording**

Memorial assessments will be noted on record sheets or hand-held digital devices. The information taken from the records will then be transferred to a computer database for long-term reference and security.

### Notification, Repair and Re-fixing

Where a memorial has been identified as being unsafe and action taken to remove the immediate danger, the following actions as a minimum will be taken:

- Where a memorial is less than 30 years old and details of the Grant of Right holder are readily available, a letter will be sent to them explaining the assessment process and the options available to them.
  - If no response is received from the Grant of Right holder within 30 days, The Council will act in the best interest of public safety.
- Lists of failed memorials will also be published on the Council's Website, [www.chippingnortontc.co.uk](http://www.chippingnortontc.co.uk)
- Detailed lists of failed memorials will also be available for viewing at the Council's Offices, The Guildhall, Chipping Norton, OX7 5NJ.
- A warning notice will be displayed and attached to any memorial that has been assessed as dangerous. Notices offering advice and contact information will be displayed in all Cemetery noticeboards.

Where a grave owner cannot be traced and it is felt that the memorial is of historic significance or its maintenance is important to preserve the character or ambience of the Cemetery, the Council will consider carrying out the repairs subject to funds being available.

All repairs/re-fixings must comply with relevant industry guidance.

### **Future Installations**

Although some deterioration to stonework, foundations and fixings due to weathering and the passage of time is inevitable, the Council requires that in order to minimise these effects for all future installations, memorial masons adhere to BS8415:2018, the BRAMM 'Blue Book' and the National Association of Memorial Masons (NAMM) Code of Working Practice. This includes the use of appropriate foundations and fixings or other suitably approved and secure traditional methods for the installation of stone memorials as well as the relevant Cemetery Regulations currently in force.

### Grant of Right Holders

The assessment process may be upsetting for Grant of Right Holders and visiting families. Chipping Norton Town Council regrets any distress that it may cause. It is better that the safety of the memorial is assessed rather than it is left to pose a potential danger to others.

If a memorial has to be made safe, Grant of Right holders can choose to either:

Have the memorial repaired; Grant of Right Holders will need to arrange the necessary remedial work with a memorial mason, for which the mason is likely to charge a fee. The Burial and Services Officer can supply a list of memorial masons if one is required. These memorial masons should undertake the repair to a minimum standard as recommended by the National Association of Memorial Masons (NAMM) or equivalent.

Take no further action; if a stake has been used to support the memorial it is considered to be safe for a period of up to 18 months. The stake may be replaced to re-stabilise the memorial during further assessments however this is not a long-term solution and may result in the memorial being laid flat. If the memorial has been laid flat this action will have been taken as a last resort. Once a memorial has been laid flat it is considered to be safe.

No attempt should be made to repair or remove any memorial except by a properly qualified memorial mason.

**Points of Contact**

Any concerns or questions about the memorial safety assessment process should be referred to the Chipping Norton Town Clerk:

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Phone: 01608 642341

Write: The Guildhall

Chipping Norton  
OX7 5NJ

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# Newsletter – May 2022

Welcome to the first of our monthly newsletters, which we hope will help keep you informed about what the Town Council is working on at present. We'll also flag up forthcoming Town Council events here and introduce one or two of our Councillors.

## About the Town Council



There are sixteen Town Councillors in Chippy, including the Mayor and Deputy Mayor. Fourteen are pictured here.

The Councillors are all volunteers who are elected for (usually) a four-year term. We meet as a council six times a year. We also divide some of the work we do between three smaller committees, focusing on finance and resources, the community and 'strategic planning', with subcommittees for traffic and planning. Members of the public are welcome to attend all meetings, and there is a slot for public participation in each Council and Committee meeting

## HGVs and Traffic

In the wake of the tragic accident in Chippy last month, the Town Council called an emergency town meeting on Monday 21<sup>st</sup> March to discuss the problems with traffic. There were unanimous calls for Oxfordshire County Council (OCC) to take urgent action to reroute HGVs away from the town, and Mayor Georgia Mazower asked Cllr Duncan Enright, Cabinet Member for Traffic, to promise that he would return to the town in six weeks to let us know what progress has been made. Cllr Enright will attend the Annual Meeting of The Town on Monday 23<sup>rd</sup> May at 7pm.

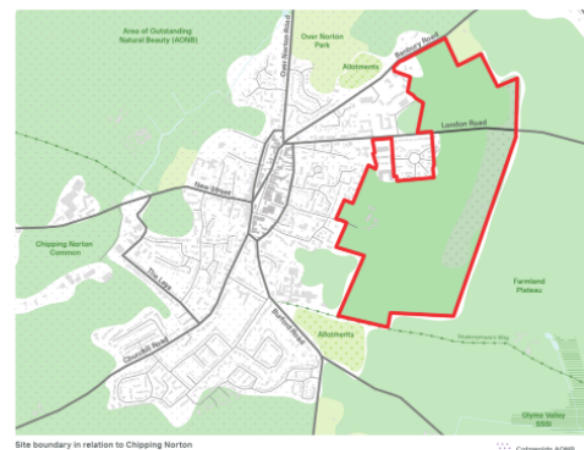
The Town Council have also been working with OCC on a Local Cycling and Walking Infrastructure Plan for the town to make it safer for pedestrians and cyclists. We insisted that while the LCWIP will take some time to get up and running, urgent action is needed at once to make the junction by Sainsbury's, and the pavement between the Blue Boar and the old Harper's building, safer. We will continue to push for these dangerous points to be addressed.



## East Chipping Norton Development

West Oxfordshire District Council have earmarked Chipping Norton as a strategic site for the building of 1,000 new homes. The Town Council understands that this will have a huge impact on the town. We are working very hard to ensure that the development is right for the town, that it is well integrated and fit for the future, and that all the new infrastructure and green space that will be needed are put in place from the outset.

Councillor David Heyes is chairing a fortnightly working group to feed in to early discussions between the landowners, developers and the planning authority, West Oxfordshire District Council, and several residents with relevant experience and knowledge have been supporting this work.



## Flying the flag for Chippy



The mechanism on the flagpole on top of Chipping Norton Town Hall has been broken for some time, meaning that it has not been possible to safely replace or move the flag. The Council hope to replace the flagpole with a new one, however the building has listed status and the planning authority have confirmed that the Council will need to submit a planning application, and that obtaining a design that will be permitted may be a complex process.

In the meantime the Council have resolved to employ a contractor to access the roof and lay the flagpole flat. They have also installed a new 6m flagpole in the Millennium Garden to ensure that the Town has the flag flying during the Jubilee celebrations and beyond.

## Meet your Councillors

This space is for profiling one or two Councillors based on projects that are currently being worked on.

### Your Councillors

## Get involved

Do you have skills or experience that might be useful in our discussions about the ECND development? Or just feel that you would like to contribute? To join the ECND group, please contact Katherine on: [deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)

To celebrate the Platinum Jubilee in June, we are looking for volunteers to make bunting from our stock of recycled fabric. Read more here here:

[Jubilee bunting project →](#)

Agenda item 20 – Planning Applications

1. **APPLICATION NO:** [22/00856/S73](#)

**Address:** The Sycamores Rock Hill Chipping Norton Oxfordshire

**Proposal:** Variation of conditions 2 (to allow changes to garage design of Plot 3), 5 (drainage), 6 (protected species), 8 (electric vehicle charging), 9 (external lighting) and 10 (landscaping) of planning permission 21/00398/FUL.