



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

12th January 2023

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 18th January 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To consider apologies for absence.

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

2. Declaration of interests.

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

3. Minutes

To approve the minutes of the committee meeting held on 9th November 2022.

4. Public Participation

The meeting will adjourn for this item

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

5. Committee Action Plan

To note

6. Town Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To receive a proposal from The Choral Society regarding an acoustic piano for The Town Hall.
- c. To receive a request from the Victoria County History Society about the use of the Town Hall for a talk about research done about the Town Hall and Chipping Norton.

7. Play Areas

To receive an update from the Town Clerk.

8. Events

To note the report from the Facilities and Events Officer and agree next steps.

9. Grants to Voluntary Bodies

- a. To receive a request from Chipping Norton Town Festival.
- b. To receive correspondence regarding the Grants to Voluntary Bodies Scheme.

10. Correspondence

To receive the response from Royal Mail following the motion agreed at the last meeting.

11. Grants policy

To receive an update from the working group.

12. Date of the next meeting – Wednesday 15th March 2023.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee Meeting held on the 9th November 2022 at 6:30pm in The Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair), Jo Graves, Rizvana Poole (left at 7:46pm), Natasha Whitmill (left at 7:46pm), Georgia Mazower (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Town Clerk
Tania Kirby, Facility and Events Officer
Paolo Oliveri, Maintenance Operative
2 Members of the public

CC51	Apologies for absence Apologies were received from Cllrs Archie Miles and Rachel Foakes.
CC52	Declaration of interests No declarations of interest were received.
CC53	Minutes RESOLVED: That the Minutes of the Extraordinary Community Committee meeting held on the 19 th October 2022 were signed by the Chair as an accurate record of the meeting.
CC54	Public Participation Graham Beacham spoke about the Sports Awards and prospective plans for 2023.
CC55	Committee Action Plan Members noted the ongoing Committee Action Plan.
CC56	Sports Awards To agree a date, budget and format for the Sports Awards 2023. Cllrs mentioned that they were supportive of the Sports Awards and if it could be more inclusive – held outdoors in the summer to align with better timing for sports clubs and competition season. Members agreed that the £500 budget is sufficient for the event, and the date set for after easter. RESOLVED: To delegate to the Facility and Events Officer and Graham Beacham to meet and to set a date for the Sports Awards after Easter.
CC57	Town Hall a. To receive a verbal update from the Facilities and Events Officer. The Facility and Events Officer spoke about meeting with the Youth Workers and purchasing a pool table for the Lower Town Hall. Members agreed that further research and costings would be required, but that in principle were happy to receive options.

	<p>RESOLVED: That the Facility and Events Officer investigate options for purchasing a pool table and snug for the Lower Town Hall and then bring options with costings to a future council meeting in January.</p> <p>b. Members received a report outlining options for purchasing a digital piano for the Town Hall as requested by the Chipping Norton Choral Society. Cllr Steve Akers proposed to set a budget of £2000 and consult with local groups and pianists to decide the digital piano for the Town Hall. Seconded by Cllr Poole. Cllr Graves abstained. Motion carried. RESOLVED: To set a budget of £2,000 for a Town Hall piano, for the Deputy Clerk to consult with local groups and pianists if the options are suitable.</p>
<p>CC58</p>	<p>Cemetery Members received a report from the Clerk following the memorial safety testing. A small number of memorials had failed the safety testing works and the approved memorial contractor has quoted £2,035 to complete all works to the British Standard 8415. Cllr Whitmill proposed to allocate £2,035 as quoted by Memsafe to make the memorials safe, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: For the Cemeteries manager to write to the grave owners to notify them of the works taking place, and their right to appoint their own approved stonemason at their own cost. To approve the quote from Memsafe to fix all memorials at a cost of £2,035.</p>
<p>CC59</p>	<p>Play Areas a. To receive a report regarding Cotswold Crescent. Members received a verbal report from the Chair about upgrading play equipment at Cotswold Crescent Play Park. Members discussed the need to consult with residents in the area, as the play park is in poor condition and installing equipment that is unwanted might not lead to a satisfactory result. The Maintenance Operative noted that children have requested the swings, goalposts for football, and a seesaw. Cllr Mazower proposed to earmark £60,000 and appoint a play parks consultant to design and manage the project over a number of years. Seconded by Cllr Graves. All in favour, motion carried. RESOLVED: To bring to Full Council the proposal to earmark £60,000 and appoint a play parks consultant to design and manage the Cotswold Crescent Play Park project over 2-3 years.</p> <p>Cllrs discussed installing a notice board for the youth workers at the Cotswold Crescent Play Park. Cllr Graves proposed a budget of £500 to install a notice board, seconded by Cllr Mazower. All in favour, motion carried. RESOLVED: To install a notice board for the youth workers at Cotswold Crescent Play Park for £500.</p> <p>b. To receive a request from Chipping Norton Theatre for use of New Street Recreational Ground on Sunday 24 September 2023. Cllr Mazower proposed to allow Chipping Norton Theatre to use New Street Recreational Ground as proposed on Sunday 24th September 2023, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: To allow Chipping Norton Theatre to use the New Street Recreational ground and to write to inform Field Reeves in advance.</p>

CC60	<p>War Memorial</p> <p>Members received a verbal report from the Clerk. Cllrs discussed setting the budget for War Memorial repairs. The Clerk has met with the stonemason who recommended that the walls need fixing along with the coping stones, and that the Royal British Legion has committed to match funding the budget set by the Town Council.</p>
CC61	<p>Youth Work</p> <p>Members received a verbal report from the Clerk. The Clerk reported that Got2B will be starting youth work in the Town Hall starting in Dec 2022. The Clerk also raised the community consultation work that Chippy Exchange has done and will circulate the report to all Cllrs, as it contains many concrete suggestions from residents about improving Chipping Norton.</p>
CC62	<p>Grant Policy</p> <p>To agree membership of a task and finish group to review the grant giving policy and report back. Members discussed that the grant giving policy needs to include safeguarding policies as the groups involve vulnerable groups and children. Cllrs Coleman, Akers, and Graves volunteered to join the Grant policy task and finish group and will report back at a future meeting. RESOLVED: That the task and finish group membership will include Cllr Coleman, Akers and Graves, who will review the Chipping Norton Grants to Voluntary Bodies policy and report back at a future Committee meeting.</p>
CC63	<p>Waste Bins</p> <p>Members received communication from WODC following the waste bin replacement and renewal programme, and the new charging scheme. The Clerk noted that members of the public can now ask WODC to fit in new bins. If the bins meet WODC criteria, then WODC will pay for installation and emptying fees. However, if they are on Town Council land, then WODC will pay for installation only and the Town Council will fund the emptying. The Clerk suggested adding one more bin to the Town Council budget - to be decided during budget setting at the next Full Council meeting.</p>
CC64	<p>Events</p> <p>To receive a report from the Deputy Clerk and review the budget set to support the Christmas in Chippy event. The Deputy Clerk noted that this year the scope of the Christmas event is much larger as the high street will be closed, and that they will be hiring a stage. Cllr Mazower proposed to increase the total budget for Christmas in Chippy to £2,200. Seconded by Cllr Graves. RESOLVED: To raise the budget for Christmas in Chippy to £2,200.</p>
CC65	<p>Committee Budget</p> <p>Members received a report from the Responsible Finance Officer. Play Park maintenance - £10,000 (separate from £60,000 EMR for Cotswold Crescent Play Park) Litter bins - £3,500 Pool Meadow - £25,000 for pool meadow project (plus tree works as a separate item) Cllr Akers proposed the draft budget with the amendments above, seconded by Cllr Graves.</p>

	<p>RESOLVED: That the draft Community Committee budget is brought to the next Full Council meeting to discuss and approve, with the amendments above.</p>
CC66	<p>Motion To consider the following motion proposed by Councillor Steve Akers (Seconder to be confirmed):</p> <p><i>We recognise the vital role that Royal Mail postal delivery workers play and the service they provide to our local community. This goes far beyond the delivery of letters and parcels. This was demonstrated fully at the height of the Covid pandemic when they were praised as key workers.</i></p> <p><i>We are concerned that the actions of Royal Mail Group in the current postal dispute represent a threat to this, and to the Royal Mail Universal Service Obligation.</i></p> <p><i>We agree to write to the Royal Mail CEO and Board urging them to reach a negotiated settlement and agree change with the CWU, rather than impose changes which will be detrimental to the public and Royal Mail workers.</i></p> <p><i>We agree to send a copy of this letter to the CWU, the Secretary of State for Business, the Chair of the CWU Parliamentary Group, the Leader of His Majesties Opposition, the local MP for Witney, and the leaders of OCC and WODC.</i></p> <p>Members discussed the role of Postal Workers and were highly supportive of the Postal Workers strike. Cllr Mazower seconded the motion. All in favour. Motion carried.</p> <p>RESOLVED: For the Clerk to take legal counsel and if positive, then to formally endorse the motion to support the Postal Workers strike. For Cllr Akers to draft a letter which will be signed by the Town Mayor.</p>
CC67	<p>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.</p>
CC68	<p>The Town Hall Cllrs received a fee proposal from Ingham Pinnock Associates and agreed next steps. Cllr Graves proposed to accept their proposal as received, Cllr Akers seconded. All in favour, motion carried.</p> <p>RESOLVED: To retain Ingham Pinnock Associates for their initial consultation fee of £1,500 to progress with their options study and to apply for further funding schemes.</p>
CC69	<p>Date of the next meeting Wednesday 18th January 2023</p>

The Chair closed the meeting at 8:25 pm.

Agenda item 5 – Committee strategic plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has started. Expected roof and damp works to be carried out in early summer 2023. CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities. New facilities and events officer Tania Kirby started in post on 24 th October 2022
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town Got2B are trialling after school LGBTQ+ groups in The Lower Hall during the winter term.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. First stage memorial safety testing complete - safety works being carried out.
Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CNTC	22/23 £5000 EMR £60,000	Jul 22	Nov 24	New park signs have been installed. 60k for Cotswold Crescent – Sport and play consultant meeting with The Chair and The Town Clerk on 17 th January. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Two clean up days – April and October October clean up day and wildflower planting was a success. Spring date – TBC.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now.
Sport awards Ceremony	CNTC/Volunteers/Clubs/Schools	£500			Date for 2023 to be set by Graham Beacham and The Facilities and Events Officer.
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	22/23 £7000 EMR £2880	2020	Sept 24	Feasibility study has been approved and is progressing.
Christmas lights scheme	CNTC	£15,000 per year	October 22	Feb 25	Christmas lights 2022 were a success. Wash up meeting to be organised to discuss bringing scheme together now the little trees and lights have been brought in house.
Fixing pathways in the closed Churchyard	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	Complete
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Grants have now been approved. New policy to be drafted

Managing Greystones leases	CNTC/tenants		Jul 22	Jan 23	New leases are being drawn up
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety testing underway. Tree Survey complete - priority works complete. Medium term priority works to commence in the Spring. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete

Adopted by Community Committee – 29th June 2022

Agenda item 6a – The Town Hall

Bookings

1. Current Bookings Updates:

- a. Current Capacity for next three months
 - i. January: 12.38%
 - ii. February: 10.89%
 - iii. March: 26.02%
 - iv. Jan – Mar: 19.51% Capacity
- b. Current Capacity for 2023 – and where we can improve
 - v. 01 Jan – 31 Dec 2023: 9.35%
 - vi. To begin a project to market and promote the Town Hall to relevant organisations and business with an emphasis on enticing Commercial and Private organisations/individuals to use the Town Hall
- c. Ongoing Community Groups updates:
 - vii. Community Church
 - viii. Little Footsteps (Also booking for a summer session)
 - ix. Cookery Class organised by the Community Church
 - x. Chipping Norton Choral Society
 - xi. Chipping Norton Theatre x2 Singing Groups
 - xii. Chipping Norton Theatre x2 Youth Theatre Groups
 - xiii. Got2B – and increasing from fortnightly to weekly sessions until summer
 - xiv. Zumba

This report is to note

2. New Bookings to be excited about:

- a. Sheldon Bosey Knight tested the Town Hall and its facilities for a new property auction held in December. They were very pleased with the venue and the numbers of people who attended, and have now booked up for more events in 2023
- b. Under the Apple Tree Events are hoping to use the Town Hall for up to 4 big music events – showcasing new and upcoming bands with an addition of a pre-supper in the Lower Hall

This report is to note

3. Booking process

- a. Facilities and Events officer has been working on integrating the invoicing system Rialtas with the Google Calendars which should make the task of bookings and invoicing more efficient. A new bookings process for the Town Hall will be put in place following the completion of the integration

This report is to note

- a. The Facilities and Events officer would like to recommend a re-write of current Bookings Guidelines. Changes to be made are currently being drafted and will be assessed with Town Clerk and Deputy Town Clerk. Does the Committee agree that the Bookings Process review is required work and are happy to receive a presentation on the new Bookings Procedure and Guidelines, when written?
- b. The Invoicing software integration into Google calendar to make the job more efficient has been awkward, and taken some time to complete, but the issues have been ironed out as much as can be. The process has shown that the software cannot provide us with the fully automated direct booking system for the customer that we required. The Facilities and Events Officer recommends researching better booking systems/software whilst the current contract runs out.

This report is to note

Financial

- **Costings updates required on booking form:**

Recommendations

- a. To review and update the costings on hire pricing in future. We currently offer 8 hours at discount on all booking types, however, to encourage future bookings such as Weddings or all weekend Fayres or music events – we are proposing that the committee agree to the following immediate changes:

- i. A new 'offer' of using the whole building for one day (9am – Midnight)
 - Charity: 15 hours for the Price of 11 (4-hour discount) at £275.00 per day

1 hour = £25 hr, 8 Hours = £18.75 hr, 15 Hours = £18.33 hr

- Private: 15 hours for the price of 12 (3-hour discount) at £480.00 per day

1 hour = £40 hr, 8 Hours = £32.88 hr, 15 Hours = £32.00 hr

- Commercial: 15 hours for the price of 12 (3-hour discount) at £732 per day

1 hour = £61 hr, 8 Hours = £55.00hr, 15 Hours = £48.80 hr

I would also like to recommend we follow through with the discount on bookings for Upper Hall and Lower Hall all day use – where currently the offer is only for the use of the whole building

NOTE: in future it may be worth considering a Morning / Afternoon / Evening charge

- i. Deposits are not written into the current contract. Whilst deposits are mentioned in the booking contract there is no indication what the deposit amount will be, or deadline date for deposit payment. I am proposing we add into the booking paperwork the following:

Any booking charged at £50.00 or more will require a £25% deposit to be paid with a maximum deposit of £150.00. (Which would cover one day's loss on the local / charity rate). All deposits must be made one month prior to the booking taking place, and immediately if booking within the month prior to booking.)

- ii. Proposal of a new charge for the new resource, The Snug. I propose that the Snug is at maximum half the cost of the Lower Hall.
- iii. To consider offering Tea and Coffee making facilities at a cost to the customer. We have begun to use the coffee machine, and the coffee machine is something that some customers are requesting. Is it worth considering supplying them tea, coffee, milk and sugar and the required implements at a charge?

Planned Roof and Damp Works

Alder King is currently organising and sending contractors to the Town Hall in readiness for tender. Currently 3 contractors have visited site with one more plus the conservation officer still to visit.

This report is to note

Other Maintenance

A new maintenance log has been created, and hope that this will feed into a planned weekly maintenance check. We currently have 2 jobs in progress or to do on the log:

1. Extractor Fan above cooker is not working and sourcing a contractor
2. 2 lights out on the staircase – Town Hall Keeper to check bulbs and assess if electrician is required

This report is to note

Proposal for the acquisition of an acoustic piano for the Town Hall

Dear Town Hall Committee,

I am writing to you on behalf of the Chipping Norton Choral Society (CNCS) as their musical director, with a proposal for the acquisition of an acoustic upright piano for the Town Hall.

CNCS are returning to the Town Hall where we held our first rehearsal on Wednesday 15 May 1872. With a growing number of singers – 126 on-the-books and around 90 at each rehearsal (please see the photo from our latest rehearsal, attached) – we are delighted to be back our story started.

Over the past few weeks, since we re-commenced rehearsing in the Town Hall, we have been using an electric instrument and we have found a few problems. The instrument itself is not loud enough to carry across the hall and support 90 singers, so we must connect it via an amplifier to loudspeakers. These are large and have to be stored somewhere, and as you will know, storage space at the Hall is at a premium; we have already been advised that we must not use the one space we did find. There is the added issue of a long and rather awkward set-up/pack-down time. In addition, the singers closest to the speakers find it too loud, but those furthest away struggle to hear the accompaniment. Finally, and importantly, our accompanist has developed back and neck problems - electric instruments are not designed for the accompanist to look up at a conductor, and regular visual contact between accompanist and conductor is a crucial part of rehearsing major choral works.

I would like to add, in my capacity as musical director, that I believe people can detect the small differences between an electric and acoustic instrument, and never more so than when singing in a choir – the way the vibrations are felt from an acoustic instrument is so much more supportive to a singer's ears than when processed through a speaker. Even the best quality electric instrument will not have as authentic a sound as an acoustic instrument, which leads to higher quality rehearsals and ultimately, performances.

We have reached out to some other musical organisations who use the Town Hall. The Chipping Norton Music Festival, chaired by Sarah Cobb, hire a large Steinway concert grand piano, but have told us they have often wanted a second acoustic instrument to allow for more versatile music making, including other events throughout the year (this year is a case-in-point, when we are holding rehearsals in the Hall leading to a memorial sing-day for a highly respected member of the Community). Lizzie Soden, who runs many choirs in the area, has also expressed her support for the acquisition of an acoustic instrument to support the music in the Town Hall.

In the spirit of cooperation that we have always enjoyed with you, as we have trialled the use of an electric instrument, we would like to propose that the Town Hall trial the use of an acoustic instrument. We suggest either a six-month or year-long trial, to see how it is used by groups in the building, and to assess its practicalities. CNCS would be very happy to financially support this decision, including a contribution towards the purchase, transport, and upkeep of the instrument (including six-monthly tunings, and any repairs if necessary). We hope that its use by us and by other groups, for rehearsals, performances and other events, would show how much of an asset an acoustic instrument is in such a great space. We understand the requirement for its being portable and we know it would not be possible for the piano to be put onto the stage, but with a depth of around only 60cm we believe it could be stored conveniently. We are well aware of the importance of protecting the floor, and this would be a priority.

We would be more than happy to discuss details and logistics of this all if the Town Hall agrees to trialling the use of an acoustic instrument. We would just like to say a huge thank you for supporting CNCS in our move back to the Town Hall, as well as all music making in the community.

Thank you for your time and consideration, and we look forward to discussing this with you.

Very best wishes,

Benedict Goodall

Musical Director, Chipping Norton Choral Society

Eric Clubley

Chairman, Chipping Norton Choral Society



From: [Jan Cliffe](#)
To: [Katherine Jang](#)
Subject: Use of town hall
Date: 11 January 2023 11:31:57

Dear Katherine,

As suggested I enclose details of my request to use the Town Hall for a talk by members of the Victoria County History team who are, at present, compiling research for their new volume on this area of Oxfordshire with Chipping Norton as its main focus.

It has been suggested that the community might be interested to learn more about the research and its findings prior to the publication of this volume in 2024.

As the Chipping Norton Museum has been a vital source of information for the VCH, we have been asked to organise this talk and we are happy to do this.

As a trustee of the museum I am, therefore, submitting this request to the Town Council to allow us free use of the upper Town Hall for this talk as a community event. As this should be a popular talk of interest to many local residents and will be advertised in the CN News, it could also generate some much-needed funds for the museum by charging a modest entrance fee.

It is proposed that the talk would be in late April/early May, in the evening of a mid-week day to be agreed with the Town Clerk.

I would be very grateful if you would include this request in your agenda for the Community Committee's meeting on 18 January.

Many thanks
Jan Cliffe

Sent from my iPad

Agenda item 7 – Play areas

Cotswold Crescent

The Clerk and The Mayor are meeting the play parks consultant on 17th January to discuss vision and next steps for the consultation, planning and design stage of new equipment for Cotswold Crescent Play Area. A report will be brought to future committee as the plans progress.

Safety Checks

The maintenance operative continues to carry out weekly inspections. Almost all issues are now resolved or in hand.

A full RoSPA inspection has been ordered and will take place in July.

The Maintenance Operative will be attending an two day operational safety inspection course in June in order that they can provide even more comprehensive and knowledgeable inspections and repairs on behalf of the Council.

This report is to note

Agenda item 8 – Events

1. SUMMARY OF PREVIOUS EVENTS

Honorary Citizen

The Honorary Citizen Event held in Upper Hall on 5th November was successful, with full attendance and with important guests also accepting their invitation, to the delight of our honorary citizen. Small addition to the event stock, of Table Decorations improved the look and feel of the hall and have been requested to be used at following events. All official guidelines were followed by Town Clerk and Deputy Town clerk in the preparation for the event, helping the event to run smoothly.

Road Safety Week

Road Safety Awareness week in November led by Cllr Mark Walker, gained engagement throughout the community, with all local schools engaging in the creative content from Brake, as well as hosting lessons and assemblies covering the topic. Oxfordshire County Council staff and Cllrs Mark Walker and Steve Akers worked on 2 community engagement events which took place in the Market Square. The event was very well received with people engaging with the content provided and interacting with a flip chart and post-it notes. It also provided a great news story for the Town Website and social media, encouraging more engagement from the community.

Chippy in Christmas

Chippy at Christmas 2022 was the largest Christmas Market event the organisers have worked on. A hugely successful event, in adverse conditions, where the people of Chippy and Town Council pulled together to make work. Great feedback from the Community and from the organisers to the support provided from Town Council to the event. A great and strong relationship has been developed with the organisers, which needs to be nurtured, and we will achieve this through setting up a post-project review meeting, asking where Town Council can help more in 2023, and be more pro-active in supporting the event management going forward.

UPCOMING EVENTS

There are several events in the first few months of 2023

The Mayor's Fundraiser – Saturday 4th March 2023

The Mayors Charity Fundraiser event is in very early stages of organising, however, hopes to have a theme of Sustainability, Re-Use Charitable donations. Facilities Officer has recommended to The Mayor:

- Charity Shop Dress Ball – Dress your Best from a Charity Shop! Guests must arrive wearing a significant item purchased from a Charity Shop, with proof of purchase (receipt) shown at the door
- People can choose to not wear an item from a Charity shop – but will be 'fined' on the door – which will be donated to the mayors chosen Charities
- Entertainment possibilities; Sustainable mini-fashion show, Best Dressed from a Charity shop competition (for those who would like to enter), Raffle with prizes, Total amount the Charity shops make 'moment' in the evening, live music – possible form a Band using sustainable items

- Sit down 3 course meal using food from the Chippy Larder

Costings to be assessed prior to Ticket Pricing being formalised to ensure ROI from funds provided by Mayor

Recommendation

1. That working party of interested Councillors are approved to work with The Facilities and Events Officer on drawing up plans for The Mayor's event in conjunction with The Mayor.

No budget to be approved as allocated from Mayors Budget

The Annual Meeting of The Town – Monday March 4th 2023

This is a Civic event that the council are duty bound to host between 1st March and 1st June each year. Last year was very well attended and engaging, County Councillor Duncan Enright led a presentation on road safety and HGVs.

The theme this year could be that Cllr Enright is asked to return and provide an update, or that the theme of the meeting is changed to something different like youth work and provision. We could ask local youth workers and Got2B to participate, and offer residents a chance to share what they feel is missing in the town. We could use WODCs Youth Needs Assessment to help provide a framework.

Recommendation

- a. That the Committee agree a general theme for the Annual Meeting of the Town.

Pre-Local Elections January to March - Help for Voters

Dates TBC. Due to the new Voter ID system coming into place Facilities and Events Officer will be promoting the new requirements for voting on a regular basis across Social Media Channels and hosting a story on the Town Council Website. Promotion of Voting by post if no photo ID is held, as well as promoting the UK Citizen Card. As part of assisting voters to be able to access and vote we would like to host one or two events at the Town Hall to support people to have the relevant information and to apply for the relevant documentation/how to request a postal vote

Recommendation

1. That a working party of interested Councillors to support the information giving and support event alongside The Facilities and Events Officer

The Coronation – Saturday 6th May 2023

Officers are in conversation with The Town Festival Organisers about whether it would be good for the festival to coincide with The Coronation. These conversations are ongoing.

A road closure is a very costly and time expensive task. Therefore, we are looking into hosting a "Picnic in the Park" with a tree planting ceremony for both in memory of Queen Elizabeth II and in celebration of the new King. We could organise games, music and Facilities and Events officer would like to liaise with the schools regarding a Maypole dance to celebrate. We are also looking into to costs of a screen for an outdoor live stream of the Coronation itself. An evening event would also be nice to organise in the Town Hall, such as a Tea Dance with traditional dancing.

Recommendation

1. That a working party of interested Councillors are approved to work with The Facilities and Events Officer on drawing up plans for the Coronation
2. That a budget of £1,000 is agreed for this event

Chipping Norton Pride Event with Got2B

Got2Be Youth Group would like to host a Pride event on 24th June OR 1st July. (Due to Armed Forces Day on 24th and the Pride Flag would not be able to be flown). They are currently organising the event and what will happen, and Facilities and Events officer will support them where appropriate. The Town Hall is offered to the group for free for their weekly sessions, following the receipt of funding.

Recommendation

1. That we allow free use of the Town Hall for the event day
2. That a budget of £500 is allocated to the event from the events budget.

Sports Award

Graham and Facilities and Events Officer met on Friday 13th and have provisionally booked the Town Hall for the 7th July 2023. The date falls after school examinations and prior to the Summer Holiday for both public and state schools. Details of the Sports Awards event will be managed through monthly meetings until May when Graham, and the Facilities and Events manger will meet more regularly to develop the event. Next meeting 10/02/2023 and will be reviewing budget and costings.

Recommendation

1. That working party of interested Councillors to work with Graham and Facilities and Events officer in the development of the event
2. That the Town Hall is available to the Awards ceremony for no charge
3. That a budget of £500 is allocated to the event from the events budget
4. Review the 'Olympics Legacy' Award with a possible rename (due to the poor press recently about the lack of a legacy following the Olympics, and it's now 10 years old)
5. To include a new Award for 2023 (to be named) and going forward, for an individual / team who has performed beyond expectation for a Charitable Cause through a sporting / fitness endeavour

Item 9a: Grant Request from Chipping Norton Town Festival

Received via email 02/12/2022:

Hi Katherine

When I apply for a grant I usually ask for £500 and that has always been excepted. I fully understand that this is different in January so I don't want to be greedy, but if £500 is available then that would be greatly appreciated but if you decide on a lesser amount then the Chipping Norton Town Festival would be very grateful for any financial help.

Kind regards

Kevin

RECOMMENDATION:

a. That the Community Committee considers the grant request from Chipping Norton Town Festival for £500. If agreed, this recommendation will need to be approved at the next meeting of Full Council as the Grants budget for this year has already been spent and this funding will need to come from general reserves.

b. As this is a regular request, that the Community Committee considers recommending to have this added as a standing item in the budget 2024-2025.



9 November 2022

Grants to Voluntary Bodies Committee
Chipping Norton Town Council
The Guildhall
Chipping Norton
OX7 5NJ

Dear Councillors

I'm writing to confirm receipt of your grant in our account.

My fellow trustees and I would like to thank Councillors for the very kind support for The Lido from the Grants to Voluntary Bodies fund.

I can confirm that the grant will be used exclusively for the purposes detailed in our application.

We are aware that we have been the largest single beneficiary of the Council's grant funding this year and very much appreciate your ongoing support of The Lido's aims and objectives. As you know, we receive no other public core funding and are facing significant challenges, in particular with escalating energy costs.

We will be re-opening on 30 April next year and look forward to delivering active recreation opportunities, both in the water and on dry land, to as many residents of Chipping Norton as possible in 2023.

With many thanks again.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Jarvis', is written over a light blue horizontal line.

Claire Jarvis
Trustee/Treasurer
T: 07773 845568
E: claire.jarvis@myphone.coop



Chipping Norton Lido Limited • Fox Close • Chipping Norton • OX7 5BZ
www.chippylido.co.uk • info@chippylido.co.uk • Tel: 01608 643188
Registered charity no: 1113869 • Patron: David Cameron MP

VOLUNTEER LINK-UP

Volunteer Link Up (West Oxfordshire), Volunteer Centre West Oxfordshire
Methodist Church Centre, 10 Wesley Walk, Witney, Oxon, OX28 6ZJ.
Tel/Fax: 01993 776277, email: office@vlu.org.uk. www.vlu.org.uk

21/11/22

Dear Katherine

Could I please ask you to thank all members of Chipping Norton Town Council for the generous grant of £2000.00.

We are a very small charity and this sum of money will make a major difference to what we are able to do.

We will use your grant to keep connecting volunteers with vulnerable people within the Chipping Norton area.

With best wishes to all
at Chipping Norton Town Council.

Barry Beard
GENERAL MANAGER.

21 November 2022



Cllr Sandra Coleman

Royal Mail Headquarters
185 Farringdon Road
LONDON
EC1A 1AA

Dear Cllr Coleman

Thank you for your communication dated 21 November, sent to Simon Thompson, CEO of Royal Mail, about Industrial Relations at Royal Mail.

In a joint statement on 4 November, Royal Mail and the CWU said they both recognise that it is crucial to the future of the company and the long-term job security of its employees that we reach agreement to resolve the current pay and change disputes.

But this does not change the financial position of the company. On 14 October 2022, International Distributions Services plc published a trading update and full year estimate for the performance of its UK business, Royal Mail. As the trading update made clear, the long-term decline in letter volumes and the resistance of the CWU to changes in working practices have meant that in the first half of 2022-23 losses amounted to £1.2m a day.

Royal Mail announced an adjusted operating loss of £219 million in the first half of this financial year. Royal Mail expects to incur a full year adjusted operating loss of around £350 million, excluding any costs associated with voluntary redundancy. This may increase to around a £450 million loss if customers move their mail to our competitors for longer periods following the initial disruption cause by strikes. Some independent analysts have even predicted that Royal Mail could make losses of over £900m in this financial year.

In response, we have started the process of consulting on rightsizing the business. This is a very sad time for all of us at Royal Mail and it pains me to say that our operational frontline workforce will need to reduce by around c.10,000 by the end of August 2023. This is ultimately to grow the business, ensure job stability and serve the next generations of our country.

This is not a decision we have taken lightly. Wherever possible, we will look to achieve this through reductions in overtime, temporary staff and natural attrition. However, based on current estimates, we anticipate that c.5,000-6,000 of the frontline roles in delivery and

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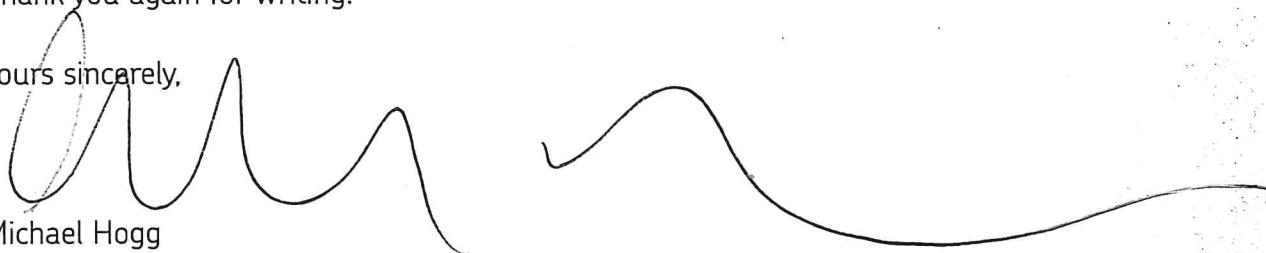
processing may, regrettably, need to be realised through redundancy. We will do all we can to avoid compulsory redundancies, including offering a voluntary redundancy scheme.

These results further highlight the need for significant and urgent change at Royal Mail. We will continue to take forward a range of initiatives to improve efficiency over the medium term to secure our long-term prospects. We want to protect well-paid, permanent jobs and retain our place as the industry leader on pay, terms and conditions.

Following our joint statement with the CWU on Friday 4 November, we are now in an intensive period of negotiations on all aspects of pay and change in an attempt to do so. The pay and change offer tabled on Monday 31 October (which includes a 7% salary increase over two years, plus a lump sum payment of 2% of pay this year) will now be subject to further discussion and negotiation including revision activity.

Thank you again for writing.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Michael Hogg
Senior External Affairs Manager