



# 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

16<sup>th</sup> June 2022

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 22<sup>nd</sup> June 2022

TIME: 6:30pm

Cllrs. S. Coleman (Town Mayor), S. Akers, N. Bradley, C. Butterworth, R Fisher, R Foakes (Deputy Mayor), J. Graves, D. Heyes, E Holmes, G. Mazower, 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. 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.

### **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 Full Council meeting held on 16<sup>th</sup> May 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. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

**7. Committee Minutes**

To note the draft minutes of the following meetings and consider any related recommendations:

- a. Community Committee held on 25<sup>th</sup> May 2022
- b. Strategic Planning Committee held on 8<sup>th</sup> June 2022
- c. Finance and Resources Committee held on 15<sup>th</sup> June 2022

**8. East Chipping Norton Development**

- a. To receive an update from the East Chipping Norton Development group.
- b. To consider sending a letter to Oxfordshire County Council and West Oxfordshire District Council regarding the Masterplan process.

**9. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

**10. Flag Flying Protocol**

To receive a draft protocol and agree next steps.

**11. Mayoral Board**

To receive a report and consider the format of how names should be displayed on the Mayoral Board in the future.

**12. To receive the accounts and balance sheet for 2021/22**

To receive the accounts for year ending 31st March 2022 and note the Clerk's report. To note that these documents were reviewed at the meeting of the Finance and Resource Committee on the 15<sup>th</sup> June 2022.

**13. To receive the internal auditors report for 2021/22**

To receive and note the report from the internal auditor.

**14. AGAR Section 1 Governance Statement**

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor.

**15. AGAR Section 2 Accounting Statements**

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

**16. Notice of Public Rights and the Publication of the AGAR**

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

**17. Councillors Surgeries**

To receive an update on the plans for regular surgeries to be held in The Town Hall.

**18. Planning Applications**

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

**19. Date of the next meeting – Wednesday 20<sup>th</sup> July 2022, 6:30pm.**



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Minutes for **the Annual Meeting of Chipping Norton Town Council**, held on the **16<sup>th</sup> May 2022 at 7:15pm** in the Upper Hall of Chipping Norton Town Hall

## Present:

Cllr G Mazower  
Cllr S Coleman  
Cllr R Poole  
Cllr J Graves  
Cllr L Tuckwell  
Cllr M Walker  
Cllr S Wheaton  
Cllr D Heyes  
Cllr R Foakes  
Cllr R Fisher  
Cllr N Whitmill  
Cllr C Butterworth  
Cllr N Bradley

## Also Present:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Cllr Geoff Saul  
Cllr Mike Cahill  
11 members of the public

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| <b>FC1</b> | <p><b>Election of Town Mayor 2022/2023</b></p> <p>The Mayor, Cllr Mazower, welcomed everyone to the meeting and invited nominations for the position of Mayor of the Town Council. Cllr Fisher proposed Cllr S Coleman, Cllr Graves seconded. The proposal was carried unanimously in favour.</p> <p><b>RESOLVED:</b> That Cllr Coleman is elected Town Mayor for the ensuing municipal year.</p> <p>The meeting adjourned while Cllr Coleman put on the Mayoral robes and signed the Declaration of Acceptance of Office.</p> <p>The Mayor then read out a speech to Council thanking the previous Mayor for her service, outlining the successes and challenges of the previous year, and aspirations for the future.</p> |
| <b>FC2</b> | <b>Election of Deputy Mayor 2022/2023</b>   |

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|             | <p>The Mayor invited nominations for the position of Deputy Mayor of the Town Council. Cllr Poole proposed Cllr Foakes, and Cllr Whitman seconded. The proposal was carried unanimously.</p> <p><b>RESOLVED:</b> That Cllr Foakes is elected Deputy Town Mayor for the ensuing municipal year.</p> <p>Cllr Foakes then signed the Declaration of Acceptance of Office.</p>  |
| <b>FC3</b>  | <p><b>Apologies for absence</b><br/>Apologies were received from Cllrs Miles, Holmes and Akers.</p>   |
| <b>FC4</b>  | <p><b>Declaration of interests</b><br/>There were no declarations received.</p>   |
| <b>FC5</b>  | <p><b>Minutes</b><br/><b>RESOLVED:</b> Subject to name corrections, the minutes of the Full Council meeting held on the 21<sup>st</sup> March 2022 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign them as such.</p>  |
| <b>FC6</b>  | <p><b>Public Participation</b><br/>None received.</p>   |
| <b>FC7</b>  | <p><b>Minutes and reports from Committees</b></p> <ol style="list-style-type: none"> <li>a. The Council considered the draft minutes of the Finance and Resources Committee held on the 6<sup>th</sup> April 2022. There were no recommendations or amendments arising.</li> <li>b. The Council considered the draft minutes of the Strategic Planning Committee held on the 13<sup>th</sup> April 2022. There were no recommendations or amendments arising.</li> <li>c. The Council considered the draft minutes of the Staffing Sub-Committee held on the 22<sup>nd</sup> April 2022. There were no recommendations or amendments arising.</li> <li>d. The Council considered the draft minutes of the Staffing Sub-Committee held on the 4<sup>th</sup> May 2022. There were no recommendations or amendments arising.</li> </ol> |
| <b>FC8</b>  | <p><b>Welcome to new Councillors</b><br/>The Mayor welcomed Cllr Akers and Cllr Wheaton as newly elected Town Councillors as voting members of the council.</p> <p>Cllr Wheaton gave a short introduction and expressed gratitude for being elected as a Councillor in Chipping Norton.</p> <p>Both Councillors had signed their Declarations of Office prior to the meeting.</p>   |
| <b>FC9</b>  | <p><b>Welcome to the new District Councillor</b><br/>The Mayor welcomed Cllr Poole as Chipping Norton's newly elected representative of West Oxfordshire District Council.</p>  |
| <b>FC10</b> | <p><b>Standing Orders and Scheme of Delegation</b><br/>The Council considered the Standing Orders and Scheme of Delegation. Cllr</p>  |

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|                    | <p>Mazower proposed that the Council adopts the Standing Orders and Scheme of Delegation without amendments, Cllr Heyes seconded. All in favour.</p> <p>Query about the process of election of the Mayor and if this should be included in the Standing Orders. The Clerk noted that the way the Mayor is elected has been set out in the Local Government Act 1972 and therefore does not need to be included in the Standing Orders.</p> <p><b>NB.</b> Post meeting note – Standing Order 5e states that the first business conducted at the annual meeting of the Council shall be the election of Mayor and Deputy Mayor of the Council</p> <p><b>RESOLVED:</b> That the Council adopts the Standing Orders and Scheme of Delegation with no further amendments.</p>   |
| <p><b>FC11</b></p> | <p><b>Appointment of Members to Standing Committees and Sub-Committees</b></p> <p>The Clerk read out the proposed draft membership that she had prepared in advance of the meeting. Several amendments were agreed, and a final proposal was carried unanimously.</p> <p><b>Finance &amp; Resources Committee</b></p> <p>Cllr Coleman (Ex-Officio)<br/> Cllr Fisher<br/> Cllr Holmes<br/> Cllr Bradley<br/> Cllr Heyes<br/> Cllr Mazower<br/> Cllr Whitmill<br/> Cllr Wheaton</p> <p>Proposed by Cllr Graves, seconded by Cllr Butterworth, all in favour. Motion carried.</p> <p><b>Community Committee</b></p> <p>Cllr Coleman (Ex-Officio)<br/> Cllr Graves<br/> Cllr Whitmill<br/> Cllr Miles<br/> Cllr Tuckwell<br/> Cllr Poole<br/> Cllr Foakes<br/> Cllr Akers</p> <p>Proposed by Cllr Foakes, seconded by Cllr Butterworth, all in favour. Motion carried.</p> <p><b>Strategic Planning Committee</b></p> <p>Cllr Coleman (Ex-Officio)<br/> Cllr Heyes<br/> Cllr Graves<br/> Cllr Butterworth<br/> Cllr Miles<br/> Cllr Foakes</p> |

Cllr Holmes  
Cllr Walker

Proposed by Cllr Heyes, seconded by Cllr Walker, all in favour. Motion carried.

**Staffing Sub-Committee**

Cllr Coleman  
Cllr Graves  
Cllr Heyes  
Cllr Bradley  
Cllr Akers  
Cllr Whitmill

Proposed by Cllr Graves, seconded by Cllr Mazower. All in favour. Motion carried.

**Health & Safety Sub-Committee**

Cllr Bradley  
Cllr Heyes  
Cllr Tuckwell

The Clerk noted that the role of H&S is included in the Clerk's role and that the Sub-Committee has not met in over a year so that it may not be needed. Cllr Tuckwell would like more clarification about H&S support. The Clerk noted that we employ a H&S consultant who provides additional guidance and advice.

Cllr Heyes noted that it is very difficult to keep up with H&S legislation, and that it is helpful to have an external consultant.

Cllr Heyes proposed to remove the Health & Safety Committee and that the responsibilities of said committee are delegated as tasks arise, seconded by Cllr Graves. All in favour. Motion carried.

**RESOLVED:** That the Health and Safety sub-committee is disbanded and that Health & Safety responsibilities will be delegated as tasks arrive, supported by the external H&S consultant.

**Planning Sub-Committee**

Cllr Butterworth  
Cllr Heyes  
Cllr Coleman  
Cllr Graves  
Cllr Holmes  
Cllr Miles

Proposed by Cllr Fisher, Seconded by Cllr Mazower. All in favour. Motion carried.

**Traffic Advisory Sub-Committee**

Cllr Graves  
Cllr Walker  
Cllr Coleman  
Cllr Bradley  
Cllr Foakes

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|             | Proposed by Cllr Graves, Seconded by Cllr Mazower. All in favour. Motion carried.  |
| <b>FC12</b> | <p><b>Representatives to Outside Bodies</b></p> <p>Council noted the current Town Council representative for Chipping Norton Welfare Charities. The Clerk informed members that this position is decided at the beginning of each four-year term and will be selected again in May 2023.</p> <p>Richard Benfield is no longer a Town Council rep for the Welfare Charities. As Cllr Coleman is Ex-Officio there is now space for 2 Councillors as Trustees.</p> <p>Cllr Coleman proposed that Cllr Poole is elected as a Trustee for the Welfare Charities for the municipal year 2022-2023, seconded by Cllr Graves. Motion carried.</p> <p>The second role to be filled at a later date.</p> <p><b>RESOLVED:</b> That Cllr Poole is elected as a Trustee for the Welfare Charities for the four-year term May 2022-May 2026.</p> |
| <b>FC13</b> | <p><b>Calendar of Meetings</b></p> <p>The Council received the previously agreed calendar of meetings for municipal year 2022-2023.</p> <p>Cllr Whitmill proposed that the Council adopts the Calendar of Meetings as previously agreed, seconded by Cllr Walker. Motion carried.</p> <p><b>RESOLVED:</b> That the Calendar of Meetings for municipal year 2022-2023 is adopted by the Council.</p>  |
| <b>FC14</b> | <p><b>Financial Regulations</b></p> <p>The Council received the Council's Financial Regulations as reviewed by Finance Committee on the 6<sup>th</sup> April 2022.</p> <p>Cllr Mazower proposed that we accept the Financial Regulations, seconded by Cllr Poole. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Council's Financial Regulations without any further amendments.</p>  |
| <b>FC15</b> | <p><b>Risk Register</b></p> <p>The Council received the Council's Risk Register as reviewed by the Finance Committee on the 6<sup>th</sup> April 2022.</p> <p>Cllr Fisher proposed that we accept the Risk Register without amendments, seconded by Cllr Foakes. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Council's Risk Register without any further amendments.</p>  |
| <b>FC16</b> | <b>Correspondence</b>  |

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|                    | <p>The Council considered a request from the Bowls Club regarding obtaining permission to install an air source heat pump.</p> <p>Cllr Mazower visited the bowls club and is all in favour of the installation of the air source heat pump due to the environmental benefits and proposed location and scale. Cllr Mazower proposed that the Council gives consent to the proposed installation of the air source heat pump. Cllr Heyes seconded, all in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council give permission to the Bowls Club to install a heat pump on their premises, subject to normal planning application and permissions.</p>  |
| <p><b>FC17</b></p> | <p><b>Cemetery Memorial Policy</b></p> <p>The Council received a draft of the Cemetery Memorial Policy.</p> <p>Cllr Mazower proposed that the Cemetery Memorial Policy is adopted without amendments, seconded by Cllr Graves. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the Cemetery Memorial Policy with no amendments.</p>   |
| <p><b>FC18</b></p> | <p><b>Newsletter</b></p> <p>The Council received a report from Cllr Foakes regarding the Town Council publishing regular newsletters. Cllr Foakes noted that the aim of the newsletter would be to inform the town of what the Council was doing and to improve communications with the Town. Cllr Foakes proposed that it would be primarily an online newsletter with hard copies posted on the noticeboards, published every 6 weeks.</p> <p>The newsletter would be created by Cllr Foakes in collaboration with the Clerk, and other Councillors may join in on a voluntary basis.</p> <p>Cllr Whitmill proposed that the Town Council begins publishing the Town Council Newsletter as discussed, seconded by Cllr Walker. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council begins creating a Council newsletter, written by Cllr Foakes in collaboration with the Clerk.</p> |
| <p><b>FC19</b></p> | <p><b>Councillor Surgeries</b></p> <p>The Council received a proposal from Cllr Foakes regarding holding regular resident surgeries in the Town Hall. Cllr Foakes proposed holding surgeries with two Town Councillors from 10am-12pm in the Lower Hall every two months on a Saturday morning. This could be a space where residents can raise issues with their Councillors.</p> <p>Cllr Mazower proposed that it would be reviewed after a period of 3 months to see if they could be held more than every 6 weeks. Also proposed a venue like a coffee shop which may be more welcoming than the Town Hall.</p> <p>Cllr Poole noted that there are benefits to using the Town Hall. Residents would not feel pressured to purchase anything.</p>   |



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|             | <p>Cllr Foakes to investigate the best venue and dates for the surgeries and to report back at a future meeting.</p> <p>The Clerk to investigate purchasing tea/coffee at the surgeries and to report back at a future meeting.</p> <p><b>RESOLVED:</b> That Cllr Foakes and the Clerk will investigate the venue and time for surgeries and to report back at a future meeting.</p>   |
| <b>FC20</b> | <p><b>Planning Applications</b><br/> Application No: <a href="#">22/00856/S73</a><br/> Address: The Sycamores, Rock Hill, Chipping Norton Oxfordshire<br/> 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.</p> <p>Cllr Cahill noted that residents in Coopers Close and Shepherds Way were not notified of the development, and that the proposed development significantly affects the privacy and outlook of neighbouring properties.</p> <p>Cllr Coleman proposed that the Council objects to the planning application for the above reasons, seconded by Cllr Tuckwell, all in favour. Motion carried.</p> <p><b>RESOLVED:</b> That West Oxfordshire District council be informed that this Council objects to the above application for the following reasons:</p> <ol style="list-style-type: none"> <li>a. The amendment to the garage design of Plot 3 represents an intrusion to adjacent properties at Coopers Close and Shepard Way.</li> <li>b. That the addition of an external staircase will have a negative effect on neighbouring properties in terms of overlooking, loss of light, and visual intrusion.</li> </ol> |
| <b>FC21</b> | <p>The next meeting of Full Council is on Wednesday the 22<sup>nd</sup> June 2022 at 6:30pm</p> <p>The Chair closed the meeting at 8:31pm.</p>   |



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## Minutes of a Community Committee Meeting on the 25<sup>th</sup> May 2022, at 6:30pm, held in The Council Chamber of Chipping Norton Town Hall

### Present:

Cllrs Steve Akers, Sandra Coleman, Jo Graves, Archie Miles, Lexy Tuckwell, Rachel Foakes, Natasha Whitmill (entered at 7pm)

### Also Present:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Clerk  
2 members of the public

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| <b>CC1</b> | <b>Election of Chair</b><br>Nominations were received for the election of Chair for the Municipal year 2022-2023. Cllr Coleman was nominated by Cllr Graves and seconded by Cllr Tuckwell. No other nominations were received. All in favour. Motion carried.<br><b>RESOLVED:</b> That Cllr Coleman is elected as Chair for the Municipal year 2022-2023.  |
| <b>CC2</b> | <b>Election of Vice-Chair</b><br>Nominations were received for the election of Vice-Chair for the Municipal year 2022-2023. Cllr Akers was nominated by Cllr Miles and seconded by Cllr Miles. No other nominations were received. All in favour. Motion carried.<br><b>RESOLVED:</b> That Cllr Akers is elected as Vice-Chair for the Municipal year 2022-2023.   |
| <b>CC3</b> | <b>Apologies for Absence</b><br>Apologies were received from Cllr Poole (due to childcare expenses)  |
| <b>CC4</b> | <b>Declarations of Interest</b><br>No declarations of interest were received.  |
| <b>CC5</b> | <b>Minutes</b><br>Subject to the amendment on Page 1 (name correction) the Minutes of the Community Committee meeting held on the 9 <sup>th</sup> March 2022 were approved and signed as a correct record by the Chair. All in favour, motion carried.<br><b>RESOLVED:</b> Subject to minor amendments on P1 the minutes of the meeting on the 9 <sup>th</sup> March 2022 were signed as an accurate record of the meeting by the Chair.   |
| <b>CC6</b> | <b>Public Participation</b><br>Claire from Chipping Norton Theatre gave a report about the Free School Meals initiative. During the pandemic CN Theatre started making free school meals during the holidays working with some local community groups. Claire noted that people will receive vouchers for free school meals but that it does not stretch very far, and the Theatre has continued to give out meals. During Easter Holidays they distributed 75 meals per day. They have also held a free film event, with 150 bookings, with many families visiting the Theatre for the first time. Last term there was a free children's youth theatre at Glyme Hall for 15 children. |

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|                   | <p>Cllrs formally thanked the Theatre for what they are doing and for what they have achieved in a short amount of time.<br/>         Claire noted that the free lunches cost just under £1 each, and the film showings are £250/£300 per session.<br/>         Holiday activity funds include creating a play, a sports day at the Lido, a week of filmmaking for slightly older teens.<br/>         Lexy Tuckwell to link up with Claire outside of the meeting.<br/>         Claire to submit a formal grant application for Town Council funding.</p>  |
| <p><b>CC7</b></p> | <p><b>Town Hall</b></p> <p>a. Cllrs received and considered updated terms and conditions of hire.<br/>         Cllrs proposed the amendments below:<br/>         "No stiletto heels on the Upper Town Hall floors" to be added.<br/>         Charity "and local organisations" to be added.<br/>         P6 – Extension leads need to be risk assessed for trip hazards and pat tested<br/>         To encourage the use of environmentally friendly, compostable and paper on welcome letter.<br/>         Change the wording of mezzanine to balcony.<br/>         To include that there is another First aid kit in kitchen downstairs.</p> <p>Proposed by Cllr Foakes<br/>         Seconded by Cllr Tuckwell<br/>         All in favour, motion carried.</p> <p><b>RESOLVED:</b> To adopt the Town Hall conditions of hire with the proposed amendments above.</p> <p>b. Cllrs received and considered a fee proposal regarding undertaking the works as outlined in the Quinquennial Survey carried out in 2021.</p> <p>Cllr Coleman proposed that the Council accepts the fee proposal as outlined in the Quinquennial Survey.<br/>         Seconded by Cllr Akers. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council accepts the fee proposal for undertaking the works as outlined in the Quinquennial Survey carried out in 2021.</p> <p>Cllrs received and considered the quotation for a measured building survey quotes to get a professional floor plan created.<br/>         Cllrs queried the previous drone survey that had been done. The Clerk noted that the previous drone survey had been commissioned to assess the damage to the roof and was not a measured plan to create a floorplan.</p> <p>Cllr Whitmill proposed that the Council accepts the quotation to receive the professional drone survey to create a floor plan, seconded by Cllr Miles. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council accepts the quotation of £4715.00 for the measured building survey.</p> <p>c. Cllrs considered forming a Town Hall working party.<br/>         Cllrs discussed the benefits of the working party which could receive and discuss Town Hall work outside of Committee meetings and could be done via email.<br/>         Cllr Miles, Cllr Whitmill, Coleman<br/>         Meetings to be conducted</p> <p>Proposed by Cllr Foakes<br/>         Seconded by Cllr Tuckwell</p> |

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|                   | <p><b>RESOLVED:</b> To create a Town Hall working party, comprised of Cllrs Miles, Whitmill and Coleman.</p>   |
| <p><b>CC8</b></p> | <p><b>Cemetery</b></p> <p>a. Cllrs received and approved new draft Cemetery Rules and Regulations. Cllrs noted that this will be posted in the notice board in the cemetery, circulated to local funeral directors, and posted on the Council website. Cllrs queried the term stating that children under the age of 14 must be accompanied by an adult. The Clerk noted that not noting it in the terms and regulations would leave the Council liable in case of a child hurting him/herself. Cllr Miles proposed whether if it would be possible to change the wording to "Unaccompanied children under the age of 14 are only allowed in the cemetery under the permission of a parent or guardian". To be amended after consultation with insurance company.<br/>Proposed by Cllr Miles<br/>Seconded by Cllr Graves<br/>All in favour, motion carried.</p> <p><b>RESOLVED:</b> To amend the wording above after consultation with the Town Council insurance company.</p> <p>Cllrs received the rules and regulations and proposed the amendments below:<br/>P1 – No "no one other THAN a person"<br/>P2 – 2<sup>nd</sup> bullet point, "Town Council reserves the right to REMOVE"<br/>P3 – measurements to be changed to metric rather than imperial.<br/>Spelling of the word wreaths to be consistent throughout.</p> <p>Cllr Graves proposed that the Council approves and adopts the rules and regulations with the above amendments, seconded by Cllr Foakes. All in favour.<br/>Motion carried.</p> <p><b>RESOLVED:</b> That the Council approves and adopts the cemetery rules and regulations with the proposed amendments.</p> <p>b. Cllrs received and considered a request regarding granting permission for a kerb set in Worcester Road Cemetery. Cllrs discussed the request and noted that previous requests for kerb sets have been refused due to the cemetery rules and regulations for the purposes of mowing and cemetery maintenance. Cllrs understood that this is a sensitive issue. Cllrs noted that kerb sets, regardless if they are raised or lowered, were against the regulations.<br/>Cllr Graves proposed<br/><br/>seconded by Cllr Tuckwell,<br/>Cllrs Coleman, Foakes and Akers abstained.</p> <p>Counter proposal from Cllr Foakes proposed to send a letter to the family explaining why we could not accept their request, and that for the sake of other families who have had the same request and had their requests denied, their request could not be accepted in the interest of fairness. Lowered kerb sets with no chippings would be acceptable. Seconded by Cllr Akers. Cllr Graves abstained, other councillors in favour.</p> <p><b>RESOLVED:</b> To send a letter to the family regarding the kerb sets at Worcester Road Cemetery as drafted above.</p> |
| <p><b>CC9</b></p> | <p><b>Play Areas</b></p> <p>a. Cllrs received an update report from the Maintenance Operative, including considering a quotation for safety works at Cotswold Crescent and New Street Play Areas.</p>  |

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|             | <p>Cllrs received and considered the quotation for safety works. Cllr Akers proposed that the Council accepts the quotation without amendments.<br/>Seconded by Cllr Coleman.</p> <p><b>RESOLVED:</b> That the Council accepts the quotation of £660.00 for safety works at Cotswold Crescent and New Street Play Areas.</p> <p>b. Cllrs received and considered a request from Chipping Norton Theatre to hold the Panto Fun Run on New Street Recreation Area.<br/>Cllrs were very pleased to hear that the Panto Fun Run was a success last time and were happy to have this event again on the New Street Recreation Area.<br/>Cllr Akers move that we accept this request.<br/>Seconded by Cllr Coleman. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council grants permission for the Chipping Norton Theatre to hold the Panto Fun Run event on the New Street Recreation Area.</p> <p>c. Cllrs received and considered a request from Chipping Norton Theatre to host an open-air screening in Cotswold Crescent play area.<br/>Proposed by Cllr Graves<br/>Seconded by Cllr Miles<br/>All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council grants permission to Chipping Norton Theatre to host the open-air screening in Cotswold Crescent play area.</p> |
| <b>CC10</b> | <p><b>Trees</b><br/>Cllrs received a quotation for a tree survey to be conducted as part of the recommendations from the Council's Health and Safety Audit.<br/>Proposed by Cllr Akers to accept proposal and quote, and a contingency with the addition of Greystones.<br/>Seconded by Cllr Coleman</p> <p><b>RESOLVED:</b> That the Council accepts the proposal and quote of £650 for a tree survey with the addition of Greystones.</p>  |
| <b>CC11</b> | <p><b>Greystones</b><br/>Cllrs received and considered a quotation for replacing 25 metres of damaged fencing at Greystones.<br/>Cllrs queried if a fence is needed.<br/>Cllr Coleman proposed that we send two people around to see a fence is needed, delegated to Tuckwell, Akers, Coleman.<br/>Seconded by Cllr Graves<br/>All in favour. Motion carried.</p> <p><b>RESOLVED:</b> For the delegated group of Councillors to investigate the fence at Greystones and to report to the Clerk.</p>  |
| <b>CC12</b> | <p><b>Pesticide Free Town</b><br/>Cllrs received an initial draft three-year phase-out plan and discussed next steps.<br/>Cllr Akers proposes that we formally accept the three-year phase-out plan as detailed in the plan, and that it could possibly be completed in less time than in the specification.<br/>Cllrs discussed the stakeholder forum and agreed that Cllrs Akers, Foakes and Coleman would report back to committee to make sure this is on track.<br/>Seconded by Cllr Whitmill. All in favour, motion carried.</p> <p><b>RESOLVED:</b> For the Council to accept the initial draft three-year phase-out plan for pesticides in the town and for Cllrs Akers, Foakes and Coleman to report back with any progress at a future</p>   |

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|             | meeting.   |
| <b>CC13</b> | <p><b>Youth Work</b><br/>Cllrs received and noted the report from Got2B on youth work in Chipping Norton. Got2B to liaise with the Clerk and Deputy Clerk if there are any further questions.</p>  |
| <b>CC14</b> | <p><b>Christmas Lights</b><br/>Cllrs received a specification proposal for the Council to tender contracts for Christmas lights 2022-2024.<br/>Cllr Akers noted some concern about the roosting of Pied Wagtails during the winter which roost in several trees in Market Square, therefore, proposed to amend the specification to reduce the number of wrapped trees from 5 to 3. The wrapped trees to be closer to the Town Hall. Cllr Akers also proposed amending the specification from wrapping the trees to hanging lights instead. The Clerk noted that the trees will need to be specified before going out to tender imminently. Cllrs noted a preference for the hanging decorations in the tree rather than the wrapping of the tree (6 weeks)<br/>Cllr Graves proposed to accept the tender as amended above.<br/>Seconded by Cllr Tuckwell.<br/>All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council accepts the tender proposal as amended to reduce the number of decorated trees from 5 to 3 closer to the Town Hall, and to change the proposal from wrapped trees to hanging decorations.</p> |
| <b>CC15</b> | <p><b>Bins</b><br/>Cllrs received communication regarding bins in Chipping Norton.<br/>Cllrs noted that some communication referenced areas outside of Chipping Norton Parish and therefore not in Chipping Norton Town Council's control. The Clerk to notify the community member.</p> <p>WODC are still putting bins in place. It is being carried out across all of West Oxfordshire, and once that is finished the Town Council will receive information to know how to request extra bins (July/August). The Town Council to communicate with WODC further to strongly note that community members are not happy with this replacement scheme and that more information is required.</p> <p>Cllr Akers requests that the Town Council requests to see their proposal, emphasising that we would like to see a plan in advance. The Clerk to liaise with WODC.</p>  |
| <b>CC16</b> | <p><b>Reports to note</b><br/>a. Cllrs received an update report from the Jubilee Working Party from Cllr Coleman<br/><br/>b. Cllrs received an update report from the Pool Meadow Steering Group from Cllr Coleman<br/>Cllr Coleman to circulate the notes from the previous meeting.<br/>Cllr Coleman proposed Cllr Akers to join the Pool Meadow Steering Group. Cllr Graves seconded.<br/>All in favour. Motion carried.</p> <p><b>RESOLVED:</b> That Cllr Akers joins the Pool Meadow Steering Group.</p>   |
| <b>CC17</b> | <p><b>Date of the next meeting</b><br/>Wednesday 29<sup>th</sup> June 2022</p>   |

The Chair closed the meeting at 8:30pm



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

## Minutes of a Strategic Planning Meeting on the 8<sup>th</sup> June 2022, at 6:30pm in the Council Chamber of Chipping Norton Town Hall

Present: Cllrs S. Coleman, C. Butterworth, D. Heyes, Cllr S. Akers (substituting), A. Miles, R Foakes, and M. Walker.

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

1 member of the public

|             |   |
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| <b>SPC1</b> | <b>Election of Chair</b><br>Cllrs received nominations for the Chair of the Strategic Planning Committee for the municipal year 2022/2023.<br>Cllr Heyes nominated Cllr Walker, Cllr Butterworth seconded.<br>No other nominations were received.<br>All in favour.<br>Motion carried.<br><b>RESOLVED:</b> That Cllr Walker is elected Chair of the Strategic Planning Committee for the municipal year 2022/2023.            |
| <b>SPC2</b> | <b>Election of Vice-Chair</b><br>Cllrs received nominations for the Vice-Chair of the Strategic Planning Committee for the municipal year 2022/2023.<br>Cllr Coleman nominated Cllr Foakes, Cllr Akers seconded.<br>No other nominations were received.<br>All in favour.<br>Motion carried.<br><b>RESOLVED:</b> That Cllr Foakes is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2022/2023. |
| <b>SPC3</b> | <b>Apologies for Absence</b><br>Apologies were received from Cllr Graves, Holmes.<br>To note for Full Council – consider noting reasons for absence in minutes.   |
| <b>SPC4</b> | <b>Declaration of Interests</b><br>None received  |
| <b>SPC5</b> | <b>Minutes</b><br>Cllrs approved the Minutes of the Committee held on the 13 <sup>th</sup> April 2022.<br>Motion Carried.<br><b>RESOLVED:</b> That the Minutes of the Committee held on the 13 <sup>th</sup> April 2022 are signed as an accurate record by the Chair.  |
| <b>SPC6</b> | <b>Public Participation</b><br>None received  |
| <b>SPC7</b> | <b>East Chipping Norton Development</b><br>Cllrs received an update regarding the East Chipping Norton Development from Cllr Heyes and Cllr Coleman.<br>Cllr Heyes noted that there have been 3 meetings of the Working Group since the last committee meeting.   |

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|              | <p>The Liaison Meetings have been paused due to an ongoing archaeological survey. The Working Group also had a stall at the Town Festival on the 5<sup>th</sup> June 2022 and consulted with community members, receiving over 130 comments.</p> <p>Cllr Foakes reported that many of the comments received were what had been discussed in the Vision Statement, and that the maps were very helpful to visualise the development. Many people raised concerns about existing infrastructure and the upgrades required to accommodate the amount of people at the new development.</p>  |
| <b>SPC8</b>  | <p><b>Walterbush Road Bus Stop</b></p> <p>a. Cllrs received and considered a report from the Clerk regarding the planters at Walterbush road. The Clerk noted that the planters are in a difficult position to water remotely and since they have not been planted, community members have mistaken them as replacement bins. The Clerk brought up several options for the planters including slow-growing trees and asked what Cllrs would like her to investigate next. There is no option to reasonably relocate them as they have been bolted to the ground.</p> <p>The Clerk noted that the planting will come at a cost, but that she will investigate with experts to find a suitable hardy perennial or sedum planting scheme.</p> <p>Cllrs agreed to delegate this to the Clerk.<br/>Motion Carried.</p> <p><b>RESOLVED:</b> That the interim planting scheme for the Walterbush Road Bus Stop planters is delegated to the Clerk to investigate.</p> <p>b. Cllrs received communication regarding the Walterbush Road Bush Shelter. Cllrs noted that when comparing the bus shelters before installation, none of the options had Perspex sides. The main reason for replacing the bus shelter was from previous comments about people congregating at the bus stop.</p> <p>Cllrs asked the Clerk to investigate if it would be possible to upgrade the bus shelter to add a Perspex side retroactively.<br/>Motion Carried.</p> <p><b>RESOLVED:</b> That the Clerk will investigate upgrading the current bus shelter to add Perspex sides.</p> |
| <b>SPC9</b>  | <p><b>Parking funding from WODC</b></p> <p>Cllrs received an update report from the Clerk about parking and cycling parking. The Town Council had received around £4000 to spend on parking. The Clerk will receive an update to bring back at the next meeting once she receives any information from OCC about whether cycling parking will be considered under this remit.</p> <p>Cllrs noted a desire for signage from Albion Street car parking to direct people to the town centre. Fingerposting to the town centre would be highly desirable.</p> <p>The Clerk has asked WODC about signage to do with these parking matters and will bring an update to the next meeting.</p> <p><b>RESOLVED:</b> For the Clerk to bring an update about cycling and parking matters to the next committee meeting.</p>   |
| <b>SPC10</b> | <p><b>20mph Speed Limit for Towns</b></p> <p>Cllrs received a report after having expressed an interest in Oxfordshire County Council's 20mph for towns initiative. The Clerk reported that she had registered an interest with the County Council, and the next step for this council would be to find out what residents would like. A survey would be the most relevant way to gather both qualitative and quantitative data about this.</p> <p>The Town Council had originally wanted a larger area and was told that the Holy Trinity School did not meet the criteria for the 20mph zone.</p> <p>The Clerk noted that the eligibility requirements are now much clearer and have been posted on the OCC website.<br/>Motion carried.</p> <p><b>RESOLVED:</b> For the Clerk to investigate the relevant survey for the 20mph zone and report back at the next meeting.</p>  |



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| <p><b>SPC11</b></p> | <p><b>S106</b><br/> Cllrs received an update report from the Clerk following the previous meeting regarding sports provision in the town. The Clerk had been asked to investigate a consultant who provided support regarding sports provisions in the town and identifying and suitable areas to develop. The Clerk has had a conversation with them but has noted that they have already done a full consultation with WODC, and Chipping Norton has been mentioned in this larger consultation. This report was to note.</p>   |
| <p><b>SPC12</b></p> | <p><b>Benches</b></p> <p>a. Cllrs received a report regarding options for purchasing a six-seater bench for the Millennium Garden.<br/> Cllrs received three options for six-seater benches to discuss an appropriate choice for the Millennium Garden. The cost of this bench will be taken from the street scene budget.<br/> Cllrs discussed a number of community comments and requests for a bench that was much more friendly and sociable.<br/> Cllrs discussed the basing materials for the benches and noted that it might become muddy and unsightly if placed directly on the grass. Other Cllrs disagreed about installing a paved surface and removing some grassed area in the Millennium Garden. The Clerk suggested delegating to several Cllrs to do a site visit, take some photographs, and come back at a later meeting.<br/> <b>RESOLVED:</b> That a few Cllrs are delegated to do a site visit at the Millennium Garden to identify the ideal location and to report back at a future meeting.</p> <p>b. Cllrs received an update on the town centre bench restoration project.<br/> The Clerk noted that the Town Centre Bench restoration project is now complete, and the only bench left to install is the memorial bench. The request was for the bench to be placed in a certain area by the post box on high street.<br/> Due to the urgency of this, the Clerk suggested it would be wise to delegate this to a few Cllrs to investigate.<br/> Motion carried.<br/> <b>RESOLVED:</b> That a few Cllrs are delegated to investigate suitable locations for the memorial bench and to report back at a later meeting.</p> |
| <p><b>SPC13</b></p> | <p><b>Planning Applications</b><br/> Cllrs received and considered a schedule of planning applications from West Oxfordshire District Council.</p> <p><b>APPLICATION NO:</b> <a href="#">22/01061/FUL</a><br/> <b>LOCATION:</b> The Manor House Gallery West Street Chipping Norton<br/> <b>PROPOSAL:</b> Alterations to install rear fire escape to serve existing shop and construction of two flats above together with associated works including provision of car parking.</p> <p>Cllrs discussed the above Planning Application. Cllrs shared the concerns of the residents about the lack of space for bins and emergency access to Manor Gardens. Cllrs objected to the material changes to the listed buildings, and the lack of space for current residents.</p> <p><b>RESOLVED:</b> That Cllrs object to the above Planning Application because it is not in keeping with the conservation area and agree with the objections from current residents about the lack of space for emergency access to Manor Gardens. Cllrs also strongly suggest that a site visit from a planner is required.</p> <p><b>APPLICATION NO:</b> <a href="#">22/01349/HHD</a><br/> <b>LOCATION:</b> 10 Tilsley Road Chipping Norton<br/> <b>PROPOSAL:</b> Remove existing conservatory and erection of replacement single storey extension to form</p>  |

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|              | dining room. Construction of two storey and first floor side extension together with loft conversion and rear dormer to enlarge existing garage and create first floor bedroom with en-suite.<br><br><b>RESOLVED:</b> That Cllrs have no objections to the above planning application. |
| <b>SPC14</b> | <b>Date of next meeting</b><br>Wednesday 6 <sup>th</sup> July at 6:30pm  |
|              | The Chair closed the meeting at 8:00 pm  |

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# 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

## Minutes of a Finance and Resources Committee Meeting held on the 15<sup>th</sup> June 2022, at 6:30pm in the Council Chamber of the Town Hall

Present: Cllrs D. Heyes, R. Fisher, S. Wheaton, S. Coleman.

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Clerk

Sonia Murgia, Responsible Finance Officer

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| <b>FR1</b> | <b>Election of Chair</b><br>Cllrs received nominations to elect the Committee Chair for the municipal year 2022-2023. Cllr Coleman nominated Fisher, Seconded Heyes. All in favour, motion carried.<br>No other nominations were received.<br>All in favour, motion carried.<br><b>RESOLVED:</b> That Cllr Fisher is elected Chair of the Finance and Resources Committee for the municipal year 2022-2023.   |
| <b>FR2</b> | <b>Election of Vice-Chair</b><br>Cllrs received nominations to elect the Committee Vice-Chair for the municipal year 2022-2023. Cllr Coleman nominated Cllr Heyes, seconded by Cllr Fisher. All in favour.<br>No other nominations were received.<br>All in favour, motion carried.<br><b>RESOLVED:</b> That Cllr Heyes is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2022-2023.  |
| <b>FR3</b> | <b>Apologies for Absence</b><br>Apologies were received from Cllrs Holmes and Whitmill  |
| <b>FR4</b> | <b>Declaration of Interests</b><br>None received  |
| <b>FR5</b> | <b>Minutes</b> <ol style="list-style-type: none"><li>Subject to amendment on P1 – 19:22 time correction<br/>Cllrs approved the Minutes of the Finance and Resources Committee meeting held on the 6<sup>th</sup> April 2022.<br/><b>RESOLVED:</b> That the Chair approves and signs the Minutes of the Finance and Resources Committee held on the 6<sup>th</sup> April 2022 as a correct record of the meeting.</li><li>Cllrs noted the Minutes of the Staffing Sub-Committee meeting held on the 22<sup>nd</sup> April 2022</li><li>Cllrs noted the Minutes of the Staffing Sub-Committee meeting held on the 4<sup>th</sup> May 2022</li></ol> |
| <b>FR6</b> | <b>Public Participation</b><br>None received  |
| <b>FR7</b> | <b>Forward Work Programme</b><br>Cllrs received the Forward Work Programme. The Clerk noted that the website is now live. Cllrs received the following draft policies: <ol style="list-style-type: none"><li>Mayor's Allowance Policy<br/>Cllrs received the Mayor's Allowance Policy. Cllr Heyes proposed to accept the Mayor's</li></ol>  |

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|             | <p>Allowance Policy without amendments, and Cllr Fisher seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllrs adopt the Mayor's Allowance Policy with no further amendments.</p> <p>b. Health and Safety Policy</p> <p>Cllrs received the amended Health and Safety Policy, Cllr Coleman proposed to adopt the policy, and Cllr Wheaton seconded. Motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the amended Health and Safety Policy.</p>   |
| <b>FR8</b>  | <p><b>Income and Expenditure and balance sheets for year ending 31<sup>st</sup> March 2022.</b></p> <p>a. Cllrs received detailed income and expenditure reports by budget heading</p> <p>The Finance Officer noted that the phone costs have been higher this year due to getting a new phone system, and mobile work phones for staff.</p> <p>Cllrs noted that money not spent that was budgeted for Town Hall promotion.</p> <p>Cllrs queried why the alarm and fire extinguisher inspection was more than expected. The Finance Officer explained that the Town Hall Keeper has had fire warden training.</p> <p>Cllrs noted that the Town Hall water charge seems high as the monthly Legionella testing now comes under that item.</p> <p>Cllrs queried the cost for Cemetery repairs. The Clerk explained that it was high as many tree works needed to be done.</p> <p><b>RESOLVED:</b> That Cllrs approved the income and expenditure report for the year ending 31<sup>st</sup> March 2022.</p> <p>b. Cllrs received the balance sheet.</p> <p><b>RESOLVED:</b> That Cllrs approved the balance sheet for the year ending 31<sup>st</sup> March 2022.</p> |
| <b>FR9</b>  | <p><b>Schedule of Payments for Approval</b></p> <p>Cllrs received the schedule of payments from the 25<sup>th</sup> March 2022 – 5<sup>th</sup> June 2022.</p> <p><b>RESOLVED:</b> That Cllrs approve the schedule of payments from the 25<sup>th</sup> March 2022-5<sup>th</sup> June 2022.</p>  |
| <b>FR10</b> | <p><b>Event Booking Management Software</b></p> <p>Cllrs received and considered a quotation for Facilities Management Booking Software. Cllr Coleman proposed to accept the quote, Cllr Wheaton seconded. All in favour.</p> <p><b>RESOLVED:</b> That the Council accepts the quotation of £881 for the initial purchase, £399 for training plus £377 annual fee for professional Facilities Management Booking Software.</p>  |
| <b>FR11</b> | <p><b>Pest Control</b></p> <p>Cllrs received a verbal report and quote from the Clerk about pest control measures at Worcester Road Cemetery.</p> <p>Cllrs discussed if there might be alternatives, for instance deterrents, and long-term solutions to the problem. The Clerk queried if any treatment had ever been done before and to the Cllrs knowledge there hadn't.</p> <p><b>RESOLVED:</b> That Cllrs agree to go ahead with the proposed quote of £1260.00 for pest control at Worcester Road Cemetery and to review if further treatment is required at a later date.</p>  |
| <b>FR12</b> | <p><b>Date of next meeting</b></p> <p>Wednesday 13<sup>th</sup> July 2022, at 6:30pm</p>  |

The Chair closed the meeting at 7:29pm

## Agenda item 8b - ECN Masterplan

Drafted by Cllrs who are members of the ECN working group:

Letter to Liz Leffman (Leader OCC) and Callum Miller (OCC Cabinet Member for Finance) Andy Graham (Leader WODC) and Carl Rylett (WODC Cabinet Member Planning and Sustainable Development)

We are writing to you as elected representatives of Chipping Norton to express our concerns about the Master Plan Process for the Strategic Development Area at East Chipping Norton. This is being carried out by Chess Engage on behalf of Oxfordshire County Council and Cala Homes, and is following the example set at West Eynsham. Our Liaison Group process was meant to start in February, but the first meeting was delayed until March, despite a tight timescale. The process has since been suspended after only one meeting to allow archaeological survey work to be undertaken.

As a group we have been meeting and consulting with our local residents and wider community and have also met with Community First Oxfordshire, who have a great deal of experience of proper consultation and engagement with local communities and place making. This has given us a good insight to the needs of our community, and the environment.

The West Eynsham process was described to us as being an exemplar process with an excellent track record, however our conversations with Councillors and others from West Eynsham have revealed a great deal of dissatisfaction from local residents and the Parish Council who felt their opinions were neither sought or valued. It is important that instead of stating that the West Eynsham process was an exemplar, it needs to be acknowledged that many involved thought the process extremely poor, ignoring the knowledge and wisdom of local people. Unless mistakes are acknowledged it is likely they will be repeated.

To continue with a process having such a poor track record is likely to produce a result which will not meet either our or OCC's aspirations for an exemplar development. We therefore ask that the pause in proceedings be used to assess and amend the Master Plan process. We would also like to explore the concept of including a Land Trust and Community Stewardship in the Master Plan to enable the best structures to be put in place to maintain green space in perpetuity, manage community assets and retain affordable housing within the town.

To that end we invite you, and relevant Cabinet colleagues, to come to Chipping Norton to learn of the work we have been doing, the objectives we have identified and to discuss how best to modify the process to produce the results we all seek.

Yours sincerely

Agenda item 9 – Mayor’s Engagements

- 17<sup>th</sup> May Meeting with Glyn Pearman to visit possible site for new barn**
- 18<sup>th</sup> May East Chipping Norton Working Group
- 21<sup>st</sup> May Started 50<sup>th</sup> Chippy School Park Run**
- 24<sup>th</sup> May Visited shops to arrange street decorations with Clerk**
- 25<sup>th</sup> May Festival Committee, Communities Committee
- 26<sup>th</sup> May Welfare Charities
- 30<sup>th</sup> May East Chipping Norton Working Group
- 5<sup>th</sup> June Town Festival Build Chippy Better Stand, closing ceremony**
- 8<sup>th</sup> June Meeting with James Kennedy**
- 9<sup>th</sup> June Meeting with OCC officers for LCWIP and road crossings with other Councillors**
- 10<sup>th</sup> June Set up for Women’s Tour
- 11<sup>th</sup> June Women’s Tour VIP Breakfast**
- 13<sup>th</sup> June Visit to M on the Square at Brackley Town Hall**
- 14<sup>th</sup> June Meeting with Community First Oxfordshire with other Councillors**
- 15<sup>th</sup> June Finance Committee
- 16<sup>th</sup> June Visit to Corn Exchange, Witney, William Fowler Allotments Committee**

## Agenda item 10 – Flag Flying Protocol

The Council fly the Union Flag from the flagpole installed in the Millennium Garden. Members have requested if other flags can be flown to mark particular events, campaigns or commemorations. It is important that if Council wish to consider flying different flags that a protocol is in place in order that requests can be considered within an agreed framework that works alongside National Flag flying requirements.

The Clerk has drafted a protocol as a starting point for members to consider:

### **Flag flying for events, campaigns and commemorations.**

#### **National Flag-Flying Notes – Relevant to Chipping Norton Town Council.**

1. Union Flags should be flown at full mast all day
2. If there is only one flagpole and another occasion falls on a Union Flag-flying day, the Union Flag takes precedence.
3. Designated dates for Flying the Union Flag:
  - 6 February: Her Majesty's Accession
  - 1 March: St David's Day (in Wales)
  - 14 March: Commonwealth Day (second Monday in March)
  - 17 March: St Patrick's Day (in Northern Ireland)
  - 21 April: Birthday of Her Majesty The Queen
  - 23 April: St George's Day (in England)
  - 2 June: Coronation Day
  - 2 June: Official celebration of Her Majesty's Birthday
  - 13 November: Remembrance Day (second Sunday in November)
  - 14 November: Birthday of the Prince of Wales
  - 30 November: St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by Her Majesty and the day of the prorogation of a Session of the Houses of Parliament by Her Majesty. Flags should be flown on these days even if Her Majesty does not perform the ceremony in person.

### **Requests to fly other flags from the flagpole in the Millennium Garden**

Chipping Norton Town Council welcomes engagement within the Community and will consider all reasonable requests to fly a flag to mark local or national commemorations/campaigns under the following guidance.

1. Any request must be made in writing to the Council and passed by the relevant Committee and/or Full Council by way of resolution.
2. The Council reserves the right to refuse any request for flag-flying or building illumination if it considers the request to be from a politically affiliated party, group or organisation or if it risks bringing the Council into disrepute. The Council must remain politically neutral and its decision on this is final.

3. The Council will not purchase flags for third parties. On a successful request, the applicant will be asked if they wish to proceed and be provided the necessary standard for size and fixings. The Council will acknowledge donation in its committee minutes.
4. The Council will keep any such flag safely but takes no responsibility for its long-term wear and tear or replacement.
5. The flying of flags will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing).

Recommendation:

- a. If Council wishes to fly other flags then a protocol should be agreed and;
- b. A calendar is brought to the next meeting to ensure that all national days where the Union Flag should be flown are protected, along with any commemorative days where Council agree another flag should be flown.
- c. That the Union flag is flown as standard.
- d. That a small budget for the purchase of new flags as requested and agreed by the Council is agreed.



## Agenda item 11 - Mayoral Board

Proposal from the Mayor Cllr Sandra Coleman:

Historically our Mayoral Board displays the names of male and female mayors differently- those who are male are indicated by initials and surname, those who are female use a title Miss, Mrs or in one case, Dr.

This reflects a historical protocol of men being referred to as Cllr firstname.surname as default, and women being Cllr Mrs/Ms/Miss firstname.surname which is no longer used. Whilst it is interesting to look at the board and see that some women have served as our Mayor, in these days of equality it may not be appropriate to continue to display the marital status of women taking office, and some women may prefer not to do so.

Our Mayoral Board has sufficient space to display the first and surname of each Mayor. This would enable us to distinguish between male and female Mayors, create a sense of equality, and bring the Council up to date.

31st March 2021

31st March 2022

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

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

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

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

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

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

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

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

# Annual Internal Audit Report 2021/22

Chipping Norton Town Council

ENTER WEBSITE ADDRESS HERE [www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk) ENTER PAGE ADDRESS

**During** the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes      | No* | Not covered**  |
|--|----------|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓        |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓        |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓        |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓        |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓        |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | ✓        |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓        |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓        |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓        |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓        |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>   |          |     | ✓              |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements   |          | ✓   |                |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .            | ✓        |     |                |
| N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .   | ✓        |     |                |
| <b>O. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.   | Yes<br>✓ | No  | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

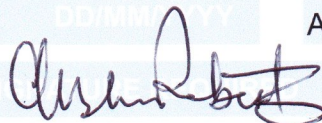
Date(s) internal audit undertaken

10/12/2021      06/05/2022

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

06/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# **Chipping Norton Town Council**

*Internal Audit Report: Final 2021-22*

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*Adrian Shepherd-Roberts*

*Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed by 10<sup>th</sup> December 2021 and 6th May 2022. We have again undertaken our initial review for the year remotely. We wish to thank the Finance Officer who undertook a significant volume of work to assist in the process, providing all necessary additional documentation in electronic format to facilitate completion of our review. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

## **Internal Audit Approach**

In conducting our reviews for 2021-22, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

The work undertaken this year, to date, on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year, the Council has again maintained more than adequate and effective internal control arrangements. We are pleased to the quality of the accounting records maintained by the Finance Officer and thank her for her assistance, which has ensured the smooth progress of our review process.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many of our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2021-22, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2021-22;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April and October 2021 and March 2022 by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30<sup>th</sup> April and 31<sup>st</sup> October 2021 and 31<sup>st</sup> March 2022; and
- Previously examined and considered the robustness of the Council's IT back-up and restore arrangements, noting that regular back-ups occur to an external hard drive which is taken off site daily, also noting that periodic attempts are and have been made to successfully restore data.

### *Conclusions*

*We again wish to commend the Finance Officer on the way the financial records are maintained which has simplified our review process with no significant issues arising in this area.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have examined the Council and Standing Committee minutes for 2021-22 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

We have also reviewed the Minutes on the current website and have noted the lack of additional information available to the public and displayed in accordance with the relevant Transparency Code Regulations, we have therefore had to report a 'No' to section L on the AGAR Annual Internal Audit Report for 2021-22.

### *Conclusions*

*The Council has reviewed both the Financial Regulations and the Standing Orders in 2021. We have, however as noted above highlighted the limited information available for the public to view on the website.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to March 2022 confirming that the detail correlates to that in the Omega VAT control account.

### *Conclusions*

*We are pleased to record that no significant issues have been identified in this area.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it was approved in February 2022.

We have examined the Council's 2020-21 insurance policy schedule with Zurich, noting that Employer's, Public and Hirer's Liability cover are in place at £10 million, £15 million and £2 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

### ***Conclusions***

*No issues arise in this area warranting formal comment or recommendation.*

## **Precept Determination and Budgetary Control**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that a precept level of £340,840 for 2022-22 was formally approved by Full Council at its January 2022 meeting.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### ***Conclusions***

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## **Review of Income**

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts.

- We note that the schedules of Council's fees and charges were reviewed for the Cemetery, for 2021-22 having been formally considered by the relevant committee and Full Council in April 2021.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for seven months;
- We have also reviewed a sample of the burial records and relevant nominal ledger and acknowledge that the records are maintained in a satisfactory manner; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

### ***Conclusions***

*We have not reviewed the Cemetery or the hall hires at this initial review.*

## Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process.*

## Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross salaries paid to them by reference to the August 2021 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for August 2020 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising. We are also pleased to note that, where staff work variable hours, appropriate time sheets are prepared and certified by the Town Clerk as appropriate for payment.

### *Conclusions*

*We are pleased to report that no issues arise in this area warranting formal comment or recommendation.*

## Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

### *Conclusion*

*No issues require formal comment or recommendation.*

## **Investments and Loans**

The Council has no long-term investments, surplus funds being held currently with Unity Bank.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

### ***Conclusions***

*No issues arise in this area.*

## **Annual Governance and Accountability Return**

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

### ***Conclusions***

*No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.*

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

|   | Agreed |     | 'Yes' means that this authority:   |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A<br><i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>  |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

|  | Year ending        |                    | Notes and guidance   |
|--|--------------------|--------------------|--|
|  | 31 March 2021<br>£ | 31 March 2022<br>£ |  |
|  |                    |                    | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>   |
| 1. Balances brought forward  |                    |                    | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>  |
| 2. (+) Precept or Rates and Levies   |                    |                    | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts  |                    |                    | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs   |                    |                    | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments  |                    |                    | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments  |                    |                    | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward  |                    |                    | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>   |
| 8. Total value of cash and short term investments                                      |                    |                    | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>  |
| 9. Total fixed assets plus long term investments and assets                            |                    |                    | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>  |
| 10. Total borrowings   |                    |                    | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |
| 11. (For Local Councils Only)<br>Disclosure note re Trust funds (including charitable) | Yes                | No                 | N/A  |
|  |                    |                    |  |
|  |                    |                    | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>   |
|  |                    |                    | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>  |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## **Agenda item 18 - Planning Applications**

1. **APPLICATION NO:** [22/01538/HHD](#)  
**LOCATION:** 28 Park Road Chipping Norton Oxfordshire  
**PROPOSAL:** Erection of single storey front extension
  
2. **APPLICATION NO:** [22/01523/LBC](#)  
**LOCATION:** Hitchman Mews, 2 West Street Chipping Norton  
**PROPOSAL:** Urgent structural repairs to west elevation and roof structure
  
3. **APPLICATION NO:** [22/01551/HHD](#)  
**LOCATION:** 22 Cross Leys Chipping Norton  
**PROPOSAL:** Replace garage with single storey extension