**CHIPPING NORTON TOWN COUNCIL**

**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

25th January 2023

**SUMMONS TO ATTEND A MEETING OF THE**

**FINANCE & RESOURCES COMMITTEE**

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 1st February 2023

TIME: 6:30pm

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Luci Ashbourne

Town Clerk

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

Recording of Meetings

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

A G E N D A

1. **Apologies for absence.**

To receive apologies for absence.

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

1. **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

1. **Minutes**
2. To approve the Minutes of the Committee meeting held on the 23rd November 2022.
3. To note the Minutes of the Staffing Sub-Committee held on the 22nd December 2022.
4. **Public Participation**

The meeting will adjourn for this item.

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

1. **Committee Action Plan**

To receive an update and consider any related recommendations.

1. **Income and Expenditure for 10/01/2023**

To receive detailed income and expenditure reports by budget heading

1. **Schedule of Payments for approval**

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

1. **Forward Work Programme**

To receive and review the following draft policies:

1. Communication Strategy Policy
2. Protocol on Member/Officer Relations
3. **Planned Tree Maintenance**To receive and consider a report from the Town Clerk regarding tree maintenance at St Mary’s Church.
4. **Date of next meeting -** 29th March 2023