



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 18th January 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Jo Graves, Steve Akers

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Tania Kirby, Facilities and Events Officer

CC70	Apologies for Absence Apologies were received from Cllrs Natasha Whitmill and Rizvana Poole.
CC71	Declaration of Interests None received.
CC72	Minutes RESOLVED: That the Chair approves and signs the Minutes of the committee meeting held on the 9 th Nov 2022 as an accurate record of the meeting.
CC73	Public Participation Ben Goodall from The Choral Society addressed the Committee regarding their request for an acoustic piano in The Town Hall. Cllrs noted that previously £2000 had been set aside to purchase an electric piano for the Town Hall to alleviate maintenance and storage issues. Ben Goodall proposed that the Choral Society sources a piano for the Town Hall on a trial basis, and that the Choral Society would cover any maintenance costs required. (Cont'd CC75B)
CC74	Committee Action Plan Members noted the ongoing action plan.
CC75	Town Hall a. Members received a report detailing Town Hall bookings from the Facilities and Events Officer. The Facilities and Events Officer mentioned that more work needs to be done to increase the bookings at the Town Hall. Targeting private and commercial events would financially benefit the Town Hall. The Facility and Events Officer recommended the following: i. RESOLVED: That booking the Town Hall should require a deposit taken at the time of booking; Proposed by Cllr Graves, seconded by Cllr Akers. All in favour, motion carried. ii. RESOLVED: That a discounted rate of hire should be given for hiring the Town Hall for a 12-hour period;

	<p>Proposed by Cllr Akers, seconded by Cllr Graves. All in favour, motion carried.</p> <p>iii. RESOLVED: And that the Town Hall should offer tea and coffee making facilities at a cost to the hirer. Proposed by Cllr Coleman, seconded by Cllr Graves. All in favour, motion carried.</p> <p>b. Members received a proposal from The Chipping Norton Choral Society regarding an acoustic piano for the Town Hall. Cllr Akers proposed to accept the trial period of having the piano in the Town Hall. The Town Clerk noted that a policy needs to be in place stating that the piano must not be moved to the stage for any reason, and that the piano base must be used to prevent the floor from damage.</p> <p>The Town Clerk advised that the Town Council would need to purchase and maintain the piano and retain ownership to be covered by the Council’s insurance policy. A cover and lock should also be supplied to protect the piano when not in use. A small fee to use the piano would be charged to hirers.</p> <p>RESOLVED: Cllr Coleman proposed to retain the £2000 set aside for the digital piano, with a £500 contingency budget. Delegated to the Facilities and Events Officer to liaise with the Chipping Norton Choral Society. That a trial period for 1 year (ending Christmas 2023) will be in place at which point the permanent use of the piano will be re-evaluated. Seconded by Cllr Graves. All in favour.</p> <p>c. Members received and considered a request from the Victoria County History about the use of the Town Hall for a talk about research done about the Town Hall and Chipping Norton. The Deputy Clerk recommended that in lieu of a hiring fee that tickets are set aside for Town Councillors and Town Council staff to attend the talk. Cllr Coleman proposed that we are happy to have this for free, with flexibility for dates to work with the Facilities and Events Officer. Seconded by Cllr Graves. Motion carried.</p> <p>RESOLVED: That members agree to allow Victoria County History to use the Town Hall for free, with the stipulation that some tickets are set aside for Town Councillors and Town Council Staff. For the Facilities and Events Officer to arrange a suitable date in the diary in conjunction with Victoria County History.</p>
<p>CC76</p>	<p>Play Areas Members received a verbal update from the Town Clerk, and that the new park at Cotswold Crescent will be provisionally in place at the end of September.</p>
<p>CC77</p>	<p>Events Members noted the report from the Facilities and Events Officer and considered next steps. There are several upcoming events, including:</p> <ul style="list-style-type: none"> - Mayor’s Fundraiser – Saturday 4th March 2023 - Annual Meeting of the Town – Monday 6th March 2023. - Pre-Local Elections January-March (specific dates TBD) - The Coronation – Saturday 6th May 2023 - Chipping Norton Pride Event with Got2B - Sports Awards – Provisionally set for the 7th July 2023 <p>Cllr Akers proposed to accept the report and the budgets set within it, seconded by Cllr</p>

	<p>Graves.</p> <p>RESOLVED: That the events report and recommendations are accepted, and that budgets for the Coronation (£1000), Chipping Norton Pride Parade (£500), and Sports Awards (£500) are agreed to be set from the Events budget.</p>
CC78	<p>Grants to Voluntary Bodies</p> <p>a. Members received and considered a request from Chipping Norton Town Festival for a £500 grant to continue the annual summer festival. Cllr Graves proposed to bring this request to Full Council to agree. Seconded by Cllr Akers.</p> <p>RESOLVED: That the Committee recommends bringing the request from Chipping Norton Town Festival to Full Council to agree.</p> <p>b. Member received correspondence and thanks from recipients of the Grants to Voluntary Bodies Scheme.</p>
CC79	<p>Correspondence</p> <p>Members received a letter from Royal Mail following the motion to support the worker's strike action agreed at the last meeting.</p>
CC80	<p>Grants Policy</p> <p>The Grants Policy working group is in the process of updating the Grants Policy for 2023 – Cllr Coleman will be in touch to circulate the next meeting date via email.</p>
CC81	<p>Date of the Next Meeting</p> <p>Wednesday 15th March 2023</p>

The Chair closed the meeting at 7:55pm