



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes of a FINANCE AND RESOURCES COMMITTEE meeting held on the 1st February 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Natasha Whitmill (Acting Chair), Sandra Coleman, Sharon Wheaton, David Heyes

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

FR34	Apologies for Absence Apologies were received from Cllr Ruth Fisher.
FR35	Declaration of Interests None received.
FR36	Minutes <ol style="list-style-type: none"> a. RESOLVED: That the Chair approves and signs the Minutes of the Committee meeting held on the 23rd November 2022. b. Members noted the Minutes of the Staffing Sub-Committee meeting held on the 22nd December 2022.
FR37	Public Participation None received.
FR38	Committee Action Plan Members received the updated ongoing action plan.
FR39	Income and Expenditure for 10/01/2023 Members received detailed income and expenditure reports by budget heading. Members noted that the Mayor's Allowance will be spent for the Mayor's Ball and Charitable donation in the next month.
FR40	Schedule of Payments for Approval Members received the schedule of payments from 01/11/2022 to 19/02/2023. Cllr Coleman proposed to accept the payments, seconded by Cllr Wheaton. RESOLVED: That members approve the schedule of payments from 01/11/2022 to 19/02/2023.
FR41	Forward Work Programme Members received and reviewed the following draft policies: <ol style="list-style-type: none"> a. Communication Strategy Policy The Clerk noted that the Financial Transparency page is underway and will be published on the Town Council website in the coming weeks.

	<p>b. Protocol on Member/Officer Relations Members queried how often this protocol should be reviewed and updated. The Town Clerk stated that the protocol would be reviewed regularly and given to new Councillors in their induction packs.</p> <p>Cllr Coleman proposed that a new remembrance and dedication policy needs to be made about memorials and benches. Cllrs agreed and that this policy should also include Honorary Citizens and how this is awarded. Members agreed to delegate to Cllr Heyes, Coleman, and Whitmill and to bring this proposal back to the next Finance and Resources Committee meeting. RESOLVED: For Cllrs Heyes, Coleman, and Whitmill to draft a proposal for a remembrance and dedication policy, and to bring this back to the next Finance and Resources Committee to agree.</p> <p>Cllr Coleman proposed to accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved, seconded by Cllr Wheaton. All in favour.</p> <p>RESOLVED: To accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved.</p>
FR42	<p>Planned Tree Maintenance Members received and considered a report regarding planned tree maintenance at St Mary’s Church from the Town Clerk. Cllr Coleman proposed to accept the quote for tree works as proposed, seconded by Cllr Wheaton. All in favour, motion carried. RESOLVED: To accept the quote for planned tree maintenance at St Mary’s Church for £4,680.00 by Canopy Arboricultural, and that the planned health and safety works are carried out subject to faculty permissions.</p>
FR43	<p>Date of Next Meeting 29th March 2023</p>

The Chair closed the meeting at 7:21pm.

Signed.....

Date.....