



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee meeting held on the 23rd November 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs David Heyes (Vice-Chair), Sandra Coleman, Natasha Whitmill and Sharon Wheaton.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Sonia Murgia, Responsible Finance Officer

FR24	Apologies for absence Apologies were received from Cllrs Ruth Fisher and Emily Holmes. In the absence of the Chair, the Vice-Chair (Cllr David Heyes) will assume the role of acting Chair for the duration of the meeting.
FR25	Declaration of interests None received.
FR26	Minutes a. RESOLVED: That the Minutes of the Committee meeting held on the 13 th July 2022 were approved and signed by the Chair as an accurate record of the meeting. b. Cllrs noted the minutes of the following staffing sub-committee meetings: a. 13 th July 2022 b. 20 th October 2022
FR27	Public Participation None received.
FR28	Committee Action Plan Members received an update and considered any related recommendations. Cllrs queried if the Town Council has any say in the internal auditor (AGAR) as a previous recommendation noted that best practice would regularly rotate the internal auditor. The Clerk reported that the internal auditor is assigned to the Town Council by an external body, and that due to a shortage in internal auditors the Town Council has been assigned the same internal auditors for a few years.
FR29	Income and Expenditure Members received detailed income and expenditure reports up to 31 st October 2022 by budget heading. Members discussed the Grit Bins underspend, maintenance of the Millennium Gardens and the Town Hall water rates. Cllr Wheaton proposed to accept the income and expenditure report, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Income and Expenditure report to the 31 st October 2022 is approved.

<p>FR30</p>	<p>Schedule of Payments for Approval Members received the schedule of payments between 13th Sept and 31st October 2022. Members queried the following payments:</p> <p>Hire and Haulage – This charge was for moving the storage container from the industrial estate to Greystones. Kettering play safe – This charge was for safety works and matting at the play parks, which had been approved by Community Committee. Cllr Wheaton proposed to accept the payments for approval, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Schedule of Payments for Approval from 13th Sept to 31st October 2022 is approved.</p>
<p>FR31</p>	<p>Forward Work Programme</p> <p>a. Members received an update about the Committee’s forward work programme from the Clerk. Members queried the insurance policy and if it would need to be renewed in March 2023 - the Clerk noted that the policy has been fixed for 3 years.</p> <p>b. Members received the following policies:</p> <p>a. Anti-Fraud and Corruption Policy 3.1.5 – Members mentioned that the DBS check should be removed from the policy as this is not regularly undertaken by the Council. Members agree to accept the policy subject to checking with SLCC about the DBS check. Proposed by Coleman, seconded by Cllr Wheaton, all in favour, motion carried. RESOLVED: That the Anti-Fraud and Corruption Policy is approved subject to advice from SLCC.</p> <p>b. Social Media Policy Members pointed out that the policy should be expanded to include email etiquette – that cc’ing and the reply all option should be used as sparingly as possible. Final bullet point on page 2 should be reworded to “allegations of a breach...” Cllr Whitmill proposed to accept the policy with the above amendments, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Social Media Policy is accepted with the above amendments.</p>
<p>FR32</p>	<p>Budget setting for 23/23 Members received a report regarding the budget setting for 23/24 and to send a recommended draft budget to the next Full Council meeting. Members discussed the office staff salaries, the possibility of reviewing Greystones and Manorial Land (Pace Petroleum) in the coming year, and reviewing the Cemetery Internment and Grave purchases in the coming year.</p> <p>The Clerk informed members that starting next year the Little Christmas trees will be taken over by the Town Council Christmas Lights contractor, as Pat Lake will be retiring from his longstanding volunteer role.</p>

7670 Grants to Voluntary Bodies – Members discussed the possibility of raising the Grants budget for the following year. The Clerk recommended to leave it as is this year, perhaps raising it by a few thousand pounds. The Clerk mentioned that it is possible to give fixed grants to regular grants for a period of years, and then budget for them. Cllrs agree to raise the Grants budget to £28,000 per year.

Proposed by Cllr Heyes, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: That the proposed Grants budget is raised to £28,000 per year.

Cllr Coleman proposed to accept the budget with the single amendment of increasing the Grants budget to £28,000, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: To bring the proposed budget as prepared by the Responsible Finance Officer to be approved at the next Full Council meeting with the single amendment of increasing the Grants budget to £28,000.

Cllrs discussed the overall budget and precept.

The Clerk noted that with the additional £2000 to Grants, there is a shortfall of £16,000. This shortfall can be taken from general reserves, by raising the precept, or a combination of the two.

Cllr Coleman proposes to bring the recommendation to Full Council that the shortfall is taken from general reserves. Seconded by Cllr Whitmill. All in favour, motion carried.

RESOLVED: That the recommendation is brought to Full Council that the budget shortfall is taken from general reserves rather than raising the precept.

Earmarked reserves

Members discussed the earmarked reserves and whether any should be returned to general reserves.

Wheeled Sports – Members agreed to move these earmarked funds into general reserves.

Greystones – Members agreed to move these earmarked funds into general reserves.

Street Scene – Amend the earmarked reserves to £10,000

Youth Council – Members agreed to move these earmarked funds into general reserves.

Defibrillators – Keep as budgeted in earmarked reserves.

War Memorial – Members agreed to move these earmarked funds into general reserves.

FR33 **Date of next meeting**
Wednesday 1st February 2023

The Chair closed the meeting at 8:00pm.