



# 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 29<sup>th</sup> March 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

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

**ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

<b>FR44</b>	<b>Apologies for absence</b> None received
<b>FR45</b>	<b>Declaration of interests</b> None received
<b>FR46</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Finance and Resources Committee meeting held on 1 <sup>st</sup> February 2023 were signed and approved by the Chair as an accurate record of the meeting.  Cllr Coleman mentioned that the Remembrance and Dedication Policy meeting had been arranged but needed to be cancelled – to be rearranged for a suitable time.
<b>FR47</b>	<b>Public Participation</b> None received
<b>FR48</b>	<b>Committee Action Plan</b> Members received and noted the ongoing Committee Action Plan.
<b>FR49</b>	<b>Income and Expenditure</b> Members received detailed income and expenditure reports by budget heading.  7360 - Members queried the bank charge being 220% higher than budgeted, the Town Clerk reported that there was a percentage error but the actual sum (£9 was budgeted differently last year.)  Cemetery - P4 – Repairs and maintenance: The Town Clerk noted that emergency tree maintenance has taken place to remove a dangerous tree. There was an underspend last year in Cemetery tree works repairs, which were earmarked for this year.  The Town Clerk noted that March 2023 has not yet been reconciled, but that it looks like the overall budget will have an underspend this year.  Members approved the income and expenditure reports as received.
<b>FR50</b>	<b>Schedule of Payments for Approval</b>

	<p>Members received the schedule of payments.</p> <p>The Town Clerk noted that there is an error in the reports for the piano, stating it cost £21,000 when it cost £2,100.</p> <p>Members approved the schedule of payments as received.</p>
<b>FR51</b>	<p><b>Forward Work Programme</b></p> <p>a. Members reviewed the Council's risk register. The Town Clerk reported that the report has been updated to reflect current working practices. Members queried if it would be helpful to have Key Worker Insurance. The Town Clerk will investigate costs and receive a quote from the TC's insurance provider Zurich. Members recommended that the Council's risk register is sent to FC for approval with no amendments.</p> <p>b. Members reviewed the Council's Financial Regulations. The Town Clerk reported that the main change included modernising wording from Chairman &gt; Chair. Members recommended that the Council's Financial Regulations are sent to FC for approval with no amendments.</p> <p>c. Members reviewed the Council's Standing Orders. The Town Clerk reported that the main changes included modernising wording from Chairman &gt; Chair and removing video meetings from the policy as these are no longer allowed as COVID rules have changed. Members agreed that the Council's Standing Orders are sent to FC for approval with one amendment (removing Item H.)</p>
<b>FR52</b>	<p><b>Confidential Session</b> <b>RESOLVED:</b> That pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, members moved into a Confidential Session to discuss Separate Business.</p>
<b>FR53</b>	<p><b>Staffing Matters</b></p> <p>a. Members considered the draft annual leave policy. <b>RESOLVED:</b> That the Annual Leave Policy is sent to FC for adoption with no amendments.</p> <p>b. Members received a report from the Town Clerk following the recruitment of the Responsible Finance Officer. <b>RESOLVED:</b> The Deputy Clerk's contract is updated to reflect her permanent hours, and that the Deputy Clerk's role is updated to "Deputy Clerk and Estates Manager."</p>
<b>FR54</b>	<p><b>Christmas light's infrastructure</b> Members received a report from The Town Clerk about the Christmas lights. The Clerk reported that the Christmas lights in 2022 were received very positively in the town. As supply and installation of the little Christmas trees have now been handed back to the Town Council after being completed by volunteers for many years, the Town Clerk has requested the Council's Christmas light's contractor to provide quotes for different options for the display from the brackets above the shops. The display options included little Christmas trees, but due to the negative carbon impact of using small tree the contractor's option is for artificial trees made from recycled plastic that can be used for multiple years. <b>RESOLVED:</b> Members agreed that the one-off infrastructure installation cost £7280.00 is</p>

	<p>essential and recommends that this is sent to Full Council for approval. This should be taken from the underspend in the Council's professional fees budget line.</p> <p>Members discussed the possibility of the Town Clerk undertaking an informal survey of shops in town to determine which option would be the most desirable.</p> <p><b>RESOLVED:</b> That in principle, members agree that a recommendation for purchasing the hanging starburst design is taken to Full Council for approval dependent on the results from the informal survey of shopkeepers in the town centre. The Town Clerk will bring a report to the next Full Council meeting.</p>
<b>FR55</b>	<p><b>Date of next meeting</b> Monday 12<sup>th</sup> June 2023</p>

The Chair closed the meeting at 7:35 pm.

Signed as an accurate record.....

Date.....