



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

9th May 2023

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 15th May 2023

TIME: 6:30pm

Cllrs. Steve Akers, Rachel Andrews, Ben Bibby, Mike Cahill, Sandra Coleman, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Sharon Wheaton and Natasha Whitmill.

Luci Ashbourne
Town Clerk

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. Election of Town Mayor 2023/24

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

2. Election of Deputy Mayor 2023/24

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

3. Apologies for absence.

To consider 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.

4. 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.

5. Minutes

To approve the Minutes of the Full Council meeting held on 19th April 2023.

6. 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.

7. Minutes and reports from Committees

To note the draft minutes of the following committee and sub-committee meetings:

- a. Traffic Advisory Sub-Committee – 27th April 2023

8. Welcome to new Councillors

The Mayor to welcome the Council's newly elected Town Councillors as voting members of the council

9. Welcome to the new District Councillor

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

10. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

11. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

12. Council Action Plan

To note and agree next steps

13. Correspondence

To receive and note any correspondence

14. Standing Orders

To receive and approve the Council's Standing Orders as reviewed and amended by the Finance and Resources Committee on 29th March 2023.

15. Scheme of Delegation.

To review and approve the Scheme of Delegation (including terms of reference for Committees) as reviewed by Full Council in April 2023.

16. Appointment of Members to Standing Committees and Sub-Committees

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2023/24.

17. Representatives to Outside Bodies

To appoint Council representatives to outside bodies.

18. Calendar of meetings

To receive the previously agreed calendar of meetings for the municipal year 2023/24.

19. Financial Regulations

To receive and approve the Council's Financial Regulations as reviewed and amended by the Finance and Resources Committee on 29th March 2023.

20. Risk Register

To receive and approve the Council's risk register as reviewed by the Finance and Resources Committee on the 29th March 2023.

21. General Power of Competence

To adopt the General Power of Competence

22. Banking arrangements

To receive a report from the Town Clerk

23. Councillor Surgeries

To receive a report from The Town Clerk and agree next steps.

24. Councillor Co-option policy and procedure

To adopt a co-option policy and procedure.

25. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

26. Date of the next meeting – Monday 19th June 2023