



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

11<sup>th</sup> July 2023

## **SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE**

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 17<sup>th</sup> July 2023

TIME: 6:30pm

Luci Ashbourne  
Town Clerk and CEO

### 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 Vice-Chair**

To receive nominations for and elect the Vice-Chair of The Finance and Resources Committee for the municipal year 2023/24.

### **2. Apologies for absence.**

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **3. 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.

### **4. Minutes**

a. To approve the minutes of the Finance and Resources Committee meeting held on 12<sup>th</sup> June 2023.

b. To note the minutes of the Staffing Sub-Committee held on 13<sup>th</sup> June 2023.

### **5. 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.

### **6. Committee action plan**

To note the committee action plan.

### **7. Income and expenditure**

To receive detailed current income and expenditure reports by budget heading.

**8. Schedule of payments for approval**

To receive the schedule of payments.

**9. Forward work programme**

To note the forward work programme and agree next steps.

**10. Grants to Voluntary Bodies**

To receive and consider grant applications.

**11. Date of next meeting** - Monday 25<sup>th</sup> September 2023.



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## **Minutes of a Finance and Resources Committee meeting held on the 12<sup>th</sup> June 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

PRESENT: Cllrs Ian Finney (Chair), Sandra Coleman, Sharon Wheaton, Athos Ritsperis, Dom Rickard, Mike Cahill (substituting), Natasha Whitmill (entered at 6:36pm)

### ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Ali Packer, Responsible Finance Officer

<b>FR1</b>	<p>In the absence of the Chair of the Finance and Resources Committee for the previous year, Town Mayor Sandra Coleman opened the meeting.</p> <p><b>Election of Chair</b> Nominations were received for the election of Chair of the Finance and Resources Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Finney, seconded by Cllr Rickard. All in favour, motion carried. <b>RESOLVED:</b> That Cllr Finney is elected Chair of the Finance and Resources Committee for the municipal year 2023/24.</p> <p>Town Mayor Sandra Coleman handed over to the Chair for the ensuing meeting.</p>
<b>FR2</b>	<p><b>Election of Vice-Chair</b> The Chair asked for nominations for the election of Vice-Chair of the Finance and Resources Committee for the municipal year 2023/24. Members noted that there may be new members added at the next Full Council meeting and agreed to defer election of Vice-Chair to the following Finance and Resources meeting. <b>RESOLVED:</b> That members agree to wait until the following Finance and Resources meeting (17<sup>th</sup> July 2023) to elect the Vice-Chair of the committee for the municipal year 2023/24.</p>
<b>FR3</b>	<p><b>Apologies for Absence</b> None received.</p>
<b>FR4</b>	<p><b>Declaration of Interests</b> None received.</p>
<b>FR5</b>	<p><b>Minutes</b> <b>RESOLVED:</b> That the Chair signed and approved the minutes of the Finance and Resources Committee meeting held on the 29<sup>th</sup> March 2023 as an accurate record of the meeting.</p>
<b>FR6</b>	<p><b>Public Participation</b> None received.</p>
<b>FR7</b>	<p><b>Committee Action Plan</b></p>

	<p>Members received and considered the ongoing Committee Action Plan.</p> <p>ClIr Whitmill joined the meeting at 6:36pm.</p>
<b>FR8</b>	<p><b>Income and expenditure, balance sheets and supporting notes for year ending 31st March 2023</b></p> <p><b>a.</b> Members received detailed income and expenditure reports by budget heading. Members queried the photocopying costs, and the Town Clerk reported that as the Town Council has been hosting and supporting more town events, we have had an increased amount of printing. Members queried telephone and comms costs, the Town Clerk reported that the Town Council has employed more members of staff and have purchased new equipment for them. Members queried the increase in interest and dividends, ClIr Coleman mentioned that last year the Town Council changed the way the interest was paid out, and that it is now paid out monthly rather than at the end of the financial year in a single lump sum.</p> <p><b>b.</b> Members received the balance sheet. Members queried where the balance of the Council's fixed assets can be seen. The Town Clerk noted that this will be brought to the Full Council meeting where the AGAR is discussed. Members queried the policy on reserves, and the Town Clerk said that it is generally accepted to have 3-6 months of expenses in reserves.</p>
<b>FR9</b>	<p><b>To receive the internal auditor's report for 2022/23</b></p> <p>Members received and noted the report from the internal auditor. Members thanked the Town Council staff for the positive report from the internal auditor.</p>
<b>FR10</b>	<p><b>Income and expenditure</b></p> <p>Members received detailed current income and expenditure reports by budget heading. Members queried the website costs as being overspent, the Town Clerk reported that the Town Council needed to renew the domain which was not budgeted for. Members queried why the Guildhall rent was so much higher than 2022, and the Town Clerk reported that the Council received the invoice from WODC for the previous year late, and therefore came out of this year's accounts. Members queried the spend in legal and professional fees and requested an update at the next meeting.</p>
<b>FR11</b>	<p><b>Schedule of payments for approval</b></p> <p>Members received the schedule of payments.</p>
<b>FR12</b>	<p><b>Forward work programme</b></p> <p>Members noted the forward work programme and agreed next steps. Members queried when the updated Financial Regulations will be sent from NALC, and the Town Clerk reported that these model standing orders are being prepared now by NALC. These, along with the updated Standing Orders will be reviewed by this committee and sent to Full Council for adoption.</p>
<b>FR13</b>	<p><b>Recognising achievement</b></p> <p>Members received a proposal from ClIr Coleman regarding the Council's policy on recognising achievement and agreed next steps.</p>

	<p>Cllr Coleman proposed that a new Community Awards Ceremony policy should be set up to honour and award Chipping Norton residents on a more regular basis. Currently Honorary Citizens are awarded sporadically, and the Sports Awards could be incorporated into a larger event which celebrates many categories of achievement, including sports.</p> <p>Cllr Finney proposed that the Community Awards should be set up as a task and finish group, seconded by Cllr Cahill. Members agree that the Sports Award should be incorporated as part of this proposed Community Awards ceremony, but that more discussion is needed.</p> <p><b>RESOLVED:</b> That the proposal for Community Awards ceremony should be taken to Full Council to be agreed in principle, and that a task and finish group of two or three Councillors be nominated to determine the policy and scope of the awards and send a recommendation and plan back to Council.</p>
<b>FR14</b>	<p><b>Date of next meeting</b> Monday 17<sup>th</sup> July 2023</p>

The Chair closed the meeting at 8:17pm

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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 13<sup>th</sup> June 2023 at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk

<b>SSC1</b>	<b>Election of Chair</b> Nominations were received for the election of Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Akers, seconded by Cllr Graves. All in favour, motion carried.  <b>RESOLVED:</b> That Cllr Akers is elected Chair of the Staffing Sub-Committee for the municipal year 2023/24.
<b>SSC2</b>	<b>Election of Vice-Chair</b> Nominations were received for the election of Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Akers nominated Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried.  <b>RESOLVED:</b> That Cllr Coleman is elected Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24.
<b>SSC3</b>	<b>Apologies for absence.</b> Apologies were received from Cllr Natasha Whitmill.
<b>SSC4</b>	<b>Declarations of interest</b> There were no declarations.
<b>SSC5</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the meeting held on 22 <sup>nd</sup> December 2022 are approved as a correct record and signed by the Chair.
<b>SSC6</b>	<b>Confidential Session</b> <b>RESOLVED:</b> In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
<b>SSC7</b>	<b>Staffing matters</b> Members discussed the Town Clerk's report regarding the following matters:

a. Members received a report from the Town Clerk, stating that it has become clear that the Facilities and Events Officer's role needs to be a full time position in order for the workload to be manageable. Members agreed that the new post has been a positive and valuable development for the Council and the Community, and agreed that making it a full time position (from a 30hr per week role) and settling accrued time off in lieu would draw a line under the current situation and ensure the Officer's workload and capacity is sustainable.

**RESOLVED:** That the following recommendations are sent to the Full Council:

- That the accrued time off in lieu is paid as salary at a cost of £459.42
- That the Facilities and Events Officer's role moves into a full time (37hr) position from 1<sup>st</sup> July 2023.
- That the funds required for the rest of this financial year (July 23-March 24) of £5,850 come from general reserves, and the Salaries budget adjusted accordingly next year.

b. Members received a report following the recent large, year-long booking from Barclays Bank that requires a member of staff to be on site. The report outlined the cost of employing a venue assistant on a flexible 20hr-per-week role on a one-year fixed term basis, and outlined that the income from the Barclays booking more than covers this. Members agreed that the flexibility, benefits and opportunity to continue to develop the Town Hall should be supported.

**RESOLVED:** That the following recommendations are sent to Full Council:

- That recruitment for a venue assistant for 20hrs per week on salary scale LC1 SCP 7-12 £11.59 - £12.70 per hour is launched.
- That the recruitment process is delegated to the Town Clerk and the Facilities and Events Officer to work through.

c. Members also discussed the report following a review and update of the Town Clerk's job description and title as part of the Town Clerk's Appraisal.  
The Town Clerk left the meeting for duration of the discussion.

**RESOLVED:** That the draft job description and person specification is approved and the Town Clerk's title is updated to "Town Clerk and Chief Executive Officer" to reflect the breadth of the leadership skills required and responsibilities currently undertaken.

**SSC8**

**Date of next meeting.**

Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair.....

Date.....

## Agenda item 6 – Committee action plan

The current Committee Action plan as reviewed at the last meeting.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems	£3800 Telephone £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	Community Committee have reviewed the fees and charges for 2023.
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal audit report on the agenda.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment to be circulated in the summer after new Councillors have had a few weeks to settle into the role.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	First tranche of applications due to be considered at this meeting.
Managing Greystones leases	CNTC/tenants		Jul 22	Jan 23	New leases have been drawn up. Land registry scale maps are complete – awaiting final sign off from Solicitor before sending to Full Council for approval.



## Agenda item 7 – Income and Expenditure

The budget monitoring reports are attached.

At the last meeting members requested a detailed break down of cost centre and code 100/7500 Legal and Professional Fees.

It is important to note that when ear-marked (EMR) reserves are spent, the amount needs to be allocated to a cost centre on the annual budget. This movement is shown on the final column of the report, but it can appear as though a budget target has been overspent because both current budget and EMR spend are included in the actual spend, and percentage of agreed budget. For example:

Following year end, the Council had a reserve of £17,463 ear-marked for Legal and Professional Fees. This was an underspend from last year's budget which Council agreed to ear mark to cover the cost of installation of the Christmas light infrastructure and updating lease agreements. There is also a budget of £14,000 in the agreed annual budget.

The breakdown of the £13,942 Legal and Professional Fees spend this year is:

Spend from the EMR:

- £7,280 - Installation of the Christmas Lights Infrastructure. Leaving £10,156 in the EMR.

Spend from the agreed 2023-23 budget:

- £100 – Consultant to conduct health and safety assessment of the stage in the town hall.
- £2,500 – Professional consultancy fees for Cotswold Crescent play area.
- £166.67 – Repairs to Mayoral chain
- £755 – Rialtas year end close down fees
- £3000 – Pool Meadow Survey
- £140 – Locksmith to open Guildhall door

Total £6,662 (rounded to nearest pound) allocated from the rolling budget – which is 47% of the £14,000 agreed annual budget for legal and professional fees.

Total £13,942.

The current ear-marked reserves report is attached to show movement and current balances.

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	0	0	9,000	9,000			0.0%	
3290 Miscellaneous Income	25	25	0	(25)			0.0%	
Administration :- Income	<b>25</b>	<b>25</b>	<b>9,000</b>	<b>8,975</b>			<b>0.3%</b>	<b>0</b>
4100 Salaries/Superann/Nl	13,200	36,957	150,000	113,043		113,043	24.6%	
5110 Stationery	15	131	600	469		469	21.8%	
5120 Photocopying Costs	400	652	2,300	1,648		1,648	28.3%	
5200 Postage	0	8	300	292		292	2.6%	
5210 Telephone and Comms	1,091	2,117	6,000	3,883		3,883	35.3%	
5310 Office Equipment	0	21	1,000	979		979	2.1%	
5340 Website Costs	0	924	500	(424)		(424)	184.8%	
5360 Computer Hardware/Software	1,403	1,403	3,000	1,597		1,597	46.8%	
6200 Rent	0	2,259	2,500	241		241	90.3%	
6210 Rates	219	652	2,700	2,048		2,048	24.2%	
7100 Travel & Subsistance	0	51	200	149		149	25.6%	
7300 Staff & Councillors Training	750	830	2,000	1,170		1,170	41.5%	
7500 Legal & Professional Fees	1,855	13,942	14,000	58		58	99.6%	7,280
7510 Audit Fees	0	480	2,700	2,220		2,220	17.8%	
7600 Subscriptions	43	245	2,000	1,755		1,755	12.3%	
7630 Bank Charges	58	61	300	239		239	20.2%	
7650 Insurance	0	1,498	1,800	302		302	83.2%	
7710 Election Expenses	0	0	6,100	6,100		6,100	0.0%	
7720 Other Miscellaneous Expenses	52	245	1,000	755		755	24.5%	
Administration :- Indirect Expenditure	<b>19,084</b>	<b>62,475</b>	<b>199,000</b>	<b>136,525</b>	<b>0</b>	<b>136,525</b>	<b>31.4%</b>	<b>7,280</b>
<b>Net Income over Expenditure</b>	<b>(19,059)</b>	<b>(62,450)</b>	<b>(190,000)</b>	<b>(127,550)</b>				
6000 plus Transfer from EMR	1,715	7,280						
<b>Movement to/(from) Gen Reserve</b>	<b>(17,344)</b>	<b>(55,170)</b>						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	3,120	28,000	24,880		24,880	11.1%	
Grants :- Indirect Expenditure	<b>0</b>	<b>3,120</b>	<b>28,000</b>	<b>24,880</b>	<b>0</b>	<b>24,880</b>	<b>11.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,120)</b>	<b>(28,000)</b>	<b>(24,880)</b>				
<u>102 Miscellaneous</u>								
3100 Precept Income	0	172,342	344,684	172,342			50.0%	
3180 Interest Receivable	1,973	5,268	3,600	(1,668)			146.3%	
3230 Manorial Land (Pace Petroleum)	3,750	3,750	15,000	11,250			25.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3290 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
3292 Christmas Market Income	0	0	2,500	2,500			0.0%	
3320 S106/grant income	0	27,174	0	(27,174)			0.0%	26,424
Miscellaneous :- Income	<b>5,723</b>	<b>218,534</b>	<b>365,784</b>	<b>147,250</b>			<b>59.7%</b>	<b>26,424</b>
4100 Salaries/Superann/Nl	1,513	4,601	18,000	13,399		13,399	25.6%	
6407 Xmas Lights/Trees	0	0	15,000	15,000		15,000	0.0%	
6418 Defibrillators	0	191	500	309		309	38.2%	191
6460 Streetscene	628	628	10,000	9,372		9,372	6.3%	620
6462 Grit Bins/Snow	0	0	2,000	2,000		2,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	100	1,000	900		900	10.0%	
6498 Contingency Fund	0	0	10,000	10,000		10,000	0.0%	
7100 Travel & Subsistance	140	445	1,600	1,155		1,155	27.8%	
7720 Other Miscellaneous Expenses	0	0	1,200	1,200		1,200	0.0%	
Miscellaneous :- Indirect Expenditure	<b>2,306</b>	<b>5,965</b>	<b>59,300</b>	<b>53,335</b>	<b>0</b>	<b>53,335</b>	<b>10.1%</b>	<b>811</b>
<b>Net Income over Expenditure</b>	<b>3,417</b>	<b>212,569</b>	<b>306,484</b>	<b>93,915</b>				
6000 plus Transfer from EMR	620	811						
6001 less Transfer to EMR	0	26,424						
<b>Movement to/(from) Gen Reserve</b>	<b>4,037</b>	<b>186,956</b>						
<u>104 Youth</u>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	<b>0</b>	<b>6,405</b>	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>(6,405)</b>		<b>6,405</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>6,405</b>				
6000 plus Transfer from EMR	0	6,405						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>110 Town Hall</u>								
3115 Lettings Income	6,462	8,825	30,000	21,175			29.4%	
3140 WODC Water Rates Contrib	0	0	100	100			0.0%	
Town Hall :- Income	<b>6,462</b>	<b>8,825</b>	<b>30,100</b>	<b>21,275</b>			<b>29.3%</b>	<b>0</b>
4100 Salaries/Superann/Nl	1,821	8,104	42,000	33,896		33,896	19.3%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	62	186	1,000	814		814	18.6%	
6110 Heat and Light	2,194	3,065	7,000	3,935		3,935	43.8%	
6130 Water & Sewerage	40	160	1,500	1,340		1,340	10.7%	
6210 Rates	915	2,744	10,230	7,486		7,486	26.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6230 Window Cleaning	0	115	500	385		385	23.0%	
6240 Alarm/Fire Extinguisher Insp	210	210	1,600	1,390		1,390	13.1%	
6310 Cleaning / Sanitary Expenses	217	573	1,800	1,227		1,227	31.8%	
6330 Waste Disposal	0	0	600	600		600	0.0%	
6400 Repairs and Maintenance	403	6,016	10,000	3,984		3,984	60.2%	5,589
6402 Town Hall Restoration Fund	38,095	62,747	250,000	187,253		187,253	25.1%	62,747
6408 New Equipment	868	1,936	2,500	564		564	77.4%	
7610 Licences	0	691	800	109		109	86.3%	
7650 Insurance	0	2,309	3,000	691		691	77.0%	
7720 Other Miscellaneous Expenses	0	0	500	500		500	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>44,824</b>	<b>88,857</b>	<b>334,530</b>	<b>245,673</b>	<b>0</b>	<b>245,673</b>	<b>26.6%</b>	<b>68,336</b>
<b>Net Income over Expenditure</b>	<b>(38,363)</b>	<b>(80,032)</b>	<b>(304,430)</b>	<b>(224,398)</b>				
6000 plus Transfer from EMR	38,336	68,336						
<b>Movement to/(from) Gen Reserve</b>	<b>(26)</b>	<b>(11,696)</b>						
<u>120 Greystones</u>								
3110 Rents Receivable	0	0	2,040	2,040			0.0%	
3111 Rugby Club Right Of Access	0	0	175	175			0.0%	
<b>Greystones :- Income</b>	<b>0</b>	<b>0</b>	<b>2,215</b>	<b>2,215</b>			<b>0.0%</b>	<b>0</b>
6210 Rates	8	23	375	352		352	6.1%	
6400 Repairs and Maintenance	0	470	2,500	2,030		2,030	18.8%	
7650 Insurance	0	250	300	50		50	83.2%	
<b>Greystones :- Indirect Expenditure</b>	<b>8</b>	<b>742</b>	<b>3,175</b>	<b>2,433</b>	<b>0</b>	<b>2,433</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8)</b>	<b>(742)</b>	<b>(960)</b>	<b>(218)</b>				
<u>130 Cemetery</u>								
3190 Interments & Memorials	255	2,445	14,000	11,555			17.5%	
3191 Grave Purchase	0	35	4,000	3,965			0.9%	
3290 Miscellaneous Income	0	25	0	(25)			0.0%	
<b>Cemetery :- Income</b>	<b>255</b>	<b>2,505</b>	<b>18,000</b>	<b>15,495</b>			<b>13.9%</b>	<b>0</b>
6130 Water & Sewerage	48	48	100	52		52	47.8%	
6210 Rates	288	866	1,500	634		634	57.7%	
6400 Repairs and Maintenance	12	3,098	10,000	6,902		6,902	31.0%	
6465 Contract	621	2,482	10,000	7,518		7,518	24.8%	
6471 Skips for cemetery	0	0	600	600		600	0.0%	
7650 Insurance	0	374	500	126		126	74.9%	
7720 Other Miscellaneous Expenses	0	660	500	(160)		(160)	132.0%	
<b>Cemetery :- Indirect Expenditure</b>	<b>968</b>	<b>7,529</b>	<b>23,200</b>	<b>15,671</b>	<b>0</b>	<b>15,671</b>	<b>32.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(713)</b>	<b>(5,024)</b>	<b>(5,200)</b>	<b>(176)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	780	780	3,000	2,220		2,220	26.0%	
6465 Contract	163	650	2,000	1,350		1,350	32.5%	
Closed Churchyard :- Indirect Expenditure	<b>943</b>	<b>1,430</b>	<b>5,000</b>	<b>3,570</b>	<b>0</b>	<b>3,570</b>	<b>28.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(943)</b>	<b>(1,430)</b>	<b>(5,000)</b>	<b>(3,570)</b>				
<u>151 Recreation</u>								
6200 Rent	0	0	1,000	1,000		1,000	0.0%	
6400 Repairs and Maintenance	0	3,036	4,500	1,464		1,464	67.5%	
6410 New Equipment	0	0	70,000	70,000		70,000	0.0%	
6413 Sports Awards	0	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	0	0	3,500	3,500		3,500	0.0%	
6465 Contract	306	1,225	5,000	3,775		3,775	24.5%	
7650 Insurance	0	3,829	2,500	(1,329)		(1,329)	153.2%	
7720 Other Miscellaneous Expenses	0	0	1,000	1,000		1,000	0.0%	
Recreation :- Indirect Expenditure	<b>306</b>	<b>8,090</b>	<b>88,000</b>	<b>79,910</b>	<b>0</b>	<b>79,910</b>	<b>9.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(306)</b>	<b>(8,090)</b>	<b>(88,000)</b>	<b>(79,910)</b>				
<u>160 Events</u>								
6414 Events	743	3,243	10,000	6,757		6,757	32.4%	
6415 Mowing (151 Repairs)	10	10	0	(10)		(10)	0.0%	
Events :- Indirect Expenditure	<b>753</b>	<b>3,253</b>	<b>10,000</b>	<b>6,747</b>	<b>0</b>	<b>6,747</b>	<b>32.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(753)</b>	<b>(3,253)</b>	<b>(10,000)</b>	<b>(6,747)</b>				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	0	5,000	5,000		5,000	0.0%	
6430 Restoration Project	0	0	25,000	25,000		25,000	0.0%	
Pool Meadow :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(30,000)</b>	<b>(30,000)</b>				
<u>185 Millennium Garden</u>								
6417 Maintenance	780	780	1,000	220		220	78.0%	
6465 Contract	25	100	500	400		400	20.0%	
Millennium Garden :- Indirect Expenditure	<b>805</b>	<b>880</b>	<b>1,500</b>	<b>620</b>	<b>0</b>	<b>620</b>	<b>58.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(805)</b>	<b>(880)</b>	<b>(1,500)</b>	<b>(620)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>186 War Memorial</u>								
6470 War Memorial	0	0	2,500	2,500		2,500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	137	326	1,500	1,174		1,174	21.7%	
Mayors Allowance :- Indirect Expenditure	<u>137</u>	<u>326</u>	<u>3,000</u>	<u>2,674</u>	<u>0</u>	<u>2,674</u>	<u>10.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(137)</u>	<u>(326)</u>	<u>(3,000)</u>	<u>(2,674)</u>				
Grand Totals:- Income	<b>12,465</b>	<b>229,889</b>	<b>425,099</b>	<b>195,210</b>			<b>54.1%</b>	
Expenditure	<b>70,135</b>	<b>189,073</b>	<b>787,205</b>	<b>598,132</b>	<b>0</b>	<b>598,132</b>	<b>24.0%</b>	
<b>Net Income over Expenditure</b>	<u><b>(57,670)</b></u>	<u><b>40,816</b></u>	<u><b>(362,106)</b></u>	<u><b>(402,922)</b></u>				
plus Transfer from EMR	<b>40,671</b>	<b>82,832</b>						
less Transfer to EMR	<b>0</b>	<b>26,424</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(16,999)</b></u>	<u><b>97,225</b></u>						

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
2135 EMR Skate Park Fund	35,000.00		35,000.00
2138 EMR Pool Meadow Project	25,000.00		25,000.00
2139 EMR Defibrillators	1,099.50	-190.95	908.55
2142 EMR Town Hall Restoration Fund	239,531.00	-62,747.48	176,783.52
2146 EMR Youth Worker	6,405.00	-6,405.00	0.00
2148 EMR Street Scene Projects	10,000.00	-620.00	9,380.00
2149 EM Recreation Equipment/Repair	25,000.00	-18,223.00	6,777.00
2152 EMR Professional Fees	17,436.00	-7,280.00	10,156.00
2153 EMR Contingency	7,352.00		7,352.00
2154 EMR Town Hall Repairs	13,115.00	-5,589.00	7,526.00
	<u>379,938.50</u>	<u>-101,055.43</u>	<u>278,883.07</u>

Time: 16:07

## Unity Trust Bank

## List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Adobe Systems Sotware Ireland	010623-1	12.64		Adobe subs 30/5-28/6
01/06/2023	West Oxfordshire District Coun	010623-2	219.00		Rates GH- June Correction
01/06/2023	The Sign Builder	010623-3	65.64		Metal signs - cemetery
01/06/2023	Adobe Systems Sotware Ireland	010623-1	4.00		Adobe Correction May/Jun
03/06/2023	West Oxfordshire District Coun	030723-3	219.00		Rates Guildhall - July
03/06/2023	Make Up or Break Up Ltd	DDPP0306	33.80	LA	Pride Flags x 4
07/06/2023	Barnwood Limited	070623-1	48,003.55		TH works as Architects Cert 1
07/06/2023	Oxfordshire Association of Loc	070623-2	36.00		Training - AP
07/06/2023	Thames Valley Water Services L	070623-3	48.00		Water monitoring TH - May
07/06/2023	Gill & Co (Ironmongers) Limite	070623-4	144.55		Misc hardware - maintenance
07/06/2023	Thomas Cleaning Ltd	070623-5	248.64		Commercial cleaning TH- May
08/06/2023	British Gas	080623-DD1	165.09		Gas TH Apr-May
08/06/2023	Contacta Systems Ltd	080623-1	288.00		Hearing Loop TH
09/06/2023	Multipay Card	DDLL2804	13.96	DH/RP	QD Bamboo canes
09/06/2023	Multipay Card	DDLL0105	43.49	LA	Amazon -Pride sundries
09/06/2023	Multipay Card	DDLL0505	39.49	LA	Generator oil
09/06/2023	Multipay Card	DDLL1705	79.09	SC/LA	Memorial tree - Applegarth Nur
09/06/2023	Multipay Card	DDLL2405	17.98	LA	Amazon- Card wallet
09/06/2023	Multipay Card	DDLL0906	3.00		LL monthly card fee
10/06/2023	West Oxfordshire District Coun	100623-DD1	52.00		Waste Collection GH - June
12/06/2023	Canopy	120623-1	936.00		Tree Work Millenium Gdn
12/06/2023	Millennium Quest Ltd	120623-2	4,368.00		Festive lights infrastructure
12/06/2023	Bel Signs	120623-3	85.20		Commemorative plaque
12/06/2023	CN Glass	120623-4	193.68		T/H window repair
12/06/2023	Canva Pty Ltd	120623-DD1	10.99		Canva design subscription June
14/06/2023	West Oxfordshire District Coun	140623-1	1,211.00		Rates TH - June
15/06/2023	Lady B drag	150623-1	300.00		Performance, Pride event at TH
15/06/2023	Rialtas Business Solutions Ltd	150623-2	1,683.27		Rialtas Cloud software subs
20/06/2023	Staff Salaries	BACS	9,942.25	LA	Staff Salaries - June
21/06/2023	Adobe Systems Sotware Ireland	210623-DD1	16.64		Adobe subscription 17/6-16/7
22/06/2023	OCC Pension Fund	BACS	3,197.34	LA	Pension Contributions - June
26/06/2023	Gear4music	260623-1	485.96		PA system & mixed cables TH
26/06/2023	STL Communications Limited	260623-DD1	1,383.85		Telephone/Broadband
27/06/2023	Zoom Video Communications inc.	270623-DD1	12.99		Zoom Subscription Jun-July
29/06/2023	OCC Pension Fund	BACS	3,534.64	LA	Pension Contributions - June
29/06/2023	OCC Pension Fund	BACS	-3,534.64	AP	Correction to payee detail
29/06/2023	HMRC	BACS	3,534.64	LA	Tax/NI - June
29/06/2023	SSE Southern Electric	260623-1	2,632.40		Electricity TH Q1
29/06/2023	Castle Water Limited	290623-2	47.82		Water rates - Cemetery Apr-Sep
29/06/2023	Warburton	290623-3	290.13		TH Plumbing repairs
29/06/2023	Alliance DisposablesLtd	290623-4	256.17		Kitchen Equipment TH
29/06/2023	Thames Valley Water Services L	290623-5	48.00		Water testing - TH June
29/06/2023	Travis Perkins Trading Company	290623-6	9.18		Cement
29/06/2023	Siemens Financial Services Lim	290623-7	479.43		Copier rental Jul-Oct 23
29/06/2023	Canopy	290623-8	936.00		tree work St Marys Church
29/06/2023	Sent With Pride	290623-9	326.65		Badges for Pride event
30/06/2023	Unity Trust Bank	BACS	2.80	LA	Bank Charges Apr/May



Unity Trust Bank

List of Payments made between 01/06/2023 and 30/06/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2023	Unity Trust Bank	DD300623	51.75		Bank Charges

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**Total Payments**      82,179.06

CHIPPING NORTON TOWN COUNCIL

**FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting July 2023**

**Shaded areas are top priorities and have updates**

Governance Area	Document or Process	Checklist	Comment
<b>Constitutional</b>	Standing Orders (SOs)	<ul style="list-style-type: none"> <li>Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model)</li> <li>Reviewed annually and as required for law changes</li> </ul>	<p>Council's adopted updated SOs 15 March 2021 Reviewed March 2023 Approved May 2023 (FC)</p> <p>Review date March 2024</p> <p>Updated SO to be approved once new Financial Regulations have been drafted by NALC.</p>
	Scheme of Delegation	<ul style="list-style-type: none"> <li>Scheme has been adopted and is used</li> <li>The scheme details clearly the delegations to officers and committees as applicable</li> <li>Staff and members are aware of the scheme</li> </ul>	<p>New Scheme of Delegation adopted December 2020</p> <p>Reviewed March 2023 Approved May 2023 (FC)</p> <p>Review date – March 2024</p>
	Ethical Framework	<ul style="list-style-type: none"> <li>A code of conduct for members adopted in accordance with the Localism Act and all members have a copy</li> </ul>	<p>New code of conduct adopted July 2022</p>

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>• All members have completed a register of members' interests form and it is published on principal authority website and parish/town if they have a website</li> </ul>	<p>New members have completed register of interests. Published on website</p>
	<p>Transparency Code – Published Info on website</p>	<ul style="list-style-type: none"> <li>• Expenditure over £500 – complete</li> <li>• Contracts and tender Invitations over £5000 – complete</li> <li>• Land and building assets – complete</li> <li>• Grants – done</li> <li>• Organisation chart (plus staff over £50K) – complete</li> </ul>	<p>Transparency code - Complete and published</p>
	<p>Policies, Statements, Protocols &amp; Plans</p>	<p><b><u>Policies in Staff handbook – approved</u></b></p> <ul style="list-style-type: none"> <li>• Disciplinary and grievance</li> <li>• IT Policy</li> <li>• Appraisal Policy</li> <li>• Training and Development Policy</li> <li>• General Data Protection Regulations Policy</li> <li>• Equality and Diversity Policy</li> <li>• Lone working</li> <li>•</li> </ul> <p><b><u>Other policies approved</u></b></p> <ul style="list-style-type: none"> <li>• Grant awarding policy</li> <li>• FOI (2000 act and Model Publication Scheme)</li> <li>• Press &amp; Media</li> <li>• Document retention policy</li> <li>• Recording meetings policy</li> <li>• Whistle blowing/raising concerns including internal reporting policy</li> <li>• Bullying and Harassment/Dignity at Work</li> <li>• Complaints policy/procedure</li> <li>• Mayor's allowance</li> <li>• Member training needs assessment</li> <li>• Absence</li> <li>• Expenses</li> <li>• Investment policy</li> <li>• Community Engagement</li> <li>• Vexatious complaints policy and procedure.</li> </ul>	

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Anti-fraud, anti-bribery and corruption</li> </ul> <p><b><u>Heath and Safety</u></b></p> <ul style="list-style-type: none"> <li>• H&amp;S Policy</li> </ul> <p><b><u>Forward work:</u></b></p> <ul style="list-style-type: none"> <li>• Buildings/Assets Management Plan</li> <li>• Homeworking/Flexible working</li> </ul>	
<b>Financial</b>	Financial Regulations (FRs)	<ul style="list-style-type: none"> <li>• Valid set adopted which includes all requirements of Accounts and Audit Regs and Governance and Accountability for Local Councils – a Practitioners Guide</li> <li>• Reviewed annually and as required for law changes – check that updated for latest law changes</li> <li>• Spending limits for staff are reasonable and appropriate and increased annually</li> <li>• Tender process is clearly defined and staff and members are aware of and have knowledge of it</li> <li>• All payments made in accordance with FRs and reported to Council</li> <li>• The process for electronic payments is clearly defined and staff and members are aware of it and have knowledge of the process</li> <li>• Electronic payment process is in line with good practice advice</li> </ul>	<p>Adopted 10 February 2021</p> <p>Reviewed – March 2023</p> <p>Approved May 2023</p> <p>Financial Regs to be reviewed once the new NALC model draft is ready. These should inform a review of the Standing Orders.</p>
	Annual Return	<ul style="list-style-type: none"> <li>• A Plan is in place to complete the return as required within the legal timeframe</li> <li>• Members are aware of their responsibilities and the governance statement</li> <li>• Outcome from the external auditor is acted upon and reported to Members</li> </ul>	<p>2021/22 Complete</p> <p>2022/23 – AGAR complete</p>

CHIPPING NORTON TOWN COUNCIL

	Internal Audit	<ul style="list-style-type: none"> <li>• An independent and competent internal auditor is appointed in accordance with Council procedures, and has direct access to the RFO, clerk and members should it be required</li> <li>• Reports go to Council/Committee as appropriate</li> </ul>	Internal audit is complete for 2022-23
	Budget Setting Process & Monitoring & Precept	<ul style="list-style-type: none"> <li>• Budget setting process is open and transparent, and the budget headings are clear and appropriate</li> <li>• Budget setting meeting agendas and supporting documents available to members and the public</li> <li>• A report explaining the budget (particularly any increase) is provided along with a funding breakdown showing precept, band D equivalent with any increase/decrease and any other income</li> </ul>	Process 2023/24 to commence through the Sept-Nov Committee Cycle.
	Grants	<ul style="list-style-type: none"> <li>• A grant policy is in place, agreed by Council and widely available to members and the public</li> <li>• The policy is clear and easy to follow and understand</li> <li>• Applications are widely available and the application process is easy to understand with clear guidance to applicants</li> <li>• Applicants encouraged to attend the meeting where a decision will be taken and allowed to speak</li> <li>• Clear budgetary provision is made</li> </ul>	<p>New policy in place</p> <p>Grants to be received and considered at July and Feb meetings of this committee.</p>
<b>Risk Management</b>	Strategy & Policy	<ul style="list-style-type: none"> <li>• A strategy and policy has been agreed by Council and understood by all staff</li> <li>• The policy includes; <ul style="list-style-type: none"> <li>▪ Business Continuity Plan</li> <li>▪ Disaster Recovery Plan including data back-up off site</li> <li>▪ Health &amp; Safety</li> <li>▪ Buildings &amp; Assets</li> <li>▪ Financial issues and appropriate budgetary provision</li> <li>▪ Legal or any other potential action against the Council</li> <li>▪ Council action plan</li> </ul> </li> </ul>	<p>Priority for 23-24.</p> <p>In place: Council Action Plan Health and Safety Policy</p> <p>Business Continuity Plan to be drafted for Sept 2023 meeting.</p>
	Risk Assessment	<ul style="list-style-type: none"> <li>• An annual risk assessment is completed for all activities and an action plan is completed and agreed by Council</li> <li>• Any new activities are added throughout the year</li> </ul>	Reviewed March 2023. Approved May 2023 (FC)

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>• Staff and members have received appropriate training in risk assessment</li> <li>• Risk Management policy</li> </ul>	<p>Review date – March 2024</p> <p>Risk Management policy to be drafted for Sept 2023 meeting</p>
	Insurance	<ul style="list-style-type: none"> <li>• An annual review is completed in line with Council policy/FRs</li> <li>• Payment process made in line with FRs</li> <li>• Adequate, appropriate and realistic provisions are made within the insurance policy, including fidelity insurance cover</li> </ul>	<p>Reviewed February 2020 &amp; policy renewed March 2021</p> <p>New policy quotes – Jan 2024 for April 2024 start.</p>
	Annual Report	Council to create an annual report to highlight the work, Council priorities, how the precept is spent, and keep residents updated with any other matters.	
	Local Council Awards	<p>Council has applied for the Foundation Award – awaiting outcome</p> <p>Criteria required to apply for the Quality Award that still needs putting in place:</p> <ul style="list-style-type: none"> <li>• Annual report</li> <li>• Councillor profiles</li> </ul>	

# COVER SHEET

## Grants to Voluntary Bodies Applications, Round 1: July 2023

	Funding Rec'd 2022	Funding Applied For
<b>CORE FUNDING APPLICATIONS</b>		
Lido, CN	£5,000	£5,000
Theatre, CN	£3,000	£3,000
<b>REGULAR GRANT APPLICATIONS</b>		
1:1 Mentoring	£1,200	£2,000
Cricket and Rugby Club, CN	N/A	£2,000
History Society and Museum, CN	N/A	£2,000
Music Fest, CN	£1,000	£1,500
Chippy Scouts	N/A	£2,000
Citizen's Advice West Ox	N/A	£2,000
Cleanslate	£750	£1,000
Dean and Chadlington Music Festival	N/A	£2,000
Green Gym	£1,000	£500
Lawrence Home Nursing Team, CN	0 (Missed application deadline)	£1,990
Oxfordshire Play Association	N/A	£500
Remix Youth Club	£1,500	£1,500
Royal British Legion, CN	N/A	£1,000
Sunshine Cat Rescue	N/A	£1,000
Thrive North Oxfordshire	£2,000	£2,000
Time For Art	N/A	£2,000
Volunteer Link Up (VLU)	£2,000	£2,000
	<b>TOTAL</b>	<b>£34,990</b>

There is £24,880 left in the grants budget for 2023-24. This is the first of two funding rounds - the second one to be held in February 2024.

If the Committee recommends core funding to be taken from general reserves and has a view on budget considerations for upcoming years this will go to the next Full Council for consideration.



**Chipping Norton Town Council's Grants to Voluntary Bodies Application Form**  
**2023**

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	CHIPPING NORTON LIDO	
Name of Project or Activity	Core costs	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	n/a	n/a
Amount of funding requested from CNTC	£5,000 per annum for an agreed period	

Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	Trustee & Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	The Lido, Fox Close, Chipping Norton OX7 5BZ
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Website	www.chippylido.co.uk
Social media links	@chippylido (FB and Instagram)
Description of organisational purpose and how it benefits the community	The Lido was taken back into community control in 2004 following WODC's decision to withdraw funding and operational responsibility. Campaigners formed Chipping Norton Lido Ltd, a charity and company limited by guarantee, to run the pool on behalf of local people. The charity's mission is to provide swimming and outdoor recreation and leisure opportunities for the benefit of those living in Chipping Norton and the surrounding villages.
Please outline any fundraising activities that your organisation has undertaken in the past year	We run a monthly lottery which raises around £2,500 per annum for us. In the past month we have also been the beneficiary of a sponsored marathon swim which raised £2,000 and our Auction of Promises recently raised £13,5000.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We are facing some specific challenges which are requiring additional expenditure. Swimming pools are currently closing at a significant rate, as huge increases in energy costs, chemicals shortages, etc create very challenging operating conditions. Indeed, trustees have recently decided to re-allocate a proportion of designated reserves (normally earmarked for capital work) towards meeting increased energy costs. We are acutely conscious of the risk that swimming becomes inaccessible as a result. Despite these pressures, we have kept prices at the same level and made provision to widen access to swimming wherever possible. For example, we have partnered with the Theatre to provide the Holiday Activities Fund programme last summer and were also a YouMove partner giving families the opportunity to swim at a very low cost every week. We offer a reduced rate session for Over 60s every week. We have also made applications to other funders to support this type of work; at present we have several proposals for projects such as a training bursary and a swim club under consideration.

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The Lido provides an important leisure and sporting resource for our community – one which matches the Council's aspirations for the town:

- We provide services for all ages and aim to be as inclusive as possible. To give just one example, we run relaxed sessions used by families with children with additional needs at quiet times of day.
- We contribute directly to the health and wellbeing of local people.
- We support the local economy by attracting visitors to the town and also in providing training and employment for as many as 30 people each year, the majority of whom are under 25.
- The Lido is run by seven volunteer trustees and a much larger team of volunteers whom we call upon either for specialist, expert support (for example, in HR) or for help on cleaning days and in fundraising.
- We have saved a small piece of the town's 20<sup>th</sup> century heritage from closure. The pool was built in 1970 following a decade of public fundraising on land provided by another local charity, the Chipping Norton & District Volunteer Fire Brigade Charitable Trust.

The Lido directly benefits physical, mental and emotional health through a wide variety of services which cover not only swimming and swim teaching, but also fitness classes, yoga, Tai Chi, aquafit and artistic swimming. We are supporting the local economy with training and employment opportunities and by attracting visitors to the town.

In terms of the environment, we do whatever we can to mitigate our impact: we have installed solar PV panels and LED lighting throughout our buildings, we use green electricity, and we recycle, re-use and repair wherever possible. Customers are encouraged to use recycling points for café waste. As the balance between gas and electricity costs has altered very significantly in recent months, we are also exploring the reactivation of our ground source heating system which had previously been mothballed as it had become uneconomic to run .

How will you measure the impact of your project?

We maintain records of numbers of swims in different age groups, we monitor all specific projects (eg YouMove), etc and we report back to members in our Annual Report and at our AGM each year.

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If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Last year's grant helped support core operating costs and also contributed towards essential repairs to drainage and the installation of new outdoor toilets.

Funding from the Town Council is our only source of public funding and is valuable in demonstrating to other potential funders and partners that we have the support of our local community. In the past, we have been able to use our Town Council grant as matched funding in other grant applications.

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How much will your project cost and how will you use the money?

N/A

What is the total cost of your project?	
How much Funding would you like from CNTC?	
Where will the remaining funding come from?	

**Budget** (please complete the following budget for your project)

<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested From CNTC</b>



Signature 1 (person submitting form)



Signature 2 (Chair or senior representative of the organisation)



**Typed entries acceptable for email applications**

Date: 21.6.23

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall

Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Chipping Norton Theatre Ltd	
Name of Project or Activity	Multi Arts Programme & Community Outreach	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/2023	03/2024
Amount of funding requested from CNTC	£3,000	

### Contact Details

Name of the person making the application	████████████████████
Position in organisation	Fundraising
Email address	██
Telephone number	████████████████

### Organisation details

Address	2 Spring Street, Chipping Norton, Oxon OX7 5NL
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Website	<a href="http://www.chippingnortontheatre.com">www.chippingnortontheatre.com</a>
Social media links	insta & twitter @chippytheatre fb /ChippingNortonTheatre
Description of organisational purpose and how it benefits the community	The Theatre contributes hugely to the town and surrounding rural communities: culturally, socially and economically. We host, produce and support some of the most exciting, accessible and entertaining culture in the region.
Please outline any fundraising activities that your organisation has undertaken in the past year	Annual individual, corporate and trust fundraising appeals and events, including Panto 5K and auction of promises.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Free community tickets, Take Part bursaries, free Panto relaxed performances, Pick a Price performances and free holiday activities and food.

Payment details if application is successful

Name of account	██
Sort code	██████
Account number	████████████████████

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The Theatre welcomes 50,000 customer visits each year and typically earns 75% of its annual income from trading - a tremendous achievement for a venue with little more than 200 seats, in a town with a population of under 7,000. We deliver over 360 ticketed performances of theatre, film, screenings and live performance and c900 sessions of educational, outreach and community work annually. The Theatre freehold is owned outright, but that of course comes with significant annual maintenance costs.

Our visitors make good use of local hotels, pubs and restaurants. We support local business wherever possible, for example using local suppliers for our bar stock and cleaning materials and through joint promotions, sponsorship and advertising. The Theatre employs c30 staff who also shop locally while local residents derive lodging/rental income from hosting visiting performers.

The Theatre offers volunteering opportunities, from our Board of Trustees, to the the 80+ ushers who cover every performance in the auditorium. Volunteering with The Theatre represents a unique local opportunity to engage with cultural activities and explore new art-forms; to gain confidence and self-esteem, to meet like-minded people (particularly important for those living alone); to develop skills and share knowledge - and to feel valuable as part of a team making a difference.

The Theatre is open to everyone - our excellent Take Part community and education team offer a range of sessions for people of all ages and abilities including people living with dementia, and their carers, children and adults with learning difficulties or who are neurodivergent. We support local schools and we offer complimentary community tickets, via local partners including Chippy Larder, Cottsway, St Mary's Church and local schools, for films and live events, including pantomime, and 'Take Part' workshop bursaries for those experiencing economic disadvantage. For 2023 we have introduced 'Pick a Price' events where audiences can choose what they pay in line with what they can afford, while our new assisted listening system enhances the experience for older audiences. In August we will add an accessible back-stage wetroom, opening opportunities for disabled performers.

How will you measure the impact of your project?

We monitor and measure our output in number of performances, events, workshops and outreach sessions and number of participants. We routinely collect feedback from audiences, case studies and testimonies from community outreach participants, schools and other sponsoring organisations and we are always happy to share this with the Town Council.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Last year's grant, in addition to helping to support The Theatre overall, enabled us alongside a generous private donor, to extend our Take Part bursary places and increase community ticket provision to meet the rising demand from local families as the cost of living spiralled. As a result we now have 25 local children on our Tony and Judith Yarrow Bursary places and we gave out 318 community tickets via local partners in 2022-23.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£1.353m (Total Theatre Budget 2023-24)
How much Funding would you like from CNTC?	£3,000* (Towards Take Part Community Programme)
Where will the remaining funding come from?	Trading (ticket/event income) WODC, Arts Council England, corporate, trust and individual supporters, fundraising events and activities. See our brochures for full list of funders.

<b>Budget</b> (please complete the following budget for your project) <span style="float: right;">NB. Total Theatre budget 2023-24</span>			
<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested From CNTC</b>
Management costs	Admin and general theatre	£167,351	
Training	Included in admin		
Office costs (rent, telephone etc)	Building overheads	£59,692	
Salaries	All theatre staff	£467,665	
Expenses (travel etc)	Included in admin		
Venue hire	External hires for projects	£5,250	
Materials	Included in admin		
Publicity	Marketing & Fundraising	£108,413	
Volunteer expenses	Included in admin		
Other (please specify)	Trading costs	£55,286	

	Programme costs (non TP)	£411,985	
	Take Part costs	£77,564	£3,000*
	Sub total	£1,353,206	
	TOTAL	£1,353,206	

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions  
(please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.  
(please click/tick box to agree)

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered  
(please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts       Bank statement or paying-in slip       Constitution   
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

### Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form) ████████████████████ (Fundraising)

Signature 2 (Chair or senior representative of the organisation) ████████████████████ (General Manager)

### Typed entries acceptable for email applications

Date:  
14/06/2023

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall

Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	The Branch Trust	
Name of Project or Activity	1:1 school mentoring programme	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	09/2023	07/2024
Amount of funding requested from CNTC	£2000	

### Contact Details

Name of the person making the application	██████████
Position in organisation	Youth Worker
Email address	██
Telephone number	██████████

### Organisation details

Address	The Branch Trust, 16 Market Place, Chipping Norton
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## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

We work 1:1 with young people that have been referred by Chipping Norton Secondary School. The goal is to support them through varying issues, from abuse in the home, to gender identity issues, to emotional regulation. We cover a lot of ground depending on the needs of the individual young person. We operate in a confidential setting, meaning the only information passed on is if anything is a safeguarding concern. Most of the time this will involve heading into town to get a drink (milkshake etc..) and often food as well, as a few of the young people either lack the finances to eat well and regularly or there is a general concern around food.

We support young people in a way that will benefit their attitude towards life and others, their engagement with school and other organisation suitable for them, their peer and familial relationships as well as their own mental health and wellbeing. There is currently no other free support like this for any young people in Chipping Norton and the surrounding areas.

We are in the process of recruiting 3 new mentors from the local community to help support more young people in the coming year and make an allowance for one of our mentors who is retiring. This is in partnership with Chipping Norton Secondary School and open to any students they feel would benefit from the programme.

Since it's inception in January 2021 we have engaged with 35 young people with primarily only 2 mentors. Some of these are long-term, ongoing, and involve high levels of work with social care and other organisations. Some of these are short term engagements. Each case is reviewed between Joel Reed and the Senior Leadership Team at Chipping Norton Secondary School.



How will you measure the impact of your project?

We regularly review any ongoing mentoring with the SLT at the school. I have recently created a document where both the mentor and the school point of contact will provide half-termly reviews which can then be used to assess whether or not the mentoring can finish or needs to continue. This is also alongside regular communication with the young people and, if necessary, their parents/guardians.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

£1200 awarded last year went towards covering travel expenses and food/drink expenses for the young people.

How much will your project cost and how will you use the money?

What is the total cost of your project?	Last year's cost est. £2300
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	The Branch and St Mary's Church will covering any excess

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	n/a	0	0
Training	n/a	0	0
Office costs (rent, telephone etc)	n/a	0	0
Salaries	Youth Worker salary	£9446.40	£300
Expenses (travel etc)	£300		£300
Venue hire	n/a	0	0
Materials	n/a	0	0
Publicity	n/a	0	0
Volunteer expenses	n/a	0	0
Other (please specify)	Food / drinks	£2000	£1400



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OX7 5NJ

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## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Chipping Norton & District Cricket Club	
Name of Project or Activity	Cricket Scoreboard Project	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	04/2022	10/2023
Amount of funding requested from CNTC	£ 2,000	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	[REDACTED]
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Website	<a href="https://www.pitchero.com/clubs/chippingnortoncricketclub">https://www.pitchero.com/clubs/chippingnortoncricketclub</a>
Social media links	
Description of organisational purpose and how it benefits the community	Cricket is a game played by people of all ages. Our aim is to increase the number of people playing the sport and encourage them to become regular players, so improving health within the community and enhancing community spirit by promoting association with the local team. We are particularly keen to increase participation amongst young people in order to promote an active lifestyle that can continue throughout their adult life. Also we will promote the principles of sportsmanship and team-play which will help the young people in developing their sense of values for the future and of participation and responsibility within their community. We apply no restrictions on age, race or sex and welcome all members of our community.
Please outline any fundraising activities that your organisation has undertaken in the past year	We have organised raffles which have raised £1,000 and cricket events for families of both adult and youth players which have raised money through the sale of burgers etc as well as approaching local businesses for sponsorship.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Ground equipment for cricket pitches need constant maintenance and replacement of major items such as an aging sight-screen and pitch covers will cost us over £4,000 in the coming year. We also provide playing equipment for youth players to ensure accessibility for all.

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

A functional scoreboard is essential when playing cricket at all levels from under-11s to our 1st XI in Division 3B of the Cherwell Cricket League (CCL). Our current scoreboard relies on elasticated numerals which deteriorate rapidly leading to difficulties in displaying the score within matches and needing regular costly maintenance. The success of our 1st XI over recent seasons now means that this element of our ground facility is significantly poorer than our peer teams such as Great Tew, Shipton and Banbury which have been using electronic scoreboards for several years. We have therefore set ourselves a target of raising the £5,000 necessary to purchase a basic electronic scoreboard by the end of the 2023 cricket season. This will benefit not only our two league teams within the CCL but also the young players in our 5 youth teams who love to emulate the professionals they see on TV and the scoreboards they see there showing their individual scores as well as the team score and the overs played. Likewise parents who come along to support their children in local matches and potential players in our community who might visit the ground will undoubtedly be impressed by such an upgrade in our facilities, encouraging more of them to become involved in cricket to a higher level. The money will be used to purchase the scoreboard which the electricians among our members can install and we have appropriate space outside the clubhouse to install it until we embark on our next project which will be to buy a scorers' hut – a project for 2024.

How will you measure the impact of your project?

We will canvass opinion amongst both adult and youth players of the benefits they perceive in having the electronic scoreboard compared to the existing manual system and we will monitor the number and quality of players involved at all levels to see whether this upgrade has improved the status of the club.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We were awarded a grant from CNTC in January 2022 which was used to improve playing equipment for our youth players at all levels. The success of our youth policy has meant that we now have coaching sessions on two evenings each week rather than one, catering for over 100 children and support 5 age-related youth teams which have enjoyed great success and many of whose players have been recruited onto the Oxfordshire County cricket programme

How much will your project cost and how will you use the money?

What is the total cost of your project?	£5,000
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	We have so far raised £2,000 and we are confident that we can raise a further £1,000 this season through local fund-raising activities similar to our success last season.

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials	Electronic scoreboard	£5,000	£2,000
Publicity			
Volunteer expenses			
Other (please specify)			





Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Chipping Norton Local History Society and Museum	
Name of Project or Activity	Running the Museum and providing talks to the Local History Society members and visitors	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Ongoing	Ongoing
Amount of funding requested from CNTC	£2000	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	Trustee
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	4 High Street Chipping Norton OX7 5AD
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Website	chippingnortonmuseum.co.uk
Social media links	Facebook: Chipping Norton Museum and Chipping Norton Museum Photos from the Past
Description of organisational purpose and how it benefits the community	<p>The museum's aim is to collect and preserve artefacts, archives and photographs relating to Chipping Norton and the surrounding area and to advance the education of the public in the history of Chipping Norton. To help preserve the heritage of Chipping Norton</p> <p><u>Key Aims</u></p> <ul style="list-style-type: none"> <li>• To improve care of collections through better storage, ongoing remedial conservation and building maintenance</li> <li>• To encourage greater use of the museum by the local community, particularly families and education groups</li> <li>• To enhance the service we provide by ongoing recruitment of volunteers, which continues to be difficult.</li> <li>• The Museum is collecting artefacts and archives for the community to use for research. This enables them to research locally and not have to travel. We make sure items are readily available and for those needing help we can provide this.</li> <li>• There are a vast number of records relating to family history for research purposes.</li> <li>• The Victoria County History: A new book is being produced by VCH and their researchers have made numerous visits to the museum for information. We organised a talk to enable the whole community to hear the history of the town and surrounding areas.</li> <li>• We have continued to supply information and photographs to</li> </ul>

various organisations e.g. Chipping Norton News, Chipping Norton Choral Society (who were looking into the date it was formed).

- We have hosted various people and groups outside of museum hours, Recently St Marys came as their project was local history.
- Steeple Aston WI requested a walking Tour of the Town which we did showing them areas they would not have seen by just visiting. We have done another one for the U3A.
- We have links with the new Archaeology group (they are to become a sub group of The Local History Society) and assisting them where we can and vice versa, this is to help preserve the archaeological heritage of the area. Last year we had a finds day for people to bring along artefacts they had found and the Finds Liason Officer helped identify them. We are to host another one on the 14<sup>th</sup> October.
- We have taken various items to Henry Cornish and talked to the residents they seemed to have enjoyed this and we will be going again. We have also done a talk to the Monday Club in Glyme Hall.
- The Museum has opened on days when we would not normally be open e.g. The Festival.
- The window also draws a lot of attention and we try to have themes relating to events in history

	<p>and perhaps things going on in the town i.e. the Women's Cycling Tour, The Queens Platinum Jubilee. The Coronation and the 150<sup>th</sup> Anniversary of the Ascott Martyrs.</p> <ul style="list-style-type: none"> <li>• We lent the Theatre numerous items which they used to take round places like Southerndown to stimulate memories, the most popular being the gramophone that is wound up by hand. We have also helped the Theatre with their Easter Egg Trail and in the autumn they have asked to borrow items relating to Schools.</li> <li>• Victoria County History the society organised a talk in the town hall in order that everyone could attend</li> <li>• We also organised a finds day with 3 experts on hand to help identify objects brought into the museum. One was Paul Booth is doing the Roman talk in the Town Hall</li> </ul>
<p>Please outline any fundraising activities that your organisation has undertaken in the past year</p>	<ul style="list-style-type: none"> <li>• Last year we again provided tea and cake at Chastleton House. This has been very helpful, but is a lot of work for those involved. We have started doing teas again this year.</li> <li>• Two new books have been produced about 2 local people</li> <li>• Family History research donations.</li> <li>• Production of items relating to Bliss Mill for sale e.g. Cushions, Scarves and Cards with a sample of Bliss Tweed. These are continuing to sell.</li> <li>• Most museums locally do not have</li> </ul>

	<p>to pay rent for their buildings or are funded and run by local authorities. As a private organisation we try to raise as much money as we can by various means. The Museum first opened in March 1986 and we believe it is a great asset to the town.</p>
<p>Do you have any special projects which require additional financial expenditure by your organisation in the next year?</p>	<ul style="list-style-type: none"> <li>• We have not decided on any projects which will cost us money as we find it difficult to raise enough money for running costs. See balance sheet which shows it is around £10,000 per annum.</li> <li>• We are cataloging archives this may incur some costs.</li> <li>• We try to keep costs to a minimum and are always looking at cheaper options eg changed energy provider.</li> </ul>

Payment details if application is successful

Name of account	
Sort code	
Account number	

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The Museum is open Monday to Saturday 2pm to 4pm. We are always looking for people to help in various ways so anyone can join in. We will open at other times to accommodate schools youth group and other organisations. The Local History Society talks are open to all.

How will you measure the impact of your project?

Number of visitors to Museum and talks and requests from the community for information/talks/visits etc  
(sorry couldn't type it in the box)

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

No Grant Received last year – sorry I couldn't type it in the box

How much will your project cost and how will you use the money? See below

What is the total cost of your project?	£10k to £11k
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	Fundraising, donations, shop sales

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
	Please see balance sheet for running costs	Approx £11k	£2k
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			







## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Chipping Norton Music Festival	
Name of Project or Activity	Annual Music Festival	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	03/2024	03/2024
Amount of funding requested from CNTC	£1500	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	[REDACTED]
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Website	<a href="http://www.cnmf.org.uk">www.cnmf.org.uk</a>
Social media links	@chippymusfest
Description of organisational purpose and how it benefits the community	Providing the opportunity to perform music, speech and drama in a non competitive environment but adjudicated by professionals, for all levels and classes across a wide age range. promoting confidence through performance
Please outline any fundraising activities that your organisation has undertaken in the past year	We work with "Friends" who contribute donations annually,
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Yes - moving the Jazz Challenge to The Theatre

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The Festival has traditionally opened with a Friday night Jazz Challenge for school Jazz Bands, that, in the past have had up to 8 entries vying for the £250 prize. Sadly since the pandemic numbers have struggled to reach past levels and this year(2023) we had only 4. To encourage more schools to partake we are looking to use the better, more suitable facilities of The Theatre in 2024 rather than Chipping Norton School.

Also we feel that we need to promote and publicise the event before the schools finish in July for summer, to give time for them to plan and budget well in advance.

To do this unfortunately brings considerable added cost, probably doubling to just over £1500 including Theatre hire for this part of the two week festival alone.

Each year, apart from entry fees that are kept low to encourage participation from all, we need to raise about £4,000 to break even on the annual event.

We currently have regular Friend subscriptions and are talking to local business's and organisations to raise sponsorship and support to cover our annual costs.

We were fortunate last year to receive a large legacy (£10,000) that the committee agreed be a restricted fund to develop musical performance through an annual bursary and particular performances that showcase emerging talent in all musical spheres.

The whole festival is an inclusive event encouraging people from all ethnic groups, schools, individuals, young and old to take part. We offer free bursary entries to those suffering hardship.

How will you measure the impact of your project?

Increased entry numbers for the Jazz Band sessions and overall increased entry numbers across all sectors of the Festival.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We received £1000 last year and this was a great help to ensure that we were able to put a session on every day of the two weeks festival period. Bringing over 3000 performers, parents, and supporters to the town over the festival. This support ensured that we made a small surplus in the year's accounts

How much will your project cost and how will you use the money?

What is the total cost of your project?	£12,300
How much Funding would you like from CNTC?	£1500
Where will the remaining funding come from?	Retained funds, Friends of the Festival, Donations, Ticket Sales, Refreshment sales, and Concert revenue

<b>Budget</b> (please complete the following budget for your project)			
<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested From CNTC</b>
Management costs	Professional Adjudicators	£3300	
Training			
Office costs (rent, telephone etc)	Website, Printing, Promotion etc	<b>£800</b>	
Salaries	Concert Artists	£2000	
Expenses (travel etc)			
Venue hire	Town Hall and Theatre	£2700	
Materials			
Publicity	Advertising etc	£200	
Volunteer expenses	All voluntary	£0	
Other (please specify)	Piano and Equipment Hire,	£2500	



Chipping Norton  
OX7 5NJ

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## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	6th Chipping Norton Scout Group	
Name of Project or Activity	Existing hut maintenance	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy) 08/2024	Finish (mm/yyyy) 08/2024
	August 2024	August 2024
Amount of funding requested from CNTC	£2,000	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	6th Chipping Norton Executive Committee (previously Group Scout Leader)
Email address	[REDACTED]
Telephone number	[REDACTED]


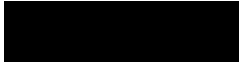
### Organisation details

Address	[REDACTED]
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Website	n/a
Social media links	n/a
Description of organisational purpose and how it benefits the community	<p>6th Chipping Norton Scout Group is a vibrant, dynamic scout group made up of scouts, cubs and a thriving Explorer Unit. Our Headquarters are in a six years old, purpose-built scout hut on the outskirts of the town. We aim to get a beaver lodge up and running again in September 2023.</p> <p>Over 100 children and young people look forward to attending their section every week and taking part in the many outside trips and events.</p> <p>Our aim is for children, young people, parents and volunteers in Chipping Norton and surrounding villages to have fun, build their confidence and make new friends, but also gain the skills and experience they need for life.</p> <p>The scout hut is also available for the local community to hire and it is used by other scout groups for meetings, training and sleepovers. A local karate club, Chipping Norton Community Church Youth group, a toddler group and birthday parties to list a few. The local girls football team also want to hire use of the toilets for matches.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	Chastleton cake sales, selling breakfasts to at local football matches, plant sales, provide marshals of Churchill Car Show.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Important maintenance is required to the frame around the emergency exit and to fix a timber frame and skirting board. Heaters need updating to be more sustainable. Amenities in the toilets need improving to provide more appropriate sanitary bins for girls' football team to use during training and matches. (At present they have no appropriate toilets)

Payment details if application is successful

Name of account	
Sort code	
Account number	

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

It is important that maintenance to the hut is conducted to keep the hut in good condition and avoid damp coming into the hut. We also need to keep it secure. It is a welcoming environment for our youngsters and those who hire the hut and creates a sense of pride. It is also important that we can offer its facilities to the local community.

Provide weekly activities, weekend and weekly camps for 100 children in the local area. The Group assists with local events such as the Remembrance Parade, Churchill Car Show. We also provide volunteering opportunities for adults and teenagers including a close connection with CNS and their Duke of Edinburgh Scheme. Youngsters who have been involved with scouting generally continue to volunteer within their community and give time back.

As we have been approached by the new girls football team we would also use funds to improve the sanitary facilities in the toilets as they need to be able to use the toilets during their training and matches.

Scouting, DoF and the karate team who hire the hut all give youngsters and the adult volunteers a weekly activity that offers them skills for life, an opportunity to be part of a group and make friends, outdoors activities and time away from screens.

Funding would mean we can update the hut and still ensure we have money to fund camps for families who cannot afford them. It will also assist to not increase subs which need to cover the weekly activities, badges, insurance, including the national scouting fees and running the hut.

We are very grateful for the opportunity to request this grant.

How will you measure the impact of your project?

Measured by fact further maintenance will not be required by fixing the issue.  
 Updating the surroundings for the scouts and other hirers.  
 Ensuring people have pride and drive to encourage fundraising for the group.  
 We still have a scouting loan on the hut and have to make an annual payment for another 5 years.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The grant last year ensured new tents could be purchased for the thriving cub and scout group.  
 It also paid for the Minibus to be MOT and taxed.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£2,500
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Additional fundraising by the Exec.

**Budget** (please complete the following budget for your project)

For the amount requested. This does not include the monthly outgoings to run the hut and 6th Ch

Title	Description	Total amount	Amount requested From CNTC
Management costs	no charge, all by volunteers		
Training	no charge, training provided by Scouting		
Office costs (rent, telephone etc)	phone calls paid by volunteers		
Salaries	volunteers run scouting	0	0
Expenses (travel etc)		0	0
Venue hire	hut owned by scouts. Rent for land paid to council once a year.	£500	
Materials	building materials to fix timber lintel and skirting and new door, builder to fix it, sanitary	£2,500	2000
Publicity	provided by volunteers, plaque can be put in hut noting the funding from the council	0	0
Volunteer expenses		0	0
Other (please specify)			



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## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Citizens Advice West Oxfordshire	
Name of Project or Activity	Advice Services	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	11 July 2023	ongoing
Amount of funding requested from CNTC	£2,000	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	Chief Officer
Email address	[REDACTED]
Telephone number	[REDACTED]




### Organisation details

Address	The Old Print House Marlborough Lane
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	Witney OX28 6DY
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Website	<a href="https://citizensadvicewestoxon.org/">https://citizensadvicewestoxon.org/</a>
Social media links	<a href="https://www.facebook.com/CitizensAdviceWestOxon">https://www.facebook.com/CitizensAdviceWestOxon</a> Twitter @CAwestoxon YouTube @CitizensAdviceWestOxfordshire
Description of organisational purpose and how it benefits the community	Citizens Advice West Oxfordshire offers expert confidential, impartial advice to those that need it. We aim to reduce financial hardship, family breakdown, homelessness, anxiety and stress by providing advice and support on money management and debt, housing, benefits and much more.
Please outline any fundraising activities that your organisation has undertaken in the past year	The majority of our funding is from contracts and service level agreements, with about 28% from West Oxfordshire District Council. We are supported by a number of Town and Parish Councils and we are receiving annual donations from two independent charitable trusts. In addition, the Friends of West Oxfordshire Citizens Advice fundraise on our behalf, and to date they have held a bridge drive and a pop up clothes shop and cake sale.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We are seeking funding to support the recruitment and training of volunteers to support our new face to face service in Chipping Norton.

Payment details if application is successful

Name of account	
Sort code	
Account number	

## Project Details

Please tell us in no more than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Since the pandemic and the rapid closure of our service in Chipping Norton Health Centre, we have found it challenging to re-establish a regular, local face to face service. We have seen a 50% reduction in volunteers over the last 3 years and an equal increase in demand on our telephones during the pandemic that has remained consistently high until now. We had to make difficult decisions about priorities, and use our reduced resources in a way that allowed the most people to be served. We did maintain a home visiting service for those that really needed it and could not get to Witney.

From 11<sup>th</sup> July 2023 we will again have a monthly presence in Chipping Norton, with a plan to become weekly over the coming year. We are actively recruiting volunteers in Chipping Norton, and are using a paid adviser/caseworker to offer pre-booked appointments on a monthly basis initially, in St Mary's Parish Rooms. We are also working in partnership with the Branch to ensure that we will have a presence in the new building when it is completed, which will once again give us a town centre presence.

We know this face to face element of our service is essential locally. It will enable those that really need to see us face to face to book an appointment close to home, rather than traveling to our Witney Advice Centre or waiting for a home visit. Your grant will contribute to the recruitment and training costs for volunteers, volunteer expenses, and any resources needed as we develop the service, such as laptop, scanner for documents, printer etc.

We will only offer appointments initially, but we will extend this to a drop in service over the coming year, which we hope to extend to fortnightly and eventually weekly.



### How will you measure the impact of your project?

We will collect data on the number of people served, the number of new cases opened, the number of issues that we give advice on, and estimate the financial outcomes for the client as a result of our advice/intervention. This may include additional annual income, debt written off or managed, or one-off charitable grants gained for clients. We will also measure gender, ethnicity, disability, household type and more where possible and appropriate.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We have not applied for funding from Chipping Norton Town Council recently as we have not had a physical presence in the town. However in 2022/23 we served 274 Chipping Norton residents, and assisted them to increase their annual income by over £187,000. 73 (3%) of the total activities undertaken for these clients were in person, through home visits, public events and at our advice centre.

### How much will your project cost and how will you use the money?

What is the total cost of your project?	£6,624 per annum
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	West Oxfordshire District Council through our annual grant and Service Level Agreement

### Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	15% Overhead charge	£ 865	
Training	£250 per volunteer x 5 per year	£ 1,250	£1,000
Office costs (rent, telephone etc)	Stationery, copying, printing, mobile phone, laptop	£ 2,600	£ 800
Salaries	Adviser/Caseworker £100 per session x 12 up to end March 2023 and weekly thereafter	£1,200	
	Technical supervision x 2hrs per month for one year	£ 429	
Expenses (travel etc)	Travel for staff and volunteers	£ 200	£ 120

Venue hire	No charge from Parish Rooms		
Materials	Advice resource books	£ 80	£ 80
Publicity	Nil, will use social media and Parish newsletters		
Volunteer expenses	Included above		
Other (please specify)			

	Sub total	£ 6,624	£ 2,000
	TOTAL	£ 6,624	£ 2,000

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications. (please click/tick box to agree)

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree)  On the understanding that the confidentiality of the clients attending is preserved

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts  Bank statement or paying-in slip  Constitution   
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form)



Signature 2 (Chair or senior representative of the organisation)

, Chief Officer

, Chair of CAWO

**Typed entries acceptable for email applications**

Date: 6 July 2023

Please return your completed application form to:

Chipping Norton Town Council, The Guildhall, Chipping Norton OX7 5NJ  
deputyclerk@chippingnorton-tc.gov.uk



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation		
Name of Project or Activity		
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
Amount of funding requested from CNTC		

### Contact Details


Name of the person making the application	[REDACTED]
Position in organisation	[REDACTED]
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	[REDACTED]
---------	------------

Website	
Social media links	
Description of organisational purpose and how it benefits the community	
Please outline any fundraising activities that your organisation has undertaken in the past year	
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	

Payment details if application is successful

Name of account		
Sort code		
Account number		

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

How will you measure the impact of your project?

--

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

--

How much will your project cost and how will you use the money?

What is the total cost of your project?	
How much Funding would you like from CNTC?	
Where will the remaining funding come from?	

<b>Budget</b> (please complete the following budget for your project)			
<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested From CNTC</b>
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			



Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)







## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Our Festival is designed to benefit the residents of Chipping Norton and the surrounding villages by bringing world-class musicians to this part of the Cotswolds.

It is being delivered by a small committee of volunteers who have organized a Festival comprising four concerts, a singing competition and a "Desert Island Discs" style event with a local celebrity.

We are keen for the Festival to be as inclusive as possible so our ticket prices start at £10.00. Our showpiece concert in St Mary's Church, Chipping Norton is an expensive event to organise with a small orchestra, however we have asked people to pay what they can afford - £15, £25 or £35. We have also reached out to a number of groups in the area and offered complimentary tickets to two of the events for their volunteers and staff.

We are excited this year to be running our eighth annual Singing Competition, our first since COVID. The competition is open to singers aged 18-28 and is at a standard that generally attracts entrants that are of conservatoire level. The winner will receive a prize of £2,000 and be invited to appear at a future Festival.

This year we are hoping to partner with the Music Department of Chipping Norton School by offering complimentary tickets for some of their students to be in the audience for the Singing Competition. We are hoping they will learn much by observing such a high-level competition and that this might stimulate their passion for singing.

Our final event is a concert by one of the Festival's founders and world-famous classical guitarist, Craig Ogden. We hope to partner with the Music Department of Chipping Norton School for this event also by providing complimentary tickets for some of their guitar students to watch the concert. They would be invited to join Craig after the concert for a short chat about the music he had played.

In the past we have also run children's concerts, with readings and appropriate music, hence enhancing our "early years" offering to the community. We are keen to do these again at future Festivals.

(The 2023 Festival will have occurred before the July Council meeting so if the claim cannot be retrospective we would like the application to be considered for our 2024 Festival, which will be held towards the end of June 2024.)

How will you measure the impact of your project?

We will be assessing the impact of the concert through:

- Visitor numbers 2023 v 2022
- audience feedback
- performer feedback

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£19,600
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Projected ticket sales: £8,400 Donations: £4,700 Gift Aid £1,500

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
	Other costs	£2,800	
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire		£800	
Materials			
Publicity		£1,500	
Volunteer expenses			
Other (please specify)	Artists	£9,000	



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Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

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Name of Organisation	Chipping Norton Green Gym	
Name of Project or Activity	Log stores and wildflower/tree plan	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	10/2023	02/2024
Amount of funding requested from CNTC	£500	

### Contact Details




Name of the person making the application	[REDACTED]
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	[REDACTED]
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Website	chippygreengym.org
Social media links	
Description of organisational purpose and how it benefits the community	<p>1. To improve the natural environment in and around Chipping Norton, particularly by increasing tree cover and improving biodiversity.</p> <p>2. To improve and maintain the health and well-being of participants, with the wider community benefit of reducing demand on</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	We charge a modest fee for sessions undertaken outside the town (see accounts). We prepare the town's Community Orchard for twice-yearly events which raise enough for the Orchard Committee to function without recourse to public funds. Wherever possible we recycle tools and
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	The two projects which form this bid (see above and below): we aim to cover our running expenses (tools, training, insurance etc) for the next six months from

Payment details if application is successful

Name of account	
Sort code	
Account number	



## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Trees and wild flowers: We intend to plant more wildflowers at William Fowler Wood, Hawkyard Copse, Pool Meadow and Fitzalan Wood. We will buy species known to thrive locally, and those known to be good pollinators.

We also intend to plant more trees, concentrating on native species, taking into account resistance to drought, heat and disease. These will mostly be bare-root trees, which are one-tenth the price of container-grown trees.

The project should benefit the community at large in the shorter term by beautifying our common lands. In the longer term the project will help improve biodiversity and mitigate the effects of climate change.

Planting and subsequent maintenance will be carried out by members of Green Gym at weekly sessions. Anyone can come along to these sessions: guidance and tools are provided. There is no membership fee.

Log stores: We intend to construct simple shelters to enable logs to be seasoned at two of the sites where we work. The logs will be derived from wood cut while coppicing, pollarding or removing trees for other reasons. The logs would be available for collection as a community resource.

The stores will be constructed, as far as possible, from recycled material, by members of the Green Gym team.

The project will particularly benefit those who use the logs that are provided. It also delivers the more general benefits arising from recycling.

(229 words)

## How will you measure the impact of your project?

Wild flowers and trees: the shorter-term success of the project will be measured by the survival rates of the trees and flowers planted. Green Gym has a good record of creating woodland from scratch within the town, as evident at the Community Orchard and Fitzalan Wood, and flower planting, as at the Health Centre. In the longer term air quality measurements taken by others will indicate whether this and other projects outweigh countervailing factors.

Log stores: success would be measured in terms of the take-up of the seasoned wood made available. A pilot scheme in William Fowler Wood, using wood mostly suitable for stakes and pea sticks, has shown that demand for the woods'

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We were awarded £1000 in Autumn 2022. We said that half of this would go towards a bench at Hawkyard Copse in memory of John Grantham. The bench was installed in April.

The remainder of the grant helped with the costs of training and the purchase of tools and equipment required as our number of participants has risen.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£900 (£700 trees and flowers, £200 log stores)
How much Funding would you like from CNTC?	£500
Where will the remaining funding come from?	The remaining cost of the projects will be covered by our reserves.

## Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials	s, wood, pallets, tarpaulin (last three fo	900	500
Publicity			
Volunteer expenses			
Other (please specify)			



Chipping Norton  
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[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



Website	www.lawrencehomenursing.org
Social media links	Facebook, Instagram, Twitter and YouTube
Description of organisational purpose and how it benefits the community	We provide people with free, end of life nursing care in their own homes.
Please outline any fundraising activities that your organisation has undertaken in the past year	We have organized a wide range of events, supporter led events and fundraising initiatives.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Monthly bereavement walks. Please refer to the detailed project plan overleaf.

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

In 2024, the 25<sup>th</sup> Anniversary Year of the Lawrence Home Nursing Team, the Nursing Team would like to organize monthly bereavement walks for the families and friends of patients they have cared for.

Often a family member or close friend or relative, like to keep in contact with the nurse who has looked after their loved one at the end of their life and we believe that offering monthly walks will provide families with an opportunity for continued conversation and support with a member of the nursing team. It will also be an opportunity for participants to share their experiences with others who are recently bereaved. The benefits will be both mental as well as physical.

Our monthly bereavement walks will be open to anyone in the community who is bereaved and not only the patients of the Lawrence Home Nursing Team.

We will plan to commence the walks from Chipping Norton Town Hall with a different route planned each month. Each walk will be led by a Nurse Coordinator and a volunteer of the Lawrence Home Nursing Team. They will need some training before this initiative can go ahead.

We hope to provide some refreshments at the end of the walk and the walks will be suitable for all levels of fitness.

There will be no charge to take part although a small voluntary donation for the refreshments will be gratefully received.

How will you measure the impact of your project?

We will email a feedback form to attendees after each walk. We will evaluate all responses and make improvements if needed.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Not applicable.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£2,340
How much Funding would you like from CNTC?	£1990
Where will the remaining funding come from?	Fundraising initiatives possibly sponsorship income.

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	None		
Training	First aid training	£250	£250
Office costs (rent, telephone etc)	None		
Salaries	Nurse Coordinator hours	£1320	£1320
Expenses (travel etc)	Mileage costs	£500	£250
Venue hire	Possibly to provide post walk refreshments		0
Materials	Clothing/First Aid Kit	£70	£70
Publicity	Posters, fliers – marketing and printing	£100	0
Volunteer expenses	None		









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Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Oxfordshire Play Association	
Name of Project or Activity	Chipping Norton Playday 2023	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Planning Now	Event delivery Monday 21 <sup>st</sup> August
Amount of funding requested from CNTC	£500 (to cover the cost of Art Avalanche and OPA Smoothie Bike)	

### Contact Details

Name of the person making the application	██████████
Position in organisation	OPA Manager / Project Manager
Email address	████████████████████
Telephone number	██████████

### Organisation details

Address	Suite 7-03, Unit 7-8, Area C Radley Road Industrial Estate
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	Radley Road Abingdon Oxon. OX14 3RY
Website	<a href="http://www.oxonplay.org.uk">www.oxonplay.org.uk</a>
Social media links	Twitter = @oxonplay Facebook = Oxfordshire Play Association - OPA
Description of organisational purpose and how it benefits the community	<p>The Oxfordshire Play Association is a Charitable Incorporated Organisation (Registered Charity Number 1160320) and has been offering a Countywide Service across Oxfordshire since 1974.</p> <p>Our Vision is to 'Improve Lives Through Play'</p> <p>Our Mission Statement is to 'Champion and to support the rights of all Children and Young People to have access to high quality, inclusive, Play opportunities to improve their Physical, Mental and Spiritual wellbeing'</p> <p>Our Purpose, Values and Objectives are</p> <ul style="list-style-type: none"> <li>• Create Playful communities for Children and their Families</li> <li>• Raise awareness amongst parents and carers of the importance of Play in their Children's lives</li> <li>• Promote the importance of Play to Statutory, Corporate and Voluntary organisations</li> <li>• Increase the number of qualified Playworkers delivering high quality Play as part of a qualified workforce</li> <li>• Provide services and support to settings and partnerships that promote and influence Play and Playwork</li> </ul> <p>We deliver 3 main strands of work;</p> <ul style="list-style-type: none"> <li>• Play Projects (Playday, Street Play, Stay &amp; Play, Saturdads, Play Rangers, Playful Woodlands, Therapeutic Playwork, Scrapstore Playpods etc)</li> <li>• Play Training (both Short Courses and Accredited Qualifications)</li> <li>• Support Services (Advice, Guidance, Outreach, Partnerships and Networking)</li> </ul>
Please outline any fundraising activities that your organisation has undertaken in the past year	We fundraise from a wide range of sources to include local Councils, Housing Associations and Grants and Trusts
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	All our other projects are currently funded for 2023-24

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Each year OPA organises a series of Play and Activity days at multiple venues across Oxfordshire in line with the ethos of National Playday, the celebration of the Child's Right to Play, ([www.playday.org.uk](http://www.playday.org.uk))

In the 10 years from 2012 to 2022 inclusive we have delivered almost 130 events across Oxfordshire which have been attended by over 145,000 'guests'

(Our 2020 Events were postponed due to Coronavirus Lockdowns / Restrictions)

The key selling point of our project is that all of our events offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL.

These events were already becoming increasingly important with the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) during Austerity in terms of providing activities and information on services available to local families.

These needs were further exacerbated by the issues caused by Covid-19.

In addition to all this Children, Young People and their Families now face an unprecedented Cost of Living Crisis.

It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

We have not delivered a 'Playday' event for Chipping Norton for many years and we are working in partnership with Chippy Creatives to bring the event back to Chipping Norton in 2023.

This event will also link into the National campaign for a 'Summer of Play'

<https://www.summerofplay.co.uk/about>

#SummerOfPlay is a campaign to give children the space, time, and freedom to play this summer as the Covid-19 restrictions are eased. After everything children have been through over the last year.

For over a year, children across the UK were forced to spend time indoors, inactive and isolated from friends due to Covid-19 restrictions. It is not surprising that we have seen unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

In response, child psychologists, paediatricians and educators have independently and urgently called for play to be central to children's recovery from the Covid-19 pandemic, and many others agree.

Play is vital to children's physical and mental health and development, and it happens when children and young people follow their own ideas and interests, in their own way, and for their own reasons. Play provides opportunities for social interaction and physical activity, it can reduce children's stress and promote wellbeing and is a dynamic facilitator of creativity. Importantly, social connection and play offer myriad learning opportunities and positively support children's academic attainment and learning.

How will you measure the impact of your project?

Our project has the following key, aims and objectives;

For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

- 1) Provide an Event offering both FREE Entrance & FREE Activities to Ensure an Inclusion for ALL
- 2) Demonstrate how Play can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities (Love where you Live)
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

N/A

How much will your project cost and how will you use the money?

What is the total cost of your project?	£1,500
How much Funding would you like from CNTC?	£500
Where will the remaining funding come from?	Blenheim Bursary Cottsway

<b>Budget</b> (please complete the following budget for your project)			
<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested From CNTC</b>
Staffing costs	3 x OPA Staff	£350	£0
OPA Smoothie Bike	Pedal Powered Smoothie Bike	£200	£200
Art Avalanche	Art based Recycling & Upcycling	£300	£300
DIY Face Painting	Face painting Kits	£68	£0
Expenses (travel etc)	Van Hire & Diesel	£150	£0
Toilet hire	1 Portaloo	£132	£0
Event Insurance	Event Insurance	£100	£0
Event First Aid	Event First Aid	£150	£0
Volunteer expenses		£50	£0
Other (please specify)			
	<b>TOTAL</b>	<b>£1,500</b>	<b>£500</b>

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions  
(please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.  
(please click/tick box to agree)

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered  
(please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts                      Bank statement or paying-in slip                      Constitution  
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**



Signature 1 (person submitting form)	██████████
Signature 2 (Chair or senior representative of the organisation)	██████████ (Trustee / Treasurer)
<b>Typed entries acceptable for email applications</b>	
Date: 26 <sup>th</sup> June 2023	

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall

Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Glyme Hall	
Name of Project or Activity	Remix Youth Club	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	09/2023	07/2024
Amount of funding requested from CNTC	1500	

### Contact Details

Name of the person making the application	██████████
Position in organisation	Youth Worker
Email address	██
Telephone number	██████████

### Organisation details

Address	Glyme Hall, Burford Road, Chipping Norton
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Website	<a href="https://www.stmaryscnorton.com/youth-at-st-marys.php">https://www.stmaryscnorton.com/youth-at-st-marys.php</a>
Social media links	@remixchippy [Instagram]
Description of organisational purpose and how it benefits the community	Remix has been running for 7 years and has been paramount in continually engaging with those young people who would not normally engage with other activities, often due to money. We work closely with the school and theatre at times.
Please outline any fundraising activities that your organisation has undertaken in the past year	In 2022 we applied for a grant from the town council through GTVB and were
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	I am looking to replace much of our equipment as most of it we've had since

Payment details if application is successful

Name of account	██████████
Sort code	██████
Account number	██████████

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Remix has been running for 7 years and has been paramount in continually engaging with those young people who would not normally engage with other activities, namely sports clubs and/or extra-time clubs at the school. Our leaders have been a strong relationship with many of the young people and are still involved in some kind of support capacity long after many of them have left the school. It provides a safe space for young people to have fun whilst supervised and is often involved in providing support when there are home or peer relationship struggles.

I am looking to replace much of our equipment as most of it we've had since the beginning and a lot is broken or close to breaking. Last year I was able to use the funding we received to purchase new footballs, both indoors and outdoors, new pool cues, some games for our PlayStation, a new Nintendo Switch, and general storage items. I am hoping this year to be able to replace our old TV cabinet on wheels as it no longer locks and is generally very run down, this is an important (but expensive) item as it is where we store our consoles and other electronic devices when not in use.

I am also hoping to bring in an outside company, which we did last year, called Adventure Plus to do some fun activities with the young people. Last year they brought along a mobile climbing wall and archery tag which was great fun. This cost us around £600 to bring them in during half term but the young people loved it and I intend to do the same again this year.

We are always welcoming new volunteers, providing they have the necessary training and DBS. Anyone interested can contact Joel directly.

How will you measure the impact of your project?

We keep a regular attendance record which gives us a good idea of how many young people come through our doors, we have had just under 200 students attend remix at least once in the last 12 months with a weekly average of just under 30 young people. We are in constant communication with the school and regularly work together to support the young people and ongoing conversation is vital to this.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Last year I was able to use the funding we received to purchase new footballs, both indoors and outdoors, new pool cues, some games for our PlayStation, a new Nintendo Switch, and general storage items.

How much will your project cost and how will you use the money?

What is the total cost of your project?	Variable depending on need. Last year we spent just under £2000
How much Funding would you like from CNTC?	£1500
Where will the remaining funding come from?	We have some funds left over in our account which will enable us to match a similar running cost to last year.

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	n/a	0	
Training	First Aid training for volunteers	£75.00 pp est. £375	£150
Office costs (rent, telephone etc)	n/a	0	0
Salaries	n/a	0	0
Expenses (travel etc)	n/a	0	0
Venue hire	n/a	0	0
Materials	Replacement of old equipment	£1000	£750
Publicity		0	
Volunteer expenses	n/a	0	0
Other (please specify)	Adventure Plus activities	£600 est.	£600

	Total	£1975.00	£1500
	Sub total		
	TOTAL	£1975.00	

**Declaration**

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications. (please click/tick box to agree)   
£1


We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree)


We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):


Accounts       Bank statement or paying-in slip       Constitution   
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form) 

Signature 2 (Chair or senior representative of the organisation) 

**Typed entries acceptable for email applications** 

Date:  
30/06/23

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall

Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)





## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	<b>Chipping Norton Royal British Legion</b>	
Name of Project or Activity	<b>100th Anniversary</b>	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	<b>01/06/2024</b>	<b>01/12/2024</b>
Amount of funding requested from CNTC	<b>£1000</b>	

### Contact Details

Name of the person making the application	██████████
Position in organisation	<b>Branch Chairman</b>
Email address	████████████████████
Telephone number	██████████

### Organisation details

Address	████████████████████ ████████████████████
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Website	<a href="http://www.chipping-norton-royal-british-legion.co.uk/">www.chipping-norton-royal-british-legion.co.uk/</a>
Social media links	<a href="https://www.facebook.com/royalbritishlegionchippingnortonbranch">https://www.facebook.com/royalbritishlegionchippingnortonbranch</a>
Description of organisational purpose and how it benefits the community	We are custodians of the town's Remembrance and organise the Remembrance Sunday Parade, Armistice Day and other commemorations. We work with cadet forces and schools and help to support our local veteran community, organise social occasions and visits.
Please outline any fundraising activities that your organisation has undertaken in the past year	We organise the town Poppy Appeal which stands at £16,600, but all this goes to a National fund.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Our 100th Anniversary events

Payment details if application is successful

Name of account	████████████████████
Sort code	██████
Account number	████████

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

**The Anniversary will comprise of at least two events. One will be open to all and include a parade, service of thanksgiving and remembrance at the town war memorial, the dedication of our new Standard with our 100th pennant and the unveiling of a plaque commemorating the event, location to be decided. We are looking into having a similar event on the Town hall steps with music, poetry and stories, as we did for the Centenary of the First World War. The other will be a invitation only event, hopefully at the Town Hall. We will invite representatives of all the organisations who have worked with and supported us over the years. Veterans and Legion members will be invited and money raised on auction, collections etc will go to the Poppy Appeal. The events will allow us to thank the townspeople for their support and attract new volunteers to keep the Branch going and raise the profile of the work we do. We are hoping to have a special badge made, again to raise money from our Poppy Appeal.**

How will you measure the impact of your project?

**By the number of new volunteers we recruit, the number of people who turn out for all our events in 2024 and the amount we raise for our Poppy Appeal.**

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

**We used the money to help run our various events, including the 80th Anniversary of the Chipping Norton Air Crash, a very successful event.**

How much will your project cost and how will you use the money?

What is the total cost of your project?	<b>£1,800</b>
How much Funding would you like from CNTC?	<b>£1,000</b>
Where will the remaining funding come from?	<b>We are going to carry out some fundraising for the events such as Vintage Tearoom, Raffle and also get a number of small donations from supporters each year</b>

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)	Mileage	£50	0
Venue hire	2 x venues	£500	£250
Materials			
Publicity	Posters/newsletters	£100	£100
Volunteer expenses			
Other (please specify)	1 x buffets	£250	£250

	<b>Band hire etc.</b>	<b>£400</b>	<b>£400</b>
	<b>Pin Badges</b>	<b>£200</b>	<b>0</b>
	Sub total		
	<b>TOTAL</b>	<b>£1,450</b>	<b>£1000</b>

**Declaration**

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions  
 (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.  
 (please click/tick box to agree)

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered  
 (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts       Bank statement or paying-in slip       Constitution   
 (to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form)

██████████

Signature 2 (Chair or senior representative of the organisation)

██████████ Vice Chairman

**Typed entries acceptable for email applications**

Date:

Please return your completed application form to:  
 Chipping Norton Town Council,  
 The Guildhall



**Chipping Norton Town Council's Grants to Voluntary Bodies Application Form**  
**2023**

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Sunshine Cat Rescue	
Name of Project or Activity	Vet Bills	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	on going	ongoing
Amount of funding requested from CNTC	£1000	

Contact Details


Name of the person making the application	[REDACTED]
Position in organisation	Fundraiser
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	<a href="http://www.sunshinecatrescue.org.uk">www.sunshinecatrescue.org.uk</a>
Social media links	facebook: @thesunshinecatrescue
Description of organisational purpose and how it benefits the community	To rescue and re-home cats and kittens across Oxfordshire reducing the number of strays on the street.
Please outline any fundraising activities that your organisation has undertaken in the past year	Christmas Bazaar Dec 2022, Jumble Sale March 2023, Book Sale May 2023
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	No

Payment details if application is successful

Name of account	
Sort code	
Account number	

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Founded in 2012 Sunshine Cat Rescue is run entirely by volunteers and we are totally dependent upon our own fundraising to maintain and run the charity. Our aim is to reduce the suffering of cat/kittens in need of care and attention by providing shelter until new homes are found, whilst trying to reduce the number of cats/kittens needing our help.

All cats and kittens that Sunshine Cat Rescue cares for are neutered prior to being re-homed or, in the case of very young kittens, they are re-homed on condition that the new owner arranges for the kitten to be neutered at the appropriate age. Feral cats which the charity becomes involved with are trapped and neutered before being released back into the area where they were found.

The charity benefits the local communities in two ways; trying to keep the feral and stray cat population through trapping, neutering, rehoming and re-releasing in the case of some ferals. As well as rehoming we also do many home-to-home helping those who cannot look after their felines anymore find them a new home.



How will you measure the impact of your project?

the number of cats and kittens successfully re-homed.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The funds will be used towards ongoing vet bill for neutering, micro-chipping and general healthcare of all the felines that are cared for.

How much will your project cost and how will you use the money?

What is the total cost of your project?	Project is ongoing
How much Funding would you like from CNTC?	£1000
Where will the remaining funding come from?	NA

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Veterinary Costs		£1000



Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	<b>Thrive Northox</b>	
Name of Project or Activity	Funding for provision of essential items for children and their families	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	<b>09/2023</b>	<b>12/2023</b>
Amount of funding requested from CNTC	<b>£2,000</b>	

### Contact Details

Name of the person making the application	[REDACTED]
Position in organisation	<b>Volunteer</b>
Email address	[REDACTED]
Telephone number	[REDACTED]

### Organisation details

Address	[REDACTED]
---------	------------

Website	<a href="http://www.thrive-northox.co.uk">www.thrive-northox.co.uk</a>
Social media links	facebook.com/thrivenorthox, instagram.com/thrive_northox
Description of organisational purpose and how it benefits the community	The objective of Thrive Northox is to support children between the ages of 0 and 18 and their families who are living in crisis and/or poverty in the OX7 region. We buy essential items including school uniform and shoes, stationery, beds, bedding, food vouchers, toiletries, support breakfast clubs within schools, help with extra-curricular activities such as residential trips.
Please outline any fundraising activities that your organisation has undertaken in the past year	We were supported by Christmas in Chippy where we had a stall. Ran the tea and cake sale at the Sarsden Glebe Open Gardens event. Held raffles and stalls in the Co-op community area. Grant funding.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Demand for our support is ongoing and increasing. Our total referral spend has increased by over £3,000 from 2020/21 to 2021/22. We expect this to continue given high fuel and food costs and pressure on household incomes.

Payment details if application is successful

Name of account	[REDACTED]
Sort code	[REDACTED]
Account number	[REDACTED]

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Thrive Northox provides support to children between the ages of 0 and 18 and their families who are living in crisis and/or poverty in the OX7 region. Thrive's key spending provides a range of services that can be grouped under a number of headings:

Provision of school uniform and shoes

Flooring (where housing associations move families into homes with concrete floors)

Food vouchers (eg over school holidays to cover extra costs of food)

White goods such as fridges and cookers

Beds and bedding (eg for children moving into a bed from a cot)

Educational activities (such as residential trips, lessons and clubs)

Toiletries for individual children and for families in Christmas hampers (distributed by St Mary's, Chipping Norton)

Note that support that we recently became aware of from the town council means that for families within the parish of Chipping Norton, carpets and white goods may be eligible for funding from the Welfare Fund.

Referrals are received by Thrive Northox via our established local network of social care professionals who are in touch with families in need and request our support by completing a simple one page form. Our network includes social workers, school nurses, school family support workers, health visitors and pastoral outreach workers. Each referral is reviewed by the charity's core team of five management committee members. If it is deemed to be a request that falls within the remit described above, the items in question are swiftly ordered for delivery either directly to the recipient, or to the contact who made the referral.

We work with other organisations to meet local needs wherever necessary. For example, for school uniform, PE kit and shoes we work through Parent Support Workers in local schools and St Mary's Church Outreach team. These are ordered, collated by referral and distributed to the relevant contact.

How will you measure the impact of your project?

Our administrative system records every referral, it's progress and it's spending. Each item is either ordered for delivery to the beneficiary or sent to our contact for delivery. Testimonials such as those from Chipping Norton School: " I really don't know what we would do without Thrive. Your support is just amazing, " and local community nurse: " ...the impact you have on these families I see, and it is life changing. " tell us that Thrive Northox makes an impact.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Our last grant was spent on referrals as follows:

Football Club membership	£100.24 (of total referral value £120)
Visit to Thorpe Park - family in need of respite	£210.00
Christmas toiletries for hampers	£1,548.75
Toiletries for teen with MH issues	£141.01
	£2,000.00

How much will your project cost and how will you use the money?

What is the total cost of your project?	Annually, Thrive Northox spends over £27,000 on referrals.
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Other funding is sourced through grant applications, such as the Oxfordshire Community Foundation, charitable donations made by individuals, fundraising events.

**Budget** (please complete the following budget for your project)

Ongoing referral costs

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Referrals for essential items	£27,299.83	£2,000.00





Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



Website	<a href="http://www.timeforart.org.uk">www.timeforart.org.uk</a>
Social media links	<a href="https://www.instagram.com/timeforart1/">https://www.instagram.com/timeforart1/</a> <a href="https://twitter.com/TimeforArt3">https://twitter.com/TimeforArt3</a> <a href="https://www.facebook.com/TimeforArtUk/">https://www.facebook.com/TimeforArtUk/</a>
Description of organisational purpose and how it benefits the community	<p>Time for Art provides creative workshops for adults and young people who are denied regular access to art and the opportunity to be creative in their ordinary lives, and whose mental health would benefit from such activity.</p> <p>Lack of regular access to art and being creative may be due to a multitude of reasons, including: poverty, personal circumstances or lack of opportunity in ordinary life.</p> <p>Benefits to participants are numerous and wide ranging, and include: improvement to mental wellbeing, and the chance for participants to socialise, work together and be supportive of each other.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	<p>Time for Art has undertaken:</p> <ul style="list-style-type: none"> <li>• Numerous grant applications, including to the National Lottery Grant.</li> <li>• Multiple talks and presentations to promote and publicise the charity and raise awareness and funds.</li> </ul>
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	<p>We are currently fundraising for our usual workshop programme and additional projects such as this one.</p> <p>Projects we hope to fund in addition to this project include 30 workshops for asylum seekers, workshops for children with a caring responsibility and workshops for children with a parent in prison.</p>

Payment details if application is successful

Name of account	██████████
Sort code	██████
Account number	██████████

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

**Background:** Time for Art is a registered charity offering art workshops to people who would benefit from creative activity and who don't have access to it in their everyday lives, including: young people with a caring responsibility or a parent in prison, people with mental illness, and asylum seeking families (including unaccompanied children).

**The Project:** A programme of art workshops for the mental health wellbeing group Kintsugi Hope, managed by The Branch (Chipping Norton).

**Benefits:** The mental health benefits of creative activity are numerous, and evidence for this is extensive. The 2019 All-Party Parliamentary Group on Arts, Health and Wellbeing; Creative Health concluded that art helps:

1. keep us well, aid our recovery and support longer lives better lived.
2. meet major challenges facing health and social care: ageing, long term conditions, loneliness and mental health.
3. save money in the health service and social care.

The opportunity to be creative in a social setting provides additional benefits, allowing participants to form social bonds. For participants experiencing difficult personal circumstances, taking time from ordinary life is beneficial.

**Delivery:** Workshops will run weekly or fortnightly for 1-2 hours for Kintsugi Hope members and the wider community, held in the community rooms at St Mary's Church (Chipping Norton).

**Workshops:** Workshops will involve creative projects tailored to the needs and abilities of the group, including: watercolour and acrylic painting, palette knife projects, portrait drawing, and coloured pencil projects, using inspiration such as Van Gogh flowers. Participants will work together with help and direction from the organising artist. There will be a final exhibition of the participants' work.

**How people can join:** Workshops will be primarily for people needing mental health support. Promotion will be through The Branch, posters, and GP surgeries (GP's are encouraged to prescribe creative activity for mental health difficulties).

How will you measure the impact of your project?

Each workshop is evaluated in writing and the benefits assessed and recorded. Evaluation is performed by the artist, the participant organization and by the participants themselves.

Impact of the workshops is also measured and observed informally throughout the workshops as participants are encouraged to articulate their progress and the benefits they experience from being involved. The involvement of the participants in a final exhibition on display to the public is an inclusive and positive way to measure and record the impact of the project.

Numbers to the group are recorded for each workshop, and if numbers are maintained and increased we conclude they are having a positive impact.

Time for Art holds regular meetings to assess the impact of workshops and ways to improve what we offer.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

N/A

How much will your project cost and how will you use the money?




What is the total cost of your project?	£2000.00
How much Funding would you like from CNTC?	£2000.00
Where will the remaining funding come from?	N/A

**Budget** (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	Administration (time to arrange workshops, calls, emails, and recording of follow up work. 8 hours)	120.00	120.00
Training			
Office costs (rent, telephone etc)			





<p>Signature 1 (person submitting form)</p> <p>Signature 2 (Chair or senior representative of the organisation)</p> <p><b>Typed entries acceptable for email applications</b></p>	<p> (Chair)</p> <p></p> <p> (Treasurer)</p>
<p>Date: 30<sup>th</sup> June 2023</p>	

Please return your completed application form to:  
Chipping Norton Town  
Council, The Guildhall  
Chipping Norton  
OX7 5NJ

[deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)







## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	<b>Volunteer Link Up(West Oxon)</b>	
Name of Project or Activity	<b>Community Transport and Be-friending</b>	
What is the delivery time scale of your Project or Activity	Start <b>01/04/2023</b>	Finish <b>31/03/2024</b>
Amount of funding requested from CNTC	<b>£2000.00</b>	

### Contact Details

Name of the person making the application	██████████
Position in organisation	<b>General Manager</b>
Email address	████████████████████
Telephone number	██████████

### Organisation details

Address	<b>Methodist Church Centre 10 Wesley Walk High Street</b>
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	<b>Witney Oxon OX28 6ZJ</b>
Website	
Social media links	<b>Facebook/Linkedin: Volunteer Link Up</b>
Description of organisational purpose and how it benefits the community	<p><b>Volunteer Link Up seek to:</b></p> <p><b>Improve Access to Medical and other Appointments.</b></p> <p><b>Combat the devastating effects of Isolation and Loneliness.</b></p> <p><b>LEADING TO:</b></p> <p><b>Improved Physical Health</b></p> <p><b>and</b></p> <p><b>Improved Emotional and Psychological Health</b></p>
Please outline any fundraising activities that your organisation has undertaken in the past year	<p><b>As you will see from our accounts Volunteer Link Up are funded from a number of sources. We have ongoing agreements with organisations such as Oxford County Council, West Oxfordshire District Council and Witney Town Council, each organization having different monitoring requirements which we always adhere to. We constantly submit funding applications to other local organisations such as Carterton Town Council and Bampton Welfare Trust. Volunteer Link Up are aware of organisations who have regular rounds of grant funding. We have submitted successful applications to organisations such a Oxfordshire Community Foundation and Connected Communities Fund administered by OCVA. We also receive a number of small private donations, often from clients and volunteers.</b></p>
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	<p><b>Our goal is to keep up with the current challenging trend within our sector of work. It can simply be stated as ‘an increasing need for our services challenging us to match this with recruiting enough volunteers to meet the need’</b></p> <p><b>At the time of applying for a grant last year we had 80 clients and 12 volunteers in the Chipping Norton area. Those figures are now 94 clients (VLU has a total of 997 clients across West Oxfordshire) and 10 volunteers. Chipping Norton residents are often supported by the 18 volunteers in Charlbury as well.</b></p>
Please tell us in no more, than 300 words, about your project. Who will	<b>COMMUNITY TRANSPORT: Our Community Transportation Service</b>

your project benefit, how will it be delivered, how can people join in...

**supports individuals who cannot travel to urgent appointments, either because they cannot drive or because they have difficulty using public transport. Drivers use their own cars and are directly paid expenses by the client (currently 45p per mile). We prioritise medical, dental and well-being appointments therefore supporting improvements in physical, psychological and emotional health. If we have the capacity, we will transport individuals to other appointments or drivers may assist with shopping trips.**

**BEFRIENDING SERVICE: Loneliness and isolation will have devastating effects on an individual, directly impacting psychological health. Those who feel lonely and isolated will not take good care of themselves leading to a deterioration in their physical health. Our befriending volunteers are crucial to many individual's lives. There is a general expectation of 2 contacts per week. Our Volunteer Co-ordinator regularly checks in with volunteer and client to ensure the relationship is running smoothly, addressing any issues as necessary.**

**Our Transportation and Befriending Services are open to all residents of West Oxfordshire.**

**We are always keen to ensure that any individual who needs our services accesses us. We are constantly trying to recruit volunteers across West Oxfordshire. We have conducted volunteer recruitment campaigns on social media as well as various outreach exercises. These activities raise the profile of the organisation which encourages new volunteers but also new clients. Volunteering is a great**





We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts

Bank statement or paying-in slip (to double check bank details)

Constitution

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form) 

Signature 2 (Chair or senior representative of the organisation)  


**Typed entries acceptable for email applications**

**Date: 29/06/23**

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall  
Chipping Norton  
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk

