



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

19th Sept 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: 25th September 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. 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) prior to the meeting, stating the reason for absence.

2. 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.

3. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 17th July 2023.

4. 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.

5. Committee action plan

To note the committee action plan.

6. Income and expenditure

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

7. Schedule of payments for approval

To receive the schedule of payments.

8. Forward work programme

To consider the following policies:

- a) Risk Management Strategy
- b) Corporate Risk Register
- c) Staff and Councillor Training and Development Policy
- d) CCTV Compliance Policy

9. Gas supply for Chipping Norton Town Hall

To receive a report and recommendations regarding renewal of the gas contract for 2024.

10. Celebrating and Commemorating Local Citizens

To receive a report from Cllrs Coleman, Keyser and Graves.

11. Grants

To receive correspondence following recent grant applications.

12. External Audit Report and Certificate

To receive the report from the Council's external auditor and note the statement of conclusion of audit.

13. Date of next meeting - Monday 20th November 2023.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee held on the 17th July 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Vice-Chair), Dom Rickard, Steve Akers (Substituting), Ben Bibby (Substituting), Tom Festa (Substituting)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager
3 Members of the public

| | |
|-------------|--|
| FR15 | <p>In the absence, of the Chair, Cllr Akers opened the meeting.</p> <p>Election of Vice-Chair Members received nominations for election of the Vice-Chair of the Finance and Resources Committee for the municipal year 2023/24. Cllr Akers nominated Cllr Cahill, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2023/24.</p> <p>Cllr Akers handed over to Vice-Chair Cllr Cahill for the ensuing meeting.</p> |
| FR16 | <p>Apologies for absence Apologies were received from Cllrs Coleman, Wheaton, Whitmill, Finney and Ritsperis.</p> |
| FR17 | <p>Declaration of interests None received</p> |
| FR18 | <p>Minutes</p> <p>A. RESOLVED: That the Chair approved the minutes of the Finance and Resources Committee held on the 12th June 2023.</p> <p>B. Members noted the minutes of the Staffing Sub-Committee held on the 13th June 2023.</p> |
| FR19 | <p>Public Participation Members from the following groups were present to speak about their grant applications: - Chipping Norton Museum and Local History Society</p> |
| FR20 | <p>Committee Action Plan Members noted this ongoing action plan.</p> |
| FR21 | <p>Income and expenditure</p> |

| | |
|-------------|---|
| | Members received detailed current income and expenditure reports by budget heading. |
| FR22 | Schedule of payments for approval Members received the schedule of payments. Cllrs formally thanked the RFO for her work on preparing the financial reports. |
| FR23 | Forward work programme Members noted the forward work programme and agreed next steps. |

FR24 Grants to Voluntary Bodies
Members received and considered grant applications for Round 1 funding. In the first instance, members identified three key organisations which were regularly funded by the Town Council.

Cllr Cahill proposed to recommend to Full Council that the Council considers allocating the following grants as core funding ongoing for a period of three years. Initially this funding would be taken from general reserves for this financial year, with a view that a separate budget line is created for the funding the following two years.

- Chipping Norton Lido: £5,000 ongoing for 3 years
- Chipping Norton Theatre: £3,000 ongoing for 3 years
- Chipping Norton Museum and History Society: £2,000 ongoing for 3 years

RESOLVED: That the committee brings a recommendation to Full Council that core funding for the three organisations above is taken from General Reserves this financial year, with a view that a separate budget line is created for the following two years.

Due to the number of applications and the limited budget for both rounds (£24,880), members discussed funding the successful grant applications at 80% of what was requested. This is to ensure that an adequate amount is left in the budget for the next round of funding in February 2024.

| Organisation | Amount Requested | Allocated (July 2023) |
|-------------------------------------|------------------|--|
| 1:1 Mentoring | £2,000 | £1,600* *Subject to clarification about organisation governance |
| Cricket Club, CN | £2,000 | £1,600 |
| Music Fest, CN | £1,500 | £1,200 |
| Chippy Scouts | £2,000 | £1,600 |
| Citizen's Advice West Ox | £2,000 | £1,600* *Subject to sessions being held in the town centre (Library or Guildhall Offices) |
| Cleanslate | £1,000 | £800 |
| Dean and Chadlington Music Festival | £2,000 | 0 |
| Green Gym | £500 | £400 |
| Lawrence Home Nursing Team, CN | £1,990 | £1,592 |
| Oxfordshire Play Association | £500 | £400 |
| Remix Youth Club | £1,500 | £1,200* |

| | | | |
|-------------|---|------------------------------------|--|
| | | | *Subject to clarification about organisation governance |
| | Royal British Legion, CN | £1,000 | £400* *RBL will also be given the use of the Town Hall free of charge |
| | Sunshine Cat Rescue | £1,000 | 0 |
| | Thrive North Oxfordshire | £2,000 | £2,000 |
| | Time For Art | £2,000 | 0 |
| | Volunteer Link Up (VLU) | £2,000 | £1,600 |
| | | TOTAL REQUESTED: £24,990 | TOTAL ALLOCATED (July 2023): £15,992 |
| | <p>Funding the organisations as stated above will leave £8,888 for funding Round 2 applications in February 2024.</p> <p>Members remarked that the successful applications are all worthy organisations but that due to the number of applicants were unable to fully fund the applications as desired. Invitations would be sent to organisations to apply again in future if unsuccessful in this round of funding.</p> <p>Cllr Cahill proposed to accept the grants as allocated above, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Round 1 funding (July 2023) will be allocated to organisations as stated in the chart above.</p> | | |
| FR25 | <p>Date of next meeting Monday 25th September 2023</p> | | |

The Chair closed the meeting at 7:17 pm.

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 2023 complete. Year ending 2024 to commence soon. . External audit complete. |
| 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 has been circulated. |
| 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 have been considered and awarded. Second tranche to be considered Feb 2024. |
| Managing Greystones leases | CNTC/tenants | | Jul 22 | Jan 23 | New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. Final agreements to be approved by Full Council. |

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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 | 30 | 30 | 9,000 | 8,970 | | | 0.3% | |
| 3290 Miscellaneous Income | 0 | 25 | 0 | (25) | | | 0.0% | |
| Administration :- Income | 30 | 55 | 9,000 | 8,945 | | | 0.6% | 0 |
| 4100 Salaries/Superann/Nl | 14,998 | 61,930 | 150,000 | 88,070 | | 88,070 | 41.3% | |
| 5110 Stationery | 27 | 324 | 600 | 276 | | 276 | 54.1% | |
| 5120 Photocopying Costs | 256 | 908 | 2,300 | 1,392 | | 1,392 | 39.5% | |
| 5200 Postage | 0 | 8 | 300 | 292 | | 292 | 2.6% | |
| 5210 Telephone and Comms | 1,018 | 3,364 | 6,000 | 2,636 | | 2,636 | 56.1% | |
| 5310 Office Equipment | 0 | 88 | 1,000 | 912 | | 912 | 8.8% | |
| 5340 Website Costs | 0 | 924 | 500 | (424) | | (424) | 184.8% | |
| 5360 Computer Hardware/Software | 0 | 1,403 | 3,000 | 1,597 | | 1,597 | 46.8% | |
| 6200 Rent | 5,326 | 7,584 | 2,500 | (5,084) | | (5,084) | 303.4% | |
| 6210 Rates | 219 | 1,090 | 2,700 | 1,610 | | 1,610 | 40.4% | |
| 7100 Travel & Subsistance | 0 | 167 | 200 | 33 | | 33 | 83.6% | |
| 7300 Staff & Councillors Training | 235 | 1,065 | 2,000 | 935 | | 935 | 53.3% | |
| 7500 Legal & Professional Fees | 0 | 15,954 | 14,000 | (1,954) | | (1,954) | 114.0% | 7,780 |
| 7510 Audit Fees | 0 | 480 | 2,700 | 2,220 | | 2,220 | 17.8% | |
| 7600 Subscriptions | 57 | 358 | 2,000 | 1,642 | | 1,642 | 17.9% | |
| 7630 Bank Charges | 6 | 69 | 300 | 231 | | 231 | 23.0% | |
| 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 | 469 | 1,000 | 531 | | 531 | 46.9% | |
| Administration :- Indirect Expenditure | 22,193 | 97,683 | 199,000 | 101,317 | 0 | 101,317 | 49.1% | 7,780 |
| Net Income over Expenditure | (22,163) | (97,628) | (190,000) | (92,372) | | | | |
| 6000 plus Transfer from EMR | 0 | 7,780 | | | | | | |
| Movement to/(from) Gen Reserve | (22,163) | (89,848) | | | | | | |
| <u>101 Grants</u> | | | | | | | | |
| 7670 Grants-Voluntary Organisations | 400 | 3,520 | 28,000 | 24,480 | | 24,480 | 12.6% | |
| Grants :- Indirect Expenditure | 400 | 3,520 | 28,000 | 24,480 | 0 | 24,480 | 12.6% | 0 |
| Net Expenditure | (400) | (3,520) | (28,000) | (24,480) | | | | |
| <u>102 Miscellaneous</u> | | | | | | | | |
| 3100 Precept Income | 0 | 172,342 | 344,684 | 172,342 | | | 50.0% | |
| 3180 Interest Receivable | 2,071 | 9,228 | 3,600 | (5,628) | | | 256.3% | |
| 3230 Manorial Land (Pace Petroleum) | 0 | 3,750 | 15,000 | 11,250 | | | 25.0% | |

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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 | 587 | 27,761 | 0 | (27,761) | | | 0.0% | 27,011 |
| Miscellaneous :- Income | 2,658 | 223,082 | 365,784 | 142,702 | | | 61.0% | 27,011 |
| 4100 Salaries/Superann/NI | 1,894 | 7,680 | 18,000 | 10,320 | | 10,320 | 42.7% | |
| 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 | 482 | 5,074 | 10,000 | 4,926 | | 4,926 | 50.7% | 4,887 |
| 6462 Grit Bins/Snow | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 6490 Trees/Flower Beds Middle Row | 0 | 440 | 1,000 | 560 | | 560 | 44.0% | |
| 6495 Street Furniture | 0 | 616 | 0 | (616) | | (616) | 0.0% | 491 |
| 6498 Contingency Fund | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 7100 Travel & Subsistance | 256 | 849 | 1,600 | 751 | | 751 | 53.1% | |
| 7720 Other Miscellaneous Expenses | 0 | 96 | 1,200 | 1,104 | | 1,104 | 8.0% | |
| Miscellaneous :- Indirect Expenditure | 2,631 | 14,946 | 59,300 | 44,354 | 0 | 44,354 | 25.2% | 5,569 |
| Net Income over Expenditure | 27 | 208,136 | 306,484 | 98,348 | | | | |
| 6000 plus Transfer from EMR | 417 | 5,569 | | | | | | |
| 6001 less Transfer to EMR | 587 | 27,011 | | | | | | |
| Movement to/(from) Gen Reserve | (144) | 186,693 | | | | | | |
| <u>104 Youth</u> | | | | | | | | |
| 5322 Expenses | 0 | 6,405 | 0 | (6,405) | | (6,405) | 0.0% | 6,405 |
| Youth :- Indirect Expenditure | 0 | 6,405 | 0 | (6,405) | 0 | (6,405) | | 6,405 |
| Net Expenditure | 0 | (6,405) | 0 | 6,405 | | | | |
| 6000 plus Transfer from EMR | 0 | 6,405 | | | | | | |
| Movement to/(from) Gen Reserve | 0 | 0 | | | | | | |
| <u>110 Town Hall</u> | | | | | | | | |
| 3115 Lettings Income | 1,342 | 14,707 | 30,000 | 15,293 | | | 49.0% | |
| 3140 WODC Water Rates Contrib | 0 | 0 | 100 | 100 | | | 0.0% | |
| Town Hall :- Income | 1,342 | 14,707 | 30,100 | 15,393 | | | 48.9% | 0 |
| 4100 Salaries/Superann/NI | 5,036 | 16,641 | 42,000 | 25,359 | | 25,359 | 39.6% | |
| 5140 Promotion | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 5210 Telephone and Comms | 11 | 360 | 1,000 | 640 | | 640 | 36.0% | |
| 6110 Heat and Light | 212 | 3,358 | 7,000 | 3,642 | | 3,642 | 48.0% | |
| 6130 Water & Sewerage | 0 | 475 | 1,500 | 1,025 | | 1,025 | 31.7% | |

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 6210 Rates | 915 | 4,574 | 10,230 | 5,656 | | 5,656 | 44.7% | |
| 6230 Window Cleaning | 0 | 220 | 500 | 280 | | 280 | 44.0% | |
| 6240 Alarm/Fire Extinguisher Insp | 413 | 623 | 1,600 | 977 | | 977 | 38.9% | |
| 6310 Cleaning / Sanitary Expenses | 71 | 1,190 | 1,800 | 610 | | 610 | 66.1% | |
| 6330 Waste Disposal | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 6400 Repairs and Maintenance | 124 | 6,526 | 10,000 | 3,474 | | 3,474 | 65.3% | 5,925 |
| 6402 Town Hall Restoration Fund | 0 | 62,747 | 250,000 | 187,253 | | 187,253 | 25.1% | 62,747 |
| 6408 New Equipment | 0 | 2,136 | 2,500 | 364 | | 364 | 85.4% | |
| 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% | |
| Town Hall :- Indirect Expenditure | 6,782 | 101,850 | 334,530 | 232,680 | 0 | 232,680 | 30.4% | 68,672 |
| Net Income over Expenditure | (5,440) | (87,144) | (304,430) | (217,286) | | | | |
| 6000 plus Transfer from EMR | 0 | 68,672 | | | | | | |
| Movement to/(from) Gen Reserve | (5,440) | (18,471) | | | | | | |
| 120 Greystones | | | | | | | | |
| 3110 Rents Receivable | 0 | 0 | 2,040 | 2,040 | | | 0.0% | |
| 3111 Rugby Club Right Of Access | 0 | 0 | 175 | 175 | | | 0.0% | |
| Greystones :- Income | 0 | 0 | 2,215 | 2,215 | | | 0.0% | 0 |
| 6210 Rates | 8 | 39 | 375 | 336 | | 336 | 10.3% | |
| 6400 Repairs and Maintenance | 0 | 470 | 2,500 | 2,030 | | 2,030 | 18.8% | |
| 7650 Insurance | 0 | 250 | 300 | 50 | | 50 | 83.2% | |
| Greystones :- Indirect Expenditure | 8 | 758 | 3,175 | 2,417 | 0 | 2,417 | 23.9% | 0 |
| Net Income over Expenditure | (8) | (758) | (960) | (202) | | | | |
| 130 Cemetery | | | | | | | | |
| 3190 Interments & Memorials | 385 | 3,500 | 14,000 | 10,500 | | | 25.0% | |
| 3191 Grave Purchase | 0 | 35 | 4,000 | 3,965 | | | 0.9% | |
| 3290 Miscellaneous Income | 25 | 50 | 0 | (50) | | | 0.0% | |
| Cemetery :- Income | 410 | 3,585 | 18,000 | 14,415 | | | 19.9% | 0 |
| 6130 Water & Sewerage | 0 | 48 | 100 | 52 | | 52 | 47.8% | |
| 6210 Rates | 288 | 1,442 | 1,500 | 58 | | 58 | 96.1% | |
| 6400 Repairs and Maintenance | 15 | 5,573 | 10,000 | 4,427 | | 4,427 | 55.7% | |
| 6465 Contract | 0 | 2,482 | 10,000 | 7,518 | | 7,518 | 24.8% | |
| 6471 Skips for cemetery | 205 | 205 | 600 | 395 | | 395 | 34.2% | |
| 7650 Insurance | 0 | 374 | 500 | 126 | | 126 | 74.9% | |

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 7720 Other Miscellaneous Expenses | 120 | 1,020 | 500 | (520) | | (520) | 204.0% | |
| Cemetery :- Indirect Expenditure | 628 | 11,145 | 23,200 | 12,055 | 0 | 12,055 | 48.0% | 0 |
| Net Income over Expenditure | (218) | (7,560) | (5,200) | 2,360 | | | | |
| <u>140 Closed Churchyard</u> | | | | | | | | |
| 6400 Repairs and Maintenance | 0 | 3,120 | 3,000 | (120) | | (120) | 104.0% | |
| 6465 Contract | 0 | 650 | 2,000 | 1,350 | | 1,350 | 32.5% | |
| Closed Churchyard :- Indirect Expenditure | 0 | 3,770 | 5,000 | 1,230 | 0 | 1,230 | 75.4% | 0 |
| Net Expenditure | 0 | (3,770) | (5,000) | (1,230) | | | | |
| <u>151 Recreation</u> | | | | | | | | |
| 6200 Rent | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 6400 Repairs and Maintenance | 901 | 4,036 | 4,500 | 464 | | 464 | 89.7% | |
| 6410 New Equipment | 0 | 61,410 | 70,000 | 8,590 | | 8,590 | 87.7% | 61,410 |
| 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 | 0 | 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 | 901 | 71,501 | 88,000 | 16,499 | 0 | 16,499 | 81.3% | 61,410 |
| Net Expenditure | (901) | (71,501) | (88,000) | (16,499) | | | | |
| 6000 plus Transfer from EMR | 0 | 61,410 | | | | | | |
| Movement to/(from) Gen Reserve | (901) | (10,091) | | | | | | |
| <u>160 Events</u> | | | | | | | | |
| 3331 Events income | 39 | 876 | 0 | (876) | | | 0.0% | |
| Events :- Income | 39 | 876 | 0 | (876) | | | | 0 |
| 6414 Events | 1,156 | 5,527 | 10,000 | 4,473 | | 4,473 | 55.3% | |
| 6415 Mowing (151 Repairs) | 0 | 10 | 0 | (10) | | (10) | 0.0% | |
| Events :- Indirect Expenditure | 1,156 | 5,537 | 10,000 | 4,463 | 0 | 4,463 | 55.4% | 0 |
| Net Income over Expenditure | (1,117) | (4,661) | (10,000) | (5,339) | | | | |
| <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 | 0 | 0 | 30,000 | 30,000 | 0 | 30,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (30,000) | (30,000) | | | | |

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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>185 Millennium Garden</u> | | | | | | | | |
| 6417 Maintenance | 0 | 1,120 | 1,000 | (120) | | (120) | 112.0% | |
| 6465 Contract | 0 | 100 | 500 | 400 | | 400 | 20.0% | |
| Millennium Garden :- Indirect Expenditure | <u>0</u> | <u>1,220</u> | <u>1,500</u> | <u>280</u> | <u>0</u> | <u>280</u> | <u>81.3%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(1,220)</u> | <u>(1,500)</u> | <u>(280)</u> | | | | |
| <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> |
| Net Expenditure | <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 | 0 | 326 | 1,500 | 1,174 | | 1,174 | 21.7% | |
| Mayors Allowance :- Indirect Expenditure | <u>0</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> |
| Net Expenditure | <u>0</u> | <u>(326)</u> | <u>(3,000)</u> | <u>(2,674)</u> | | | | |
| Grand Totals:- Income | 4,479 | 242,305 | 425,099 | 182,794 | | | 57.0% | |
| Expenditure | 34,699 | 318,661 | 787,205 | 468,544 | 0 | 468,544 | 40.5% | |
| Net Income over Expenditure | <u>(30,220)</u> | <u>(76,357)</u> | <u>(362,106)</u> | <u>(285,749)</u> | | | | |
| plus Transfer from EMR | 417 | 149,836 | | | | | | |
| less Transfer to EMR | 587 | 27,011 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(30,390)</u> | <u>46,468</u> | | | | | | |

List of Payments made between 01/07/2023 and 31/07/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------------|
| 03/07/2023 | Executive Safety Solutions Ltd | 030723-1 | 252.24 | | Fire extinguisher services T/H |
| 03/07/2023 | ESPO | 030723-2 | 135.72 | | Soap/Toilet rolls TH |
| 03/07/2023 | ██████████ | 100723-2 | 30.00 | | Phone - April to June |
| 03/07/2023 | Adobe Systems Software Ireland | 030723-DD1 | 16.64 | | Adobe subs 29/6-29/7 |
| 07/07/2023 | Daniel Dix Building Services | 070723-1 | 744.00 | | Bench base Millenium Gdn |
| 07/07/2023 | Playsafety Ltd | 070723-2 | 856.00 | | Op Playground Insp course - PO |
| 07/07/2023 | Alliance DisposablesLtd | 070723-3 | 11.52 | | Container lids -kitchen TH |
| 07/07/2023 | Barnwood Limited | 070723-4 | 38,441.42 | | Gross works (Cert no2) TH |
| 07/07/2023 | Alder King LLP | 070723-5 | 4,962.00 | | Project Man. Refurb works TH |
| 07/07/2023 | McCracken & Sons Ltd | 070723-6 | 1,367.24 | | Grass cutting/shrubs - June |
| 07/07/2023 | Thomas Cleaning Ltd | 070723-7 | 124.32 | | Cleaning TH - June |
| 07/07/2023 | Gill & Co (Ironmongers) Limite | 070723-8 | 202.95 | | Sundries & Locksmith |
| 07/07/2023 | Ribberty Rabbit Crafting | 070723-9 | 200.00 | | Crafting at Chippy Pride Event |
| 07/07/2023 | Mant Leisure Ltd Sport and Pla | 070723-10 | 53,576.40 | | New Play Equip. Cotswold Cresc |
| 07/07/2023 | Shot By Jude (Malexxa Ltd) | 070723-11 | 180.00 | | Photography - Chippy Pride |
| 10/07/2023 | West Oxfordshire District Coun | 100723-DD1 | 52.00 | | GH Waste collection - July |
| 10/07/2023 | ██████████ | 100723-3 | 11.82 | | Reimburse bulbs/gen fuel |
| 10/07/2023 | Multipay card - Unity Trust/LL | 100723-DD2 | 197.92 | | Charges - Corporate Card |
| 10/07/2023 | British Gas | 100723-DD3 | 85.50 | | Gas TH - May to Jun |
| 12/07/2023 | Canva Pty Ltd | DDPP-12/07 | 10.99 | | Canva Subscription July |
| 14/07/2023 | West Oxfordshire District Coun | 140723-1 | 1,211.00 | | Rates Greystones - July |
| 14/07/2023 | Viking | 140723-2 | 196.13 | | Stationery/certificate frames |
| 14/07/2023 | ESPO | 140723-3 | 211.38 | | Soap TH |
| 14/07/2023 | Langley Design Ltd | 140723-4 | 3,850.00 | | Bench & Installation |
| 14/07/2023 | Chipping Norton Regulated Past | 140723-5 | 1,000.00 | | Rental of Recreation Ground |
| 14/07/2023 | Caswell's Gardening Services | 140723-6 | 680.00 | | Garden Maintenance |
| 14/07/2023 | Kettering Playsafe Ltd | 140723-7 | 578.10 | | Supply/Lay Rubber Mulch(Bench) |
| 14/07/2023 | Alder King LLP | 140723-8 | 600.00 | | Prep of Lease Plan Greystones |
| 14/07/2023 | EIS Midlands Ltd | 140723-9 | 402.90 | | EM Lighting Survey T/H |
| 14/07/2023 | Community First Oxfordshire | 140723-10 | 1,814.40 | | Stewardship Support (Part2) |
| 19/07/2023 | Adobe Systems Software Ireland | 190723-DD1 | 16.64 | | Adobe Subs 17/7-16/8 |
| 20/07/2023 | Staff Salaries | BACS | 10,613.13 | | Staff Salaries - July |
| 24/07/2023 | Richard Knight | 240723-1 | 196.00 | | Cakes for Pride event |
| 24/07/2023 | ██████████ | 240723-2 | 115.90 | | Expenses ROSPA course |
| 25/07/2023 | The Sign Builder | 250723-1 | 115.67 | | CCTV Signs x 4 |
| 25/07/2023 | R F Pest Control | 250723-2 | 240.00 | | Pest control cemetery (July) |
| 25/07/2023 | James English Window Cleaning | 250723-3 | 470.00 | | Window clean Jun, flags May/Jul |
| 25/07/2023 | Thames Valley Water Services L | 250723-4 | 378.00 | | Water Test/Clean Disinfect Jul |
| 25/07/2023 | A Taylor | 250723-5 | 50.00 | | PAT Test Stage Equip. TH |
| 25/07/2023 | OCC Pension Fund | BACS | 4,193.72 | | Pension Contributions July |
| 25/07/2023 | Witney Trophy Centre | 250723-6 | 197.94 | | 1 x Sports Award |
| 25/07/2023 | ██████████ | 250723-7 | 47.98 | | Certificate frames Sports Award |
| 25/07/2023 | ██████████ | 250723-8 | 120.00 | | Expenses - work boots |
| 25/07/2023 | ██████████ | 250723-9 | 126.00 | | Reimburse StowAg 80539240 |
| 25/07/2023 | Roamwild (Oakthrift Corp) | 250723-PP1 | 64.97 | | Birdfeeders x 2 |
| 26/07/2023 | Zoom Video Communications inc. | 260723-1 | 12.99 | | Zoom subs Jul-Aug |
| 26/07/2023 | Argos Ltd | 260723-PP2 | 240.00 | | Cordless lawnmower T/H |

Unity Trust Bank

List of Payments made between 01/07/2023 and 31/07/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|----------------------------|
| 31/07/2023 | Ring LLC | 310723-PP1 | 434.94 | | Ring Doorbell + camera x 1 |

| | | | | | |
|-----------------------|--|--|-------------------|--|--|
| Total Payments | | | <u>129,636.47</u> | | |
|-----------------------|--|--|-------------------|--|--|

List of Payments made between 01/08/2023 and 31/08/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/08/2023 | West Oxfordshire District Coun | 010823-1 | 219.00 | | Rates Guildhall - Aug |
| 01/08/2023 | West Oxfordshire District Coun | 010823-2 | 5,325.78 | | Shared services GH 4/22-3/23 |
| 01/08/2023 | Travis Perkins Trading Company | 010823-3 | 11.42 | | Coach Screws (Bench) |
| 01/08/2023 | KM Cleaning - Kara Milner | 010823-4 | 239.75 | | Cleaning of Town Hall |
| 01/08/2023 | ESPO | 010823-5 | 60.24 | | Body Fluid Spill Kits x 2 |
| 01/08/2023 | OCC Pension Fund | BACS | 3,557.28 | | Pension Contributions |
| 01/08/2023 | ██████████ | BACS | 23.04 | | Reimburse Travis Perkins exp |
| 02/08/2023 | Adobe Systems Software Ireland | 020823-DD1 | 16.64 | | Adobe Subs 30/7-29/8 |
| 03/08/2023 | Sign Trade Supplies Ltd | 030823-1 | 48.92 | | Alu Sign rails - maintenance |
| 03/08/2023 | Oxfordshire Play Association | 030823-2 | 400.00 | | Grant Mini Playday 21/8 |
| 03/08/2023 | Gill & Co (Ironmongers) Limite | 030823-3 | 112.10 | | Maintenance sundries |
| 03/08/2023 | KM Cleaning - Kara Milner | 030823-4 | 105.00 | | Out/hours after party clean TH |
| 03/08/2023 | Canopy | 030823-5 | 5,688.00 | | Tree Work - St Marys |
| 07/08/2023 | Mant Leisure Ltd Sport and Pla | 070823-1 | 20,115.65 | | Cotswold Cresc Play -Balance |
| 07/08/2023 | British Gas | 070823-DD1 | 205.67 | | Gas TH 19/1-24/7 |
| 07/08/2023 | STL Communications Limited | 070823-DD2 | 747.52 | | Telephone/Broadband |
| 08/08/2023 | Chipping Norton Joinery | 080823-1 | 116.40 | | Supply/cut MDF - TH |
| 08/08/2023 | ██████████ | BACS | 20.00 | | Mobile Phone Jul & Aug |
| 08/08/2023 | ██████████ | BACS | 11.75 | | Reimburse Trav Perk/WHSmiths |
| 09/08/2023 | Town Hall Petty Cash/Float | Float-card | 100.00 | | Cashpoint29/06, DD09/08 |
| 09/08/2023 | Multipay card - Unity Trust/LL | 090823-DD1 | 35.49 | | Cash Fee (Float withdrawal) |
| 10/08/2023 | Canva Pty Ltd | 100823-DD1 | 10.99 | | Canva Subs - Aug |
| 10/08/2023 | West Oxfordshire District Coun | 100823-DD2 | 52.00 | | GH Waste collection - Aug |
| 14/08/2023 | Travis Perkins Trading Company | 140823-1 | 17.79 | | Postcrete/screws -cemetery |
| 14/08/2023 | Oxfordshire Association of Loc | 140823-2 | 192.00 | | Cllr Training - EW |
| 14/08/2023 | The Chipping Norton Theatre | 140823-3 | 1,027.20 | | Bar Staff - Club Nightsx2 |
| 14/08/2023 | West Oxfordshire District Coun | 140823-4 | 1,211.00 | | Rates Town Hall - Aug |
| 18/08/2023 | Staff Salaries | BACS | 11,082.29 | | Staff Salaries Aug |
| 21/08/2023 | Sticker Mule | 210823DDPP | 29.00 | | Badges Keep Chippy Beautiful |
| 21/08/2023 | Adobe Systems Software Ireland | 210823-DD2 | 16.64 | | Adobe Subs 17/8-16/9 |
| 23/08/2023 | Ring LLC | MATCH | -229.97 | | Doorbell return-refund via PP |
| 24/08/2023 | Windrush Radio Ltd | 240823-1 | 300.00 | | Club Night 26/08 - TH |
| 24/08/2023 | Verdant Limited | 240823-2 | 499.99 | | Jardine Bench |
| 24/08/2023 | A Sked Black-Smithing & Weldin | 240823-3 | 84.00 | | Straighten/weld park rail |
| 24/08/2023 | SLCC | 240823-4 | 54.00 | | Media management - KJ |
| 24/08/2023 | ██████████ | BACS | 8.98 | | Reimburse Clamps(QD) |
| 24/08/2023 | HMRC | BACS | 3,948.75 | | Tax/NI Contributions- Aug |
| 25/08/2023 | OCC Pension Fund | BACS | 3,595.24 | | Pensions contributions - Aug |
| 25/08/2023 | Zoom Video Communications inc. | 250823-DD1 | 12.99 | | Zoom Subs 22/8-21/9 |
| 29/08/2023 | ESPO | 290823-1 | 85.02 | | Cleaning products |
| 29/08/2023 | SLCC | 290823-2 | 36.00 | | Allotment management -KJ |
| 29/08/2023 | Kettering Playsafe Ltd | 290823-3 | 942.00 | | Play area pyramid repair |
| 29/08/2023 | Travis Perkins Trading Company | 290823-4 | 46.19 | | Sawhorse (for sign repairs) |
| 29/08/2023 | STL Communications Limited | 290823-DD1 | 692.00 | | Telephone/Broadband |
| Total Payments | | | 60,874.55 | | |

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 |
|------------------------|----------------------------|---|--|
| Constitutional | Standing Orders (SOs) | <ul style="list-style-type: none"> Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model) Reviewed annually and as required for law changes | <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"> Scheme has been adopted and is used The scheme details clearly the delegations to officers and committees as applicable Staff and members are aware of the scheme | <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"> A code of conduct for members adopted in accordance with the Localism Act and all members have a copy | <p>New code of conduct adopted July 2022</p> |



Chipping Norton Town Council

CHIPPING NORTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

1. Risk Management Policy Statement

Chipping Norton Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of The Council's management processes. Risk management is not just about financial management it is about ensuring the achievement of objectives to deliver high quality services.

2. Objectives

The objectives of the Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Identify risks.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

These objectives will be achieved by:

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.
- Monitoring.

3. Categories

Risks have been put into the following categories:

- Financial.
- Legal.
- Technological.
- Environmental.
- Sites and Assets.
- Human Resources.
- Business Continuity.
- Reputational.

4. Risk Identification

Assessments have been prepared based on the risk management document reviewed by The Council on an annual basis. These are shown in the Risk Register at Appendix A of this document.

5. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- **Transfer** – The financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** – The risk is shared with another party;
- **Insuring** – Insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6. Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is

also important to assess whether the nature of any risk has changed over time. Risk Management will be reviewed annually by The Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

7. Risk Management System

RISK REGISTER SCALE

| | | | | | | |
|---|----------------------------|---|----|----|----|----|
| P R O B A B I L I T Y | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | I M P A C T | | | | | |

| Summary | | Suggested timeframe |
|---------|-----------|--------------------------|
| 25 | Very high | With urgency |
| 15-20 | High | As soon as possible |
| 6-12 | Medium | Within 3-6 months |
| 1-5 | Low | Whenever viable to do so |

The scores for impact and likelihood are scored as above and multiplied to arrive at the rating. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risks rated as green (1 to 5) are reasonably acceptable. It is unlikely that further additional measures are required to control these risks. However, the risk will remain monitored as part of the risk management.

Risks rated as amber are reasonably acceptable. However, further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure or to consider risk transfer e.g. insurance or a contractual arrangement. The Council

must be periodically advised of amber risks and the action planned and /or taken to control them.

Risks rated as red are not acceptable. Immediate action is required to bring the risk down to a lower category risk or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk.

8. Roles and Responsibilities

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the Council.
- 8.2 **Councillors** – Risk management is seen as a key part of Councillor’s stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including the approval of the Risk Management Strategy and Risk Register.
- 8.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager when necessary.
- 8.4 **Town Clerk and CEO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, Responsible Financial Officer and the Events and Facilities Officer, and be responsible for overseeing the implementation of the Risk Management Strategy.
- 8.5 **Role of the Audit** – The Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. The Audit assists the Council in identifying both its financial and operational risks and seeks to assist in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud
- 8.6 **Full Council**– Review and future development of the Risk Management Strategy and Risk Register will be overseen by the Full Council.
- 8.7 **Training** – The aim will be to ensure that both staff and directors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through

a range of methods such as workshops, literature and in-house service familiarisation.

8.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

9. Conclusion - The adoption of a sound risk management approach should achieve many benefits for the Council It will assist in demonstrating that Chipping Norton Town Council is committed to continuous service improvement and effective corporate governance.

10. Review - This Risk Management Strategy was reviewed by the Finance and Resources Committee on xxx and adopted by Full Council on xxx.

Review date:

11. Reference

- The Local Audit and Accountability Act 2014. Web site [Here](#)
- National Association of Local Councils (NALC). Web site: [Here](#)
- The Joint Panel on Accountability and Governance (JPAG). Web site [Here](#)

CORPORATE RISK REGISTER

| Category | AREA OF RISK | IMPACT DESCRIPTION | IMPACT LEVEL | PROBABILITY LEVEL | PRIORITY LEVEL | CONTROL MEASURES | MITIGATION NOTES |
|---------------------------------|--|--|--------------------------|--------------------------|--|---|---|
| Which category of risk is this? | Give a brief summary of the risk. | What will happen if the risk is not mitigated or eliminated? | Rate 1 (LOW) to 5 (HIGH) | Rate 1 (LOW) to 5 (HIGH) | (IMPACT X PROBABILITY) Address the highest first. | What is currently in place to reduce the risk | What can be done to further lower or eliminate the impact or probability? |
| Business continuity | Business interruption | Council services impacted or stopped | 5 | 1 | 5 | Business Interruption insurance cover. IT systems and infrastructure able to facilitate home working for all admin staff | Develop a business continuity plan |
| Legal and assets | Council records (hard copies): Loss through theft, fire, damage, flood | Loss of irreplaceable Council records | 5 | 1 | 5 | Fire Risk Assessment and procedures in place. Documents kept locked and secured. Historical, valuable or sensitive documents to be kept in the firesafe | Papers over 4 years old to be archived with County records office. |
| Legal and assets | Council records (electronic) | Loss of irreplaceable Council records | 5 | 1 | 5 | Cloud-based server in place, managed by third party IT provider. Council agendas, papers and minutes published online and therefore retrievable. | |

| | | | | | | | |
|--------------------------|--|---|---|---|---|--|------------------------------------|
| Financial and legal | Imposed liability through partnership working | Financial loss, legislation breach or reputational risk | 5 | 1 | 5 | Officers to clarify legal position and seek advice where necessary. Formal agreements held on file following resolution by Council or Committee. | |
| Financial and continuity | Precept setting | The precept not being adequate enough to cover the functions of the Council | 5 | 1 | 5 | Sound budget setting to inform precept demand. The Finance and Resources Committee receive budget monitoring reports. Committees consider budgets to help inform overall budget required ahead of precept setting meeting in December. | Develop a five-year financial plan |
| Financial | Insurance: Adequacy, cost, compliance and fidelity | Financial loss due to lack of insurance cover or cost of policy | 5 | 1 | 5 | Insurance policy reviewed annually, with new quotes and contracts entered into once every three years. Includes assets, public liability, legal and professional support. | |
| | | | | | | Risk assessments carried out for events and other Council work where required. | |

| | | | | | | | |
|-----------|---------|--|---|---|----------|--|--|
| | | | | | | Town Clerk and CEO, and the RFO in touch with the account manager to ensure any new information is shared with them, and advice taken when needed | |
| Financial | Banking | Financial loss due to lack of security or inputting error. | 5 | 1 | 5 | Dual authentication required for payments. All details kept secure in safe. Robust procedures in place. | Existing procedures adequate |
| Financial | Cash | Loss or theft of cash | 3 | 3 | 9 | Minimal petty cash held in the office. All cash received kept in the safe and banked as soon as practical. All cash used at events to be supervised by an officer and locked away securely. Float for Town Hall kept locked securely away. | Introduction of cashless system for events |

| | | | | | | | |
|--|--------------------------------|---|---|---|---|--|--|
| Financial | Financial controls and records | Inadequate controls and management resulting in financial loss | 5 | 1 | 5 | <p>Online payments require dual authorisation</p> <p>Accounts reconciled by a councilor each month against published finance statement.</p> <p>Fully compliant with recommendations made by appointed Internal Auditor Accounts externally audited annually.</p> <p>Internal controls in place</p> | Existing procedures adequate |
| Legal | Freedom of Information | Inability to provide information relating to freedom of information requests. | 3 | 1 | 3 | FOI policy and procedure in place and published online. Councillors use gov.uk email addresses. | Existing procedures adequate |
| Human Resources, Business Continuity and Financial | Head of paid service | Loss of the Town Clerk and CEO | 5 | 1 | 5 | Deputy Clerk in position. Shared responsibilities for most activities. Connections with locum services if required | Putting "key staff" insurance policy in place. |
| Financial and reputational | Fraud | Financial and reputation loss due to fraud | 4 | 1 | 4 | Anti Fraud and Corruption Policy in place | Existing procedures adequate |
| Financial | Election costs | Unplanned costs due to contested by-election taking place | 3 | 2 | 6 | Provision for an election to be included in the annual budget | |
| Human Resources | Non-payment of salaries | Staff not receiving salaries on the expected day | 4 | 1 | 4 | At least two members of staff are trained in calculating, submitting and setting up payments | Existing procedures adequate |

| | | | | | | |
|-----------------------------|------------------------------------|---|---|---|----|--|
| Financial | Significant unexpected expenditure | Lack of funds to meet costs of unexpected expenditure | 5 | 2 | 10 | Contingency included in the budget. At least 6 months annual costs held in reserves |
| Sites and assets | Security of buildings | Loss due to criminal or accidental damage. | 5 | 1 | 5 | Fire Alarms and CCTV cameras on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains. |
| Sites and Assets | Damage to property | Damage to the Town Hall or other Council assets | 5 | 2 | 10 | Buildings and contents insurance taken out. |
| Sites and Assets, Financial | Fire risk | Risk of fire in the Town Hall | 5 | 1 | 5 | Fire Risk Assessment in place and adhered to. Fire alarms tested weekly. All staff receive fire warden training. CCTV in place |
| Legal | Legal liability | Risk of carrying out actions outside of legal remit | 5 | 1 | 5 | The Clerk is CILCA Qualified and the Council has a General Power of Competence. All decisions made by Committee and Council resolution. Member/Officer protocol in place. Membership of OALC in place to obtain advice if required |

| | | | | | | |
|--|---|--|---|---|---|---|
| Legal | Accuracy of Minutes and Statutory Documents | Inaccurate documents being published and stored | 3 | 1 | 3 | Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. |
| Legal, financial and reputational | Public Liability | Risk to third party property or individuals | 3 | 1 | 3 | Insurance in place. Inspection of items in the public realm (play equipment etc) in place and adhered to. |
| Human Resources, Legal and Financial | Employer Liability | Non-compliance with the law | 5 | 1 | 5 | All staff on NALC model contracts. Staff handbook in place and adhered to. Staffing Sub-Committee in place |
| Legal | Document control | Non-compliance with statutory requirements | 4 | 1 | 4 | Document retention policy in place |
| Business continuity, reputational, financial | Loss of adequate internment space | Not being able to meet the needs of the town with regard to internments | 5 | 1 | 5 | Additional land has been aquired |
| Financial and legal | Memorial safety | Risk of injury due to unsafe memorials | 5 | 1 | 5 | Memorial safety policy in place. Third party contractor carrying out inspections and repairs |
| Human Resources, reputational | Vexatious Complaints | Staff time, reputational risk and impact on Staff and Councillor wellbeing | 3 | 2 | 6 | Vexatious compaints policy in place |

| | | | | | | | |
|---------------------------------------|-------------|--|---|---|---|--|--|
| Assets, Human Resources and Financial | Cyberattack | Councillor or council staff emails compromised due to a phishing attempt | 3 | 2 | 6 | Councillor and staff education about recognising phishing attempts, accounts can be restored centrally by third party IT provider. | |
|---------------------------------------|-------------|--|---|---|---|--|--|



CHIPPING NORTON TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

| | |
|--|---|
| Purpose and scope | 2 |
| Identifying, meeting and evaluating training and development needs | 2 |
| Consideration | 2 |
| Categorising training and personal development | 2 |
| Guidance for support | 4 |
| Study leave | 4 |

Adopted by Council: July 2021

Review Date: September 2023

Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide

reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection]

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma]

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination]. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £1,000, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason]

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Town Clerk (or the Chair of the staffing sub-committee if the individual is the Town Clerk), setting out the details of the course of study, how it relates to their work, and the time being requested.]

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Town Clerk (or the staffing sub-committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Councillors

On joining the council by election or co-option: All new councillors will meet with the Town Clerk and CEO to discuss the role and receive an overview of the work of the Council and the different roles and responsibilities. All new Councillors will be given an information pack containing copies of the following documents:

- The Good Councillor Guide
- The Code of Conduct

- An overview of Chipping Norton Town Council
- A copy of all the council's current policies e. Council's current Standing Orders and Financial Regulations
- The Scheme of Delegation
- A timetable of all the scheduled council meetings for the year g.
- Organisational chart
- Guidance for responding to planning applications
- The current annual budget
- The current Council action plan

New Councillors will be encouraged to attend Fundamentals for Councillors training.

Chairs of Committee will be encouraged to attend Chairship training.

Councillors will be made aware or and invited to bespoke training as the opportunities arise.

Councillors will be expected to complete an annual training needs assessment in order to help the Town Clerk and CEO identify appropriate training.



**Chipping
Norton**
Town Council

CCTV Compliance Policy

1. Introduction

This policy governs the operation of the closed circuit television (CCTV) systems operated by Chipping Norton Town Council as data controllers to assist in carrying out enforcement, public safety and other functions.

The policy sets out the principles to be observed by each Council, its members, employees, contractors, and any other parties or organisations involved in the operation, management and administration of relevant CCTV systems. It is also intended to inform members of the public of the purposes for which CCTV is operated, and of the standards which will be met in relation to it. In this way, each Council can be held accountable for its compliance with the policy.

A list of key definitions and acronyms is set out at section 13 of this policy.

2. Purpose

Compliance with this policy and with the detailed arrangements which sit under it ensures that each Council's use of Closed Circuit Television Cameras reflects a proportionate response to identified problems, which is operated with due regard to the privacy rights of individuals.

3. Background

In recent years there has been a substantial increase in the number of CCTV cameras, driven in part by a reduction in the costs of installing and operating this type of equipment. This increase has coincided with heightened privacy concerns, which have resulted in laws, regulations and codes of practice designed to ensure that the use of cameras is legitimate, proportionate to the intended purpose and respectful of legitimate privacy expectations. Article 8 of the Human Rights Convention recognises the right to a private and family life. Where CCTV captures images of people which comprise personal data, there is potential for this to infringe on the privacy of individuals. Accordingly, there is an obligation for CCTV installations and handling practices to comply with the 3rd Data Protection Principle (data minimisation) as well as the 6th Principle (Appropriate technical and organisational security) as set out in the Data Protection Act and General Data Protection Regulations.

CCTV systems are operated by the Council only as a proportionate response to identified problems, this in so far as it is considered necessary in a democratic society in the interests of public safety, for the prevention and detection of crime and disorder and for the protection of

the rights and freedoms of others. The Information Commissioner's Office ('the ICO') has enforcement powers which include the power to issue directives to remove or modify CCTV installations. The ICO is supported by the Surveillance Camera Commissioner, which was established under the Protection of Freedoms Act 2012 and has issued codes of practice for the use of these cameras, which include the guiding principles set out below.

4. CCTV

Within the scope of this policy the Council acts as data controller for the CCTV systems it operates for the purposes of preventing and detecting crime and for ensuring public safety, including that of attendees at its public venues.. For the avoidance of doubt it does not include CCTV for which third parties are the data controllers e.g. the Police.

5. General Principles/ Guidelines

The Council's use of CCTV accords with the requirements and the principles of the Human Rights Act 1998, the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018 and the Protection of Freedoms Act 2012. This policy recognises the need for formal authorisation of any covert 'directed' surveillance as required by the Regulation of Investigatory Powers Act 2000, and provides that CCTV shall be operated fairly, within the law and only for the purposes for which it was established or which are subsequently agreed in accordance with the Code.

CCTV shall be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and home. Public interest in the operation of CCTV will be recognised by ensuring the security and integrity of operational procedures which sit underneath it, and which balance the objectives of the CCTV usage with the need to safeguard the individual's rights.

Transparent: This policy ensures that CCTV used by or on behalf of the Council is transparent. Wherever possible, the presence of CCTV, the purpose for it and contact details for the Controller of it should be clearly displayed to the public. There are strict laws around the use of covert surveillance cameras and these should only be implemented where necessary for a criminal enforcement purpose where the Council has the necessary statutory authority and under the oversight of the Senior Information Risk Owner (SIRO).

For a Legitimate and Specified Purpose: prior to establishing any CCTV installation, it is necessary to establish a legitimate purpose for it. The appropriate balance between the necessity of the CCTV and the privacy rights of individuals can only be assessed in light of this intended purpose. the usage of CCTV cameras, including the field of vision and whether they can be controlled remotely, has to be proportionate to the identified need. For example, installation of a camera for the purpose of public safety would be unlikely to be proportionate in an area with no particular history of incidents. CCTV will not be installed unless found to be proportionate following a Data Privacy Impact Assessment.

6. Surveillance Camera Code of Practice

Each Council will operate all CCTV implementations in line with the principles set out in the Surveillance Camera Commissioner Code of Conduct:

- Use of a CCTV system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a CCTV system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a CCTV system as possible, including a published contact point for access to information and complaints. There must be clear

responsibility and accountability for all CCTV system activities including images and information collected, held and used.

- Wherever a CCTV system is used, these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a CCTV system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted.
- The disclosure of images and information should only take place when it is necessary and proportionate for such a purpose or for law enforcement purposes. CCTV system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- CCTV system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a CCTV system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a CCTV system which compares against a reference database for matching purposes should be accurate and kept up to date.

7. Privacy Risk Assessed

All existing and proposed CCTV installations should be subject to a Data Privacy Risk Assessment to identify what risks to privacy they pose and what controls can be applied to minimise them. Copies of the Assessment should be held by the Council Senior Information Risk Owner (SIRO).

All proposals to install new or additional CCTV must be approved by the Town Clerk and CEO. Where the privacy assessment indicates a high risk to privacy, then the approval of the SIRO is required prior to the procurement of CCTV equipment.

As CCTV recordings contain personal (and sometimes special category) data, there is a legal obligation to ensure that access is limited to those with a genuine need and that any data held meets technical standards for information security. In the event of a data breach, then prompt steps will be taken in accordance with each Council's procedures to mitigate the breach and to notify relevant parties.

Subject to clear operational procedures which are binding on staff and contractors: all Council departments operating CCTV are required to ensure that there are procedures in place which regulate where cameras can be installed, where they should point, under what circumstances data can be accessed or removed from the devices and under what circumstances it can be disclosed to other parties.

Auditable: All staff actions which affect the operation of CCTV equipment should be captured in audit logs held on the devices or in controlling applications. This includes any actions which change the field of vision, any downloads of footage and any deletion of footage. All CCTV equipment must

be specified so as to provide accurate time and date stamping, and all CCTV installations will be recorded on the CCTV Register.

CCTV systems operated by the Council shall normally retain footage for no longer than 30 days. Where footage is required for the purposes of prosecution of an offence or to defend legal claims, a copy should be made and stored securely.

8. Cameras and Area Coverage

Care should be taken to ensure that cameras are sited so they are clearly visible. No hidden cameras will be used, nor shall cameras be directed in such a way as to amount to surveillance which is intrusive.

Clear signage will normally be placed within the area which is being monitored in order to ensure that both the public are aware when they are in a monitored area and also that the maximum deterrent value is achieved. Where this is not possible – as in the case of body worn cameras, and signage on vehicles – then the cameras themselves will be clearly signed. The Council's CCTV systems do not record audio.

Camera positions will be reviewed annually to ensure that they remain proportionate to their purpose. Where the purpose can no longer be justified against the intrusion on personal privacy, they will be removed or switched off. All viewing and recording equipment shall only be operated by trained and authorised users.

9. Roles and Responsibilities

All staff members with operational access to CCTV equipment are responsible for following the specific operational procedures established for its use. This includes checking the equipment and reporting to management where it is found to deviate from the agreed specification or appears to have been interfered with. Staff and other relevant persons shall only be permitted access to images obtained via CCTV on a 'need to know' basis. Information Asset Owners are accountable for identifying a legitimate need for CCTV installations where one exists (and for reviewing the same), for ensuring that data privacy impact assessments are conducted and an action plan generated and progressed and for making sure that risk controls are established where needed to protect personal privacy.

The SIRO is responsible for setting the risk appetite for CCTV installations for the Council and assessing high risk proposals. The Data Protection Officer (DPO) is responsible for assessing proposed CCTV installations posing a high risk to privacy, rights and freedoms and for making recommendations to the SIRO.

In cases of a serious breach involving CCTV data, the DPO is responsible for reporting the matter to the ICO. The Town Clerk and CEO is responsible for maintaining the CCTV Register, drawing up Data Privacy Impact Assessments and participating in the investigation of breaches.

10. Training Requirements

All individuals with a need for operational access to CCTV systems or for access to images captured via CCTV shall be trained to a proficient level which meets appropriate safeguards before they are permitted access. All relevant individuals are furthermore required to have read the Surveillance Camera Code of Conduct and to have had sufficient training in the specific equipment they operate.

11. Data Protection and subject access rights

The public have the following rights with regard to CCTV footage captured by the Council's cameras:

- A right to request through subject access, a copy of footage in which they are captured, subject to exemptions within the Data Protection Act 2018 and also balanced against the rights and freedoms of others who may appear in that footage. All requests for CCTV images should be made in writing to the Town Clerk and CEO.
- A right to object to processing where they believe that the field of vision or the siting of the camera is disproportionate to the stated purpose of the camera. Where a resident objects to processing, the Council will consider the objection and decide whether a lawful basis for processing can still be justified. A written response will be provided outlining the outcome.

12. Data Retention & sharing

The police, social services, environmental health and/or other authorised agencies or bodies may apply for access to data collected via CCTV in order to carry out their statutory functions. All requests will be reviewed by the Council's Data Protection Officer and determined according to a process which ensures compliance with the law.

All Council CCTV Cameras automatically over-write footage after 30 days after it is captured. Where authorised bodies are granted access to data collected via CCTV in order to carry out their statutory functions, then copies of the data may be made and provided securely for this purpose.

Any data downloaded for the purpose of criminal investigation, subject access request or Council investigation will be retained for 3 months.

13. Key Definitions

CCTV – Closed Circuit Television

Data Protection Officer (DPO) – A statutory role set out under the Data Protection Act with responsibility for ensuring that organisations are compliant with personal privacy rights. Any resident can report a personal privacy concern about the Council to the Data Protection Officer.

General Data Protection Regulation (GDPR) - A Regulation establishing data protection principles and privacy rights for people whose data is processed in the European Union. It is supplemented in British law by the Data Protection Act 2018 which enshrines its rights and principles.

Information Asset Owner – A role held by the Business Managers, to ensure that information systems operated by their teams have appropriate data quality, auditability and access controls.

Senior Information Risk Owner (SIRO) – A role established under International Information Security Standard ISO27001 to ensure that appropriate processes for information risk and the treatment of that risk are established and maintained. At the Council, the role is held by the Business Manager - Corporate Responsibility

14. Review of this Policy

This policy will be reviewed annually.

15. Related Policies





Data Protection Policy

Agenda item 9 – Gas supply contract

The Town Hall gas contract is in its renewal period and as prices are cheaper at this time of year, it feels prudent to consider and agree the contract starting June 2024 now.

This will also mean that Council can more accurately set the budget for 2024-25. The Town Clerk asked for details and costs for 100% green supply which can currently be provided by SSE. The Council is currently in contract with British Gas Lite and the breakdown of supply is provided below in order to help the Committee make an informed decision.

GAS MPRN 4004751110 currently with British Gas LITE based on estimated annual consumption of 66,836 kwh with contract end date 27/06/2024

| Supplier | Supplier Term | Payment Method | S/C per day | Unit Rate (p/kwh) | Annual Cost |
|---|-------------------------|----------------|-------------|-------------------|-------------|
|  | 36 Months | Direct Debit | 66.31 p/day | 9.05 p/kWh | £6,290.69 |
|  | 36 Months | Direct Debit | 30 p/day | 10.26 p/kWh | £6,966.87 |
|  | 36 Months | Direct Debit | 25 p/day | 11.2 p/kWh | £7,576.88 |
|  | 36 Months 100% GREEN | Direct Debit | 32.88 p/day | 11.662 p/kWh | £7,914.43 |

All suppliers, including British Gas, are required to provide information about the mix of fuels used to generate the electricity supplied to their customers, as well as its environmental impact.

| Energy Source | British Gas Trading Limited | UK Average |
|------------------------------|-----------------------------|--------------|
| Coal | 2% | 4% |
| Natural gas | 20% | 39% |
| Nuclear | 28% | 16% |
| Renewables | 48% | 39% |
| Other | 2% | 3% |
| CO ₂ emissions | 116 g/kWh | 204 g/kWh |
| High-level radioactive waste | 0.0019 g/kWh | 0.0011 g/kWh |

Recommendation

a. That the Committee agree a supplier to provide gas for the Town Hall over a 36 month period starting 28th June 2024.

Report on Celebrating and Commemorating Local Citizens.

Cllrs Sandra Coleman, Jo Graves and Alex Keyser

As agreed by the Town Council we met together to discuss appropriate ways to recognise achievement and thank local residents for the contribution they make to our town. These are our recommendations:

1. Annual Town Awards Evening

We suggest holding an annual Town Awards Evening to celebrate achievement during the past year. This could include:

- Sports Awards
- Young Citizen Award
- Good Neighbour Awards
- Business Award
- Allotment Prizes

Awards should recognise those who nurture and protect our community, and show commitment and energy for their projects, and the list kept short to make the evening interesting and manageable. Nominations for Good Neighbour, Young Citizen and the Business Award could remain open all year, be assessed and then presented at the next ceremony. Additional awards can be added each year at the discretion of the Council.

2, Opportunities to remember and commemorate those who have died

We recognise that sometimes families and local people will want to create a memorial to help remember someone who has died, and would encourage this to be in the form of a commemorative tree. One site where trees can be planted is our avenue of flowering cherry trees along the path at the far end of the cemetery. Other sites may also be identified.

The group feel strongly that requests for new commemorative benches around the town should be resisted. Instead existing undedicated benches can be sponsored, restored and dedicated. If a suitable contemplative site can be identified, a commemorative bench designed to accommodate multiple plaques could be installed. Such a site could also include a creative memorial where people could remember their loved ones. Commemorative benches should be maintained for a period of 20 years, after which plaques may be removed.

Many of our streets bear the names of past residents. This is a tradition we would like to continue. The Town Council will provide names to developers when appropriate.

Agenda item 11 - Grants

To receive correspondence following recent grant applications

- a. To note thank you letters from groups and organisations
- b. To receive feedback from Citizens Advice West Oxfordshire in relation to their grant application
- c. To receive clarification from Remix in relation to their grant application
- d. To receive clarification and a safeguarding policy from One-to-One Mentoring in relation to their grant application.

Recommendation

- For items b-d: For the Committee to consider if the clarification is enough to agree to approve the grant funding from the Committee's initial provisional decision

From: [Graeme Williamson](#)
To: [Katherine Jang](#)
Subject: Re: CN Theatre - Decision letter GTVB
Date: 31 July 2023 09:16:38
Attachments: [image002.png](#)
[image003.png](#)

Dear Katherine,

This is really wonderful news, thank you.

The three-year commitment will really help with future planning and certainty, at a time when budgets are being stretched.

On behalf of all of us at The Theatre please pass on our thanks to all of the Councillors for their support and foresight.

Very best wishes

Graeme

From: Katherine Jang <deputyclerk@chippingnorton-tc.gov.uk>
Sent: 28 July 2023 15:41
To: Graeme Williamson <gwilliamson@chippingnortontheatre.com>
Subject: CN Theatre - Decision letter GTVB

Dear Graeme,

I am pleased to let you know that Chipping Norton Town Council has awarded Chipping Norton Theatre core funding for a period of three years, following your recent application the Grants to Voluntary Bodies scheme. Please see the attached letter for the full decision and funding details.

Best wishes,
Katherine

Katherine Jang
Deputy Town Clerk and Estates Manager
Chipping Norton Town Council
01608 642341
The Guildhall, Chipping Norton, OX7 5NJ
www.chippingnorton-tc.gov.uk

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CHIPPING NORTON & DISTRICT CRICKET CLUB

Banbury Road, Chipping Norton, Oxfordshire OX7 5SX

Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxon
OX7 5NJ



Grant aided by



WEST OXFORDSHIRE
DISTRICT COUNCIL

30th July 2023

Dear Members of Chipping Norton Town Council

On behalf of Chipping Norton & District Cricket Club, I would like to thank you for your decision to award a grant of £1,600 to the club for the purpose of buying an electronic scoreboard. To date we have raised £2,000 so we are confident that we can raise the remaining £1,400 to allow us to purchase this equipment for the start of the 2024 season. We will also follow your recommendation to apply to the Chipping Norton & District Volunteer Fire Brigade Charity for additional funds in this respect.

I can confirm that the grant you have awarded will be used for the specific purpose of buying the electronic scoreboard, as set out in our application.

Thank you again for this generous grant.

Yours faithfully

Martin Elliott
Club Treasurer



Mayor & Councillors
c/o Town Clerk
Chipping Norton Town Council
The Guildhall
Chipping Norton

1 August 2023

Dear Mrs Coleman and fellow Councillors

I'm writing on behalf of my fellow trustees to thank the Council for your generous decision to make a three-year pledge of support to The Lido.

Having this commitment is a significant boost, especially as we wrestle with energy prices that continue to rise, while trying to remain affordable and accessible to the residents of the town.

The Town Council is our sole source of core funding from the public purse. Not only does your grant contribute towards covering our running costs, it also directly enables us to access additional funding. In the past, on several occasions, we have been able to use part of our Town Council grant as matched funding required to qualify for other capital grants.

In addition, the support of the Council lends credibility to all applications for funding and demonstrates to potential funders that we are considered to be making a positive contribution to our community.

Please accept our thanks on behalf of all the Lido trustees, staff and users for your ongoing support for our work.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Jarvis', is written over a light blue circular watermark.

Claire Jarvis
Trustee

From: [Nicola Hall](#)
To: [Katherine Jang](#)
Cc: [Thrive North Ox](#)
Subject: Re: Thrive North OX - Decision letter GTVB
Date: 30 July 2023 17:45:20
Attachments: [image002.png](#)
[image003.png](#)
[Decision Letter Grants 2023 Thrive Northox.pdf](#)

Dear Katherine,

Thank you so much for awarding this grant to Thrive Northox, we're delighted and look forward to receiving the funding in September. In spite of being a small team of volunteers, we believe we make a significant difference in Chipping Norton by supporting children and their families with essential items and with your support, look forward to being able to continue to do this. We track grant spending carefully to ensure it is spent in line with our application and will be happy to keep you informed.

We would be grateful if you could pass on our thanks to the committee at the next opportunity.

Very best wishes,
Nicky

for Thrive Northox

On 28 Jul 2023, at 15:43, Katherine Jang <deputyclerk@chippingnorton-tc.gov.uk> wrote:

Dear Nicky,

I am pleased to let you know that Chipping Norton Town Council has awarded Thrive North Oxfordshire a grant following your recent application to the Grants to Voluntary Bodies scheme. Please see the attached letter for the full details of the award.

Best wishes,
Katherine

Katherine Jang
Deputy Town Clerk and Estates Manager
Chipping Norton Town Council
01608 642341
The Guildhall, Chipping Norton, OX7 5NJ
www.chippingnorton-tc.gov.uk



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VOLUNTEER LINK-UP

Volunteer Link Up (West Oxfordshire), Volunteer Centre West Oxfordshire
Methodist Church Centre, 10 Wesley Walk, Witney, Oxon, OX28 6ZJ.
Tel/Fax: 01993 776277, email: office@vlu.org.uk. www.vlu.org.uk

21/11/22

Dear Katherine

Could I please ask you to thank all members of Chipping Norton Town Council for the generous grant of £2000.00.

We are a very small charity and this sum of money will make a major difference to what we are able to do.

We will use your grant to keep connecting volunteers with vulnerable people within the Chipping Norton area.

With best wishes to all
at Chipping Norton Town Council.

Barry Beard
GENERAL MANAGER.

From: [Teresa Archer](#)
To: [Katherine Jang](#)
Cc: [Tania Kirby](#); [Lou Murphy](#)
Subject: CAWO Outreach in Chipping Norton
Date: 18 September 2023 17:37:59

Dear Katherine

Thank you for your email to Lou today. As you know, Lou has visited both the Guildhall and the Town Hall recently to consider whether they are suitable for delivering our advice service.

We have ruled out the Guildhall as there is no access for people with disability to the area where we would be situated.

We have considered the Town Hall. As we have stated before, we would need at least one other volunteer to help with managing a service there, and we are early in the process of recruiting and training new volunteers that may be able to help us in Chipping Norton. We did say that it was likely to be December before we had any extra resources available. At the same time, we have only recently advertised in the Chippy News and other local outlets that we are providing appointments again in Chipping Norton, and that they are in the Parish Rooms until such time at the Branch opens in early 2024.

We have taken all the issues into account, and we still believe that it is better to continue delivering from the Parish Rooms until the Branch opens for a number of reasons:

1. We have already advertised where our appointments will be, and we believe it will create some confusion if we change now to another venue, only to change again when we move to the Branch. It will make it harder for us to build attendance if we move more than is necessary.
2. When appointments are not fully filled, there are often people attending services at the Branch that are in need of advice that we can help with that spare capacity. This removes the need for them to wait for the next appointment.
3. We are receiving support from the staff and volunteers at the Parish Rooms whilst we are still recruiting and training our own support volunteers for Chipping Norton.
4. It is only a few months until the Branch will open, and we believe that we will have more success in building the service between now and then if we do not move it.
5. Anyone that is unable to access our service because of where it is situated can be offered a home visit. This has always been an option that advisers can offer, and is rarely used.

We do understand Councillors' concern about access, and we had always planned to return to the Town Centre. Prior to the pandemic we were based at the Health Centre, which was up the hill from the Town Centre, which did not prevent people from coming to us. We have worked hard to ensure that people from Chipping Norton continue to access our services proportionately and our reports confirm that despite not being in the town at all, we have continued to serve Chipping Norton people proportionately. We feel that setting such a condition for a small grant has already, and will continue to create additional work that will outweigh the benefit of receiving what we believe is modest support for the service that we provide.

We understand if Councillors feel that they cannot support our service, although this would be disappointing. We do hope that the Council will reconsider this condition and we await further information.

Kind regards

Teresa

Teresa Archer

Chief Officer



www.citizensadvicewestoxon.org

Facebook @CitizensAdviceWestOxon

Twitter @CAwestoxon

Charity Registration No 1092539

Authorised and regulated by the Financial Conduct Authority FRN: 617794

From: **Katherine Jang** <deputyclerk@chippingnorton-tc.gov.uk>

Date: Mon, 18 Sept 2023 at 15:27

Subject: CAWO at Town Hall

To: Lou Murphy <lou.murphy@cawo.org.uk>

Cc: Tania Kirby <tania.kirby@chippingnorton-tc.gov.uk>

Dear Lou,

Many thanks for taking the time to come out and assess the Guildhall and the Town Hall for your CAWO sessions.

I wanted to get in touch with you to see if any further discussions or decisions have been made about the locations for the drop-in sessions until the Branch is up and running?

Many thanks,

Katherine

From: [Joel Reed](#)
To: [Katherine Jang](#)
Subject: Re: Remix Youth Club - Decision letter GTVB
Date: 10 August 2023 12:07:29

Hi Katherine,

I can confirm that all volunteers who work at Remix have a current DBS and are up to date on their safeguarding training.

As to the governance, the youth club is a joint venture with St Mary's and Glyme Hall in so far as St Mary's support Glyme Hall's commitment to providing a space for young people by running the youth club. All the safeguarding, management, and oversight are accountable to St Mary's Church with updates provided to the Glyme Hall committee of which myself, as the youth worker, and James Kennedy, as vicar of St Mary's, are both a part of.

I hope that clarifies the matter for you.

Let me know if not or if you need anything else.

Many thanks,

Joel Reed

Youth Pastor | St Mary's Church
St Mary's Church, Church Street
Chipping Norton, OX7 5NT

www.stmaryscnorton.com



On 28 Jul 2023, at 15:33, Katherine Jang <deputyclerk@chippingnorton-tc.gov.uk> wrote:

Dear Joel,

I am pleased to let you know that Chipping Norton Town Council has provisionally awarded Remix Youth Club a grant following your application to the Grants to Voluntary Bodies scheme. Please see the attached letter with the full details and conditions.

Please do let me know if you are amenable to the conditions the Cllrs have stipulated and any other thoughts you may have.

Best wishes,
Katherine

Katherine Jang
Deputy Town Clerk and Estates Manager
Chipping Norton Town Council
01608 642341
The Guildhall, Chipping Norton, OX7 5NJ
www.chippingnorton-tc.gov.uk

From: [Joel Reed](#)
To: [Katherine Jang](#)
Subject: Re: 1:1 Mentoring - Grants decision letter
Date: 10 August 2023 12:08:48
Attachments: [Safeguarding Policy Signed.pdf](#)

Hi Katherine,

Thank you so much for this grant, it will go a long way to supporting the work of the young people.

I can confirm that all volunteers who engage with young people through the mentoring are fully DBS'd and receive the appropriate safeguarding training.

Please also see a copy of The Branch Trust's safeguarding policy.

Let me know if you have any more questions.

Many thanks,

Joel Reed

Youth Worker | The Branch Trust

The Branch, 16 Market Place,
Chipping Norton, OX7 5NA

www.thebranchtrust.org



On 28 Jul 2023, at 14:44, Katherine Jang <deputyclerk@chippingnorton-tc.gov.uk> wrote:

Dear Joel,

I am pleased to let you know that Chipping Norton Town Council has provisionally awarded 1 to 1 Mentoring a grant following your application to the Grants to Voluntary Bodies Scheme. Please see the attached letter for the full details of the award.

Best wishes,

Katherine

Katherine Jang
Deputy Town Clerk and Estates Manager
Chipping Norton Town Council
01608 642341
The Guildhall, Chipping Norton, OX7 5NJ
www.chippingnorton-tc.gov.uk

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[<image003.png>](#)



THE BRANCH TRUST

(Registered Charity Number 1191055)

Safeguarding and Child Protection Policy

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1. Introduction and Statement

The Branch Trust recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2018.

The Branch Trust is fully committed to safeguarding and protecting the welfare of all children, and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect.

The Branch Trust acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse.

The Branch Trust works closely with St Mary's PCC. St Mary's PCC Safeguarding is overseen by Oxford Diocese. Each project lead will have a clear understanding of the safeguarding protocol: who they should report a safeguarding issue to. Should it involve both St Mary's Church & The Branch Trust both parties will be informed.

The Branch Trust believes that:

- The welfare of all children and young people is paramount
- All children, regardless of age, ability, gender, racial heritage, religious or spiritual beliefs, sexual orientation and /or identity, have the right to equal protection from harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare

2. Legal Framework

This policy has been developed in accordance with the principles established by the following legislation and guidance:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years
- What to do if you are worried a Child is being Abused 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019
- Oxfordshire Safeguarding Children Board guidelines

This policy applies to all staff, including senior managers, committee members/board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone in a position of trust.

A child is defined as a person under the age of 18 (The Children's Act 1989).

3. Organisational Policies and Procedures

This policy should be read alongside the other organisational policies and guidance:

4. Purpose of Policy

The purpose of this policy is to:

- protect children and young people who receive The Branch Trust services. This includes children of adults who use our services;
- provide all those in a position of trust with the overarching principles that guide our approach to safeguarding and child protection

To keep children safe The Branch Trust will:

- provide a setting where children feel listened to, safe, secure, valued and respected
- appoint a Designated Safeguarding Lead for children and ensure a clear line of accountability with regards to safeguarding concerns
- ensure all those in a position of trust have been provided with up to date and relevant information, training, support and supervision to enable them to fulfil their role and responsibilities in relation to safeguarding and child protection
- provide a clear procedure to follow when safeguarding and child protection concerns arise
- ensure effective and appropriate communication between all individuals in a position of trust
- build strong partnerships with other agencies to promote effective and appropriate multi-agency working, information sharing and good practice.

5. Roles and Responsibilities

All individuals in a position of trust must:

- Understand the different types of abuse and recognise the possible risks and Indicators
- Understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concern they may have regarding another person's behaviour towards a child or children
- If appropriate; liaise with other agencies, contribute to safeguarding assessments and attend child protection meetings / core groups / conferences
- Record and store information legally, professionally and securely in line with organisational policies and procedures
- Undertake the required level of training for their role in line with Oxfordshire Safeguarding Children Board standards, every 3 years for Generalist and Advanced Safeguarding and every 2 years for Designated Leads.
- Understand the line of accountability for reporting safeguarding concerns, and be fully aware of the organisation's safeguarding lead and their role within the organisation.

Name of Safeguarding Lead: Emma Kennedy

Telephone Number: 07900 976137

Name of Deputy Safeguarding Lead:

Telephone number:

All individuals working in a position of trust as The Branch Trust will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

The Trustees are ultimately accountable for ensuring settings provided by The Branch Trust are safe, including the implementation of effective safeguarding procedures.

This policy is available to all on our website.

6. Safer Recruitment

Safe recruitment is central to the safeguarding of children and young people. All organisations which employ people to work with children in a position of trust have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children. Please see the Schools Safeguarding Safer Recruitment Toolkit for further guidance on safe recruitment, <http://schools.oxfordshire.gov.uk/cms/node/358>

7. Monitoring and Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

The Branch Trust will complete an annual self-assessment to appraise their safeguarding practice against OSCB standards, please see www.oscb.org.uk

8. Document Version History

| Document version history | | | | |
|--------------------------|------|--|-----------------------------|---|
| Document Name: | | Safeguarding and Child Protection Policy | | |
| Owner: | | <i>Name and title</i> | | |
| Author: | | <i>Name, title, department, email and telephone number</i> | | |
| Version | Date | Amendments made | By whom (name/job title) | Senior approval (Name, Job title / Organisation) |
| | | | | |
| | | | | |
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Appendix A

Child Protection and Safeguarding Procedures

1. Introduction

All professionals have a responsibility to report concerns to Children's social care under section 11 of the Children Act 2004, if they believe or suspect that the child;

- Has suffered significant harm;
- Is likely to suffer significant harm;
- Has a disability, developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent) under the Children Act 1989;
- Is a Child in Need whose development would be likely to be impaired without provision of service.

2. What to do if you are concerned about a child

Supporting children

If/when a child reports they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing physical or sexual harm to others, the initial response from all professionals should be to listen carefully to what the child says and to observe the child's behaviour and circumstances to:

- Clarify the concerns;
- Offer re-assurance about how the child will be kept safe;
- Explain what action will be taken and within what timeframe.

The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice police investigations, especially in cases of sexual abuse.

If the child can understand the significance and consequences of making a referral to children's social care, they should be asked for their views.

It should be explained to the child that whilst their view will be taken into account, the professional has a responsibility to take whatever action is required to ensure the child's safety and the safety of other children

Confidentiality

Children have a right to confidentiality under Article 8 of the European Convention on Human Rights. It's important to respect the wishes of a child or any person who doesn't consent to share confidential information.

If you're not given consent to share information, you may still lawfully go ahead if the child is experiencing, or is at risk of, significant harm.

Child protection concerns, disclosures from children or safeguarding allegations made against a person in a position of trust must not be discussed across the workforce as a whole. This information should be shared solely with Designated Safeguarding Leads, Children's Social Care and/or the Local Area Designated Officer (LADO) as appropriate.

Personal information which is shared by the child or young person on a 1:1 level, such as sexual orientation or gender identification, should not be disclosed to the workforce as a whole.

If staff and volunteers wish to discuss situations with colleagues to gain a wider perspective, this should be done on an anonymous basis with names and other identifying information relating to the child and their family remaining strictly confidential.

Seven golden rules for information sharing

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Supporting those working with children

The Branch Trust recognises those in a position of trust emotionally “safe”. It is important that all staff supporting children are able to discuss safeguarding concerns with the Designated Safeguarding Lead’ and with their line manager in regular supervision.

Reporting concerns

The referrer should provide information about their concerns and any information they may have gathered prior to referral. They will be asked for the following:

- Full names, dates of birth and gender of all child/ren in the household;
- Family address and (where relevant) school / nursery attended;
- Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- Names and date of birth of all household members, if available;
- Ethnicity, first language and religion of children and parents;
- Any special needs of children or parents;
- Any significant/important recent or historical events/incidents;
- Cause for concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents;
- Known involvement of other agencies / professionals (e.g. GP);

- Information regarding parental knowledge of, and agreement to, the referral;
- The child's views and wishes, if known.

Other information may be relevant and some information may not be available at the time of making the referral. However, the report should not be delayed, in order to collect information, if the delay may place the child at risk of significant harm.

Parents/carers must be informed about any referral unless to do so would place the child at an increased risk of harm.

3. To report a new concern

Immediate concerns about a child

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- * Allegations/concerns that the child has been sexually/physically abused
- * Concerns that the child is suffering from severe neglect or other severe health risks
- * Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk
- * The child is frightened to return home
- * The child has been abandoned or parent is absent

You should call the MASH immediately Tel: 0345 050 7666

The Oxfordshire MASH Referral Form (MASH Enquiry online referral form) may be used by professionals only to refer children to social services. Or you can email a report to MASH on the secure email on: mash-childrens@oxfordshire.gcsx.gov.uk

If you have a concern about a child/family but it is not an immediate safeguarding concern, you should refer to the Threshold of Needs matrix which can be found at, http://www.oscb.org.uk/wp-content/uploads/Oxfordshire-Threshold-of-Needs_Final.pdf

This tool is designed to support professionals to make decisions as to whether contact should be made with Children's Social Care.

If after consulting the Threshold of Need, you still have concerns that do not require an immediate safeguarding response, you should contact the Locality and Community Support Service (LCSS) and request a 'no names' consultation (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- LCSS Central : 0345 241 2705
- LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock): 0345 241 2703
- LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608

If you have a concern out of office hours call Emergency Duty Team on 0800 833 408

3. Referrals on open cases

If you want to speak to someone about an already open case contact the relevant Children's Social Care Team. If you do not have the name and contact details for the relevant Social Worker, contact MASH on 0345 050 7666.

4. Allegations against others working with children

All allegations of abuse by those who work with children must be taken seriously, whether they are in a paid or unpaid capacity. This procedure should be applied when there is an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

To report an allegation or concern about a person in a position of trust, please contact the LADO and Safeguarding Team on 01865 810603 or email: LADO.safeguardingchildren@oxfordshire.gov.uk

5. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where those in a position of trust fail to do so. All those in a position of trust should be aware of their duty to raise concerns about dangerous or illegal activity, or any wrongdoing within their organisation.



.....
Chair of Trustees
Emma Kennedy

Appendix B

Definitions and Indicators of Abuse

The table below outlines the main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2018. (Full definitions can be found in this document). All staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse.

| Type of Abuse | <u>Possible Indicators</u> |
|---|--|
| <p><u>Neglect</u></p> <p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate care-givers); or • ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p> | <p>Signs that may indicate a child is living in a neglectful situation:</p> <ul style="list-style-type: none"> • excessive hunger • poor personal hygiene • frequent tiredness • inadequate clothing • frequent lateness or non-attendance at school • untreated medical problems • not brought • poor relationships with peers • compulsive stealing and scavenging • rocking, hair twisting and thumb sucking • running away • loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight) • low self esteem • poor dental hygiene |
| <p><u>Physical Abuse</u></p> <p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.</p> | <p>Signs that may indicate physical abuse:</p> <ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence, • conflicting or unrealistic explanations of causer • repeated injuries • delay in reporting or seeking medical advice. |

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not, the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that may indicate sexual abuse:

Changes in:

- Behaviour
- Language
- Social interaction
- Physical wellbeing

It is almost important to recognise there may be **no signs**.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs that may indicate emotional abuse:

- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming (including eating disorders)
- Drug, alcohol, solvent abuse
- Lack of empathy (including cruelty to animals)
- Concerning interactions between parent/carer and the child (e.g. excessive criticism of the child or a lack of boundaries)

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse.

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Signs that may indicate CSE:

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising/STI's
- Substance misuse
- Mental health
- Unexplained possessions, goods and/or money

The indicators can be spotted when speaking to the young person themselves or family/friends

If a child or young person has made a disclosure regarding sexual exploitation, or if you think a child may be at risk of being sexually exploited please contact the Kingfisher Team on 01865 309196. Out of hours calls will divert to Thames Valley Police Referral Centre.

Other type of abuse you should be aware of

Child Exploitation

Child exploitation describes how gangs from large urban areas supply drugs to suburban and rural locations, using vulnerable children and young people to courier drugs and money.

Typically, gangs use mobile phone lines to facilitate drug orders and supply to users. They also use local property as a base; these often belong to a vulnerable adult and are obtained through force or coercion (this exploitation is sometimes referred to as 'cuckooing').

It also finds that the age of those involved is getting younger, with children as young as 12 being targeted. Gangs 'recruit' through deception, intimidation, violence, debt bondage and/or grooming into drug use and/or child sexual exploitation.

While there has been an increased awareness of the use of children and young people in county line markets, more needs to be done as it cuts across a number of issues such as drug dealing, violence, gangs, child sexual exploitation, safeguarding, modern slavery and missing persons.

Signs that may indicate drug/criminal exploitation are similar to CSE, as follows:

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group

- Physical symptoms including bruising
- Substance misuse
- Mental health
- Unexplained possessions, goods and/or money

Domestic Abuse

Defined as, “Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial or emotional”.

Forced marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

FM is very different to an arranged marriage where both parties give consent.

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children.

The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- Lack of access to legal documents (e.g. passports)
- Appearance (malnourished, unkempt, etc)
- Untreated or unexplained injuries
- Attitude (withdrawn, frightened, unable to speak for themselves)
- Indebtedness or in a situation of dependence
- Frequent changes of location or restrictions on movement

Female Genital Mutilation

Female genital mutilation (FGM), sometimes referred to as female circumcision, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM, it is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

The Oxford Rose Clinic is a specialised clinic run at the John Radcliffe Hospital to address the health and safeguarding issues associated with FGM. Women should be referred to this clinic by emailing oxfordrose.clinic@nhs.net or calling 01865 222969.

Healthcare professionals have a duty to safeguard any children who may be at risk of FGM. Information about how to identify children at risk of FGM, including a screening tool and pathways are available on the Oxfordshire Safeguarding Children Board website

Self-Harm

Deliberate self-harm is intentional self-poisoning or injury, irrespective of the apparent purpose of the act, (www.nice.org.uk). Self-harm is an expression of personal distress, not an illness.

Self-harm can involve:

- Cutting, burning, biting
- Head banging and hitting
- Picking and scratching
- Pulling our hair
- Overdosing and self-poisoning
- Substance misuse
- Taking personal risk
- Self-neglect
- Disordered eating

Indicators of self-harm may include:

- Changing in eating/sleeping habits
- Changes in activity and mood
- Increased isolation from friends and family
- Talking about self-harming or suicide
- Expressing feelings of failure, uselessness or loss of hope
- Lowering of academic grades
- Abusing drugs or alcohol
- Becoming socially withdrawn
- Giving away possessions

Bullying

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating.

Persistent bullying can result in depression, low self-esteem, shyness, poor academic achievement, isolation, threatened or attempted suicide

Indicators a child is being bullied can be:

- coming home with cuts and bruises
- torn clothes
- asking for stolen possessions to be replaced
- losing dinner money
- falling out with previously good friends
- being moody and bad tempered
- wanting to avoid leaving their home
- aggression with younger brothers and sisters
- doing less well at school
- sleep problems
- anxiety
- becoming quiet and withdrawn

Peer on Peer Abuse

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate).

Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.

Prevent - Extremism

The Counter-Terrorism and Security Act 2015 places a safeguarding duty on settings to have “due regard to the need to prevent people from being drawn into terrorism”.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Ensure children are safe from terrorist and extremist material when accessing the internet in the setting

Preventing vulnerable adults and children from being drawn into extremism is a safeguarding concern. It is essential that frontline staff are able to spot the signs and make a safeguarding referral.

Indicators may include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing ‘us and them’ thinking
- Expressing feelings of anger, grievance or injustice

To report concerns about child radicalisation:

1. Make safe – If emergency services are required – call 999. Take reasonable steps to ensure that there is no immediate danger.
2. Refer concern identified by member of the public or professional
3. Call MASH on 0345 050 7666



Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Chipping Norton Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has answered 'Yes' to Assertion 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2022-23. Therefore, it relates to the Notice announcing the public right to review the 2021-22 return which was published during 2022-23. As noted in the Auditor Report last year, this notice was not correctly advertised therefore this question should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

The internal auditor responded 'yes' to control objective M with regards to the Council providing the correct period for exercise of public rights. We would have anticipated a 'no' response to this due to the previous year notice period for public rights being 31 working days not the mandatory 30 days.

3 External auditor certificate 2022/23

We ~~certify~~ ~~do not certify~~^{*} that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

^{*}We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

13/09/2023



Our ref: 979/1389107

15 September 2023

Ms L Ashbourne
Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxfordshire
OX7 5NJ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Luci

Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A handwritten signature in black ink that reads 'Moore'.

Moore

Encs.

Smaller Authority Name: Chipping Norton Town Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for (Smaller Authority Name) Chipping Norton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.

- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Chipping Norton Town Council on application to
 - (a) (Name of Clerk)
Luci Ashbourne

 - (b) (Address of Clerk)
The Guildhall,
Chipping Norton, OX7 5NJ

 - (c) (Telephone/email, and hours and arrangements to view)
01608 642341 townclerk@chippingnorton-tc.gov.uk
Mon-Fri 9am-1pm

- 3 Copies will be provided to any person on payment of £_NIL_ for each copy of the Annual Return

Announcement made by (Name of Clerk)

Luci Ashbourne

Date of Announcement

19th September 2022