



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

9th May 2023

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 15th May 2023

TIME: 6:30pm

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

Luci Ashbourne
Town Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Election of Town Mayor 2023/24

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

2. Election of Deputy Mayor 2023/24

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

3. Apologies for absence.

To consider apologies for absence.

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

4. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

5. Minutes

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

6. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

7. Minutes and reports from Committees

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

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

8. Welcome to new Councillors

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

9. Welcome to the new District Councillor

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

10. East Chipping Norton Development

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

11. Civic Announcements

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

12. Council Action Plan

To note and agree next steps

13. Correspondence

To receive and note any correspondence

14. Standing Orders

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

15. Scheme of Delegation.

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

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

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

17. Representatives to Outside Bodies

To appoint Council representatives to outside bodies.

18. Calendar of meetings

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

19. Financial Regulations

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

20. Risk Register

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

21. General Power of Competence

To adopt the General Power of Competence

22. Banking arrangements

To receive a report from the Town Clerk

23. Councillor Surgeries

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

24. Councillor Co-option policy and procedure

To adopt a co-option policy and procedure.

25. Planning Applications

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

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



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MINUTES OF A CHIPPING NORTON TOWN COUNCIL MEETING HELD ON THE 19TH APRIL 2023, 6:30PM IN THE COUNCIL CHAMBER, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Sandra Coleman (Town Mayor), David Heyes, Jo Graves, Mark Walker, Chris Butterworth, Sharon Wheaton, Steve Akers, Ruth Fisher

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Cllr Geoff Saul – Ward member for West Oxfordshire District Council and Oxfordshire County Council

Cllr Mike Cahill – Ward member for West Oxfordshire District Council

Cllr Rizvana Poole – Ward member for West Oxfordshire District Council

3 Members of the public

FC132	Apologies for Absence Apologies were received from Cllrs Natasha Whitmill and Nova Bradley
FC133	Declaration of Interests Cllr Fisher declared an interest due to being a neighbour of one of the planning applications and will abstain from commenting during that application.
FC134	Minutes Amendments: <ul style="list-style-type: none">- Cllr Graves mentioned that she had sent in apologies for the previous Full Council meeting.- FC122 – Biodiversity and crime. Bullet point 4 "birds may be nesting > birds may be roosting" RESOLVED: That the Chair approves and signs the Minutes of the Full Council meeting held on the 22 nd February 2023 as an accurate record of the meeting subject to the amendments above.
FC135	Public Participation Jonny Ackroyd from Beaumont Rivers gave an update about the Pool Meadow Restoration Project (FC144).
FC136	West Oxfordshire District Councillors update Members received any updates and information from Chipping Norton's Ward Councillors sitting on WODC. Cllr Cahill: <ul style="list-style-type: none">• Planning – Continues to be an advocate for Chipping Norton at a planning level WODC.

	<ul style="list-style-type: none"> • Dropped kerb on Albion Place completed • Cost-of-Living Crisis: In touch with many residents who are struggling with the cost-of-living crisis and providing support. • Skate Park: Young people in Chipping Norton have started a petition on Change.org. • Shopkeepers have noted that shoplifting is increasing, with one retailer reporting that they lost £14,000 of merchandise in one month. <p>Cllr Rizvana Poole:</p> <ul style="list-style-type: none"> • Shoplifting: The police are aware of (TVP Constable Cochrane) that gangs from Birmingham and Banbury are targeting Chipping Norton. Not only shoplifting but pickpocketing as well. Police have stressed that all crime needs to be reported or else they are not aware of it. Cllr Wheaton mentioned that she reported a crime online and was not given a crime reference number so perhaps this is where the numbers are skewed. • Market Towns Report: The Town Clerk and Mayor met with WODC who will be creating a report of what market towns need. Members discussed the dwindling market stalls on market days. <p>Cllr Akers mentioned that the Town Council noted their thanks to Cllr Mike Cahill for all his dedication and work over the years.</p>
FC137	<p>Oxfordshire County Councillors update</p> <p>Members received any updates and information from Chipping Norton's Ward Councillors sitting on OCC.</p> <p>Cllr Geoff Saul</p> <ul style="list-style-type: none"> • CCTV: Noted that there is a need for more CCTV in Chipping Norton and this in hand. • Ukrainian refugee programme - £1.5 million allocated to purchase new properties. Initially to house refugees but would go toward building up a housing bank for affordable housing or emergency housing. • Community Safety Partnership – Focusing on modern slavery and exploitation.
FC138	<p>Committee Minutes</p> <p>Members noted the draft minutes of the following meetings:</p> <ol style="list-style-type: none"> a. Community Committee – 15th March 2023 b. Strategic Planning Committee – 22nd March 2023 c. Finance and Resources Committee – 29th March 2023
FC139	<p>East Chipping Norton Development</p> <p>Members had no new developments to report.</p>
FC140	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Town Mayor Cllr Coleman thanked all the outgoing Cllrs for their hard work over the years. She specifically liked to thank Cllr David Heyes for his work on the East Chipping Norton development, and Cllr Chris Butterworth for his longstanding dedication over many decades. Cllr Coleman also thanked Cllrs Fisher and Poole.</p> <p>Cllr Coleman reported that she will be following up the Barclay's Bank closure on High Street.</p>

FC141	<p>Council Action Plan Members noted this ongoing action plan. Members noted the upcoming events in Chipping Norton: Chippy's first Pride event will be taking place in the Town Hall on the 1st July 2023. Coronation event (Picnic in the Park) on the 7th May 2023.</p>
FC142	<p>Correspondence Members received correspondence from Oxfordshire County Council noting that taking effect on the 1st of April 2023, the on-street enforcement in Chipping Norton currently undertaken by West Oxfordshire District Council will transfer back to Oxfordshire County Council. Cllr Poole mentioned that the free parking will remain, this is only regarding on-street parking in the town centre.</p>
FC143	<p>Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative Members received a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.</p> <ul style="list-style-type: none"> • Field Reeves: Cllr Coleman mentioned that although they have a healthy sum in the bank, their income is decreasing as fewer farmers wanted to graze cattle on the land. Searching for alternative methods of income and uses for the land.
FC144	<p>Pool Meadow Members received a verbal update from Jonny Ackroyd of Beaumont Rivers. Good progress is being made at Pool Meadow. An initial feasibility study and archaeological report have been completed. Historic England believes this site was a medieval fishpond, but if this were the case, it would be the largest in England – more likely to be a small medieval fishpond with ancillary Victorian works for Bliss Mill. Outreach day Walk and Talk on the 5th April 2023 with a very good turnout of 20 people. Next steps include proceeding to the detailed design of the project, engineering works, permitting, and planning.</p>
FC145	<p>Worcester Road Cemetery Members received a request from a member of the public regarding signage in the Cemetery. A member of the public who has a family member interred in the Unconsecrated / Muslim burial section of Worcester Road Cemetery (Section 8), has requested that a "No Dogs in this section" sign and fence is erected to discourage dogs from entering that area in respect of Muslim religious and cultural practices. As this area is in the corner of the cemetery and has no paths through it, the Deputy Clerk has suggested to put up a sign with a view to revisit the fence if required. Cllr Akers proposed the immediate actions:</p> <ul style="list-style-type: none"> - Notice that all dogs in the cemetery must be kept on short leads and on the paths - Notice that no dogs are allowed in Section 8

	<p>- That the TC office investigates installing a small fence / hedge delineating Section 8 in keeping with the rest of the cemetery. All in favour, motion carried.</p> <p>RESOLVED: That in the first instance, signs are put up in the Worcester Road Cemetery: At the main gates requesting that all dogs must be put on short leads in the cemetery, and at the entrance of Section 8 that due to respect no dogs are allowed in the Muslim/Unconsecrated section. For the Town Clerk and Deputy Town Clerk to investigate an appropriate scale and design for a fence to create a physical barrier.</p>
FC146	<p>Grants Members received a grant application for £3,120 from The Chipping Norton Theatre Community Outreach Team. Cllr Akers was very supportive of the grant application and the proposal and mentioned that the Theatre Outreach Team has been doing a fantastic job of reaching the community.</p> <p>Cllr Walker queried if this grant would come off any future grant that would come from the Theatre in the coming year. The Clerk mentioned that the grant application has requested if this affected any future grant applications to please deny this grant application. The Clerk mentioned that another grant from the Theatre may be received within this financial year.</p> <p>Cllr Akers Proposed, Coleman seconded, all in favour. Motion carried.</p> <p>RESOLVED: That the Council agrees to grant the Chipping Norton Theatre £3,120 for their outreach proposal.</p>
FC147	<p>Keep Chippy Beautiful Members received a proposal from Cllr Akers regarding a "Keep Chippy Beautiful" initiative and agree next steps. The Town Clerk reported that the Town Council can facilitate and galvanize the town and community members to all play their part in keeping the town clean. Cllr Coleman proposed to move forward and set up a working group at the next meeting, seconded by Cllr Wheaton. All in favour, motion carried. RESOLVED: That a working group for Keep Chippy Better is set up at the following Full Council meeting, and that the Town Council office will move forward with community consultation.</p>
FC148	<p>Finance Members received a report regarding ear-marked reserves and agree next steps. Legal and Professional fees underspend - £20,724 Contingency fund underspend - £7,352 Agreed that these are earmarked for Professional and Legal fees for the upcoming municipal year 2023-2024. Town Hall repairs and maintenance underspend - £13,136 Agreed that this is earmarked for Town Hall repairs and maintenance for the upcoming municipal year 2023-2024. Cllr Coleman proposed to earmark funds as suggested, seconded by Cllr Fisher. All in favour, motion carried. RESOLVED: That the Legal and Professional fees and Town Hall maintenance</p>

	<p>underspends are earmarked as outlined above.</p> <p>Cotswold Crescent play park. The Town Clerk mentioned that the Town Council has been granted the Awards for All and S106 funding so there is £30,000 earmarked not required. Cllr Graves proposed to earmark for a skate park, seconded by Cllr Fisher. All in favour, motion carried. RESOLVED: That the £30,000 underspend for the Cotswold Crescent Play Park is earmarked for the skate park project.</p>
<p>FC149</p>	<p>OALC Membership Members noted correspondence from OALC and considered whether Chipping Norton Town Council continues membership with OALC. Cllr Coleman proposed to continue membership, seconded by Cllr Walker. All in favour, motion carried. RESOLVED: That the Town Council continues membership with OALC for the municipal year 2023-2024.</p>
<p>FC150</p>	<p>Planning Applications To receive and consider a schedule of planning applications from West Oxfordshire District Council.</p> <ol style="list-style-type: none"> 1. APPLICATION NO: 23/00560/HHD PROPOSAL: Reinstate wrought iron railings and gate along existing front boundary wall of garden. LOCATION: 19 Distons Lane Chipping Norton Oxfordshire RESOLVED: Support – Chipping Norton Town Council are supportive of this planning application and welcome the iron railings and gate being reinstated. 2. APPLICATION NO: 23/00686/FUL PROPOSAL: Change of use of land to allow vehicular access to the side of the property together with associated works to include provision of parking within front garden and continuation of dropped curb from existing public parking area. LOCATION: 26 Hailey Avenue Chipping Norton Oxfordshire Cllr Fisher abstained from commenting. RESOLVED: Neutral - Chipping Norton Town Council notes that approval of this planning application would set a precedence to remove garden and green space in favour of parking. Cllrs would like to request that the parking area uses permeable paving materials. 3. APPLICATION NO: 23/00704/HHD PROPOSAL: To strip and re-tile the rear of the roof with blue slates. APPLICATION NO: 23/00705/LBC PROPOSAL: To strip and re-tile the rear of the roof. We currently suffering from leaks in the roof at the rear of the property which are becoming severe and may be damaging the structure of the building. The front of the roof facing the High Street is all blue slate, and two thirds of the rear is also blue slate. One third of the rear roof has Cotswold stone slate. There are leaks in

	<p>both the blue slate and stone slate sections at the rear. We propose to re-tile the rear of the roof with all blue slate to match the existing five sixths of the roof?</p> <p>LOCATION: Flat 1, 11 High Street, Chipping Norton Oxfordshire</p> <p>RESOLVED: Neutral - No comment.</p> <p>4. APPLICATION NO: 23/00589/HHD PROPOSAL: Single storey side extension, porch extension, change of windows and doors, relocation of door entrance and change in external wall materials. LOCATION: 26 Cross Leys Chipping Norton Oxfordshire</p> <p>RESOLVED: Neutral - No comment.</p> <p>5. APPLICATION NO: 23/00648/LBC PROPOSAL: External repairs to 1-17 Kings Head Court. Works to include replacement and repairs to windows and French doors, re-roofing of the main property, removal of a redundant metal fire escape to the rear and rendering repairs. LOCATION: 1 Kings Head Court, Chipping Norton Oxfordshire</p> <p>RESOLVED: Support – Chipping Norton Town Council is very supportive of these repairs taking place.</p> <p>6. APPLICATION NO: 23/00750/FUL PROPOSAL: Installation of seven air to air condenser units to side elevation. LOCATION: Chipping Norton Bowls Club, Greystones, Burford Road</p> <p>RESOLVED: Support - Chipping Norton Town Council has previously approved these proposed plans and are very supportive of these air condenser units being installed.</p> <p>7. APPLICATION NO: 23/00843/FUL PROPOSAL: Erection of seven dwellings with associated landscaping, access and drainage works. APPLICATION NO: 23/00844/LBC PROPOSAL: Alterations to boundary walls in association with the erection of seven dwellings. LOCATION: Land to the rear of 17-18 High Street, Chipping Norton</p> <p>RESOLVED: Object - Chipping Norton Town Council are concerned that this proposal poses significant overdevelopment of this area. Cllrs are also concerned that the proposed development will negatively impact traffic congestion along Albion Street and water runoff at the site.</p>
FC151	<p>Confidential Session</p> <p>RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>

FC152	<p>Cotswold Crescent Play Area Members received a report following the tender submissions for the design and installation of new equipment at Cotswold Crescent Play Area. The Town Clerk mentioned that the design has considered the fact that the park is surrounded by residential housing so all equipment is set low and will not cause overlooking. Cllr Akers proposed to choose Mant Leisure LTD, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the Council agrees to appoint Mant Leisure LTD as contractors for the Cotswold Crescent play park design and installation at a cost of £59,999.86. This will be funded from £10,000 National Lottery Grant, £26,424 S106 funding, and £30,000 (including contingency) from the Council's ear marked reserves. Cllr Akers left the meeting at 8:20pm</p>
FC153	<p>Christmas light's infrastructure Members received a report from the Town Clerk about the upcoming Christmas light's infrastructure and display. Cllrs discussed the upgrade to the infrastructure for lights in the town centre. Cllr Fisher proposed to accept the one-off cost of upgrading the lights infrastructure, seconded by Cllr Wheaton.</p> <p>RESOLVED: That the Council agrees to accept the one-off cost of upgrading the lights infrastructure in the town centre of £7,280.00. Cllr Coleman proposed to hire the little Christmas trees, with a view to revisit next year following public feedback. Cllr Walker seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council agrees to hire the little Christmas trees on an annual basis at a cost of £2,760, plus £3,960 annual installation fee.</p>
FC154	<p>Date of the next meeting – The Annual Meeting of The Council, Monday 15th May 2023.</p>

The Chair closed the meeting at 8:30 pm.

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Minutes of the **Traffic Advisory Sub-Committee** held in Chipping Norton Town Hall on the **27th April 2023 at 2pm**

The following members were present:

Cllr Mark Walker (Chair)

Cllr Sandra Coleman

Cllr Geoff Saul (member for OCC and WODC)

Mike Dixon (Public Transport Users Representative)

Mike Wasley (OCC Officer)

Cllr Steve Akers

Cllr Jo Graves (arrived at 2:10pm)

Also in attendance:

Katherine Jang – Deputy Town Clerk

4 members of the public

TAC26	Apologies for Absence Apologies were received from Maria Wheatley (WODC Officer), Marcus Simmons (Transition Chipping Norton), and Natalie Moore (OCC).
TAC27	Declaration of interests No declarations of interest were received.
TAC28	Minutes RESOLVED: That the Minutes from the 12 th January 2023 were approved and signed by the Chair as an accurate record of the meeting.
TAC29	Public Participation Members received correspondence from a member of the public speaking about difficulties navigating the town centre in a mobility scooter (TAC36).
TAC30	County Officer's Report Members received a verbal update from Mike Wasley on behalf of OCC Officer Natalie Moore. Mike Wasley presented a report about ongoing lining works taking place in the upcoming 2023/2024 municipal year. Albion Street crossing works in hand and ongoing works for detailed designs are being drawn up. Members queried if the New St crossing is in progress. Mike reported from OCC Officer Natalie Moore – That officers have met and the trial scheme would cost similar to a permanent scheme. Due to pressures on staff resources a trial is unable this financial year. Some funding and feasibility study will take place this financial year. Design works will be taking place the following year and the year after (2025) will be final implementation.

	<p>Members queried the lining works set out for Churchill Rd roundabout – Mike reported that this is on the schedule, indicative dates for July 2024.</p> <p>Members queried who was responsible for traffic management for felling trees on the A44 – Mike Wasley reported that this would be Andy Ledo (Arboricultural Team Leader). Members reported concerns of Ash dieback near the A44.</p>
TAC31	<p>District Officer’s Report</p> <p>There was no report to consider.</p>
TAC32	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Members received a verbal report from Cllr Saul regarding OCC Highways matters and the HGV working group.</p> <p>Local transport plan adopted last July – including active travel and freight and logistics strategy. Freight and Logistics report due May 2023. Cllr Saul mentioned that these weight-based restrictions could impact HGV traffic through Chipping Norton.</p> <p>Area and corridor plan study due back soon – to meet the LTCP objectives regarding A44. Ongoing work with local walking and cycling infrastructure plans. Chipping Norton’s plan is next to be completed after Abingdon and Witney’s plans are completed.</p> <p>Walking and cycling routes strategy due with public consultation in May 2023. Public transport - £2 fare offer currently, ending in June 2023 not expecting it to be extended. The bus recovery grant was extended to June 2023 but not expected to be extended after that deadline.</p> <p>Planned works scheme 2023-24, patching and repair works to Burford Rd. Members agreed for Cllr Saul to look into active travel routes connecting Chipping Norton to other towns, and to understand where these routes are planned.</p> <p>Cllr Saul reported that the 20mph zone for Chipping Norton has been scheduled for this FY.</p> <p>Members queried verge and verge management litter maintenance? Cllr Saul to ask Paul Wilson at OCC.</p> <p>Members queried the S106 funding, and if this budget is monitored and the process for ensuring that it is spent. Mike Wasley stated that Geoff Barrell is the S106 Officer and is also managing the 20mph programme. RESOLVED: For the Town Clerk to invite Geoff Barrell to the next TAC meeting in June, or to ask for a written update to be shared with TAC.</p>
TAC33	<p>Cycling</p> <p>The Chair reported that there was enthusiasm for cycling after the Women’s Tour came to Chipping Norton last year.</p> <p>Upcoming works include installing the cycle repair stands and pumps in Town Centre and Leisure Centre on Burford Rd (May 2023).</p> <p>Cllrs to enquire if schools still offer cycling proficiency classes. The Chair said that students are taught in Y6/7.</p>

TAC34	<p>Road Safety</p> <p>a. Road safety related matters Members raised that there is a Road Safety (Brake) event occurring at the end of the year and Walk to School Days in May and June. For the TC to contact the schools raise awareness of these upcoming events.</p> <p>Members raised the issue of a broken dry stone wall along the Charlbury Rd next to the WF Allotments, and whether the officers could advise blocking the desire path or making a gate/opening. OCC Officers had a view that this is a landowner issue. Primarily, that the carriageway could be a dangerous place to cross and this is not a recognized crossing point. Officer advised putting up signage (not a recognized crossing point and therefore not safe to cross, cross at own risk).</p> <p>b. Speed Indicator Advice – Churchill Road RESOLVED: Members agreed to continue with consultation with residents in the area as proposed by the Town Clerk.</p>
TAC35	<p>LCWIP</p> <p>Members received a verbal update from Mike Wasley on behalf of OCC Officer Natalie Moore.</p> <p>There has been a delay in progress with LCWIP. Currently key routes for active travel and cycle routes have been identified. Over the next coming weeks there will be meetings with working groups, organizing site visits, and identifying project costs.</p> <p>Members thanked Natalie Moore for her written report and requested that any updates are shared at the next TAC meeting on the 29th June 2023.</p>
TAC36	<p>Correspondence</p> <p>Members noted correspondence from a resident regarding difficulties navigating the town centre in a mobility scooter.</p> <ul style="list-style-type: none"> • The member of public reported that there is no parking on West St in front of the Methodist Church due to roadworks. Cllr Saul agreed to follow up with the County Officer regarding this issue. • The member of public raised that the dropped kerb near Aldi and the Chipping Norton Hospital needs re-engineering. Members reported that this is private property and that they will have a casual chat with the manager at Aldi to raise this issue.
TAC37	<p>Any Other Business</p> <p>None to discuss.</p>
TAC38	<p>Date of next meeting</p> <p>Thursday 29th June 2023, 2pm.</p> <p>The meeting closed at 3:17pm.</p>

Agenda item 11 - Mayors Report

This is a brief report as our last Full Council Meeting was on 19th April. As you can see 23rd April was a very busy day with many celebrations taking place across our town and I was made very welcome by the Rugby Club, the Green Gym and our local Bangladeshi Community- it was a real honour to be invited to attend all of these events. The other highlight was of course the Coronation. Our picnic at the Recreation Ground was very well attended and demonstrated the popularity of our wheeled sports park project- a real big thank you to our staff for their hard work to make this event happen!

You will see that we have flown three different flags at our flag pole in the Millennium Garden since our last meeting. The ceremonies are very simple and always happen at 10am and normally involve members of our community with a connection to the flag in question- Chipping Norton Scouts raised St George's flag and young people from the ATC raised the Coronation flag. We take photographs of the event and publish these on our social media and newsletter to raise awareness of what is happening in our local community and further afield. Councillors are very welcome to attend the all flag raising ceremonies – see below for those happening in June.

22 nd April	Earth Day flag Allotment Inspections
23 rd April	St Georges Day flag Under 10s Rugby Festival Blossom Day at Community Orchard Eid at the Town Hall
25 th April	Chipping Norton Archaeology Group
26 th April	Chris Gregory Heartflood- Consultants for WODC on Market Towns study William Fowler Trust meeting
27 th April	Traffic Advisory Neil Homer- Neighbourhood Plan discussion
2 nd May	Pride Planning
6 th May	Coronation flag with Royal British Legion
7 th May	Coronation picnic at New Street Recreation Ground
11 th May	Bank reconciliation
12 th May	Thames Valley Police

Notes:

- Please complete this survey from Chris Gregory <https://www.westoxon.gov.uk/spf> about Chipping Norton- and encourage as many other people to do so to as WODC want a large data set to inform this work.
- At the meeting with Neil Homer we agreed to discuss the Neighbourhood Plan at Build Chippy Better. We will circulate details of this meeting which will be very useful for new Councillors.

- Cllr Sharon Wheaton and Cllr Mike Cahill are doing a really good job liaising between shop keepers and Thames Valley Police about the recent spate of shop lifting- thank you!

Future Events:

- 10am 20th June World Refugee Day – The Refugee Nation Flag at the Millennium Garden
- 10am 24th June, Armed Forces Day – The Armed Forces Day Flag at the Millennium Garden
- 11am-4pm 1st July Chippy Pride at the Town Hall
- 7pm 7th July – Chipping Norton Sports Awards at The Town Hall

Agenda item 12 - Chipping Norton Town Council – Action and Strategic Plan

This action plan includes the current work of Chipping Norton Town Council. Each Committee will review their action plan over the first cycle of the new Council which will help inform a new CNTC action plan.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving Community Services
CE	Community engagement
MC	A Modern, safe and forward thinking Council

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commen cement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	The Sports Provision and Pitch Strategy has been adopted by WODC. This was reviewed at the Strategic Planning Committee on 25 th Jan 23. Cabinet member Cllr Joy Aitman has been invited to meet with CNTC to discuss.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Working group/		Ongoing	Ongoing	LCWIP
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC //working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Build Chippy Better group meeting regularly.
CE1							
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 23	Consultation complete. Report published. Awaiting roll out of scheme by OCC
CE2	Chippy Phone Box	SP	CNTC staff/CNarts	N/A	Jul-21	Ongoing	CNTC are managing the rota.
BT3	Using WODC's parking funding to promote active travel in the town	SP	CNTC/WODC/Contractors	£4000 EMR	May 21	May-23	Both repair stands will be installed in May.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	S106	2020	April 23	New shelter installed. Planters have been planted with herbs. Quote for retro fit sides/seats approved and awaiting installation.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 23	Ten benches complete. There are five more to restore. Second phase has started. Tow are

							complete, the other three should be completed in the next few weeks. The Covid Memorial bench for The Millennium Garden has been installed. Both memorial benches have been installed. The curved bench for the Millennium Garden is on order and should be installed early June.
BT4	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/worki ng group	£8000 for re- routing signs	Ong oing	Complete	HGV re-routing signage have been installed.
BT5	Road Safety	SP/TAC	CNTC/OCC/		Ong oing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC. Road safety week was a success.
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/worki ng party	EMR £277,486	Jun- 22	Dec-24	Quinquennial review is complete. Measured survey is complete. Planned damp and roof works to commence in May. CNTC working with Ingham and Pinnock associates on grant funding and an options appraisal. New facilities and events officer in post since October 2022.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/c lubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town LGBTQ+ group in the Town Hall over the winter. Chippy Pride event will be held on 1 st July 2023.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	CC	CNTC/Contractors	22-23 £1000 EMR £4174	Ong oing	Ongoing	New regulations approved. Noticeboard has been installed.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 23/24 EMR for Cotswold Crescent: £25,000 CNTC £10,000 NLF £26,000 S106	Jul 22	Nov 24	Park signs have been installed. Health and safety works are complete or in progress. Youth workers have been consulting with young people at Cotswold Crescent play area. New play equipment will be installed September 2023.
CE/OS1	Cemetery clean up days	CC	CNTC Staff, Cllrs and Volunteers	N/A	Ong oing	Ongoing	Clean up day will be held in October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors /landowners/clu bs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now. Wildflower area has been sown in the cemetery. This is being monitored. Hoping to see first yellow rattle flowers in June.
CE3	Sport awards Ceremony	CC	CNTC/Volunteers/ Clubs/Schools	£500			Date agreed – 7 th July 2023. Nominations opened on 1 st May and close on 16 th June.
OS2	Improving access and biodiversity at Pool meadow Large Project	CC	CNTC/Approved consultants/Work ing Party	22/23 £7000 EMR £2880	202 0	Sept 24	Feasibility study is underway. First interim report has been received. Funding secured for planning stage.

BT6	Christmas lights scheme	CC	CNTC	£15,000 per year	October 22	Feb 25	The Council are in a three year contract with Millennium Quest LTD. Little trees above shops will be installed by the contractors too.
OS3	Fixing pathways in the closed Churchyard	CC	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	The pathways have been repaired.
CE4	Providing grants to voluntary bodies/organisations in Chipping Norton	CC	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Closed on 25 th September. 2022 Grants have now been awarded. New grant policy approved by Community Committee to be in place from May 23.
MC1	Managing Greystones leases	CC	CNTC/tenants		Jul 22	Jan 23	Ongoing.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. Works to be completed before end of 2022. Tree Survey complete and priority works undertaken. Medium terms works now complete or in progress. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Fixed wire survey in the Town Hall is now complete. Remedial works are now complete.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Sept 22	All recommendations following the H&S audit are now either complete or in progress.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Jan 22	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE5	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed. Upcoming flags: 20 th June – Refugee Nation Flag 24 th June – Armed Forces Day 1 st July – Pride Flag 5 th July – NHS birthday
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development.
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
MC6	Review the Council's fees and charges annually	FR	CNTC		Ongoing	Ongoing	Town Hall and Cemetery Charges were reviewed by Community Committee on 15 th March 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed

CE6	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 th July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 th July Transparency webpage being drafted.
MC8	Ensure that the Council's finances are invested wisely	FR/FC	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR/FC	CNTC/training providers	£3000	July 22		Carry out needs assessment with new Councillors after May.
MC10	Apply for the NALC Foundation Award	FC	CNTC				Application submitted. The NALC panel to assess in May.
CE7	The Coronation	CC	CNTC		May 23		Complete
CE8	Chippy Pride	CC	CNTC/Got2b		July 23		Event in The Town Hall with Got2B 1 st July 23.
CE9/OS 4/CS6	Skatepark feasibility project	CC	CNTC/Consultants	EMR £35,000	April 23		Report to next Community Committee to agree next steps. Community Petition launched Pop-up skatepark held at picnic in the park event.
CE10/O S5/CE7	Keep Chippy Beautiful Initiative	CC	CNTC		April 23		Webpage launched. Awaiting feedback Report to next Community Committee
	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Next steps to be agreed by Community Committee

This is for Council to note

20 April 2023

Dear Luci,

I just wanted to write with a massive and heart felt thanks to you and to all the Town Council for your email with the news that Town Council are going to support the free school meals cultural programme. It is absolutely wonderful news!

I'll really look forward to keeping you in the loop with everything we put together over the coming year. If you or any of the councillors want to come along and see any of the work that is going on at the Theatre over the coming year you are always welcome and we'd love to see you.

Thank you so much once again. All of us in Take Part are so grateful for this amazing support.

With all our thanks,



Clare O'Hara

Head of Outreach

cohara@chippingnortontheatre.com | 01608 649112



Chipping Norton Town Council STANDING ORDERS

**Approved by the Council on
15 March 2021**

Reviewed: March 2023

Approved:

Next Review: May 2024

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early oral notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to that councillor's own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since that councillor last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which that councillor considers has been breached or specify the other irregularity in the proceedings of the meeting which is of concern.
- q A point of order shall be decided by the chair of the meeting and the chair's decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived a right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (three) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

Remote Meetings

- **a Meetings shall take place at a time and date as the Council shall determine**
-
- **b Council may alter the frequency, move or cancel such meetings.**
- **c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers**
- **d Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**
 - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**
 - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**
 - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting**

- *e* For Council meetings the minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- *f* For Committee meetings the minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- *g* Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming

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-
- *h* Members of the public may make representations, answer questions and give evidence at a Council or Committee meeting which they are entitled to attend in respect of the business on the agenda
- *i* The period of time designated for public participation at a meeting in accordance with standing order 3(h) shall not exceed 15 minutes unless directed by the chair of the meeting.
- *j* Subject to standing order 3(i), a member of the public shall not speak for more than five minutes.
-
- *k* In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- *l* A person shall raise their hand when requesting to speak.
-
-
- *m* A person who speaks at a meeting shall direct their comments to the chair of the meeting.
-
- *n* Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- o **Subject to standing order 3(g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To**
 - “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- p **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 -
- q **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- r **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in the absence of the Mayor be done by, to or before the Deputy Mayor (if there is one).**
- s **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- t **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 -
- u **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise the chair’s casting vote whether or not the chair’s original vote was given.**
 -

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.

- v **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**
 - **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- w The minutes of a meeting shall include an accurate record of the following:
 - i. the time and media used to conduct the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- x **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on the individual's right to participate and vote on that matter.**
- y **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- aa A meeting shall not exceed a period of two hours unless the majority of Councillors present vote to suspend this standing order for not more than 30 minutes

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub committees or working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (**two**) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chair;
 - vii. shall permit a sub committee or working group to appoint its own chair at its first meeting;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
 - i **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii **Receipt of the minutes of the last meeting of a committee;**
 - iv **Consideration of the recommendations made by a committee;**
 - v **Review of delegation arrangements to committees, sub-committees, staff**

- and other local authorities;
- vi Review of the terms of reference for committees;
- vii Appointment of members to existing committees;
- viii Appointment of any new committees in accordance with standing order 4;
- ix Review and adoption of appropriate standing orders and financial regulations;
- x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi Review of representation on or work with external bodies and arrangements for reporting back;
- xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii Review of inventory of land and other assets including buildings and office equipment;
- xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv Review of the Council's and/or staff subscriptions to other bodies;
- xvi Review of the Council's complaints procedure;
- xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii Review of the Council's policy for dealing with the press/media;
- xix Review of the Council's employment policies and procedures;
- xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
 - ii to move to a vote;
 - iii to defer consideration of a motion;
 - iv to refer a motion to a particular committee or sub-committee;
 - v to appoint a person to preside at a meeting;
 - vi to change the order of business on the agenda;
 - vii to proceed to the next business on the agenda;
 - viii to require a written report;
 - ix to appoint a committee or sub-committee and their members;
 - x to extend the time limits for speaking;
 - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii to not hear further from a councillor or a member of the public;
 - xiii to exclude a councillor or member of the public for disorderly conduct;
 - xiv to temporarily suspend the meeting;
 - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi to adjourn the meeting; or
 - xvii to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- Remote Meetings ●

- a If the draft minutes of a preceding meeting have been served on
- councillors with the agenda to attend the meeting at which they are due to
- be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting
- except in relation to their accuracy. A motion to correct an inaccuracy in the
- draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them,
- shall be confirmed by resolution and shall be signed by the chair of the
- Council at the next available meeting of the Council in person and stand as
- an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate
- record of the meeting to which they relate, the chair shall sign the minutes
- and include a paragraph in the following terms or to the same effect, at the
- next available meeting of the Council in person

"The chair of this meeting does not believe that the minutes of the
meeting of the () held on [date] in respect of () were a correct
record but that view was not upheld by the meeting and the minutes
are confirmed as an accurate record of the proceedings."

- e Subject to the publication of draft minutes in accordance with standing order
- 12(e) and standing order 20(a) and following a resolution which confirms the
- accuracy of the minutes of a meeting, the draft minutes or recordings of the
- meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.

- c Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i **at least three clear days before a meeting of the council**, a committee or a sub-committee,
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
 - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 public notice of the time, place and agenda.**
- See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
- ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (four) days before the meeting confirming the councillor's withdrawal of it;
 - iii **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
 - iv **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, which form of media it will publish its minutes]
 - v **receive and retain copies of byelaws made by other local authorities;**
 - vi hold acceptance of office forms from councillors;
 - vii hold a copy of every councillor's register of interests;
 - viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;
(see also standing order 23);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chair or' in the absence of the chair, vice-chair (if there is one) of the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i the keeping of accounting records and systems of internal controls;
 - ii the assessment and management of financial risks faced by the Council;
 - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Staffing Sub Committee or, if that individual is not available, the vice-chair (if there is one) of the Staffing Sub Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub Committee at its next meeting.
- c. The chair of Staffing Sub Committee or in the chair's absence, the vice- chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution Staffing Sub Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Sub Committee or in the chair's absence, the vice-

chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub Committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chair or vice-chair of Staffing Sub Committee this shall be communicated to another member of the Staffing Sub Committee which shall be reported back and progressed by resolution of the Staffing Sub Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

27. GENERAL RULES OF REMOTE HELD MEETINGS

(Valid until 7th May 2021)

- a Members (including the public) will be asked to mute their device when they are not speaking.
- b A roll call will be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link.
- c Members will be asked to state their name when they are speaking for those who do

not have a video link.

- d Votes taken to be read back to ensure everyone's vote is recorded accurately.
- e The chair of the meeting to remind everyone to be respectful to each other.

DRAFT

Agenda item 15 - Scheme of Delegation

This report and recommendation was approved by Council at the February meeting. Therefore a draft scheme of delegation of attached for Council to review and approve.

Committee structure and Scheme of Delegation

The Council changed its committee structure in 2020. This was following by moving to a Committee cycle structure in 2021. This serves the Council well, because it enables effective and empowered decision-making in a timely manner, and mitigates the need for duplication. At the moment a large proportion of the workload sits with Community Committee.

The structure has settled in, and is largely fit for purpose. However, it is clear that the responsibilities of the standing committees needs to be reviewed to ensure balance.

The Town Clerk has reviewed the Council's current Scheme of Delegation, and has drawn up an amended draft for Council to consider.

A name change may be required for the Strategic Planning Committee to reflect the work it does. The "Place Shaping" Committee could fit this requirement.

The proposed structure is outlined below – movements and changes are highlighted in yellow:

Community committee

- Town Hall
- Play parks
- Pesticide Free CN
- Flagpole and flag calendar
- Community Phone Box (currently with SP)
- Youth Work
- Events
- Community Engagement Strategy (Currently with FR)
- Climate Emergency

Strategic planning – Place Shaping Committee?

- Cemeteries (Including H&S), memorials, etc. (Currently with CC)
- Pool Meadow (Currently with CC)
- Planning applications
- East Chipping Norton Development / Neighbourhood Plan
- Town Centre (street furniture, benches, grit bins, bus shelters)
- Road safety/Active Travel (delegated to TAC)
- Promote the economic development of Chipping Norton

Finance and Resources

- Grants (Currently with CC)
- Leases and site management (Greystones etc) (Currently with CC)
- Monitor financial performance
- Audit: Internal/External
- Fees and Charges -Cemeteries and Town Hall (Currently with CC)
- Asset Register
- Financial Controls
- Financial Regulations
- Financial Risk Assessment
- Authorise expenditure

Recommendation

1. That The Council consider this proposal, and that a final draft is brought to the Annual Council meeting in May in order that the new Council has a balanced committee structure to work with and build upon.



Chipping Norton Town Council

SCHEME OF DELEGATION

Adopted: 21 December 2020

Reviewed: May 2022

Next Review: May 2023

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt all Council policies
 - To approve and adopt the Budget
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year
 - To determine matters involving expenditure for which budget provision is not made or is exceeded
 - To set the Precept
 - To make byelaws
 - To borrow money
 - To approve annually the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Committees Generally

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

7.2 Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Monitor the effectiveness of the Council's communication with residents and visitors
- 15) Consider grant applications and award grants in accordance with the grants policy and with the available budget (Currently with CC)
- 16) Keep the Council's grants policy under review and recommend any changes to the Council (currently with CC)
- 17) Manage the Council's leases and legal matters, and make any recommendations to Full Council.
- 18) Authorise items of expenditure which are provided for within the

approved budget for the Committee Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

7.3 Community Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Hall, the recreation areas and the Chippy phonebox
- 6) Manage the flagpole and flag flying calendar.
- 7) Ensure that the Town Council these facilities are kept in good repair
- 8) Ensure that risk assessments and safety inspections are undertaken regularly.
- 9) Review annually fees and charges for the Town Hall and make recommendations to the Finance & Resources Committee
- 10) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 11) Develop strategies for the provision of new community facilities and make

recommendations as appropriate to the Council

- 11) Develop and support partnerships with the voluntary sector
- 12) Develop and support community festivals and events
- 13) Develop projects as appropriate and make recommendations to the Council
- 14) Explore sources of alternative/external funding to support community projects and partnerships
- 15) Authorise items of expenditure which are provided for within the approved budget for the Committee.
- 16) Develop and keep under review a community engagement strategy (currently with F&R)

7.4 Strategic Planning Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 29) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair and that risk assessments and safety inspections are undertaken regularly.
- 10) Review Cemetery fees and charges annually and make recommendations to the Finance & Resources Committee (currently with CC)
- 11) Manage Pool Meadow (currently with CC)
- 12) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- 13) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 14) Monitor planning decisions made by the planning authority
- 15) Make representations on planning enforcement matters
- 16) Make representations, as appropriate, on planning appeals

Functions which may be delegated to the Traffic Advisory Sub Committee:

1. The Committee shall consist of 6 Town Councillors and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least 4 CN Town Councillors
3. A Chair shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Drain Covers
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting

This list is not exhaustive.

The Committee shall meet at least two times per year (March and October) and such other occasions as deemed necessary

8 DELEGATION TO OFFICERS

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chair
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. The Clerk and The Responsible Finance Officer may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

DRAFT

Agenda item 17 – Representatives to Outside Bodies

- **William Fowler Allotment Trust**

Historically all Councillors have been Trustees of the William Fowler Allotment Trust. The Council's Solicitor has confirmed that if Council wish, this can be reduced down to a smaller board which may be helpful in providing focus for the Trust.

- **William Fowler Allotment Trust Committee**

Currently: Mayor ex-officio plus 3 town Cllrs

- **Chipping Norton Welfare Charities**

Current Town Council Reps: Cllr Poole (22-26) and The Mayor (ex-officio), one vacancy in May 2023. Town Council representatives must be put forward by the Council, but do not have to be sitting Councillors.

- **Field Reeves**

Three town councillors and The Mayor (ex-officio)

- **Oxfordshire Association of Local Councils**

One Councillor



Calendar of meetings 2023/24

May 2023

Monday 15th May, 6:30pm
Annual Meeting of The Council

Monday 22nd May, 6:30pm
Community Committee

June 2023

Monday 5th June, 6:30pm
Strategic Planning Committee

Monday 12th June, 6:30pm
Finance and Resources Committee

Monday 19th June, 6:30pm
Full Council (AGAR)

Monday 26th June, 6:30pm
William Fowler Trust Board Meeting

Thursday 29th June, 2pm
Traffic Advisory Sub-Committee

July 2023

Monday 3rd July, 6:30pm
Community Committee

Monday 10th July 6:30pm
Strategic Planning Committee

Monday 17th July 6:30pm
Finance and Resources Committee

Monday 24th July 6:30pm
Full Council

August 2023

Wednesday 14th August 6:30pm
Planning Sub-Committee (if required)

Sept 2023

Monday 4th Sept 6:30pm
William Fowler Trust Board Meeting

Monday 11th Sept 6:30pm
Community Committee

Monday 18th Sept 6:30pm
Strategic Planning Committee

Monday 25th September, 6:30pm
Finance and Resources Committee

Thursday 28th September, 6:30pm
Traffic Advisory Sub-Committee

Oct 2023

Monday 9th Oct, 6:30pm
Full Council

Nov 2023

Monday 6th November, 6:30pm
Community Committee

Monday 13th November, 6:30pm
Strategic Planning Committee

Monday 20th November, 6:30pm
Finance and Resources Committee

Dec 2023

Monday 4th December, 6:30pm
Full Council (budget)

Monday 11th December, 6:30pm
William Fowler Trust Board Meeting

Jan 2024

Monday 22nd January, 6:30pm:
Community Committee

Thursday 25th January, 2pm
Traffic Advisory Sub-Committee

Monday 29th January, 6:30pm
Strategic Planning Committee

Feb 2024

Monday 5th February, 6:30pm
Finance and Resources Committee

Monday 19th February, 6:30pm
Full Council

Monday 26th February, 6:30pm
William Fowler Trust Board Meeting

March 2024

Monday 4th March, 7pm
The Annual Meeting of The Town

Monday 11th March, 6:30pm
Community Committee

Monday 18th March, 6:30pm
Strategic Planning Committee

Monday 25th March, 6:30pm
Finance and Resources Committee

April 2024

Monday 15th April 6:30pm:
Full Council

Thursday 25th April, 6:30pm
Traffic Advisory Sub-Committee



CHIPPING NORTON TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 15th February 2021.

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Council has appointed a Responsible Financial Officer (RFO) for this Council who will work with The Clerk on all financial matters.—These regulations will apply accordingly and will be referred to as Clerk and RFO.
- 1.9. The Clerk and RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the Clerk and RFO shall be sufficient to show and explain the Council's transactions and to enable the Clerk and RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the Clerk and RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the Clerk and RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the Clerk and RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);

¹ In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (Resolved by Council on 19th August 2019 that criteria has been met); and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the Clerk and RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 The Clerk and RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in

accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Clerk and RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.6 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.8 The Clerk and RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The Clerk and RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each budget holding committee shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

- 3.2 The Clerk and RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Resources Committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of December each year. The Clerk and RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £5,000;
 - a duly delegated committee of the Council for items over £500; or
 - the Clerk and RFO, in conjunction with Town Mayor or Chair of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and RFO, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually by the Staffing Committee in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and RFO and the Chair of Council. The Clerk and RFO will inform committees of any

changes impacting on their budget requirement for the coming year in good time.

- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk and RFO may authorise revenue expenditure on behalf of the Council which in the Clerk and RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk and RFO shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Clerk and RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the individual budget code whichever is the larger.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Eight members will be signatories on the Council's bank mandate.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or the Finance & Resources Committee. The Council or the Finance & Resources Committee shall review the schedule for compliance and, having satisfied itself shall confirm by a resolution of the Council or Committee that the payments made were appropriate. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the Clerk and RFO to confirm that the work, goods or services to which each invoice

relates has been received, carried out, examined and represents expenditure previously approved by the Council.

- 5.4 The Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk and RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council or the Finance & Resources Committee, where the Clerk and RFO and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council Finance & Resources Committee; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee .
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk and RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Clerk and RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are

retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password, for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope and kept within the Council's safe for use by the Town Mayor or other authorised Officer or Councillor. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk and RFO shall be identified as the main contact for the bank and the Accounts Assistant appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors and the Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.

- 6.18 The Clerk and RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk and RFO with a claim for reimbursement.
- a) The Clerk and RFO shall maintain as petty cash float of no more than £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.

- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the Clerk and RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk and RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Clerk and RFO and the Clerk and RFO shall be responsible for the collection of all accounts due to the Council.

- 9.3 All relevant committees will review all fees and charges at least annually, following a report of the Clerk and RFO for approval by Council.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the Clerk and RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk and RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The Clerk and RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the Clerk and RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)

ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Clerk and RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Clerk and RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent

purchases or payments, the Clerk and RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations²
- c. The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are: a) For public supply and public service contracts £181,302
b) For public works contracts £4,551,413

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk and RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk and RFO in the presence of at least one member of Council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Council in respect of valuation and surveyed conditions of the property (including matters such as planning permissions and covenants) together with a business case (including an adequate level of consultation with the electorate).
- m. No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be

provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk and RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Clerk and RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Clerk and RFO shall be responsible for periodic checks of stocks and stores at least annually.

ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk and RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk and RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council,

together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 14.3 No real property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The Clerk and RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Clerk and RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk and RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Clerk and RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Clerk and RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

CHARITIES

- 16.1 Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Chipping Norton Town Council – Risk Management

Risk Assessment - Approved at

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually RPI
	Security of buildings etc.	M	Fire Alarms on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains. Back up process in place of information stored on computers at The Guildhall. CCTV at the Town Hall.
	Maintenance of buildings etc.	M	Buildings currently maintained on a regular basis.
Finance	Banking	M	The Council has a current account with Unity and one deposit fund with CCLA. Payments can be made by direct debit, standing orders or internet banking.
	Direct debits, standing orders and internet banking	M	Online payments are subject to dual authorisation. The Town Clerk's signature and two Town Councillor's signatures are required to authorise all other payments.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £46,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Risk of loss of water at Cemetery	M	Water Meter to be checked for leaks each month.
	Loss of cash through theft or dishonesty.	L	Receipts issued. Cash held, low. Fidelity guarantee insurance in place.
	Financial controls and records.	M	Quarterly reconciliation prepared and reported to Council. Two/three signatories required on cheques. Internal and external audit.
	Comply with Customs & Excise Regulations	M	VAT payments and claims submitted as required. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept.	M	F&R Committee and Council receive detailed budgets in November/December each year. Precept derived directly from the budget.

			The Town Council receives and approves the accounts quarterly.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Playing fields checked regularly. Investigations carried out when damage reported.
Liability cont.	Legal liability as consequence of asset ownership (especially burial ground and playgrounds).	H	Insurance in place. Weekly checks of playgrounds and written records kept. Six monthly checks by Zurich Insurance. Inspections of the Cemetery, Church Yard and Pool Meadow carried out by the maintenance operative. Regular maintenance and repairs undertaken.
Employer Liability	Comply with Employment Law	M	Membership of OALC and NALC. Contracts of employment; Grievance and Disciplinary Procedures, based on NALC models, procedures to be strictly followed.
	Comply with HMRC requirements.	M	Notifications and advice from HMRC. Internal auditor carries out annual checks.
	Safety of staff and visitors.	M	Health and Safety Policy in place – reviews and inspections carried out by the relevant member of staff or contractor. <u>Guildhall:</u> Door locked and public access restricted when single member of staff present. Snow clearance will be carried out by a trained professional who will use their own equipment.
			Town Hall: Building licensed by WODC for public use.
Legal Liability	Ensuring activities are within legal powers.	M	The Council has the General Power of Competence. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes.	M	Six Council and committee cycles are held per year and always receives and approves minutes of meetings held in the interim. Minutes made available to press and public at the Guildhall offices and on the Town Council's web site.
	CCTV	M	One person to operate the CCTV system at the Town Hall and solely for business purpose.
	Proper document control.	M	Leases stored in safe.

Councillors Propriety	Registration of interest Standing Orders and Financial Regulations	M M	Code of Conduct in place; General Notice of Members Registrable Interests sent to WODC's Monitoring Officer; Declarations of interest recorded in the minutes. The Standing Orders and the Financial Regulations are reviewed and kept up to date.
COVID-19	General risks	M	The Council has followed Gov and NALC advice from the outset of the epidemic. The Council has adopted and adhered to Gov advice.
	Risk of infection – Council Staff and offices	M	Council staff working from home, or alone in the office or Town Hall or elsewhere. To be reviewed monthly in light of Gov advice. Staff to follow Gov guidance on hygiene measures.
	Risk of infection – council meetings, councillors and members of the public.	M	In person Council meetings have resumed. Follow Gov Guidance if this changes in the future.
	Risk of infection - facilities and amenities (parks, playgrounds, allotments, street furniture, buildings, cemetery, etc)	M	All facilities are open and operating as pre lockdown. Follow Gov guidance if this changes. The Council will continue to inspect seats, benches, fences and notice boards. The Council cannot maintain the bio-security of such facilities and the cost of closing off such facilities is prohibitive.

Reviewed: **Finance and Resources – 29th March 2023**

Approved by Full Council:

Agenda item 21 - General Power of Competence (GPC)

The Town Clerk is qualified and has the recognised sector specific CiLCA qualification. The Council adopted the General Power of Competence in October 2023. In order to keep this power the Council need to re-approve at the Full Council meeting following elections.

General Power of Competence

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and gives a Council the power to do anything an individual can do as long as it is reasonable and aligned to Council priorities. It is referred to the "Power of first resort" and enables Council's to resolve to act on matters with greater confidence.

For a Council to be eligible the total number of Councillors elected at the last election must equal or exceed two thirds of its total number of Councillors.

The Clerk must hold at least one of the sector specific qualifications

- The Certificate in Local Council Administration (CiLCA).
- The Certificate of Higher Education in Local Council Administration
- The first level of the Foundation Degree in Community Engagement
- The Certificate of Higher Education in Local Policy and Governance

A Town Council must agree, at a meeting of Full Council, that it meets the criteria for eligibility and a resolution to that effect must be written clearly into the minutes of the meeting. The Council must review eligibility at every relevant annual meeting of the Council¹

You can read more about GPC here:

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

It should be noted that adopting the General Power of Competence does not change the way the Council operates, its standing order, scheme of delegation or financial regulations. The Council remains a corporate body and therefore all decisions will still be considered formally at public meetings, and resolved democratically.

Recommendation:

That Chipping Norton Town Council adopt the following resolution:

Chipping Norton Town Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence. If adopted, the GPC will remain in place until the annual meeting to be held in May 2027 immediately after Town council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the Town council.

¹ "relevant annual meeting" means an annual meeting that takes place in a year of ordinary elections of town councillors¹

Agenda item 22 – Banking Arrangements

Signatories

As there is a new Council it is important that banking arrangements are updated as soon as possible.

At the moment many of the current signatories are no longer members of the Council.

Recommendation:

1. That the Members of Finance and Resources Committee be authorised signatories on the Unity account.
2. That members of the Finance and Resources Committee be authorised signatories on the CCLA Account.
3. That those who are no longer members of the Council or the Finance and Resources Committee are removed as signatories on all Council accounts

Agenda item 23 – Councillor Surgeries

For the past year Councillors have held a resident drop-in surgery from 10am-12noon on the last Saturday of every month in the Town Hall. This requires at least two Councillors to be present and a rota to be drawn up in advance so everyone is clear. West Oxfordshire District and Oxfordshire County Councillors are invited to join.

These surgeries were not held during August and December to accommodate for the summer and Christmas break, and they were not held during any pre-election period.

Recommendation

That Council decide whether or not to continue with resident surgeries, and if so when they should commence.



Councillor Co-option Policy and Procedure

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Chipping Norton Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Chipping Norton Town Council has 16 Councillors who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- **Ordinary Election**

A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

In this instance the Town Clerk will be notified of vacancies by West Oxfordshire District Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, West Oxfordshire District Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

If the Town Council is not quorate following an election, West Oxfordshire District Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- **During the four year term of Council**

A casual vacancy arises when:

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies
- a Councillor becomes disqualified
- a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member.



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The Town Clerk will notify West Oxfordshire District Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by West Oxfordshire District Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Chipping Norton Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by West Oxfordshire District Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from West Oxfordshire District Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Chipping Norton Town Council.

Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the



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- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
 - An elector
 - Or resided in the parish for the past 12 months
 - Or within three miles (direct) of it
 - Or occupied as an owner or tenant land or premises therein
 - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council;
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by town council email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

Applications must be received at least seven days prior to a Full Council meeting as copies of the



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candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy. Candidates will also be informed that they will be invited to speak about their application at the meeting, should they wish to do so.

At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Chipping Norton Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify West Oxfordshire District Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at West Oxfordshire District Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Item 25 - Planning Applications

1. APPLICATION NO: [23/00999/HHD](#)
PROPOSAL: Single-storey rear extension. New solar panels
LOCATION: Silverdale, 62 Over Norton Road, Chipping Norton