



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

13th June 2023

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 19th June 2023

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, 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. 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.

2. Declaration of interests.

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

3. Minutes

To approve the Minutes of the Full Council meeting held on 15th May 2023.

4. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

5. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

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 and consider any recommendations of the following committee and sub-committee meetings:

- (a) Community Committee, 22nd May 2023
- (b) Strategic Planning Committee, 5th June 2023
- (c) Finance and Resources Committee, 12th June 2023
- (d) Staffing Sub-Committee, 13th June 2023

8. Councillor Co-option

To receive applications for the two council vacancies following the uncontested election.

9. East Chipping Norton Development

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

10. Civic Announcements

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

11. Reports from representatives of outside bodies.

To receive an update from members who sit on outside bodies.

12. Council action plan

To receive the updated action plan following review by the Council's standing committees.

13. Correspondence

To receive and note any correspondence

14. Committee membership

To consider a request from Cllr Cahill to become a member of the Finance and Resources Committee.

15. Town and Parish Council Biodiversity Study

To receive the Town and Parish Council Biodiversity Study from WODC and agree a response.

16. To receive the accounts and balance sheet for 2022/23

To receive the accounts for year ending 31st March 2022 and note the Clerk's report. To note that these documents were reviewed at the meeting of the Finance and Resource Committee on the 12th June 2023.

17. To receive the internal auditors report for 2022/23

To receive and note the report from the internal auditor.

18. AGAR Section 1 Governance Statement

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor.

19. AGAR Section 2 Accounting Statements

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

20. Notice of Public Rights and the Publication of the AGAR

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

21. Grants

- a. To consider a report from The Town Clerk and agree next steps.
- b. To receive a request from Chipping Norton Lido.

22. Planning Applications

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

23. Date of the next meeting – Monday 24th July 2023



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TOWN CLERK: Luci Ashbourne

Minutes of The Annual Meeting of Chipping Norton Town Council, held on the 15th May 2023, at 6:30pm in the Upper Hall, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Town Mayor), Jo Graves, Mike Rowe, Steve Akers, Ian Finney, Mike Cahill, Athos Ritsperis, Sharon Wheaton, Dom Rickard, Ben Bibby, Rachel Andrews, Natasha Whitmill

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Ali Packer, Responsible Finance Officer

Tania Kirby, Facilities and Events Officer

Terry Palmer, Town Hall Caretaker

Paolo Oliveri, Maintenance Operative

Inspector Chris Ball and PC Chris Cochrane, Thames Valley Police

Cllr Rizvana Poole (WODC)

Cllr Geoff Saul (OCC)

FC1	<p>Election of Town Mayor 2023/24</p> <p>The Mayor, Cllr Coleman, welcomed everyone to the meeting and invited nominations for the position of Mayor of the Town Council. Cllr Akers proposed Cllr Coleman, Cllr Finney seconded. No other nominations were received.</p> <p>The proposal was carried unanimously in favour.</p> <p>RESOLVED: That Cllr Coleman is elected Town Mayor for the ensuing municipal year 2023/24.</p> <p>The meeting adjourned while Cllr Coleman signed the Declaration of Acceptance of Office.</p>
FC2	<p>Election of Deputy Mayor 2023/24</p> <p>The Mayor invited nominations for the position of Deputy Mayor of the Town Council. Cllr Coleman proposed Cllr Akers, and Cllr Wheaton seconded. No other nominations were received. The proposal was carried unanimously.</p>

	<p>RESOLVED: That Cllr Akers is elected Deputy Town Mayor for the ensuing municipal year 2023/2024.</p> <p>Cllr Akers then signed the Declaration of Acceptance of Office.</p>
FC3	<p>Apologies for absence</p> <p>Apologies were received from Cllrs Mark Walker and Alex Keyser.</p>
FC4	<p>Declaration of interests</p> <p>There were no declarations received.</p>
FC5	<p>Minutes</p> <p>RESOLVED: That the Minutes of the Full Council meeting held on the 19th April 2023 were signed as an accurate record of the meeting by the Mayor.</p>
FC6	<p>Public Participation</p> <p>Members received an update from the Community Policing Team. Inspector Chris Ball and PC Chris Cochrane were present to give a verbal update about crime – The main issues that they are dealing with are shoplifting and drug dealing in town. The team is working with the schools to implement drug awareness.</p> <p>Cllr Graves queried if County Lines was still in progress – PC Cochrane responded that they believe Chipping Norton is in line with Banbury and other bigger towns in Oxfordshire. PC Cochrane reported that it is helpful for residents to report anything unusual and suspicious to the police. Officer Cochrane noted that there are three vacancies for PCSOs in Chipping Norton – only one position is filled at the moment.</p> <p>PC Cochrane reported that rural communities and farms are also being targeted for burglaries – teams from up north are targeting rural locations as these communities are isolated.</p> <p>BMW/MERC/AUDI keyless entry cars are also being targeted in Chipping Norton.</p> <p>Cllr Rowe asked about the roundabout near the petrol station, and loud vehicles in Chipping Norton.</p> <p>PC Cochrane said that he would feed back to the district council about CCTV.</p>
FC7	<p>Minutes and reports from Committees</p> <p>a. Members noted the draft minutes from the Traffic Advisory Sub-Committee on the 27th April 2023. There were no recommendations or matters arising.</p>
FC8	<p>Welcome to new Councillors</p>

	<p>The Mayor welcomed all Cllrs as voting members of the council. The Mayor extended a special welcome to incoming Cllrs Andrews, Bibby, Finney, Keyser, Rickard, Ritsperis, and Rowe.</p> <p>All Councillors had signed their Declarations of Office prior to the meeting.</p>
FC9	<p>Welcome to the new District Councillor</p> <p>The Mayor welcomed Cllr Walker as Chipping Norton's newly elected representative of West Oxfordshire District Council.</p>
FC10	<p>East Chipping Norton Development</p> <p>Members received a verbal update on the status of the East Chipping Norton Development.</p>
FC11	<p>Civic Announcements</p> <p>Members received a report from the Mayor on Civic engagement and activities.</p>
FC12	<p>Council Action Plan</p> <p>Members noted this ongoing action plan.</p>
FC13	<p>Correspondence</p> <p>Members received correspondence from the Chipping Norton Theatre who thanked the Council for supporting their Free School Meals scheme.</p>
FC14	<p>Standing Orders</p> <p>Members received a draft copy of the Council's Standing Orders as reviewed and amended by the Finance and Resources Committee on the 29th March 2023.</p> <p>Cllr Akers proposed to adopt the Standing Orders, Cllr Finney seconded. All in favour to adopt the standing orders.</p> <p>RESOLVED: That the Council adopts the Standing Orders as proposed.</p>
FC15	<p>Scheme of Delegation</p> <p>Members received a copy of the Scheme of Delegation (including terms of reference for Committees) as reviewed by Full Council in April 2023.</p> <p>Cllr Coleman proposed that the Strategic Planning Committee is renamed to Place Shaping Committee.</p> <p>Cllr Cahill counter-proposed Planning and Development Committee.</p> <p>Cllr Coleman proposed that at the first meeting of Strategic Planning Committee, the decision is delegated to the Committee. Seconded by Cllr Akers. Motion carried.</p> <p>RESOLVED: That the Strategic Planning Committee name is to be reviewed and decided at the next Strategic Planning Meeting. To delegate this decision to the current members of the Strategic Planning Committee.</p> <p>Cllr Akers proposed to adopt the Scheme of Delegation, seconded by Cllr Graves.</p>

	RESOLVED: That the Council adopts the Scheme of Delegation as proposed.																																																			
FC16	<p>Appointment of Members to Standing Committees and Sub-Committees</p> <p>Members discussed the appointment of members to the Standing Committees and Sub-Committees for the municipal year 2023/24.</p> <p>Standing Committees</p> <table><tr><th>Finance and Resources Ctte</th><th>Community Ctte</th><th>Strategic Planning Ctte</th></tr><tr><td>Sandra Coleman</td><td>Sandra Coleman</td><td>Sandra Coleman</td></tr><tr><td>Sharon Wheaton</td><td>Natasha Whitmill</td><td>Mark Walker</td></tr><tr><td>Natasha Whitmill</td><td>Steve Akers</td><td>Jo Graves</td></tr><tr><td>Dom Rickard</td><td>Ben Bibby</td><td>Alex Keyser</td></tr><tr><td>Ian Finney</td><td>Alex Keyser</td><td>Dom Rickard</td></tr><tr><td>Athos Ritsperis</td><td>Athos Ritsperis</td><td>Mike Cahill</td></tr><tr><td></td><td>Mike Cahill</td><td>Ian Finney</td></tr><tr><td></td><td>Rachel Andrews</td><td>Michael Rowe</td></tr><tr><td></td><td>Jo Graves</td><td></td></tr></table> <p>Cllr Whitmill proposed the appointment of members to the Standing Committees as above, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the members are appointed to the Standing Committees as above for the municipal year 2023/24.</p> <p>Sub-Committees</p> <table><tr><th>Staffing Sub-Ctte</th><th>Planning Sub-Ctte</th><th>Traffic Advisory Sub-Ctte</th></tr><tr><td>Sandra Coleman</td><td>Sandra Coleman</td><td>Sandra Coleman</td></tr><tr><td>Steve Akers</td><td>Mike Cahill</td><td>Mark Walker</td></tr><tr><td>Mike Cahill</td><td>Ian Finney</td><td>Steve Akers</td></tr><tr><td>Natasha Whitmill</td><td>Rachel Andrews</td><td>Jo Graves</td></tr><tr><td>Jo Graves</td><td>Dom Rickard</td><td>Alex Keyser</td></tr><tr><td>Ian Finney</td><td></td><td>Michael Rowe</td></tr></table> <p>Cllr Finney proposed that the membership of the above Sub-Committees is as above, seconded by Cllr Akers. All in favour, motion carried.</p> <p>RESOLVED: That members are appointed to the Sub-Committees as above for the municipal year 2023/24.</p>	Finance and Resources Ctte	Community Ctte	Strategic Planning Ctte	Sandra Coleman	Sandra Coleman	Sandra Coleman	Sharon Wheaton	Natasha Whitmill	Mark Walker	Natasha Whitmill	Steve Akers	Jo Graves	Dom Rickard	Ben Bibby	Alex Keyser	Ian Finney	Alex Keyser	Dom Rickard	Athos Ritsperis	Athos Ritsperis	Mike Cahill		Mike Cahill	Ian Finney		Rachel Andrews	Michael Rowe		Jo Graves		Staffing Sub-Ctte	Planning Sub-Ctte	Traffic Advisory Sub-Ctte	Sandra Coleman	Sandra Coleman	Sandra Coleman	Steve Akers	Mike Cahill	Mark Walker	Mike Cahill	Ian Finney	Steve Akers	Natasha Whitmill	Rachel Andrews	Jo Graves	Jo Graves	Dom Rickard	Alex Keyser	Ian Finney		Michael Rowe
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FC17	<p>Representatives to Outside Bodies</p> <p>Members discussed the election of Cllrs as representatives to Outside Bodies in which the Town Council acts as Trustees.</p> <p>William Fowler Allotment Trust</p>																																																			

	<ul style="list-style-type: none"> • Town Mayor (Ex-Officio) – The Mayor gave an update about the Board of Trustees for the William Fowler Trust. In the past all Town Councillors were automatically appointed Trustees to the Trust. However due to advice a smaller number of Trustees may be appointed at the first meeting of the William Fowler Trust. The Mayor encouraged all Cllrs to attend this meeting to agree membership at the first meeting. <p>William Fowler Allotment Trust Committee</p> <ul style="list-style-type: none"> • Town Mayor (Ex-Officio) • Cllr Rachel Andrews • Cllr Ben Bibby • Cllr Sharon Wheaton <p>Chipping Norton Welfare Charities</p> <ul style="list-style-type: none"> • Cllr Poole (Term 2022-2026) • Town Mayor (Ex-Officio) • Cllr Athos Ritsperis <p>Field Reeves</p> <ul style="list-style-type: none"> • Town Mayor (Ex-Officio) • Cllr Graves • Cllr Whitmill • Cllr Rickard <p>Oxfordshire Association of Local Councils</p> <ul style="list-style-type: none"> • Cllr Whitmill proposed Steve Akers, seconded by Cllr Graves. <p>Cllr Whitmill proposed these appointments to outside bodies, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the membership and appointment of Cllrs to outside bodies is accepted as above.</p>
FC18	<p>Calendar of meetings</p> <p>Members noted the previously agreed calendar of meetings for the municipal year 2023/24.</p>
FC19	<p>Financial Regulations</p> <p>Members received the Council's Financial Regulations as reviewed and amended by the Finance and Resources Committee on the 29th March 2023.</p> <p>Cllr Finney reported that the Financial Regulations need modernising as the Town Council no longer uses cash, etc.</p> <p>Cllr Wheaton proposed to accept the current Financial Regulations, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the current Financial Regulations as proposed.</p>

FC20	<p>Risk Register</p> <p>Members received the Council's Risk Register as reviewed by the Finance and Resources Committee on the 29th March 2023.</p> <p>Cllr Finney proposed to accept the Risk Register as proposed, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the Risk Register as proposed.</p>
FC21	<p>General Power of Competence</p> <p>Members received an overview of the General Power of Competence from the Town Clerk.</p> <p>Cllr Finney proposed, seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That the Council adopts the following resolution:</p> <p><i>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.</i></p>
FC22	<p>Banking Arrangements</p> <p>Members received a report from the Town Clerk who recommended the following:</p> <ul style="list-style-type: none"> • That the Members of Finance and Resources Committee be authorised signatories on the Unity account. • That the members of the Finance and Resources Committee be authorised signatories on the CCLA account. • That those who are no longer members of the Council or the Finance and Resources Committee are removed as signatories on all Council accounts. <p>Cllr Finney proposed to accept the recommendations as stated, seconded by Wheaton. All in favour.</p> <p>RESOLVED: That the Council accepts the three recommendations as set out above.</p>
FC23	<p>Councillor Surgeries</p> <p>Members received a report from the Town Clerk about Cllr Surgeries and discussed holding them for the municipal year 2023/24.</p> <p>Cllrs agreed that having Cllr Surgeries are valuable and should continue, but that the time and venue should be revised.</p> <p>For Cllr Wheaton, Cahill and Rowe to have a separate discussion and bring a few options to the next meeting in June.</p> <p>RESOLVED: For Cllrs Wheaton, Cahill and Rowe to have a separate discussion and bring a few options for Cllr Surgeries at the next FC meeting in June.</p>

FC24	<p>Councillor Co-option policy and procedure</p> <p>Members received a draft Co-option policy and report from the Town Clerk.</p> <p>Cllr Akers proposed to accept the Co-Option policy as written, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the Co-Option policy as written.</p>
FC25	<p>Planning Applications</p> <p>Members received a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 23/00999/HHD</p> <p>PROPOSAL: Single-storey rear extension. New solar panels</p> <p>LOCATION: Silverdale, 62 Over Norton Road, Chipping Norton</p> <p>RESOLVED: No objection, no comment.</p>
FC26	<p>Date of the next meeting</p> <p>Monday 19th June 2023</p>

The Mayor closed the meeting at 7:40 pm.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee Meeting held on the 22nd May 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Alex Keyser, Athos Ritsperis, Ben Bibby, Jo Graves, Mike Cahill, Natasha Whitmill, Sandra Coleman, Steve Akers.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Tania Kirby, Facilities and Events Officer

CC1	Election of Chair Nominations were received for the position of Chair of Community Committee for the municipal year 2023/24. Cllr Akers nominated, Cllr Coleman. Seconded by Cllr Whitmill. No other nominations received. All in favour Motion carried. RESOLVED: That Cllr Coleman is elected Chair of Community Committee for the municipal year 2023/24.
CC2	Election of Vice-Chair Nominations were received for the position of Vice-Chair of Community Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Akers, Cllr Whitmill seconded. No other nominations received. All in favour, motion carried. RESOLVED: That Cllr is elected Vice-Chair of Community Committee for the municipal year 2023/24.
CC3	Apologies for absence Apologies were received from Cllr Andrews.
CC4	Declaration of interests None received.
CC5	Minutes RESOLVED: That the Minutes of the committee meeting held on the 15 th March 2023 were approved and signed by the Chair as an accurate record of the meeting.
CC6	Public Participation Rizvana Poole came to speak about a proposal for a Chippy Larder Twilight Café (CC8). Rizvana talked about setting up a café for young people who sit on the Town Hall steps. Rizvana suggested that the Town Council supports this via using the Town Hall on these evenings. This will be mainly funded in terms of food and

	<p>refreshments from The Chippy Larder. Volunteers and/or staff would help to serve refreshments (discounted rate for young people) on the Town Hall steps. Cllr Poole will also be speaking with the youth workers and schools about this potential project.</p> <p>Members warmly supported this and shared additional thoughts and ideas. Discussions were had about DBS checks and safeguarding, and the possibility of it as a pilot scheme.</p> <p>John Terry from The Chipping Norton Theatre spoke to members about the proposal on the agenda (CC13) for partnership working between the Theatre and Chipping Norton Town Hall as a venue, as well as the Theatre Box Office being used as a Tourist Information Centre.</p> <p>Members shared support for the partnership proposal in principle, and discussed the loss of the visitor information centre to the town.</p>
CC7	<p>Committee Action Plan</p> <p>Members received a copy and reviewed the committee's ongoing action plan.</p>
CC8	<p>Correspondence</p> <p>Members received correspondence from the Chipping Norton Fire Station Manager regarding the retirement of long serving firefighter Russell Pratt.</p> <p>RESOLVED: That a delegation of Councillors accompany the Mayor to the retirement event, and that a thank you letter is taken along.</p> <p>Members also noted that Chipping Norton Fire Station has been awarded Fire Station of The Year due to the numerous community events and activities that are undertaken.</p> <p>Cllr Akers proposed that a framed certificate, signed by the Mayor and Deputy Mayor is presented to Chipping Norton Fire Service to acknowledge the extraordinary achievements. Cllr Coleman proposed that a flag is flown on an appropriate day to be discussed with the Station Manager.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That a certificate of achievement is drawn up to be presented to the Fire Station and discussion are had about which day may be most appropriate to fly a flag from the flagpole at the Millennium Garden.</p>
CC8	<p>Town Hall</p> <p>a. Members received and noted a report from the Facilities and Events Officer.</p> <p>Members noted a proposal regarding Barclays Bank setting up a mobile banking hub in the Lower Hall which would provide a another face to face bank for residents following the closure of another bank in town. They noted it would likely lead to needing a new member of staff to be on site to help mange these longer hours but that the income provided would more than cover this.</p> <p>Cllr Akers proposed, Cllr Graves seconded. All in favour. Motion carried.</p>

	<p>RESOLVED: That the decision to hire a new member of staff for the Barclays mobile banking hub is to be taken to the Staffing Sub-Committee.</p> <p>The Chair thanked the officer for their work and time in putting together the report and the work behind it.</p> <p>b. Members received and considered a request regarding holding a "Chippy Larder Twilight Café" in the Town Hall.</p> <p>Cllr Akers proposed that the idea is supported in principle, Cllr Bibby seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Chippy Larder scope the idea out with other organisations and youth groups, and come up with a 3 month pilot plan.</p>
CC9	<p>Play Areas</p> <p>Members received and noted an update from the Town Clerk. More health and safety works have been completed.</p> <p>Installation of the new equipment at Cotswold Crescent play area will be complete by end of July 2023.</p>
CC10	<p>Events</p> <p>Members received and noted a report from the Facilities and Events Officer. Upcoming events in Chipping Norton include:</p> <ul style="list-style-type: none"> - Chipping Norton Pride event with Got2B: 1st July 2023 - Sports Awards: 14th July 2023 <p>Cllrs Akers and Keyser noted thanks to the staff team and everyone involved for the success of the Picnic in The Park for The Coronation.</p> <p>Cllr Akers proposed that this be a similar spring/summer event as part of the Council's scheduled events. Members warmly support this and agreed that a schedule of town events should come back to committee.</p>
CC11	<p>Smoke-Free Oxfordshire</p> <p>Members received a report from the Town Clerk and considered next steps.</p> <p>RESOLVED: That the sign design process should be a community engagement process, and that St Mary's and Holy Trinity School, as well as cubs and brownies. That Cllrs Coleman, Bibby and Graves are on the selection panel to choose the winning design.</p>
CC12	<p>Keep Chippy Beautiful</p> <p>Members received a report from the Town Clerk following the launch of this community action initiative and community outreach survey.</p> <p>Cllr Akers proposed that the recommendations on the report are accepted. All in favour, motion carried.</p> <p>RESOLVED:</p> <p>That the opportunity to participate in a community meeting is re-shared to build on numbers and ensure those who would like to take part are aware and;</p>

	<p>that people who have offered to help organise a Big Clean-Up event are contacted to set up a planning meeting and;</p> <p>that those who are happy to volunteer are contacted once a date has been agreed and that the opportunity to volunteer is promoted to all residents and;</p> <p>that a "Keep Chippy Beautiful" poster is sent to those who are happy to promote the initiative and;</p> <p>that those who are happy to organise their own litter picks are given information about where to source equipment and are supported by the Town Council.</p> <p>Cllr Ritsperis proposed that the volunteers have some branding so it is clear that people are undertaking tasks as part of the initiative. Cllr Bibby proposed that £500 budget supports this project. Cllr Akers seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Keep Chippy Beautiful initiative is supported by a £500 budget to provide branding and equipment.</p>
CC13	<p>Partnership working with Chipping Norton Theatre</p> <p>Members received and considered a proposal from Chipping Norton Theatre regarding partnership working. The Chair proposed that a working party of Councillors, along with the Events and Facilities Manager meet with The Theatre to finalise the details and report back.. Cllr Whitmill seconded. All in favour, motion carried.</p> <p>RESOLVED: That Cllrs Keyser, Coleman and Bibby meet with the Facilities and Events Officer and the Chipping Norton Theatre and an agreed proposal is brought back to a future committee meeting.</p>
CC14	<p>Confidential Session</p> <p>RESOLVED: That pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, that members move to Confidential Session to discuss Separate Business. The public and press left the meeting during consideration of item 16.</p>
CC15	<p>Skate Park</p> <p>Members received a confidential report from the Town Clerk following initial feasibility discussions with Skateboard GB and other skate park and wheeled sports companies. Members discussed the report and next steps.</p> <p>RESOLVED: That a meeting is held regarding the potential site.</p>
CC16	<p>Date of the next meeting</p> <p>Monday 3rd July 2023</p>

The Chair closed the meeting at 8:30pm.

Signed as an accurate record.....

Date.....



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THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee meeting held on the 5th June 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill, Jo Graves, Michael Rowe, Ian Finney, Sandra Coleman, Athos Ritsperis (substituting).

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

2 Members of the public

SPC1	<p>In the absence of the previous Chair or Vice-Chair of the Strategic Planning Committee, Town Mayor Sandra Coleman opened the meeting.</p> <p>Election of Chair Nominations were received for the election of Chair of the Strategic Planning Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Cahill, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That Cllr Cahill elected as chair of the Strategic Planning Committee for the following municipal year 2023/24.</p> <p>Cllr Coleman handed over to the Chair for the ensuing meeting.</p>
SPC2	<p>Election of Vice-Chair Nominations were received for the election of Vice-Chair of the Strategic Planning Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Rickard. Cllr Graves proposed to wait to elect in the Vice-Chair until the following meeting. All in favour, motion carried. RESOLVED: That the election of Vice-Chair of the Strategic Planning Committee is postponed until the following meeting.</p>
SPC3	<p>Apologies for absence Apologies were received from Cllrs Keyser, Rickard and Walker.</p>
SPC4	<p>Declaration of interests None received.</p>
SPC5	<p>Minutes</p> <ol style="list-style-type: none">RESOLVED: That the Chair signed and approved the Minutes of the committee meeting held on the 22nd March 2023.Members noted the minutes of the Traffic Advisory Sub-Committee held on the 27th April 2023.

SPC6	<p>Public Participation</p> <p>Johnny Ackroyd from Beaumont Rivers gave a verbal update about the Pool Meadow Restoration project (SPC13).</p> <ul style="list-style-type: none"> - Archaeological study and topographical study have been completed. Preliminary ecological study has also been completed. - Scheduled monument consent application to be submitted in the following weeks. - Rest of the permitting process and funding applications to follow. <p>The Town Council thanked Johnny Ackroyd for all his hard work and passion for the Pool Meadow Restoration project.</p> <p>Cllr Michael Rowe left the meeting at 7:00pm.</p>
SPC7	<p>Committee terms of reference and name</p> <p>Members noted the updated Committee Terms of Reference and discussed the Committee name.</p> <p>Members discussed and suggested the following names: Management and Open Spaces, Cemetery and Open Spaces. Members agreed to continue with Strategic Planning Committee and to propose any future names to the Chair.</p> <p>RESOLVED: That members agree to continue working under the Strategic Planning Committee, and for any further proposals or suggestions to be sent to the Chair.</p>
SPC8	<p>Committee Action Plan</p> <p>Members noted this ongoing committee action plan.</p> <p>The Chair (Cllr Cahill) left the meeting at 7:17pm and handed over to Town Mayor Coleman.</p>
SPC9	<p>East Chipping Norton Development</p> <p>Members received correspondence from Historic England regarding the consideration of the Romano-British Settlement and Iron Age remains on land on the eastern edge of Chipping Norton, between London Road (A44) to the north and the B4026 to the south for scheduling status.</p> <p>Members received a copy of the consultation report and were invited to submit any comments to Historic England.</p> <p>Historic England will notify the Town Council of the Secretary of State's decision in due course.</p> <p>Members thanked Historic England for commissioning this piece of work and were happy for the consultation to be submitted as written. To make Historic England aware that CHARG should also be consulted. Members asked if possible to ask about timescales for a decision.</p> <p>For members to speak with district councillors.</p> <p>"Many thanks for sending the copy of the consultation report for the land south of London Road (East Chipping Norton). This was discussed last night at the Strategic Planning Committee, with the Town Mayor Sandra Coleman, and Cllrs Mike Cahill (Chair), Jo Graves, Michael Rowe, Ian Finney, Athos Ritsperis. Members wanted to thank Historic England for this work and noted that this</p>

	<p>poses an exciting development for the town. Cllrs did not have any factual additions to the report but noted that the Chipping Norton Archaeology Research Group (CHARG) had completed a previous archaeological survey on the land and may have further comments.</p> <p>Outside the scope of the report, Cllrs were wondering if there was any timescale allocated to the consultation and decision."</p>
SPC10	<p>Cemetery</p> <p>Members noted a report from the Deputy Clerk and Estates Manager regarding ongoing and future maintenance works taking place in Worcester Road Cemetery.</p>
SPC11	<p>Bike Repair Stations</p> <p>Members received a verbal report from the Town Clerk about the bike repair stations, which have now been installed in the town centre (outside Nash's Bakery) and the Leisure Centre. These have been well received by residents.</p>
SPC12	<p>Benches</p> <p>Members received a verbal update from the Town Clerk about benches in the town centre. The two memorial benches for New St are finished restoration, but the basing has been broken over the winter months and need to be replaced. The curved memorial bench for the Millennium Garden is due to be installed in June 2023.</p> <p>The Town Clerk has received a proposal for a bench on Spring St. Members do not foresee a problem with this location, pending consultation with the residents in the area and that the location is suitable. This area has been approved by OCC Highways in principle, pending consultation with residents (proposed July 2023).</p>
SPC13	<p>Pool Meadow</p> <p>Members received a verbal update from Johnny Ackroyd of Beaumont Rivers regarding the Pool Meadow Restoration Project (as above).</p>
SPC14	<p>Planning Applications</p> <p>a. Members received a schedule of planning applications from West Oxfordshire District Council:</p> <p>APPLICATION NO: 23/00966/HHD</p> <p>PROPOSAL: Proposed alterations including second floor flat roof dormer window (previously approved 22/03513/HHD)</p> <p>LOCATION: 11 The Leys, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION: 23/01149/LBC</p> <p>PROPOSAL: External and internal alterations to carry out repair works to open up the external ramp and repair the wall below ground level together with refurbishment and changes to the layout of the ladies WC.</p> <p>LOCATION: Town Hall, Market Place, Chipping Norton, Oxfordshire</p> <p>*As this building is owned by Chipping Norton Town Council, we sought further guidance from WODC Planning who said, "This is the default situation whereby</p>

	<p>we are statutorily required to consult Parish Councils on all applications in their respective area. I would assume they would either not comment or have no objection.”</p> <p>RESOLVED: No objection, no comment.</p> <p>b. Members received and noted the following correspondence: 23/00536/OUT – Land South of Banbury Road, Response to Application Comments.</p> <p>Members noted that the response to Q1 Consultation comment is not sufficient, and that the general sentiment of the response letter suggests that this will be a small development when it is known that Rainier holds options on other land adjacent to the proposed development.</p> <p>Members agreed to draft a response letter to Turley following the letter to consultees. This has been delegated to Cllrs Finney and Coleman, along with other members of the Strategic Planning Committee.</p>
SPC15	<p>Date of Next Meeting Monday 10th July 2023</p>

The Town Mayor closed the meeting at 8:00pm.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

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

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Ali Packer, Responsible Finance Officer

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

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

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

The Chair closed the meeting at 8:17pm



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Office Hours: Mon – Fri 9am – 1pm

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

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk

SSC1	Election of Chair Nominations were received for the election of Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Akers, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Chair of the Staffing Sub-Committee for the municipal year 2023/24.
SSC2	Election of Vice-Chair Nominations were received for the election of Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Akers nominated Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24.
SSC3	Apologies for absence. Apologies were received from Cllr Natasha Whitmill.
SSC4	Declarations of interest There were no declarations.
SSC5	Minutes RESOLVED: That the minutes of the meeting held on 22 nd December 2022 are approved as a correct record and signed by the Chair.
SSC6	Confidential Session 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.
SSC7	Staffing matters Members discussed the Town Clerk's report regarding the following matters:

	<p>a. Members received a report from the Town Clerk, stating that it has become clear that the Facilities and Events Officer's role needs to be a full time position in order for the workload to be manageable. Members agreed that the new post has been a positive and valuable development for the Council and the Community, and agreed that making it a full time position (from a 30hr per week role) and settling accrued time off in lieu would draw a line under the current situation and ensure the Officer's workload and capacity is sustainable.</p> <p>RESOLVED: That the following recommendations are sent to the Full Council:</p> <ul style="list-style-type: none"> • That the accrued time off in lieu is paid as salary at a cost of £459.42 • That the Facilities and Events Officer's role moves into a full time (37hr) position from 1st July 2023. • That the funds required for the rest of this financial year (July 23-March 24) of £5,850 come from general reserves, and the Salaries budget adjusted accordingly next year. <p>b. Members received a report following the recent large, year-long booking from Barclays Bank that requires a member of staff to be on site. The report outlined the cost of employing a venue assistant on a flexible 20hr-per-week role on a one-year fixed term basis, and outlined that the income from the Barclays booking more than covers this. Members agreed that the flexibility, benefits and opportunity to continue to develop the Town Hall should be supported.</p> <p>RESOLVED: That the following recommendations are sent to Full Council:</p> <ul style="list-style-type: none"> • That recruitment for a venue assistant for 20hrs per week on salary scale LC1 SCP 7-12 £11.59 - £12.70 per hour is launched. • That the recruitment process is delegated to the Town Clerk and the Facilities and Events Officer to work through. <p>c. Members also discussed the report following a review and update of the Town Clerk's job description and title as part of the Town Clerk's Appraisal. The Town Clerk left the meeting for duration of the discussion.</p> <p>RESOLVED: That the draft job description and person specification is approved and the Town Clerk's title is updated to "Town Clerk and Chief Executive Officer" to reflect the breadth of the leadership skills required and responsibilities currently undertaken.</p>
SSC8	<p>Date of next meeting. Date and time of the next meeting will be set when needed.</p>

Signed as an accurate record

Chair.....

Date.....

Agenda item 10 - Mayor's Report

Due to the timing of Council meetings this list of engagements is shorter than normal- since the last meeting it has been a privilege to start the 100th Park Run and meet runners and volunteers, to visit our Fire Station and speak with Fire Fighters, and to meet members of the community at Penhurst. In the past many of our retained fire fighters have worked for local employers- but in these changing times it is also possible for those working from home to volunteer. It is important that we raise awareness of this important service to enable it to continue.

16 th May	WODC Air Quality Strategy Meeting
22 nd May	Community Committee
27 th May	!00 th Park Run- started the race
31 st May	Attended retirement presentation at Fire Station and presented cards
1 st June	Chippy Pride Planning
3 rd June	Attended Oxford Pride with Deputy Mayor and staff to meet members of the community and gather information
5 th June	Strategic Planning Committee
7 th June	Community event at Penhurst- cookery demonstration
12 th June	Finance Committee
13 th June	Staffing Committee
18 th June	Community First Meeting

Future Events

Councillors are welcome to attend the following events:

10am	24 th June	Armed Forces Flag Flying	Millennium Garden
11am-4pm	1 st July	Chippy Pride including flag flying	Town Hall/Millennium Garden
10am	5 th July	NHS 75 th Birthday Flag Flying	Millennium Garden
10am	9 th July	Civic Service at St Marys	Meet at Town Hall
7pm	14 th July	Sports Awards	Town Hall

Councillors should also be aware that CHARG have organised an event in the Town Hall on Tuesday 20th June at 7:30pm about findings in relation to the archaeological surveys that have been conducted at the East Chipping Norton site.

Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

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
WP	Working in partnership

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	Commencement	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	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
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. Historic England have submitted an application for the archaeological site to become a scheduled monument. Community First have been commissioned to scope out potential for a Community Land Trust. Meeting set with CF for 15 th June 2023.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Awaiting roll out of scheme by OCC OCC consultation underway.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation ordered. Awaiting date p chased June 2023. Planters have herbs planted in them – assessing whether they should be moved to a town centre location.

CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 24	Ten benches complete. Second phase underway. Benches from new street are ready for collection and re-installation. Curved bench for Millennium Garden – footings in, due to be installed June.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up. Road Safety week was held on – 21 st -25 th November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved. SID consultation (Churchill Road) complete. Report to go to TAC
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g party	EMR £277,486	Jun-22	Dec-24	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans. Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have commenced. Internal decoration is also underway.</p> <p>CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.</p>
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	<p>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. This funding has now been allocated.</p> <p>Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer. Chippy Pride event to be held on 1st July 2023.</p> <p>Learn2Sustain are holding youth work sessions at Cotswold Crescent play area.</p> <p>Family event for the Coronation a huge success.</p>
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	<p>New regulations approved. New noticeboard has been installed.</p> <p>First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.</p> <p>Wildflower meadow complete. Yellow rattle growing well.</p>

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	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent installation to commence June 2023.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Clean up day will be held in October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	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. Yellow rattle is in flower.
CE2	Sport awards Ceremony	CC	CNTC/Volunteers/Clubs/Schools	£500			The Sports Awards Ceremony will be held on 14 th July 2023. Nomination can now be received.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Working Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	Christmas lights 2022 were a success. Little trees have now been brought in house and will be delivered by the Council's contractors. New infrastructure has been installed in the town centre.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations/Clubs/Community groups	22-23 £26000			New grant policy approved. Grants will now be considered in July 23 and Feb 24 by the Finance and Resources Committee.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	Draft lease complete. Awaiting land registry compliant plans.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during 23-24. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete

MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit due June 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	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
CE5	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	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Carry out needs assessment with new Councillors in summer.
MC10	Apply for the NALC Foundation Award	FC	CNTC				Application submitted. The NALC panel to assess in August.
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	Event in The Town Hall with Got2B 1 st July 23. Plans to establish and hand over to a community led group that can take on future event planning.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106 funding £55,000	April 23		Discussions re potential site underway. Community Petition launched by students who presented to Council. Pop-up skatepark held at picnic in the park event.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Webpage launched. Volunteers have been contacted. People who have signed up to organise a clean up day

							have been put in touch with one another. Posters designed. Branded resources to be ordered.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Task and finish group to meet with CN Theatre to review proposal and present back
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Scope out ideas
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide and annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	June 23		On the agenda to consider task and finish reps.

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.

Agenda item 13 – correspondence

Good morning Katherine,

I hope you are well.

Just a quick update with regard to the little reptile survey I did with Chipping Norton School at William Fowler Woods (next to the allotments).

We ended up doing the survey this Wednesday rather than last week so as to avoid a poorly timed thunderstorm... However it is now complete, and we spotted one Common Lizard, which is brilliant!

I set 9 reptile tins (squares of roofing felt) out, and we were able to locate and retrieve 8 of them, however the 9th could not be found – perhaps it was accidentally relocated or removed by a passer-by? In any event, I just thought I would let you know in case you receive a report of it – do let me know if anybody finds it and I'll drop by to pick it up.

Many thanks and best wishes,

Katherine

Katherine Holmes

Rediscover Nature

(N.B I work part time and it may therefore take several days before you receive a response. Please be assured that I will get back to you as soon as I can.)



Agenda item 15 – Town and Parish Council Biodiversity Study

The following correspondence has been received from West Oxfordshire District Council:

As part of a project funded by the UK Shared Prosperity Fund, we are working with local environmental charity Wild Oxfordshire to update their biodiversity guidance for Town & Parish Councils and other community groups and deliver several biodiversity projects across the District.

We would like to gather your views to shape the content of the guidance, and find out if your Council would like to take part in a funded biodiversity enhancement case study.

The survey is attached to this agenda item. Please note questions 1 and 2 can be completed by the office.

The Pool Meadow project, as well as the wildflower area in the Cemetery are good examples of the Council working towards increasing biodiversity.

Recommendation:

That Council consider a response to the attached survey.

Town and Parish Council Biodiversity Survey

West Oxfordshire District Council is developing a Biodiversity Toolkit to provide practical guidance for Town and Parish Councils, and the wider community, to improve biodiversity on land within towns or parishes. Answering these questions will help us to design the toolkit to meet your local needs and support the wider Oxfordshire Local Nature Recovery Strategy.

Please complete this questionnaire by Wednesday 31st of May.

[Sign in to Google](#) to save your progress. [Learn more](#)

What is the name of your Town or Parish Council?

Your answer

How much land does your Town or Parish Council own or have management responsibility for? Please describe the areas, and state area in hectares, if known.

Your answer

Have you considered or undertaken changes on your Town or Parish Council land to improve it for wildlife?

Your answer

What are the barriers that prevent you from delivering biodiversity enhancements on land?

Your answer

Are you aware of any community conservation groups within your Town or Parish Council? If so, have you liaised with them to improve land?

- ☐ No, I am not aware of any groups
- ☐ Yes, I am aware of groups in the local area but have not liaised with them
- ☐ Yes, I am aware of groups in the local area and we have engaged with them in the past

What would you find most useful in a guidance document that gives information on how to set up, implement and maintain biodiversity projects?

Your answer
.....

Would your Town or Parish Council be interested in being part of a funded biodiversity enhancement case study to spend this financial year? Please give some brief details of your idea for this if so.

Your answer
.....

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside 220ict.net. [Report Abuse](#)



Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	7,683	7,457	5,000	(2,457)			149.1%	
3211 C N History Trail	27	6	0	(6)			0.0%	
3290 Miscellaneous Income	12,933	2,212	0	(2,212)			0.0%	
3291 Tourist Information	0	0	51	51			0.0%	
Administration :- Income	20,643	9,675	5,051	(4,624)			191.5%	0
4100 Salaries/Superann/Nl	96,080	120,593	132,000	11,407		11,407	91.4%	
5110 Stationery	620	526	1,000	474		474	52.6%	
5120 Photocopying Costs	2,617	3,413	2,600	(813)		(813)	131.3%	
5125 Tourist Information	229	0	500	500		500	0.0%	
5200 Postage	251	84	700	616		616	12.1%	
5210 Telephone and Comms	4,620	5,291	3,800	(1,491)		(1,491)	139.2%	
5310 Office Equipment	141	1,803	2,000	197		197	90.1%	
5340 Website Costs	4,496	1,520	1,000	(520)		(520)	151.9%	
5360 Computer Hardware/Software	2,078	3,591	3,000	(591)		(591)	119.7%	
6200 Rent	1,150	119	1,150	1,031		1,031	10.4%	
6210 Rates	2,695	2,695	2,700	5		5	99.8%	
6400 Repairs and Maintenance	0	0	0	0		0	0.0%	625
7100 Travel & Subsistance	0	158	200	42		42	78.9%	
7300 Staff & Councillors Training	2,698	3,058	3,000	(58)		(58)	101.9%	
7500 Legal & Professional Fees	695	1,654	1,500	(154)		(154)	110.3%	
7510 Audit Fees	2,265	2,498	2,500	2		2	99.9%	
7600 Subscriptions	1,827	4,688	2,000	(2,688)		(2,688)	234.4%	
7630 Bank Charges	200	285	100	(185)		(185)	284.6%	
7650 Insurance	1,458	1,800	1,800	0		0	100.0%	
7710 Election Expenses	0	4,404	4,404	0		0	100.0%	
7720 Other Miscellaneous Expenses	794	965	1,500	535		535	64.3%	
Administration :- Indirect Expenditure	124,913	159,144	167,454	8,311	0	8,311	95.0%	625
Net Income over Expenditure	(104,269)	(149,468)	(162,403)	(12,935)				
6000 plus Transfer from EMR	0	625						
6001 less Transfer to EMR	12,810	0						
Movement to/(from) Gen Reserve	(117,079)	(148,843)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	31,000	28,500	26,000	(2,500)		(2,500)	109.6%	
7680 Youth Council	0	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	31,000	28,500	28,500	0	0	0	100.0%	0
Net Expenditure	(31,000)	(28,500)	(28,500)	0				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	315,055	340,840	340,840	0			100.0%	
3180 Interest Receivable	244	9,319	200	(9,119)			4659.7%	
3230 Manorial Land (Pace Petroleum)	15,000	15,000	15,000	0			100.0%	
3290 Miscellaneous Income	6,000	6,405	0	(6,405)			0.0%	6,405
3292 Christmas Market Income	0	4,777	0	(4,777)			0.0%	
Miscellaneous :- Income	336,299	376,342	356,040	(20,302)			105.7%	6,405
4100 Salaries/Superann/Nl	16,255	18,141	15,700	(2,441)		(2,441)	115.5%	
6405 Christmas Market Expenses	130	1,000	1,000	0		0	100.0%	
6407 Xmas Lights/Trees	13,732	13,480	15,000	1,520		1,520	89.9%	
6418 Defibrillators	0	596	500	(96)		(96)	119.1%	486
6460 Streetscene	11,989	4,208	10,000	5,792		5,792	42.1%	4,002
6461 HGV signs	0	5,987	8,000	2,013		2,013	74.8%	5,987
6462 Grit Bins/Snow	(0)	654	3,500	2,846		2,846	18.7%	
6490 Trees/Flower Beds Middle Row	258	877	2,500	1,623		1,623	35.1%	
6495 Street Furniture	2,752	3,760	3,000	(760)		(760)	125.3%	
6498 Contingency Fund	(1,394)	2,648	10,000	7,352		7,352	26.5%	
7100 Travel & Subsistance	927	1,712	1,600	(112)		(112)	107.0%	
7500 Legal & Professional Fees	23,831	11,564	29,000	17,437		17,437	39.9%	
7720 Other Miscellaneous Expenses	1,291	811	1,250	439		439	64.9%	
Miscellaneous :- Indirect Expenditure	69,771	65,438	101,050	35,612	0	35,612	64.8%	10,475
Net Income over Expenditure	266,528	310,904	254,990	(55,914)				
6000 plus Transfer from EMR	7,530	10,475						
6001 less Transfer to EMR	4,000	6,405						
Movement to/(from) Gen Reserve	270,058	314,974						
<u>104 Youth</u>								
5322 Expenses	6,405	12,810	19,215	6,405		6,405	66.7%	12,810
Youth :- Indirect Expenditure	6,405	12,810	19,215	6,405	0	6,405	66.7%	12,810
Net Expenditure	(6,405)	(12,810)	(19,215)	(6,405)				
6000 plus Transfer from EMR	6,405	12,810						
Movement to/(from) Gen Reserve	0	0						
<u>110 Town Hall</u>								
3115 Lettings Income	20,059	33,989	26,000	(7,989)			130.7%	
3140 WODC Water Rates Contrib	81	102	100	(2)			101.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3290 Miscellaneous Income	0	133	0	(133)			0.0%	
Town Hall :- Income	20,140	34,224	26,100	(8,124)			131.1%	0
4100 Salaries/Superann/Nl	22,715	31,722	19,800	(11,922)		(11,922)	160.2%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	545	838	630	(208)		(208)	133.0%	
6110 Heat and Light	6,016	7,260	6,000	(1,260)		(1,260)	121.0%	
6130 Water & Sewerage	657	1,609	680	(929)		(929)	236.7%	
6210 Rates	10,230	10,230	10,230	1		1	100.0%	
6230 Window Cleaning	725	500	800	300		300	62.5%	
6240 Alarm/Fire Extinguisher Insp	2,348	1,276	1,600	324		324	79.7%	
6310 Cleaning / Sanitary Expenses	1,180	1,317	1,500	183		183	87.8%	
6330 Waste Disposal	555	582	600	18		18	97.1%	
6400 Repairs and Maintenance	2,906	16,885	30,000	13,115		13,115	56.3%	6,630
6402 Town Hall Restoration Fund	0	30,700	0	(30,700)		(30,700)	0.0%	30,700
6408 New Equipment	0	3,766	2,500	(1,266)		(1,266)	150.6%	
7610 Licences	605	800	800	0		0	100.0%	
7650 Insurance	2,834	2,800	3,000	200		200	93.3%	
7720 Other Miscellaneous Expenses	567	565	500	(65)		(65)	112.9%	
Town Hall :- Indirect Expenditure	51,882	110,850	80,140	(30,710)	0	(30,710)	138.3%	37,330
Net Income over Expenditure	(31,742)	(76,626)	(54,040)	22,586				
6000 plus Transfer from EMR	0	37,330						
Movement to/(from) Gen Reserve	(31,742)	(39,296)						
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,215	2,215	2,215	0			100.0%	0
6210 Rates	60	190	375	185		185	50.6%	
6400 Repairs and Maintenance	1,519	1,773	2,500	727		727	70.9%	
7650 Insurance	227	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	1,805	2,263	3,175	912	0	912	71.3%	0
Net Income over Expenditure	410	(48)	(960)	(912)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	14,969	13,775	11,200	(2,575)			123.0%	
3191 Grave Purchase	7,040	5,980	4,000	(1,980)			149.5%	
3290 Miscellaneous Income	0	50	0	(50)			0.0%	
Cemetery :- Income	22,009	19,805	15,200	(4,605)			130.3%	0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6130 Water & Sewerage	69	60	100	40		40	59.9%	
6210 Rates	1,258	1,447	1,000	(447)		(447)	144.7%	
6400 Repairs and Maintenance	200	11,606	1,000	(10,606)		(10,606)	1160.5%	6,774
6465 Contract	11,156	7,447	12,500	5,053		5,053	59.6%	
6471 Skips for cemetery	720	825	600	(225)		(225)	137.5%	
7650 Insurance	454	500	600	100		100	83.3%	
7720 Other Miscellaneous Expenses	314	2,291	500	(1,791)		(1,791)	458.3%	
Cemetery :- Indirect Expenditure	14,171	24,176	16,300	(7,876)	0	(7,876)	148.3%	6,774
Net Income over Expenditure	7,838	(4,371)	(1,100)	3,271				
6000 plus Transfer from EMR	0	6,774						
Movement to/(from) Gen Reserve	7,838	2,403						
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	1,515	5,144	1,500	(3,644)		(3,644)	342.9%	
6468 Maintenance incl. drains	2,234	3,636	3,700	64		64	98.3%	
Closed Churchyard :- Indirect Expenditure	3,749	8,780	5,200	(3,580)	0	(3,580)	168.8%	0
Net Expenditure	(3,749)	(8,780)	(5,200)	3,580				
<u>151 Recreation</u>								
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs and Maintenance	1,983	15,896	4,500	(11,396)		(11,396)	353.2%	9,023
6410 New Equipment	7,955	6,603	30,000	23,397		23,397	22.0%	
6413 Sports Awards	305	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	4,364	3,819	6,500	2,681		2,681	58.8%	
6465 Contract	7,341	3,675	5,200	1,525		1,525	70.7%	
7650 Insurance	2,700	2,225	2,700	475		475	82.4%	
7720 Other Miscellaneous Expenses	447	688	1,000	312		312	68.8%	
Recreation :- Indirect Expenditure	26,095	33,906	51,400	17,494	0	17,494	66.0%	9,023
Net Expenditure	(26,095)	(33,906)	(51,400)	(17,494)				
6000 plus Transfer from EMR	0	9,023						
Movement to/(from) Gen Reserve	(26,095)	(24,883)						
<u>160 Events</u>								
3330 Fundraising Income	0	1,800	0	(1,800)			0.0%	
Events :- Income	0	1,800	0	(1,800)				0

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6414 Events	0	8,379	9,500	1,121		1,121	88.2%	
6419 Occasional Events	0	2,100	2,500	400		400	84.0%	
6480 Fundraising Expenditure	0	1,800	0	(1,800)		(1,800)	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>12,279</u>	<u>12,000</u>	<u>(279)</u>	<u>0</u>	<u>(279)</u>	<u>102.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(10,479)</u>	<u>(12,000)</u>	<u>(1,521)</u>				
<u>180 Pool Meadow</u>								
3290 Miscellaneous Income	0	6,794	0	(6,794)			0.0%	6,794
Pool Meadow :- Income	<u>0</u>	<u>6,794</u>	<u>0</u>	<u>(6,794)</u>				<u>6,794</u>
6417 Maintenance	120	11,039	7,000	(4,039)		(4,039)	157.7%	5,194
6430 Restoration Project	0	2,113	0	(2,113)		(2,113)	0.0%	2,113
Pool Meadow :- Indirect Expenditure	<u>120</u>	<u>13,152</u>	<u>7,000</u>	<u>(6,152)</u>	<u>0</u>	<u>(6,152)</u>	<u>187.9%</u>	<u>7,307</u>
Net Income over Expenditure	<u>(120)</u>	<u>(6,358)</u>	<u>(7,000)</u>	<u>(642)</u>				
6000 plus Transfer from EMR	0	7,307						
6001 less Transfer to EMR	0	6,794						
Movement to/(from) Gen Reserve	<u>(120)</u>	<u>(5,845)</u>						
<u>185 Millennium Garden</u>								
6417 Maintenance	11	0	0	0		0	0.0%	
6465 Contract	1,266	629	1,500	871		871	41.9%	
Millennium Garden :- Indirect Expenditure	<u>1,277</u>	<u>629</u>	<u>1,500</u>	<u>871</u>	<u>0</u>	<u>871</u>	<u>41.9%</u>	<u>0</u>
Net Expenditure	<u>(1,277)</u>	<u>(629)</u>	<u>(1,500)</u>	<u>(871)</u>				
<u>186 War Memorial</u>								
6465 Contract	127	0	200	200		200	0.0%	
6470 War Memorial	400	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>527</u>	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(527)</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,385	2,769	3,000	231		231	92.3%	
7690 Mayors Allowance	2,730	800	2,800	2,000		2,000	28.6%	
Mayors Allowance :- Indirect Expenditure	<u>5,115</u>	<u>3,569</u>	<u>5,800</u>	<u>2,231</u>	<u>0</u>	<u>2,231</u>	<u>61.5%</u>	<u>0</u>
Net Expenditure	<u>(5,115)</u>	<u>(3,569)</u>	<u>(5,800)</u>	<u>(2,231)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	401,307	450,854	404,606	(46,248)			111.4%	
Expenditure	336,831	475,494	499,434	23,940	0	23,940	95.2%	
Net Income over Expenditure	<u>64,476</u>	<u>(24,640)</u>	<u>(94,828)</u>	<u>(70,188)</u>				
plus Transfer from EMR	13,935	84,343						
less Transfer to EMR	16,810	13,199						
Movement to/(from) Gen Reserve	<u>61,601</u>	<u>46,505</u>						

28/04/2023

Chipping Norton Town Council Current Year

17:56

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

Current Assets

0	Holding Deposit	94
140,749	Unity Trust Bank	120,492
500,000	CCLA Deposit Fund	500,000
5	Petty Cash	5
628	Prepayments	671
3,999	VAT Control	8,933
3,031	Debtors	17,049

648,412

647,243

648,412 Total Assets

647,243

Current Liabilities

3,094	Trade Creditors	26,659
0	Accruals	30
125	Receipts in Advance	0

3,219

26,689

645,193 Total Assets Less Current Liabilities

620,553

Represented By

276,643	General Reserves	240,615
368,550	Earmarked Reserves	379,939

645,193

620,553

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Annual Internal Audit Report 2022/23

Chipping Norton Town Council

www.chippingnorton-tc.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

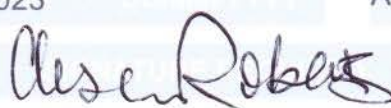
27/10/2022

16/05/2023

Name of person who carried out the internal audit

A C Shepherd-Roberts

Signature of person who carried out the internal audit



Date

16/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Chipping Norton Town Council

Internal Audit Report: Final 2022-23

Adrian Shepherd-Roberts

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2022-23 financial year which was completed by 27th October 2022 and 16th May 2023. We have again undertaken our reviews for the year remotely. We wish to thank the Finance Officer who assisted us in the process, providing all necessary additional documentation in electronic format to facilitate completion of our review. We have still ensured governance and financial controls remain effective.

Internal Audit Approach

In conducting our reviews for 2022-23, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

The work undertaken this year, to date, on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year to date, the Council has again maintained more than adequate and effective internal control arrangements. We again compliment the Finance Officer for the quality of her work and thank her for her assistance, which has ensured the smooth progress of our initial review.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many of our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2022-23, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2022-23;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2022 and September 2022 and March 2023 by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30th April and 30th September 2022 and March 2023; and
- Previously examined and considered the robustness of the Council's IT back-up and restore arrangements, noting that regular back-ups occur to an external hard drive which is taken off site daily, also noting that periodic attempts are and have been made to successfully restore data.

Conclusions

We again wish to commend the Responsible Finance Officer on the way the financial records are maintained which has simplified our review process with no significant issues arising in this area.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have examined the Council and Standing Committee minutes for 2022-23 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

Conclusions

The Council has reviewed both the Financial Regulations and the Standing Orders.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaim to March 2023 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

We are pleased to record that no significant issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it has been approved by Full Council at its May 2022 meeting.

We have examined the Council's 2022-23 insurance policy schedule with Zurich, noting that Employer's, Public Liability cover are in place at £10 million, £15 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that a precept level of £344,684 for 2023-24 was formally approved by Full Council at its December 2022 meeting.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process

Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts.

- We note that the schedules of Council's fees and charges were reviewed for the Cemetery, for 2022-23 applicable from September 2022.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for seven months;
- We have also reviewed a sample of the burial records and relevant nominal ledger and acknowledge that the records are maintained in a satisfactory manner; and
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

Conclusions

We have reviewed the Cemetery receipts and burial records at this initial review.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross salaries paid to them by reference to the September 2022 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for August 2020 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising. We are also pleased to note that, where staff work variable hours, appropriate time sheets are prepared and certified by the Town Clerk as appropriate for payment.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

The Council has no long-term investments, surplus funds being held currently with Unity Bank and the CCLA.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

Conclusions

No issues arise in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Chipping Norton Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement **Tuesday 20th June 2023**

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

Alison Packer, RFO
Chipping Norton Town Council
The Guildhall
Chipping Norton
OX7 5NJ
finance@chippingnorton-tc.gov.uk 01608 642341

commencing on **Wednesday 21st June 2023**

and ending on **Tuesday 1 August 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House,
Minerva Business
Park, Lynch Wood,
Peterborough
PE2 6PZ



5. This announcement is made by Alison Packer, RFO

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Agenda item 21 – Grants

Chipping Norton Town Council has recently introduced a new Community Grants Policy aimed at supporting not-for-profit organisations operating within the town. Under this policy, eligible organisations can apply for grants of up to £2,000. This report discusses the historical funding practices of the council, proposes a recommendation for allocating grants, and outlines future budget considerations.

Historical Funding Practices:

In the past, Chipping Norton Town Council has provided annual funding to longstanding charities and organisations exceeding the £2,000 limit, with some receiving up to £5,000, subject to specific circumstances. This practice has contributed to the sustainability and continued operation of these organisations.

Recommendation for Grant Allocation:

To ensure that both smaller projects and larger core-funded organisations are adequately supported, it is recommended that the council adopts a two-tiered approach for grant allocation:

a) Delegated Authority for Smaller Grants:

The Finance and Resources Committee have been granted delegated authority to make decisions on smaller grants twice a year using the available funding. This approach allows for a more streamlined process and enables quicker responses to project-focused applications from voluntary bodies. The maximum grant amount of £2,000 can be allocated from the general grants pot.

The proposal is that when a larger grant application is received, the Finance and Resources Committee should send a recommendation back to Full Council with a view on whether or not this should be supported, and if so for how long, with the knowledge that Council supports the process in principle.

b) Separate Line in the Budget for Larger Grants:

For organisations that the Council wishes to support over several years and above the threshold of £2,000, it is recommended that the Council allocates the amount as a separate line in the budget. This demonstrates a clear commitment of annual core funding for these organisations, and enables Council to set the general grants pot from a more informed position. The decision on any annual commitment should be made for a specific duration to ensure predictability and stability for the organisations.

Assessment and Future Budget Considerations:

Following the implementation of the proposed two-tiered approach, it would be advisable to assess the effectiveness and impact of the Community Grants Policy. The Finance and Resources Committee should review the general grants pot to evaluate the adequacy of funds allocated to smaller projects and larger core funds.

Furthermore, future budgets should be prepared with the understanding that larger grants represent core funding for the organisations receiving them. By establishing separate lines in the budget for these grants, the Council can better plan and allocate resources to support the work carried out by these organisations.

It is important to note that the two-tiered approach does not necessarily mean an increase in overall grant funding. The current grants budget should be adhered to for 2023-24 considerations, and future budgets can be streamlined and set accordingly.

Impact on the Current Budget:

As the budget has already been set for the current municipal year, the proposed two-tier approach would not be able to come into effect until the 2024-25 budget is set and in place. This approach could be put into practice informally before then, but Councillors should therefore be aware that until the 2024-25 budget is set, both smaller and larger grants made to external bodies must come from the existing grants budget or the Council's general reserves.

If the proposed two-tier system is adopted, from 2024-25 onwards larger, long term grants can be budgeted separately, although this may result in the current Grants budget being reduced. The reason for this report coming to Council now is that longer term grants can be identified and earmarked as such during the budget setting cycle.

This report is for Council to consider and approve in principle.



Lucy Ashbourne
Town Clerk
Chipping Norton Town Council
The Guildhall
CHIPPING NORTON

8 June 2023

Dear Luci

Town Council Grants to Voluntary Bodies

I'm writing on behalf of the Lido trustees in connection with the new arrangements for the awarding of grants to voluntary organisations.

The Lido has been fortunate in benefiting from the Town Council's financial and moral support since we first took the pool back into community control from WODC in 2004.

Indeed, when we first established Chipping Norton Lido as a charity and limited company, the Town Council committed to a fixed grant for the first three years which helped us not only cover our initial trading deficit but also acted as matched funding in other grant applications.

Since then, we have applied each year, along with other voluntary organisations, for a grant which last year was £5,000. The Town Council remains our only source of public core funding since WODC's withdrawal from operating the pool.

We are aware that the Council's support has been generous to date; however, we are concerned that under the new arrangements for grants to voluntary bodies, we would be restricted to applying for £2,000 at a time and we are not sure whether we would be permitted to make more than one application each year.

We should therefore like to ask that the Council consider making an allocation of funds in a separate arrangement.

We believe we provide an important leisure and sporting resource for our community – one which matches the Council's aspirations for the town:

- We provide services for all ages and aim to be as inclusive as possible. To give just one example, we run relaxed sessions used by families with children with additional needs at quiet times of day.

Chipping Norton Lido Limited • Fox Close • Chipping Norton • OX7 5BZ
www.chippylido.co.uk • info@chippylido.co.uk • Tel:01608 643188
Registered Charity 1113869

- We contribute directly to the health and wellbeing of local people.
- We support the local economy by attracting visitors to the town and also in providing training and employment for as many as 30 people each year, the majority of whom are under 25.
- The Lido is run by seven volunteer trustees and a much larger team of volunteers whom we call upon either for specialist, expert support (for example, in HR) or for help on cleaning days and in fundraising.
- We have saved a small piece of the town's 20th century heritage from closure. The pool was built in 1970 following a decade of public fundraising on land provided by another local charity, the Chipping Norton & District Volunteer Fire Brigade Charitable Trust.

In terms of the specific grant criteria, we believe we meet almost all of them. We are directly benefiting physical, mental and emotional health through a wide variety of services which cover not only swimming and swim teaching, but also fitness classes, yoga, Tai Chi, aquafit and artistic swimming. We are supporting the local economy with training and employment opportunities and by attracting visitors to the town.

In terms of the environment, we do whatever we can to mitigate our impact: we have installed solar PV panels and LED lighting throughout our buildings, we use green electricity, and we recycle, re-use and repair wherever possible. Customers are encouraged to use recycling points for café waste.

Swimming pools are currently closing at a significant rate, as huge increases in energy costs, chemicals shortages, etc create very challenging operating conditions. We are acutely conscious of the risk that swimming becomes inaccessible as a result. Despite these pressures, we have kept prices at the same level and made provision to widen access to swimming wherever possible. For example, we have partnered with the Theatre to provide the Holiday Activities Fund programme last summer and were also a YouMove partner giving families the opportunity to swim at a very low cost every week. We offer a reduced rate session for Over 60s every week. We have also made applications to other funders to support this type of work; at present we have several proposals for projects such as a training bursary and a swim club under consideration.

In short, we believe we are providing a key service to the town and so we hope the Council will feel able to consider our request. We should be happy to meet with Councillors to discuss this further and/or to provide any more information they might need.

Best regards



Claire Jarvis
Trustee

Item 22: Planning Applications

1. **APPLICATION NO:** [23/01460/ADV](#)

PROPOSAL: Erection of signage, including internally illuminated signage

LOCATION: 29-30 High Street, Chipping Norton , Oxfordshire