



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee meeting held on the 25th September 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Sharon Wheaton, Mike Cahill, Sandra Coleman, Dom Rickard, Emily Weaver (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

FC26	Apologies for Absence Apologies were received from Cllrs Athos Ritsperis and Natasha Whitmill
FC27	Declaration of Interests None received
FC28	Minutes RESOLVED: That the minutes of the Finance and Resources Committee meeting held on the 17 th July 2023 were signed and approved as an accurate record by the Chair.
FC29	Public Participation None received
FC30	Committee Action Plan Members noted the ongoing committee action plan. Cllrs noted that the most items (eg. Grants) should say ongoing rather than have an end date.
FC31	Income and Expenditure Members received detailed income and expenditure reports by budget heading. The Town Clerk noted that £60,000 from Ear Marked Reserves have been spent on the Town Hall restoration and £60,000 for Cotswold Crescent Play Park. Cllrs queried cost code 6200 – Rent: The RFO noted that this was backdated rent for the Guildhall from the last year which had not been invoiced by WODC until this year. Cllrs were pleased to see the increase in income at the Town Hall, although members queried the Town Hall equipment budget being over 80% spent. The Town Clerk reported that this is due to the one off purchase of new equipment, such as induction hobs and other miscellaneous items sourced to support events and bookings at the Town Hall.
FC32	Schedule of payments for approval Members received the schedule of payments. The Town Clerk noted that the two large invoices are for the Town Hall restoration (£38,000) and for the Cotswold Crescent Play Park.

FC33	<p>Forward work programme</p> <p>Members considered the following policies:</p> <ul style="list-style-type: none"> a. Risk Management Strategy Cllrs queried if the standing orders could be updated, but the Town Clerk said that the Risk Management would need to be adopted in advance. Members agreed that the Risk Management Strategy is sent to Full Council to be adopted. b. Corporate Risk Register The Town Clerk stated that the risk management strategy and risk register sit together as two policies. Cllrs queried the use of cash at the Guildhall. TC Staff mentioned that this is discouraged as much as possible, and the only cash float kept is for William Fowler Allotments which would sit within the William Fowler Allotment Trust risk register. Members agreed that the Corporate Risk Register is sent to Full Council to be adopted. c. Staff and Councillor Training and Development Policy The Town Clerk reported that the reason why it is being reviewed is because the Town Council had a Training and Development Policy, but there was no Cllr section which NALC requires for the Council Awards. Members agreed that the Staff and Councillor Training and Development Policy is sent to Full Council to be adopted. d. CCTV Compliance Policy Cllrs queried if the CCTV signs have been put up, and the Town Clerk confirmed that signage has been put up at the Town Hall and the Guildhall. The existing CCTV scheme at the Town Hall is encompassed in this draft CCTV Compliance Policy. New CCTV are being installed at the Guildhall, Guildhall car park, and Town Hall entrances. Members agreed that the CCTV Compliance Policy is sent to Full Council to be adopted.
FC34	<p>Gas supply for Chipping Norton Town Hall</p> <p>Members received a report and recommendations regarding renewal of the gas contract for 2024. Cllrs pointed out that the second price comparison received was a 24-month tariff vs 36-month. The Town Clerk to request the 36-month contract quotations, and in principle, Cllrs agreed to remain with British Gas Lite, at the annual cost of £6,571.62 and to investigate the costs for a new boiler for the Town Hall to increase overall efficiency. Members delegated this matter to the Chair and the Town Clerk.</p>
FC35	<p>Celebrating and Commemorating Local Citizens</p> <p>Members received a report from Cllrs Coleman, Keyser and Graves about celebrating local citizens and incorporating this into a larger annual event. Cllr Coleman also expressed the need to have a formal policy for memorial benches in town. The Town Clerk agreed that a full "Celebrating and Commemorating Local Citizens Policy" should be written to formalise the procedures. For the Facilities and Events Officer to be informed about the event in advance in order to properly prepare and plan.</p>
FC36	<p>Grants</p> <p>Members received correspondence following recent grant applications.</p> <ul style="list-style-type: none"> a. Members received thanks from several organisations following successful grant applications.

	<p>b. Members received correspondence from Citizen’s Advice West Oxfordshire following their provisional grant decision. Cllrs mentioned that the email discussed accessibility and still had an issue with the access to the Parish Rooms. While not impossible it may be a hindrance to hold the sessions at the Parish Rooms. Cllrs were sympathetic to the CAWO response that moving sessions would be a disruption to volunteers. RESOLVED: That members agreed to pay out the provisional grant to CAWO following their site visit and response.</p> <p>c. Members received correspondence from Remix Youth Club following their provisional grant decision. RESOLVED: That members agreed to pay out the provisional grant to Remix Youth Club following their response and receipt of safeguarding policy.</p> <p>d. Members received correspondence from 1:1 Mentoring following their provisional grant decision. RESOLVED: That members agreed to pay out the provisional grant to 1:1 Mentoring following clarification about their safeguarding policies and governance.</p>
FC37	<p>External Audit Report and Certificate Members received the report from the Council’s external auditor and noted the statement of conclusion of audit. Members gave their thanks to the RFO for a successful external audit report and for all her hard work.</p>
FC38	<p>Date of the next meeting Monday 20th November 2023</p>

The Chair closed the meeting at 7:40pm.

Signed as an accurate record.....

Date.....