



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 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>ClIr 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, ClIr Coleman mentioned that last year the Town Council changed the way the interest was paid out, and that it is now paid out monthly rather than at the end of the financial year in a single lump sum.</p> <p>b. 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 ClIr Coleman regarding the Council's policy on recognising achievement and agreed next steps.</p>

	<p>Cllr Coleman proposed that a new Community Awards Ceremony policy should be set up to honour and award Chipping Norton residents on a more regular basis. Currently Honorary Citizens are awarded sporadically, and the Sports Awards could be incorporated into a larger event which celebrates many categories of achievement, including sports.</p> <p>Cllr Finney proposed that the Community Awards should be set up as a task and finish group, seconded by Cllr Cahill. Members agree that the Sports Award should be incorporated as part of this proposed Community Awards ceremony, but that more discussion is needed.</p> <p>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

DRAFT