



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 and CEO: Luci Ashbourne

19th March 2024

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 25th March 2024

TIME: 6:30pm

Luci Ashbourne
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

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

2. Declaration of interests.

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

3. Minutes

- a. To approve the minutes of the Finance and Resources Committee meeting held on 5th February 2024.
- b. To note the minutes of the Staffing-Sub Committee meetings held on:
 - i. 5th February 2024
 - ii. 15th February 2024
 - iii. 21st March 2024

4. Public participation

The meeting will adjourn for this item.

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

5. Committee action plan

To note the committee action plan.

6. Income and expenditure

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

7. Schedule of payments for approval

To receive the schedule of payments.

8. Financial Reports

- a. To receive a debtors report from the Responsible Finance Officer and agree next steps.
- b. To receive the balance sheet and ear-marked reserves report and agree next steps.

9. Forward work programme

- a. To review the following policies:
 - i. Document retention policy
 - ii. Recording of meetings
 - iii. Press and Media
 - iv. Cemetery Memorial Safety
- b. To consider the draft open space hire agreement.

10. Membership of OALC

To consider and approve continued membership of Oxfordshire Association of Local Councils.

11. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 12 and 13.

12. Council Insurance Policy

To receive and consider insurance policy quotes for the Town Council.

13. Grounds Maintenance

To receive a confidential report and fee proposal regarding grounds maintenance service review.

14. Date of next meeting – Monday 8th July 2024