



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

14<sup>th</sup> November 2023

## **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: 20<sup>th</sup> November 2023

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](mailto: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 Finance and Resources Committee meeting held on 25<sup>th</sup> September 2023.

### **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. Grants**

- a. To consider a proposal re core funding from the Chipping Norton Museum
- b. To consider a one-off grant application from the Villager Bus

**9. Forward work programme**

To consider the following policies:

- a. Volunteer policy and agreement

**10. Committee Budget 2024/25**

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2024/25

**11. Draft annual budget setting for 2024/25**

To receive a report regarding the budget setting for 2024/25 and send a recommended draft budget to the next Full Council meeting.

**12. Date of next meeting - Monday 5<sup>th</sup> February 2024.**



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance and Resources Committee meeting held on the 25<sup>th</sup> 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

<b>FC26</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Athos Ritsperis and Natasha Whitmill
<b>FC27</b>	<b>Declaration of Interests</b> None received
<b>FC28</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Finance and Resources Committee meeting held on the 17 <sup>th</sup> July 2023 were signed and approved as an accurate record by the Chair.
<b>FC29</b>	<b>Public Participation</b> None received
<b>FC30</b>	<b>Committee Action Plan</b> Members noted the ongoing committee action plan. Cllrs noted that the most items (eg. Grants) should say ongoing rather than have an end date.
<b>FC31</b>	<b>Income and Expenditure</b> 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.
<b>FC32</b>	<b>Schedule of payments for approval</b> 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.

<b>FC33</b>	<p><b>Forward work programme</b></p> <p>Members considered the following policies:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
<b>FC34</b>	<p><b>Gas supply for Chipping Norton Town Hall</b></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>
<b>FC35</b>	<p><b>Celebrating and Commemorating Local Citizens</b></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>
<b>FC36</b>	<p><b>Grants</b></p> <p>Members received correspondence following recent grant applications.</p> <ul style="list-style-type: none"> <li>a. Members received thanks from several organisations following successful grant applications.</li> </ul>

	<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. <b>RESOLVED:</b> 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. <b>RESOLVED:</b> 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. <b>RESOLVED:</b> That members agreed to pay out the provisional grant to 1:1 Mentoring following clarification about their safeguarding policies and governance.</p>
<b>FC37</b>	<p><b>External Audit Report and Certificate</b> 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>
<b>FC38</b>	<p><b>Date of the next meeting</b> Monday 20<sup>th</sup> November 2023</p>

The Chair closed the meeting at 7:40pm.

Signed as an accurate record.....

Date.....

## Agenda item 6 – Committee action plan

The current Committee Action plan as reviewed at the last meeting.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems	£3800 Telephone £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	Community Committee have reviewed the fees and charges for 2023.
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal audit 2023 complete. Year ending 2024 to commence soon. External audit complete.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	Ongoing	First tranche of applications have been considered and awarded. Second tranche to be considered Feb 2024.
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To start second one Jan 2024

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	0	56	9,000	8,945			0.6%	
3290 Miscellaneous Income	0	25	0	(25)			0.0%	
Administration :- Income	<b>0</b>	<b>81</b>	<b>9,000</b>	<b>8,920</b>			<b>0.9%</b>	<b>0</b>
4100 Salaries/Superann/Nl	12,267	86,463	150,000	63,537		63,537	57.6%	
5110 Stationery	0	508	600	92		92	84.7%	
5120 Photocopying Costs	0	1,451	2,300	849		849	63.1%	
5200 Postage	0	8	300	292		292	2.6%	
5210 Telephone and Comms	525	4,423	6,000	1,577		1,577	73.7%	
5310 Office Equipment	278	366	1,000	634		634	36.6%	
5340 Website Costs	0	924	500	(424)		(424)	184.8%	
5360 Computer Hardware/Software	0	2,013	3,000	987		987	67.1%	
6200 Rent	0	7,584	2,500	(5,084)		(5,084)	303.4%	
6210 Rates	0	1,528	2,700	1,172		1,172	56.6%	
7100 Travel & Subsistance	0	167	200	33		33	83.6%	
7300 Staff & Councillors Training	0	1,065	2,000	935		935	53.3%	
7500 Legal & Professional Fees	(19,126)	16,754	14,000	(2,754)		(2,754)	119.7%	8,580
7510 Audit Fees	0	1,530	2,700	1,170		1,170	56.7%	
7600 Subscriptions	320	798	2,000	1,202		1,202	39.9%	
7630 Bank Charges	3	126	300	174		174	41.9%	
7650 Insurance	0	1,498	1,800	302		302	83.2%	
7710 Election Expenses	0	0	6,100	6,100		6,100	0.0%	
7720 Other Miscellaneous Expenses	477	1,028	1,000	(28)		(28)	102.8%	
Administration :- Indirect Expenditure	<b>(5,257)</b>	<b>128,234</b>	<b>199,000</b>	<b>70,766</b>	<b>0</b>	<b>70,766</b>	<b>64.4%</b>	<b>8,580</b>
<b>Net Income over Expenditure</b>	<b>5,257</b>	<b>(128,153)</b>	<b>(190,000)</b>	<b>(61,847)</b>				
6000 plus Transfer from EMR	(19,126)	8,580						
<b>Movement to/(from) Gen Reserve</b>	<b>(13,869)</b>	<b>(119,573)</b>						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	27,592	31,112	28,000	(3,112)		(3,112)	111.1%	
Grants :- Indirect Expenditure	<b>27,592</b>	<b>31,112</b>	<b>28,000</b>	<b>(3,112)</b>	<b>0</b>	<b>(3,112)</b>	<b>111.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(27,592)</b>	<b>(31,112)</b>	<b>(28,000)</b>	<b>3,112</b>				
<u>102 Miscellaneous</u>								
3100 Precept Income	0	344,684	344,684	0			100.0%	
3180 Interest Receivable	2,047	13,441	3,600	(9,841)			373.4%	
3230 Manorial Land (Pace Petroleum)	0	7,500	15,000	7,500			50.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3290 Miscellaneous Income	(10,000)	0	0	0			0.0%	
3292 Christmas Market Income	0	0	2,500	2,500			0.0%	
3320 S106/grant income	10,000	37,761	0	(37,761)			0.0%	37,011
Miscellaneous :- Income	<b>2,047</b>	<b>403,386</b>	<b>365,784</b>	<b>(37,602)</b>			<b>110.3%</b>	<b>37,011</b>
4100 Salaries/Superann/NI	1,557	10,673	18,000	7,327		7,327	59.3%	
6407 Xmas Lights/Trees	19,126	19,126	15,000	(4,126)		(4,126)	127.5%	
6418 Defibrillators	0	191	500	309		309	38.2%	191
6460 Streetscene	0	7,665	10,000	2,335		2,335	76.6%	7,477
6462 Grit Bins/Snow	0	0	2,000	2,000		2,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	515	1,000	485		485	51.5%	
6495 Street Furniture	0	616	0	(616)		(616)	0.0%	491
6498 Contingency Fund	0	0	10,000	10,000		10,000	0.0%	
7100 Travel & Subsistance	173	1,160	1,600	440		440	72.5%	
7720 Other Miscellaneous Expenses	0	96	1,200	1,104		1,104	8.0%	
Miscellaneous :- Indirect Expenditure	<b>20,882</b>	<b>40,042</b>	<b>59,300</b>	<b>19,258</b>	<b>0</b>	<b>19,258</b>	<b>67.5%</b>	<b>8,160</b>
<b>Net Income over Expenditure</b>	<b>(18,835)</b>	<b>363,344</b>	<b>306,484</b>	<b>(56,860)</b>				
6000 plus Transfer from EMR	0	8,160						
6001 less Transfer to EMR	10,000	37,011						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,835)</b>	<b>334,493</b>						
<u>104 Youth</u>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	<b>0</b>	<b>6,405</b>	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>(6,405)</b>		<b>6,405</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>6,405</b>				
6000 plus Transfer from EMR	0	6,405						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>110 Town Hall</u>								
3115 Lettings Income	2,351	17,855	30,000	12,145			59.5%	
3140 WODC Water Rates Contrib	0	0	100	100			0.0%	
Town Hall :- Income	<b>2,351</b>	<b>17,855</b>	<b>30,100</b>	<b>12,245</b>			<b>59.3%</b>	<b>0</b>
4100 Salaries/Superann/NI	4,786	26,213	42,000	15,787		15,787	62.4%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	82	744	1,000	256		256	74.4%	
6110 Heat and Light	348	4,843	7,000	2,157		2,157	69.2%	
6130 Water & Sewerage	55	753	1,500	747		747	50.2%	



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Rates	915	6,404	10,230	3,826		3,826	62.6%	
6230 Window Cleaning	0	220	500	280		280	44.0%	
6240 Alarm/Fire Extinguisher Insp	0	623	1,600	977		977	38.9%	
6310 Cleaning / Sanitary Expenses	270	1,872	1,800	(72)		(72)	104.0%	
6330 Waste Disposal	0	0	600	600		600	0.0%	
6400 Repairs and Maintenance	7	6,889	10,000	3,111		3,111	68.9%	5,925
6402 Town Hall Restoration Fund	0	67,747	250,000	182,253		182,253	27.1%	67,747
6408 New Equipment	19	2,155	2,500	345		345	86.2%	
7610 Licences	0	691	800	109		109	86.3%	
7650 Insurance	0	2,309	3,000	691		691	77.0%	
7720 Other Miscellaneous Expenses	0	0	500	500		500	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>6,482</b>	<b>121,463</b>	<b>334,530</b>	<b>213,067</b>	<b>0</b>	<b>213,067</b>	<b>36.3%</b>	<b>73,672</b>
<b>Net Income over Expenditure</b>	<b>(4,131)</b>	<b>(103,607)</b>	<b>(304,430)</b>	<b>(200,823)</b>				
6000 plus Transfer from EMR	0	73,672						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,131)</b>	<b>(29,935)</b>						
<b>120 Greystones</b>								
3110 Rents Receivable	0	0	2,040	2,040			0.0%	
3111 Rugby Club Right Of Access	0	0	175	175			0.0%	
<b>Greystones :- Income</b>	<b>0</b>	<b>0</b>	<b>2,215</b>	<b>2,215</b>			<b>0.0%</b>	<b>0</b>
6210 Rates	8	55	375	320		320	14.6%	
6400 Repairs and Maintenance	188	658	2,500	1,842		1,842	26.3%	
7650 Insurance	0	250	300	50		50	83.2%	
<b>Greystones :- Indirect Expenditure</b>	<b>196</b>	<b>962</b>	<b>3,175</b>	<b>2,213</b>	<b>0</b>	<b>2,213</b>	<b>30.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(196)</b>	<b>(962)</b>	<b>(960)</b>	<b>2</b>				
<b>130 Cemetery</b>								
3190 Interments & Memorials	275	3,980	14,000	10,020			28.4%	
3191 Grave Purchase	0	35	4,000	3,965			0.9%	
3290 Miscellaneous Income	0	75	0	(75)			0.0%	
<b>Cemetery :- Income</b>	<b>275</b>	<b>4,090</b>	<b>18,000</b>	<b>13,910</b>			<b>22.7%</b>	<b>0</b>
6130 Water & Sewerage	0	48	100	52		52	47.8%	
6210 Rates	288	2,018	1,500	(518)		(518)	134.5%	
6400 Repairs and Maintenance	60	6,135	10,000	3,865		3,865	61.3%	
6465 Contract	621	4,344	10,000	5,656		5,656	43.4%	
6471 Skips for cemetery	0	205	600	395		395	34.2%	
7650 Insurance	0	374	500	126		126	74.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7720 Other Miscellaneous Expenses	0	1,025	500	(525)		(525)	205.0%	
Cemetery :- Indirect Expenditure	<b>969</b>	<b>14,149</b>	<b>23,200</b>	<b>9,051</b>	<b>0</b>	<b>9,051</b>	<b>61.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(694)</b>	<b>(10,059)</b>	<b>(5,200)</b>	<b>4,859</b>				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	0	3,120	3,000	(120)		(120)	104.0%	
6465 Contract	163	1,138	2,000	863		863	56.9%	
Closed Churchyard :- Indirect Expenditure	<b>163</b>	<b>4,258</b>	<b>5,000</b>	<b>743</b>	<b>0</b>	<b>743</b>	<b>85.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(163)</b>	<b>(4,258)</b>	<b>(5,000)</b>	<b>(743)</b>				
<u>151 Recreation</u>								
6200 Rent	125	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	0	4,087	4,500	413		413	90.8%	
6410 New Equipment	2,057	63,467	70,000	6,533		6,533	90.7%	61,410
6413 Sports Awards	0	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	0	653	3,500	2,847		2,847	18.7%	
6465 Contract	306	2,144	5,000	2,856		2,856	42.9%	
7650 Insurance	0	3,829	2,500	(1,329)		(1,329)	153.2%	
7720 Other Miscellaneous Expenses	0	386	1,000	614		614	38.6%	
Recreation :- Indirect Expenditure	<b>2,488</b>	<b>75,691</b>	<b>88,000</b>	<b>12,309</b>	<b>0</b>	<b>12,309</b>	<b>86.0%</b>	<b>61,410</b>
<b>Net Expenditure</b>	<b>(2,488)</b>	<b>(75,691)</b>	<b>(88,000)</b>	<b>(12,309)</b>				
6000 plus Transfer from EMR	0	61,410						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,488)</b>	<b>(14,281)</b>						
<u>160 Events</u>								
3331 Events income	1,111	1,988	0	(1,988)			0.0%	
Events :- Income	<b>1,111</b>	<b>1,988</b>	<b>0</b>	<b>(1,988)</b>				<b>0</b>
6414 Events	144	7,515	10,000	2,485		2,485	75.1%	
6415 Mowing (151 Repairs)	0	10	0	(10)		(10)	0.0%	
Events :- Indirect Expenditure	<b>144</b>	<b>7,525</b>	<b>10,000</b>	<b>2,475</b>	<b>0</b>	<b>2,475</b>	<b>75.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>968</b>	<b>(5,537)</b>	<b>(10,000)</b>	<b>(4,463)</b>				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	0	5,000	5,000		5,000	0.0%	
6430 Restoration Project	0	0	25,000	25,000		25,000	0.0%	
Pool Meadow :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(30,000)</b>	<b>(30,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Millennium Garden</u>								
6417 Maintenance	0	1,120	1,000	(120)		(120)	112.0%	
6465 Contract	25	175	500	325		325	35.0%	
Millennium Garden :- Indirect Expenditure	<u>25</u>	<u>1,295</u>	<u>1,500</u>	<u>205</u>	<u>0</u>	<u>205</u>	<u>86.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(25)</u>	<u>(1,295)</u>	<u>(1,500)</u>	<u>(205)</u>				
<u>186 War Memorial</u>								
6470 War Memorial	0	0	2,500	2,500		2,500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	0	326	1,500	1,174		1,174	21.7%	
Mayors Allowance :- Indirect Expenditure	<u>0</u>	<u>326</u>	<u>3,000</u>	<u>2,674</u>	<u>0</u>	<u>2,674</u>	<u>10.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(326)</u>	<u>(3,000)</u>	<u>(2,674)</u>				
Grand Totals:- Income	<b>5,784</b>	<b>427,400</b>	<b>425,099</b>	<b>(2,301)</b>			<b>100.5%</b>	
Expenditure	<b>53,682</b>	<b>431,461</b>	<b>787,205</b>	<b>355,744</b>	<b>0</b>	<b>355,744</b>	<b>54.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>(47,899)</b></u>	<u><b>(4,061)</b></u>	<u><b>(362,106)</b></u>	<u><b>(358,045)</b></u>				
plus Transfer from EMR	<b>(19,126)</b>	<b>158,227</b>						
less Transfer to EMR	<b>10,000</b>	<b>37,011</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(77,025)</b></u>	<u><b>117,154</b></u>						

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	KM Cleaning - Kara Milner	021023-1	306.25		T/H cleaning 4/8 & 18/8
04/10/2023	Adobe Systems Software Ireland	041023-DD1	16.64		Adobe subs 29/9-29/10
05/10/2023	West Oxfordshire District Coun	051023-1	30.00		Commercial waste GH
05/10/2023	McCracken & Sons Ltd	051023-2	4,317.72		Grounds Maintenance Sep
05/10/2023	The Sign Builder	051023-3	47.99		Cornish Rd Play area sign
05/10/2023	Drain Doctor Plumbing	051023-4	225.60		Scout hut drain
05/10/2023	SLCC	051023-5	279.00		SLCC Membership fee KJ
05/10/2023	Amazon Services Eu/Amazon	051023-6	94.23		Hi vis vests- childs x 5
05/10/2023	ESPO	051023-7	63.60		Wet floor sign/binbags TH
09/10/2023	Thames Valley Water Services L	091023-1	48.00		Monthly Water Testing T/H
09/10/2023	British Gas	091023-DD1	48.76		T/H gas 23/08 - 23/09
09/10/2023	Castle Water Limited	091023-2	54.71		Water T/H Sept
10/10/2023	West Oxfordshire District Coun	101023-DD1	52.00		Waste collection GH Oct
10/10/2023	Lloyds Bank	DD	3.00		Account card fee 26/09/23
11/10/2023	Canva Pty Ltd	111023-DD1	10.99		Canva design Subs Oct
12/10/2023	West Oxfordshire District Coun	121023-1	1,211.00		Rates Greystones Oct
12/10/2023	Essential Aids Ltd	121023-2	333.60		Door threshold ramps for GH
12/10/2023	Cottsway housing Association	121023-3	125.00		Rental Cotswold Play Park
12/10/2023	Hook Norton Brewery Co Ltd	121023-4	67.43		Motown event bar TH
12/10/2023	James English Window Cleaning	121023-5	105.00		Window Cleaning TH 31/8
12/10/2023	SSE Southern Electric	121023-6	365.56		Electricity TH - 23/8-1/10
12/10/2023	The Branch Trust	BACS-10	1,600.00		Grant (mentoring)
12/10/2023	C/N Cricket Club	BACS-11	1,600.00		Grant
12/10/2023	C/N Music Festival	BACS-12	1,200.00		Grant
12/10/2023	C/N Scouts	BACS-13	1,600.00		Grant
12/10/2023	Citizens Advice West Oxf	BACS-14	1,600.00		Grant
12/10/2023	Clean Slate	BACS-15	800.00		Grant
12/10/2023	Green Gym	BACS-16	400.00		Grant
12/10/2023	Lawrence Home Nursing Team	BACS-17	1,592.00		Grant
12/10/2023	Glyme Hall Youth Club	BACS-18	1,200.00		Grant (Remix Youth Club)
12/10/2023	Royal British Legion	BACS-19	400.00		Grant
12/10/2023	Thrive North Ox	BACS-20	2,000.00		Grant
12/10/2023	Volunteer Link Up	BACS-21	1,600.00		Grant
12/10/2023	C/N Lido	BACS-22	5,000.00		Grant
12/10/2023	C/N Theatre	BACS-23	3,000.00		Grant
12/10/2023	C/N Museum	BACS-24	2,000.00		Grant
12/10/2023		BACS-25	16.30		Bloo Loo - Sainsburys
12/10/2023		BACS-26	7.98		Storage boxes TH from QD
12/10/2023		BACS	8.16		Drill from WHC Hire (T/H)
12/10/2023		BACS-27	14.99		HDMI cable - Corbetts Electric
12/10/2023		BACS-28	425.00		Safety Glass PO - Expenses
17/10/2023	Canva Pty Ltd	171023-DD	65.00		Festive Flyers
20/10/2023	OCC Pension Fund	BACS	3,641.69		Staff Pensions Oct
20/10/2023	HMRC	BACS	4,043.73		Staff Tax/NI - Oct
20/10/2023		BACS-3	20.00		Mobile phone (Sep&Oct)
20/10/2023	Staff Salaries	BACS	11,098.22		Staff Salaries - Oct
20/10/2023	Adobe Systems Software Ireland	201023-DD	16.64		Adobe Subs 17/10-16/11

## Unity Trust Bank

## List of Payments made between 01/10/2023 and 31/10/2023

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2023	Transition Chipping Norton	BACS	2,000.00		Grant
24/10/2023	Office Reality Ltd	241023-1	2,468.02		3 x benches play area
25/10/2023	Zoom Video Communications inc.	25/10-DDPP	12.99		Zoom Subscription 22/10-21/11
26/10/2023	STL Communications Limited	261023-DD1	1,448.29		Telephone/Broadband Sept
31/10/2023	STL Communications Limited	311023-DD1	703.87		Telephone/Broadband/IT

---

	<b>Total Payments</b>		<u>59,388.96</u>		
--	-----------------------	--	------------------	--	--

### Agenda item 8 – Grants

The Council has received two grant requests that sit outside the scope of the general communities grant policy:

- a. A request has been received from The Chipping Norton Museum. The Museum initially applied was £2000 and were awarded that over three years. If approved the increase would need to be spent from General Reserves, and the annual budget adjusted accordingly.
  
- b. A request has been received from The Villager Bus for a £10,000 grant to contribute towards a new electric bus. If approved, this would need to be spent from General Reserves. The recommendation, if approved, is that the amount be transferred over once the Villager have successfully been awarded funding for the total cost of the bus and have the charging infrastructure in place.



## CHIPPING NORTON LOCAL HISTORY SOCIETY & MUSEUM

Luci Ashbourne  
Town Clerk & CEO  
Chipping Norton Town Council  
The Guildhall, Chipping Norton, OX7 5NJ

4 High Street, Chipping Norton  
Oxfordshire OX7 5AD

23<sup>rd</sup> October 2023

Dear Luci,

### **Chipping Norton Local History Society and Museum Core Funding**

I am writing as the treasurer of the Local History Society to follow-up a conversation you had recently with Martin Jarratt about the Town Council's core funding for the Society.

We are very grateful that the Town Council has awarded us core funding status for the Museum. However, at the time we applied for support from the "Grants to Voluntary Bodies" scheme we were unaware of the concept of core funding. If we had known about this, then we would have set our application for £3,500 not £2,000, as we are expecting significant change to our financial situation next year when we negotiate with the Cooperative Society the renewal of the existing lease and management fee for the space we occupy in their premises.

At the moment we pay the Cooperative Society over £6,000 per annum for both the lease and maintenance charges. In addition, we have an annual expenditure on utilities of a further £1,000 per annum. Given the current environment for property prices and therefore lease charges we are anticipating (dreading?!) that a substantial increase between 10% and 20% per annum (i.e. a worst case of £1,400 extra per year) will be levied upon us.

Also, but on a more positive note, following the recent 'discovery' of a significant Roman settlement in Chipping Norton, we are very keen to provide to the people of Chipping Norton with an engaging depiction of the Roman finds plus improve the exhibition of the existing Roman artefacts we have in the Museum. We hold over 400 coins and artefacts from the local area.

Working toward this goal, we have already built a 'geographic information system' to act as the backbone of the interactive display of finds. However, the implementation of our plans will take significant capital expenditure for new computer equipment and cabinetry for the complementary display of a selection of the finds.

There has recently been a significant growth in interest in the archaeology of the Chipping Norton area. On Saturday 14<sup>th</sup> October we held a Finds Day in the Museum where the OCC 'Finds Liaison Officer' held an 'Open House' where anybody could bring in their finds for him to identify and, if need be, record the find in the national Portable Antiquities Data scheme. Over 40 people attended and brought along dozens of interesting objects.

I hope that the Town Council can look kindly on this additional request. I and some of my colleagues would be delighted to attend a Council meeting to describe our plans and make our case should you think that useful.

I look forward to hearing from you.

Best wishes,

John Graves

Treasurer, Chipping Norton Local History Society and Museum

Three years ago, the Council kindly supported the purchase of a new bus for the Chippy Shuttle service. We are most grateful for that support which has enabled our passengers to have a modern, efficient and safe service, carrying around 1,000 passengers per month.

When we ordered that bus, we wanted very much to buy an electric vehicle, for obvious environmental reasons; regrettably, no suitable vehicle existed. However, a new electric bus, the Oreos which meets our requirements, will be on sale next spring. The one disadvantage, as with all electric vehicles, is the purchase price. An Oreos costs £160K, £50K more than the equivalent diesel bus, plus expenditure on an electric charging supply of about £7K. Savings over the life of the bus from reduced fuel costs, are estimated to be around £15K. We have funds for a bus replacement next year but these will cover only £110K. We thus need £42K to proceed

We know that the Council is keen to improve air quality, reduce noise and decrease reliance on fossil fuels, as are we. By buying an electric bus, we will contribute to these goals and create a cleaner and healthier environment in Chipping Norton. By using the Shuttle rather than their cars, residents can be part of this project to help all residents and visitors, as well as meeting the Council's aims.

Our long-term plan is to decarbonize our fleet, when buses are replaced. The current diesel bus will be transferred to our country routes, where pollution is not such a pressing problem as in town, and an old bus will be sold.

We are also applying to OCC for a Community Transport Improvement Grant but ask the Town Council to consider a £10K grant to help us achieve our goals, providing cleaner, greener transport for our residents.



	Sub total	£167,000	£10,000
	TOTAL	£167,000	£10,000

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group.

We have read and agree to abide by the terms and conditions

(please click/tick box to agree) X

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.

(please click/tick box to agree) X

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered

(please click/tick box to agree) X

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts X

Bank statement or paying-in slip X   
(to double check bank details)

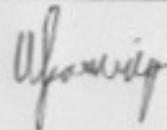
Constitution

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form)

K Gowing



Signature 2 (Chair or senior representative of the organisation)

P N Branch

**Typed entries acceptable for email applications**

Date: 25 Oct 23

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall

1. Name

The name of the society shall be <sup>Services</sup> The Villager Community Bus Ltd (hereinafter referred to as "the Association")

2. Objects

The Association shall have the object of operating transport services for the benefit of the community

(a) to assist the work of organizations and bodies engaged in the relief of poverty, sickness and the disabilities of age, the provision of facilities for recreation or other leisure time occupation within the meaning of Section 1 of the Recreational Charities Act 1958 and any other charitable purpose in

Stow on the Wold and District, and

(b) when necessary, to relieve poverty, sickness and the disabilities of age.

3. Powers

The Association shall have the power to do all things necessary or expedient for the fulfilment of its objects.

4. Registered Office

The registered office of the Association shall be:

Gloucestershire Rural Community Council  
15 College Green  
Gloucester.

5. Share Capital

The share capital of the Association shall consist of shares of the nominal value of £1 each, issued to members of the Association upon admission to membership. Except as provided in this rule, shares shall be neither withdrawable nor transferable, shall carry no right to interest, dividend or bonus, and shall not be held jointly. Shares held by nominees of unincorporate bodies shall be transferable in such a manner as the members in general meeting may from time to time determine, and may be held jointly by any two persons, being nominees of any one unincorporate body. Shares shall be forfeited and cancelled on cessation of membership from whatever cause and the amount paid up thereon shall become the property of the Association. A member shall hold only one share in the Association.

6. Membership

The membership of the Association shall comprise all those whose names are attached to these Rules. The members in general meeting may in their discretion admit to membership any individual persons or the nominees of unincorporate bodies; societies, companies and local authorities (being bodies corporate).

A body corporate being a member may by resolution of its governing body appoint and revoke the appointment of any person it thinks fit as a deputy, who shall during the continuance of his or her appointment be entitled to exercise at any general meeting of the Association all such rights and powers as the body corporate appointing him or her could exercise if it were an individual person. A copy of any such resolution signed by two members of the governing body, and in the case of a local authority, by the clerk of the council shall be sent to the Secretary of the Association.

7. Application for Membership

Application for membership may be made in writing to the Secretary, provided that the applicant is eligible as detailed in Rule 6. If the application is approved by the members in general meeting, the applicant shall be issued with one share upon payment of £1. A member who is a nominee of an unincorporate body shall have entered against his or her name in the register of members the name of the unincorporate body by whom he or she has been nominated.

8. Cessation of Membership

(a) A member shall cease to be a member if:

(i) He or she dies; or

(ii) In the case of a body corporate, ceases to be a body corporate; or

(iii) Is expelled; or

(iv) Withdraws from the Association; or

(v) In the case of the nominee of an unincorporate body, transfers his or her share to another nominee.

(b) (i) A member may be expelled by a resolution carried by the votes of three quarters of the members present in person and voting at a general meeting of the Association of which notice has been duly given, provided that a complaint in writing of conduct detrimental to the interests of the Association has been sent to the member by order of the Association, not less than one calendar month before the meeting. Such complaint shall contain particulars of the conduct complained of and shall call upon the member to answer the complaint and attend the meeting called under this rule. At such meeting, the members shall consider evidence in support of such complaint and such evidence as the member may wish to put before them. If on due notice having been served on her or him, the member fails to attend the meeting without due cause the meeting may proceed in their absence.

(ii) No person who has been expelled from membership shall be readmitted except by a resolution carried by the votes of three quarters of the members present in person and voting at any meeting of which notice has been given.

9. Management

(a) The management of the Association shall be by regular general meetings of all the members present which shall constitute a committee of management. At least two such meetings shall be held in each year, one of which shall be the Annual General Meeting. A general meeting shall be called by the Secretary, giving each member of the Association 7 clear days notice of the date, time and place of the meeting and the issues upon which decisions are to be taken.

(b) A general meeting of members present shall have power to make decisions in accordance with the Rules of the Association and may appoint and dismiss members or groups of members to exercise certain delegated powers on behalf of the Association, and in particular the election of a group of members to exercise the management of any employees and of the Association's operations.

(c) The remuneration and expenses (if any) of members of the Association and persons appointed by the Association shall be determined from time to time by the Association in general meeting.

10. Annual General Meeting

An Annual General Meeting shall be held within three months of the close of the financial year of the Association, and the business of which will include:

(a) The receipt of the Profit and Loss account for the year, and a balance sheet as at the close of the financial year.

(b) The appointment of an Auditor.

(c) The election of working groups as required.

(d) The election of a Treasurer who shall be responsible for the proper management of the financial affairs of the Association. The Treasurer may be removed and a replacement elected by a general meeting of the Association.

(e) The election of a Secretary who will have those functions mentioned in these Rules and any further functions as a general meeting may decide. The Secretary may be removed and a replacement elected by a general meeting of the Association.

11. Extraordinary General Meeting

Extraordinary general meetings may be called for any purpose on the written request of at least one quarter of the membership of the Association. Seven days written notice of an extraordinary general meeting must be issued to all members, stating the business to be discussed at the meeting; the date, time and place to be determined by the Secretary after consultation with those calling the meeting.

12. Conditions Governing all General Meetings

(a) Quorums:

(i) A quorum at each meeting shall be one quarter of the membership or seven (7) members present whichever is the lesser number

(ii) If a quorum does not exist at any time, the meeting shall be adjourned to such a date, time and place as the members present at that meeting shall determine, and for which written notice shall be issued to all members of the Association. If at the reconvened meeting a quorum is still not obtainable, then those members present shall constitute a quorum.

(b) Voting:

Decisions at all meetings shall be reached by a show of hands, secret ballots, or by any other means that the meeting shall determine, each member in attendance having one vote. Questions will be decided by a majority of two thirds of the members in attendance and voting, except for those questions to be decided in accordance with Rules 8(b) and 17(a).

(c) Chairperson:

(i) The Chairperson for each meeting shall be elected at the beginning of that meeting.

(ii) The function of the Chairperson will be to conduct the business of the meeting in an orderly manner.

13. Finance

- (a) The Association shall have power to borrow or raise money for the purpose of the Association in whatsoever manner it may deem fit, including the issue of loan stock, provided that the amount for the time being remaining undischarged of monies borrowed does not exceed £500,000.
- (b) The Association may receive from any persons donations, legacies, loans free of interest or grants in aid towards the work of the Association.
- (c) The Association shall not receive money on deposit.
- (d) The rate of interest paid on money borrowed, except on money borrowed by way of bank overdraft or on a mortgage from a Building Society or Local Authority, shall not exceed 6% per annum, or 1% per annum above the *Boulevard Bank plc* base lending rate, whichever is the higher.

14. Accounts

- (a) The Association shall maintain an account or accounts with any bank or financial institution that the members in general meeting shall determine.
- (b) The Association shall in accordance with Sections 4 and 8 of the Friendly and Industrial and Provident Societies Act 1968 appoint each year, one or more auditors to whom the accounts of the Association for that year shall be submitted for audit as required by the said Act, and who shall have all such rights in relation to notice of and attendance and audience at general meetings, access to books and supply of information, and otherwise as are provided by the said Act. Every such auditor shall be appointed by the Association in a general meeting, and in the case of any auditor so appointed who is a qualified auditor under Section 7 of the said Act, the provisions of Sections 5 and 6 thereof apply to her or his reappointment and removal and to any resolution removing her or him or appointing another person in her or his place.
- (c) Every year not later than the date provided by the Act or where the return is made up to the date allowed by the Registrar, not later than three months after such date, the Secretary shall send to the Registrar, the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to its affairs for the period required by the Act to be included in the return together with:
  - (i) A copy of the report of the auditors on the Association's accounts for the period included in the return, and
  - (ii) A copy of each balance sheet made during the period and the report of the auditor on that balance sheet.

15. Application of Profits and Investments

- (a) No portion of the income, property or profits of the Association shall be paid or transferred either directly or indirectly by way of profit to members of the Association.
  - (i) Any profit made by the Association shall be applied in furthering all or any of the objects of the Association, in such proportions and in such manner as decided from time to time at general meetings.
  - (ii) Any of the profits not so applied shall be carried forward.

- (b) The Association may invest any part of its funds in the manner mentioned in Section 31 of the Act.

16. Records and Seals

- (a) Sufficient records shall be maintained and left at the registered office for the purpose of the Association and to comply with the provisions of the Act.
- (b) The Association shall have a seal kept in the custody of the Secretary and used only by the authority of a general meeting. Sealing shall be attested by the signatures of two members and that of the Secretary for the time being.

17. Alteration of Rules

- (a) Any rule herein may be rescinded or amended or a new rule made by the vote of three quarters of all the members of the Association present and voting at a general meeting, where all the members of the Association have been given seven days prior notice of the change to be proposed at that meeting.
- (b) No amendment of the Rules is valid until registered.
- (c) No amendment which would cause the Association to cease to be a charity at law shall be adopted.

18. Indemnity

The Association shall indemnify and keep indemnified any officer, member or servant of the Association from and against all claims, demands, actions and proceedings (and all costs and expenses connected therewith or arising thereout) made and brought against the Association or him or her, either alone or jointly with the Association, arising out of, or in connection with the work of the Association. The Association shall effect a policy of insurance in respect of the indemnity aforementioned.

19. Dissolution

The Association may be dissolved by the consent of three quarters of the members by their signatures to an instrument of dissolution provided for in the Treasury Regulations or by winding up in a manner provided for by the Act. If, on the winding up of the Association, there remains, after the satisfaction of all its debts and liabilities, any funds whatsoever, the same shall not be paid or distributed among the members of the Association but shall be transferred to any other charity or charities having objects similar to the objects of the Association, as decided by general meeting.

20. Deceased Members

- (a) Upon a claim being made by the personal representatives of a deceased member, or the trustee in bankruptcy of a bankrupt member, to any property in the Association, belonging to the deceased or bankrupt member, the Association shall transfer or pay such property to which the personal representatives, or trustees in bankruptcy, have become entitled as the personal representatives, or trustees in bankruptcy, may direct them.

(b) A member may, in accordance with the Act, nominate any person to whom any of his or her property in the Association at the time of his or her death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being provided in the Act. On receiving satisfactory proof of death of a member who has made such nomination, the general meeting shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the person entitled thereunder.

21. Disputes

Any such dispute as is referred to in Section 60 of the Act shall be referred to and decided by the Chief Registrar of Friendly Societies.

22. Interpretation

In these Rules, 'the Act' refers to the Industrial and Provident Societies Acts of 1965 to 1978 and any Act or Acts amending or substituting them for the time being in force.

<i>J. Richard</i>	<del>A.H. RICHARDS</del>
<i>W. Henry</i>	<del>W.S. NEWSOME</del>
<i>J. White</i>	<i>M. Jeffries</i>
<i>Walter Baxter</i>	<i>J. G. Gambrell</i>
<i>J. S. Wilson</i>	<i>Mrs. Fay Hancock</i>

Form B

SOCIETIES ACT 1965

ation of Society

..... Limited  
rial and Provident Societies



TREET

Bot 284308/3801387 2M 12/85 TP

# THE VILLAGER COMMUNITY BUS SERVICES LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account) for the year ended 31 December 2022

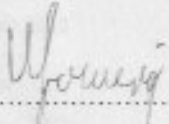
	Note	Totals 2022 £	Totals 2021 £
<b>Incoming resources</b>			
Bus fares and hire charges		13,347	3,653
Concessionary Passes		10,422	83,336
Grants and Donations		74,209	40,050
Interest Received		172	-
		<u>98,150</u>	<u>127,039</u>
<b>Resources expended</b>			
Fuel and oil		20,112	11,780
Road fund licences		1,155	917
Insurance		347	250
Vehicle repairs		18,985	24,078
Rent		250	250
Printing, stationery and postage		194	93
Independent accountant's fee		825	800
Bank charges		190	141
Sundry expenses		3,010	998
Depreciation		52,363	72,278
(Profit)/Loss on disposal of fixed assets		-	(17,250)
		<u>97,431</u>	<u>94,335</u>
<b>Net (outgoing)/incoming resources for the year before Taxation</b>		719	32,704
Corporation Tax		-	-
<b>Net (outgoing)/incoming resources for the year after Taxation</b>		<u>719</u>	<u>32,704</u>
Retained reserves brought forward		209,115	176,411
Loan written off		-	-
<b>Retained reserves carried forward</b>		<u><u>209,834</u></u>	<u><u>209,115</u></u>

**THE VILLAGER COMMUNITY BUS SERVICES LIMITED**

**BALANCE SHEET**  
as at 31 December 2022

	Note	2022	2021
		£	£
<b>Fixed assets</b>	2	18,874	71,237
<b>Current assets</b>			
Debtors		10,502	898
Cash at bank - Lloyds current account		96,133	141,161
Cash in hand		200	200
Cash at bank Deposit account		85,172	
		<u>192,007</u>	<u>142,259</u>
<b>Current liabilities</b>			
Creditors		1,037	4,371
		<u>1,037</u>	<u>4,371</u>
<b>Net current assets</b>		190,970	137,888
<b>Net assets</b>		<u>209,844</u>	<u>209,125</u>
<b>Represented by:</b>			
Share capital		10	10
Reserves		209,834	209,115
		<u>209,844</u>	<u>209,125</u>

These financial statements were approved by the Committee on ..... 2023 and were signed on its behalf by:

  
.....  
K. Gowing  
Chairman and Committee Member

.....  
G Hughes  
Treasurer and Committee Member

.....  
P Branch  
Secretary and Committee Member





THE VILLAGER BUS SERVICES LTD

£ 20,179.62 Current balance

£20,179.62 Available funds [?](#)

[Take card payments easily and securely with Lloyds Bank Cardnet ® Apply now](#)

**Statement**

**View statement**

## All transactions

Statement options

---

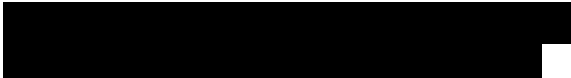
<u>DATE</u>	<u>DESCRIPTION</u>	<u>TYPE?</u>	<u>IN (£)</u>	<u>OUT (£)</u>	<u>BALANCE (£)</u>
23 Oct 23	[REDACTED]	DEB		234.90	<b>20,179.62</b> .....
23 Oct 23	[REDACTED]	FPO		55.00	<b>20,414.52</b> .....
20 Oct 23	[REDACTED]	DEB		99.24	<b>20,469.52</b> .....

---

## All transactions

Statement options

---

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TYPE?</u>	<u>IN (£)</u>	<u>OUT (£)</u>	<u>BALANCE (£)</u>
19 Oct 23	MELLOR COACHCRAFT 300000001226174228 VILLAGER MELSO2943 602330 10 19OCT23 14:57	FPO		444.00	20,568.76_____
18 Oct 23		FPO		4.49	21,012.76_____

---

CHIPPING NORTON TOWN COUNCIL

**FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting Nov 2023**

**Shaded areas are top priorities and have updates**

<b>Governance Area</b>	<b>Document or Process</b>	<b>Checklist</b>	<b>Comment</b>
<b>Constitutional</b>	Standing Orders (SOs)	<ul style="list-style-type: none"> <li>Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model)</li> <li>Reviewed annually and as required for law changes</li> </ul>	<p>Council's adopted updated SOs 15 March 2021 Reviewed March 2023 Approved May 2023 (FC)</p> <p>Review date March 2024</p> <p>Updated SO to be approved once new Financial Regulations have been drafted by NALC.</p>
	Scheme of Delegation	<ul style="list-style-type: none"> <li>Scheme has been adopted and is used</li> <li>The scheme details clearly the delegations to officers and committees as applicable</li> <li>Staff and members are aware of the scheme</li> </ul>	<p>New Scheme of Delegation adopted December 2020</p> <p>Reviewed March 2023 Approved May 2023 (FC)</p> <p>Review date – March 2024</p>
	Ethical Framework	<ul style="list-style-type: none"> <li>A code of conduct for members adopted in accordance with the Localism Act and all members have a copy</li> </ul>	<p>New code of conduct adopted July 2022</p>

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>All members have completed a register of members' interests form and it is published on principal authority website and parish/town if they have a website</li> </ul>	<p>New members have completed register of interests. Published on website</p>
	<p>Transparency Code – Published Info on website</p>	<ul style="list-style-type: none"> <li>Expenditure over £500 – complete</li> <li>Contracts and tender Invitations over £5000 – complete</li> <li>Land and building assets – complete</li> <li>Grants – done</li> <li>Organisation chart (plus staff over £50K) – complete</li> </ul>	<p>Transparency code - Complete and published</p>
	<p>Policies, Statements, Protocols &amp; Plans</p>	<p><b><u>Policies in Staff handbook – approved</u></b></p> <ul style="list-style-type: none"> <li>Disciplinary and grievance</li> <li>IT Policy</li> <li>Appraisal Policy</li> <li>Training and Development Policy</li> <li>General Data Protection Regulations Policy</li> <li>Equality and Diversity Policy</li> <li>Lone working</li> <li></li> </ul> <p><b><u>Other policies approved</u></b></p> <ul style="list-style-type: none"> <li>Grant awarding policy</li> <li>FOI (2000 act and Model Publication Scheme)</li> <li>Press &amp; Media</li> <li>Document retention policy</li> <li>Recording meetings policy</li> <li>Whistle blowing/raising concerns including internal reporting policy</li> <li>Bullying and Harassment/Dignity at Work</li> <li>Complaints policy/procedure</li> <li>Mayor's allowance</li> <li>Member training needs assessment</li> <li>Absence</li> <li>Expenses</li> <li>Investment policy</li> <li>Community Engagement</li> <li>Vexatious complaints policy and procedure.</li> </ul>	<p>Volunteer agreement and policy on the agenda</p>

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Anti-fraud, anti-bribery and corruption</li> <li>• CCTV Compliance</li> </ul> <p><b><u>Heath and Safety</u></b></p> <ul style="list-style-type: none"> <li>• H&amp;S Policy</li> </ul> <p><b><u>Forward work:</u></b></p> <ul style="list-style-type: none"> <li>• Buildings/Assets Management Plan</li> <li>• Homeworking/Flexible working</li> </ul>	
<b>Financial</b>	Financial Regulations (FRs)	<ul style="list-style-type: none"> <li>• Valid set adopted which includes all requirements of Accounts and Audit Regs and Governance and Accountability for Local Councils – a Practitioners Guide</li> <li>• Reviewed annually and as required for law changes – check that updated for latest law changes</li> <li>• Spending limits for staff are reasonable and appropriate and increased annually</li> <li>• Tender process is clearly defined and staff and members are aware of and have knowledge of it</li> <li>• All payments made in accordance with FRs and reported to Council</li> <li>• The process for electronic payments is clearly defined and staff and members are aware of it and have knowledge of the process</li> <li>• Electronic payment process is in line with good practice advice</li> </ul>	<p>Adopted 10 February 2021</p> <p>Reviewed – March 2023 Approved May 2023</p> <p>Financial Regs to be reviewed once the new NALC model draft is ready. These should inform a review of the Standing Orders.</p>
	Annual Return	<ul style="list-style-type: none"> <li>• A Plan is in place to complete the return as required within the legal timeframe</li> <li>• Members are aware of their responsibilities and the governance statement</li> <li>• Outcome from the external auditor is acted upon and reported to Members</li> </ul>	<p>2021/22 Complete</p> <p>2022/23 – AGAR complete</p>

CHIPPING NORTON TOWN COUNCIL

	Internal Audit	<ul style="list-style-type: none"> <li>• An independent and competent internal auditor is appointed in accordance with Council procedures, and has direct access to the RFO, clerk and members should it be required</li> <li>• Reports go to Council/Committee as appropriate</li> </ul>	Internal audit is complete for 2022-23
	Budget Setting Process & Monitoring & Precept	<ul style="list-style-type: none"> <li>• Budget setting process is open and transparent, and the budget headings are clear and appropriate</li> <li>• Budget setting meeting agendas and supporting documents available to members and the public</li> <li>• A report explaining the budget (particularly any increase) is provided along with a funding breakdown showing precept, band D equivalent with any increase/decrease and any other income</li> </ul>	Process 2023/24 to commence through the Sept-Nov Committee Cycle.
	Grants	<ul style="list-style-type: none"> <li>• A grant policy is in place, agreed by Council and widely available to members and the public</li> <li>• The policy is clear and easy to follow and understand</li> <li>• Applications are widely available and the application process is easy to understand with clear guidance to applicants</li> <li>• Applicants encouraged to attend the meeting where a decision will be taken and allowed to speak</li> <li>• Clear budgetary provision is made</li> </ul>	<p>New policy in place</p> <p>Grants to be received and considered at July and Feb meetings of this committee.</p>
<b>Risk Management</b>	Strategy & Policy	<ul style="list-style-type: none"> <li>• A strategy and policy has been agreed by Council and understood by all staff</li> <li>• The policy includes; <ul style="list-style-type: none"> <li>▪ Business Continuity Plan</li> <li>▪ Disaster Recovery Plan including data back-up off site</li> <li>▪ Health &amp; Safety</li> <li>▪ Buildings &amp; Assets</li> <li>▪ Financial issues and appropriate budgetary provision</li> <li>▪ Legal or any other potential action against the Council</li> <li>▪ Council action plan</li> </ul> </li> </ul>	<p>Priority for 23-24.</p> <p>In place: Council Action Plan Health and Safety Policy</p> <p>Business Continuity Plan to be drafted for future meeting.</p>
	Risk Assessment	<ul style="list-style-type: none"> <li>• An annual risk assessment is completed for all activities and an action plan is completed and agreed by Council</li> <li>• Any new activities are added throughout the year</li> </ul>	New risk register and policy approved September 2023.

CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> <li>• Staff and members have received appropriate training in risk assessment</li> <li>• Risk Management policy</li> <li>• Corporate risk register</li> </ul>	Review date – Sept 24
	Insurance	<ul style="list-style-type: none"> <li>• An annual review is completed in line with Council policy/FRs</li> <li>• Payment process made in line with FRs</li> <li>• Adequate, appropriate and realistic provisions are made within the insurance policy, including fidelity insurance cover</li> </ul>	<p>Reviewed February 2020 &amp; policy renewed March 2021</p> <p>New policy quotes – Jan 2024 for April 2024 start.</p>
	Annual Report	Council to create an annual report to highlight the work, Council priorities, how the precept is spent, and keep residents updated with any other matters.	
	Local Council Awards	<p>Council has applied for the Foundation Award – awaiting outcome</p> <p>Criteria required to apply for the Quality Award that still needs putting in place:</p> <ul style="list-style-type: none"> <li>• Annual report</li> <li>• Councillor profiles</li> </ul>	Foundation award has been granted.





Chipping Norton Town Council  
Volunteer Policy and Agreement

Draft



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341  
Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)  
Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

## INTRODUCTION

Chipping Norton Town Council ('The Council') recognises that volunteers can make a valuable contribution to the Council's work in the community and understands the importance of volunteers feeling that the time they give freely is appreciated. A committed group of volunteers are a valuable asset to the town.

## POLICY STATEMENT

This policy applies to individuals undertaking work or duties on behalf of the Council in a voluntary capacity. It does not apply to councillors, officers or those who have a contractual relationship with the Council. The relationship with volunteers is non-contractual and no working relationship is created or implied at any time, however, the Council recognises the importance of having clear guidelines in place to manage expectations of both the Council and volunteers.

The aim of this policy is to ensure that all volunteers remain safe and feel valued when volunteering on Council projects. It provides a framework within which the Council will manage volunteers and what the volunteers can expect in return from the Council.

Whilst officers and councillors may identify volunteering opportunities, these must be approved by the Town Clerk and CEO.

## PRINCIPLES

The Council appreciates that volunteers contribute their time, skills and knowledge freely for many reasons and will support personal aspirations and professional ambitions wherever it is reasonably practicable and appropriate to do so.

The Council values volunteers and recognise that they should be provided with satisfying roles and the opportunity for personal development as well as the support, training and equipment to undertake these tasks effectively and safely. A volunteer coordinator will be appointed for each volunteering activity and will have primary responsibility for volunteers involved in that activity.

## WHO CAN VOLUNTEER

The Council will not discriminate on the basis of any protected characteristics such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and is committed to providing equal opportunities to all volunteers from all



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

backgrounds and recognises that having a broad, diverse group of volunteers brings a variety of knowledge, skills, creativity and experience and promotes social and community cohesion.

The Council's Equality and Diversity policy will always be adhered to in relation to the recruitment and support of volunteers.

If a volunteering opportunity arises where, for example, reasons of health and safety or safeguarding issues, a volunteer may not be suitable, the Council will make reasonable adjustments, insofar as is practicable. Where it is not possible to place a volunteer in their requested role, efforts will be made to find a suitable alternative.

Having a criminal record will not necessarily preclude anyone from volunteering with the Council however this will depend on the nature of the volunteer role and the nature and circumstances of the offence.

The majority of volunteer roles will not require a DBS (Disclosure and Barring Service) check. However, should this be a requirement of the volunteer role, the Council will confirm this at the outset.

## RECRUITMENT AND INDUCTION

The Council may recruit volunteers using a range of methods such as word of mouth, advertising, talking with other organisations. It may also directly approach those who have previously assisted the Council with its work.

All volunteers will be required to:

- sign a volunteer agreement, attached as (Appendix A)
- complete a volunteer contact form (Appendix B) and ensure that any changes to their contact details are communicated to either the activity supervisor or the Town Clerk in a timely manner

Completed agreements and contact details will be retained by the Town Clerk in accordance with the Data Protection Act 2018.

All volunteers will receive an appropriate induction prior to commencing the role assigned to them which will include:

- a brief overview of the work and policies of the Council
- a discussion on volunteer code of conduct and confidentiality
- guidance on health and safety measures and risk assessments associated with their role



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

- any task related training that is required to enable them to fulfil their role

## **VOLUNTEER SUPPORT**

All volunteers will have a named person as their point of contact.

The Council will invite volunteers to provide feedback on the activity they are engaged in, including evaluation of events and projects and will encourage volunteers to proactively make suggestions for how things might be improved in the future.

Where appropriate, or where required for health and safety purposes or compliance with any other statutory requirement, the Council may offer training to assist volunteers.

Where volunteers are under the age of 18, additional support will be provided and checks undertaken, as necessary.

## **HEALTH AND SAFETY**

The Council has a duty of care to all volunteers and each activity supervisor will complete and share a risk assessment and safety briefing.

Volunteers have a responsibility to themselves and others who might be affected by their actions and must always follow the Council's Health and Safety policies and procedures.

Volunteers must disclose to the activity supervisor, details of any medical conditions that may affect their ability to undertake certain activities.

The Council will always inform volunteers of any specific health and safety measures that must be undertaken during a volunteer activity and, if required, will provide volunteers with the necessary personal protective equipment ('PPE').

Volunteers must report any accidents or incidents to the activity supervisor as soon as practicable.

Volunteers are covered by the Council's insurance policy whilst undertaking official duties on behalf of the Council. Insurance cover is not provided for unauthorised actions or any actions undertaken outside of the volunteer agreement.

Volunteers who are required to use their car as part of their volunteering, but not including travel to and from a place of volunteering, must inform their own



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

insurers to arrange suitable cover. This does not usually incur an additional charge but in the unlikely event that it does, and the cost would present a barrier to volunteer, this will need to be brought to the attention of the Town Clerk.

## EXPENSES

Volunteers will be reimbursed for any out-of-pocket expenses incurred on behalf of the Council where this has been approved in advance. Receipts must always be provided.

## VOLUNTEER CONDUCT

Volunteers represent the Council and must comply with the following:

- undertake volunteering duties to the best of their abilities
- treat other volunteers, members of the public and anyone else they encounter in the course of volunteering, fairly and courteously
- adhere to decisions taken by the Council or its officers and follow all reasonable instructions
- comply with all health and safety procedures and wear and PPE provided
- wear appropriate clothing, including footwear, provide identification if required and take necessary steps to protect themselves in the environment they are working in. For example, through the use of sunscreen and a hat
- not behave in a way that could bring the Council into disrepute, this includes behaving in an appropriate manner online and when using social media.
- return any equipment / clothing supplied at the end of their volunteer activity

Volunteers may, from time to time, have access to personal data or sensitive information about the work of the Council, its volunteers and staff and other organisations. Volunteers will only be given access to personal or sensitive information if it is required to fulfil the specific activity for which they are volunteering and any such disclosure will be approved, in advance, by the Town Clerk. It is an absolute requirement, both during and after volunteering, that confidentiality is maintained and that no information is passed to another individual or third party, unless required to do so by law.

In the event of a serious complaint or inappropriate or dangerous behaviour, the nominated activity supervisor will discuss this directly with the Town Clerk, who



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

will advise on an appropriate course of action.

The Council reserves the right not to assign further activities to a volunteer if, in the absolute discretion of the Town Clerk, it is considered in the best interests of the volunteer, the Council or the wider public. The Council will always act transparently and fairly.

## **RIGHT TO LEAVE**

Volunteers are not contracted and are under no obligation to give notice if they no longer wish to give their time. However, it is greatly appreciated if volunteers can provide advance notice if they are unable to undertake their volunteer role or wish to end their volunteer agreement with the Council. This not only means the Council is able to reallocate the task but also provides the Council with the opportunity to thank the individual for their volunteer contributions.



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

## CHIPPING NORTON TOWN COUNCIL VOLUNTEER AGREEMENT

ONCE COMPLETED, THIS FORM MUST BE GIVEN OT THE TOWN CLERK

<b>Task Name:</b>			
<b>Task Date:</b>		<b>Start time:</b>	<b>Finish time:</b>
<b>Location:</b>			
<b>Named Supervisor:</b>			
<b>Description of activity:</b>			
<b>Tools / Equipment required:</b>			
<b>Specific health and safety measures:</b>			



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

<b>First Aid:</b>	<ul style="list-style-type: none"><li>• In the event of an injury (cuts and grazes), the supervisor will be notified. A first aid kit is held by the supervisor.</li><li>• In the case of a serious injury, immediate first aid should be administered, and the supervisor informed.</li><li>• The supervisor is expected to carry with them a mobile phone and if necessary, will contact emergency services</li></ul>
-------------------	---

## Volunteer Agreement:

- I understand the scope of work described by the supervisor and agree to abide by the direction given relating to this work and, further understand, that should I not comply with such directions then the Council's policy of insurance may not cover my activities.
- I agree to comply with all health and safety direction and training that I am given in support of this work.
- I agree that I am fit and health to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.
- I understand that this agreement is not intended to create any contractual relationship between myself and the Council.
- I understand that all resources, designs, and branding associated with any tasks I undertake in my role are a volunteer are assets owned by the Council.





# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

<b>Volunteer Name:</b>	
<b>Signature:</b>	
<b>Changes to contact details:</b>	

**Additional Comments:**

--



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

## CHIPPING NORTON TOWN COUNCIL VOLUNTEER CONTACT DETAILS

This list is maintained by the Town Clerk. All information will be kept in accordance with the Data Protection Act 2018.

It is essential that a volunteer advises the activity supervisor of any medical condition that could put the safety of themselves and others at risk. Where a volunteer can no longer support the work of Chipping Norton Town Council, they are to contact the Town Clerk and request that their details are destroyed in line with the Council's data protection policy.

### Volunteer Contact Details:

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Emergency contact details:</b> <i>(name, relationship to volunteer, contact telephone number)</i>	
<b>Volunteer signature:</b>	
<b>Date:</b>	

### Agenda item 10 – Committee budget 24/25

Attached is a draft committee budget for 2024/25. This has been informed by previous spend, as well as current projects that the Committee are working on or responsible for. The following points should be noted:

- The precept income is based on this year's as we have not yet received the tax base for 2024-25 from West Oxfordshire District Council.
- Salary estimates include known and predicted Local Government salary increases
- The grants budget is currently £38,000 – made up of a £28,000 community grants fund, plus three core funds for The Theatre, The Lido and The Museum (totaling £10,000). These organisations used to apply annually for grants that came out of the general £28,000 community fund and now have a separate budget line each. Therefore reducing the general community fund back down by £10,000 – leaving a pot of £18,000 for all other grants. There is a recommendation on the next item for the committee to consider this, which can be done during agenda item 10 or 11.
- The Contingency fund of £10,000 could be reduced to £7,500, as only £2,648 has been needed over the past two years, and the Council do have reserves if an unexpected event costing more than this were happen. Again, this can be considered during item 10 or 11 at this meeting.

#### *Recommendation:*

As part of the budget setting process, the committee should agree a draft budget for 2024/25 to help inform the final draft budget for this committee to agree, and then for Full Council to approve. It is important to note that this will be subject to change during the next agenda item depending on the overall picture.

Chipping Norton Town Council  
Annual Budget - By Committee (Finance & Resources)

Finance & Resources	2022/2023		2023/2024			Actual YTD	2024/2025	
	Budget	Actual	Agreed	EMR	Total		Agreed	EMR
100 Administration								
Income								
3210 Admin Charges	5,000	7,457	9,000	0	9,000	56	5,000	0
3211 C N History Trail	0	6	0	0	0	0	0	0
3290 Miscellaneous Income	0	2,212	0	0	0	25	0	0
3291 Tourist Information	51	0	0	0	0	0	0	0
Total income	5,051	9,675	9,000		9,000	81	5,000	
Expenditure								
4100 Salaries/Superann/NI	132,000	120,593	150,000	0	150,000	74,196	175,000	0
5110 Stationery	1,000	526	600	0	600	410	1,000	0
5120 Photocopying Costs	2,600	3,413	2,300	0	2,300	1,437	3,200	0
5125 Tourist Information	500	0	0	0	0	0	0	0
5200 Postage	700	84	300	0	300	8	150	0
5210 Telephone and Comm	3,800	5,291	6,000	0	6,000	3,899	8,400	0
5310 Office Equipment	2,000	1,803	1,000	0	1,000	88	1,000	0
5340 Website Costs	1,000	1,520	500	0	500	924	1,000	0
5360 Computer Hardware/!	3,000	3,591	3,000	0	3,000	2,013	3,000	0
6200 Rent	1,150	119	2,500	0	2,500	7,584	5,500	0
6210 Rates	2,700	2,695	2,700	0	2,700	1,309	2,700	0
7100 Travel & Subsistance	200	158	200	0	200	167	200	0
7300 Staff & Councillors Trz	3,000	3,058	2,000	0	2,000	1,065	3,000	0
7500 Legal & Professional F	1,500	1,654	14,000	0	14,000	35,880	10,000	0
7510 Audit Fees	2,500	2,498	2,700	0	2,700	1,530	2,500	0
7600 Subscriptions	2,000	4,688	2,000	0	2,000	456	2,300	0
7630 Bank Charges	100	285	300	0	300	120	250	0
7650 Insurance	1,800	1,800	1,800	0	1,800	1,498	9,500	0
7710 Election Expenses	4,404	4,404	6,100	0	6,100	0	6,100	0
7720 Other Miscellaneous f	1,500	965	1,000	0	1,000	551	1,000	0
Total expenditure	167,454	159,145	199,000		199,000	133,135	235,800	
102 Miscellaneous								
Income								
3100 Precept Income	340,840	340,840	344,684	0	344,684	344,684	345,000	0
3180 Interest Receivable	200	9,319	3,600	0	3,600	11,394	20,000	0
3230 Manorial Land (Pace F	15,000	15,000	15,000	0	15,000	7,500	15,000	0
3290 Miscellaneous Income	0	6,405	0	0	0	10,000	0	0
3320 S106/grant income	0	0	0	0	0	27,761	0	0
Total income	356,040	371,564	363,284		363,284	401,339	380,000	
Expenditure								
4100 Salaries/Superann/NI	15,700	18,141	18,000	0	18,000	9,115	20,000	0
6463 General Maintenance Supplies							750	
6498 Contingency Fund	10,000	2,648	10,000	0	10,000	0	10,000	0
7100 Travel & Subsistance	1,600	1,712	1,600	0	1,600	987	1,600	0
7500 Legal & Professional F	29,000	11,564	0	0	0	0	0	0
7720 Other Miscellaneous f	1,250	811	1,200	0	1,200	96	1,200	0
Total Expenditure	57,550	34,876	30,800	0	30,800	10,198	33,550	0

200 Mayors Allowance									
Expenditure									
7200 Hospitality & Entertai	3,000	2,769	1,500	0	1,500	0	1,500	0	
7690 Mayors Allowance	2,800	800	1,500	0	1,500	326	1,500	0	
Total expenditure	5,800	3,569	3,000	0	3,000	326	3,000	0	
101 Grants									
Expenditure									
7670 Grants-Voluntary Org.	26,000	28,500	28,000	0	28,000	3,520	28,000	0	
7671 Grants - CN Theatre							3,000		
7672 Grants - Lido							5,000		
7673 Grants - Museum							2,000		
7680 Youth Council	2,500	0	0	0	0	0	0	0	
Total expenditure	28,500	28,500	28,000		28,000	3,520	38,000	0	
120 Greystones									
Income									
3110 Rents Receivable	2,040	2,040	2,040	0	2,040	0	2,540	0	
3111 Rugby Club Right of A	175	175	175	0	175	0	175	0	
Total Income	2,215	2,215	2,215	0	2,215	0	2,715	0	
Expenditure									
6210 Rates	375	190	375	0	375	47	100	0	
6400 Repairs and Maintena	2,500	1,773	2,500	0	2,500	470	2,500	0	
7650 Insurance	300	300	300	0	300	250	0	0	
Total expenditure	3175	2263	3175	0	3175	767	2600	0	
Total Budget Income	363,306	383,454	374,499		374,499	401,420	387,715		
Expenditure	262,479	228,353	263,975		263,975	147,946	312,950		
Net Income over Expe	100,827	155,101	110,524		110,524	253,474	74,765		

## Agenda item 11 – Draft annual budget for 2024/25

### Draft Budget

Attached is the draft budget for 24/25. It is important to note that despite working to the same time schedule as the last two years, we have not received the tax base and election expenses from West Oxfordshire District Council. This is expected to arrive before the 1<sup>st</sup> December.

Therefore the only sensible way to work through this draft budget is to assume the tax base (which is the number of Council tax-paying households) will be the same as last year. As soon as the figures come in, the reports can be updated for the Full Council meeting in order that a fully informed decision can be made on the final budget and precept that will be set.

Based on the last year's tax base of 2852.4, the current precept income is **£344,684**.

Community and Strategic Planning Committee have put forward their budgets, which have been incorporated into the overall picture. This budget has also been informed by previous expenditure and income, and expectations over the coming year.

We have streamlined the budget as much as possible and taken into consideration costed grounds maintenance, tree works and utilities.

Salaries have been calculated taking into account this year's National Joint Council pay agreement, room for a possible new pay agreement next year, current pay scales, and on-costs including pension and national insurance contributions. The Town Hall Salary line has also had an increase of £7,500 to make space for additional hours that will be needed if Town Hall use grows as expected.

This budget will need to be considered by Committee and a final draft sent to Full Council for formal approval and precept setting.

The balance sheet, which includes the Council's earmarked and general reserves, has been included to help inform decision-making.

The Council has a current general reserve of £357,769. It is sensible for the Council to keep at least 3 months net expenditure in general reserves, which based on this draft budget would be £103,504. We also expect to spend approximately £120,000 before the end of this year.

Therefore approximate General Reserves for the purpose of precept setting is £134,265.

### Earmarked reserves.

The current earmarked reserves are attached.

Community Committee recommended that £12,500 is earmarked for new equipment needed for the Town Hall, and this has been included in the draft budget. If agreed, this will be added to the list of EMR for 2024-25.

It is recommended that the balance of the following earmarked reserves are transferred to the General Reserve pot at the end of this financial year, as they were earmarked for specific costs incurred this year:

2152 Professional Fees – current EMR £8,856.00

2153 Contingency – Current EMR £7,352.00

It is also recommended that the (2154) Town Hall Repairs EMR (current balance £7190.25) is transferred into the Town Hall Restoration Fund EMR.

### Precept setting

The Council will need to declare next year's precept at an upcoming Full Council meeting. The precept is the part of the overall Council Tax bill that comes to the Town Council. This is currently £120.84 per band D property per annum.

It is important to note that the Council did not increase the precept last year, and it is not recommended that zero rise on increased expenditure happens two years in a row, because this leaves the Council at risk of having to put in a larger increase in following years.

On the draft budget at present there is a difference between projected income and expenditure of -£69,335.

Some possibilities for amending the budget to reduce the overall projected expenditure.

- The grants budget is currently £38,000 – made up of a £28,000 community grants fund, plus three core funds for The Theatre, The Lido and The Museum (totaling £10,000). These organisations used to apply annually for grants that came out of the general £28,000 community fund and now have a separate budget line each. Therefore reducing the general community fund back down by £10,000 – leaving a pot of £18,000 for all other grants - could be a reasonable option.
- Pool Meadow maintenance. This is set at £5,000 a year in line with what general maintenance of Pool Meadow would cost annually once the restoration project is complete. As this is unlikely to be in place until half way through 2024/25 it would be sensible to set this at £2,500, with a view that it will need to increase again the following year.
- The Contingency fund of £10,000 could be reduced to £7,500, as only £2,648 has been needed over the past two years, and the Council do have reserves if an unexpected event costing more than this were happen.
- The Town Hall income forecast could be increased to £70,000. The current amount of £60,000 is a very safe amount that will likely be exceeded.

This is a potential £25,000 reduction in forecast net expenditure which would bring the difference down to -£44,335.

It may also be that when the tax base is declared there is an increase, which will bring that figure down more. At the moment we are relying on the figures we have to hand.

In order to balance this budget the Council will need to use either or a combination of:

- Use of General Reserves
- Increase in precept

The table below demonstrates how this could look in practice:

Percentage increase	Annual rise per household	Total annual cost per household	Extra income generated	Total annual precept	General Reserves needed if £69,335 is required	General Reserves needed if £44,335 is required
1%	£1.21	£122.05	3,447	348,131	65,888	40,888
2%	£2.42	£123.26	6,894	351,578	62,441	37,441
3%	£3.63	£124.47	10,341	355,025	58,994	33,994
4%	£4.83	£125.67	13,787	358,471	55,548	30,548
5%	£6.04	£126.88	17,234	361,918	52,101	27,101
6%	£7.25	£128.09	20,681	365,365	48,654	23,654
7%	£8.46	£129.30	24,128	368,812	45,207	20,207
8%	£9.67	£130.51	27,575	372,259	41,760	16,760
9%	£10.88	£131.72	31,022	375,706	38,313	13,313
10%	£12.08	£132.92	34,468	379,152	34,867	9,867
11%	£13.29	£134.13	37,915	382,599	31,420	6,420
12%	£14.50	£135.34	41,362	386,046	27,973	2,973
13%	£15.71	£136.55	44,809	389,493	24,526	-474
14%	£16.92	£137.76	48,256	392,940	21,079	
15%	£18.13	£138.97	51,703	396,387	17,632	
16%	£19.33	£140.17	55,149	399,833	14,186	
17%	£20.54	£141.38	58,596	403,280	10,739	
18%	£21.75	£142.59	62,043	406,727	7,292	
19%	£22.96	£143.80	65,490	410,174	3,845	
20%	£24.17	£145.01	68,937	413,621	398	

### Recommendation

- a. That the Committee review and approve a final draft budget
- b. The Committee review the Earmarked Reserves for 2024-25
- c. That the Committee make a recommendation for precept setting in principle, with the understanding that the tax base (and therefore the exact precept calculations) has not been received yet.

Any agreements will need to be finalised and resolved at the upcoming Full Council meeting.



**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25**

19:18

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Administration</u></b>											
3210	Admin Charges	5,000	7,457	0	0	9,000	0	9,000	56	5,000	0	0
3211	C N History Trail	0	6	0	0	0	0	0	0	0	0	0
3290	Miscellaneous Income	0	2,212	0	0	0	0	0	25	0	0	0
3291	Tourist Information	51	0	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>5,051</b>	<b>9,675</b>	<b>0</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>81</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
4100	Salaries/Superann/Nl	132,000	120,593	0	0	150,000	0	150,000	86,463	175,000	0	0
5110	Stationery	1,000	526	0	0	600	0	600	508	1,000	0	0
5120	Photocopying Costs	2,600	3,413	0	0	2,300	0	2,300	1,451	3,200	0	0
5125	Tourist Information	500	0	0	0	0	0	0	0	0	0	0
5200	Postage	700	84	0	0	300	0	300	8	150	0	0
5210	Telephone and Comms	3,800	5,291	0	0	6,000	0	6,000	4,423	8,400	0	0
5310	Office Equipment	2,000	1,803	0	0	1,000	0	1,000	366	1,000	0	0
5340	Website Costs	1,000	1,520	0	0	500	0	500	924	1,000	0	0
5360	Computer Hardware/Software	3,000	3,591	0	0	3,000	0	3,000	2,013	3,000	0	0
6200	Rent	1,150	119	0	0	2,500	0	2,500	7,584	5,500	0	0
6210	Rates	2,700	2,695	0	0	2,700	0	2,700	1,528	2,700	0	0
7100	Travel & Subsistance	200	158	0	0	200	0	200	167	200	0	0
7300	Staff & Councillors Training	3,000	3,058	0	0	2,000	0	2,000	1,065	3,000	0	0
7500	Legal & Professional Fees	1,500	1,654	0	0	14,000	0	14,000	16,754	10,000	0	0
7510	Audit Fees	2,500	2,498	0	0	2,700	0	2,700	1,530	2,500	0	0
7600	Subscriptions	2,000	4,688	0	0	2,000	0	2,000	798	2,300	0	0
7630	Bank Charges	100	285	0	0	300	0	300	126	250	0	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25**

19:18

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7650	Insurance	1,800	1,800	0	0	1,800	0	1,800	1,498	9,500	0	0
7710	Election Expenses	4,404	4,404	0	0	6,100	0	6,100	0	6,100	0	0
7720	Other Miscellaneous Expenses	1,500	965	0	0	1,000	0	1,000	1,028	1,000	0	0
	<b>Overhead Expenditure</b>	167,454	159,144	0	0	199,000	0	199,000	128,234	235,800	0	0
	<b>100 Net Income over Expenditure</b>	-162,403	-149,468	0	0	-190,000	0	-190,000	-128,153	-230,800	0	0
6000	plus Transfer from EMR	0	625	0	0	0	0	0	8,580	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(162,403)</u>	<u>(148,843)</u>			<u>(190,000)</u>		<u>(190,000)</u>	<u>(119,573)</u>	<u>(230,800)</u>		
<b>101</b>	<b>Grants</b>											
7670	Grants-Voluntary Organisations	26,000	28,500	0	0	28,000	0	28,000	31,112	28,000	0	0
7671	Grant Theatre C/N	0	0	0	0	0	0	0	0	3,000	0	0
7672	Grant Lido C/N	0	0	0	0	0	0	0	0	5,000	0	0
7673	Grant Museum	0	0	0	0	0	0	0	0	2,000	0	0
7680	Youth Council	2,500	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	28,500	28,500	0	0	28,000	0	28,000	31,112	38,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(28,500)</u>	<u>(28,500)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(31,112)</u>	<u>(38,000)</u>		
<b>102</b>	<b>Miscellaneous</b>											
3100	Precept Income	340,840	340,840	0	0	344,684	0	344,684	344,684	345,000	0	0
3180	Interest Receivable	200	9,319	0	0	3,600	0	3,600	13,441	20,000	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	7,500	15,000	0	0
3290	Miscellaneous Income	0	6,405	0	0	0	0	0	0	0	0	0
3292	Christmas Market Income	0	4,777	0	0	2,500	0	2,500	0	0	0	0

Continued on next page

**Chipping Norton Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 7)**

19:18

**Note: Draft Budget 2024-25**

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3320	S106/grant income	0	0	0	0	0	0	0	37,761	0	0	0
	<b>Total Income</b>	356,040	376,342	0	0	365,784	0	365,784	403,386	380,000	0	0
4100	Salaries/Superann/NI	15,700	18,141	0	0	18,000	0	18,000	10,673	20,000	0	0
6405	Christmas Market Expenses	1,000	1,000	0	0	0	0	0	0	0	0	0
6407	Xmas Lights/Trees	15,000	13,480	0	0	15,000	0	15,000	19,126	19,000	0	0
6418	Defibrillators	500	596	0	0	0	500	500	191	500	0	0
6460	Streetscene	10,000	4,208	0	0	0	10,000	10,000	7,665	0	0	0
6461	HGV signs	8,000	5,987	0	0	0	0	0	0	0	0	0
6462	Grit Bins/Snow	3,500	654	0	0	2,000	0	2,000	0	1,000	0	0
6463	General Maintenance Supplies	0	0	0	0	0	0	0	0	750	0	0
6490	Trees/Flower Beds Middle Row	2,500	877	0	0	1,000	0	1,000	515	1,000	0	0
6495	Street Furniture	3,000	3,760	0	0	0	0	0	616	3,000	0	0
6498	Contingency Fund	10,000	2,648	0	0	10,000	0	10,000	0	10,000	0	0
7100	Travel & Subsistance	1,600	1,712	0	0	1,600	0	1,600	1,160	1,600	0	0
7500	Legal & Professional Fees	29,000	11,564	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	1,250	811	0	0	1,200	0	1,200	96	1,200	0	0
	<b>Overhead Expenditure</b>	101,050	65,438	0	0	48,800	10,500	59,300	40,042	58,050	0	0
	<b>102 Net Income over Expenditure</b>	254,990	310,904	0	0	316,984	-10,500	306,484	363,344	321,950	0	0
6000	plus Transfer from EMR	0	10,475	0	0	0	0	0	8,160	0	0	0
6001	less Transfer to EMR	0	6,405	0	0	0	0	0	37,011	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>254,990</u>	<u>314,974</u>			<u>316,984</u>		<u>306,484</u>	<u>334,493</u>	<u>321,950</u>		
<b>104</b>	<b>Youth</b>											

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget 2024-25

		<u>2022/2023</u>		<u>2023/2024</u>					<u>2024/2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5322	Expenses	19,215	12,810	0	0	0	0	0	6,405	0	0	0
	<b>Overhead Expenditure</b>	19,215	12,810	0	0	0	0	0	6,405	0	0	0
6000	plus Transfer from EMR	0	12,810	0	0	0	0	0	6,405	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(19,215)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
<b>110</b>	<b><u>Town Hall</u></b>											
3115	Lettings Income	26,000	33,989	0	0	30,000	0	30,000	17,855	60,000	0	0
3140	WODC Water Rates Contrib	100	102	0	0	100	0	100	0	100	0	0
3290	Miscellaneous Income	0	133	0	0	0	0	0	0	2,500	0	0
	<b>Total Income</b>	26,100	34,224	0	0	30,100	0	30,100	17,855	62,600	0	0
4100	Salaries/Superann/Nl	19,800	31,722	0	0	42,000	0	42,000	26,213	72,500	0	0
5140	Promotion	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
5210	Telephone and Comms	630	838	0	0	1,000	0	1,000	744	1,250	0	0
6110	Heat and Light	6,000	7,260	0	0	7,000	0	7,000	4,843	14,000	0	0
6130	Water & Sewerage	680	1,609	0	0	1,500	0	1,500	753	1,650	0	0
6210	Rates	10,230	10,230	0	0	10,230	0	10,230	6,404	11,500	0	0
6230	Window Cleaning	800	500	0	0	500	0	500	220	500	0	0
6240	Alarm/Fire Extinguisher Insp	1,600	1,276	0	0	1,600	0	1,600	623	1,600	0	0
6310	Cleaning / Sanitary Expenses	1,500	1,317	0	0	1,800	0	1,800	1,872	3,000	0	0
6330	Waste Disposal	600	582	0	0	600	0	600	0	1,000	0	0
6400	Repairs and Maintenance	30,000	16,885	0	0	10,000	0	10,000	6,889	10,000	0	0
6402	Town Hall Restoration Fund	0	30,700	0	0	0	250,000	250,000	67,747	0	0	0
6408	New Equipment	2,500	3,766	0	0	2,500	0	2,500	2,155	2,500	12,500	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25**

19:18

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7610	Licences	800	800	0	0	800	0	800	691	800	0	0
7650	Insurance	3,000	2,800	0	0	3,000	0	3,000	2,309	0	0	0
7720	Other Miscellaneous Expenses	500	565	0	0	500	0	500	0	500	0	0
	<b>Overhead Expenditure</b>	80,140	110,850	0	0	84,530	250,000	334,530	121,463	122,300	12,500	0
	<b>110 Net Income over Expenditure</b>	-54,040	-76,626	0	0	-54,430	-250,000	-304,430	-103,607	-59,700	-12,500	0
6000	plus Transfer from EMR	0	37,330	0	0	0	0	0	73,672	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(54,040)</u>	<u>(39,296)</u>			<u>(54,430)</u>		<u>(304,430)</u>	<u>(29,935)</u>	<u>(59,700)</u>		
<b>120</b>	<b>Greystones</b>											
3110	Rents Receivable	2,040	2,040	0	0	2,040	0	2,040	0	2,540	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	0	175	0	0
	<b>Total Income</b>	2,215	2,215	0	0	2,215	0	2,215	0	2,715	0	0
6210	Rates	375	190	0	0	375	0	375	55	100	0	0
6400	Repairs and Maintenance	2,500	1,773	0	0	2,500	0	2,500	658	2,500	0	0
7650	Insurance	300	300	0	0	300	0	300	250	0	0	0
	<b>Overhead Expenditure</b>	3,175	2,263	0	0	3,175	0	3,175	962	2,600	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(960)</u>	<u>(48)</u>			<u>(960)</u>		<u>(960)</u>	<u>(962)</u>	<u>115</u>		
<b>130</b>	<b>Cemetery</b>											
3190	Interments & Memorials	11,200	13,775	0	0	14,000	0	14,000	3,980	15,000	0	0
3191	Grave Purchase	4,000	5,980	0	0	4,000	0	4,000	35	4,500	0	0
3290	Miscellaneous Income	0	50	0	0	0	0	0	75	0	0	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25**

19:18

	<u>2022/2023</u>		Brought Forward	Net Virement	<u>2023/2024</u>			Actual YTD	<u>2024/2025</u>		
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward
<b>Total Income</b>	15,200	19,805	0	0	18,000	0	18,000	4,090	19,500	0	0
6130 Water & Sewerage	100	60	0	0	100	0	100	48	100	0	0
6210 Rates	1,000	1,447	0	0	1,500	0	1,500	2,018	3,500	0	0
6400 Repairs and Maintenance	1,000	11,606	0	0	10,000	0	10,000	6,135	12,500	0	0
6465 Contract	12,500	7,447	0	0	10,000	0	10,000	4,344	10,000	0	0
6471 Skips for cemetery	600	825	0	0	600	0	600	205	600	0	0
7650 Insurance	600	500	0	0	500	0	500	374	0	0	0
7720 Other Miscellaneous Expenses	500	2,291	0	0	500	0	500	1,025	500	0	0
<b>Overhead Expenditure</b>	16,300	24,176	0	0	23,200	0	23,200	14,149	27,200	0	0
<b>130 Net Income over Expenditure</b>	-1,100	-4,371	0	0	-5,200	0	-5,200	-10,059	-7,700	0	0
6000 plus Transfer from EMR	0	6,774	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,100)</u>	<u>2,403</u>			<u>(5,200)</u>		<u>(5,200)</u>	<u>(10,059)</u>	<u>(7,700)</u>		
<b>140 Closed Churchyard</b>											
6400 Repairs and Maintenance	1,500	5,144	0	0	3,000	0	3,000	3,120	5,000	0	0
6465 Contract	0	0	0	0	2,000	0	2,000	1,138	2,000	0	0
6468 Maintenance incl. drains	3,700	3,636	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	5,200	8,780	0	0	5,000	0	5,000	4,258	7,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,200)</u>	<u>(8,780)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(4,258)</u>	<u>(7,000)</u>		
<b>151 Recreation</b>											
6200 Rent	1,000	1,000	0	0	1,000	0	1,000	1,125	1,000	0	0
6400 Repairs and Maintenance	4,500	15,896	0	0	4,500	0	4,500	4,087	4,500	0	0

Continued on next page

**Chipping Norton Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 7)**  
**Note: Draft Budget 2024-25**

19:18

		<u>2022/2023</u>				<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6410	New Equipment	30,000	6,603	0	0	10,000	60,000	70,000	63,467	10,000	0	0
6413	Sports Awards	500	0	0	0	500	0	500	0	0	0	0
6420	Litter/Dog Bin Emptying	6,500	3,819	0	0	3,500	0	3,500	653	1,000	0	0
6465	Contract	5,200	3,675	0	0	5,000	0	5,000	2,144	5,000	0	0
7650	Insurance	2,700	2,225	0	0	2,500	0	2,500	3,829	0	0	0
7720	Other Miscellaneous Expenses	1,000	688	0	0	1,000	0	1,000	386	1,000	0	0
	<b>Overhead Expenditure</b>	<b>51,400</b>	<b>33,906</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>60,000</b>	<b>88,000</b>	<b>75,691</b>	<b>22,500</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	9,023	0	0	0	0	0	61,410	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(51,400)</b>	<b>(24,883)</b>			<b>(28,000)</b>		<b>(88,000)</b>	<b>(14,281)</b>	<b>(22,500)</b>		
<b>160</b>	<b>Events</b>											
3330	Fundraising Income	0	1,800	0	0	0	0	0	0	0	0	0
3331	Events income	0	0	0	0	0	0	0	1,988	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,988</b>	<b>0</b>	<b>0</b>	<b>0</b>
6414	Events	9,500	8,379	0	0	10,000	0	10,000	7,515	10,000	0	0
6415	Mowing (151 Repairs)	0	0	0	0	0	0	0	10	0	0	0
6419	Occasional Events	2,500	2,100	0	0	0	0	0	0	1,000	0	0
6480	Fundraising Expenditure	0	1,800	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>12,000</b>	<b>12,279</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>7,525</b>	<b>11,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(12,000)</b>	<b>(10,479)</b>			<b>(10,000)</b>		<b>(10,000)</b>	<b>(5,537)</b>	<b>(11,000)</b>		
<b>180</b>	<b>Pool Meadow</b>											
3290	Miscellaneous Income	0	6,794	0	0	0	0	0	0	0	0	0

Continued on next page

**Note: Draft Budget 2024-25**

		<u>2022/2023</u>		<u>2023/2024</u>					<u>2024/2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	6,794	0	0	0	0	0	0	0	0	0
6417	Maintenance	7,000	11,039	0	0	5,000	0	5,000	0	5,000	0	0
6430	Restoration Project	0	2,113	0	0	0	25,000	25,000	0	0	0	0
<b>Overhead Expenditure</b>		7,000	13,152	0	0	5,000	25,000	30,000	0	5,000	0	0
<b>180 Net Income over Expenditure</b>		-7,000	-6,358	0	0	-5,000	-25,000	-30,000	0	-5,000	0	0
6000	plus Transfer from EMR	0	7,307	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	6,794	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(7,000)</u>	<u>(5,845)</u>			<u>(5,000)</u>		<u>(30,000)</u>	<u>0</u>	<u>(5,000)</u>		
<b>185</b>	<b><u>Millennium Garden</u></b>											
6417	Maintenance	0	0	0	0	1,000	0	1,000	1,120	1,200	0	0
6465	Contract	1,500	629	0	0	500	0	500	175	500	0	0
<b>Overhead Expenditure</b>		1,500	629	0	0	1,500	0	1,500	1,295	1,700	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(1,500)</u>	<u>(629)</u>			<u>(1,500)</u>		<u>(1,500)</u>	<u>(1,295)</u>	<u>(1,700)</u>		
<b>186</b>	<b><u>War Memorial</u></b>											
6465	Contract	200	0	0	0	0	0	0	0	0	0	0
6470	War Memorial	500	0	0	0	2,500	0	2,500	0	5,000	0	0
<b>Overhead Expenditure</b>		700	0	0	0	2,500	0	2,500	0	5,000	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(700)</u>	<u>0</u>			<u>(2,500)</u>		<u>(2,500)</u>	<u>0</u>	<u>(5,000)</u>		
<b>200</b>	<b><u>Mayors Allowance</u></b>											

Continued on next page



**Chipping Norton Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 7)**

19:18

**Note: Draft Budget 2024-25**

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7200	Hospitality & Entertaining	3,000	2,769	0	0	1,500	0	1,500	0	1,500	0	0
7690	Mayors Allowance	2,800	800	0	0	1,500	0	1,500	326	1,500	0	0
<b>Overhead Expenditure</b>		<b>5,800</b>	<b>3,569</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>326</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(5,800)</b>	<b>(3,569)</b>			<b>(3,000)</b>		<b>(3,000)</b>	<b>(326)</b>	<b>(3,000)</b>		
<b>Total Budget Income</b>		<b>404,606</b>	<b>450,854</b>	<b>0</b>	<b>0</b>	<b>425,099</b>	<b>0</b>	<b>425,099</b>	<b>427,400</b>	<b>469,815</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>		<b>499,434</b>	<b>475,494</b>	<b>0</b>	<b>0</b>	<b>441,705</b>	<b>345,500</b>	<b>787,205</b>	<b>431,461</b>	<b>539,150</b>	<b>12,500</b>	<b>0</b>
<b>Net Income over Expenditure</b>		<b>-94,828</b>	<b>-24,640</b>	<b>0</b>	<b>0</b>	<b>-16,606</b>	<b>-345,500</b>	<b>-362,106</b>	<b>-4,061</b>	<b>-69,335</b>	<b>-12,500</b>	<b>0</b>
	plus Transfer from EMR	0	84,343	0	0	0	0	0	158,227	0	0	0
	less Transfer to EMR	0	13,199	0	0	0	0	0	37,011	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(94,828)</b>	<b>46,505</b>			<b>(16,606)</b>		<b>(362,106)</b>	<b>117,154</b>	<b>(69,335)</b>		

31st March 2022

31st March 2023

		31st March 2022		31st March 2023	
	<b>Current Assets</b>				
94	Holding Deposit		607		
120,492	Unity Trust Bank		90,679		
500,000	CCLA Deposit Fund		500,000		
5	Petty Cash		5		
0	Town Hall Float		100		
671	Prepayments		0		
8,933	VAT Control		21,756		
17,049	Debtors		5,118		
		<u>647,243</u>		<u>618,264</u>	
	<b>647,243 Total Assets</b>			<b>618,264</b>	
	<b>Current Liabilities</b>				
26,659	Trade Creditors		1,772		
30	Accruals		0		
		<u>26,689</u>		<u>1,772</u>	
	<b>620,553 Total Assets Less Current Liabilities</b>			<b>616,492</b>	
	<b>Represented By</b>				
240,615	General Reserves			357,769	
379,939	Earmarked Reserves			258,723	
		<u>620,553</u>		<u>616,492</u>	

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

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

**Earmarked Reserves**

---

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
2135 EMR Skate Park Fund	35,000.00		35,000.00
2138 EMR Pool Meadow Project	25,000.00		25,000.00
2139 EMR Defibrillators	1,099.50	-190.95	908.55
2142 EMR Town Hall Restoration Fund	239,531.00	-67,747.48	171,783.52
2146 EMR Youth Worker	6,405.00	-6,405.00	0.00
2148 EMR Street Scene Projects	10,000.00	-7,968.75	2,031.25
2149 EM Recreation Equipment/Repair	25,000.00	-24,398.63	601.37
2152 EMR Professional Fees	17,436.00	-8,580.00	8,856.00
2153 EMR Contingency	7,352.00		7,352.00
2154 EMR Town Hall Repairs	13,115.00	-5,924.75	7,190.25
	<b><u>379,938.50</u></b>	<b><u>-121,215.56</u></b>	<b><u>258,722.94</u></b>