



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

19th March 2024

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 25th March 2024

TIME: 6:30pm

Luci Ashbourne
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

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

2. Declaration of interests.

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

3. Minutes

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

4. Public participation

The meeting will adjourn for this item.

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

5. Committee action plan

To note the committee action plan.

6. Income and expenditure

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

7. Schedule of payments for approval

To receive the schedule of payments.

8. Financial Reports

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

9. Forward work programme

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

10. Membership of OALC

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

11. Confidential Session

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

12. Council Insurance Policy

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

13. Grounds Maintenance

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

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



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Minutes of a Finance and Resources Committee meeting held on the 5th February 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Athos Ritsperis, Sandra Coleman, Sharon Wheaton, Dom Rickard, Natasha Whitmill

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Alison Packer, Responsible Finance Officer

3 members of the public

FR51	Apologies for absence Apologies were received from Cllr Mike Cahill.
FR52	Declaration of interests The following Cllrs declared an interest in item FR60 – Grants: <ul style="list-style-type: none">• Cllr Coleman – Trustee of Oxfordshire Community Churches, employee of St Mary's Church and Coach on the Life Skills Course.• Cllr Whitmill – Trustee of Chipping Norton School PTA• Cllr Ritsperis – PCC St Mary's Church• Cllr Finney – Member of St Mary's Church
FR53	Minutes RESOLVED: That the Chair signed the minutes of the Finance and Resources Committee meeting held on the 20 th November 2023 as an accurate record of the meeting.
FR54	Public Participation None received
FR55	Committee action plan Members noted the ongoing committee action plan.
FR56	Income and expenditure Members received detailed current income and expenditure reports by budget heading. Matters Arising: Members queried significantly above projected spending on Cost Code Guildhall Rent – The Clerk reported that these were backdated rent payments for the Guildhall to West Oxfordshire District Council. Legal and Professional Fees 7500 – Funds spent from earmarked reserves for the infrastructure for the Christmas lights.
FR57	Schedule of payments for approval Members received the schedule of payments. Matters Arising:



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	The Clerk reported that petty cash for the Town Hall float is now included in the payments list for the first time.
FR58	<p>Transfer of CCLA funds.</p> <p>Members received a report from the Responsible Finance Officer regarding transfer of funds. Members discussed the recommendation of transferring £65,000 to the current account to cover expenditure until year end - proposed by Cllr Rickard, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That £65,000 will be transferred from the CCLA funds to the Town Council current account.</p>
FR59	<p>Forward work programme</p> <p>Members reviewed amendments to the following policies and governance documents:</p> <ol style="list-style-type: none"> Grant Policy – The updated grant policy will now refer to the procedure when receiving more than one application from an organisation in one year. The Clerk reported that Core Funding has no guiding policy, and that this is being drawn up. The current Core Funded organisations have funding until 2026. Standing Orders Financial Regulations Scheme of Delegation <p>The Clerk reported the main changes in the updated policies and governance documents.</p> <p>RESOLVED: That in principle, the amended policies will be brought to the next Full Council meeting to be agreed.</p> <p>Members received and considered the following policies:</p> <ol style="list-style-type: none"> Menopause Policy – Cllr Coleman proposed to adopt the Menopause Policy, seconded by Cllr Rickard. All in favour, motion carried. Community Awards Policy and Procedure – Proposed by Cllr Finney, seconded by Cllr Whitmill. All in favour, motion carried. <p>RESOLVED: That the Menopause Policy and Community Awards Policy are adopted without amendment.</p>
FR60	<p>Grants</p> <p>Members received and considered the second tranche of grant applications for the municipal year 2023-2024.</p> <p>Core Funding:</p> <p>Members received a request from Chipping Norton History Society and Museum, to increase the core funding received from the Town Council from £2,000 per annum to £3,500 per annum for a period of three years.</p> <p>Cllr Coleman queried the Museum representative about their reserves policy, noting that the CN History Society and Museum has 3 years of expenses in reserves.</p> <p>The Museum representative reported that the museum is an asset to the town and maintains historic records for the town, and that the premises rent will be reviewed this year therefore</p>



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their expenses are due to increase.

The Clerk suggested that the Museum submit a report once per year noting what the Council's grant was spent on. The Museum representative confirmed this request would be reasonable. Cllr Finney proposed to increase the funding from £2,000 to £3,500 for 3 years, seconded by Cllr Rickard. Cllr Ritsperis against, Cllr Coleman abstained, Cllrs Whitmill, Rickard and Wheaton in favour. Motion carried.

RESOLVED: That the request to increase the Chipping Norton History Society and Museum's core funding from £2,000 to £3,500 for a period of three years starting 2023-24.

Members discussed the second tranche of grant funding requests. Cllrs noted that £28,732 has been applied for out of the remaining funding pot of £8,888 therefore many applications will not be able to be funded.

Organisation	Grant Received 2023 (Round 1)	Grant Request 2024 (Round 2)	Decision Round 2, 2024	Notes
Banana Moon Nursery	No grant applied for	2,000	0	
CN Arts	No grant applied for	1,100	0	
CN Community Church	No grant applied for	2,000	1000	Use of Town Hall for free
CN Cricket Club	1,600	1,500	0	
CN Railway Club	No grant applied for	"As much as possible"	0	
CN Rugby Club	No grant applied for	1,702.10	0	
CN Swifts	No grant applied for	2,000	0	
CN Town Festival	No grant applied for	2,000	1000	F&E Officer to support with electrical expenses
CN Trefoil Guild	No grant applied for	320	200	
CNS PTA	No grant applied for	2,000	1000	Request update report



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	<table><tr><td>Community Suppers</td><td>No grant applied for</td><td>800</td><td>800</td></tr><tr><td>Cotswold Art Through Schools</td><td>No grant applied for</td><td>2,000</td><td>1000</td></tr><tr><td>Green Gym</td><td>400</td><td>750</td><td>750</td></tr><tr><td>O P Woodcraft</td><td>No grant applied for</td><td>1,560</td><td>1560</td></tr><tr><td>Remix Youth Club</td><td>1,200</td><td>1,000</td><td>500</td></tr><tr><td>St Mary's Church - Life Skills</td><td>No grant applied for</td><td>2,000</td><td>1000</td></tr><tr><td>St Mary's School - The Orchard Kitchen</td><td>No grant applied for</td><td>2,000</td><td>0</td></tr><tr><td>Sunshine Cat Rescue</td><td>0</td><td>2,000</td><td>0</td></tr><tr><td>The Branch</td><td>No grant applied for</td><td>2,000</td><td>0</td></tr></table>	Community Suppers	No grant applied for	800	800	Cotswold Art Through Schools	No grant applied for	2,000	1000	Green Gym	400	750	750	O P Woodcraft	No grant applied for	1,560	1560	Remix Youth Club	1,200	1,000	500	St Mary's Church - Life Skills	No grant applied for	2,000	1000	St Mary's School - The Orchard Kitchen	No grant applied for	2,000	0	Sunshine Cat Rescue	0	2,000	0	The Branch	No grant applied for	2,000	0	Confirm accounts
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	<table><tr><td>TOTAL REQUESTED:</td><td>TOTAL AWARDED:</td></tr><tr><td>28,732</td><td>8810</td></tr><tr><td></td><td>FUNDS REMAINING:</td></tr><tr><td></td><td>78</td></tr></table>	TOTAL REQUESTED:	TOTAL AWARDED:	28,732	8810		FUNDS REMAINING:		78																													
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	<p>Cllr Finney proposed to accept grant applications stated above, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the following grants are awarded as stated in the table in Item FR60, with the remaining funds (£78) returned to General Reserves.</p>																																					
FR61	<p>Greystones</p> <p>Members received and discussed two quotes for repairs to the access road at Greystones. Members preferred Contractor's B quote 1 (£7,550 plus VAT) and members agreed to have this taken from the Contingency Ear Marked reserves.</p> <p>Cllr Finney proposed, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the committee accepts Contractor B (Churchill Surfacing Contractors) to repair the access road at Greystones at the cost of £7,550 plus VAT.</p>																																					
FR62	<p>Confidential Session</p> <p>RESOLVED: That the committee moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The public and press left the meeting during the consideration of Item FR63.</p>																																					
FR63	<p>IT Services</p>																																					



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	<p>Members received a report regarding the Council's IT Services. Cllr Finney proposed to agree the Cyber Essentials – Basic Accreditation (£550 one-off cost), and the V-Scan (£20 per month) and Phishing999 (£32 per month). Members requested that the end date of this contract ends at the end of the Town Council's current IT contract. All in favour, motion carried. RESOLVED: That the Council agrees to accept Focus IT's quote for: Basic Accreditation (£550 one-off) V-Scan (£20 per month) Phishing999 (£32 per month) To run alongside the Council's current IT contract with Focus IT.</p>
FR64	<p>Date of next meeting Monday 25th March 2024</p>

The Chair closed the meeting at 8:00pm.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Monday 5th February at 5:30pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Natasha Whitmill

Cllr Sharon Wheaton (Sub)

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC9	Apologies for absence. Apologies were received from Cllr Mike Cahill.
SSC10	Declarations of interest There were no declarations.
SSC11	Minutes RESOLVED: That the minutes of the meeting held on 13 th June 2023 are approved as a correct record and signed by the Chair.
SSC12	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC13	Staffing matters Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and a follow up meeting be set to receive a further report.
SSC14	Date of next meeting. Thursday 15 th February 2024.

The meeting closed at 18:23

Signed as an accurate record

Chair.....

Date.....



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via TEAMS on **Thursday 15th February at 11am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC15	Apologies for absence. No apologies were received.
SSC16	Declarations of interest There were no declarations.
SSC17	Minutes RESOLVED: That the minutes of the meeting held on 5 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity.
SSC18	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC19	Staffing matters a. Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and the next steps are agreed. b. Members received a report from The Town Clerk. Proposed by Cllr Akers, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the role of admin and customer service assistant (as recommended in the LGRC organisational report) be drawn up and a cost proposal prepared.
SSC20	Date of next meeting. Thursday 21st March 9:30am, The Council Chamber.

The meeting closed at 12:12pm.

Signed as an accurate record

Chair.....

Date.....



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 21st March at 9:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC21	Apologies for absence. Apologies were received from Cllr Cahill.
SSC22	Declarations of interest There were no declarations.
SSC23	Minutes RESOLVED: That the minutes of the meeting held on 15 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity. Members noted the confidential appendix to support these minutes.
SSC24	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC25	Staffing matters a. Members received a confidential report regarding staffing matters. Following the last meeting, members received a draft job description, person specification and salary scale for the role of admin and customer service assistant (as recommended I the LGRC organisational review) and a cost proposal, including overheads. Cllr Akers proposed that the job description ,person spec and salary scale are approved, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That a recommendation is sent to the next Full Council meeting that the Council approve the role of Admin and Customer Service Assistant to be employed for 22.5 hours a week on salary scale SCP 7-12 £14,773 - £16,067 pro rata. b. Members received and reviewed the staff handbook. Cllr Finney noted some grammatical corrections. It was agreed that these should be updated. The Clerk noted that she is working through standardising all policies (not just HR) so they are formatted in a uniform way.

	<p>RESOLVED: That the staff handbook has been reviewed and the new version will be circulated to all staff. Next review April 2027.</p> <p>c. Members received a verbal update from the Town Clerk regarding the role evaluation being carried out by Local Council Consultancy. Members were informed that the consultant had completed the task and felt that it as very straightforward and did not feel the need to meet with Councillors from their perspective, but that they were happy to if the sub-ctte felt it helpful. Members felt it would be helpful and nominated the Chair Cllr Steve Akers to meet with the consultant.</p> <p>RESOLVED: That the Clerk put Cllr Akers in touch with Local Council Consultancy ahead of the report being finalised.</p>
SSC26	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 10:20am.

Signed as an accurate record

Chair.....

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 Focus Group.
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	Community Committee have reviewed the fees and charges for 2023. Next review of Cemetery and Halls charges will be at the March 2024 meeting.
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal and external audit year ending 2023 complete. Year ending 2024 has commenced. Interim report received.
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. Staff and Councillor training policy adopted.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	Ongoing	First and second tranche of applications have been considered and awarded for 2023-24. First tranche 24-25 to be considered at the meeting in July
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 April 2024.

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 12

Cost Centre Report (YTD 18/03/24)

	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	(1,769)	25	0	(25)			0.0%	
Administration :- Income	(1,769)	81	9,000	8,920			0.9%	0
4100 Salaries/Superann/Nl	0	141,729	150,000	8,271		8,271	94.5%	
5110 Stationery	15	795	600	(195)		(195)	132.4%	
5120 Photocopying Costs	44	2,446	2,300	(146)		(146)	106.4%	
5200 Postage	0	8	300	292		292	2.6%	
5210 Telephone and Comms	582	7,572	6,000	(1,572)		(1,572)	126.2%	
5310 Office Equipment	0	792	1,000	208		208	79.2%	
5340 Website Costs	0	924	500	(424)		(424)	184.8%	
5360 Computer Hardware/Software	610	2,623	3,000	377		377	87.4%	
6200 Rent	0	7,584	2,500	(5,084)		(5,084)	303.4%	
6210 Rates	219	2,623	2,700	77		77	97.2%	
7100 Travel & Subsistance	0	177	200	23		23	88.5%	
7300 Staff & Councillors Training	0	2,435	2,000	(435)		(435)	121.8%	
7500 Legal & Professional Fees	0	19,310	14,000	(5,310)		(5,310)	137.9%	10,293
7510 Audit Fees	0	2,030	2,700	670		670	75.2%	
7600 Subscriptions	94	1,744	2,000	256		256	87.2%	
7630 Bank Charges	0	218	300	82		82	72.7%	
7650 Insurance	0	1,623	1,800	177		177	90.2%	
7710 Election Expenses	0	6,100	6,100	0		0	100.0%	
7720 Other Miscellaneous Expenses	52	1,288	1,000	(288)		(288)	128.8%	
Administration :- Indirect Expenditure	1,616	202,022	199,000	(3,022)	0	(3,022)	101.5%	10,293
Net Income over Expenditure	(3,385)	(201,941)	(190,000)	11,941				
6000 plus Transfer from EMR	0	10,293						
Movement to/(from) Gen Reserve	(3,385)	(191,649)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	7,810	38,922	28,000	(10,922)		(10,922)	139.0%	
Grants :- Indirect Expenditure	7,810	38,922	28,000	(10,922)	0	(10,922)	139.0%	0
Net Expenditure	(7,810)	(38,922)	(28,000)	10,922				
<u>102 Miscellaneous</u>								
3100 Precept Income	0	344,684	344,684	0			100.0%	
3180 Interest Receivable	0	22,382	3,600	(18,782)			621.7%	
3230 Manorial Land (Pace Petroleum)	0	11,250	15,000	3,750			75.0%	

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 12

Cost Centre Report (YTD 18/03/24)

	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	0	200	0	(200)			0.0%	
3292 Christmas Market Income	0	0	2,500	2,500			0.0%	
3320 S106/grant income	0	40,101	0	(40,101)			0.0%	39,351
Miscellaneous :- Income	0	418,617	365,784	(52,833)			114.4%	39,351
4100 Salaries/Superann/Nl	0	19,315	18,000	(1,315)		(1,315)	107.3%	
6407 Xmas Lights/Trees	0	19,698	15,000	(4,698)		(4,698)	131.3%	
6418 Defibrillators	0	191	500	309		309	38.2%	191
6460 Streetscene	0	8,807	10,000	1,193		1,193	88.1%	8,604
6462 Grit Bins/Snow	0	0	2,000	2,000		2,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	640	1,000	360		360	64.0%	
6495 Street Furniture	0	3,066	0	(3,066)		(3,066)	0.0%	2,831
6498 Contingency Fund	0	0	10,000	10,000		10,000	0.0%	
7100 Travel & Subsistance	0	1,831	1,600	(231)		(231)	114.5%	
7720 Other Miscellaneous Expenses	0	175	1,200	1,025		1,025	14.6%	
Miscellaneous :- Indirect Expenditure	25	53,723	59,300	5,577	0	5,577	90.6%	11,626
Net Income over Expenditure	(25)	364,894	306,484	(58,410)				
6000 plus Transfer from EMR	0	11,626						
6001 less Transfer to EMR	0	39,351						
Movement to/(from) Gen Reserve	(25)	337,169						
104 Youth								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	0	6,405	0	(6,405)	0	(6,405)		6,405
Net Expenditure	0	(6,405)	0	6,405				
6000 plus Transfer from EMR	0	6,405						
Movement to/(from) Gen Reserve	0	0						
110 Town Hall								
3115 Lettings Income	0	47,439	30,000	(17,439)			158.1%	
3140 WODC Water Rates Contrib	0	178	100	(78)			178.4%	
Town Hall :- Income	0	47,618	30,100	(17,518)			158.2%	0
4100 Salaries/Superann/Nl	0	49,641	42,000	(7,641)		(7,641)	118.2%	
5140 Promotion	0	343	1,500	1,157		1,157	22.9%	
5210 Telephone and Comms	92	1,302	1,000	(302)		(302)	130.2%	
6110 Heat and Light	907	8,369	7,000	(1,369)		(1,369)	119.6%	
6130 Water & Sewerage	54	1,445	1,500	55		55	96.3%	

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 12

Cost Centre Report (YTD 18/03/24)

	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	10,979	10,230	(749)		(749)	107.3%	
6230 Window Cleaning	0	325	500	175		175	65.0%	
6240 Alarm/Fire Extinguisher Insp	0	1,428	1,600	172		172	89.2%	
6310 Cleaning / Sanitary Expenses	0	3,905	1,800	(2,105)		(2,105)	216.9%	
6330 Waste Disposal	0	424	600	176		176	70.7%	
6400 Repairs and Maintenance	0	8,499	10,000	1,501		1,501	85.0%	5,925
6402 Town Hall Restoration Fund	3,694	75,656	250,000	174,344		174,344	30.3%	75,656
6408 New Equipment	0	4,494	2,500	(1,994)		(1,994)	179.7%	1,371
6417 Maintenance	0	6	0	(6)		(6)	0.0%	
7610 Licences	0	891	800	(91)		(91)	111.3%	
7650 Insurance	0	2,309	3,000	691		691	77.0%	
7720 Other Miscellaneous Expenses	10	121	500	379		379	24.2%	
Town Hall :- Indirect Expenditure	5,673	170,137	334,530	164,393	0	164,393	50.9%	82,952
Net Income over Expenditure	(5,673)	(122,519)	(304,430)	(181,911)				
6000 plus Transfer from EMR	3,694	82,952						
Movement to/(from) Gen Reserve	(1,979)	(39,567)						
<u>120 Greystones</u>								
3110 Rents Receivable	0	2,342	2,040	(302)			114.8%	
3111 Rugby Club Right Of Access	0	175	175	0			100.0%	
Greystones :- Income	0	2,517	2,215	(302)			113.6%	0
6210 Rates	8	95	375	280		280	25.3%	
6400 Repairs and Maintenance	0	1,679	2,500	821		821	67.2%	
7650 Insurance	0	250	300	50		50	83.2%	
Greystones :- Indirect Expenditure	8	2,023	3,175	1,152	0	1,152	63.7%	0
Net Income over Expenditure	(8)	494	(960)	(1,454)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	125	6,805	14,000	7,195			48.6%	
3191 Grave Purchase	0	515	4,000	3,485			12.9%	
3290 Miscellaneous Income	0	75	0	(75)			0.0%	
Cemetery :- Income	125	7,395	18,000	10,605			41.1%	0
6130 Water & Sewerage	0	71	100	29		29	70.9%	
6210 Rates	288	3,458	1,500	(1,958)		(1,958)	230.5%	
6400 Repairs and Maintenance	60	8,442	10,000	1,558		1,558	84.4%	
6417 Maintenance	0	57	0	(57)		(57)	0.0%	
6465 Contract	621	7,447	10,000	2,553		2,553	74.5%	

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 12

Cost Centre Report (YTD 18/03/24)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6471 Skips for cemetery	0	635	600	(35)		(35)	105.8%	
7650 Insurance	0	374	500	126		126	74.9%	
7720 Other Miscellaneous Expenses	0	1,385	500	(885)		(885)	277.0%	
Cemetery :- Indirect Expenditure	969	21,870	23,200	1,330	0	1,330	94.3%	0
Net Income over Expenditure	(844)	(14,475)	(5,200)	9,275				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	0	5,013	3,000	(2,013)		(2,013)	167.1%	
6417 Maintenance	1,560	1,560	0	(1,560)		(1,560)	0.0%	
6465 Contract	163	1,950	2,000	50		50	97.5%	
Closed Churchyard :- Indirect Expenditure	1,723	8,523	5,000	(3,523)	0	(3,523)	170.5%	0
Net Expenditure	(1,723)	(8,523)	(5,000)	3,523				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	375	5,481	4,500	(981)		(981)	121.8%	375
6410 New Equipment	0	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	3,675	5,000	1,325		1,325	73.5%	
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	681	78,617	88,000	9,384	0	9,384	89.3%	61,785
Net Expenditure	(681)	(78,617)	(88,000)	(9,384)				
6000 plus Transfer from EMR	375	61,785						
Movement to/(from) Gen Reserve	(306)	(16,831)						
<u>160 Events</u>								
3331 Events income	0	3,665	0	(3,665)			0.0%	
Events :- Income	0	3,665	0	(3,665)				0
6414 Events	0	12,746	10,000	(2,746)		(2,746)	127.5%	
6415 Mowing (151 Repairs)	0	10	0	(10)		(10)	0.0%	
Events :- Indirect Expenditure	0	12,756	10,000	(2,756)	0	(2,756)	127.6%	0
Net Income over Expenditure	0	(9,092)	(10,000)	(908)				

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 12

Cost Centre Report (YTD 18/03/24)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	1,144	1,000	(144)		(144)	114.4%	
6465 Contract	25	300	500	200		200	60.0%	
Millennium Garden :- Indirect Expenditure	<u>25</u>	<u>1,444</u>	<u>1,500</u>	<u>56</u>	<u>0</u>	<u>56</u>	<u>96.3%</u>	<u>0</u>
Net Expenditure	<u>(25)</u>	<u>(1,444)</u>	<u>(1,500)</u>	<u>(56)</u>				
<u>186 War Memorial</u>								
6417 Maintenance	0	32	0	(32)		(32)	0.0%	
6470 War Memorial	0	0	2,500	2,500		2,500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>32</u>	<u>2,500</u>	<u>2,468</u>	<u>0</u>	<u>2,468</u>	<u>1.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(32)</u>	<u>(2,500)</u>	<u>(2,468)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	25	962	1,500	538		538	64.2%	
Mayors Allowance :- Indirect Expenditure	<u>25</u>	<u>962</u>	<u>3,000</u>	<u>2,038</u>	<u>0</u>	<u>2,038</u>	<u>32.1%</u>	<u>0</u>
Net Expenditure	<u>(25)</u>	<u>(962)</u>	<u>(3,000)</u>	<u>(2,038)</u>				
Grand Totals:- Income	<u>(1,644)</u>	<u>479,893</u>	<u>425,099</u>	<u>(54,794)</u>			<u>112.9%</u>	
Expenditure	<u>18,554</u>	<u>597,436</u>	<u>787,205</u>	<u>189,769</u>	<u>0</u>	<u>189,769</u>	<u>75.9%</u>	
Net Income over Expenditure	<u>(20,198)</u>	<u>(117,543)</u>	<u>(362,106)</u>	<u>(244,563)</u>				
plus Transfer from EMR	<u>4,069</u>	<u>173,060</u>						
less Transfer to EMR	<u>0</u>	<u>39,351</u>						
Movement to/(from) Gen Reserve	<u>(16,129)</u>	<u>16,166</u>						

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Adobe Systems Software Ireland	010224DD1	16.64		Adobe subs 30/1 to 27/2
05/02/2024	Gill & Co (Ironmongers) Limite	050224-1	64.43		Maintenance/keys
05/02/2024	ESPO	050224-2	245.10		Sanitary consumables TH
05/02/2024	Travis Perkins Trading Company	050224-3	18.84		Metal cutting disc/punk (tool)
05/02/2024	McCracken & Sons Ltd	050224-4	1,439.24		Grounds Maintenance January
05/02/2024	Richard Taylor	050224-5	217.60		Jubilee Oaktree
08/02/2024	British Gas	080224DD1	627.89		Gas T/H 23/12 to 23/01
09/02/2024	Multipay Card	090224DD1	3.00		Bank Card Fee
09/02/2024	GH Safety Ltd	090224-1	204.00		Review plan - Cycling event
09/02/2024	Travis Perkins Trading Company	090224-2	8.28		Postcrete (rec noticeboard)
09/02/2024	ElanCity-UK	090224-3	2,807.99		Radar Speed Sign
09/02/2024	H.G. Heath & Sons Farmers & Ag	090224-4	108.00		Shotblast/undercoat signs x3
09/02/2024	James English Window Cleaning	090224-5	105.00		Window Cleaning TH
09/02/2024	West Oxfordshire District Coun	090224-6	180.00		Premises Licence - TH
09/02/2024	Auditing Solutions Ltd	090224-7	600.00		Interim Internal Audit
09/02/2024	Viking	090224-8	140.71		Archive boxes
09/02/2024	KM Cleaning - [REDACTED]	090224-9	267.50		Cleaning - TH
09/02/2024	Amazon Services Eu/Amazon	090224-10	100.95		Wireless Mics - TH
09/02/2024	Castle Water Limited	090224-11	55.17		Water charges 1/1-31/1/24 TH
09/02/2024	Canva Pty Ltd	090223DD1	10.99		Canva Design subs
10/02/2024	West Oxfordshire District Coun	100224DD1	52.00		Waste collection GH - Feb
12/02/2024	[REDACTED]	BACS	20.00		Tablecloth launder - reimburse
13/02/2024	MEMSAFE	200224-2	3,313.20		Memorial testing/laying down
14/02/2024	West Oxfordshire District Coun	140224-1	1,554.86		Rates GH - Feb
16/02/2024	Jodie Douglas Framing	160224-1	424.00		Mayoral photos framing TH
20/02/2024	Neil Anderson	200224-1	1,290.00		TH Equipment
20/02/2024	Staff Salaries	BACS	11,797.78		Staff Salaries Feb
20/02/2024	HMRC	BACS	4,270.01		Staff Tax/Ni - Feb
20/02/2024	OCC Pension Fund	BACS	3,846.68		Staff Pensions - Feb
21/02/2024	Pets4ever	210224-1	339.00		Sandwich Bench (New St)
21/02/2024	Robin Anderson	210224-2	160.00		Piano tuning x 2 TH
21/02/2024	Thames Valley Water Services L	210224-3	52.80		Water monitoring TH - Feb
21/02/2024	Amazon Services Eu/Amazon	210224-4	16.99		Recycling bins TH
21/02/2024	KM Cleaning - [REDACTED]	210224-5	422.50		TH Cleaning
21/02/2024	Cotswold Clearance & Removals	210224-6	60.00		Transport goods for TH
21/02/2024	Intense Cleaning Company	210224-7	195.00		Commercial oven clean TH
21/02/2024	Amazon Services Eu/Amazon	210224-8	75.84		Coffee percolator TH
21/02/2024	Adobe Systems Software Ireland	210224DD1	16.64		Adobe subs 17/2-16/3
21/02/2024	Amazon Services Eu/Amazon	210224-1	13.99		Recycling liners 50Lx60 TH
29/02/2024	STL Communications Ltd (FOCUS)	290224DD1	1,441.93		Telephone/broadband/IT Feb
Total Payments			36,584.55		

List of Payments made between 01/03/2024 and 18/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Community First Oxfordshire	BACS	85.00		Membership 1/4/24-31/3/25
01/03/2024	West Oxfordshire District Coun	010324-1	350.00		Mental Health training
01/03/2024	KopyRite	010324-2	320.00		Annual report booklets
01/03/2024	Amazon Services Eu/Amazon	010324-3	2.69		Galvanised staples
01/03/2024	National Association of Local	010324-4	60.00		LC Awards Accreditation fee
01/03/2024	West Oxfordshire District Coun	010324-5	264.00		Recycling collect TH Jan-Mar
01/03/2024	West Oxfordshire District Coun	010324-6	219.00		Rates GH - March
04/03/2024	Adobe Systems Software Ireland	040324DD1	16.64		Adobe Subs 28/2-29/3
05/03/2024	Amazon Services Eu/Amazon	050324-1	439.54		50L recycling bin TH
05/03/2024	Swift Digital Services	050324-2	342.27		Photocopier Nov-Feb
05/03/2024	Logical AV LTD	050324-3	5,058.00		Hearing Loop System TH
05/03/2024	Little Green Button Ltd	050324-4	598.00		Annual Subs 20/2/24-19/2/25
05/03/2024	McCracken & Sons Ltd	050324-5	1,439.24		Grounds Maintenance - Feb
05/03/2024	Little Green Button Ltd	050324-4	0.80		Annual Subs 20/2/24-19/2/25
05/03/2024	C/N Community Church	GRANT	1,000.00		Grant Award - Holiday Club
05/03/2024	C/N Town Festival	GRANTS	1,000.00		Grant - Festival 2024
05/03/2024	C/N Trefoil Guild	GRANTS	200.00		Grant award Glyme Hall meets
05/03/2024	C/N School PTA	GRANTS	1,000.00		Grant - Reward Scheme
05/03/2024	C/N Community Church	GRANTS	800.00		Grant-Community Suppers
05/03/2024	Green Gym	GRANTS	750.00		Grant- conservation equipment
05/03/2024	OP Woodcraft	GRANTS	1,560.00		Grant - MH project
05/03/2024	Glyme Hall Youth Club	GRANTS	500.00		Grant - Remix Youth Club
05/03/2024	St Mary's Church & School	GRANTS	1,000.00		Grant - Life Skills
11/03/2024	Welfare Charities	BACS	1,769.00		Southcombe rent - transfer
11/03/2024	Canopy	110324-1	1,872.00		Tree works St Marys
11/03/2024	SIGNPAINTINGBYFREYA	110324-2	375.00		Playarea painting - part 1
11/03/2024	Castle Water Limited	110324-3	54.25		TH water 1/2/24-29/2/24
11/03/2024		110324-4	13.97		QD Light/Batteries Exp
11/03/2024		110324-5	3.99		QD 15L box T/H exp
11/03/2024		110324-6	7.00		Sainsb batteries(light) exp TH
11/03/2024	West Oxfordshire District Coun	110324-7	52.00		Waste collection GH March
11/03/2024	Canva Pty Ltd	110324DDPP	10.99		Canva Design Subs
14/03/2024	West Oxfordshire District Coun	141124-1	1,211.00		Rates Cemetery - March
15/03/2024	Eventbrite	150324DDPP	24.52		Tickets Witney Mayor's Quiz
15/03/2024	Phase Electrical Distributors	150324DDPP	101.88		18W Pro LED dimmables TH
Total Payments			22,500.78		

Agenda item 8a - Aged Debtors Report

Invoice no.	Date	Detail	Invoice total	Outstanding Balance	Recommendations
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The below relate to old invoices some of which may or may not be 'actual' debts. Town Hall booking systems changed so some customers might have been invoiced manually, ie these could be system. Due to the age of these, and verification being difficult due to system/staff changes, the recommendation is that they be written off:

288	18/05/2021	Ashes interment, invoice underpaid	130	5	Write off
313	30/06/2021	Town Hall Booking 2 dates in June 2021	100	50	Write off
592	26/07/2022	Town Hall booking , 2 dates in July 2022	60	60	Write off
608	18/08/2022	Town Hall Booking 2 dates in Aug 2022	60	60	Write off

The below invoices cannot be paid as the customer died shortly after the second one was issued :

690	30/11/2022	Town Hall booking - customer deceased	150	150	Write off
805	20/06/2023	As above -same customer (deceased)	150	150	Write off

The below was paid by post with a double signed cheque but the total was short by a few pence:

792	26/06/2023	Town Hall Booking June, paid by cheque & short by pence	48.75	0.83	Write off
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TOTAL TO WRITE OFF

475.83

If invoices 687 and 698 cannot be verified and payment is not forthcoming, recommendation is that they are also written off .

687	30/11/2022	Town Hall booking Nov 2022	195	195	Chase with a view to writing off if detail challenged
698	30/11/2022	Town Hall Booking Nov 2022	310	310	Chase with a view to writing off if detail challenged

The below relate to old invoices which have been brought to the attention of the organisations concerned and for which I anticipate payment. It is worthy of note that 245 was issued immediately prior to covid lockdown and there may be a reasonable reason why it hasn't been paid. Invoice 707 relates to annual rent but this particular year does not appear to have been paid although subsequent has. Replies awaited.

245	18/03/2020	Contribution to Greystones access road	240	240	Email chaser sent
707	13/12/2022	Land rental	500	500	Email chaser sent

Recommendation

1. That the Committee note the aged debtors report, and agree to write off debt as recommended by the Council's Responsible Finance Officer.

Agenda item 8 – Ear Marked Reserves

The Responsible Finance Officer will soon be undertaking year end for 2023-24. This is a good time to review ear marked reserves so that they can be moved as part of the year-end close down.

The report attached is the up to date balance sheet and ear marked reserves balances.

The EMRs required for current Town Council projects are:

- 2135 – Skatepark fund: £35,000
- 2138 – Pool Meadow Project: £25,000
- 2142 – Town Hall Restoration Fund: £163,874.52

The following EMRs have been given to the Council for a specific purpose and therefore is it recommended that despite being a small amount, they remain as they are until spend:

- 2139 – Defibrillators: ££908.55
- 2146 – Recreation Repairs: £226.37

The remaining EMR balances are there through decision by Council to ear mark them at the end of the last financial year due to an underspend on those budget lines and a business need for the Council to “roll” the underspend over the to next year to use for infrastructure works, town hall repairs and other professional fees. It would be prudent for the committee to review these.

- 2152 – Professional Fees: £7,143,50
- 2153 – Contingency: £7352.00
- 2154 – Town Hall Repairs: £5819.51

The recommendations are:

1. That the balance from 2154 Town Hall Repairs is added to the 2142 Town Hall Restoration Fund.
2. That any professional fees approved through agenda item 11 of this meeting are taken from EMR 2152, and the remaining balance is returned to general reserves and that
3. The balances of 2153 is returned to general reserves.

31st March 2022			31st March 2024
	Current Assets		
94	Holding Deposit	445	
120,492	Unity Trust Bank	64,465	
500,000	CCLA Deposit Fund	435,000	
5	Petty Cash	5	
0	Town Hall Float	121	
671	Prepayments	0	
8,933	VAT Control	3,284	
17,049	Debtors	8,751	
647,243			512,070
647,243	Total Assets		512,070
	Current Liabilities		
26,659	Trade Creditors	9,060	
30	Accruals	0	
26,689			9,060
620,553	Total Assets Less Current Liabilities		503,010
	Represented By		
240,615	General Reserves		256,780
379,939	Earmarked Reserves		246,230
620,553			503,010

The above statement represents fairly the financial position of the authority as at 18th March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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	-75,656.48	163,874.52
2146 EMR Youth Worker	6,405.00	-6,405.00	0.00
2148 EMR Street Scene Projects	10,000.00	-9,094.94	905.06
2149 EM Recreation Equipment/Repair	25,000.00	-24,773.63	226.37
2152 EMR Professional Fees	17,436.00	-10,292.50	7,143.50
2153 EMR Contingency	7,352.00		7,352.00
2154 EMR Town Hall Repairs	13,115.00	-7,295.49	5,819.51
	379,938.50	-133,708.99	246,229.51



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Town Clerk: Ms Luci Ashbourne

Chipping Norton Town Council Document and Retention Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary.

Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.

- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
- 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4 Document Retention Policy

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations

- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5 Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6 Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

- Data that relates to a living individual who can be identified:
 - a. From the data, or;
 - b. From those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7 Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8 Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910th edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9 List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements

Adopted: September 2021

Review date: March 2024

Next review: March 2027

Chipping Norton Town Council**Appendix A: List of Documents for Retention or Disposal**

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
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Document	Minimum Retention Period	Reason	Location Retained	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A

Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>		Bin if applicable
Record-keeping				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> A list of files stored in cabinets will be kept Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	Management		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management		Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal

	Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
For Halls, Centres, Recreation Grounds				

<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
For Burial Grounds				
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
Document	Minimum Retention Period	Reason	Location Retained	Disposal

	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Town Clerk: Ms Luci Ashbourne

Recording of Meetings Policy

Chipping Norton Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

Procedure

Anyone wishing to record a meeting is requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.

At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded, and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded they should let the Chair of the meeting know.

Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chair of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chair's opinion, continuing to do so would prejudice proceedings at the meeting because:

- recording is disrupting the proceedings of the meeting;
- there is public disturbance or a suspension of the meeting;
- the meeting has resolved to exclude the public for reasons of confidential business.

For these purposes recording equipment must not be left unattended at meetings.

The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.

The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Guidance Notes

The Town Clerk should be contacted prior to the meeting if the recording involves large equipment or special requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.

Adopted: September 2021

Review date: March 2024

Next review: March 2027



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PRESS AND MEDIA POLICY

1. Introduction

The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. Key Aims

The Council recognises that appropriate use of the media promotes the efficient operation of Town Council business

3. Contact with the Media

Members may be approached by the media or may wish to comment through them. Members dealing with the media or using their own social media accounts must remember that they are legally responsible for the content of any messages or comments and that the requirements and principles associated with the adopted Code of Conduct shall remain in force.

Members must not make public representation in the name of the Council unless authorised.

Members have the right to express personal opinions on local issues using the media but they should make it clear that such comments do not necessarily reflect the views or policies of the Council or its Committees. Members should be mindful to ensure that they do not bring the Council into disrepute.

Be aware that, in practice, any remarks made in the media by Members may be taken as an official statement of the Council.

If a Member is unaware of Council policy on any matter they should seek the advice of the Town Clerk.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

Statements made by the Town Mayor and the Town Clerk should reflect the Council's opinion. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

Should a Member be delegated to write a letter on behalf of the Town Council then the member is permitted to use the title Town Councillor, prior to submission to the press the member must obtain prior approval of the contents from the Town Clerk and Chairman of the committee before submitting the letter /article to the press.

4. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

All press releases must be issued by the Town Clerk in order to ensure that there is consistency of style across the Council and that the use of the press release can be monitored.

Adopted: September 2021

Review date: March 2024

Next review: March 2027



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Memorial Safety Policy

April 2022

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Background

This policy has been produced to set out Chipping Norton Town Council's (the Council) position regarding memorial safety, the responsibilities of the Council, its contractors, memorial masons and Grant of Right Holders as well as the actions that will be taken to minimise risk to the users of Council-managed cemeteries.

Responsibilities for Memorial Safety

The following parties have responsibility for memorial safety in Council-managed cemeteries and closed churchyards:

- The Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries. The Council has a responsibility to staff (Section 2 Health & Safety at Work Act 1974) and a responsibility to visitors (Section 3 Health & Safety at Work Act 1974) and the Occupiers Liability Act 1957. The Management of Health & Safety at Work Regulations 1999 places a legal duty on the Council to assess the risks from cemetery structures and work activities and ensure the risks are controlled.
- A monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials as laid down in the Cemeteries' Regulations and are legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with current standards available within the industry i.e. BS8415, The National Association of Memorial Masons (NAMM) Code of Working Practice and the British Register of Accredited Memorial Masons (BRAMM) 'Blue Book'. This responsibility is placed on masons in the Consumer Protection Act 1987, the Sale of Goods Act 1979 (amended 1994), the General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC).
- An owner, the Grant of Right holder (or successor in title) of a memorial has the responsibility to maintain it so as not to present a hazard. They also have the responsibility and liability for all expenditure incurred to make safe their memorial in the event it is found unsafe or in a dangerous condition. This is not the responsibility of the Council.

Notice of Intent

Prior to any memorials being inspected, reasonable steps will be taken by the Council to inform grave owners, Grant of Right holders, and members of the public of the intention to inspect memorials and remove the danger from unsafe memorials.

This will involve:

- Giving advance general notice in a local newspaper at least 28 days in advance of any inspection regime commencing, and/or
- Making media announcements giving details of the assessment locations and methodology at least 28 days prior to the commencement of any inspections.
- Publishing details of the assessment and methodology on the Council's website.
- Placing public notices in prominent locations in the cemetery affected by the assessment regime.

Assessment Process

The Council will risk assess and test memorials in accordance with the principles issued by the Institute of Cemeteries and Crematorium Management.

The safety assessment is to test whether memorials can withstand a reasonable hand force. This force has been arrived at scientifically and replicates the force of a person falling, pushing, or pulling against a memorial.

Initial visual warning signs of memorial instability are as follows:

- Movement 5 degrees from vertical
- Cracks in headstone or base
- Movement if rocked
- Ground settlement
- Waterlogged ground
- Missing parts

Reasons for memorial instability include:

- Accidental damage
- Animal activity (e.g. burrowing by rabbits, moles, foxes etc.)
- Insect activity (e.g. ants' nests)
- Encroaching tree roots
- Inadequate fixings
- Inferior materials
- Lack of maintenance
- Poor workmanship
- Subsidence
- Vandalism
- Weather/storm damage
- Decay through aging
- Weed killer chemicals

Safety assessments will only be undertaken by external contractors who can show they have the training and required knowledge to undertake the testing.

After undergoing the testing process, memorials will be classified into three categories.

Category 1 - Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.

Category 2 – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration of the memorial. The construction, material used, or position of the memorial may also qualify it as priority 2.

Category 3 – The memorial is perfectly stable or below 625mm in height and will only need to be inspected in 5 years' time.

Any memorial found to be unsafe whether staked or not will have a warning notice attached explaining the situation.

Methodology

Stability Test

All memorials in the burial ground should be visually assessed as part of the overall risk assessment process. Memorials should be assessed bearing in mind the following issues:

- Are joints intact?
- Are kerbs etc breaking apart?
- Is the memorial leaning?
- Are the foundations (where evident) intact?
- What are the ground conditions like?
- Is it a hard or a soft stone?
- Intrusion of vegetation?
- Are faults or cracks present?

All memorials (excluding tablets) - will initially undergo a visual inspection from a safe distance whilst the names and details of the interred are recorded and the memorial is photographed.

Memorial up to 625mm – After a visual inspection, a hand test will be carried out to confirm stability.

Memorials 625mm – 1.5m only – In addition to the visual and hand test, a confirmatory test may be undertaken using a mechanical force measuring device only if felt necessary after the results of a hand test are found to be inconclusive and where some movement is felt. Force must not exceed 25kg at 1.5m or the apex of the memorial, whichever is lower

Memorials above 1.5m - In addition to the visual inspection, a hand test only (on non-complex structures) will be undertaken. Any potential problems will be noted and if any present the memorial will be cordoned off. Additional advice will be sought by a structural engineer.

Additionally, where memorials are incorporated within/as part of a kerb set, the kerb set will also be inspected and tested by hand for secure fitting.

Records are to be updated at each stage.

Remedial Action

Due to the layout of the cemeteries and graveyards the risk of injury is relatively low, so made safe with the application of signs to warn owners and the public of unsafe memorials. Any memorial in high-risk area, namely within the first two rows adjacent to a pathway will be staked. The laying down of a memorial will only be undertaken in the most serious cases. The Council however reserves the right to use whatever method is appropriate depending on the risk and category which could include stake & banding, cordoning off or laying a memorial flat.

Documentation & Recording

Memorial assessments will be noted on record sheets or hand-held digital devices. The information taken from the records will then be transferred to a computer database for long-term reference and security.

Notification, Repair and Re-fixing

Where a memorial has been identified as being unsafe and action taken to remove the immediate danger, the following actions as a minimum will be taken:

- Where a memorial is less than 30 years old and details of the Grant of Right holder are readily available, a letter will be sent to them explaining the assessment process and the options available to them.
 - If no response is received from the Grant of Right holder within 30 days, The Council will act in the best interest of public safety.
- Lists of failed memorials will also be published on the Council's Website, www.chippingnorton-tc.gov.uk
- Detailed lists of failed memorials will also be available for viewing at the Council's Offices, The Guildhall, Chipping Norton, OX7 5NJ.
- A warning notice will be displayed and attached to any memorial that has been assessed as dangerous. Notices offering advice and contact information will be displayed in all Cemetery noticeboards.

Where a grave owner cannot be traced and it is felt that the memorial is of historic significance or its maintenance is important to preserve the character or ambience of the Cemetery, the Council will consider carrying out the repairs subject to funds being available.

All repairs/re-fixings must comply with relevant industry guidance.

Future Installations

Although some deterioration to stonework, foundations and fixings due to weathering and the passage of time is inevitable, the Council requires that in order to minimise these effects for all future installations, memorial masons adhere to BS8415:2018, the BRAMM 'Blue Book' and the National Association of Memorial Masons (NAMM) Code of Working Practice. This includes the use of appropriate foundations and fixings or other suitably approved and secure traditional methods for the installation of stone memorials as well as the relevant Cemetery Regulations currently in force.

Grant of Right Holders

The assessment process may be upsetting for Grant of Right Holders and visiting families. Chipping Norton Town Council regrets any distress that it may cause. It is better that the safety of the memorial is assessed rather than it is left to pose a potential danger to others.

If a memorial has to be made safe, Grant of Right holders can choose to either:

Have the memorial repaired; Grant of Right Holders will need to arrange the necessary remedial work with a memorial mason, for which the mason is likely to charge a fee. These memorial masons should undertake the repair to a minimum standard as recommended by the National Association of Memorial Masons (NAMM) or equivalent.

Take no further action; if a stake has been used to support the memorial it is considered to be safe for a period of up to 18 months. The stake may be replaced to re-stabilise the memorial during further assessments however this is not a long-term solution and may result in the memorial being laid flat. If the memorial has been laid flat this action will have been taken as a last resort. Once a memorial has been laid flat it is considered to be safe.

No attempt should be made to repair or remove any memorial except by a properly qualified memorial mason.

Points of Contact

Any concerns or questions about the memorial safety assessment process should be referred to the Chipping Norton Town Clerk:

Email: townclerk@chippingnorton-tc.gov.uk

Phone: 01608 642341

Write: The Guildhall
Chipping Norton
OX7 5NJ

Adopted: April 2022

Review date: March 2024

Next review: March 2026



CHIPPING NORTON TOWN COUNCIL POLICY FOR USE OF COUNCIL OWNED OR MANAGED PUBLIC OPEN SPACES

1. Introduction

1.1 Chipping Norton Town Council (the Council) owns and manages various open spaces across the town.

1.2 The Council receives requests from organisations to utilise these areas for events or activities.

1.3 This policy aims to establish transparent criteria for assessing such requests while ensuring public safety and protecting the Council's interests.

2. Objectives

2.1 Ensure open spaces remain safe for public use.

2.2 Allow organisations to use these spaces appropriately, without significant detriment to public access.

2.3 Protect existing income streams and identify potential additional revenue sources.

3. Scope

Areas: Council-managed areas within scope include but are not limited to:

- Pool Meadow
- New Street Recreation Area
- Cotswold Crescent Play Area
- Cornish Road Play Area
- Evans Way Play Area

Activities: The policy applies to events or activities considered standard for open spaces, including but not limited to:

- Fitness classes
- Dog training
- Sports events
- Entertainment
- Fundraising

Certain activities such as releasing sky lanterns or balloons and using live animals as prizes are prohibited.

4. Assessment Criteria

4.1 Applications will be assessed based on the following criteria:

- **Safety:** Ensuring the event does not compromise public safety. Larger events may require an Event Management Plan.
- **Insurance:** It is likely that Public liability insurance will be required.
- **Accreditation:** Organisers may need to be members of relevant professional associations.
- **Type of Activity:** Consideration of purpose, attendance, duration, facilities, and equipment.
- **Prevent:** Compliance with Prevent Duty Guidance to prevent extremist use of public venues.
- **Traffic Management:** Mitigation measures for potential traffic impacts.
- **Impact on Existing Use:** Consideration of existing permissions and potential negative impacts on other events or users.
- **Location:** Suitability of the proposed location, considering nuisances and restrictions.

5. Submission Requirements

Organisations must submit the following documents along with their application:

- Completed application form (Appendix A)
- Risk assessment
- Disclosure and Barring Service (DBS) certificate (if young people/vulnerable adults attending)
- Public Liability Insurance (PLI) certificate

6. Charging (Effective 1 April 2024 – 31 March 2025)

An administration fee applies based on the type of event

Type of event	Administration fee
Commercial	£55
Charity or community (not for profit)	£27.50

7. Process, Consultation, and Decision

Events Application Form: A single application form should be used for both one-off and regular events.

Decision: The Council will inform applicants of its decision, with provisions for appeal.

8. Unauthorised Events

Unauthorised events will be shut down, and organisers may be liable for damages. Future applications may be influenced by past unauthorised events.

9. Approval and Review

The policy will be reviewed every 4 years.



Application form

Your name:

First Name	Surname

Organisation name:

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Address:

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Phone:

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Email:

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Location:

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Please give details of the open space and address you would like to hire. Google Maps location link can be pasted in here.

Type of booking:

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Please describe the activity you will be undertaking which this booking applies to.

Date(s) and time(s) of the bookings:

Day(s):
Time(s):
Please also complete the attached calendar.

Estimate numbers attending your sessions:

e.g.: 1 to 1, up to 15, 15 – 30

Will you be charging for your sessions:

Yes	
No	

Agenda item 10 – Membership of OALC

The Council has been a member of Oxfordshire Association of Local Councils for many years. Membership runs from 1st April -31st March, and therefore it is time to consider approving membership renewal.

The Council uses OALC as an advising body regularly. OALC also provide HR support (at no extra charge) which has been very useful when it has been required.

The cost of membership for 2024-25 is £1285.05 plus VAT.

Recommendation:

1. That the committee approve renewing the Council's membership with Oxfordshire Association of Local Councils.