



# 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

13<sup>th</sup> February 2024

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 19<sup>th</sup> February 2024

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

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.

## AGENDA

### **1. Apologies for absence.**

To consider 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 Full Council meeting held on the 4<sup>th</sup> December 2023.

**4. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**5. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

**6. 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.

**7. Minutes and reports from Committees**

To note the draft minutes and consider any recommendations of the following committee and sub-committee meetings:

- (a) Planning Sub-Committee, 8<sup>th</sup> January 2024
- (b) Community Committee, 22<sup>nd</sup> January 2024
- (c) Traffic Advisory Sub-Committee, 25<sup>th</sup> January 2024
- (d) Strategic Planning Committee, 29<sup>th</sup> January 2024
- (e) Finance and Resources Committee, 5<sup>th</sup> February 2024
- (f) Staffing Sub-Committee, 5<sup>th</sup> February 2024

**8. East Chipping Norton Development**

To receive confirmation from Historic England regarding land on the eastern edge of Chipping Norton being added to the list of Ancient Scheduled Monuments.

**9. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

**10. Reports from representatives of outside bodies.**

To receive an update from members who sit on outside bodies.

**11. Council action plan**

To note the Council action plan

**12. Correspondence**

To receive and note any correspondence

**13. Annual Town Meeting**

To note the upcoming meeting of the Town.

**14. Policies and Governance**

- a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
  - i. Community Grant Policy
  - ii. CNTC Standing Orders
  - iii. Financial Regulations
  - iv. Scheme of Delegation
- b. To adopt the following policies as recommended by the Finance and Resources Committee:
  - i. Menopause Policy
  - ii. Community Awards Policy and Procedure

**15. Calendar of meetings**

To receive a report and a proposed calendar of meetings for municipal year 2024-25.

**16. Interim Audit Report**

To receive the interim report from the Council internal Auditor.

**17. British Sign Language Training**

To receive a report from the Town Clerk regarding specialist BSL training.

**18. Skatepark**

- a. To receive the results of the skatepark community consultation
- b. To delegate approval of the preferred contractor tender specifications to Community Committee.

**19. Civic Regalia**

To receive a report regarding the Mayoral Chain of Office and agree next steps.

**20. Community First Oxfordshire Membership**

To consider whether the Council would like to continue to be a member of CFO Oxfordshire for 2024-25.

**21. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**22. 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 item 23.

**23. Staffing matters**

To receive a confidential report and agree next steps.

**24. Date of the next meeting – Monday 15<sup>th</sup> April 2024.**



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## Minutes of a Full Council meeting held on the 4<sup>th</sup> December 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Athos Ritsperis, Jo Graves, Mike Cahill, Ian Finney, Ben Bibby, Michael Rowe, Natasha Whitmill, Dom Rickard, Alex Keyser, Mark Walker.

ALSO PRESENT:

Cllr Rizvana Poole, WODC

Cllr Mark Walker, WODC

Cllr Geoff Saul, WODC and OCC

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paulo Oliveri, General Maintenance Operative

0 Members of the public

<b>FC94</b>	<p><b>Apologies for Absence</b> Apologies were received from Cllrs Rachel Andrews, Tom Festa, Sharon Wheaton and Emily Weaver.</p>
<b>FC95</b>	<p><b>Declaration of interests</b> None received</p>
<b>FC96</b>	<p><b>Minutes</b> <b>RESOLVED:</b> That subject to: P1 – Amendment to wording “Broader recruitment strategy for police constables” that the minutes of the meeting held on the 9<sup>th</sup> October 2023 were signed by the Chair as an accurate record.</p>
<b>FC97</b>	<p><b>West Oxfordshire District Councillors update</b> Members received an update from Cllrs Walker and Poole, Chipping Norton’s Ward Councillors sitting on WODC.</p> <ul style="list-style-type: none"> <li>- Chipping Norton Leisure Centre is now having work to refurbish the roof. Cllr Poole has also sought to have further funding set aside to refurbish any equipment which has been damaged from years of prior neglect.</li> <li>- The Shared Prosperity Fund has had further meetings to determine areas of focus in Chipping Norton. Certain areas such as updating signage and the markets are being prioritised.</li> <li>- The Market Town Strategy is underway with the town being consulted, with a recommendation that an independent company manage the markets in Chipping Norton, potentially relocating the market to Topside and Middle Row. Members queried why this would not be managed in house by WODC – District Cllrs reported that this is due to a staffing shortage and would give an opportunity to expand the markets more widely (eg. Christmas Markets, more regular markets, rather than just once per month). Members stressed the need to retain blue badge parking spots.</li> <li>- The 20mph signs are awaiting lining completion prior to unveiling the final signage. At the moment there is no predicted date for the unveiling.</li> </ul>
<b>FC98</b>	<p><b>Oxfordshire County Councillors update</b> Members received an update from Cllr Saul, Chipping Norton’s Ward Councillor sitting on OCC.</p> <ul style="list-style-type: none"> <li>- Cllr Saul reported that WODC is renewing their relationship with Publica, more staff to be employed solely by WODC or Cotswold District Council.</li> <li>- WODC has decided to move forward with GreenAxis to build the zero-carbon, affordable homes at Walterbush Road. The revised scheme will now provide 7 homes rather than 8 and will be set at a 15% discount on market rate prices.</li> </ul>

	<ul style="list-style-type: none"> <li>- 23 additional units in Carterton have been secured to support Ukrainian Refugees and asylum seekers, which would then be returned to the housing stock for affordable housing with WODC. A new strategic housing officer vacancy also been advertised.</li> <li>- Community Safety Partnership has secured government funding to tackle rural crime in partnership with South Oxfordshire and the Vale (£200,000) – to be spent on recruiting a rural crime advisor, additional signage, smart water for marking possessions.</li> <li>- HGV Steering Group – The former Town Council representative has since retired (Cllr Butterworth), so are recruiting another Town Council representative to volunteer. The HGV Pilot Study will also include Chipping Norton, a positive step toward an area weight limit to help with HGVs coming through Chipping Norton.</li> <li>- Cllrs thanked Cllr Saul for giving his Councillor Priority Funding to fund the Speed Indicator Device on Churchill Road.</li> </ul>
<b>FC99</b>	<b>Public Participation</b> None received
<b>FC100</b>	<b>Minutes and reports from Committees</b> Members received the draft minutes and reports from the following committee and sub-committee meetings and considered any recommendations. <ol style="list-style-type: none"> <li>a. Community Committee, 6<sup>th</sup> November 2023  The Town Clerk reported that a Town Hall Heritage at Risk grant application appears to be suitable for the Town Hall roof repairs, and if Cllrs were happy to move forward with this, that she would begin the application process. Cllrs agreed that they were happy to apply for the Heritage at Risk grant funding should the Town Hall be eligible for the fund.</li> <li>b. Strategic Planning Committee, 13<sup>th</sup> November 2023</li> <li>c. Finance and Resources Committee, 20<sup>th</sup> November 2023</li> <li>d. Cycling Action Group, 28<sup>th</sup> November 2023  Cllr Walker queried if the insurance policies for the Rusty Rider clinic have been secured, and the Town Clerk responded that she would confirm with relevant parties.</li> </ol>
<b>FC101</b>	<b>East Chipping Norton Development</b> No updates received.
<b>FC102</b>	<b>Civic Announcements</b> Members received a report from the Mayor on Civic engagement and activities. Members noted that David Cameron is now Lord Cameron of Chipping Norton. Future events to note: <ul style="list-style-type: none"> <li>- Raising the Human Rights Flag on the 10<sup>th</sup> December 2023</li> <li>- Cllr Akers reported that he attended the Vigil for Peace in Gaza in Banbury.</li> </ul>
<b>FC103</b>	<b>Reports from representatives of outside bodies</b> Members received reports from members who sit on outside bodies. Cllrs Coleman and Graves attended a Field Reeves meeting and noted that a governance review will be undertaken. Cllr Whitmill updated that the Chippy Skatepark user group had a stall at the Christmas Lights switch on event, with a forthcoming meeting with Skateboard GB.
<b>FC104</b>	<b>Council action plan</b> Members noted the council action plan. Matters arising: The Town Clerk reported that the Speed Indicator Device has been delivered to the Town Council's offices. The post to mount it on will be installed by OCC contractors at no cost to the Town Council.
<b>FC105</b>	<b>Correspondence</b> Members received and noted correspondence from: <ol style="list-style-type: none"> <li>a. TVP Inspector Chris Ball following questions from Cllrs asked at the last Full Council regarding community safety.</li> <li>b. An offer from The Rural Services network offering a free trial subscription to their services until the end of February 2024.</li> </ol>

	<p>Cllr Finney proposed to join for 1 year, seconded by Cllr Coleman. Cllr Coleman noted that a Cllr should be put forward to monitor the free trial to determine value-for-money and whether a full membership should be taken forward. <b>RESOLVED:</b> That the Council joins the Rural Services Network for 1 year, with a review undertaken by the Strategic Planning Committee to determine ongoing membership.</p>
<b>FC106</b>	<p><b>Budget 2024 – 2025</b> Members received a proposed budget from the Finance and Resources Committee. Cllr Finney proposed the budget, seconded by Cllr Akers, all in favour. <b>RESOLVED:</b> That the Council adopted the estimated budget</p>
<b>FC107</b>	<p><b>To Formally Declare the Precept for 2024 – 2025</b> Members noted a report and recommendations from the Finance and Resources Committee. The current Band D precept charge is £120.84 per annum. The proposal was increase the precept by £9.67 (8%) to £130.51 per annum (per Band D property) for 2024-2025.  Cllr Walker proposed to declare the precept of £375,832, seconded by Cllr Akers. All in favour.  <b>RESOLVED:</b> That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £375,832 in respect of Council Tax for the town during the financial year 2024-25.</p>
<b>FC108</b>	<p><b>Policies and Governance</b> Members received and considered the following policies as reviewed by the Finance and Resources Committee: a. Volunteer policy and agreement Cllr Akers noted that there were 22 volunteers for the Keep Chippy Beautiful event and that having a relevant policy is necessary to keep them safe, seconded by Cllr Graves. All in favour. The Town Clerk reported that this policy would only apply to regular volunteers or for those taking on roles at events. <b>RESOLVED:</b> That the Council adopts the Volunteer Policy and Agreement as written.</p>
<b>FC109</b>	<p><b>Local Council Awards Scheme</b> Members noted correspondence and certification from NALC confirming the Chipping Norton Town Council has received the Foundation Award. Cllrs queried if the council would be reaching for the next level of the award, and the Town Clerk confirmed that this is in hand. The next stage of the award would require Cllr profiles and an annual town report.</p>
<b>FC110</b>	<p><b>Cycle to Work Scheme</b> Members received a report regarding the Council joining the Cycle to Work Scheme. The Town Clerk reported that this is paid through a salary sacrifice scheme, and the Town Council would save in paying National Insurance payments while also supporting the Council's environmental pledge. Cllr Coleman proposed a limit of £2,000 with a loan payback period of 18 months. Cllr Akers proposed, seconded by Cllr Coleman. <b>RESOLVED:</b> That the Council adopts the Cycle to Work Scheme, with a limit of £2,000 and a loan payback period of up to 18 months.</p>
<b>FC111</b>	<p><b>Pool Meadow</b> Members received a response from Beaumont Rivers that unfortunately due to a delay in assessment by WODC's Ecology Officer, the final report is not ready for review. WODC is in the process of recruiting a new Ecology Officer and the Town Council will need to find alternative solution in the meantime. The next step will require Beaumont Rivers to obtain 3 quotes for an ecology report to be carried out.</p>
<b>FC112</b>	<p><b>Planning Applications</b> To receive a schedule of planning applications from West Oxfordshire District Council.  1. <b>APPLICATION NO:</b> <a href="#">23/02874/LBC</a> <b>PROPOSAL:</b> Internal works including adjustments of non-original timber partition walls, reconfiguration</p>

and redecoration and amendments to electrics, heating and ventilation

**ADDRESS:** 22A High Street, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment.

**2. APPLICATION NO:** [23/02904/CLP](#)

**PROPOSAL:** Certificate of Lawfulness (Conversion of existing two dwellings to create one single dwelling with a single self contained unit along with alterations to replace two rear windows with doors)

**ADDRESS:** Cotshill Hospital Houses, London Road, Chipping Norton

**RESOLVED:** No objection, no comment.

**3. APPLICATION NO:** [23/02871/CLP](#)

**PROPOSAL:** Certificate of Lawfulness to ascertain commencement of development and therefore, confirm planning permission [19/03318/FUL](#) (Change of use and extension of vacant bank building to Class C1 boutique hotel and restaurant, including excavation of rear garden, reconfiguration of interiors and provision of soft and hard landscaping) is extant.

**ADDRESS:** 18-19 Market Place, Chipping Norton, Oxfordshire

**RESOLVED:** Members noted that the planning consent for this application had lapsed, however, there had been further applications since. No objection, no comment.

**4. APPLICATION NO:** [23/03074/CND](#)

**PROPOSAL:** Proposed window details 372-400, proposed door details 372-401

**ADDRESS:** Hitchmans Mews, Albion Street, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment.

**As relating to approved:**

**APPLICATION NO:** [20/03012/LBC](#)

**APPROVED PROPOSAL:** Internal and external alterations to convert four commercial units (with ancillary first floor accommodation) to four two storey dwellings to include changes to fenestration.

**ADDRESS:** Hitchmans Mews, Albion Street, Chipping Norton, Oxfordshire

**5. APPLICATION NO:** [23/03029/HHD](#)

**PROPOSAL:** Conversion of detached garage to create annex.

**ADDRESS:** 16 Park Road, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment. Members mentioned that the scanned plans were very faint and difficult to read.

**6. APPLICATION NO:** [23/03054/S73](#)

**PROPOSAL:** Variation of condition 2 of Planning Permission [22/00583/FUL](#) to amend the garage design and add solar panels.

**ADDRESS:** Hunters Retreat, Kennels Lane, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment.

**7. APPLICATION NO:** [23/02860/HHD](#)

**PROPOSAL:** Conversion of one half of adjoining double garage into a habitable room.

**ADDRESS:** 82 Evans Way, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comment.

**8. APPLICATION NO:** [23/02663/FUL](#)

**PROPOSAL:** External lighting to footpaths and car park in relation to planning permission 21/01204/FUL.

	(Retrospective) <b>ADDRESS:</b> 29 High Street, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, no comment.
<b>FC113</b>	<b>Date of the next meeting</b> Monday 19 <sup>th</sup> February 2024

The Chair closed the meeting at 7:44pm

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TOWN CLERK: Ms Luci Ashbourne

## **Minutes of a Planning Sub-Committee Meeting held on the 8<sup>th</sup> January 2024, at 2:00pm in The Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs Mike Cahill (Chair), Ian Finney, Sandra Coleman, Mike Rowe (entered 2:04pm)

### **ALSO PRESENT:**

Katherine Jang, Deputy Town Clerk and Estates Manager

<b>PSC8</b>	<b>Apologies for absence</b> None received.
<b>PSC9</b>	<b>Declarations of interest</b> None received.
<b>PSC10</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the sub-committee meeting held on the 14 <sup>th</sup> August 2023 were approved and signed by the Chair.
<b>PSC11</b>	<b>Public Participation</b> None received.
<b>PSC12</b>	<b>Applications for consideration and planning appeals</b>  1. <b>APPLICATION NO:</b> <a href="#">23/03046/HHD</a> <b>PROPOSAL:</b> Dropped kerb to allow access to existing graveled area within domestic curtilage. <b>LOCATION:</b> 67 New Street, Chipping Norton, Oxfordshire This application is within the Chipping Norton Conservation Area and within the curtilage of a listed building (Grade II). 67 New Street was subject to planning enforcement case 21/00146/PENF regarding parking within the curtilage and conversion of the front garden to hard standing without planning permission.  <b>RESOLVED:</b> Objection, Due to poor visibility onto the classified A road, Cllrs believe that approval of this planning application would pose a safety issue for pedestrians using this footpath. Cllrs noted that there has been a previous planning enforcement case open for 67 New Street due to the conversion of front garden to hard standing and paving. Should permission be granted to allow parking in front of the Grade II listed dwelling, Cllrs believe this would negatively impact the overall street scene and would not be in keeping with the area. Approval of this planning application would also set a precedence for other houses along New Street to convert front gardens to parking.



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TOWN CLERK: Ms Luci Ashbourne

	<p>2. <b>APPLICATION NO:</b> <a href="#">23/02776/HHD</a></p> <p><b>PROPOSAL:</b> Replace four existing timber windows in front elevation with UPVC windows.</p> <p><b>LOCATION:</b> 1 Burford Road, Chipping Norton, Oxfordshire. This application is within the Chipping Norton Conservation Area.</p> <p><b>RESOLVED:</b> Neutral, Cllrs would prefer the use of timber-framed windows as this house is within Chipping Norton's conservation area. However, Cllrs understand why UPVC windows have been chosen for maintenance and upkeep reasons.</p>
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The Chair closed the meeting at 2:17pm.

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### **Minutes of a Community Committee meeting held on the 22<sup>nd</sup> January 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Sandra Coleman (Chair), Michael Rowe, Jo Graves, Steve Akers, Ben Bibby, Emily Weaver, Rachel Andrews, Athos Ritsperis, Mike Cahill (substituting)

#### ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO  
Katherine Jang, Deputy Town Clerk and Estates Manager  
Tania Kirby, Facilities and Events Officer  
Paolo Oliveri, General Maintenance Operative  
5 Members of the public

<b>CC51</b>	<b>Apologies for absence</b> Apologies were received from Alex Keyser.
<b>CC52</b>	<b>Declaration of interests</b> None received
<b>CC53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 6 <sup>th</sup> November 2023 were signed by the Chair as an accurate record of the meeting.
<b>CC54</b>	<b>Public Participation</b> A resident of Penhurst Gardens spoke about receiving an unsolicited survey about the potential skatepark at the New Street recreation area. They raised concerns about the scale of the proposed skatepark and car parking spaces for Penhurst being used. The Town Clerk responded that nothing concrete has been decided, and that there is a scoping consultation being undertaken to determine the desire for a skatepark in Chipping Norton. Once a concrete plan and design has been identified, surrounding residents will be contacted.
<b>CC55</b>	<b>Committee Action Plan</b> Members noted the ongoing committee action plan.
<b>CC56</b>	<b>The Branch update</b> Members received an update from The Branch CEO on the next stages of the project. The hoardings for the car park have been removed, and now the regular markets can resume. The second phase fitout is now being undertaken, with decoration being undertaken in the next few weeks. Saturday Open Days are being planned for members of the public to walk in and explore the finished building.



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	<p>Citizen’s Advice, Mind, and other organisations will continue partnership working with The Branch.</p>
<b>CC57</b>	<p><b>Town Hall</b></p> <p>Members received a report from the Facilities and Events Officer about current bookings at the Town Hall. The Facilities and Events Officer reported that we have had several Town Hall clock specialists in to examine the clock. It has been very difficult to get a reasonable quote as there are very few specialists in this area.</p> <p>The Facilities and Events Officer has had a request through for a wedding booker to use the hanging lights curtain outside the Town Hall. Cllrs mentioned that this might only be visible during the winter months but agreed that if used this should be a chargeable addition. Cllrs discussed that having them outside the entire year may shorten the lifespan, and to have a further discussion with the contractors to discuss.</p>
<b>CC58</b>	<p><b>Events</b></p> <p>Members received a report from the Facilities and Events Officer.</p> <p>Cllr Akers proposed that at the bank holiday May is used for the Skate in the Park, and 1<sup>st</sup> June Chipping Norton Pride in the Town Hall.</p> <p>The Mayor mentioned that this would be during school holidays so residents with children could</p> <p>All in favour, motion carried.</p> <p>Cllr Akers extended his thanks to CNTC staff for making the Christmas Lights Switch On event so successful.</p> <p>Cllr Weaver mentioned that the Brew Mondays Cllrs attended would be a potential model for the monthly Cllr Drop-In surgeries that have been taking place. She suggested having a tea/coffee morning advertised as a chat and informal conversation space for community members. Cllr Andrews suggested that the Cost of Living events put on by the Chippy Larder last year also</p> <p>Cllr Coleman proposed organising these events in conversation with the Facilities and Events Officer.</p> <p>Cllr Cahill commented on the Youth Club being undertaken at the Town Hall, that the Youth Worker has overstated the number of members attending the youth club. One session that was attended by 15 members did not re-attend, because there were not the suggested (table tennis). Provide feedback to the youth workers.</p> <p>Cllrs were concerned that it was not advertised and that it should be For the Town Clerk to write to the Youth Workers giving feedback on the report.</p>
<b>CC59</b>	<p><b>Play Areas</b></p> <ol style="list-style-type: none"> <li>a. Members received an update from the Town Clerk, including a report regarding damaged equipment.             <ol style="list-style-type: none"> <li>a. The committee considered the vandalised and damaged rotator swing, and whether to approve the cost of £2450 to remove and</li> </ol> </li> </ol>



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re-install the equipment.

Cllr Akers proposed to accept the quote for repairing the damaged rotator swing, seconded by Cllr Graves.

**RESOLVED:** That the quote for repairing the rotator swing is accepted as a cost of £2450.

- b. Members discussed ongoing actions to prevent misuse of the equipment and preventing damage going forward. The Town Clerk reported that there are several steps prior to installing CCTV at the site. The first being implementing signage about how to use the equipment. The Town Clerk suggested installing signage in the first instance, while also scoping out a CCTV plan for the site, so should this be required, it could be implemented straight away. Cllr Akers proposed to agree this plan of action, all in favour, motion carried.

- c. The committee considered the vandalised and damaged memorial bench in the New Street play area, and the cost to replace this with a 1.5 metre bench in a similar style, at a cost of £500. Cllr Graves proposed to install a similarly sized bench, seconded by Cllr Akers.

**RESOLVED:** To install a Sandwick Winawood bench at a cost of £500.

Cllrs discussed the naming of the New St play area on an upcoming map of Chipping Norton. Cllrs discussed that young people area call it "The Common", whereas others call it "New Street Rec / Play Area."

- b. Members received a report about "No Mow May." The committee considered which areas to trial this policy for the upcoming year and agreed:
- Cornish Road play area
  - New Street recreation area
  - Cotswold Crescent play park
  - Evan's Way (Cotswold Gate) play area
  - Worcester Road Cemetery
  - St Mary's Closed Churchyard
  - The Millennium Garden

The Town Clerk and The Mayor will arrange a meeting with the grounds contractor to discuss the trial areas for 2024.

The Town Clerk reported that No Mow May could be tendered into a new grounds maintenance contract as it is up for renewal next year.

Cllrs delegated this work to the Town Clerk.

**RESOLVED:** For the Town Clerk and Town Mayor to meet with the Grounds Maintenance Contractor and discuss trial areas for 2024, and for the Town Clerk to add No Mow May to the new tender specification for the grounds maintenance contract.



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<b>CC60</b>	<b>Keep Chippy Beautiful</b> Members received a verbal update from the Town Clerk, noting that there are some upcoming litter picks (Saturday 23 <sup>rd</sup> March 2024 – 10am meeting to the side of the Town Hall steps) and inclusion in the Spring Cemetery Clean Up in April.
<b>CC61</b>	<b>Skatepark</b> Members received a verbal update from the Town Clerk. The Town Clerk and Skatepark User Group will be meeting to discuss the potential design of the skatepark, and then will discuss next steps for applying for planning permission and consulting with residents. The Town Clerk noted that the design specification needs to be approved prior to funding applications. The community consultation has received 500 responses in support of the potential skatepark.
<b>CC62</b>	<b>Flag flying request</b> Members received and considered a request from Chipping Norton Amnesty to fly the Human Rights flag from the flagpole at the Millennium Garden on the following dates: 24 March – International day for the Right to Truth concerning Gross Human Rights Violations and for the Dignity of Victims 25 November – International Day for the Elimination of Violence against Women  Cllr Cahill proposed to accept these two dates, seconded by Cllr Akers. All in favour, motion carried. <b>RESOLVED:</b> That the request to fly the Human Rights flag on the 24 <sup>th</sup> March and 25 <sup>th</sup> November is accepted and added to the flag flying calendar.
<b>CC63</b>	<b>Date of the next meeting</b> Monday 11 <sup>th</sup> March 2024

The Chair closed the meeting at 20:20 pm.



**CHIPPING NORTON TOWN COUNCIL**  
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Office Hours: Mon – Fri 9am – 1pm

**Minutes of a Traffic Advisory Sub-Committee meeting held on the 25<sup>th</sup> January 2024**  
**at 2:00pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Mark Walker (Chair), Michael Rowe, Sandra Coleman, Tom Festa (substituting), Steve Akers (Joined at 2:03pm)

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager  
OCC Officer Natalie Moore (Joined at 2:10pm and left at 2:37pm)  
2 members of the public

<b>TAC31</b>	<b>Apologies for absence</b> Apologies were received from Cllr Jo Graves, Cllr Alex Keyser, and Cllr Geoff Saul (OCC and WODC), WODC Officer Maria Wheatley, Mike Dixon, and OCC Officer Mike Wasley.  Matters arising: Members noted Officer attendance and discussed the possibility of moving these meetings to online for the upcoming year. If not attending the meeting, to send either apologies or a deputy – and if online meetings would make attendance easier. All in favour.
<b>TAC32</b>	<b>Declaration of interests</b> None received
<b>TAC33</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the minutes of the sub-committee meeting held on the 28 <sup>th</sup> September 2023 were signed and approved by the Chair as an accurate record of the meeting.  Matters arising: Members asked for an update about the moss filter on Horsefair St. Cllr Festa gave a verbal update noting that permission has been received from the Blue Boar to mount the structure on site. Currently awaiting permission from OCC Officers (Highways) to site this and funding.  b. Members noted the minutes of the Cycling Action Group held on the 27 <sup>th</sup> November 2023.
<b>TAC34</b>	<b>Public Participation</b> A member of the public spoke about the 20mph zone implementation in Chipping Norton. They were involved in one of the earliest zones in Wokingham and congratulate the TC for the scheme and vision, however, note that they have some concerns over the implementation. Issues raised include: - Lack of repeaters on the London Road, as dropping from 50mph to 20mph



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	<ul style="list-style-type: none"> <li>- 20mph signage on Burford Road is after the junction around the bend of the road so it is not easily seen.</li> <li>- More 20mph painted on the roads and more repeaters installed on approaches into/out of the town, could have been put on the original signs were.</li> </ul> <p>Members would like to invite the new Principle Officer – Traffic and Road Safety (North) OCC to an on-site meeting in Chipping Norton to have sight of these issues with the implementation and signage of the 20mph scheme in Chipping Norton, and note where improvements could be made.</p> <p>-</p>
<b>TAC35</b>	<p><b>LCWIP</b></p> <p>Members received a verbal update from Natalie Moore.</p> <ul style="list-style-type: none"> <li>- Site visit undertaken with OCC Officers in Chipping Norton in October 2023 and suggested improvement schemes are now being assessed. Walking route assessment tool is picking up routes in Chipping Norton and the outcomes will be fed into the LCWIP working group to review. Draft project plan due by the next Chipping Norton Town Council meeting (19<sup>th</sup> Feb 2024).</li> <li>- Cllrs queried when outcomes from this work will be finalized. NM answered that this will be dealt with as a separate project. The options appraisal brief for the junction is being undertaken, with one or two options for a design to be brought back to CNTC for consideration. 1<sup>st</sup> April 2024 timeline for a quotation (design only). From design to implementation? NM suggested 6 months. Members had a view that 6 months was much too long, especially when this project has been in progress for a long time. Cllrs fed back that they would prefer to see this done in 1 month.             <ul style="list-style-type: none"> <li>o Cllrs requested that one of the site visits and meetings undertaken in Chipping Norton, confirmed by NM.</li> </ul> </li> <li>- Windrush Valley HGV meeting, plan to develop and distribute an ANPR study (subject to funding) for the A44. Partly ties in with the Freight Strategy LTCP.</li> <li>- Cllr Tom Festa requested the “Share the Road” signs were passed on to the appropriate OCC Officers for possible siting in and out of town.</li> <li>- Members noted that motorcyclist safety signs in town have been removed and the request that these are reinstated brought to OCC Officers.</li> </ul>
<b>TAC36</b>	<p><b>County Officer’s Report</b></p> <p>Members thanked OCC Officer Mike Wasley for submitting a written report to consider.</p> <ul style="list-style-type: none"> <li>- Cllrs requested that for the “lining” section, they request that the cycling symbols are added to the list.</li> <li>- Many kerb-stones are falling off the pavement, and reporting this individually via FixMyStreet seems inefficient. As this is a trip hazard, members were wondering what the best way to report this issue.</li> <li>- Members noted that New St Rec Ground is on Worcester Road, and that this may pose a problem for signage in future.</li> <li>- Signage at Millennium Garden is very messy and disorganized and were wondering if these signs could be reviewed and consolidated.</li> </ul>





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	<ul style="list-style-type: none"> <li>- Disabled parking in the market – there is no disabled parking on that side of the market. Due to the slope doesn't meet the criteria for parking, but there is a turning space with double yellow lines and members discussed if this could be turned into a disabled spot, even this means losing one or two spots elsewhere.</li> <li>- Link to the planned works on the Town Council website:  <a href="http://www.oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme">www.oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme</a></li> </ul>
<b>TAC37</b>	<p><b>District Officer's Report</b> None received.</p>
<b>TAC38</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b> None received.</p>
<b>TAC39</b>	<p><b>Cycling</b> Cllr Festa gave an update about the Rusty Rider program which is progressing. The first open session will be taking place in March 2024. TY Cycles is also supporting the scheme and will be offering a discount to attendees. Cllr Akers proposed working with employers in town to determine if they run a Cycle to Work scheme, as this would promote cycling within the town. For Cllr Festa and Akers to lead on this initiative.</p>
<b>TAC40</b>	<p><b>Pedestrian and Road Safety</b></p> <ol style="list-style-type: none"> <li>a. Members received a verbal update from Cllr Walker road safety related matters. Members discussed farm trailers moving through town without number plates, overloaded with material. Members noted that these incidents should be reported to the police.</li> <li>b. Members discussed the Brake Campaign for road safety.  <a href="https://brake.org.uk/">https://brake.org.uk/</a> For members to discuss further at a separate meeting with Cllrs Walker, Coleman, and Weaver (if accepted).</li> </ol>
<b>TAC41</b>	<p><b>Parking</b> Members noted the New St car park and wardens now enforcing parking limits. Some residents on New St have converted their front gardens to parking as the car park is now time-limited. Cllr Walker noted that District Officers are looking at the parking and planning applications New St and noted this going issue. Request an update on parking from WODC Officer Maria Wheatley for the next meeting.</p>
<b>TAC42</b>	<p><b>Clean Air Day</b> Members received a report regarding the campaign for Clean Air. Members agree to take part in the online campaign for Clean Air in June, and if possible, to align the campaign with progress and an update with the moss filter on Horsefair St.</p>



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	Delegated to Cllrs Tom Festa and Emily Weaver (if accepted).
<b>TAC43</b>	<b>Date of the next meeting</b> Thursday, 25 <sup>th</sup> April 2024, 6:30pm via TEAMS *Due to feedback from OCC Officers proposed to change this meeting to 2pm on 25 <sup>th</sup> April 2024, via TEAMS.

The Chair closed the meeting at 3:2pm.

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# CHIPPING NORTON TOWN COUNCIL

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## **Minutes of a Strategic Planning Committee meeting held on the 29<sup>th</sup> January 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Mike Cahill (Chair), Alex Keyser, Sharon Wheaton (Substituting), Ian Finney, Tom Festa, Michael Rowe, Dom Rickard, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Mark Walker (WODC)

Paolo Oliveri, General Maintenance Operative

4 Members of the public

<b>SPC52</b>	<b>Apologies for absence</b> None received
<b>SPC53</b>	<b>Declaration of interests</b> None received
<b>SPC54</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the Chair signed and approved the minutes of the Committee meeting held on the 13 <sup>th</sup> November 2023 as an accurate record of the meeting.  Members noted the minutes of: b. The cycling action group held on 27 <sup>th</sup> November 2023. c. Planning Sub-Committee held on 8 <sup>th</sup> January 2024. d. Traffic Advisory Sub-Committee held on 25 <sup>th</sup> January 2024.
<b>SPC55</b>	<b>Public Participation</b> Jonny Ackroyd came to speak about the Pool Meadow. - The Pool Meadow feasibility study has been finalised and presented to the Town Council. The final costs have been worked out after consultation with the permitting authorities (Historic England, Environmental Agency, WODC Planning). - The Ecological Impact Assessment sought 3 quotes, and BSG Ecology (present at the meeting) awarded, to be completed in Spring 2024. - Detailed design work is being done in-house at a much lower price than the quoted prices when done by external contractors. - £9,116.50 requested from the Town Council to progress with the project. Members noted that the work being done is brilliant but noted the long progress times (due to consulting with agencies). Cllr Coleman proposed to accept the permitting fees of £9,116.50 to be taken from the Pool Meadow earmarked form, seconded by Cllr Finney. All in favour, motion carried. <b>RESOLVED:</b> That the fees for the next stages of the Pool Meadow project (£9,116.5) are agreed and taken from the Pool Meadow earmarked funds.



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<p><b>SPC56</b></p>	<p><b>Committee action plan</b>  Members noted the ongoing committee action plan.  Members noted that the 20mph signs on a few roads (Dunstan Avenue, William Bliss Road, etc.) have been removed from the road by OCC contractors.</p>
<p><b>SPC57</b></p>	<p><b>East Chipping Norton Development</b>  No updates received.</p>
<p><b>SPC58</b></p>	<p><b>Cemetery</b>  Members noted a report from the Deputy Clerk and Estates Manager about ongoing maintenance at the Worcester Road Cemetery and Closed Churchyard.</p>
<p><b>SPC59</b></p>	<p><b>Pool Meadow</b>  Members received the final completed feasibility study and discussed next steps during the Public Participation item above (SPC55).</p>
<p><b>SPC60</b></p>	<p><b>Town Centre Public Art</b>  Members received a verbal report from the Cllr Rickard that there is an ex-Chippy resident who has done a few murals in the town centre who has offered to do some art in the town centre windows. There is potentially some S106 funding for public art that would fund this work.  Cllr Rickard noted that next steps would be a site visit with the artist. There is some interest to collaborate with local schools.  Members raised the idea of using the Town Hall windows, particularly at the end of the stage. Cllr Rickard mentioned that the Facilities and Events Officer is in touch with a few artists about covering the Town Hall windows with artworks, so there are several different avenues to explore.  Cllr Walker queried if this would be a permanent or temporary display – Cllr Rickard answered that the exhibition would be as permanent as the Town Council would like.  Members agreed that improving the atmosphere in the town is something that the Town Council is very supportive of, and the project would align with the Council's overall goals.  Members noted that displaying public art in town would encourage young artists in town, showing them that there are places in town that could showcase their art.  Members agreed for Cllr Rickard to follow up with the artist and arrange a site visit with a view to submit a proposal for the Council to consider.</p>
<p><b>SPC61</b></p>	<p><b>Town Centre Retail</b>  Members received a verbal update from Cllr Wheaton following a meeting with TVP Inspector Chris Ball and Bruce Claridge regarding shoplifting in the town.</p> <ul style="list-style-type: none"> <li>- The police have declined to join the local Chipping Norton shopkeeper's Whatsapp Group, as police are no longer to join such groups.</li> <li>- Two new PCSOs have been recruited to join the Chipping Norton area.</li> </ul>



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	<ul style="list-style-type: none"> <li>- PO Bruce Claridge will be based in Chipping Norton for a designated period of time.</li> <li>- Members raised that anecdotal crime figures do not tally with the official police figures retained by the police. Cllr Wheaton has been challenging these statistics and pushing for more accurate recording of crimes.</li> <li>- Members noted that a few longstanding shops have closed in Middle Row.</li> <li>- Members queried if there is scope to put popup shops in Middle Row -Cllr Wheaton reported that this would be up to the landlord to decide.</li> <li>- To invite the licencing officer at WODC for a site visit in Chipping Norton, to view the impact of the empty shops and determine if there is anything further that can be done.</li> </ul>
<p><b>SPC62</b></p>	<p><b>Rusty Riders Initiative</b>  Members received an update from the Chair of the Cycling Action Group and discussed next steps.  Cllr Festa reported that the initial take up from volunteers has been very good. Sponsored by local company TY Cycles.  The idea is that the events take place once a month starting in the beginning of March 2024.  Cllr Festa proposed to go ahead, seconded by Cllr Coleman. All in favour, motion carried.  <b>RESOLVED:</b> That the Cycling Action Group events go ahead as proposed, starting in March 2024.</p>
<p><b>SPC63</b></p>	<p><b>Planning Applications</b></p> <ol style="list-style-type: none"> <li>1. <b>APPLICATION NO:</b> W/23/01349/PRMA  <b>PROPOSAL:</b> Application for new premises licence  <b>ADDRESS:</b> Pink Salt Shed, The Basement 5 West Street, Chipping Norton, OXON  <b>RESOLVED:</b> No objection, members comment that the off-premises licence may impact the residents in the alley – however the proposed hours are reasonable.</li> <li>2. <b>APPLICATION NO:</b> W/24/00077/PAVLIC  <b>PROPOSAL:</b> Application for new pavement licence  <b>ADDRESS:</b> Mr Simms Old Fashioned Sweet Shop, 25 High Street, Chipping Norton, OXON  <b>RESOLVED:</b> Support, no comment.</li> <li>3. <b>APPLICATION NO:</b> <a href="#">24/00217/SCOPE</a>  <b>PROPOSAL:</b> EIA Scoping Report for the residential development of up to 104 dwellings with open space and associated infrastructure  <b>LOCATION:</b> Land South of Charlbury Road, Chipping Norton  <b>RESOLVED:</b></li> </ol>



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	<p>Members noted that sometimes this parcel of land is referred to as "Land East of Burford Road," "Land at Burford Road" and at other points "Land South of Charlbury Road" without consistency.</p> <p>Members also note that the public right of way crosses the land at 4 points.</p>
<b>SPC64</b>	<p><b>Confidential Session</b></p> <p><b>RESOLVED:</b> That the committee moves into 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 left the meeting during the consideration of</p>
<b>SPC65</b>	<p><b>Neighbourhood Plan</b></p> <p>Members received and considered a proposal from Community First Oxfordshire. Cllr Coleman raised that the tranche of funding has just been missed, and there is another tranche opening likely in July/August 2024.</p> <p>Members noted that this proposal was not sought by the Town Council and prepared solely by Community First Oxfordshire.</p> <p>Members considered and declined the offer from Community First Oxfordshire, all in agreement.</p> <p><b>RESOLVED:</b> That the Council declines the offer from Community First Oxfordshire to prepare the Chipping Norton local plan.</p>
<b>SPC66</b>	<p><b>Date of Next Meeting</b></p> <p>Monday 18<sup>th</sup> March 2024</p>

The Chair closed the meeting at 7:49pm.



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## **Minutes of a Finance and Resources Committee meeting held on the 5<sup>th</sup> 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

<b>FR51</b>	<b>Apologies for absence</b> Apologies were received from Cllr Mike Cahill.
<b>FR52</b>	<b>Declaration of interests</b> The following Cllrs declared an interest in item FR60 – Grants: <ul style="list-style-type: none"> <li>• Cllr Coleman – Trustee of Oxfordshire Community Churches, employee of St Mary’s Church and Coach on the Life Skills Course.</li> <li>• Cllr Whitmill – Trustee of Chipping Norton School PTA</li> <li>• Cllr Ritsperis – PCC St Mary’s Church</li> <li>• Cllr Finney – Member of St Mary’s Church</li> </ul>
<b>FR53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Chair signed the minutes of the Finance and Resources Committee meeting held on the 20 <sup>th</sup> November 2023 as an accurate record of the meeting.
<b>FR54</b>	<b>Public Participation</b> None received
<b>FR55</b>	<b>Committee action plan</b> Members noted the ongoing committee action plan.
<b>FR56</b>	<b>Income and expenditure</b> 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.
<b>FR57</b>	<b>Schedule of payments for approval</b> Members received the schedule of payments. Matters Arising:



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	<p>The Clerk reported that petty cash for the Town Hall float is now included in the payments list for the first time.</p>
<b>FR58</b>	<p><b>Transfer of CCLA funds</b>  Members received a report from the Responsible Finance Officer regarding transfer of funds. Members discussed transferring 65K, proposed by Cllr Rickard, seconded by Cllr Finney.  <b>RESOLVED:</b> That £65,000 will be transferred from the CCLA funds to the Town Council current account.</p>
<b>FR59</b>	<p><b>Forward work programme</b>  Members reviewed amendments to the following policies and governance documents:</p> <ol style="list-style-type: none"> <li>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.</li> <li>Standing Orders</li> <li>Financial Regulations</li> <li>Scheme of Delegation</li> </ol> <p>The Clerk reported the main changes in the updated policies and governance documents.  <b>RESOLVED:</b> 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"> <li>Menopause Policy – Cllr Coleman proposed to adopt the Menopause Policy, seconded by Cllr Rickard. Motion carried.</li> <li>Community Awards Policy and Procedure – Proposed by Cllr Finney, seconded by Cllr Whitmill.</li> </ol> <p><b>RESOLVED:</b> That the Menopause Policy and Community Awards Policy are adopted without amendment.</p>
<b>FR60</b>	<p><b>Grants</b>  Members received and considered the second tranche of grant applications for the municipal year 2023-2024.</p> <p>Core Funding:  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.  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.  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 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.</p>





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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.

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
Community Suppers	No grant applied for	800	800	



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	<b>Cotswold Art Through Schools</b>	No grant applied for		2,000	1000	Confirm accounts
	<b>Green Gym</b>	400		750	750	
	<b>O P Woodcraft</b>	No grant applied for		1,560	1560	
	<b>Remix Youth Club</b>	1,200		1,000	500	
	<b>St Mary's Church - Life Skills</b>	No grant applied for		2,000	1000	
	<b>St Mary's School - The Orchard Kitchen</b>	No grant applied for		2,000	0	
	<b>Sunshine Cat Rescue</b>	0		2,000	0	
	<b>The Branch</b>	No grant applied for		2,000	0	
			<b>TOTAL REQUESTED:</b>	<b>28,732</b>	<b>TOTAL AWARDED:</b>	<b>8810</b>
					<b>FUNDS REMAINING:</b>	<b>78</b>
	<p>Cllr Finney proposed to accept grant applications stated above, seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the following grants are awarded as stated in the table in Item FR60, with the remaining funds (£78) returned to General Reserves.</p>					
<b>FR61</b>	<p><b>Greystones</b>            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.            Cllr Finney proposed, seconded by Cllr Coleman. All in favour, motion carried.  <b>RESOLVED:</b> 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>					
<b>FR62</b>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> 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. The public and press left the meeting during the consideration of Item FR63.</p>					
<b>FR63</b>	<p><b>IT Services</b>            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).</p>					



# 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

	<p>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. <b>RESOLVED:</b> 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>
<b>FR64</b>	<b>Date of next meeting</b> Monday 25 <sup>th</sup> March 2024

The Chair closed the meeting at 8:00pm.

DRAFT



# CHIPPING NORTON TOWN COUNCIL

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Office Hours: Mon – Fri 9am – 1pm

## Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Monday 5<sup>th</sup> 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

<b>SSC9</b>	<b>Apologies for absence.</b> Apologies were received from Cllr Mike Cahill.
<b>SSC10</b>	<b>Declarations of interest</b> There were no declarations.
<b>SSC11</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the meeting held on 13 <sup>th</sup> June 2023 are approved as a correct record and signed by the Chair.
<b>SSC12</b>	<b>Confidential Session</b> <b>RESOLVED:</b> 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.
<b>SSC13</b>	<b>Staffing matters</b> Members received a confidential report regarding staffing matters. <b>RESOLVED:</b> That the report be noted and a follow up meeting be set to receive a further report.
<b>SSC14</b>	<b>Date of next meeting.</b> Thursday 15 <sup>th</sup> February 2024.

The meeting closed at 18:23

Signed as an accurate record

Chair.....

Date.....

## **Agenda item 8 – East Chipping Norton Development**

The following correspondence has been received from Historic England:

### **Romano-British rural settlement and Iron Age remains, on the eastern edge of Chipping Norton, Oxfordshire – granted Scheduled Monument status (List Entry Number: 1486619)**

I am writing to inform you that the above site (the 'monument') has been added to the Schedule of Monuments.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. A copy of the Schedule entry for this monument, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

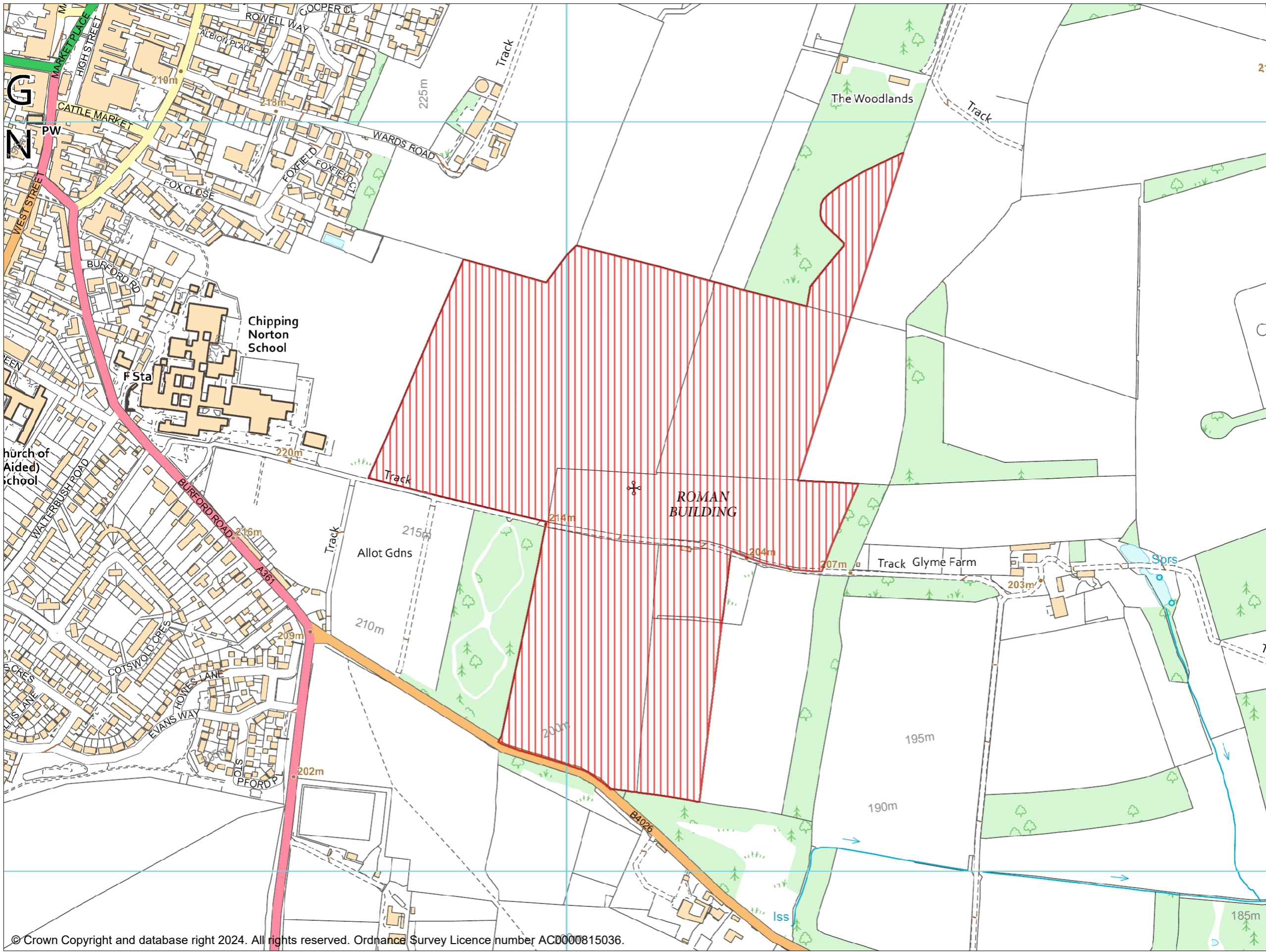
<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=43B07194-BB84-4FEA-9E81-CC930FD2A452&cn=AE34698B-D612-46AF-B2F1-581F372BD599>

Please be aware that the scheduling of the monument took effect on the day that the copy of the Schedule entry was published on the National Heritage List for England.

The Schedule of Monuments contains monuments that are considered to be of national importance. The primary purpose of scheduling a monument is to preserve it for the future, and to protect and manage it appropriately.

If you consider that this decision has been wrongly made you may contact the Department for Culture, Media & Sport within 28 days of the date of this letter to request that the Secretary of State review the decision. An example of a decision wrongly made would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the national importance of the monument which was not previously considered. Further details of the scheduling review criteria and process and how to request a review are contained in the annex to this letter.

Please do not hesitate to contact me if I can be of any further assistance



**Heritage Category:**  
Scheduling

County: Oxfordshire  
District: West Oxfordshire  
Parish: Chipping Norton

Each official record of a scheduled monument contains a map. New entries on the schedule from 1988 onwards include a digitally created map which forms part of the official record. For entries created in the years up to and including 1987 a hand-drawn map forms part of the official record. The map here has been translated from the official map and that process may have introduced inaccuracies. Copies of maps that form part of the official record can be obtained from Historic England.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions. All maps and grid references are for identification purposes only and must be read in conjunction with other information in the record.

**Grid Reference:** NGR  
**Map Scale:** 1:5000  
**Print Date:** 5 February 2024

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This is an A3 sized map and should be printed full size at A3 with no page scaling set

**Number:** 1486619\_1  
**Name:** Romano-British rural settlement and Iron Age remains, on the eastern edge of Chipping Norton



## Agenda item 9 - Mayors Report February 2024

I would like to start this report by thanking our staff for all the hard work that went into our Christmas lights display. We received many positive comments about the new lights display, with the lights more evenly distributed along the High street. It was also good to see residents in West End using the brackets on their own properties to display small trees.

Work is continuing with Emma Philips from WODC to audit and improve signage for pedestrians around the town using the Prosperity Fund. This will include maps to be located in car parks and town centre to show places of interest. I have also continued to work with our Town Clerk on our Skatepark project, both by meeting with Skateboard GB to learn more about best practice and funding streams, and by meeting with residents to discuss their concerns.

I am pleased that we have been able to support health and well-being by providing Mental Health Awareness Training to volunteers working in local community groups, and by hosting a coffee morning in the Town Hall on Brew Monday. Councillors who attended all agreed that this was a good way to meet with residents, and suggest we adopt this format instead of previous Councillor Surgeries. I will work with our Town Hall Manager to set a schedule for future events.

My charity for this year is Chippy Lido and we are working with them to host an event at the Lido on Saturday 13<sup>th</sup> April to raise funds for the Lido and celebrate the start of the swimming season. Please keep this date free! More details to follow.

### **Mayors diary:**

7 <sup>th</sup> December	Meeting with Emma Philips about signage
8 <sup>th</sup> December	Witney Town Carol Service
10 <sup>th</sup> December	Human Rights Flag with Amnesty
17 <sup>th</sup> December	Took part in St Marys Carol Service
20 <sup>th</sup> December	Community Land Trust meeting
8 <sup>th</sup> January	Planning Sub-Committee
10 <sup>th</sup> January	Meeting with Emma Philips about signage
15 <sup>th</sup> January	Brew Monday at the Town Hall
18 <sup>th</sup> January	William Fowler Committee
22 <sup>nd</sup> January	Community Committee
25 <sup>th</sup> January	Traffic Advisory Committee
29 <sup>th</sup> January	Strategic Planning Committee
30 <sup>th</sup> January	Walk around with Green Gym
1 <sup>st</sup> February	Meeting with WODC officers about Greystones Mental Health First Aid Training at Town Hall
5 <sup>th</sup> February	Finances and Resources Committee
6 <sup>th</sup> February	Skateboard GB Oxfordshire Charter
14 <sup>th</sup> February	WODC Executive on Tour in Chipping Norton

### **Dates for your diary**

Thurs 22 <sup>nd</sup> February	5 pm	Evenlode Catchment Partnership event about river restoration
Monday 4 <sup>th</sup> March	6.30 pm	Annual Town Meeting
Saturday 8 <sup>th</sup> March	10 am	International Women's Day Flag
Saturday 23 <sup>rd</sup> March	am	Big Spring Clean
Sunday 24 <sup>th</sup> March	10 am	Human Rights Flag
Saturday 13 <sup>th</sup> April		Lido Event

## Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

### Key Themes:

<b>BT</b>	<b>A vibrant, safe and beautiful town</b>
<b>OS</b>	<b>Improved open spaces</b>
<b>CS</b>	<b>Improving community services</b>
<b>CE</b>	<b>Community engagement</b>
<b>MC</b>	<b>A modern, safe and forward thinking Council</b>
<b>WP</b>	<b>Working in partnership</b>

### Committees:

<b>FC:</b>	<b>Full Council</b>
<b>CC:</b>	<b>Community Committee</b>
<b>SP:</b>	<b>Strategic Planning</b>
<b>FR:</b>	<b>Finance and Resources</b>
<b>TAC:</b>	<b>Traffic Advisory Sub-Committee</b>

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022.  Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative to be launched on 2 <sup>nd</sup> March 2024.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC.  Historic England have confirmed the site assessed has now been designated as a scheduled monument.  Community First have produced the Community Land Trust Document. The recommendations in this report are now being processed by interested parties.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters have been relocated to the Town Centre.



CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 24	Ten benches complete. Second phase underway. Benches from New Street are complete and back in place. Curved bench for Millennium Garden has now been installed. Bench for Spring Street has been installed.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 <sup>st</sup> -25 <sup>th</sup> November 2022. Planning for 2024 to commence in the summer. Proposed improvements for Albion Street have been approved. Speen Indicator Device consultation (Churchill Road) complete. OCC Councillor Priority Funding has been approved and received. The SID has been delivered. OCC are installing a post. Once that is complete the SID can be installed and in operation.
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Currently assessing options for the roof – a report will come to community committee about this.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer. Got2B have now ceased operations.  Pop up skatepark event to be held early May 2024.  The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.  Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed.  First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.

							Wildflower meadow complete. Yellow rattle growing well. New bench for the Muslim area has been approved.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 23/24 EMR for Cotswold Crescent : £25,000 CNTC £10,000 NLF £26,000 S106	Jul 22	Nov 24	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent has now been installed. New benches for Cotswold Crescent and Cornish Road have been agreed and ordered. Foundations have been installed – awaiting delivery.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	October 2023 clean up day and wildflower planting went ahead. Not many volunteers joined this session. Spring clean up to be arranged.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/ andowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
CE2	Sports awards Ceremony	CC	CNTC/Volunteers/ Clubs/Schools	£500		Ongoing	The Sports Awards Ceremony were held on 14 <sup>th</sup> July 2023. 2024 Town Awards event will include a Sport Awards section.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Working Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing. Final report has been published and the committee have agreed to proceed to the next stage of this project.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	The Christmas lights switch on event was a huge success and only possible through the new infrastructure and the use of professional lights and contractors. Feedback on the lights has been very positive.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	22-23 £26000			New grant policy approved. Grants were considered by the Finance and Resources Committee in July 23 Second tranche have been considered and allocated in Feb 24.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. Final agreements have been approved.

CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during November 2023. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company. RoSPA inspection complete. Town Hall FRA complete Town Hall Fixed Wire test and actions complete. Town Hall alarm and emergency lighting system being updated. Quotes approved. Hearing loop being updated. Quotes approved.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit due June 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed. Upcoming flags: International Women’s Day, 8 <sup>th</sup> March (Suffrage Flag) International Day for the Right to Truth concerning Gross Human Rights Violations & for the Dignity of Victims, 24 <sup>th</sup> March (Human Rights Flag)
MC4	Ensure that the Council’s website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development. Auditor feedback was that the site is excellent.
MC5	Ensure that the Council’s IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council’s IT and phone systems are managed by Focus Group.
MC6	Review the Council’s fees and charges annually	FR	CNTC		Ongoing	Ongoing	Town Hall and Cemetery Charges were reviewed by Community Committee on 15 <sup>th</sup> March 2023. Next review March 2024.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	Interim audit report on the agenda.
CE5	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 <sup>th</sup> July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 <sup>th</sup> July Transparency webpage complete.
MC8	Ensure that the Council’s finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Staff needs assessment complete. All staff training up to date.

							Member needs assessment has been circulated. Staff and Cllr training policy approved..
MC10	Apply for the NALC Foundation Award	FC	CNTC				The Council has been awarded the NALC Local Council Foundation Award.
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	The Chippy Pride event was a huge success. Plans to establish and hand over to a community led group in an inclusive and appropriate manner.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential S106 funding £55,000	April 23		Site identified – New Street Recreation Area. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. Tender for partner to project manage to be drawn up following formation of user group and community consultation which is now underway.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Webpage launched. Volunteers have been contacted. People who have signed up to organise a clean up day have been put in touch with one another. Initial planning meeting organised for early August. Posters designed and resources ordered. First Clean-up day 7 <sup>th</sup> Oct.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submissions received. Panel to meet to select the winning design.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Trial partnership events underway.
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Regular meetings between Town Clerk and Branch CEO are held to discuss and share information, including partnership working.
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	September 2024		Community awards policy and procedure on this agenda.

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.



# Chipping Norton Town Council

## Community Grants Terms & Conditions

At Chipping Norton Town Council (CNTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind
- A progressive, accessible and inclusive town where everyone is valued
- A healthy, happy, town which is well-maintained and clean
- A thriving local economy and a strong and caring local community
- A town that allows and encourages people to take pride in, and ownership of, communal spaces, facilities and ideas
- A town that is proud of its heritage whilst being imaginative about its future

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an CNTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £2,000 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- And direct positive impact for Chipping Norton residents.

Applications that will fit the desired outcomes of the funding and support CNTC's ambitions above, will be assessed by the Finance and Resources Committee. Grant requests will be considered biannually at the following meetings:

- Monday July 17<sup>th</sup> 2023
- Monday 5<sup>th</sup> February 2024

All applications will need to be submitted at least 14 days prior to the meeting.

Grants awarded by CNTC are public money, collected as part of the precept and we are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

### 1) Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Chipping Norton Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.



# Chipping Norton Town Council

## 2) Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Chipping Norton Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be return

## 3) Publicity Requirements

- Chipping Norton Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Chipping Norton Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

## 4) Other Terms & Conditions

- a) Grant applications will only be considered where
  - The project or activity directly benefits residents within the parish boundaries of Chipping Norton.
  - The project is not funded by any other means by CNTC.
- b) There is clear evidence of need for the project
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form
- i) The applicant must abide by all relevant laws and regulations. Chipping Norton Town Council reserves the right to request sight of the organisation's policies
- j) The Council will usually only consider one grant per organisation per municipal year (May-April) unless there are extraordinary circumstances and/or there is sufficient funds available after considering first time applications.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Chipping Norton Town Council into disrepute, action will be taken and the grant terminated

If you could like to apply for a grant please complete the Community Grants application form which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants). If you would like any support in completing the application please contact us – [deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



# **Chipping Norton Town Council STANDING ORDERS**

**Approved by the Council on  
15 March 2021**

**Reviewed: Feb 2024**

**Approved: Feb 2024**

**Next Review: May 2025**

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to that councillor's own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since that councillor last spoke;

- iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which that councillor considers has been breached or specify the other irregularity in the proceedings of the meeting which is of concern.
- q A point of order shall be decided by the chair of the meeting and the chair's decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived a right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings

Committee meetings

Sub-committee meetings

- a **Meetings shall take place at a time and date as Council shall determine**
- b **Council may alter the frequency, move or cancel such meetings.**
- c **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- d **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- e **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- f **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- g Members of the public may make representations, answer questions and give

evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- h The period of time designated for public participation at a meeting in accordance with standing order 3(g) shall not exceed fifteen minutes unless directed by the chair of the meeting.
- i Subject to standing order 3(h), a member of the public shall not speak for more than five minutes.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- k A person shall raise their hand when requesting to speak.
- l A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor.**
- r **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be**

- decided by a majority of the councillors, and non-councillors with voting rights present and voting.

- t The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the chair gave an original vote.

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- u Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- v The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors offering apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- x No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of two hours unless the majority of councillors present vote to suspend this standing order for no more than thirty minutes.

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#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees or working groups as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chair;
  - vii. shall permit a sub-committee or working group to appoint its own chair at its first meeting;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6:30pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
  - i **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
  - iii **Receipt of the minutes of the last meeting of a committee;**
  - iv **Consideration of the recommendations made by a committee;**
  - v **Review of delegation arrangements to committees, sub-committees, staff**



- and other local authorities;
- vi Review of the terms of reference for committees;
- vii Appointment of members to existing committees;
- viii Appointment of any new committees in accordance with standing order 4;
- ix Review and adoption of appropriate standing orders and financial regulations;
- x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi Review of representation on or work with external bodies and arrangements for reporting back;
- xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii Review of inventory of land and other assets including buildings and office equipment;
- xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv Review of the Council's and/or staff subscriptions to other bodies;
- xvi Review of the Council's complaints procedure;
- xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii Review of the Council's policy for dealing with the press/media;
- xix Review of the Council's employment policies and procedures;
- xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xxi Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
  - ii to move to a vote;
  - iii to defer consideration of a motion;
  - iv to refer a motion to a particular committee or sub-committee;
  - v to appoint a person to preside at a meeting;
  - vi to change the order of business on the agenda;
  - vii to proceed to the next business on the agenda;
  - viii to require a written report;
  - ix to appoint a committee or sub-committee and their members;
  - x to extend the time limits for speaking;
  - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii to not hear further from a councillor or a member of the public;
  - xiii to exclude a councillor or member of the public for disorderly conduct;
  - xiv to temporarily suspend the meeting;
  - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi to adjourn the meeting; or
  - xvii to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and the encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or, if this is not possible, the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on
- councillors with the agenda to attend the meeting at which they are due to
- be approved for accuracy, they shall be taken as read.
  
- b There shall be no discussion about the draft minutes of a preceding meeting
- except in relation to their accuracy. A motion to correct an inaccuracy in the
- draft minutes shall be moved in accordance with standing order 10(a)(i).
  
- c The accuracy of draft minutes, including any amendment(s) made to them,
- shall be confirmed by resolution and shall be signed by the chair of the
- Council at the next available meeting of the Council in person and stand as
- an accurate record of the meeting to which the minutes relate.
  
- d If the chair of the meeting does not consider the minutes to be an accurate
- record of the meeting to which they relate, the chair shall sign the minutes
- and include a paragraph in the following terms or to the same effect, at the
- next available meeting of the Council in person  
  
"The chair of this meeting does not believe that the minutes of the  
meeting of the ( ) held on [date] in respect of ( ) were a correct  
record but that view was not upheld by the meeting and the minutes  
are confirmed as an accurate record of the proceedings."
  
- e Subject to the publication of draft minutes in accordance with standing order
- 20(a) and following a resolution which confirms the accuracy of the minutes
- of a meeting, the draft minutes or recordings of the meeting for which
- approved minutes exist shall be destroyed.

## **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
  
- b Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.

- c Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non- councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against their. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i **at least three clear days before a meeting of the council**, a committee or a sub-committee,
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, agenda and, if appropriate, instructions on how to link to the remote meeting.**
    - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council, within the meaning of the Local Government Act 1972, public notice of the time, place and agenda.**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming the councillor's withdrawal of it;
- iii **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
- iv **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, and in which form of media it will publish its minutes]
- v **receive and retain copies of byelaws made by other local authorities;**
- vi hold acceptance of office forms from councillors;
- vii hold a copy of every councillor's register of interests;
- viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation, storage, security and destruction of, and access to information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chair or' in the absence of the chair, vice-chair (if there is one) of the Planning Sub-Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub-Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

#### **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;
  - ii the assessment and management of financial risks faced by the Council;
  - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition



- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Staffing Sub-Committee or, if that individual is not available, the vice-chair (if there is one) of the Staffing Sub-Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub-Committee at its next meeting.
- c. The chair of Staffing Sub-committee or in the chair's absence, the vice- chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Staffing Sub-committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Sub-committee or in the chair's absence, the vice-

chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chair or vice-chair of the Staffing Sub-committee this shall be communicated to another member of the Staffing Sub-committee which shall be reported back and progressed by resolution of the Staffing Sub-committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



# CHIPPING NORTON TOWN COUNCIL

## FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 15th February 2021.

## **GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Council has appointed a Responsible Financial Officer (RFO) for this Council who will work with The Town Clerk on all financial matters.–These regulations will apply accordingly and will be referred to as Town Clerk and RFO.
- 1.9. The Town Clerk and RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the Town Clerk and RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>1</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as reasonably possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the Town Clerk and RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);

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<sup>1</sup> In England - Accounts and Audit (England) Regulations 2011/817  
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (Resolved by Council on 19<sup>th</sup> August 2019 that this criteria has been met); and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation then in force, unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

## **ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.3 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in

accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Town Clerk and RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.6 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit, the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.8 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

## **ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1 Each budget holding committee shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.



- 3.2 The RFO with the Town Clerk must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Resources Committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of December each year. The Town Clerk and RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

## **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5,000;
  - a duly delegated committee of the Council for items over £500; or
  - the Town Clerk or RFO, in conjunction with Town Mayor or Chair of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk or RFO, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). Conditions regarding these are as follows:
- a) A committee may authorise a reallocation of resources between its departments/cost centres
  - b) A reallocation of resources between committees will require the approval of the Council, acting on the advice of the Finance and Resources Committee and committees concerned.

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council on the advice of the Finance and Resources Committee.
- 4.4 The salary budgets are to be reviewed at least annually by the Finance and Resources Committee in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and RFO and the Chair of Council. The RFO will inform committees of any Changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk and RFO may authorise revenue expenditure on behalf of the Council which in the Town Clerk and RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Town Clerk and RFO shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and, if necessary, the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the individual budget code whichever is the larger.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO in consultation with the Town Clerk and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Eight members will be signatories on the Council's bank mandate and where possible this should be members of the Finance and Resources Committee.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting to present the schedule to Council or the Finance & Resources Committee. The Council or the Finance & Resources Committee shall review the schedule for compliance and, having satisfied itself, shall confirm by a resolution of the Council or Committee that the payments made were appropriate. The approved schedule shall be ruled

off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3 All invoices for payment shall be examined, verified and certified by the Town Clerk and the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The Town Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Town Clerk and RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.5 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting, and together with the relevant description of goods/services, present the schedule to the Finance and Resources Committee. The approved schedule shall be cross referenced in the minutes. A detailed list of payments shall be disclosed within or as an attachment to the minutes of the meeting at which a payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relations to the termination of a contract of employment) may be summarised to remove public access to personal information.
- 5.6 The Town Clerk and the RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council or the Finance & Resources Committee, where the Town Clerk and RFO and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee
  - b) An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council Finance & Resources Committee; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee .
- 5.7 For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance &

Resources Committee.

- 5.8 A record of regular payments made under 5.7 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.9 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the Council.
- 5.10 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.11 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.12 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or the RFO shall give instruction that a payment shall be made.
- 6.3 All payments whether by cheque or other instructions to the Council's bankers, or otherwise, shall be effected in accordance with a resolution of Council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Town Clerk or the RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy,

telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

- 6.8 If thought appropriate by the Council, payment for certain items (including salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password, for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope and kept within the Council's safe for use by the Town Mayor or other authorised Officer or Councillor. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Town Clerk and RFO shall be identified as the main contact for the bank and the Accounts Assistant appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors and the Town Clerk and the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 The Town Clerk and the RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk and RFO with a claim for reimbursement.
- a) The Town Clerk and the RFO shall maintain a petty cash float of no more than £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) The Facilities and Events Officer shall maintain a petty cash float at the Town Hall for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is

not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

## **LOANS AND INVESTMENTS**

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the Town Clerk and the RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers

between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO, under the supervision of the Town Clerk.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 All relevant committees will review all fees and charges at least annually, following a report of the Town Clerk and RFO for approval by Council.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting(see also Regulation 16 below)

## **ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all



times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.

- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Town Clerk and RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **CONTRACTS**

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>2</sup>
- c. The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)

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The Regulations require councils to use the Contracts Finder website to advertise contract

opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are: a) For public supply and public service contracts £181,302  
b) For public works contracts £4,551,413

When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- d. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- f. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Town Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Council in respect of valuation and surveyed conditions of the property (including matters such as planning permissions and covenants) together with a business case (including an adequate level of

consultation with the electorate).

- I. No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be

provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

## **PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the Town Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **STORES AND EQUIPMENT**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO along with the Town Clerk and other officers shall be responsible for periodic checks of stocks and stores at least annually.

## **ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained, in accordance with Accounts and Audit Regulations, of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which it is held.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council,

together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 14.3 No real property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **INSURANCE**

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk or RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Town Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **CHARITIES**

- 16.1 Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **RISK MANAGEMENT**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk, and has a risk management policy in place. The Town Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Town Clerk or the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Town Clerk and the RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



# Chipping Norton Town Council

## **SCHEME OF DELEGATION**

Adopted: 21 December 2020

Reviewed: May 2023

Next Review: 2024

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## **1. DISCHARGE OF THE SCHEME**

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

## **2. PRINCIPLES OF DELEGATION**

- 2.1 Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
  - A Committee may delegate its powers to an officer.
  - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

## **3. AUTHORITY TO ACT**

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

#### **4 CONFLICTS OF INTEREST**

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

#### **5 COUNCIL RESERVED POWERS**

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
  - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
  - To approve and adopt all Council policies
  - To approve and adopt the Budget
  - To agree and/or amend the terms of reference for Committees
  - To adopt the schedule of meetings for the ensuing year
  - To determine matters involving expenditure for which budget provision is not made or is exceeded
  - To set the Precept
  - To make byelaws
  - To borrow money
  - To approve annually the statutory annual return
  - To approve eligibility for the General Power of Competence

#### **6 DELEGATION TO COMMITTEES - SAFEGUARDS**

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

#### **7 DELEGATION TO COMMITTEES**

##### **7.1 Committees Generally**

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

## **7.2 Finance & Resources Committee**

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

**Terms of Reference:**

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Monitor the effectiveness of the Council's communication with residents and visitors
- 15) Consider grant applications and award grants in accordance with the grants policy and with the available budget
- 16) Keep the Council's grants policy under review and recommend any changes to the Council
- 17) Manage the Council's leases and legal matters, and make any recommendations to Full Council.
- 18) Authorise items of expenditure which are provided for within the

approved budget for the Committee Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

**Functions which may be delegated to the Staffing Sub Committee:**

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

### **7.3 Community Committee**

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

**Terms of Reference:**

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Hall and the recreation areas.
- 6) Manage the Chippy Phonebox
- 7) Manage the flagpole and flag flying calendar.
- 8) Ensure that the Town Council these facilities are kept in good repair
- 9) Ensure that risk assessments and safety inspections are undertaken regularly.
- 10) Review annually fees and charges for the Town Hall and make recommendations to the Finance & Resources Committee
- 11) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 12) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 13) Develop and support partnerships with the voluntary sector
  - 14) Develop and support community festivals and events
  - 15) Develop projects as appropriate and make recommendations to the Council
  - 16) Explore sources of alternative/external funding to support community projects and partnerships
  - 17) Authorise items of expenditure which are provided for within the approved budget for the Committee.
  - 18) Develop and keep under review a community engagement strategy (currently with F&R)

## 7.4 Strategic Planning Committee

**Quorum:** Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

### **Terms of Reference:**

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 10) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair and that risk assessments and safety inspections are undertaken regularly.
- 11) Review Cemetery fees and charges annually and make recommendations to the Finance & Resources Committee
- 12) Manage Pool Meadow
- 13) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

### **Functions which may be delegated to the Planning Sub Committee:**

- 14) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 15) Monitor planning decisions made by the planning authority
- 16) Make representations on planning enforcement matters
- 17) Make representations, as appropriate, on planning appeals

## **Functions which may be delegated to the Traffic Advisory Sub Committee:**

1. The Committee shall consist of **at least** 6 Town Councillors, and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least **3** CN Town Councillors
3. A Chair shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
  - HGVs
  - Road safety
  - Speed data
  - 20mph limit & other traffic limits
  - Traffic and Traffic flow
  - Travel choices
  - School Travel
  - Air Quality and Pollution
  - Drain Covers
  - Line Painting
  - Parking
  - Repairs to Pavements and Roads
  - Street lighting

This list is not exhaustive.

**The Committee shall meet four times a year via Teams to ensure that the meetings are as accessible as possible for the officers and stakeholders who are invited.**

## **8 DELEGATION TO OFFICERS**

### **(a) Town Clerk**

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following

consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chair
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.



18. The Clerk and The Responsible Finance Officer may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

**(b) Responsible Financial Officer**

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.



# Chipping Norton Town Council

## Introduction

Chipping Norton Town Council is committed to fostering an inclusive and supportive working environment for all our staff.

We recognise that many members of staff will experience the menopause and that, for some, the menopause will have an adverse impact on their working lives.

The purpose of this policy is to raise awareness of the menopause and the impact of the menopause in the workplace, and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by the menopause and to signpost relevant advice and assistance to anyone who needs it.

## Scope

This policy covers all staff.

This policy does not form part of the contract of employment and may be amended at any time.

## What is the Menopause?

All women will experience the menopause at some point during their life. The menopause can also impact trans and non-binary people who may not identify as female.

Most of those who experience the menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years but they can continue for longer.

Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.

The majority of those going through the menopause will experience some symptoms, although everyone is different and symptoms can fluctuate.

The menopause is preceded by the perimenopause, during which the body prepares itself for menopause. The perimenopause can also last several years and can involve similar symptoms to the menopause itself. For the purposes of this policy, any reference to the menopause includes the perimenopause.

## **Open Conversations**

Menopause is not just an issue for women. All staff should be aware of the menopause so that they can support those going through it or otherwise affected by it.

We encourage an environment in which colleagues can have open conversations about the menopause. We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.

Anyone affected by the menopause should feel confident to talk to their line manager, the Town Clerk and CEO, or the Chair of the Staffing Committee about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work. Such conversations should be treated sensitively and any information provided should be handled confidentially.

## **Risk Assessments**

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and wellbeing of those going through the menopause.

## **Support and Adjustments**

While many who go through the menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.

If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so, you can speak to the Town Clerk or Chair of the Staffing Sub-Committee.

Physical adjustments could include temperature control, the provision of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks or changes to work allocation may also be considered. These are examples only and not an exhaustive list.

We may refer you to seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work.

## **Policy Review**

This Menopause Policy was reviewed by the Finance and Resources Committee on xxxx and ratified by Full Council on xxxx

This policy will be reviewed by the Finance and Resources Committee biennially or when there are changes to legislation, whichever is the sooner.

Approved by:

Date:



# Chipping Norton

## Town Council

### **Community Awards Policy and Procedure**

#### **Purpose of Community Awards:**

To celebrate and recognise individuals and organisations that help to make Chipping Norton a thriving, connected, supportive and sustainable community.

#### **Categories**

- Mayor's Civic Award
- Young person of the year
- Sport's Award
- Organisation/group of the year

The William Fowler Allotments awards will be presented at the ceremony, but the process for this will be separate and led by the William Fowler Allotments Trust.

#### **Priorities**

Individuals or organisations that have made a significant contribution, in the short or long term to Chipping Norton residents. The awards aim to celebrate:

- Community action and volunteering
- Support for community wellbeing
- Carbon reduction
- Nature recovery
- Social resilience
- Physical and mental well-being
- Arts and culture
- Community safety
- Local economy

Businesses and community groups do not have to be solely based in or operating in Chipping Norton, but the judging panel will need to satisfy themselves that their work or services provide a demonstrable benefit to the town.

Individuals should ideally live within the parish of Chipping Norton, but people from elsewhere can still be considered if it is clear that their contribution provides a demonstrable benefit to town residents.

#### **Exclusions**

Nominations will not normally be accepted for:

- individuals employed to deliver services for Chipping Norton residents, unless they can be shown to have delivered benefits for residents above and beyond their paid role.

- individuals or organisations that have received an award within the last 5 years. (A list of previous recipients will be made available on the Town Council website.)
- serving Councillors at town, district or county level, but they may be considered after they retire from office.
- political groups or activities promoting political beliefs
- individuals, businesses or organisations which would present a significant reputational risk to the Council if they won. For example: groups known to be involved in illegal or immoral activities. The Awards Panel will adjudicate on this if required.

The longevity of a project should not be a factor for consideration when selecting the winner of a category.

### **Nominations**

Nominations can be submitted at any time during the year, either by email to the Town Clerk or via a form on the Council website.

A public appeal for nominations will be launched 12 weeks before the Civic Awards Ceremony, which is normally held in September. Members of the public are invited to nominate individuals or organisations for the categories listed above. The closing date for nominations is 4 weeks before the ceremony – this allows time for nominations to be clarified.

### **Shortlisting**

When nominations close the Town Clerk will review the nominations and rule out any that do not meet the Council's priorities or are otherwise excluded. Where necessary the nominator may be asked to provide further information or clarification.

### **Judging Panel**

The Council will appoint a judging panel of 5 councillors at the first Community Committee meeting of the Municipal year.

The Judging Panel will meet 3 weeks before the ceremony to review the shortlisted applications. Decisions will be made by a simple majority.

The panel will select a winner and one runner up in each category, apart from the Mayor's Award. The panel is under no obligation to agree to all, or any, awards

The Mayor may propose a recipient for the Mayor's Award to the Judging Panel, ideally from the public nominations or if none are suitable, a candidate may be proposed by the Mayor. The winner of the Mayor's Award should be an individual or organisation that has made an outstanding contribution to the town, and meets the priorities and exclusions outlined above.

### **Code of Conduct**

If any members of the Judging Panel, or the Town Clerk have a personal or disclosable pecuniary interest as described in the Council's Code of Conduct, in any of the individuals or organisations nominated they will leave the room and not take part in the discussion relating to the nomination.

### **Invitations to ceremony**

The Deputy Clerk will invite the winners and runners up to the Ceremony.

### **Certificates**

All winners and runners up will be presented with a framed certificate. Runners up certificates will state "Highly Commended".

## Press and media

The Council's Communications Contractor will issue press releases at the launch of the awards and a report on the winners. A photographer will be contracted to take picture of the award ceremony and award recipients (with their permission).

## Timetable

Action	Who	Timing
Approve judging panel	Community Committee	First meeting of the municipal year (May)
Set up nominations form on the website and create paper form	Office staff	May
Launch nominations on website and social media	Facilities and Events Officer	June
Send press release out	Facilities and Events Officer	June
Monitor nominations as they come in and seek clarification on any that are lacking in detail	Deputy Clerk	Ongoing
Upload any nominations made on paper	Deputy Clerk	Ongoing

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Send save the date to VIPs and known guests	Deputy Clerk	July
Regular promotion of the awards and the ceremony	Facilities and Events Officer	July and August
Close nominations	Deputy Clerk	4 weeks before ceremony
Organise ceremony and event	Town Hall Team	4 weeks before
Arrange meeting of Judging Panel	Deputy Clerk	3 weeks before ceremony
Decide on winners and runners up	Judging panel	At meeting
Invite winners and runners up to the ceremony	Deputy Clerk	2 weeks before the ceremony
Invite guests and VIPS	Deputy Clerk	2 weeks before
Purchase frames	Deputy Clerk	6 weeks before
Design and print award certificate	Deputy Clerk	When names are agreed
Draft press statement	Facilities and events officer	1 week before
Ceremony	All	Week 6
Release press statement and photographs	Facilities and events officer	Day after Ceremony

Approved:

### Agenda item 15 - Proposed Calendar of meetings 2024-25

Chipping Norton Town Council currently operates six Council and Committee cycles per municipal year. The past two years trying to fit two cycles of Council into the weeks between the Annual Meeting of the Council in May and the beginning of the summer holidays has been overly busy, and means that for the months of May, June and July the Council office is overwhelmed with preparing agendas and reports for meetings. It also means that some meetings have been very low on attendance as it is hard for Councillors to attend such a volume of meetings in a short space of time.

Therefore, this report proposes that the Council keep the same amount of Full Council meetings, but move to five cycles of committee meetings. This would mean that the Council has its Annual Meeting mid May, followed by a Full Council meeting to sign off the Annual Governance and Accountability Statements (and any other business) early June, followed by a cycle of committee to be held after that. The Town Clerk does not believe this will impede the work of the Council, but in fact free up more time to deliver the aspirations of the Council.

We plan sub-committee and William Fowler Allotments board and committee meetings in for the year ahead, because it means that Staff and Councillors can put the dates in the diary and meetings can be planned for proactively, as opposed to trying to fit them in as we go. Where needed, the Finance and Resources Committee can adjourn to confidential session to hold Staffing-Sub Committee meetings as opposed to holding separate meetings. If an urgent matter arises a Staffing Sub-Committee meeting can be called and held online if required.

Traffic Advisory Sub-Committee meetings will remain on a Thursday and be held via Teams at 2pm.

Most planning applications can be responded to via Full Council or the Strategic Planning Committee. However, there are times that a planning sub-committee will need to be called, and this is more likely during the summer and just after the Christmas break period, therefore we have scheduled two dates for those in the

Where possible Council cycles rolling weekly for committees, with a week break before and after Full Council meetings to provide time to publish draft minutes and work through resolutions.

The proposed dates avoid, where possible, all school and bank holidays, and ensure that each cycle is completed before another starts. Unless otherwise specified all meetings will be held at 6:30pm.

**NB.** One cycle of Council = Community Committee, followed by Strategic Planning, followed by Finance and Resources, followed by Full Council.

- The Annual meeting of Council will be Monday 13<sup>th</sup> May 2024.

The proposed meeting dates are as follows – Key meetings have been noted.

Community Committee			17 <sup>rd</sup> June 2024	9 <sup>th</sup> Sept 2024	4 <sup>th</sup> November 2024 (Budget setting)	20 <sup>th</sup> January 2025	3 <sup>rd</sup> March 2025
Strategic Planning Committee			1 <sup>st</sup> July 2024	16 <sup>th</sup> September 2024	11 <sup>th</sup> November 2024 (Budget Setting)	27 <sup>th</sup> January 2025	10 <sup>th</sup> March 2025



Finance and Resources Committee			8 <sup>th</sup> July 2024 (Grants)	23 <sup>rd</sup> September 2024	18 <sup>th</sup> November 2024 (Budget proposal)	3 <sup>rd</sup> February 2025 (Grants)	17 <sup>th</sup> March 2025
Council	13 <sup>th</sup> May 2024 (Annual meeting of The Council)	10 <sup>th</sup> June (AGAR)	22 <sup>nd</sup> July 2024	7 <sup>th</sup> October 2024	9 <sup>th</sup> December 2024 (Agree budget and declare precept)	10 <sup>th</sup> February 2025 (Agree 25/26 Calendar of meetings)	31 <sup>st</sup> March 2025

Traffic Advisory Sub-Committee	27 <sup>th</sup> June 2024 Online, 2pm	3 <sup>rd</sup> October 2024 Online, 2pm	16 <sup>th</sup> January 2025 Online, 2pm	27 <sup>th</sup> March 2025 Online, 2pm
Planning sub-committee	14 <sup>th</sup> August 2024 (if required)		15 <sup>th</sup> January 2025 (if required)	
William Fowler Allotments Board Meetings (Quarterly)	3 <sup>rd</sup> June 2024	30 <sup>th</sup> September 2024	2 <sup>nd</sup> December 2024 (Meeting with Allotment holders)	24 <sup>th</sup> February 2025
William Fowler Allotments Committee meeting (two online and two in person)	23 <sup>rd</sup> May 2024	19 <sup>th</sup> September 2024	22 <sup>nd</sup> November 2024	13 <sup>th</sup> February 2025

Council should also agree the date for the Annual Meeting of the Town. This is not a Council meeting, but a meeting of the electorate hosted by the Town Council. The Local Government Act states that these meetings should be held between the 1<sup>st</sup> March and 1<sup>st</sup> June of each year. Council have already agreed the date of the 2023 meeting – which will be held on Monday 4<sup>th</sup> March 2023.

- Annual meeting of the Town, proposed date for 2025 – Monday 28<sup>th</sup> April 2025.

Recommendations:

That Council approve and adopt the proposed calendar of meetings for municipal year 2024-25.

		2024							2025					
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Mo				1 Strategic Planning Ctte										Mo
Tu				2			1						1	Tu
We	1			3			2			1 New Year's D.			2	We
Th	2			4	1		3 TAC Sub Ctte			2			3	Th
Fr	3			5	2		4	1		3			4	Fr
Sa	4	1	6	3			5	2		4	1	1	5	Sa
Su	5	2	7	4		1	6	3	1	5	2	2	6	Su
Mo	6 Early May BH.	3 WFAT Board	8 Finance and Resources Ctte	5	2		7 Full Council	4 Community Ctte	2 WFAT Board	6	3 Finance and Resources	3 Community Ctte	7	Mo
Tu	7	4	9	6	3		8	5	3	7	4	4	8	Tu
We	8	5	10	7	4		9	6	4	8	5	5	9	We
Th	9	6	11	8	5		10	7	5	9	6	6	10	Th
Fr	10	7	12	9	6		11	8	6	10	7	7	11	Fr
Sa	11	8	13	10	7		12	9	7	11	8	8	12	Sa
Su	12	9	14	11	8		13	10	8	12	9	9	13	Su
Mo	13 Full Council	10 Full Council	15	12		9 Community Ctte	14	11 Strategic Planning Ctte	9 Full Council	13	10 Full Council	10 Strategic Planning Ctte	14	Mo
Tu	14	11	16	13	10		15	12	10	14	11	11	15	Tu
We	15	12	17	14 Planning Sub Ctte (if required)	11		16	13	11	15 Planning Sub-Ctte (if required)	12	12	16	We
Th	16	13	18	15	12		17	14	12	16 TAC Sub Ctte	13 Allotments Ctte	13	17	Th
Fr	17	14	19	16	13		18	15	13	17	14	14	18 Good Friday	Fr
Sa	18	15	20	17	14		19	16	14	18	15	15	19	Sa
Su	19	16	21	18	15		20	17	15	19	16	16	20	Su
Mo	20	17 Community Ctte	22 Full Council	19		16 Strategic Planning Ctte	21	18 Finance and Resources Ctte	16	20 Community Ctte	17	17 Finance and Resources Ctte	21 Easter Monday	Mo
Tu	21	18	23	20	17		22	19	17	21	18	18	22	Tu
We	22	19	24	21	18		23	20	18	22	19	19	23	We
Th	23 Allotments Ctte	20	25	22		19 Allotments Ctte	24	21	19	23	20	20	24	Th
Fr	24	21	26	23	20		25	22 Allotments Ctte	20	24	21	21	25	Fr
Sa	25	22	27	24	21		26	23	21	25	22	22	26	Sa
Su	26	23	28	25	22		27	24	22	26	23	23	27	Su
Mo	27 Spring Bk Hol.	24	29	26 August Bk Hol.	23 Finance and Resources		28	25	23	27 Strategic Planning Ctte	24 WFAT Board	24	28 Annual meeting of the town	Mo
Tu	28	25	30	27	24		29	26	24	28	25	25	29	Tu
We	29	26	31	28	25		30	27	25 Christmas Day	29	26	26	30	We
Th	30	27 TAC Sub Ctte		29	26		31	28	26 Boxing Day	30	27	27 TAC Sub Ctte		Th
Fr	31	28		30	27			29	27	31	28	28		Fr
Sa		29		31	28			30	28			29		Sa
Su		30			29			29	29			30		Su
Mo					30 WFAT Board			30				31 Full Council		Mo
Tu								31						Tu

# **Chipping Norton Town Council**

*Internal Audit Report: Interim 2023-24*

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*Adrian Shepherd-Roberts*

*Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2023-24 financial year to date which was completed by 6<sup>th</sup> February 2024. We have undertaken our initial audit for the year to date. We wish to thank all the staff who assisted us in the process, providing all necessary additional documentation. We have ensured governance and financial controls remain effective.

## **Internal Audit Approach**

In conducting our initial review for 2023-24, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

The work undertaken this year, to date, on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year to date, the Council has again maintained more than adequate and effective internal control arrangements. We again compliment the Finance Officer and staff for the quality of their work and thank them for their assistance.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2023-24, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2023-24;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2023 and December 2023 by reference to supporting bank statements;
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30<sup>th</sup> April and 30<sup>th</sup> December 2023; and

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area of our review process. We will undertake further work at our final update review.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We have examined the Council and Standing Committee minutes for 2023-24 meetings as posted on the Council's website to establish whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and are pleased to record that no such concerns exist currently.

### *Conclusions*

*The Council has reviewed both the Financial Regulations and the Standing Orders and we have been advised, at the time of our visit, that further amendments are due to be made. We will continue to monitor the Council's approach to governance at our final review.*

## Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to December 2023 confirming that the detail correlates to that in the VAT control account.

### *Conclusions*

*We are pleased to record that no issues have been identified in this area. We will undertake further work at our final review.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it has been approved by Full Council at its May 2023 meeting.

We have examined the Council's 2023-24 insurance policy schedule with Zurich, noting that Employer's, Public Liability cover are in place at £10 million, £15 million respectively, together with Fidelity Guarantee (FG) cover currently at £1 million.

### *Conclusions*

*No issues arise in this area warranting formal comment or recommendation. We will undertake further work at our final review.*

## Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that a precept level of £375,832 for 2024-25 was formally approved by Full Council at its 4<sup>th</sup> December 2023 meeting.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### *Conclusions*

*There are no matters requiring formal comment or recommendation in this area of our review process*

## Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts.

- Previously we noted that the schedules of Council's fees and charges were reviewed for the Cemetery, for 2023-24 and applicable from September 2023.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for nine months;
- We have reviewed a sample of the burial records and relevant nominal ledger and consider that the records are maintained in a very satisfactory manner;
- We have also undertaken a review of the Town Hall bar facilities which have been in operation from circa August 2023. We have reviewed the bar stock controls and the management controls which are currently in place utilising the Sumup card reader and stock inventory records. We have also reviewed the cash handing facilities and card payment receipts.
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

### *Conclusions*

*We have reviewed the Cemetery receipts and burial records together with the management processes in relation to the Town Hall Bar at this initial review. A further review of the Town Hall facilities will be undertaken later in the year. Further work will also be undertaken at our final review in relation to the year end figures together with the income reported in the Annual Return.*

## **Petty Cash Account**

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have physically checked the cash and have reviewed the holding from the information that we have been provided.

### ***Conclusions***

***There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our final review.***

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross and net salaries paid to them by reference to the establishment list and the January 2024 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for January 2024 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising.

### ***Conclusions***

***We are pleased to report that no issues arise in this area warranting formal comment or recommendation.***

## **Investments and Loans**

The Council has no long-term investments, surplus funds being held currently with the CCLA.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

### ***Conclusions***

***No issues arise in this area. We will undertake further work at our final review.***



### **Agenda item 17 – British Sign Language Training**

Some members of staff and Councillors have noted that it may be useful for the Council to undertake British Sign Language Training.

The Town Clerk has made enquiries with a local trainer about this who has advised that the

The full Level 1 course is conducted over 12 weeks, with each session lasting 1 hour per week.

Due to the current evening class schedule running every night of the week, this course would need to be scheduled during the day.

For corporate bookings, the course fees would be offered at a reduced rate.

They have two options available:

1. They can accommodate up to 20 students for a total fee of £2600 (£130 per student).
2. Alternatively, they can enrol up to 30 students for a total fee of £3000 (£100 per student).

There are 7 members of staff and 16 Councillors.

If the Council wish to proceed then it could offer any spare spaces to community groups and organisations at cost price per student.

The training budget will not cover this and therefore if used it would need to be taken from the Council's general reserves.

#### **Recommendation:**

1. That Council consider whether to move forward with a level 1 British Sign Language Course and if so;
2. Which cost option to approve.

# CHIPPING NORTON SKATEPARK

## USERS GROUP



## COMMUNITY SURVEY RESULTS

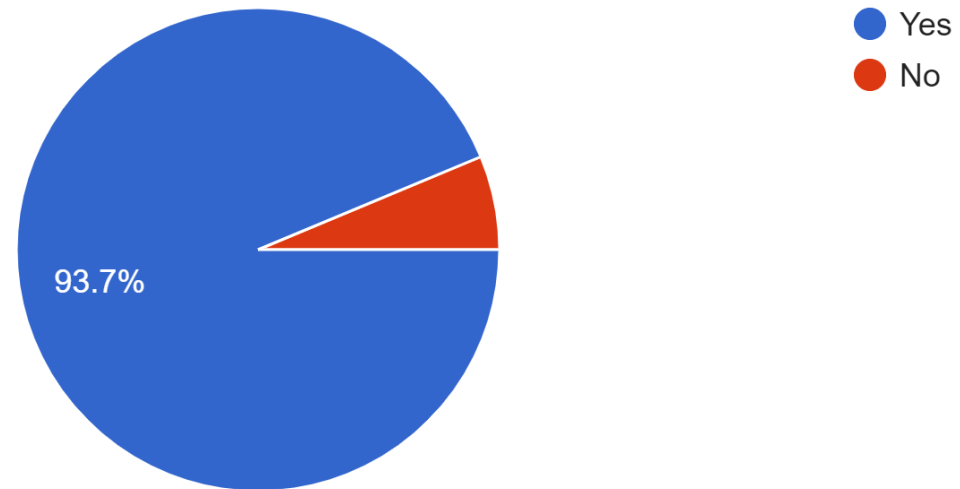
# CHIPPING NORTON SKATEPARK

## USERS GROUP



1: Would you like to see a new skatepark in Chipping Norton?

573 responses



**COMMUNITY SURVEY RESULTS**

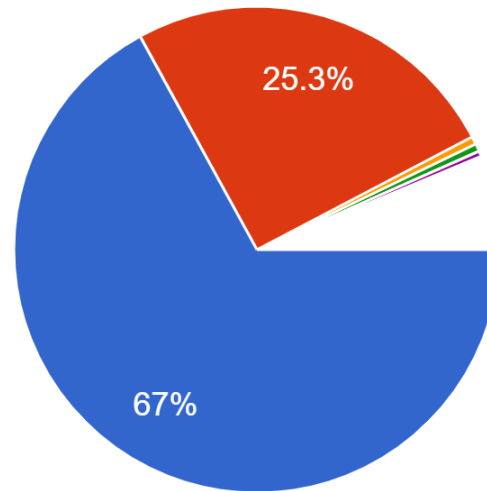
# CHIPPING NORTON SKATEPARK

## USERS GROUP



2. Where would you ideally like the skatepark to be situated?

573 responses



- In an existing town centre play park (e...)
- On the outskirts of town at a new site
- Anywhere
- Nowhere
- nowhere
- Nowhere near the town
- Don't mind - just love to see one in chi...
- At the school

▲ 1/6 ▼

**COMMUNITY SURVEY RESULTS**

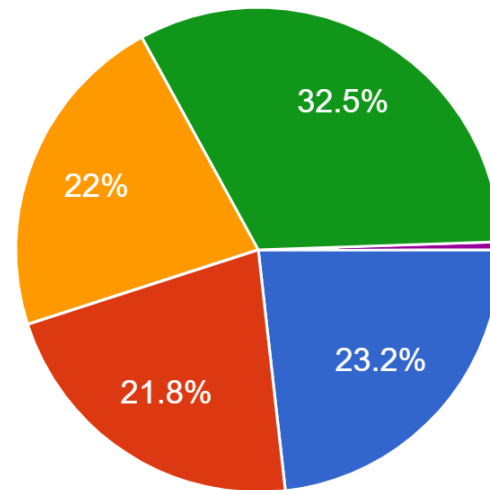
# CHIPPING NORTON SKATEPARK

## USERS GROUP



3. Are you?

573 responses



- A skatepark user
- Interested in becoming a skatepark user
- Parent/guardian of a current or future skatepark user
- Local resident
- Local business owner

**COMMUNITY SURVEY RESULTS**

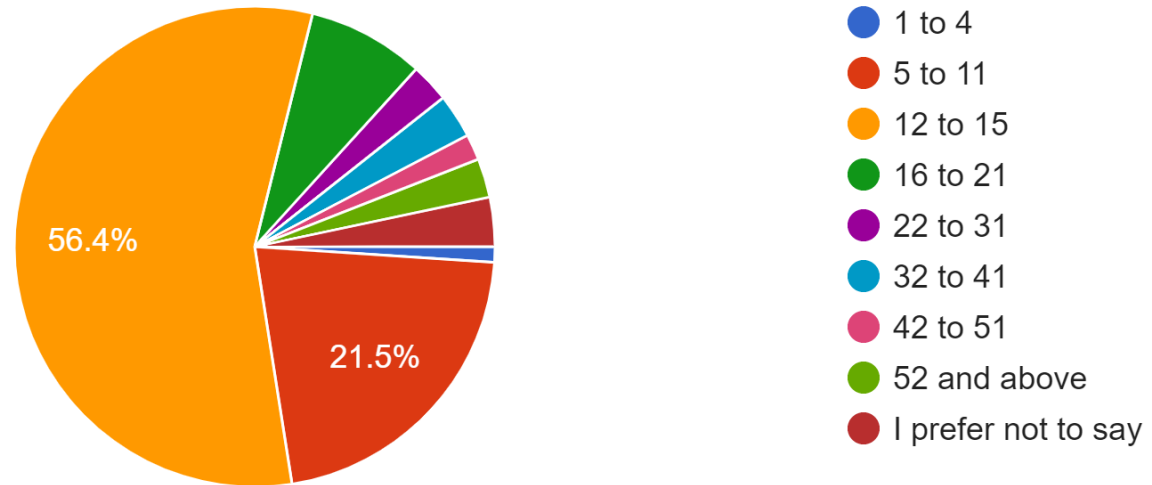
# CHIPPING NORTON SKATEPARK

## USERS GROUP



4. What age are you or the potential skatepark user?

573 responses



**COMMUNITY SURVEY RESULTS**

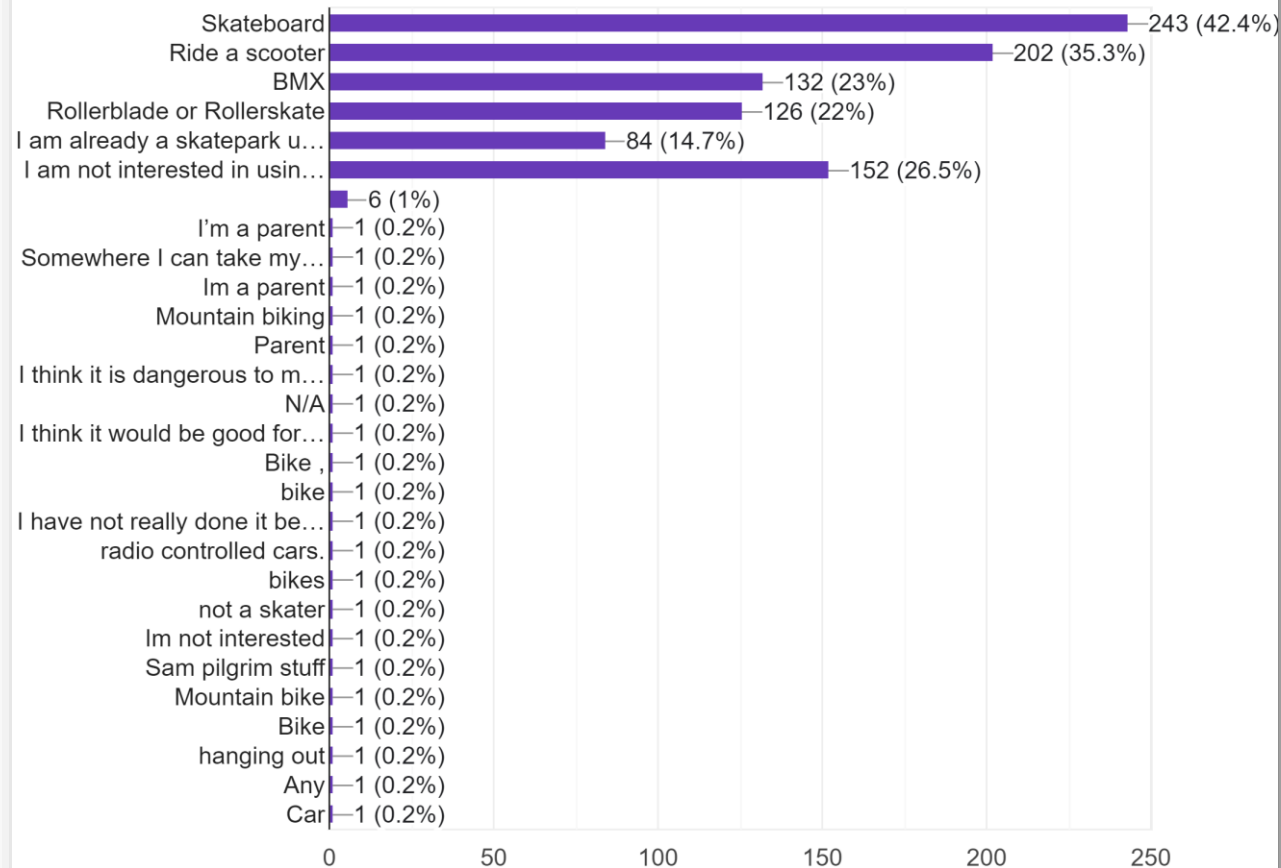
# CHIPPING NORTON SKATEPARK

## USERS GROUP



5. If you are interested in becoming a skatepark user, what activities are you interested in? Please select all that apply.

573 responses



## COMMUNITY SURVEY RESULTS

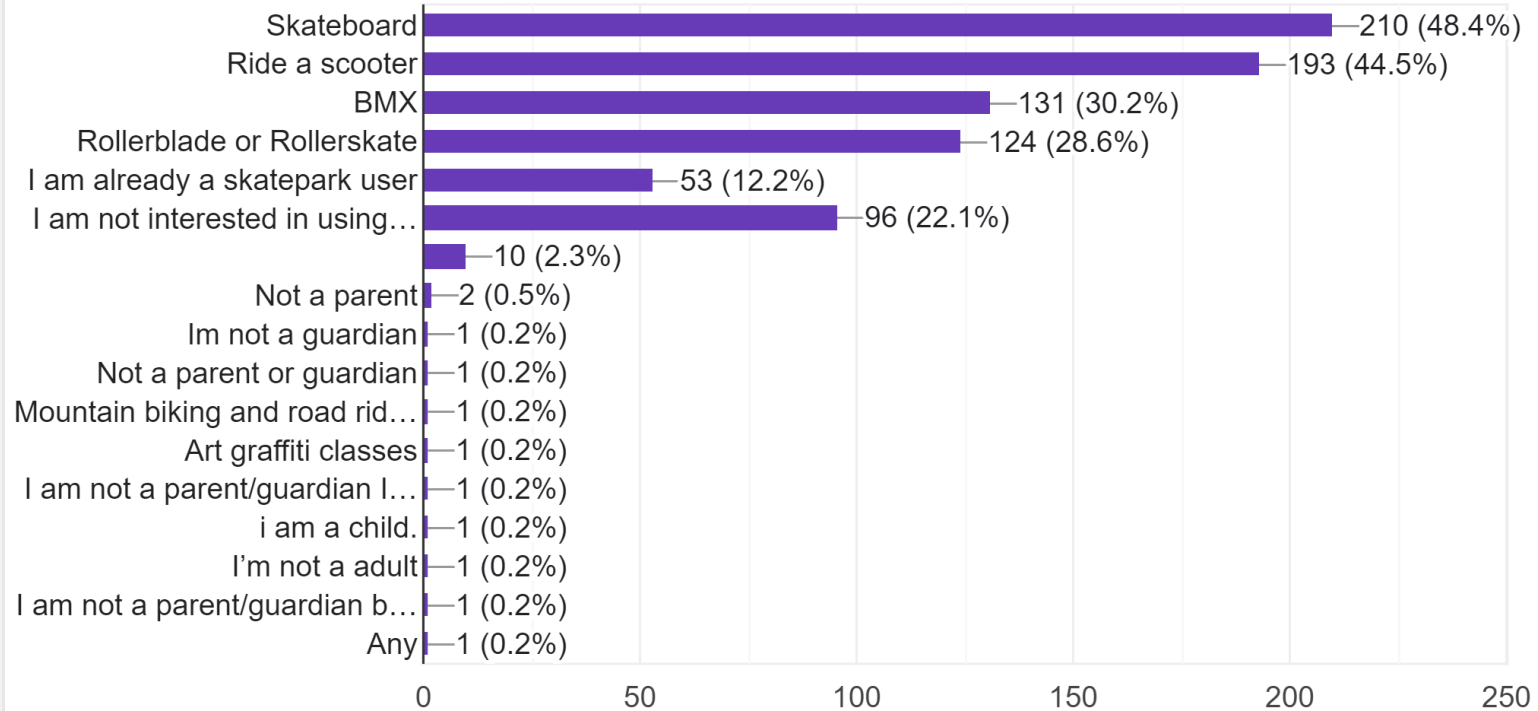
# CHIPPING NORTON SKATEPARK

## USERS GROUP



6. If you are a parent/guardian of a future skatepark user, what activities would they be interested in? Please select all that apply.

434 responses



**COMMUNITY SURVEY RESULTS**



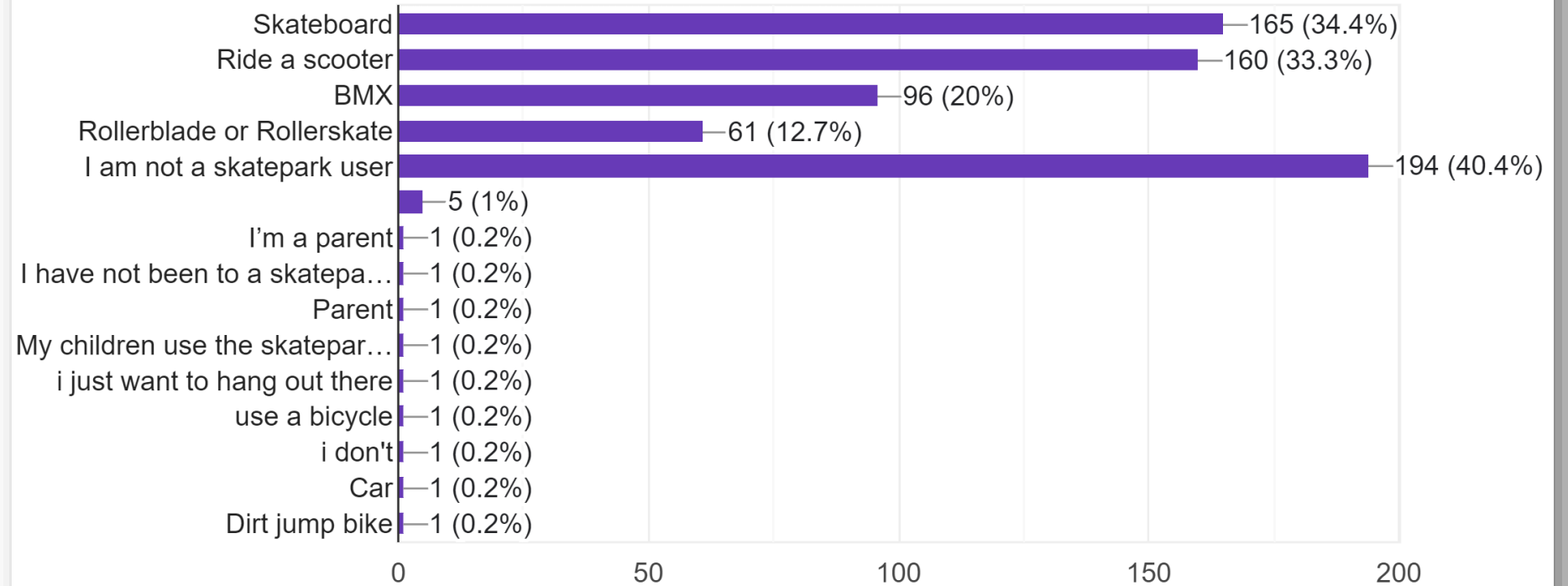
# CHIPPING NORTON SKATEPARK

## USERS GROUP



7. If you are a skatepark user, do you? Please select all that apply.

480 responses



**COMMUNITY SURVEY RESULTS**

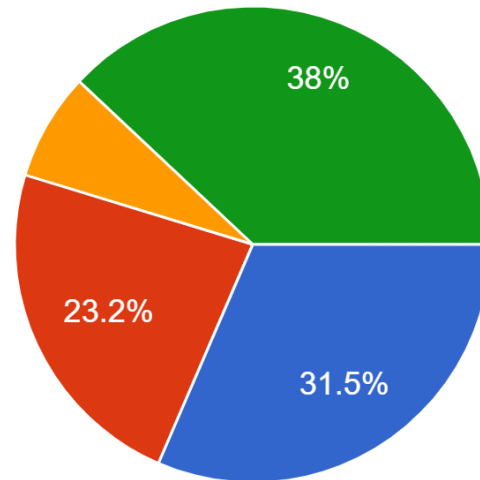
# CHIPPING NORTON SKATEPARK

## USERS GROUP



8. If you are a skatepark user, what level are you?

521 responses

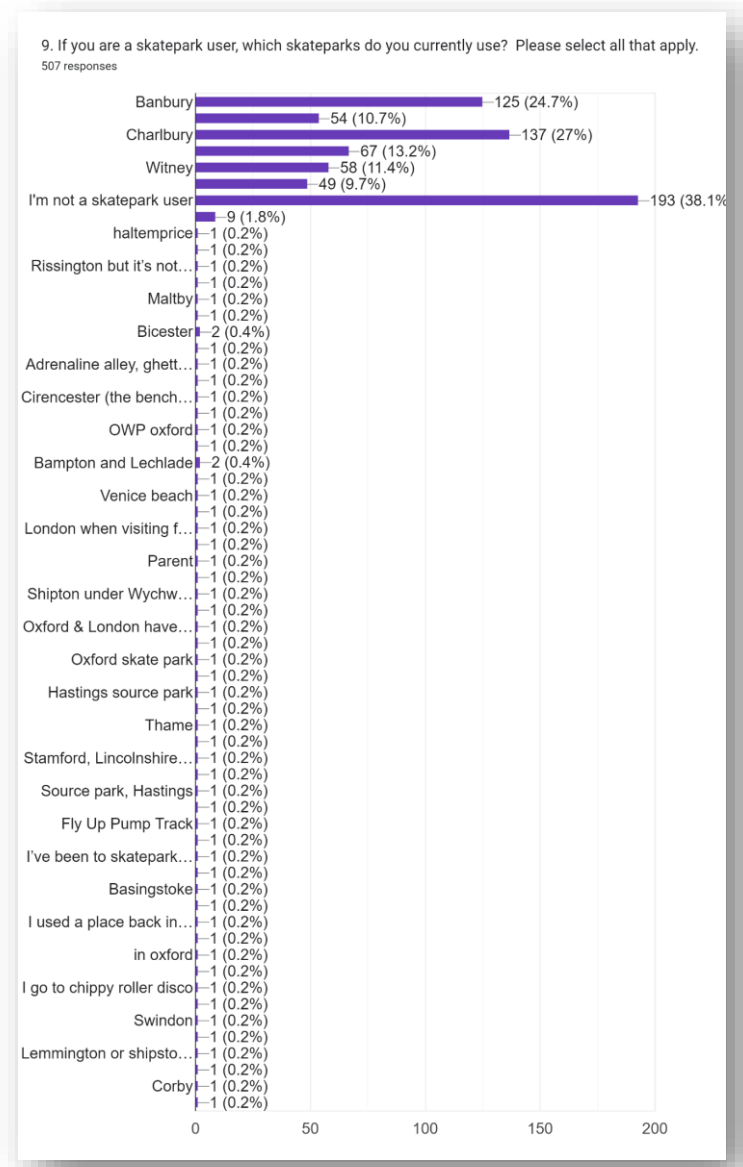


- Beginner
- Intermediate
- Advanced
- I am not a skatepark user

**COMMUNITY SURVEY RESULTS**

# CHIPPING NORTON SKATEPARK

## USERS GROUP



## COMMUNITY SURVEY RESULTS

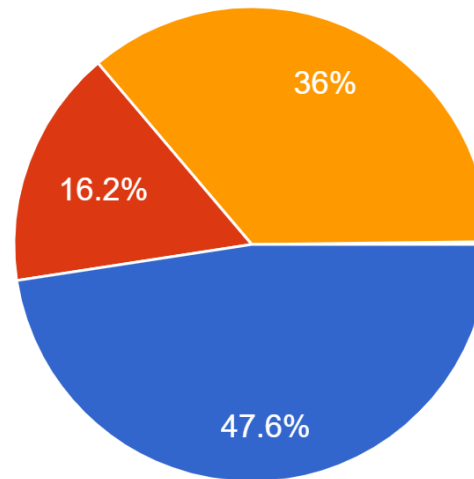
# CHIPPING NORTON SKATEPARK

## USERS GROUP



10. Thinking of skateparks that you have visited or seen, which of the following 3 broad categories of skateparks would you most like to see in Chipping Norton?

536 responses



- A mixed 'hybrid' street and transition park, ideal for skateboards, scooters & BMX (with both ramps and street obst...)
- A 'street-style' plaza, ideal for skateboarding (bowls, ledges, rails, stair sets, etc. with minimal ramps)
- A 'transition-oriented' skatepark, ideal for scooters & BMX (all ramps with few or...)
- A 'transition-oriented' skatepark (all ramps with few or no street obstacles)

**COMMUNITY SURVEY RESULTS**

# CHIPPING NORTON SKATEPARK

## USERS GROUP



11. What kind of obstacles, that you have skated elsewhere, would you like to see replicated in a skatepark in Chipping Norton?

182 responses

Jump boxes

Do not make it all transition. Street Plaza is the way

Ramps

Ramps

Small ramps

none

Rail

A Box like carterton , fly out section, bug runup/ rollin to a box and quarter, A frame, Half pipe

box and a nice quarter for air and if possible a hip

**COMMUNITY SURVEY RESULTS**

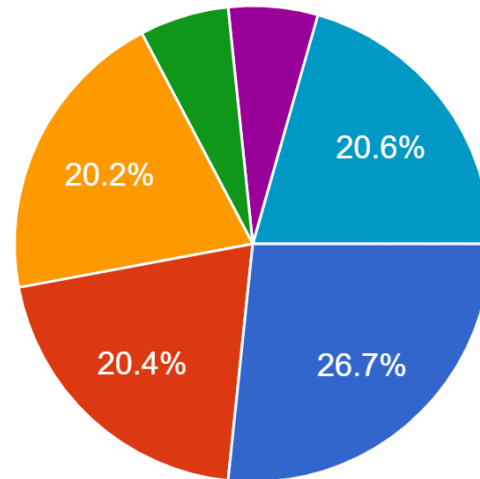
# CHIPPING NORTON SKATEPARK

## USERS GROUP



12. How often would you use a skatepark in Chipping Norton?

544 responses



- Several times a week
- About once a week
- A few times a month
- About once a month
- Less than once a month
- I am not interested in using a skatepark

**COMMUNITY SURVEY RESULTS**

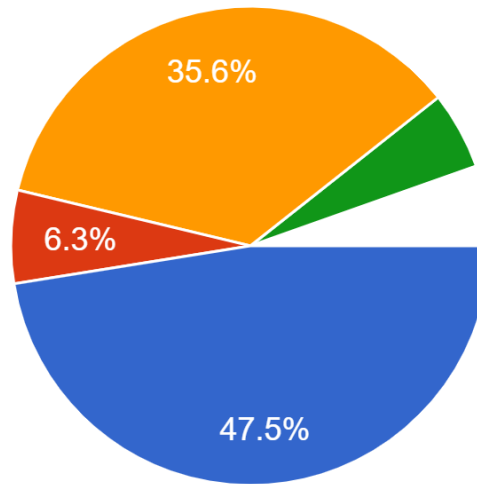
# CHIPPING NORTON SKATEPARK

## USERS GROUP



13. How would you travel to a new skatepark?

573 responses



- Walk / skate
- Cycle
- Drive / ask for lift
- Bus
- I wouldn't
- Not interested
- Ride my scooter there
- Not a user

▲ 1/5 ▼

**COMMUNITY SURVEY RESULTS**

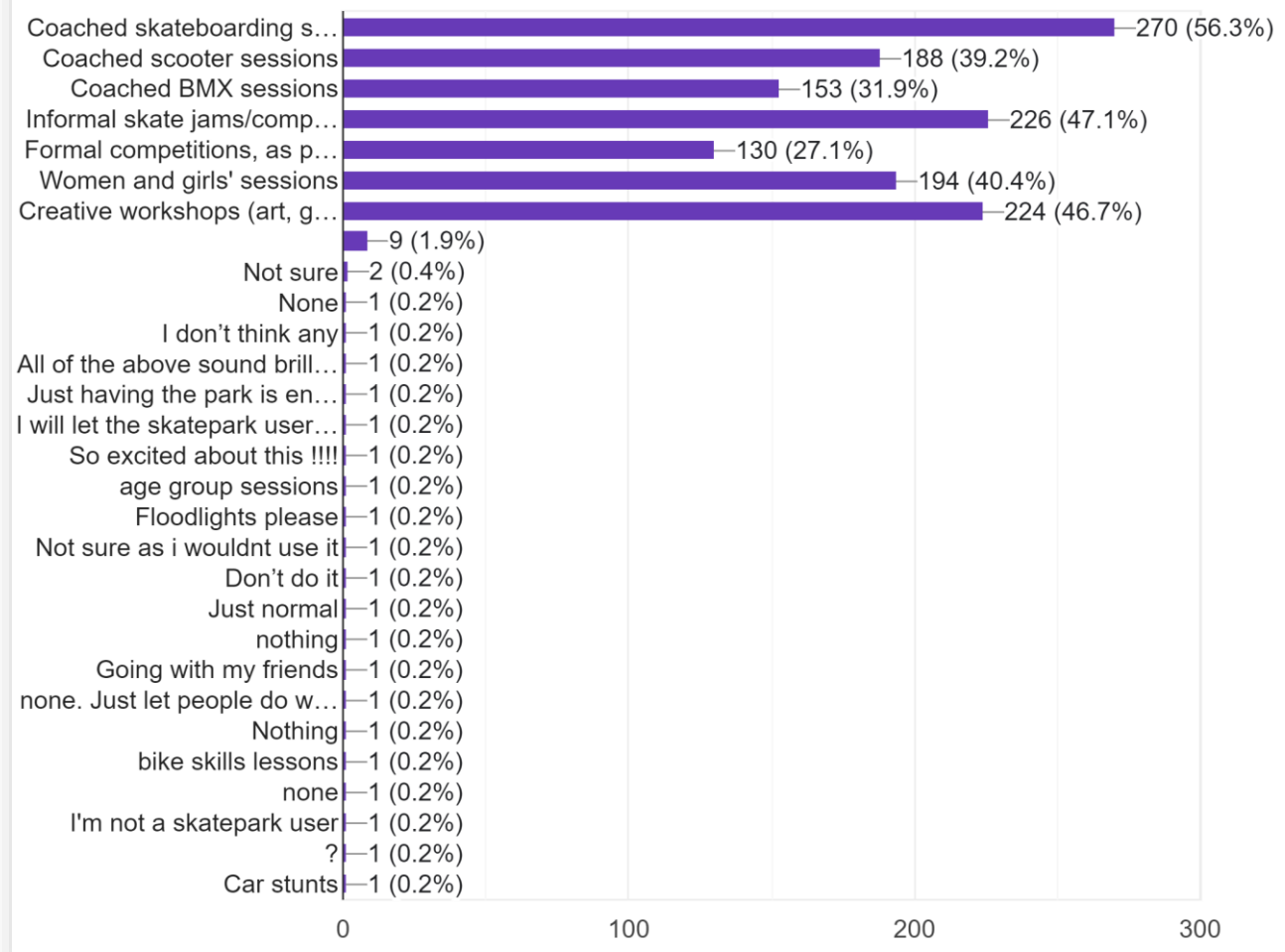
# CHIPPING NORTON SKATEPARK

## USERS GROUP



14. What types of activity would you like to see at a new skatepark in Chipping Norton? Please select all that apply.

480 responses



## COMMUNITY SURVEY RESULTS



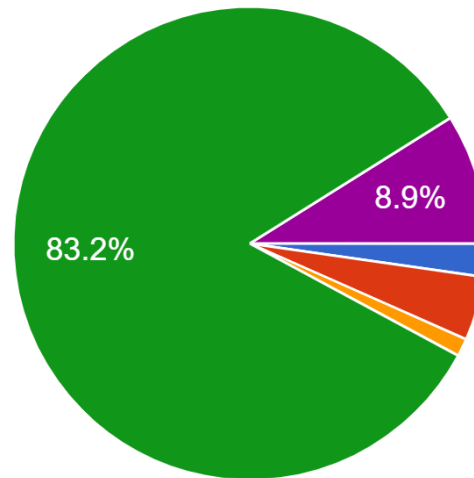
# CHIPPING NORTON SKATEPARK

## USERS GROUP



15. Do you consider yourself to have a disability?

573 responses



- Yes, I have a physical disability
- Yes, I have a learning disability
- Yes, I have a visual or hearing impairment
- No, I do not have a disability
- I prefer not to say

**COMMUNITY SURVEY RESULTS**

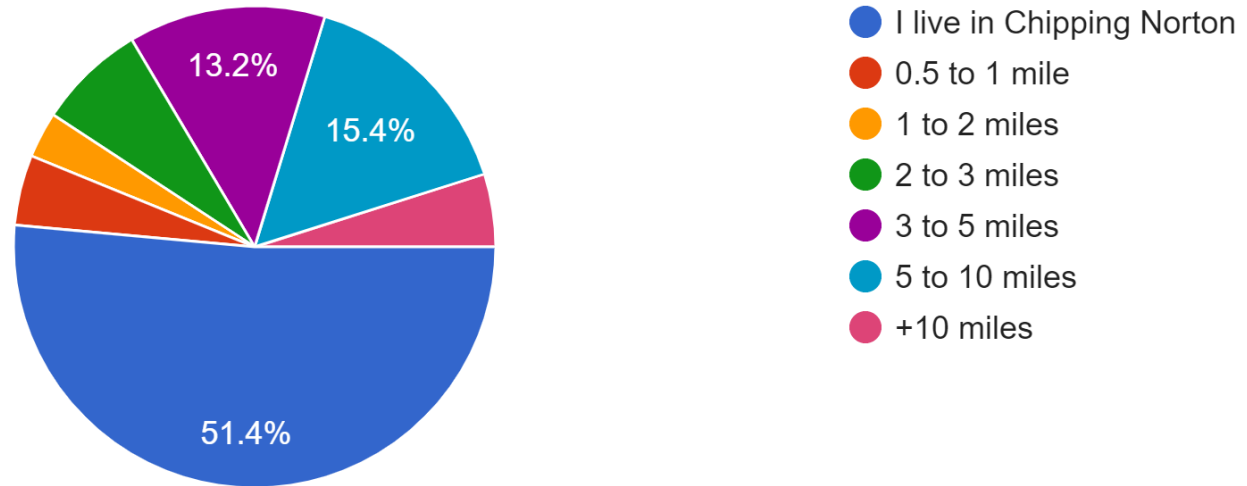
# CHIPPING NORTON SKATEPARK

## USERS GROUP



16. How many miles from Chipping Norton do you live?

552 responses



## COMMUNITY SURVEY RESULTS

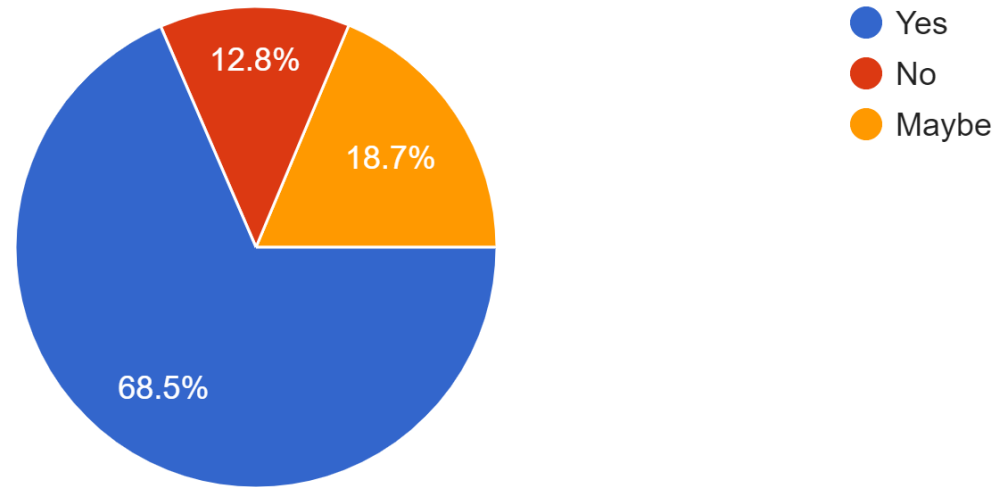
# CHIPPING NORTON SKATEPARK

## USERS GROUP



17. If a skatepark was built in Chipping Norton would you use it?

556 responses



**COMMUNITY SURVEY RESULTS**

### **Agenda item 18b – Skatepark update and next steps**

The Skatepark Users Group launched a community consultation in November 2023. This consultation is now complete, and a presentation summarizing the results is attached.

The Users Group, The Mayor, Cllr Whitmill, and The Town Clerk met with Skateboard GB on Tuesday, 6th February. The purpose of this meeting was for Skateboard GB to support the group and the Council in preparing a design specification and budget based on the consultation responses. This will be used to tender for a preferred contractor and to apply for funding.

£56,196.93 of S106 funding that can be applied for to support this project has been identified, and the Council has an earmarked fund of £35,000. This means that the Council is in a healthy position to apply for top-up and match funding for the remaining funds required.

Skateboard GB has advised, based upon the consultation response, that the overall budget for the project should be set at £250,000. They have also advised that the next stage would be for the Council to tender for a preferred contractor. This is an agreement where the contractor understands that all of the funding has not been secured, but that the design, planning permission (which we would need a contractor to draw up and work through), and specified budget are required before the Council can apply for grant funding.

Skateboard GB further advised that a design principles document should be drawn up to support the tender specifications. The Skatepark Users Group is in the process of drafting this.

Skateboard GB's final advice for this stage was that it would be wise to hold an engagement event in order to get feedback on initial anonymized designs. It was agreed that the pop-up skatepark event during the early May bank holiday would be an ideal time. The updated timeline for milestones for this project (as provided by Skateboard GB) is:

1. Nov – Feb: Community consultation. (This is complete)
2. February - March: Agree design spec & budget estimate (recommended for Community Committee meeting on 11th March)
3. March - May: Tender for preferred contractors
4. June - July: Review tenders & select contractors (June Full Council)
5. August - October: Apply for planning permission
6. July - November: Apply for funding
7. August - October: Crowdfunder UK campaign (if required)
8. May - September: Community Fundraising (if required)
9. October - November: Finalize design with contractor based on expected budget
10. Jan - March 2025: Build the skatepark

#### **Recommendation:**

In order to proceed, it is recommended that the Full Council delegates approval of the design specifications and tender publication based on a £250,000 budget to the Community Committee on 11th March 2024. This would provide time for publication, submissions, feedback at the event in May, and selecting a preferred contractor in June.

### Agenda item 18 – Mayoral Chain

The Mayoral chain does not have a mount. Mounting the chain onto velvet would:

- Enhance how the chain sits when worn and make it look more striking.
- Protect the wearer's clothes from snags
- Protect the chain from getting twisted or damaged

The Town Clerk has contacted the specialist jeweller who have provided prices and options to consider:

- Mount the chain on to velvet - £680.00  
(colours available black, navy, maroon & dark green)
- You will need a retaining chain to stop it falling forward, this will be silver gilt – £430.00
- One more thing to consider is a box/case to store the chain once it is mounted. A hand made bespoke one will be £800.00.

We will need the chain for approximately 4-5 weeks and if the box is required it will follow 4-5 weeks later.

If you decide to get it mounted it may be worth considering getting it re-finished first, we can get a price for this after dropping it off as it depends how much work is required.

#### Recommendation:

For Council to decide if the mayoral chain should have the above work carried out. The recommendation would be that this would take place after Town Council summer events to ensure that it is not needed during the 4-5 week period.

# MEMBERSHIP 2024-25

Your membership helps us support communities in Oxfordshire to continue to be great places to live and work.



**CFO helps communities and individuals to identify issues that affect them and find their own solutions. We're here to support you to achieve strong, inclusive, and thriving places to live, work and play.**

## **NEW FOR 2024**

### **Community-led Stewardship Support**

Communities have many assets – these include green and open space, woodlands, community buildings, housing, and many others. More and more residents want to be actively involved in stewarding those assets to ensure that local needs and aspirations are front and centre. CFO has assembled a highly experienced Team to help explore opportunities for managing and owning assets – perhaps via a community land trust or development trust.

Visit our dedicated [website](#) or please [get in touch](#) with us for more information.

### **Rural Housing Enabling Service**

In rural communities, the housing market has become divorced from local people and their incomes. Those unable to access homeownership, and with a shrinking stock of social housing, have to turn to the private rented sector, where costs are high and tenancies insecure. With young people and families often priced out of rural communities entirely, and many places struggling to maintain services such as local schools, pubs, and shops, a lack of affordable homes threatens the social fabric of rural life. Via DEFRA funding, CFO can now offer support to help parish and town councils identify small sites for affordable housing development.

Please [get in touch](#) with us for more information.

**Society is changing and our communities face ever more complex challenges – the following principles guide CFO's work.**

### **Asset Based Community Development (ABCD)**

We think that stronger, more sustainable communities are built using the skills and gifts that people already have. ABCD identifies and harnesses existing 'assets' to strengthen and improve things locally. These could be skills, knowledge, capacity, resources, experience or just enthusiasm. ABCD starts with what's already there rather than making judgements about what's lacking.

### **Equality, Diversity, and Inclusion**

The values and practice of CFO are rooted in human rights, social justice, and respect for diversity. In our projects we seek to achieve inclusion, remove barriers to involvement, and challenge racism and discrimination. Equality and inclusion create strong, creative, and dynamic places to live and work – we believe that an ongoing appraisal of how we can further those values is at the heart of CFO's mission.



# WHY BECOME A MEMBER OF COMMUNITY FIRST OXFORDSHIRE

CFO is a community development charity. We help and support community action projects and volunteering, community halls and shops, transport schemes, and local businesses. We run Neighbourhood Planning, Town Planning and Placemaking consultancies, helping clients including communities and Local Authorities on a range of themes, such as making the most of the complexities of the planning system, identifying infrastructure requirements, and creating strong, inclusive, and thriving communities.

## INCLUDED IN YOUR MEMBERSHIP:

Community development,  
volunteering and social  
action support

Community Reviews

Town Planning  
masterclass

Community-led and  
affordable housing advice  
and support

Network and training  
opportunities

Advocating on behalf  
of Oxfordshire rural  
communities

National voice on rural and  
community development  
matters

The Oil Scheme gives  
members access to many  
suppliers, giving the best  
prices available

Discounts on fee paying  
services:

- Housing Needs Surveys
- Neighbourhood Planning
- Community Infrastructure Assessments







## WHAT DO MEMBERS SAY ABOUT WORKING WITH COMMUNITY FIRST OXFORDSHIRE?

*"It was a great introduction to a topic I knew almost nothing about and has really opened my eyes to a new way of creating and sustaining projects in the community - and one which makes perfect sense."*

**FEEDBACK FROM A PARTICIPANT OF OUR ASSET BASED TRAINING**

*"Thank you so much for all you do to keep us informed and, particularly during the pandemic, your guidance and interpretation of the vast and ever-changing government guidance was absolutely invaluable!"*

**CHARLBURY CORNER HOUSE AND WAR MEMORIAL HALL MANAGEMENT COMMITTEE**

*"CFO has offered us valuable guidance and mentoring throughout the Neighbourhood Plan process. Without them it would have been virtually impossible to reach our objective. We have no hesitation in recommending CFO to any organisation who may require their expertise."*

**BRIZE NORTON NEIGHBOURHOOD PLAN STEERING GROUP**

*"Many thanks for all the work you and your team do for our communities. We do appreciate it!"*

**YARNTON VOLUNTEER DRIVER SCHEME**



**Contact Details:**

Tel: **01865 883488**

Email: **info@communityfirstoxon.org**

**www.communityfirstoxon.org**

Address: **South Stables, Worton Park, Witney, Oxon. OX29 4SU**

Charity No: 900560

## Membership Form

We wish to become a member of Community First Oxfordshire

1 April 2024 to 31 March 2025

Organisation \_\_\_\_\_

Address: \_\_\_\_\_

Post Code \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Membership (please tick which type):

- |                          |   |     |
|--------------------------|---|-----|
| <input type="checkbox"/> | Parish Meeting                                  | £25 |
| <input type="checkbox"/> | Parish Council (population below 300)           | £35 |
| <input type="checkbox"/> | Parish Council (population between 301-1000)    | £55 |
| <input type="checkbox"/> | Parish Council (population between 1001 – 5000) | £70 |
| <input type="checkbox"/> | Town/Parish Council (population over 5001)      | £85 |
| <input type="checkbox"/> | Other   | £30 |

We agree to become a member of Community First Oxfordshire and to abide by the Memorandum and Articles of Association (copy available on request).

### To pay your membership:

#### BACS Payment:

- Bank: Unity Trust Bank**  
Account No: **20361680**, Sort code **60-83-01**, Reference: **organisation name**)

#### Cheque

- Cheque enclosed payable to CFO for £ \_\_\_\_\_

#### Debit/Credit Card

Please phone the office – 01865 883488 to pay

**Please return form to: Membership Secretary, Community First Oxfordshire, South Stables, Worton Park, Witney, OX29 4SU or email a copy: [gemma@communityfirstoxon.org](mailto:gemma@communityfirstoxon.org)**

*At CFO we are committed to protecting and respecting your privacy. For our current up to date privacy policy please see our web site.*

### **Item 21: Planning Applications**

1. **APPLICATION NO:** [24/00124/HHD](#)  
**PROPOSAL:** Removal of existing conservatory and utility room and erection of single storey rear extension.  
**ADDRESS:** 47 The Leys, Chipping Norton, Oxfordshire
2. **APPLICATION NO:** [24/00206/HHD](#)  
**PROPOSAL:** Single storey rear extension  
**ADDRESS:** 30 Lewis Road, Chipping Norton, Oxfordshire