



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance & Resources Committee meeting held on the 20th November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard , Sandra Coleman, Sharon Wheaton, Mike Cahill, Jo Graves (substituting), Emily Weaver (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Alison Packer, Responsible Finance Officer (RFO)

2 Members of the public

FR39	Apologies for absence Apologies were received from Cllrs Ritsperis and Whitmill
FR40	Declaration of interests None received
FR41	Minutes RESOLVED: That the Chair signs the minutes of the committee meeting held on the 25 th September 2023 as an accurate record.
FR42	Public participation The Chair invited Martin Jarratt to speak to agenda item 8a regarding a request to increase the current funding of £2,000 per annum to £3,500 for the Chipping Norton Museum. The Chair proposed moving agenda item 8 up the agenda.
FR43	Committee action plan Members noted the committee action plan.
FR44	Income and expenditure Members received and considered detailed current income and expenditure reports by budget heading. Members noted the movement between professional fees and Christmas Lights which was an accounting correction. Members thanked the RFO for her work on these reports.
FR45	Schedule of payments for approval Members received and noted the schedule of payments.
FR46	Grants a. Members received and considered a proposal for core funding from the Chipping Norton Museum. Members discussed this, and agreed that while the consensus is to support this application, due diligence requires supporting accounts to help inform formal consideration and approval. RESOLVED: That the request is adjourned to the February 2024 meeting in order to see audited/examined accounts and that £3500 is earmarked in the draft budget to facilitate the funding once the accounts are received and considered.

	<p>b. Members received and considered a one-off grant application from the Villager Bus. Members welcomed the news that these electric buses are soon to be on the market. Members discussed the timing of the application and agreed to adjourn formal consideration until charging infrastructure sites have been agreed, and that a recently launched Government funding initiative is explored.</p> <p>RESOLVED: That the request is looked at again after Government grant funding is explored and the charging infrastructure is confirmed.</p>
FR47	<p>Forward work programme Members received and considered the following policies:</p> <p>a. Volunteer policy and agreement Approval of this was proposed by Cllr Sandra Coleman, seconded by Cllr Mike Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the volunteer policy and agreement is approved and sent to Full Council for adoption.</p>
FR48	<p>Committee Budget 2024/25 Members received a report from the Responsible Finance Officer and considered committee spending priorities for 2024/25.</p> <p>RESOLVED: That the committee budget is agreed in principle and the detail is looked at during the annual budget item.</p>
FR49	<p>Draft annual budget setting for 2024/25 Members received a report regarding the budget setting for 2024/25 in order to send a recommended draft budget to the next Full Council meeting. The Chair proposed that the suggested amendments are made to the annual budget, bringing net expenditure down £25,000, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the draft budget is amended to reflect the changes to the following budget lines:</p> <ul style="list-style-type: none"> • Community grants - £16,500 • CN Museum grant - £3,500 • Pool Meadow maintenance - £2,500 • Contingency - £7500 • Town Hall Income - £70,000 <p>Cllr Graves proposes that a recommendation is sent to Full Council to increase the precept by 8% or £9.67 per year, Cllr Coleman seconded. All in favour, motion carried. Members noted that these figures are all based on using the tax base information available, and that any changes this year will be factored into the final decision once this information has been circulated by West Oxfordshire District Council.</p> <p>RESOLVED: That Full Council receive a recommendation in principle that the precept is increase by £9.67 per household, per annum, and the rest of the budget required of approx £17,000 is taken from the Council's general reserves.</p>

	<p>The committee review the Council’s earmarked reserves. Agreed the recommendation from the Town Clerk and RFO in the report. This was proposed by Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the balance of the following Earmarked Reserves are returned to General Reserves at the end of financial year:</p> <ul style="list-style-type: none"> • 2152 Professional Fees • 2153 Contingency <p>And that 2154 Town Hall Repairs is changed to Town Hall New Equipment and increased to £12,500 in line with a recommendation from Community Committee.</p>
FR50	<p>Date of next meeting Monday 5th February 2024</p>

The Chair closed the meeting at 7:33pm.