



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

## **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 the recommendation of transferring £65,000 to the current account to cover expenditure until year end - proposed by Cllr Rickard, seconded by Cllr Finney.  All in favour, motion carried.  <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>a. 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>b. Standing Orders</li> <li>c. Financial Regulations</li> <li>d. 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>a. Menopause Policy – Cllr Coleman proposed to adopt the Menopause Policy, seconded by Cllr Rickard. All in favour, motion carried.</li> <li>b. Community Awards Policy and Procedure – Proposed by Cllr Finney, seconded by Cllr Whitmill. All in favour, motion carried.</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</p>



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their expenses are due to increase.

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

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

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

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



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	<b>Community Suppers</b>	No grant applied for	800	800	
	<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>TOTAL AWARDED:</b>	
			28,732	8810	
				<b>FUNDS REMAINING:</b>	
					78
	<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></p>				



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

The Chair closed the meeting at 8:00pm.

Signed as an accurate record.....

Date.....