



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

7th May 2024

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 13th May 2024

TIME: 6:30pm

Cllrs. Steve Akers, Rachel Andrews, Ben Bibby, Mike Cahill, Sandra Coleman, 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

Recording of Meetings

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

A G E N D A

1. Election of Town Mayor 2024/25

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

2. Election of Deputy Mayor 2024/25

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

3. 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) prior to the meeting, stating the reason for absence.

4. 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.

5. Minutes

To approve the Minutes of the Full Council meeting held on 15th April 2024.

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 any related recommendations of the following committee and sub-committee meetings:

- a. Traffic Advisory Sub-Committee – 25th April 2024
- b. Staffing Sub-Committee – 8th May 2024.

8. Welcome to the new District Councillor

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

9. Policing Matters

- a. To receive an update on policing matters from local Thames Valley Police representatives.
- b. For Council to nominate a representative to liaise with TVP and provide regular updates to Council.

10. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

11. Civic Announcements

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

12. Correspondence

To receive and note any correspondence

13. Standing Orders

To note the Council's Standing Orders as reviewed and approved in February 2024.

14. Scheme of Delegation.

To note the Scheme of Delegation (including terms of reference for Committees) as reviewed in February 2024

15. Financial Regulations

To note Council's Financial Regulations as reviewed in February 2024.

16. Code of Conduct

To note the Councillors Code of Conduct.

17. Appointment of Members to Standing Committees and Sub-Committees

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2024/25.

18. Representatives to Outside Bodies

To appoint Council representatives to outside bodies.

19. Calendar of meetings

To receive the previously agreed calendar of meetings for the municipal year 2024/25.

20. Risk Register

To receive and approve the Council's Corporate risk register and risk management policy.

21. Flag flying for the 80th Anniversary of D-day

To consider the purchase and raising of a commemorative flag to mark the 80th anniversary of D-Day on 6th June 2024.

22. Activities Report from Chipping Norton Theatre

To receive an update report from Chipping Norton Theatre regarding the free school lunches programme that the Council supporting with funding.

23. Health and Safety

To receive and consider a proposal from the Council's Health and Safety Advisor.

24. Dual Bin Request

To receive and consider a request regarding the installation and emptying of a dual bin at the entrance of the Community Orchard.

25. Planning Applications

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

26. Date of the next meeting – Monday 10th June 2024