



# 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: Luci Ashbourne

4<sup>th</sup> June 2024

## **SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 10<sup>th</sup> June 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

### Recording of Meetings

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

## A G E N D A

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

To 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 annual Council Meeting held on 13<sup>th</sup> May 2024.

### **4. Public Participation**

The meeting will adjourn for this item

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

### **5. West Oxfordshire District Councillors update**

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

**6. Oxfordshire County Councillors update**

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

**7. East Chipping Norton development**

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

**8. Civic announcements**

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

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

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

**10. To receive the accounts and balance sheet for 2023-24**

To receive the accounts for year ending 31st March 2023.

**11. To receive the internal audit reports for 2023-24**

To receive and note a report from the internal auditor.

**12. AGAR Section 1 – Governance Statements**

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor

**13. AGAR Section 2 – Accounting Statements**

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

**14. Notice of public rights and the publication of the AGAR**

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

**15. Cemetery**

To receive a memorial request and agree next steps.

**16. The Safety Bill**

To receive a request for the Council to support a campaign to improve the safety of lithium batteries and their disposal.

**17. Planning Applications**

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

**18. Skatepark tender report**

To receive a report from the Town Clerk following the submission of tenders for the skatepark project for Council to select a preferred contractor.

**19. 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 20.

**20. Property matters**

To receive a confidential report from the Town Clerk and agree next steps.

**21. Date of the next meeting – Monday 22<sup>nd</sup> July 2024**



**Minutes of a Full Council meeting held on the 13<sup>th</sup> May 2024 at 7pm in the Lower Hall, Chipping Norton Town Hall:**  
**Annual Meeting of the Council**

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Tom Festa, Ian Finney, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO  
Alison Packer, Responsible Finance Officer  
Terry Palmer, Mace Bearer, Town Hall Keeper  
Tania Kirby, Events and Facilities Officer  
Paolo Oliveri, Maintenance Operative  
Chris Ball, Thames Valley Police Inspector  
Cllr Geoff Saul, WODC and OCC  
Cllr Rizvana Poole WODC

9 members of the public

<b>FC1</b>	<b>Election of Town Mayor 2024/25</b> Members received nominations for election of Mayor. Cllr Walker proposed Cllr Coleman, Cllr Wheaton seconded.  All in favour, motion carried.  <b>RESOLVED:</b> That Cllr Coleman is elected Mayor for the municipal year 2024-25 and signed the declaration of acceptance of office.
<b>FC2</b>	<b>Election of Deputy Mayor 2024/25</b> Members received nominations for election of Deputy Mayor. Cllr Coleman proposed Cllr Akers, Cllr Wheaton seconded.  All in favour, motion carried.  <b>RESOLVED:</b> That Cllr Akers is elected Deputy Mayor for the municipal year 2024-25. Cllr Akers will sign the declaration of acceptance of office at the next available opportunity.
<b>FC3</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Akers, Graves and Cahill.
<b>FC4</b>	<b>Declaration of interests</b> None received.
<b>FC5</b>	<b>Minutes</b>



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	<b>RESOLVED:</b> That the Minutes of the Full Council meeting held on the 19 <sup>th</sup> February 2024 were signed as an accurate record by the Chair.
<b>FC6</b>	<b>Public Participation</b> None received.
<b>FC7</b>	<b>Minutes and reports from Committees</b> Members noted the draft minutes and considered related recommendations of the following committee and sub-committee meetings: <ul style="list-style-type: none"> <li>a. Traffic Advisory Sub-Committee, 25<sup>th</sup> April 2024 Cllr Walker enquired about why members of the public were named in the TAC minutes and not in the Full Council minutes, The Town Clerk to check with the Deputy Clerk.</li> <li>b. Staffing Sub-Committee, 8<sup>th</sup> May 2024 Cllr Coleman informed that Katherine Jang has passed her CiLCA, for which she is congratulated. Salary to increase in accordance with her contract by 2 points.</li> </ul>
<b>FC8</b>	<b>Welcome to the new District Councillor</b> The Mayor extended a welcome to Cllr Geoff Saul Chipping Norton's re-elected representative of West Oxfordshire District Council.
<b>FC9</b>	<b>Policing Matters</b> <ul style="list-style-type: none"> <li>a) Members received an update from Thames Valley Inspector Chris Ball on policing matters in Chipping Norton, during which he noted a recent spate of thefts from motor vehicles, ongoing work with the Community Safety Partnership re CCTV and shoplifting continuing to be an issue and that not all offences are being reported.  Cllr Rowe requested more enforcement of the 20mph speed limits. Inspector Ball explained this was not a priority with the resources available. Speed data is needed from Community Speed Watch. Cllr Walker asked what would be needed to change the policing priorities and whether speed data has helped in any areas. Inspector Ball explained that RTC data and Speed Watch data has been used elsewhere. He encouraged Councillors to volunteer with the Community Speed Watch  Cllr Festa informed Inspector Ball that with increased visitors to Diddly Squat Farm, there were lots of 'super cars' with no registration plates on them.  Cllr Ritsperis asked if Domestic Violence was high in this area. Inspector Ball had no statistics to hand but confirmed that it does occur.</li> <li>b) Cllr Coleman nominated Cllr Wheaton, seconded by Cllr Rickard to act as representative to liaise with TVP, all in favour, motion carried.</li> </ul> <p><b>RESOLVED:</b> That Cllr Wheaton nominated as representative to liaise with TVP and provide regular updates to Council</p>



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FC10	<b>East Chipping Norton Development</b> Cllrs noted that since the scheduling of the site by Historic England, the planning process has been paused so no further updates received.																																	
FC11	<b>Civic Announcements</b> Members received a report from The Mayor on Civic engagement and activities, including; Eid, Rugby Festival, Blossom Day, Lawrence Home Nursing’s 25 year anniversary and have flown flags for St Georges Day and Earth Day. She noted that the Council is one of only 1.5% of councils who have received the NALC Local Council Foundation Award.																																	
FC12	<b>Correspondence</b> Members noted correspondence from the Department for Levelling Up, Housing & Communities regarding care leave accommodation for councillors taking maternity, paternity, or neonatal care leave.																																	
FC13	<b>Standing Orders</b> Members noted that the Council’s Standing orders had been recently reviewed and approved in February 2024.																																	
FC14	<b>Scheme of Delegation</b> Members noted that the Council’s Scheme of Delegation (including terms of reference for Committees) was reviewed and approved in February 2024.																																	
FC15	<b>Financial Regulations</b> Members noted that the Council’s Financial Regulations were reviewed and approved in February 2024.																																	
FC16	<b>Code of Conduct</b> Members noted the Councillors Code of Conduct. Cllr Coleman explained the importance of the code.																																	
FC17	<b>Appointment of Members to Standing Committees and Sub-Committees</b> Members considered appointing members to the Standing Committees and Sub-Committees for the municipal year 2024/25.  <b>Standing Committee membership</b> <table><tr><th>Community Committee</th><th>Finance and Resources Committee</th><th>Strategic Planning Committee</th></tr><tr><td>Alex Keyser</td><td>Athos Ritsperis</td><td>Alex Keyser</td></tr><tr><td>Athos Ritsperis</td><td>Dom Rickard</td><td>Dom Rickard</td></tr><tr><td>Ben Bibby</td><td>Ian Finney</td><td>Jo Graves</td></tr><tr><td>Jo Graves</td><td>Natasha Whitmill</td><td>Mark Walker</td></tr><tr><td>Mike Cahill</td><td>Sandra Coleman</td><td>Michael Rowe</td></tr><tr><td>Rachel Andrews</td><td>Mike Cahill</td><td>Mike Cahill</td></tr><tr><td>Sandra Coleman</td><td>Emily Weaver</td><td>Sandra Coleman</td></tr><tr><td>Emily Weaver</td><td>Ben Bibby</td><td>Tom Festa</td></tr><tr><td>Steve Akers</td><td></td><td></td></tr><tr><td>Michael Rowe</td><td></td><td></td></tr></table>	Community Committee	Finance and Resources Committee	Strategic Planning Committee	Alex Keyser	Athos Ritsperis	Alex Keyser	Athos Ritsperis	Dom Rickard	Dom Rickard	Ben Bibby	Ian Finney	Jo Graves	Jo Graves	Natasha Whitmill	Mark Walker	Mike Cahill	Sandra Coleman	Michael Rowe	Rachel Andrews	Mike Cahill	Mike Cahill	Sandra Coleman	Emily Weaver	Sandra Coleman	Emily Weaver	Ben Bibby	Tom Festa	Steve Akers			Michael Rowe		
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Cllr Rickard proposed membership of the Community Committee as listed above, seconded by Cllr Ritsperis, all in favour, motion carried

Cllr Bibby proposed membership of the Strategic Planning Committee as listed above, seconded by Cllr Weaver, all in favour, motion carried.

Cllr Finney proposed membership of the Finance and Resources Committee as listed above, seconded by Cllr Wheaton, all in favour, motion carried.

**Sub-Committee Membership**

<b>Traffic Advisory Sub-Committee</b>	<b>Planning Sub-Committee</b>	<b>Staffing Sub-Committee</b>
Alex Keyser	Dom Rickard	Ian Finney
Jo Graves	Ian Finney	Jo Graves
Mark Walker	Mike Cahill	Mike Cahill
Michael Rowe	Rachel Andrews	Natasha Whitmill
Tom Festa	Sandra Coleman	Steve Akers
Sandra Coleman	Michael Rowe	Sandra Coleman
Steve Akers		

Cllr Wheaton proposed membership of the Planning Sub-Committee as listed above, seconded by Cllr Whitmill, all in favour, motion carried.

Cllr Rickard proposed membership of the Traffic Advisory Sub-Committee as listed above, seconded by Cllr Finney, all in favour, motion carried.

Cllr Festa proposed membership of the Staffing Sub-Committee as listed above, seconded by Cllr Rowe, all in favour, motion carried.

**RESOLVED:** That the Council agreed and approved membership of the Council's standing committees and sub-committees for the municipal year 2024-2025

**FC18 Representatives to Outside Bodies**

Members appointed Council representatives to outside bodies.  
 Chipping Norton Welfare Charities:

Cllr Athos Ritsperis is unable to attend daytime meetings and therefore would like to stand down. This means there are two CNTC spaces on the board of Trustees to fill.

Noted interest in the two CNTC spaces on the Board of Trustees received from:

- Cllr Ben Bibby
- Cllr Emily Weaver
- Cllr Michael Rowe

Members voted for vacant position 1 as follows; Cllr Rowe 1, Cllr Bibby 9, Cllr Weaver 3  
 Cllr Bibby is appointed onto the first position.

Members voted for vacant position 2 as follows; Cllr Rowe 3, Cllr Weaver 9.



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	<b>RESOLVED:</b> That Cllrs Bibby and Weaver are appointed to sit on the Board of Trustees for the Chipping Norton Welfare Charities from May 2024-2028
<b>FC19</b>	<b>Calendar of Meetings</b> Members received the previously agreed calendar of meetings for the municipal year 2024/25.
<b>FC20</b>	<b>Risk Register</b> Members received the Council's Corporate Risk Register and Risk Management Policy which was last approved October 2023. Two amendments recommended by the Town Clerk: Reference to the Deputy Clerk is now CiLCA qualified and that the Council now has Cyber Security in place.  Cllr Walker proposed that the Risk Register and Risk Management Policy be approved with the two noted amendments, seconded by Cllr Whitmill. All in favour, motion carried.  <b>RESOLVED:</b> That the Council approves the corporate Risk Register with the proposed amendments included.
<b>FC21</b>	<b>Flag Flying for the 80<sup>th</sup> Anniversary of D-Day</b> Members considered purchasing and raising a commemorative flag to mark the 80 <sup>th</sup> anniversary of D-Day on the 6 <sup>th</sup> June 2024.  Cllr Bibby proposed that a flag is purchased for raising, seconded by Cllr Walker. 8 in favour, 1 abstention, motion carried.  <b>RESOLVED:</b> That the D-Day 80 Flag of Peace is purchased and flown from the Council's flagpole on 6 <sup>th</sup> June 2024.
<b>FC22</b>	<b>Activities Report from Chipping Norton Theatre</b> Members received an update report from the Chipping Norton Theatre regarding the free school lunches programme that the Council supported with funding.
<b>FC23</b>	<b>Health and Safety</b> Members received and considered a proposal from the Council's Health and Safety Advisor, to provide an initial audit and ongoing support at a cost of £251.25 per month. Cllr Festa proposed that GH Safety are appointed as external Health and Safety Advisors for a year and evaluated annually, seconded by Cllr Keyser. All in favour, motion carried.  <b>RESOLVED:</b> That GH Safety are appointed as the Council's external Health and Safety Advisors at a cost of £251.25 plus VAT per month.
<b>FC24</b>	<b>Bin Request</b> Members considered a request regarding the installation of a dual bin at the entrance of the Community Orchard in order to provide a bin for dog walkers to use. WODC will cover the installation and the Town Council would need to cover the cost of emptying which is £8.37 per week or £435.24 per annum. Cllr Finney proposed, seconded by Cllr Wheaton  <b>RESOLVED:</b> That a dual bin is installed at the entrance to the Community Orchard at a cost of £435.24 per annum.



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<b>FC25</b>	<p><b>Planning Applications</b></p> <p>Members received a schedule of planning applications from West Oxfordshire District Council:</p> <ol style="list-style-type: none"><li><b>APPLICATION NO:</b> <a href="#">24/00921/RES</a> <b>PROPOSAL:</b> Reserved Matters application pursuant to Outline Planning Permission 23/00536/OUT for layout, scale, appearance, and landscaping for a development of 86 dwellings, parking, public open space and associated infrastructure. <b>LOCATION:</b> Land South of Hit of Miss Farm, Banbury Road, Chipping Norton <b>CNTC Comment:</b> Chipping Norton Town Council supports the comments from housing Dept at WODC, and the recommendation re disability access.</li><li><b>APPLICATION NO:</b> <a href="#">24/00998/HHD</a> <b>PROPOSAL:</b> Erection of single storey front and rear extensions <b>LOCATION:</b> 28 Lords Piece Road, Chipping Norton <b>CNTC Comment:</b> Support &amp; no comment</li><li><b>APPLICATION NO:</b> <a href="#">24/00945/LBC</a> and <a href="#">24/00944/FUL</a> <b>PROPOSAL:</b> Conversion of existing dwelling to form two flats with associated internal alterations <b>LOCATION:</b> 22A High Street, Chipping Norton <b>CNTC Comment:</b> Neutral – Consideration given to parking</li><li><b>APPLICATION NO:</b> <a href="#">24/00943/HHD</a> <b>PROPOSAL:</b> Demolition of the existing garage and erection of single storey side extension <b>LOCATION:</b> 36 Churchill Road, Chipping Norton <b>CNTC Comment:</b> Support – No comment</li></ol>
<b>FC26</b>	<p><b>Date of the next meeting</b> Monday 10<sup>th</sup> June 2024</p>

The Chair closed the meeting at 7.36pm

Signed as an accurate record.....

Date.....



## Agenda item 8 – Civic Announcements

### **Mayors Report June 2024**

I am very pleased to be serving as Mayor for this municipal year. I hope we can all work together to make this town a better place for residents, businesses and visitors. This coming year we will continue the work on our major projects: restoration of the fabric of the Town Hall, improvements to access and support of biodiversity at Pool Meadow, and our skate park. Alongside these projects we will continue with our work to improve air quality, pedestrian routes, town events and other committee work.

I was really pleased to attend Chippy Pride on 1<sup>st</sup> June. There was a fabulous atmosphere, lovely stalls to browse and shop and some fantastic music. Unfortunately when staff went to change the flag at the flagpole after the event the notice accompanying the flag had been broken. This is the only time this has happened to a notice at the flagpole and demonstrates in a small way why it is so important to support this event for our LGBTQ+ community. I am very grateful to Nicola Leyland and team for all the work they put in to make the day a success.

17 <sup>th</sup> May	Meeting with Chipping Norton Music Festival Lido Auction
20 <sup>th</sup> May	Meeting with developer
22 <sup>nd</sup> May	Visit to Middle Row about flowerbeds
23 <sup>rd</sup> May	Allotment Committee
29 <sup>th</sup> May	Footpath walk with OCC officer re Section 106 work
30 <sup>th</sup> May	Masai visit to Cotswold Crescent
1 <sup>st</sup> June	Chippy Pride: Flag flying and main stage
4 <sup>th</sup> June	William Fowler Allotment Trust
6 <sup>th</sup> June	D Day flag raising D Day Service at War Memorial Good Gathers Launch
7 <sup>th</sup> June	Theatre 50 <sup>th</sup> Anniversary Event

### **Dates to note:**

All Councillors are welcome to attend the events below:

11 <sup>th</sup> June 7.30 pm	Transition Chipping Norton are hosting a meeting with Peter Sudbury OCC Councillor with responsibility for climate change
17 <sup>th</sup> June 3-4.30 pm	Opening event at The Branch

And our flag-flying ceremonies at 10 am on:

20 <sup>th</sup> June	Refugee Nation
29 <sup>th</sup> June	Armed Forces
5 <sup>th</sup> July	NHS

## **Agenda item 8i – Communication to members**

The following correspondence has been received:

*Dear Chipping Norton Town Council members*

*I am writing to enquire what changes will be made to the Heythrop Hunt holding their Boxing Day meets in the centre of Chipping Norton given the recent incident in London at an army equine event. (I understand that the Heythrop Hunt never apply for a road closure in Chipping Norton for the Boxing Day meet or submit a risk assessment, which in itself seems to contravene due Health and Safety considerations.*

*I would like to highlight an incident involving trained horses (used to crowds, noise, and traffic- trained every day in London. Also, professional army- experienced riders lost control of their horses in London on Wednesday 24th April, 2024. It confirms the safety concerns we continue to highlight regarding Hunt Boxing Day Meets in Chipping Norton.*

*I am sure you are aware of the incident :*

### **Horse transferred to equine hospital as British Army release update**

*The British Army released a statement about the seven horses that were spooked in London on the 24th April 2024.*

*They said three soldiers were taken to hospital having suffered injuries after being unseated.*

*Two soldiers remained in hospital overnight where their conditions are described as stable, and 1 had been discharged.*

*All three soldiers were expected to recover fully and to return to duty.*

*Of the seven horses which were spooked, five tried to bolt and four broke loose.*

*Two of the injured horses were operated on that night with one transferred to an equine hospital.*

*An Army spokesman said all remaining horses spent the night under observation and were assessed throughout the day.*

*<https://www.theguardian.com/uk-news/2024/apr/25/runaway-horses-in-serious-condition-after-bolting-through-central-london>*

*<https://www.bbc.co.uk/news/live/uk-england-london-68888725>*

*<https://www.youtube.com/watch?v=pITTaITv3qY>*

### **UPDATE THURSDAY 1400 25/4/24**

*<https://www.bbc.co.uk/news/uk-england-london-68895233>*

*Vida was operated on overnight and was in stables at the Hyde Park Barracks under observation.*

*"Quaker was also operated on overnight but it was decided to move the horse to an equine hospital in the early hours.*

*"The extent of the injuries is not completely clear, but we don't believe at this stage there are any broken bones. The injuries are consistent with serious lacerations."*

*He added that of the three soldiers injured, one has been discharged, two remained in hospital, but that all were expected to return to duties.*

*A cyclist was also hospitalised in the incident.*

*There is no further update on their condition.*

*This incident confirms that even professional horse riders with horses trained for large crowds can have accidents in urban environments. The hunts' Boxing Day Meet events are staged by riders with little experience of such large crowds in an enclosed area.*

*PLEASE consider just a few of the issues outlined below..:*

- *The age & ability of riders*
- *The training & competence of hunt riders in busy town centres*
- *The temperament & training of horses in such crowds*
- *Public, live vehicles & open highways in very close proximity (the current closure under TPCA 1847 Section 21 does not stop traffic)*
- *No public protection in place via suitable road closures or distance barriers, lack of escape routes*
- *Liability Insurance could be void because the event is outside normal event-insured activities due to staging on Public Highway*
- *Protesters, noise, obstructions, road users*
- *The suitability of the location due to increased mobility & traffic volumes on bank holidays*

***You may not be aware but another incident took place on the Army training ground on the same day.***

<https://www.youtube.com/watch?v=vF09tt0zIIE>

*Please look at the distance of the crowds and the action taken by the army/police to clear them out of the way. These incidents reinforce the issues & risks of allowing hunts to parade in a congested town centre.*

*These high-risk events are an accident waiting to happen.*

*Do we need a serious injury (or worse) to happen before it is determined that a town centre is not appropriate for a meeting of any hunt?.*

Daily Mail Homepage: <https://www.dailymail.co.uk/>

*Link to previous incident where a member of the public was injured by a bolting horse.*

<https://pembrokeshire-herald.com/82011/barley-saturday-organisers-apologise-following-incident-which-saw-woman-injured-by-horse/>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
3210 Admin Charges	9,700	9,756	9,000	(756)			108.4%	
3290 Miscellaneous Income	(1,769)	25	0	(25)			0.0%	
Administration :- Income	<b>7,931</b>	<b>9,781</b>	<b>9,000</b>	<b>(781)</b>			<b>108.7%</b>	<b>0</b>
4100 Salaries/Superann/Nl	12,898	154,627	150,000	(4,627)		(4,627)	103.1%	
5110 Stationery	21	800	600	(200)		(200)	133.4%	
5120 Photocopying Costs	44	2,446	2,300	(146)		(146)	106.4%	
5200 Postage	88	96	300	204		204	31.9%	
5210 Telephone and Comms	582	7,572	6,000	(1,572)		(1,572)	126.2%	
5310 Office Equipment	315	1,107	1,000	(107)		(107)	110.7%	
5340 Website Costs	0	924	500	(424)		(424)	184.8%	
5360 Computer Hardware/Software	610	2,623	3,000	377		377	87.4%	
6200 Rent	0	7,584	2,500	(5,084)		(5,084)	303.4%	
6210 Rates	219	2,623	2,700	77		77	97.2%	
7100 Travel & Subsistance	0	177	200	23		23	88.5%	
7300 Staff & Councillors Training	0	2,435	2,000	(435)		(435)	121.8%	
7500 Legal & Professional Fees	(1,738)	17,573	14,000	(3,573)		(3,573)	125.5%	10,293
7510 Audit Fees	0	2,030	2,700	670		670	75.2%	
7600 Subscriptions	368	2,017	2,000	(17)		(17)	100.9%	
7630 Bank Charges	59	277	300	23		23	92.4%	
7650 Insurance	0	1,623	1,800	177		177	90.2%	
7710 Election Expenses	0	6,100	6,100	0		0	100.0%	
7720 Other Miscellaneous Expenses	52	1,288	1,000	(288)		(288)	128.8%	
Administration :- Indirect Expenditure	<b>13,518</b>	<b>213,924</b>	<b>199,000</b>	<b>(14,924)</b>	<b>0</b>	<b>(14,924)</b>	<b>107.5%</b>	<b>10,293</b>
<b>Net Income over Expenditure</b>	<b>(5,587)</b>	<b>(204,143)</b>	<b>(190,000)</b>	<b>14,143</b>				
6000 plus Transfer from EMR	0	10,293						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,587)</b>	<b>(193,851)</b>						
<b>101 Grants</b>								
7670 Grants-Voluntary Organisations	10,310	41,422	28,000	(13,422)		(13,422)	147.9%	
Grants :- Indirect Expenditure	<b>10,310</b>	<b>41,422</b>	<b>28,000</b>	<b>(13,422)</b>	<b>0</b>	<b>(13,422)</b>	<b>147.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,310)</b>	<b>(41,422)</b>	<b>(28,000)</b>	<b>13,422</b>				
<b>102 Miscellaneous</b>								
3100 Precept Income	0	344,684	344,684	0			100.0%	
3180 Interest Receivable	1,953	24,335	3,600	(20,735)			676.0%	
3230 Manorial Land (Pace Petroleum)	3,750	15,000	15,000	0			100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3290 Miscellaneous Income	0	200	0	(200)			0.0%	
3292 Christmas Market Income	0	0	2,500	2,500			0.0%	
3320 S106/grant income	0	40,101	0	(40,101)			0.0%	39,351
Miscellaneous :- Income	<b>5,703</b>	<b>424,320</b>	<b>365,784</b>	<b>(58,536)</b>			<b>116.0%</b>	<b>39,351</b>
4100 Salaries/Superann/Nl	1,520	20,835	18,000	(2,835)		(2,835)	115.7%	
6407 Xmas Lights/Trees	0	19,698	15,000	(4,698)		(4,698)	131.3%	
6418 Defibrillators	0	191	500	309		309	38.2%	191
6460 Streetscene	148	8,954	10,000	1,046		1,046	89.5%	8,751
6462 Grit Bins/Snow	0	0	2,000	2,000		2,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	640	1,000	360		360	64.0%	
6495 Street Furniture	0	3,066	0	(3,066)		(3,066)	0.0%	2,831
6498 Contingency Fund	0	0	10,000	10,000		10,000	0.0%	
7100 Travel & Subsistance	84	1,915	1,600	(315)		(315)	119.7%	
7720 Other Miscellaneous Expenses	0	175	1,200	1,025		1,025	14.6%	
Miscellaneous :- Indirect Expenditure	<b>1,776</b>	<b>55,474</b>	<b>59,300</b>	<b>3,826</b>	<b>0</b>	<b>3,826</b>	<b>93.5%</b>	<b>11,773</b>
Net Income over Expenditure	<b>3,927</b>	<b>368,847</b>	<b>306,484</b>	<b>(62,363)</b>				
6000 plus Transfer from EMR	148	11,773						
6001 less Transfer to EMR	0	39,351						
Movement to/(from) Gen Reserve	<b>4,075</b>	<b>341,269</b>						
<b>104 Youth</b>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	<b>0</b>	<b>6,405</b>	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>(6,405)</b>		<b>6,405</b>
Net Expenditure	<b>0</b>	<b>(6,405)</b>	<b>0</b>	<b>6,405</b>				
6000 plus Transfer from EMR	0	6,405						
Movement to/(from) Gen Reserve	<b>0</b>	<b>0</b>						
<b>110 Town Hall</b>								
3115 Lettings Income	(268)	47,172	30,000	(17,172)			157.2%	
3140 WODC Water Rates Contrib	0	178	100	(78)			178.4%	
Town Hall :- Income	<b>(268)</b>	<b>47,350</b>	<b>30,100</b>	<b>(17,250)</b>			<b>157.3%</b>	<b>0</b>
4100 Salaries/Superann/Nl	3,638	53,279	42,000	(11,279)		(11,279)	126.9%	
5140 Promotion	410	753	1,500	747		747	50.2%	
5210 Telephone and Comms	112	1,322	1,000	(322)		(322)	132.2%	
6110 Heat and Light	3,509	10,970	7,000	(3,970)		(3,970)	156.7%	
6130 Water & Sewerage	98	1,489	1,500	11		11	99.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Rates	915	10,979	10,230	(749)		(749)	107.3%	
6230 Window Cleaning	0	325	500	175		175	65.0%	
6240 Alarm/Fire Extinguisher Insp	0	1,428	1,600	172		172	89.2%	
6310 Cleaning / Sanitary Expenses	240	4,145	1,800	(2,345)		(2,345)	230.3%	
6330 Waste Disposal	13	437	600	163		163	72.9%	
6400 Repairs and Maintenance	0	8,499	10,000	1,501		1,501	85.0%	5,925
6402 Town Hall Restoration Fund	3,694	75,656	250,000	174,344		174,344	30.3%	75,656
6408 New Equipment	0	4,494	2,500	(1,994)		(1,994)	179.7%	1,371
6417 Maintenance	0	6	0	(6)		(6)	0.0%	
7610 Licences	0	891	800	(91)		(91)	111.3%	
7650 Insurance	0	2,309	3,000	691		691	77.0%	
7720 Other Miscellaneous Expenses	42	153	500	347		347	30.5%	
Town Hall :- Indirect Expenditure	<b>12,671</b>	<b>177,135</b>	<b>334,530</b>	<b>157,395</b>	<b>0</b>	<b>157,395</b>	<b>53.0%</b>	<b>82,952</b>
<b>Net Income over Expenditure</b>	<b>(12,939)</b>	<b>(129,785)</b>	<b>(304,430)</b>	<b>(174,645)</b>				
6000 plus Transfer from EMR	3,694	82,952						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,245)</b>	<b>(46,833)</b>						
<u>120 Greystones</u>								
3110 Rents Receivable	0	2,342	2,040	(302)			114.8%	
3111 Rugby Club Right Of Access	0	175	175	0			100.0%	
Greystones :- Income	<b>0</b>	<b>2,517</b>	<b>2,215</b>	<b>(302)</b>			<b>113.6%</b>	<b>0</b>
6210 Rates	8	95	375	280		280	25.3%	
6400 Repairs and Maintenance	7,550	9,229	2,500	(6,729)		(6,729)	369.2%	7,352
7650 Insurance	0	250	300	50		50	83.2%	
Greystones :- Indirect Expenditure	<b>7,558</b>	<b>9,573</b>	<b>3,175</b>	<b>(6,398)</b>	<b>0</b>	<b>(6,398)</b>	<b>301.5%</b>	<b>7,352</b>
<b>Net Income over Expenditure</b>	<b>(7,558)</b>	<b>(7,056)</b>	<b>(960)</b>	<b>6,096</b>				
6000 plus Transfer from EMR	7,352	7,352						
<b>Movement to/(from) Gen Reserve</b>	<b>(206)</b>	<b>296</b>						
<u>130 Cemetery</u>								
3190 Interments & Memorials	354	7,034	14,000	6,966			50.2%	
3191 Grave Purchase	130	645	4,000	3,355			16.1%	
3290 Miscellaneous Income	0	75	0	(75)			0.0%	
Cemetery :- Income	<b>484</b>	<b>7,754</b>	<b>18,000</b>	<b>10,246</b>			<b>43.1%</b>	<b>0</b>
6130 Water & Sewerage	14	85	100	15		15	84.8%	
6210 Rates	288	3,458	1,500	(1,958)		(1,958)	230.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6400 Repairs and Maintenance	1,600	9,982	10,000	18		18	99.8%	
6417 Maintenance	0	57	0	(57)		(57)	0.0%	
6465 Contract	621	7,447	10,000	2,553		2,553	74.5%	
6471 Skips for cemetery	0	635	600	(35)		(35)	105.8%	
7650 Insurance	0	374	500	126		126	74.9%	
7720 Other Miscellaneous Expenses	180	1,565	500	(1,065)		(1,065)	313.0%	
Cemetery :- Indirect Expenditure	<b>2,703</b>	<b>23,604</b>	<b>23,200</b>	<b>(404)</b>	<b>0</b>	<b>(404)</b>	<b>101.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,218)</b>	<b>(15,850)</b>	<b>(5,200)</b>	<b>10,650</b>				
<b>140 Closed Churchyard</b>								
6400 Repairs and Maintenance	0	5,013	3,000	(2,013)		(2,013)	167.1%	
6417 Maintenance	1,560	1,560	0	(1,560)		(1,560)	0.0%	
6465 Contract	163	1,950	2,000	50		50	97.5%	
Closed Churchyard :- Indirect Expenditure	<b>1,723</b>	<b>8,523</b>	<b>5,000</b>	<b>(3,523)</b>	<b>0</b>	<b>(3,523)</b>	<b>170.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,723)</b>	<b>(8,523)</b>	<b>(5,000)</b>	<b>3,523</b>				
<b>151 Recreation</b>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	3,331	8,438	4,500	(3,938)		(3,938)	187.5%	3,315
6410 New Equipment	0	63,467	70,000	6,533		6,533	90.7%	61,410
6413 Sports Awards	0	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	1,306	1,959	3,500	1,541		1,541	56.0%	
6465 Contract	306	3,675	5,000	1,325		1,325	73.5%	
7650 Insurance	0	3,829	2,500	(1,329)		(1,329)	153.2%	
7720 Other Miscellaneous Expenses	82	468	1,000	532		532	46.8%	
Recreation :- Indirect Expenditure	<b>5,025</b>	<b>82,961</b>	<b>88,000</b>	<b>5,039</b>	<b>0</b>	<b>5,039</b>	<b>94.3%</b>	<b>64,725</b>
<b>Net Expenditure</b>	<b>(5,025)</b>	<b>(82,961)</b>	<b>(88,000)</b>	<b>(5,039)</b>				
6000 plus Transfer from EMR	3,315	64,725						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,710)</b>	<b>(18,235)</b>						
<b>160 Events</b>								
3331 Events income	0	3,665	0	(3,665)			0.0%	
Events :- Income	<b>0</b>	<b>3,665</b>	<b>0</b>	<b>(3,665)</b>				<b>0</b>
6414 Events	(1,395)	11,352	10,000	(1,352)		(1,352)	113.5%	
6415 Mowing (151 Repairs)	0	10	0	(10)		(10)	0.0%	
Events :- Indirect Expenditure	<b>(1,395)</b>	<b>11,362</b>	<b>10,000</b>	<b>(1,362)</b>	<b>0</b>	<b>(1,362)</b>	<b>113.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,395</b>	<b>(7,697)</b>	<b>(10,000)</b>	<b>(2,303)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180</u>	<u>Pool Meadow</u>								
6417	Maintenance	0	0	5,000	5,000		5,000	0.0%	
6430	Restoration Project	0	0	25,000	25,000		25,000	0.0%	
	Pool Meadow :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
	<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
<u>185</u>	<u>Millennium Garden</u>								
6417	Maintenance	0	1,144	1,000	(144)		(144)	114.4%	
6465	Contract	25	300	500	200		200	60.0%	
	Millennium Garden :- Indirect Expenditure	<u>25</u>	<u>1,444</u>	<u>1,500</u>	<u>56</u>	<u>0</u>	<u>56</u>	<u>96.3%</u>	<u>0</u>
	<b>Net Expenditure</b>	<u>(25)</u>	<u>(1,444)</u>	<u>(1,500)</u>	<u>(56)</u>				
<u>186</u>	<u>War Memorial</u>								
6417	Maintenance	0	32	0	(32)		(32)	0.0%	
6470	War Memorial	0	0	2,500	2,500		2,500	0.0%	
	War Memorial :- Indirect Expenditure	<u>0</u>	<u>32</u>	<u>2,500</u>	<u>2,468</u>	<u>0</u>	<u>2,468</u>	<u>1.3%</u>	<u>0</u>
	<b>Net Expenditure</b>	<u>0</u>	<u>(32)</u>	<u>(2,500)</u>	<u>(2,468)</u>				
<u>200</u>	<u>Mayors Allowance</u>								
7200	Hospitality & Entertaining	770	770	1,500	730		730	51.3%	
7690	Mayors Allowance	212	1,150	1,500	350		350	76.7%	
	Mayors Allowance :- Indirect Expenditure	<u>982</u>	<u>1,920</u>	<u>3,000</u>	<u>1,080</u>	<u>0</u>	<u>1,080</u>	<u>64.0%</u>	<u>0</u>
	<b>Net Expenditure</b>	<u>(982)</u>	<u>(1,920)</u>	<u>(3,000)</u>	<u>(1,080)</u>				
Grand Totals:- Income		<b>13,850</b>	<b>495,387</b>	<b>425,099</b>	<b>(70,288)</b>			<b>116.5%</b>	
Expenditure		<b>54,896</b>	<b>633,777</b>	<b>787,205</b>	<b>153,428</b>	<b>0</b>	<b>153,428</b>	<b>80.5%</b>	
<b>Net Income over Expenditure</b>		<u><b>(41,045)</b></u>	<u><b>(138,390)</b></u>	<u><b>(362,106)</b></u>	<u><b>(223,716)</b></u>				
plus Transfer from EMR		<b>14,509</b>	<b>183,500</b>						
less Transfer to EMR		<b>0</b>	<b>39,351</b>						
<b>Movement to/(from) Gen Reserve</b>		<u><b>(26,537)</b></u>	<u><b>5,758</b></u>						



23/04/2024

## Chipping Norton Town Council Current Year

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## Balance Sheet as at 31/03/2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
	Current Assets		
94	Holding Deposit	0	
120,492	Unity Trust Bank	45,172	
500,000	CCLA Deposit Fund	435,000	
5	Petty Cash	5	
0	Town Hall Float	121	
671	Prepayments	1,365	
8,933	VAT Control	3,634	
17,049	Debtors	13,376	
0	Events Stock	1,544	
<u>647,243</u>		<u>500,216</u>	
<b>647,243</b>	Total Assets	<b>500,216</b>	
	Current Liabilities		
0	Holding Deposit	181	
26,659	Trade Creditors	15,218	
30	Accruals	0	
0	Receipts in Advance	2,654	
<u>26,689</u>		<u>18,053</u>	
<b>620,553</b>	Total Assets Less Current Liabilities	<b>482,163</b>	
	Represented By		
240,615	General Reserves	246,373	
35,000	EMR Skate Park Fund	35,000	
25,000	EMR Pool Meadow Project	25,000	
1,100	EMR Defibrillators	909	
239,531	EMR TH Restoration/repairs	169,694	
6,405	EMR Youth Worker	0	
10,000	EMR Street Scene Projects	757	
25,000	EM Recreation Equipment/Repair	226	
17,436	EMR Professional Fees	4,204	
7,352	EMR Contingency	0	
13,115	EMR Town Hall Repairs	0	
<u>620,553</u>		<u>482,163</u>	

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## Balance Sheet as at 31/03/2024

31st March 2024

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

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# **Chipping Norton Town Council**

*Internal Audit Report: Final 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 which was completed by 6<sup>th</sup> February and 16<sup>th</sup> May 2024. We have undertaken our audits for the year and we wish to thank all the staff who assisted us in the process. In the review processes we have ensured governance and financial controls remain effective.

## **Internal Audit Approach**

In conducting our reviews 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 on the Council's accounting and other records which is set out in the following report.

We have concluded that, on the basis of the programme of work undertaken this year 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.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

# 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 of 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, December 2023 and March 2024 by reference to supporting bank statements; and
- 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 March 2024;

### Conclusions

*We are pleased to report that no significant issues have been identified in this area of our review process.*

## 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. We are pleased to record that no issues have been identified in this area.*

## 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.

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 March 2024 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.*

## 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.*

## 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 during the 2024-25 audits.*

## **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.***

## **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.***

## **Fixed Asset Registers**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

### ***Conclusion***

***No issues require 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.***



## **Annual Governance and Accountability Return**

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

### ***Conclusions***

***No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.***

# Annual Internal Audit Report 2023/24

Chipping Norton Town Council

www.chippingnorton-tc.gov.uk ONLY AVAILABLE HERE SITE WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

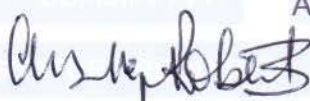
06/02/2024

16/05/2024

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

16/05/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# **Chipping Norton Town Council**

## **NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

### **NOTICE**

**1. Date of announcement**     **Tuesday 11<sup>th</sup> June 2024**

**2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.**

**Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:**

Alison Packer, RFO  
Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
OX7 5NJ  
[finance@chippingnorton-tc.gov.uk](mailto:finance@chippingnorton-tc.gov.uk)  
Tel: 01608 642341

commencing on **Wednesday 12<sup>th</sup> June 2024**

and ending on **Tuesday 23<sup>rd</sup> July 2024**

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:**

Moore (Ref AP/HD)  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ



**5. This announcement is made by Alison Packer, Responsible Finance Officer**

## **LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

### **The right to inspect the accounting records**

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

### **The right to ask the auditor questions about the accounting records**

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

### **The right to make objections**

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

### **A final word**

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

### **Item 15: Memorial Application**

The following memorial application has come to Council for approval because the width of the memorial exceeds the standard regulation size in Worcester Road Cemetery.

Our regulations state that the width of memorials should not exceed “62cm (2 ft) in width”, and the requested memorial is “6 ft wide” to span two graves.

This memorial is meant to match an existing memorial in the cemetery for Agata Cooper at the bottom of Section 6.

The installation of the previous double-width memorial for Agata Cooper created a problem with the adjacent graves and encroaching onto the space for the other graves. This meant that we have had to reach out to the family affected directly to offer them a space in a different row, to accommodate their grave.

**RECOMMENDATION:** That the Council should consider granting the double-width memorial application with an amendment that the maximum width does not exceed 4ft wide. This would then fit within the allocated space for two plots, without encroaching on other plots.

HUTCHISON



**Town Clerk**  
Chipping Norton Town Council  
01608 642341  
The Guildhall, Chipping Norton, OX7 5NJ  
[www.chippingnortontowncouncil.co.uk](http://www.chippingnortontowncouncil.co.uk)

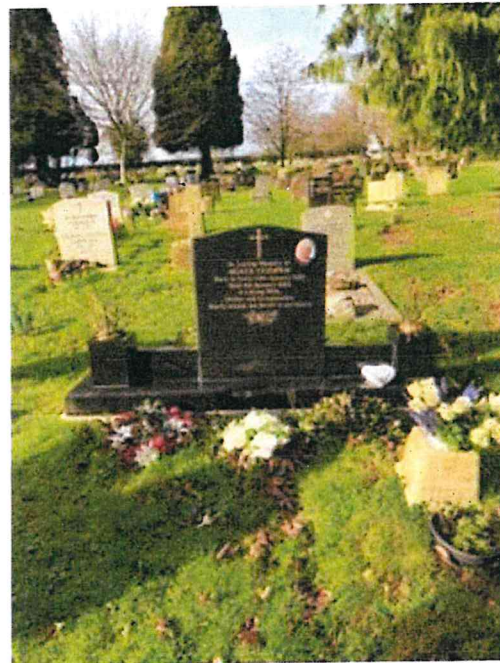
**CHIPPING NORTON TOWN COUNCIL ACTING AS THE BURIAL AUTHORITY FOR THE TOWN OF  
Chipping Norton IN THE COUNTY OF OXFORDSHIRE APPLICATION FOR APPROVAL OF MONUMENT  
OR GRAVESTONE AND INSCRIPTION ETC**

Name of deceased: Peter Hutchison

Grave Ref: section

To supply and place one all polished black granite memorial on the grave of the late Peter Hutchison in Chipping Norton Cemetery. The size of the memorial is to be 30" high x 24" wide x 3", not 4" thick, standing on a base 6ft wide x 12" deep x 3" thick, with 2 cubed vases and kerbs in-between. There is to be a cameo, with the inscription cut and gold leaf, and to read as follows:

IN LOVING MEMORY OF  
PETER HUTCHISON  
"JOCK"  
26.02.1948 – 14.12.2023  
A LOVING HUSBAND, DAD,  
POPPA AND BROTHER  
GONE BUT NEVER FORGOTTEN  
ALWAYS IN OUR HEARTS  
WE LOVE AND  
MISS YOU SO MUCH  
  
(space to be left)



Memorial to match this one (which is in  
the cemetery)  
Spanning over the grave spaces of  
Peter and Maria Hutchison

ORDER ONCE  
APPROVED



## **Agenda item 16 – The Safety of Lithium Batteries Bill**

The following request has been received:

*Dear Local Council*

*I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.*

*Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.*

*As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area. Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.*

*We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.*

*We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.*

*Please do get in touch if you require any further information.*

*I look forward to hearing from you,  
Yours sincerely,  
Ron Bailey*

*PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.*

**Clause 1** would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

**Clause 2:** incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

**Clause 3** addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

The wording of the Bill is attached to this item. It should be noted that the attached logo (mentioned in the email) could not be downloaded and therefore is not in this report.

You can read more about the campaign here:

<https://www.electricalsafetyfirst.org.uk/battery-breakdown/safety-bill/>

#### Recommendation

For Council to decide whether it would like to formally support The Safety Of Lithium Batteries Bill

# **The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

## **1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles**

(1) No person shall after 31<sup>st</sup> August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

## **2. Disposal of Secondary Lithium-ion Batteries**

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

### **3. Duties of the Secretary of State**

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;  
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

### **4. Offences**

Any person who fails to comply with the terms of this Act commits an offence.

### **5. Interpretation**

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

## **6. Regulations**

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

## **7. Extent, Commencement, and Short Title**

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

## Item 17: Planning Applications

1. **APPLICATION NO:** [24/00937/FUL](#)  
**PROPOSAL:** Replacement windows  
**LOCATION:** 2 New Street, Chipping Norton, Oxfordshire
2. **APPLICATION NO:** [24/01098/FUL](#)  
**PROPOSAL:** Alterations to raise roof height, installation of photovoltaic roof panels and new roof lights.  
**LOCATION:** Travis Perkins Trading Company LTD, Station Yard Industrial Estate, Station Road, Chipping Norton, Oxfordshire
3. **APPLICATION NO:** [24/01088/FUL](#)  
**PROPOSAL:** Conversion of roof space above 1<sup>st</sup> floor flat, including insertion of rear dormer, to create 1 bedroom with en-suite and office space.  
**LOCATION:** 25 Finsbury Place, Chipping Norton, Oxfordshire
4. **APPLICATION NO:** [24/01145/HHD](#)  
**PROPOSAL:** Conversion of existing single garage into home studio and erection of 1.8m high timber fence with pedestrian access gate across driveway (part retrospective).  
**LOCATION:** 8 Philips Drive, Chipping Norton, Oxfordshire
5. **APPLICATION NO:** [24/01135/HHD](#)  
**PROPOSAL:** Erection of single storey rear extension  
**LOCATION:** 38 Over Norton Road, Chipping Norton, Oxfordshire
6. **APPLICATION NO:** [24/01237/S73](#)  
**PROPOSAL:** Variation of condition 11 of permission [10/1819/P/FP](#) to allow change from natural stone to rendered blockwork.  
**LOCATION:** 2 Bell Yard, 56 West Street, Chipping Norton, Oxfordshire
7. **APPLICATION NO:** [24/01315/HHD](#)  
**PROPOSAL:** Erection of single-storey front extension, first floor side extension, and conversion of garage into residential living space.  
**LOCATION:** 40 Insall Road, Chipping Norton, Oxfordshire
8. **APPLICATION NO:** [24/01269/S73](#)  
**PROPOSAL:** Variation of conditions 2 and 3 of Planning Permission [20/01933/FUL](#) to allow for alterations to the fenestration, roof and design and changes to the approved roof materials.  
**LOCATION:** (Former) Police Station, Banbury Road, Chipping Norton, Oxfordshire
9. **APPLICATION NO:** [24/01274/FUL](#)  
**PROPOSAL:** Construction of new vehicular access off A44 for new water booster station.  
**LOCATION:** Southcombe, Chipping Norton

UPDATES:

Discharge of condition 17 (details of rainwater goods) of planning permission 20/O1933/FUL).

**Police Station Banbury Road Chipping Norton Oxfordshire OX7 5AW**

Ref. No: 24/O1280/CND | Received: Thu 09 May 2024 | Validated: Thu 09 May 2024 | Status: Approve

Demolition of the existing buildings. Construction of twelve dwellings with associated access, parking and amenity (non-material amendment to change the colour of the rear doors)

**Bliss Brassey And Wilkins House Hailey Avenue Chipping Norton Oxfordshire**

Ref. No: 24/O1213/NMA | Received: Mon 29 Apr 2024 | Validated: Mon 29 Apr 2024 | Status: Approve

Discharge of condition 12 (traffic management plan) of Planning Permission 21/OO985/FUL

**The Old Bank 16 Market Place Chipping Norton Oxfordshire OX7 5NA**

Ref. No: 24/OO997/CND | Received: Tue 09 Apr 2024 | Validated: Tue 09 Apr 2024 | Status: Approve

## AGENDA ITEM 18

### CHIPPING NORTON TOWN COUNCIL

#### SKATEPARK PROJECT – TENDER FOR PREFERRED CONTRACTOR

##### 1. Outline

This report summarises the results of the recent tendering exercise and invites the Council to Resolve to appoint one contractor to undertake the work set out in the specification. It should be noted that after taking advice, the Town Clerk and CEO invited representatives from the Skatepark Users Group to assist with the scoring process and help inform the recommendations in this report. It should also be noted that a final design was not required at this stage. The design of the skatepark will be informed through community consultation.

##### 2. Background

A significant part of the Council's Skatepark project is to select a preferred contractor to work through the design, planning, fundraising and build stage.

The Contract documentation were issued on 13<sup>th</sup> March 2024, in accordance with the Council's Financial Regulations, was publicised via the Contract Finder web site. Tender documents were also emailed to all five major skatepark contractors as suggested by Skateboard GB. The closing date was 29<sup>th</sup> April 2024 and 3 tenders were received. The contractors are anonymised in this report and are referred to as:

- Contractor A
- Contractor B
- Contractor C

### ***The Requirement***

The outcome of this Tender will be to identify and select a single Contractor to take the project forward from consultation to a final design and a completed installed concrete skatepark, to suit the needs of the local young people whilst taking into account a range of ages, abilities and wheels, e.g. scooters, skateboards and BMX, and also taking account of the site constraints.

This Tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

The applicant is required to provide value for money, use local suppliers where possible, deliver added value, cause minimum disturbance to the community whilst delivering a durable, well designed concrete skatepark built to a high quality that suits the needs of the local young people and adheres to the authority's requirements.

The applicant must include a breakdown of costs for the Project proposal, including;

- Consultation sessions with local young people
- Creation of 3D visuals
- Topographical survey
- Services searches
- Support with obtaining Planning Permission (cost of application and any surveys requested will be covered by the Council)
- Project management – H&S and CDM compliance
- Provision of JCT Minor Works 2016 with Contractors Design documentation
- Creation of detailed design engineering drawings
- Preliminaries
- Groundworks & drainage



- Steelworks
- Concrete
- Planting
- Ancillary items (seating, bins, sign)
- RoSPA Post Installation inspection
- Launch event
- Any other items (please detail)

The contractor will be required to run a minimum of two consultation events with local young people on dates to be agreed.

**NB.** *It should be noted that while this was the wording in the tender specification, all contractors confirmed that consultations will be carried out with the community via in person workshops and online questionnaires. They will work with the Council and the Skatepark users group and have sessions with residents living near to the site to discuss and mitigate concerns and answer any questions.*

It is planned for the skatepark to be completed and opened by March 2025 subject to planning permission being granted and funds being in place.

The contractor will be required to support the Council with the preparation of documentation for a Planning Application. The Council will submit the application and pay the fees to the Planning Authority. Any surveys specifically requested by planning will be paid for by the Council outside of the tender sum.

The Contractor must meet the requirements of the Contract, take account of any planning conditions and demands that the Council includes within the project management process.

The Contractor must not exceed the maximum budget for the project which is

£ 250,000 excluding VAT

## ***Added Value***

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

## ***Performance Management***

Applicants should, by way of on-going Contract performance be prepared to produce valuation documentation during the course of the project build at monthly intervals. The format will be agreed between the Contractor and Council.

## *Award*

## ***Award Criteria***

The following criteria and weightings were applied in the evaluation of the questions asked of applicants.

Evaluation Criteria Breakdown	Means of Evaluation	
	Sub Criteria	Main Criteria
Method Statements		100%
Approach	20%	
Quality	30%	

Previous Project Experience	15%	
Management and Communication	10%	
Programme	5%	
Budget management	15%	

## Scoring Guidelines

The questions asked of applicants within were scored using the marking system described within this section.

Applicants were made aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to those who show innovation, creativity, further relevant details and information that could potentially enhance the applicant's proposal.

All scored question were evaluated in accordance with the guidelines below:

<b>Score 0</b>	No response	No response	
<b>Score 1</b>	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	<b>Weak</b>
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
<b>Score 3</b>	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	<b>Fair - Good</b>
<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Council's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	

<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	
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## Award Questions

Question Number	Question
<b>Approach (20%)</b>	
4.3.1	The Applicant shall provide a method statement detailing how it would plan, manage and deliver the Project
<b>Council's minimum requirements:</b> Please note that the Council is looking for evidence of the Applicant's previous experience in relation to managing and delivering projects of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract. The Council is also looking for evidence of the Applicant's previous experience of working collaboratively with key stakeholders and engaging in consultation with young people and where that experience will be used during the delivery of this Contract.	
<b>Quality (30%)</b>	
4.3.2	The Applicant shall provide a method statement detailing how it proposes to deliver a high quality skatepark that delivers the young people's aspirations on time, within budget, within any relevant planning constraints at competitive construction rates.
<b>Council's minimum requirements:</b> Please note that the Council is looking for evidence that the Applicant has an understanding of managing key stakeholder's expectations within a particular budget envelope. The Council requires a warranty against the concrete structure of a minimum of 15 years	
<b>Previous Project Experience (15%)</b>	
4.3.3	The project examples provided as part of the Selection Questions will be used to assess this question.
<b>Council's minimum requirements:</b> The Council is looking for relevant project examples which demonstrate the Applicants' track history of successful delivery.	
<b>Management and Communication (10%)</b>	
4.3.4	The Applicant shall provide details of the project team that will be involved in the delivery of this Contract.
<b>Council's minimum requirements:</b> Please note that the Council is looking for the appropriateness of the project team to meet the requirements of the Project, details of their previous experience of working together as a team, the project management structures that will be in place and the means by which they will communicate with the Council and key stakeholders throughout the life of the Contract.	
<b>Programme (5%)</b>	
4.3.5	The Applicant shall provide an outline plan for delivering the requirements of the Project

**Council's minimum requirements:** Please note that the Council is looking for the submission of a realistic programme and completeness of services offered.

#### Budget Management (20%)

4.3.6

The Applicant shall describe its proposed approach to managing the budget, working with the Council and Eligible Users to manage any potential cost overruns and reporting cost information to the Council. The Applicant must be mindful of the fact that the allocated budget for this Project is £250,000 excluding VAT, which must not be exceeded.

**Council's minimum requirements:** Please note that the Council is looking for a Contractor that is willing to work with the Council to manage the costs of the project within the allocated budget.

## Scores

Following detailed evaluation the contractors were scored in each section as follows:

Contractor	Approach (20%)	Quality (30%)	Previous Experience (15%)	Management and Comms (10%)	Programme (5%)	Budget Management (20%)
A	5	6	9	6	8	6
B	8	9	9	9	8	8
C	10	9	9	8	8	10

### 3. Financial proposals

The following table sets out the financial proposals submitted by each of the contractors:

**NB.** It should be noted that contractor C added lines 17 and 18 to their application, which is why there are no costings specified for contractors A and B on these lines.

Item Number	Description	Unit	Contractor A (£)	Contractor B (£)	Contractor C (£)
1	Consultation (minimum 2 sessions)	Item	600	2750	Free
2	Creation of 3D visuals	Item	450	1,800	Free
3	Topographical survey	Item	850	1,000	1,500
4	Services searches	Item	150	4,000	150
5	Support with obtaining Planning Permission	Item	580	950	Free

6	Project Management – H&S & CDM Compliance	Item	20,000	4,250	6,500
7	Provision of JCT MW Contract Documentation	Item	100	400	Free
8	Creation of Detailed Design Engineering Dwgs	Item	420	2,800	£20,000
9	Preliminaries	Item	6500	17,680	£33,200
10	Groundworks & Drainage	Item	75,000	77,500	£59,900
11	Steelworks	Item	28,400	9,100	£42,500
12	Concrete	Item	112,450	120,520	60,000
13	Planting	Item	2,000	3,000	4,600
14	Ancillary items (seating, bins, sign)	Item	1,500	1,500	3,000
15	RoSPA Post installation inspection	Item	500	700	450
16	Launch Event	Item	500	2,000	2,500
17	Transport, fuel, skips	Item			8,200
18	Temporary track hire	Item			7,500
	<b>Total of the prices (excluding VAT)</b>	Item	<b>£250,000</b>	<b>£249,950</b>	<b>£250,000</b>

#### 4. Other Criteria

Site visits and communication with the Council.

**Contractor A** – Did not conduct a site visit (to our knowledge and this is not mentioned in the tender submission) Therefore, contractor A has not included reference or costings for any temporary track access, and while there is an acknowledgement of tree protection where necessary, they have not specifically factored in the trees on the perimeter of the site that have TPOs on them and will need to be considered as part of the design and planning stage.

Contractor A has not asked for clarification on any item via the office.

**Contractor B** – Has asked several specific questions in relation to the site and the requirements of the project and arranged to undertake a site visit with the Town Clerk.

**Contractor C** - Has asked several specific questions in relation to the site and the requirements of the project and arranged to undertake a site visit with the Town Clerk.

#### 5. Analysis of tenders

##### Overview:

The analysis of the scoring table for the three contractors reveals their strengths and weaknesses across six criteria: Approach, Quality, Previous Experience, Management and Communications, Programme, and Budget Management. Based on the weighted scores, Contractor C has the highest total score, followed by Contractor B, and then Contractor A.

##### Contractor A

Total Score: 6.35

Strengths: Previous Experience (9), Programme (8)

Weaknesses: Approach (5), Quality (6), Management and Comms (6), Budget Management (6)

Analysis: Contractor A exhibits strong performance in Previous Experience and Programme, making them suitable for projects where these criteria are highly prioritized. However, their lower scores in Approach, Quality, Management and Comms, and Budget Management suggest potential areas for improvement or risk in these aspects.

### **Contractor B**

Total Score: 8.55

Strengths: Quality (9), Previous Experience (9), Management and Comms (9), Programme (8), Budget Management (8)

Weaknesses: Approach (8) – though still a strong score, it is their lowest relative score.

Analysis: Contractor B demonstrates consistent performance across all criteria, with particularly high scores in Quality, Previous Experience, and Management and Comms. This balanced performance indicates reliability and well-rounded capabilities, making Contractor B a strong candidate for a variety of projects.

### **Contractor C**

Total Score: 9.25

Strengths: Approach (10), Quality (9), Previous Experience (9), Budget Management (10)

Weaknesses: Management and Comms (8), Programme (8) – these are strong scores but comparatively lower within their profile.

Analysis: Contractor C excels with perfect scores in Approach and Budget Management, along with strong performances in Quality and Previous Experience. Despite slightly lower scores in Management and Comms and Programme, they still perform well above average. Contractor C's overall high score and specific strengths make them the top contender, especially for projects requiring innovative approaches and strict budget management.

### **Conclusion:**

Contractor C is the highest-scoring contractor, showing exceptional strength in Approach and Budget Management, and strong overall performance.

Contractor B is a close second, with very consistent and high scores across all criteria, making them a reliable and well-rounded option.

Contractor A has notable strengths in Previous Experience and Programme but may require closer scrutiny or support in other areas where their scores are lower.

Analysis of other criteria show that:

In terms of a personalised approach and a much reduced risk of unforeseen problems both contractors B and C have been proactive and score highly in this criteria.

## **6. Recommendation**

Contractor C should be considered the top choice due to their overall high score and specific strengths in key areas. Contractor B also presents a very strong case with their balanced and consistently high performance, making them an excellent alternative. Contractor A, while having lower overall scores, could still be valuable for projects where their strengths in Previous Experience and Programme are critical.