



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

28th January 2025

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 3rd February 2025

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

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

a. To approve the minutes of the Finance and Resources Committee meeting held on 18th November 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. Committee action plan

To note the committee action plan.

6. Income and expenditure

To receive detailed current income and expenditure reports by budget heading.

7. Schedule of payments for approval

To receive the schedule of payments.

8. Forward work programme

- a. To review the following policies:
 - a. Social Media Policy
 - b. Communication Policy

9. CCLA Funds

To receive a report from the Responsible Finance Officer and agree next steps

10. Grants

- a. To receive and consider a report for the second round of Grant applications for Financial Year 2024/25.
- b. To receive a funding briefing report from the Chipping Norton Theatre regarding core funding.

11. Date of next meeting – 17th March 2025.



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Minutes of a Finance and Resources Committee meeting held on the 18th November 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Emily Weaver, Alex Keyser (Substituting)

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin & Customer Service Assistant

Paolo Oliveri, Maintenance Operative

No Members of the public were present

FR27	Apologies for absence Apologies received from Cllr Ritsperis, Cllr, Bibby and Cllr Whitmill
FR28	Declaration of interests None
FR29	Minutes <ul style="list-style-type: none">a. RESOLVED. The Chair signed and approved the minutes of the Finance and Resources Committee Meeting as an accurate record held on the 23rd September 2024.b. Members noted the minutes of the Staffing Sub-Committee held on the 1st October 2024c. Members noted the minutes of the Staffing Sub-Committee held on 25th October 2024
FR30	Public Participation None
FR31	Committee Action Plan Members noted the ongoing committee action plan. Members discussed investments and would like more information on how investments can be more ethically handled. The Responsible Finance Officer will investigate this and provide a summary for the members at the next meeting.
FR32	Correspondence Members noted correspondence from Chipping Norton Theatre regarding the work being done with the Core Funding provided by the Town Council.



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	<p>The letter comprised all the community work that the Theatre are currently undertaking with the core funding from the Town Council. Members received an indication that Theatre may need more core funding starting financial year 2026/27</p>
FR33	<p>Income and Expenditure Members received detailed current income and expenditure reports by budget heading.</p>
FR34	<p>Schedule of payments for approval Members received the schedule of payments and did not raise any queries for the RFO</p>
FR35	<p>Forward Work Program Members reviewed the following policy: <ul style="list-style-type: none"> a. CCTV Compliance <p>RESOLVED: That no further amendments are required.</p> <p>Members received drafts of the following policies to approve: <ul style="list-style-type: none"> a. Flexible Working Requests Policy b. Hybrid Working Policy c. Maternity Leave Policy d. Paternity Leave Policy e. Shared Parental Leave Policy f. Parental Bereavement Leave Policy g. Adoption Leave Policy <p>Members discussed whether to provide statutory or enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies. RESOLVED: Members agreed to provide enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies.</p> </p></p>
FR36	<p>Interim Audit Report Members received the interim audit report from the Council's Internal Auditor The audit report did not raise any concerns.</p>
FR37	<p>Committee Budget 2025-26 Members received a report from the Responsible Finance Officer and discussed the detailed budget lines. Query raised over the Income over expenditure total – RFO checked master copy and corrected a clerical error shown on printed copy.</p> <p>Members requested that £20,000 to be removed from Town Hall Restoration code (6402) and noted that any works for the Town Hall could be taken from the existing Town Hall EMR.</p>



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FR38	Draft annual budget setting for 2025/26 Committee members received a report from the Responsible Finance Officer and agreed spending priorities for 2025/26 to help inform the overall budget. Members discussed the overall budget and the various options for precept which will be dependent on available reserves and yet to be confirmed Tax Base figures from WODC. The budget and precept will be decided at the Full Council Meeting on 9 th December 2024.
FR39	Date of the next meeting Monday 3 rd February 2025

The Chair closed the meeting at 7.47pm.

Signed as an accurate record.....

Date.....

DRAFT

Agenda item 5 – Committee action plan

The committee should review the action plan for the coming municipal year.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically. For review at this meeting: <ul style="list-style-type: none"> - Social Media Policy - Communication Policy
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review March 2025.
Appoint the internal auditor	CNTC		September 2024	September 2025	The internal auditor was appointed at the F&R meeting September 2025.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	The interim audit report was received by the F&R Cttee in November 2024.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	Transparency page and Financial management page published on website. The publication page demonstrates how much is now available to residents via the Council's website.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Councillor training policy adopted.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	Second tranche of grants to be considered at the F&R meeting Feb 2025.
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. All leases now signed as of August 2024.
Local Council Awards Scheme	CNTC/NALC	n/a	March 2024	September 2024	Final decision for the Quality award received August 2024. The next level of the scheme (Gold) requires a three-year business strategy plan and robust community engagement.

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
FINANCE & RESOURCES								
<u>100 Administration</u>								
3210 Admin Charges	0	3	5,000	4,997			0.1%	
Administration :- Income	0	3	5,000	4,997			0.1%	0
4100 Salaries/Superann/Nl	12,558	133,431	175,000	41,569		41,569	76.2%	
5110 Stationery	88	449	1,000	551		551	44.9%	
5120 Photocopying Costs	75	1,957	3,200	1,243		1,243	61.1%	
5200 Postage	0	9	150	141		141	5.9%	
5210 Telephone and Comms	853	6,192	8,400	2,208		2,208	73.7%	
5310 Office Equipment	25	554	1,000	446		446	55.4%	
5340 Website Costs	0	955	1,000	45		45	95.5%	
5360 Computer Hardware/Software	50	1,450	3,000	1,550		1,550	48.3%	
6200 Rent	84	13,638	5,500	(8,138)		(8,138)	248.0%	
6210 Rates	259	2,329	2,700	371		371	86.3%	
7100 Travel & Subsistance	41	90	200	110		110	45.0%	
7300 Staff & Councillors Training	0	1,239	3,000	1,761		1,761	41.3%	
7500 Legal & Professional Fees	901	23,597	10,000	(13,597)		(13,597)	236.0%	11,143
7510 Audit Fees	510	2,375	2,500	125		125	95.0%	
7600 Subscriptions	0	2,216	2,300	84		84	96.3%	
7630 Bank Charges	30	257	250	(7)		(7)	102.8%	
7650 Insurance	0	10,121	9,500	(621)		(621)	106.5%	
7710 Election Expenses	0	200	6,100	5,900		5,900	3.3%	
7720 Other Miscellaneous Expenses	0	355	1,000	645		645	35.5%	
Administration :- Indirect Expenditure	15,474	201,413	235,800	34,387	0	34,387	85.4%	11,143
Net Income over Expenditure	(15,474)	(201,410)	(230,800)	(29,390)				
6000 plus Transfer from EMR	0	11,143	0	(11,143)				
Movement to/(from) Gen Reserve	(15,474)	(190,267)	(230,800)	(40,533)				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	8,250	16,500	8,250		8,250	50.0%	
7671 Grant Theatre C/N	0	3,000	3,000	0		0	100.0%	
7672 Grant Lido C/N	0	5,000	5,000	0		0	100.0%	
7673 Grant Museum	0	3,500	3,500	0		0	100.0%	
Grants :- Indirect Expenditure	0	19,750	28,000	8,250	0	8,250	70.5%	0
Net Expenditure	0	(19,750)	(28,000)	(8,250)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	0	375,832	375,832	0			100.0%	
3180 Interest Receivable	1,718	16,688	20,000	3,312			83.4%	
3230 Manorial Land (Pace Petroleum)	3,750	11,250	15,000	3,750			75.0%	
3290 Miscellaneous Income	0	7,582	0	(7,582)			0.0%	7,582
3320 S106/grant income	0	5,805	0	(5,805)			0.0%	5,805
Miscellaneous :- Income	5,468	417,157	410,832	(6,325)			101.5%	13,387
4100 Salaries/Superann/NI	1,852	15,677	20,000	4,323		4,323	78.4%	
6463 General Maintenance Supplies	0	759	750	(9)		(9)	101.2%	
6490 Trees/Flower Beds	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	1,009	5,974	7,500	1,526		1,526	79.7%	
7100 Travel & Subsistance	0	1,275	1,600	325		325	79.7%	
7720 Other Miscellaneous Expenses	637	637	1,200	563		563	53.1%	
Miscellaneous :- Indirect Expenditure	3,499	24,347	31,050	6,703	0	6,703	78.4%	0
Net Income over Expenditure	1,969	392,810	379,782	(13,028)				
6001 less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	1,969	379,423	379,782	359				
<u>120 Greystones</u>								
3110 Rents Receivable	0	0	2,540	2,540			0.0%	
3111 Rugby Club Right Of Access	0	0	175	175			0.0%	
Greystones :- Income	0	0	2,715	2,715			0.0%	0
6210 Rates	8	71	100	29		29	70.8%	
6400 Repairs and Maintenance	0	1,901	2,500	599		599	76.0%	
Greystones :- Indirect Expenditure	8	1,971	2,600	629	0	629	75.8%	0
Net Income over Expenditure	(8)	(1,971)	115	2,086				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	0	557	1,500	943		943	37.1%	
Mayors Allowance :- Indirect Expenditure	0	557	3,000	2,443	0	2,443	18.6%	0
Net Expenditure	0	(557)	(3,000)	(2,443)				
FINANCE & RESOURCES :- Income	5,468	417,160	418,547	1,387			99.7%	
Expenditure	18,981	248,039	300,450	52,411	0	52,411	82.6%	
Net Income over Expenditure	(13,513)	169,121	118,097	(51,024)				
plus Transfer from EMR	0	11,143	0	(11,143)				
less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	(13,513)	166,878	118,097	(48,781)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY								
<u>110 Town Hall</u>								
3115 Lettings Income	3,459	45,233	70,000	24,767			64.6%	
3140 WODC Water Rates Contrib	0	0	100	100			0.0%	
3290 Miscellaneous Income	0	0	2,500	2,500			0.0%	
Town Hall :- Income	3,459	45,233	72,600	27,367			62.3%	0
4100 Salaries/Superann/NI	5,256	42,245	72,500	30,255		30,255	58.3%	
5140 Promotion	0	339	1,500	1,161		1,161	22.6%	
5210 Telephone and Comms	97	1,011	1,250	239		239	80.9%	
6110 Heat and Light	2,728	8,504	14,000	5,496		5,496	60.7%	
6130 Water & Sewerage	154	1,029	1,650	621		621	62.4%	
6210 Rates	1,029	9,263	11,500	2,237		2,237	80.5%	
6230 Window Cleaning	0	553	500	(53)		(53)	110.6%	
6240 Alarm/Fire Extinguisher Insp	0	973	1,600	627		627	60.8%	
6310 Cleaning / Sanitary Expenses	601	2,655	3,000	345		345	88.5%	
6330 Waste Disposal	134	1,447	1,000	(447)		(447)	144.7%	
6400 Repairs and Maintenance	233	10,475	10,000	(475)		(475)	104.8%	6,205
6402 Town Hall Restoration Fund	12,240	14,087	0	(14,087)		(14,087)	0.0%	14,087
6408 New Equipment	0	1,365	15,000	13,635		13,635	9.1%	
7610 Licences	20	2,178	800	(1,378)		(1,378)	272.2%	
7720 Other Miscellaneous Expenses	0	80	500	420		420	16.0%	
Town Hall :- Indirect Expenditure	22,493	96,205	134,800	38,595	0	38,595	71.4%	20,292
Net Income over Expenditure	(19,035)	(50,972)	(62,200)	(11,228)				
6000 plus Transfer from EMR	12,240	20,292	0	(20,292)				
Movement to/(from) Gen Reserve	(6,795)	(30,680)	(62,200)	(31,520)				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	46	2,396	4,500	2,104		2,104	53.2%	
6410 New Equipment	299	7,170	10,000	2,830		2,830	71.7%	
6420 Litter/Dog Bin Emptying	0	2,611	1,000	(1,611)		(1,611)	261.1%	
6465 Contract	963	2,845	5,000	2,155		2,155	56.9%	
7720 Other Miscellaneous Expenses	825	825	1,000	175		175	82.5%	
Recreation :- Indirect Expenditure	2,132	16,973	22,500	5,527	0	5,527	75.4%	0
Net Expenditure	(2,132)	(16,973)	(22,500)	(5,527)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Events</u>								
3331 Events income	176	3,801	0	(3,801)			0.0%	
Events :- Income	176	3,801	0	(3,801)				0
6407 Xmas Lights/Trees	19,698	19,698	19,000	(698)		(698)	103.7%	
6414 Events	2,029	13,326	10,000	(3,326)		(3,326)	133.3%	3,007
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	21,727	33,023	30,000	(3,023)	0	(3,023)	110.1%	3,007
Net Income over Expenditure	(21,551)	(29,222)	(30,000)	(778)				
6000 plus Transfer from EMR	0	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	(21,551)	(26,215)	(30,000)	(3,785)				
COMMUNITY :- Income	3,635	49,035	72,600	23,565			67.5%	
Expenditure	46,352	146,202	187,300	41,098	0	41,098	78.1%	
Net Income over Expenditure	(42,717)	(97,167)	(114,700)	(17,533)				
plus Transfer from EMR	12,240	23,299	0	(23,299)				
Movement to/(from) Gen Reserve	(30,477)	(73,868)	(114,700)	(40,832)				

STRATEGIC PLANNING130 Cemetery

3190 Interments & Memorials	1,625	5,850	15,000	9,150			39.0%	
3191 Grave Purchase	1,600	2,650	4,500	1,850			58.9%	
3290 Miscellaneous Income	0	150	0	(150)			0.0%	
Cemetery :- Income	3,225	8,650	19,500	10,850			44.4%	0
6130 Water & Sewerage	7	60	100	41		41	59.5%	
6210 Rates	317	2,860	3,500	640		640	81.7%	
6400 Repairs and Maintenance	334	3,631	12,500	8,869		8,869	29.1%	
6417 Maintenance	0	28	0	(28)		(28)	0.0%	
6465 Contract	1,952	6,738	10,000	3,262		3,262	67.4%	
6471 Skips for cemetery	0	470	600	130		130	78.3%	
7720 Other Miscellaneous Expenses	0	1,096	500	(596)		(596)	219.3%	
Cemetery :- Indirect Expenditure	2,611	14,883	27,200	12,317	0	12,317	54.7%	0
Net Income over Expenditure	614	(6,233)	(7,700)	(1,467)				

140 Closed Churchyard

6400 Repairs and Maintenance	100	3,085	5,000	1,915		1,915	61.7%	
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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6465 Contract	511	1,680	2,000	320		320	84.0%	
Closed Churchyard :- Indirect Expenditure	611	4,765	7,000	2,235	0	2,235	68.1%	0
Net Expenditure	(611)	(4,765)	(7,000)	(2,235)				
<u>145 StreetScene</u>								
6418 Defibrillators	0	261	500	239		239	52.2%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6465 Contract	26	26	0	(26)		(26)	0.0%	
6490 Trees/Flower Beds	52	443	1,000	557		557	44.3%	
6495 Street Furniture	0	12,426	3,000	(9,426)		(9,426)	414.2%	6,238
StreetScene :- Indirect Expenditure	78	13,155	5,500	(7,655)	0	(7,655)	239.2%	6,238
Net Expenditure	(78)	(13,155)	(5,500)	7,655				
6000 plus Transfer from EMR	0	6,238	0	(6,238)				
Movement to/(from) Gen Reserve	(78)	(6,918)	(5,500)	1,418				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	3,900	2,500	(1,400)		(1,400)	156.0%	
6430 Restoration Project	4,600	4,600	0	(4,600)		(4,600)	0.0%	4,600
Pool Meadow :- Indirect Expenditure	4,600	8,500	2,500	(6,000)	0	(6,000)	340.0%	4,600
Net Expenditure	(4,600)	(8,500)	(2,500)	6,000				
6000 plus Transfer from EMR	4,600	4,600	0	(4,600)				
Movement to/(from) Gen Reserve	0	(3,900)	(2,500)	1,400				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	78	257	500	243		243	51.4%	
Millennium Garden :- Indirect Expenditure	78	257	1,700	1,443	0	1,443	15.1%	0
Net Expenditure	(78)	(257)	(1,700)	(1,443)				
<u>186 War Memorial</u>								
6470 War Memorial	0	2,877	5,000	2,123		2,123	57.5%	
War Memorial :- Indirect Expenditure	0	2,877	5,000	2,123	0	2,123	57.5%	0
Net Expenditure	0	(2,877)	(5,000)	(2,123)				
STRATEGIC PLANNING :- Income	3,225	8,650	19,500	10,850			44.4%	
Expenditure	7,978	44,437	48,900	4,463	0	4,463	90.9%	
Net Income over Expenditure	(4,753)	(35,787)	(29,400)	6,387				
plus Transfer from EMR	4,600	10,838	0	(10,838)				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(153)	(24,949)	(29,400)	(4,451)				
Grand Totals:- Income	12,328	474,845	510,647	35,802			93.0%	
Expenditure	73,311	438,677	536,650	97,973	0	97,973	81.7%	
Net Income over Expenditure	(60,983)	36,167	(26,003)	(62,170)				
plus Transfer from EMR	16,840	45,280	0	(45,280)				
less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	(44,143)	68,060	(26,003)	(94,063)				

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Adobe Systems Software Ireland	011124DD1	16.64		Adobe subs 30/10 - 28/11
01/11/2024	West Oxfordshire District Coun	011124-1	259.00		NDR - Guildhall - Nov
04/11/2024		BACS	4.98		Reimb. event expense QD 4/11
04/11/2024		BACS	18.78		Reimb. Travis Perkins tool
04/11/2024	Avant Garde Drinks Ltd	041124-1	307.05		TH bar drinks
04/11/2024	ESPO	041124-2	82.68		TH - Toilet rolls
04/11/2024	KopyRite	041124-3	38.00		A4/A3 posters Xmas Light event
04/11/2024	Viking	041124-4	46.44		Printer paper/cable ties
04/11/2024	Siemens Financial Services Lim	041124-5	551.42		Photocopier lease 21/10 - 20/1
04/11/2024	British Gas	041124DD1	1,204.69		TH Gas 23/9 - 21/10
08/11/2024	Cherwell Industrial Doors Ltd	081124-1	1,395.00		TH Front Entrance door (50%)
08/11/2024	Economy of Brighton B Creative	081124-2	136.97		Craft supplies - lantern event
08/11/2024	Adobe Systems Software Ireland	081124DD1	19.97		Addobe Subs (3) 6/11-5/12
11/11/2024	Multipay Card	DD	11.99		WHSmith- 27/9
11/11/2024	Multipay Card	DD	141.68		QD - frames Comm awards
11/11/2024	Multipay Card	DD	8.98		QD - clips - Comm Awards
11/11/2024	Multipay Card	DD	5.99		Post Office - return lost prop
11/11/2024	Multipay Card	DD	60.30		MFG - fuel for hire veh
11/11/2024	Multipay Card	DD	151.75		WODC - Rd Closure for 28/11
11/11/2024	Multipay Card	DD	80.00		RING - F62F22C2-0004 23/10
11/11/2024	Multipay Card	DD	15.08		Gardners Dream- lantern making
11/11/2024	Multipay Card	DD	3.00		Bank card fee
13/11/2024	HMRC	BACS	6,203.16		Tax/NI Nov
13/11/2024	Solid Structures (UK) Ltd	131124-1	498.00		St Marys Ch - Collapsed tunnel
13/11/2024	Gill & Co (Ironmongers) Limite	131124-2	13.00		Ironmongery
13/11/2024	Kettering Playsafe Ltd	131124-3	4,620.00		New post/mats - Cotswold
13/11/2024	Castle Water Limited	131124-4	80.81		Water - TH - 1/10-31/10
13/11/2024	TSP Kar Hire Ltd (T/a Robinson	131124-5	1,310.40		Peugeot Van Hire 4/11-4/12
13/11/2024	Cherwell Industrial Doors Ltd	131124-6	1,395.00		TH Front Door (50%)
15/11/2024	GH Safety Ltd	151124-1	301.50		H&S Advice/Support - November
19/11/2024		BACS	3.98		QD Lantern event bags
19/11/2024	James English Window Cleaning	191124-1	218.00		TH window cleaning 31/10
19/11/2024	R F Pest Control	191124-2	240.00		Pest control - cemetery - Oct
19/11/2024	West Oxfordshire District Coun	191124-3	1,354.00		NDR - Greystones November
19/11/2024		BACS	164.12		Reimb. Amazon lantern event
20/11/2024	Staff Salaries	BACS	16,349.92		Staff Salaries Nov
20/11/2024	OCC Pension Fund	BACS	5,110.44		Staff pensions Nov
20/11/2024	Sutcliffe Play (South West) Li	201124-1	783.14		Play equipment repair parts
20/11/2024	Glyme Construction Ltd	201124-2	563.76		Emergency callout- St Mary's
20/11/2024	Swift Digital Services	201124-3	160.75		Kyocera copier 19/8-17/11
20/11/2024	DJMD Events -	201124-4	70.00		Bingo Hosting 10/11
20/11/2024	Jubilee Brass (Oxford) Band	201124-5	165.00		Hymns etc Remembrance 10/11
20/11/2024	Gill & Co (Ironmongers) Limite	201124-6	51.00		Keys/fuses TH
20/11/2024	Broadsword	201124-7	909.60		TH Fire AlarmDec24-Dec25
20/11/2024	Zonkey Solutions Ltd	201124-8	210.00		Web development Glyme Hall
20/11/2024	Viking	201124-9	155.27		Refuse sacks/magnets
20/11/2024	ESPO	201124-10	47.70		TH floor laminate cleaner 2x5L

Time: 04:40

Unity Trust Bank

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2024	West Oxfordshire District Coun	201124-11	134.33		Waste/recycling TH Nov
20/11/2024	Adobe Systems Software Ireland	201124-DD1	16.64		Adobe Subs 17/11-16/12
20/11/2024	Viking	201124-9	0.30		P/Ledger Electronic Payment
22/11/2024		BACS	27.99		Reimb. MFG Fuel/screenwash
25/11/2024		BACS	48.76		Reimb. Aldi, Xmas lights food
25/11/2024	Celtioc Marches Beverages LTD	251124-1	256.78		Mulled wine 2 x 20L
25/11/2024	Clear Insurance Management Ltd	261124-1	74.46		Ins. credit - change of veh.
26/11/2024		BACS	11.96		Reimb. QD napkins
27/11/2024		BACS	6.98		Reimb mustard/onions Xmas ligh
28/11/2024	Paypal	DD	8.47	Inv 2203131769	Ryman - thermal paper TH
29/11/2024	STL Communications Ltd (FOCUS)	291124DD1	894.18		Telephone/IT/Broadband
30/11/2024	Unity Trust Bank	DD	21.60		Bank charges 1/10-31/10/24

Total Payments	<u>47,041.39</u>
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Town Hall Petty Cash/Float

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/11/2024	Sainsburys	CASH	2.40		Remembrance refreshments
10/11/2024	Co-Op	CASH	70.40		Remembrance refreshments
Total Payments			<u>72.80</u>		

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8.50					8.50	
261124-C	Banked: 26/11/2024	183.00						
	Sales Recpts Page 800	183.00	183.00		1420			Sales Recpts Page 800
281124-C	Banked: 28/11/2024	199.50						
281124-C	Members of the public	199.50		33.25	3331	160	166.25	TH Bar -Lights Switch on 28/11
Total Receipts for Month		382.50	183.00	33.25			166.25	
Cashbook Totals		391.00	183.00	33.25			174.75	

Payments for Month 8**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

391.00

Cashbook Totals

391.00

0.00

0.00

391.00

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2024	Adobe Systems Software Ireland	031224DD1	16.64		Adobe Subs 29/11-29/12
01/12/2024	British Gas	091224DD1	1,588.63		Gas - TH 21/10-25/11
04/12/2024		BACS	34.99		Triple A Motorfactors - tools
04/12/2024		BACS	11.21		Reimb. Food Xmas Lights
04/12/2024		BACS	54.10		Reimb. Food/Drink Xmas Lights
04/12/2024		BACS	41.00		Expenses - Mileage 17/10
04/12/2024		BACS	12.46		Reimb. food Xmas Lights
04/12/2024		BACS	3.99		Reimb. Tools QD
04/12/2024	Theatrix Arts	041224-1	540.00		Lantern workshop/Xmas Lightbs
04/12/2024	DJMD Events -	041224-2	50.00		Bingo Hosting TH 1/12
04/12/2024	KM Cleaning -	041224-3	533.50		Cleaning TH Oct-Nov
04/12/2024	Beaumont Rivers Ltd	041224-4	5,520.00		Pool Meadow Consultnacy
04/12/2024	Startech Productions Ltd	041224-5	270.48		Sound/Lights Xmas light event
04/12/2024	Valentine Occupational Health	041224-6	780.00		OHP Fw2F Referral
04/12/2024	Thames Valley Water Services L	041224-7	52.80		Water Testing TH - Nov
04/12/2024	Auditing Solutions Ltd	041224-8	612.00		Internal Audt - Interim 2024-2
04/12/2024	Naturescape Limited	041224-9	135.00		Yellow Rattle Seed
09/12/2024	GH Safety Ltd	161224-SO	301.50		H&S Advice/Support - December
09/12/2024	Swift Digital Services	181224-5	114.00		Annual Support (Ricoh)
10/12/2024	Multipay Card	DD	3.00		Card Fee
10/12/2024	Multipay card - Unity Trust/LL	101224DD1	74.89		Instant camera (Xmas Lights)
10/12/2024	Adobe Systems Software Ireland	101224DD2	19.97		Adobe Subs (3) 6/12-5/1
10/12/2024	The Sign Builder	101224-1	39.59		200mmx300mm alu faced sign
10/12/2024	West Oxfordshire District Coun	101224-2	134.33		Waste/Recycling TH - Dec
10/12/2024	West Oxfordshire District Coun	101224-3	259.00		NDR - Guildhall Dec
10/12/2024	Shot By Jude (Malexxa Ltd)	101224-4	180.00		Photography Xmas Lights 28/11
10/12/2024	TSP Kar Hire Ltd (T/a Robinson	101224-5	1,093.60		2 days veh hire insurance
10/12/2024	Travis Perkins Trading Company	101224-6	12.36		Postcrete
10/12/2024	Castle Water Limited	101224-7	73.71		Water - Cemetery 1/11-30/11
10/12/2024	Cherwell Industrial Doors Ltd	101224-8	3,888.00		Window Hatch TH (50%)
10/12/2024	Broadsword	171224-2	279.60		Annual Main. TH lighting
10/12/2024	West Oxfordshire District Coun	171224-11	1,354.00		NDR - Greystones Dec
16/12/2024	Millennium Quest Ltd	161224-1	23,637.00		Xmas Lights Year 2 of 3
17/12/2024		BACS	40.15		Reimb. Lantern event food
17/12/2024	Playsafety Ltd	171224-1	990.00		Annual play Inspections
17/12/2024	KopyRite	171224-3	192.00		Banner sticker x 2/ vinyl
17/12/2024	Mitchell Graphics & Signs	171224-4	605.00		Supply/fit signage at depot
17/12/2024	Viking	171224-5	30.53		Monitor stand
17/12/2024	Gill & Co (Ironmongers) Limite	171224-6	53.60		Sundries for Xmas event
17/12/2024	Gill & Co (Ironmongers) Limite	171224-7	13.27		Cable ties/screws/batteries TH
17/12/2024	McCracken & Sons Ltd	171224-8	1,508.64		Grounds Maintenance - Nov
17/12/2024	ESPO	171224-9	81.30		Hand towels TH
17/12/2024	Clear Insurance Management Ltd	171224-10	98.16		Hire Veh. Insurance amend
18/12/2024	Viking	181224-12	33.71		Credit undelivered 5000450
18/12/2024	West Oxfordshire District Coun	181224-1	83.80		Building insurance recharge Gu
18/12/2024	DJMD Events -	181224-2	50.00		Bingo Hosting TH 16/12
18/12/2024	Swift Digital Services	181224-3	90.20		Copier fees 17/11 - 11/12

Unity Trust Bank

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2024	Print Ready Limited	181224-4	358.20		Hi Viz branded vests x 30
19/12/2024	Adobe Systems Software Ireland	191224DD1	16.64		Adobe Subs - 17/12-16/1
20/12/2024	HMRC	BACS	4,083.19		Tax/Ni Dec
20/12/2024	OCC Pension Fund	BACS	3,487.00		Staff Pensions - Dec
20/12/2024	Staff Salaries	BACS	12,095.55		Staff Salaries - Dec
31/12/2024	Unity Trust Bank	DD	3.90		Bank charges
31/12/2024	Unity Trust Bank	DD	19.80		Bank Charges Dec
31/12/2024	STL Communications Ltd (FOCUS)	311224DD3	1,026.50		Telephone/IT/Broadband

Total Payments 66,682.49

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	391.00					391.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>391.00</u>	<u>0.00</u>	<u>0.00</u>			<u>391.00</u>	

Payments for Month 9**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/12/2024	Unity Trust Bank	394137	341.00			1210		341.00	Nov Cash Income bank
Total Payments for Month			341.00	0.00	0.00			341.00	
Balance Carried Fwd			50.00						
Cashbook Totals			391.00	0.00	0.00			391.00	

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>				<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>FINANCE & RESOURCES</u>												
<u>100</u>	<u>Administration</u>											
3210	Admin Charges	9,000	9,756	0	0	5,000	0	5,000	3	9,600	0	0
3290	Miscellaneous Income	0	25	0	0	0	0	0	0	0	0	0
	Total Income	9,000	9,781	0	0	5,000	0	5,000	3	9,600	0	0
4100	Salaries/Superann/Nl	150,000	154,627	0	0	175,000	0	175,000	133,431	194,000	0	0
5110	Stationery	600	800	0	0	1,000	0	1,000	449	1,000	0	0
5120	Photocopying Costs	2,300	2,446	0	0	3,200	0	3,200	1,957	3,200	0	0
5200	Postage	300	96	0	0	150	0	150	9	100	0	0
5210	Telephone and Comms	6,000	7,572	0	0	8,400	0	8,400	6,192	8,500	0	0
5310	Office Equipment	1,000	1,107	0	0	1,000	0	1,000	554	500	0	0
5340	Website Costs	500	924	0	0	1,000	0	1,000	955	1,000	0	0
5360	Computer Hardware/Software	3,000	2,623	0	0	3,000	0	3,000	1,450	3,000	0	0
6200	Rent	2,500	7,584	0	0	5,500	0	5,500	13,638	8,000	0	0
6210	Rates	2,700	2,623	0	0	2,700	0	2,700	2,329	3,200	0	0
7100	Travel & Subsistance	200	177	0	0	200	0	200	90	200	0	0
7300	Staff & Councillors Training	2,000	2,435	0	0	3,000	0	3,000	1,239	2,500	0	0
7500	Legal & Professional Fees	14,000	17,573	0	0	10,000	0	10,000	23,597	5,000	0	0
7510	Audit Fees	2,700	2,030	0	0	2,500	0	2,500	2,375	2,500	0	0
7600	Subscriptions	2,000	2,017	0	0	2,300	0	2,300	2,216	2,500	0	0
7630	Bank Charges	300	277	0	0	250	0	250	257	300	0	0
7650	Insurance	1,800	1,623	0	0	9,500	0	9,500	10,121	11,500	0	0
7710	Election Expenses	6,100	6,100	0	0	6,100	0	6,100	200	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7720	Other Miscellaneous Expenses	1,000	1,288	0	0	1,000	0	1,000	355	750	0	0
	Overhead Expenditure	199,000	213,924	0	0	235,800	0	235,800	201,413	247,750	0	0
	100 Net Income over Expenditure	-190,000	-204,143	0	0	-230,800	0	-230,800	-201,410	-238,150	0	0
6000	plus Transfer from EMR	0	10,293	0	0	0	0	0	11,143	0	0	0
	Movement to/(from) Gen Reserve	<u>(190,000)</u>	<u>(193,851)</u>			<u>(230,800)</u>		<u>(230,800)</u>	<u>(190,267)</u>	<u>(238,150)</u>		
101	Grants											
7670	Grants-Voluntary Organisations	28,000	41,422	0	0	16,500	0	16,500	8,250	16,500	0	0
7671	Grant Theatre C/N	0	0	0	0	3,000	0	3,000	3,000	3,000	0	0
7672	Grant Lido C/N	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
7673	Grant Museum	0	0	0	0	3,500	0	3,500	3,500	3,500	0	0
	Overhead Expenditure	28,000	41,422	0	0	28,000	0	28,000	19,750	28,000	0	0
	Movement to/(from) Gen Reserve	<u>(28,000)</u>	<u>(41,422)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(19,750)</u>	<u>(28,000)</u>		
102	Miscellaneous											
3100	Precept Income	344,684	344,684	0	0	375,832	0	375,832	375,832	494,204	0	0
3180	Interest Receivable	3,600	24,335	0	0	20,000	0	20,000	16,688	25,000	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	11,250	15,000	0	0
3290	Miscellaneous Income	0	200	0	0	0	0	0	7,582	0	0	0
3292	Christmas Market Income	2,500	0	0	0	0	0	0	0	0	0	0
3320	S106/grant income	0	40,101	0	0	0	0	0	5,805	0	0	0
	Total Income	365,784	424,320	0	0	410,832	0	410,832	417,157	534,204	0	0
4100	Salaries/Superann/Ni	18,000	20,835	0	0	20,000	0	20,000	15,677	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6407	Xmas Lights/Trees	15,000	19,698	0	-19,000	19,000	0	0	0	0	0	0
6418	Defibrillators	500	191	0	-500	500	0	0	0	0	0	0
6460	Streetscene	10,000	8,954	0	0	0	0	0	0	0	0	0
6462	Grit Bins/Snow	2,000	0	0	-1,000	1,000	0	0	0	0	0	0
6463	General Maintenance Supplies	0	0	0	0	750	0	750	759	750	0	0
6490	Trees/Flower Beds	1,000	640	0	-1,000	1,000	0	0	25	0	0	0
6495	Street Furniture	0	3,066	0	-3,000	3,000	0	0	0	0	0	0
6498	Contingency Fund	10,000	0	0	0	7,500	0	7,500	5,974	7,500	0	0
7100	Travel & Subsistance	1,600	1,915	0	0	1,600	0	1,600	1,275	0	0	0
7720	Other Miscellaneous Expenses	1,200	175	0	0	1,200	0	1,200	637	0	0	0
7730	CCTV Contribution	0	0	0	0	0	0	0	0	2,500	0	0
7735	HR Retained Service	0	0	0	0	0	0	0	0	2,500	0	0
7740	Health & Safety Services	0	0	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	59,300	55,474	0	-24,500	55,550	0	31,050	24,347	15,750	0	0
	102 Net Income over Expenditure	306,484	368,847	0	24,500	355,282	0	379,782	392,810	518,454	0	0
6000	plus Transfer from EMR	0	11,773	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0
	Movement to/(from) Gen Reserve	306,484	341,269			355,282		379,782	379,423	518,454		
104	Youth											
5322	Expenses	0	6,405	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	6,405	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	6,405	0	0	0	0	0	0	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

15:10

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0			0		0	0	0		
120	<u>Greystones</u>											
3110	Rents Receivable	2,040	2,342	0	0	2,540	0	2,540	0	2,540	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	0	175	0	0
Total Income		2,215	2,517	0	0	2,715	0	2,715	0	2,715	0	0
6210	Rates	375	95	0	0	100	0	100	71	100	0	0
6400	Repairs and Maintenance	2,500	9,229	0	0	2,500	0	2,500	1,901	1,000	0	0
7650	Insurance	300	250	0	0	0	0	0	0	0	0	0
Overhead Expenditure		3,175	9,573	0	0	2,600	0	2,600	1,971	1,100	0	0
120 Net Income over Expenditure		-960	-7,056	0	0	115	0	115	-1,971	1,615	0	0
6000	plus Transfer from EMR	0	7,352	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(960)	296			115		115	(1,971)	1,615		
200	<u>Mayors Allowance</u>											
7200	Hospitality & Entertaining	1,500	770	0	0	1,500	0	1,500	0	0	0	0
7690	Mayors Allowance	1,500	1,150	0	0	1,500	0	1,500	557	1,500	0	0
Overhead Expenditure		3,000	1,920	0	0	3,000	0	3,000	557	1,500	0	0
Movement to/(from) Gen Reserve		(3,000)	(1,920)			(3,000)		(3,000)	(557)	(1,500)		

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
FINANCE & RESOURCES - Income	376,999	436,618	0	0	418,547	0	418,547	417,160	546,519	0	0	
Expenditure	292,475	328,717	0	-24,500	324,950	0	300,450	248,039	294,100	0	0	
Net Income over Expenditure	<u>84,524</u>	<u>107,901</u>	<u>0</u>	<u>24,500</u>	<u>93,597</u>	<u>0</u>	<u>118,097</u>	<u>169,121</u>	<u>252,419</u>	<u>0</u>	<u>0</u>	
plus Transfer from EMR	0	35,823	0	0	0	0	0	11,143	0	0	0	
less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0	
Movement to/(from) Gen Reserve	<u>84,524</u>	<u>104,372</u>			<u>93,597</u>		<u>118,097</u>	<u>166,878</u>	<u>252,419</u>			
<u>COMMUNITY</u>												
<u>110</u>	<u>Town Hall</u>											
3115	Lettings Income	30,000	47,172	0	0	70,000	0	70,000	45,233	80,000	0	0
3140	WODC Water Rates Contrib	100	178	0	0	100	0	100	0	100	0	0
3290	Miscellaneous Income	0	0	0	0	2,500	0	2,500	0	0	0	0
	Total Income	<u>30,100</u>	<u>47,350</u>	<u>0</u>	<u>0</u>	<u>72,600</u>	<u>0</u>	<u>72,600</u>	<u>45,233</u>	<u>80,100</u>	<u>0</u>	<u>0</u>
4100	Salaries/Superann/Ni	42,000	53,279	0	0	72,500	0	72,500	42,245	57,375	0	0
5140	Promotion	1,500	753	0	0	1,500	0	1,500	339	750	0	0
5210	Telephone and Comms	1,000	1,322	0	0	1,250	0	1,250	1,011	1,250	0	0
6110	Heat and Light	7,000	10,970	0	0	14,000	0	14,000	8,504	9,000	0	0
6130	Water & Sewerage	1,500	1,489	0	0	1,650	0	1,650	1,029	1,150	0	0
6210	Rates	10,230	10,979	0	0	11,500	0	11,500	9,263	13,000	0	0
6230	Window Cleaning	500	325	0	0	500	0	500	553	600	0	0
6240	Alarm/Fire Extinguisher Insp	1,600	1,428	0	0	1,600	0	1,600	973	250	0	0
6310	Cleaning / Sanitary Expenses	1,800	4,145	0	0	3,000	0	3,000	2,655	3,000	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>				<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6330	Waste Disposal	600	437	0	0	1,000	0	1,000	1,447	1,800	0	0
6400	Repairs and Maintenance	10,000	8,499	0	0	10,000	0	10,000	10,475	2,000	0	0
6402	Town Hall Restoration Fund	250,000	75,656	0	0	0	0	0	14,087	0	0	0
6408	New Equipment	2,500	4,494	0	0	2,500	12,500	15,000	1,365	5,000	0	0
6417	Maintenance	0	6	0	0	0	0	0	0	0	0	0
7610	Licences	800	891	0	0	800	0	800	2,178	2,500	0	0
7650	Insurance	3,000	2,309	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	153	0	0	500	0	500	80	500	0	0
	Overhead Expenditure	334,530	177,135	0	0	122,300	12,500	134,800	96,205	98,175	0	0
	110 Net Income over Expenditure	-304,430	-129,785	0	0	-49,700	-12,500	-62,200	-50,972	-18,075	0	0
6000	plus Transfer from EMR	0	82,952	0	0	0	0	0	20,292	0	0	0
	Movement to/(from) Gen Reserve	(304,430)	(46,833)			(49,700)		(62,200)	(30,680)	(18,075)		
115	Glyme Hall											
3115	Lettings Income	0	0	0	0	0	0	0	0	45,000	0	0
	Total Income	0	0	0	0	0	0	0	0	45,000	0	0
4100	Salaries/Superann/Nl	0	0	0	0	0	0	0	0	19,125	0	0
5140	Promotion	0	0	0	0	0	0	0	0	750	0	0
5210	Telephone and Comms	0	0	0	0	0	0	0	0	750	0	0
6110	Heat and Light	0	0	0	0	0	0	0	0	6,000	0	0
6130	Water & Sewerage	0	0	0	0	0	0	0	0	600	0	0
6200	Rent	0	0	0	0	0	0	0	0	4,500	0	0
6210	Rates	0	0	0	0	0	0	0	0	15,000	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6230	Window Cleaning	0	0	0	0	0	0	0	0	250	0	0
6240	Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	250	0	0
6310	Cleaning / Sanitary Expenses	0	0	0	0	0	0	0	0	2,000	0	0
6330	Waste Disposal	0	0	0	0	0	0	0	0	1,000	0	0
6400	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,500	0	0
6408	New Equipment	0	0	0	0	0	0	0	0	500	0	0
7610	Licences	0	0	0	0	0	0	0	0	1,000	0	0
7650	Insurance	0	0	0	0	0	0	0	0	700	0	0
7720	Other Miscellaneous Expenses	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	54,175	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(9,175)		
151	Recreation											
6200	Rent	1,000	1,125	0	0	1,000	0	1,000	1,125	1,150	0	0
6400	Repairs and Maintenance	4,500	8,438	0	0	4,500	0	4,500	2,396	2,000	0	0
6410	New Equipment	70,000	63,467	0	0	10,000	0	10,000	7,170	2,500	0	0
6413	Sports Awards	500	0	0	0	0	0	0	0	0	0	0
6420	Litter/Dog Bin Emptying	3,500	1,959	0	0	1,000	0	1,000	2,611	2,700	0	0
6440	ROSPA Inspection	0	0	0	0	0	0	0	0	700	0	0
6465	Contract	5,000	3,675	0	0	5,000	0	5,000	2,845	0	0	0
7650	Insurance	2,500	3,829	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	1,000	468	0	0	1,000	0	1,000	825	0	0	0
	Overhead Expenditure	88,000	82,961	0	0	22,500	0	22,500	16,973	9,050	0	0
6000	plus Transfer from EMR	0	64,725	0	0	0	0	0	0	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>		<u>2024/2025</u>					<u>2025/2026</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(88,000)</u>	<u>(18,235)</u>			<u>(22,500)</u>		<u>(22,500)</u>	<u>(16,973)</u>	<u>(9,050)</u>		
160	Events											
3331	Events income	0	3,665	0	0	0	0	0	3,801	3,000	0	0
	Total Income	0	3,665	0	0	0	0	0	3,801	3,000	0	0
6407	Xmas Lights/Trees	0	0	0	19,000	0	0	19,000	19,698	19,000	0	0
6414	Events	10,000	11,352	0	0	10,000	0	10,000	13,326	8,000	0	0
6415	Mowing (151 Repairs)	0	10	0	0	0	0	0	0	0	0	0
6419	Occasional Events	0	0	0	0	1,000	0	1,000	0	0	0	0
6455	Agency Staff	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	10,000	11,362	0	19,000	11,000	0	30,000	33,023	28,000	0	0
	160 Net Income over Expenditure	<u>-10,000</u>	<u>-7,697</u>	0	<u>-19,000</u>	<u>-11,000</u>	0	<u>-30,000</u>	<u>-29,222</u>	<u>-25,000</u>	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	3,007	0	0	0
	Movement to/(from) Gen Reserve	<u>(10,000)</u>	<u>(7,697)</u>			<u>(11,000)</u>		<u>(30,000)</u>	<u>(26,215)</u>	<u>(25,000)</u>		
	COMMUNITY - Income	30,100	51,015	0	0	72,600	0	72,600	49,035	128,100	0	0
	Expenditure	432,530	271,457	0	19,000	155,800	12,500	187,300	146,202	189,400	0	0
	Net Income over Expenditure	<u>-402,430</u>	<u>-220,443</u>	0	<u>-19,000</u>	<u>-83,200</u>	<u>-12,500</u>	<u>-114,700</u>	<u>-97,167</u>	<u>-61,300</u>	0	0
	plus Transfer from EMR	0	147,677	0	0	0	0	0	23,299	0	0	0
	Movement to/(from) Gen Reserve	<u>(402,430)</u>	<u>(72,766)</u>			<u>(83,200)</u>		<u>(114,700)</u>	<u>(73,868)</u>	<u>(61,300)</u>		

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

		<u>2023/2024</u>				<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>STRATEGIC PLANNING</u>												
<u>130</u>	<u>Cemetery</u>											
3190	Interments & Memorials	14,000	7,034	0	0	15,000	0	15,000	5,850	7,000	0	0
3191	Grave Purchase	4,000	645	0	0	4,500	0	4,500	2,650	1,000	0	0
3290	Miscellaneous Income	0	75	0	0	0	0	0	150	0	0	0
	Total Income	18,000	7,754	0	0	19,500	0	19,500	8,650	8,000	0	0
6130	Water & Sewerage	100	85	0	0	100	0	100	60	100	0	0
6210	Rates	1,500	3,458	0	0	3,500	0	3,500	2,860	2,000	0	0
6400	Repairs and Maintenance	10,000	9,982	0	0	12,500	0	12,500	3,631	10,000	0	0
6417	Maintenance	0	57	0	0	0	0	0	28	0	0	0
6465	Contract	10,000	7,447	0	0	10,000	0	10,000	6,738	0	0	0
6469	Pest Control	0	0	0	0	0	0	0	0	1,500	0	0
6471	Skips for cemetery	600	635	0	0	600	0	600	470	700	0	0
7650	Insurance	500	374	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	1,565	0	0	500	0	500	1,096	250	0	0
	Overhead Expenditure	23,200	23,604	0	0	27,200	0	27,200	14,883	14,550	0	0
	Movement to/(from) Gen Reserve	(5,200)	(15,850)			(7,700)		(7,700)	(6,233)	(6,550)		
<u>140</u>	<u>Closed Churchyard</u>											
6400	Repairs and Maintenance	3,000	5,013	0	0	5,000	0	5,000	3,085	2,500	0	0
6417	Maintenance	0	1,560	0	0	0	0	0	0	0	0	0
6465	Contract	2,000	1,950	0	0	2,000	0	2,000	1,680	0	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
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	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	5,000	8,523	0	0	7,000	0	7,000	4,765	2,500	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(8,523)</u>			<u>(7,000)</u>		<u>(7,000)</u>	<u>(4,765)</u>	<u>(2,500)</u>		
<u>145 StreetScene</u>											
4100 Salaries/Superann/NI	0	0	0	0	0	0	0	0	94,000	0	0
5210 Telephone and Comms	0	0	0	0	0	0	0	0	500	0	0
6110 Heat and Light	0	0	0	0	0	0	0	0	2,000	0	0
6130 Water & Sewerage	0	0	0	0	0	0	0	0	1,500	0	0
6200 Rent	0	0	0	0	0	0	0	0	21,500	0	0
6210 Rates	0	0	0	0	0	0	0	0	13,000	0	0
6240 Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	2,500	0	0
6320 Vehicle Hire	0	0	0	0	0	0	0	0	8,500	0	0
6321 Vehicle Insurance	0	0	0	0	0	0	0	0	1,200	0	0
6322 Fuel	0	0	0	0	0	0	0	0	1,200	0	0
6323 Machinery Hire	0	0	0	0	0	0	0	0	10,000	0	0
6324 Tools & Equipment	0	0	0	0	0	0	0	0	200	0	0
6325 PPE	0	0	0	0	0	0	0	0	1,500	0	0
6330 Waste Disposal	0	0	0	0	0	0	0	0	2,000	0	0
6400 Repairs and Maintenance	0	0	0	0	0	0	0	0	500	0	0
6418 Defibrillators	0	0	0	500	0	0	500	261	500	0	0
6462 Grit Bins/Snow	0	0	0	1,000	0	0	1,000	0	0	0	0
6465 Contract	0	0	0	0	0	0	0	26	0	0	0
6485 Plants & Sundries	0	0	0	0	0	0	0	0	2,500	0	0
6490 Trees/Flower Beds	0	0	0	1,000	0	0	1,000	443	1,000	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
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		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6495	Street Furniture	0	0	0	3,000	0	0	3,000	12,426	1,500	0	0
7410	Service Charges	0	0	0	0	0	0	0	0	1,445	0	0
7650	Insurance	0	0	0	0	0	0	0	0	915	0	0
	Overhead Expenditure	0	0	0	5,500	0	0	5,500	13,155	167,960	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,238	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(5,500)	(6,918)	(167,960)		
180	<u>Pool Meadow</u>											
6417	Maintenance	5,000	0	0	0	2,500	0	2,500	3,900	500	0	0
6430	Restoration Project	25,000	0	0	0	0	0	0	4,600	0	0	0
	Overhead Expenditure	30,000	0	0	0	2,500	0	2,500	8,500	500	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	4,600	0	0	0
	Movement to/(from) Gen Reserve	(30,000)	0			(2,500)		(2,500)	(3,900)	(500)		
185	<u>Millennium Garden</u>											
6417	Maintenance	1,000	1,144	0	0	1,200	0	1,200	0	250	0	0
6465	Contract	500	300	0	0	500	0	500	257	0	0	0
	Overhead Expenditure	1,500	1,444	0	0	1,700	0	1,700	257	250	0	0
	Movement to/(from) Gen Reserve	(1,500)	(1,444)			(1,700)		(1,700)	(257)	(250)		
186	<u>War Memorial</u>											
6417	Maintenance	0	32	0	0	0	0	0	0	0	0	0
6470	War Memorial	2,500	0	0	0	5,000	0	5,000	2,877	500	0	0

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Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)
Note: Annual Budget Year to Date Dec 2024

	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	2,500	32	0	0	5,000	0	5,000	2,877	500	0	0
Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>(32)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(2,877)</u>	<u>(500)</u>		
STRATEGIC PLANNING - Income	18,000	7,754	0	0	19,500	0	19,500	8,650	8,000	0	0
Expenditure	62,200	33,603	0	5,500	43,400	0	48,900	44,437	186,260	0	0
Net Income over Expenditure	<u>-44,200</u>	<u>-25,849</u>	<u>0</u>	<u>-5,500</u>	<u>-23,900</u>	<u>0</u>	<u>-29,400</u>	<u>-35,787</u>	<u>-178,260</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	10,838	0	0	0
Movement to/(from) Gen Reserve	<u>(44,200)</u>	<u>(25,849)</u>			<u>(23,900)</u>		<u>(29,400)</u>	<u>(24,949)</u>	<u>(178,260)</u>		
Total Budget Income	425,099	495,387	0	0	510,647	0	510,647	474,845	682,619	0	0
Expenditure	787,205	633,777	0	0	524,150	12,500	536,650	438,677	669,760	0	0
Net Income over Expenditure	<u>-362,106</u>	<u>-138,390</u>	<u>0</u>	<u>0</u>	<u>-13,503</u>	<u>-12,500</u>	<u>-26,003</u>	<u>36,167</u>	<u>12,859</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	183,500	0	0	0	0	0	45,280	0	0	0
less Transfer to EMR	0	39,351	0	0	0	0	0	13,387	0	0	0
Movement to/(from) Gen Reserve	<u>(362,106)</u>	<u>5,758</u>			<u>(13,503)</u>		<u>(26,003)</u>	<u>68,060</u>	<u>12,859</u>		

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
2135 EMR Skate Park Fund	35,000.00		35,000.00
2138 EMR Pool Meadow Project	25,000.00	-15,127.50	9,872.50
2139 EMR Defibrillators	908.55	1,516.00	2,424.55
2142 EMR TH Restoration/repairs	169,694.03	-20,292.11	149,401.92
2148 EMR Street Scene Projects	757.48		757.48
2149 EM Recreation Equipment/Repair	226.37		226.37
2152 EMR Professional Fees	4,203.50	-4,115.95	87.55
2156 EMR Bus Shelter	0.00	-172.00	-172.00
2157 EMR Public Art Project	0.00	2,798.24	2,798.24
	<u>235,789.93</u>	<u>-35,393.32</u>	<u>200,396.61</u>



Chipping Norton Town Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Instagram page, Twitter account and uses email and Mailchimp to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk and Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarly, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene, harmful or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Town Council email.

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk **or Deputy Clerk, and/or otherwise will always be copied to the Clerk.** All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Staff and Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed if possible.

SMS (texting).

Members and staff may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used.

The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

Accessibility

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.

Alternative Text Descriptions for Images

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

Captioning of Videos

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

Context for Animated GIFs

On platforms that allow for alternative text descriptions on GIFs, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

CamelCase Hashtags

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.



Chipping Norton Town Council

COMMUNICATIONS STRATEGY

OBJECTIVE

This Communications Strategy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to members of the public. It draws on relevant previously adopted policies that are referred to in this document.

PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and is responsible for **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

METHOD OF COMMUNICATION

The Council will use the following procedure to communicate with members of the public and the press.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Monthly newsletter		Admin/Cust Services Asst
		Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/press. These will be published in compliance with legislation.	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Website/social media	Town Clerk
Annual Report	Using themes approved by the Town Council, the Chair will be responsible for presenting the Annual Report at the Annual Town Meeting.	Town Clerk/Mayor
Press releases	Chippy News/Witney Gazette/ local radio etc.	Town Clerk/Mayor Chair of relevant ctte
Annual external audit	Website/notice board	Town Clerk
Adopted Annual Accounts	Website/notice board	Town Clerk (following adoption by the Town Council)
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	Town Clerk

SOCIAL MEDIA

Chipping Norton Town Council has a Social Media Policy that can be found on the Council's website.

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Facebook, Instagram and Twitter will also be used; its main objective is to promote Chipping Norton and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staff's private Facebook account must not be used to administer, log in or send messages from the Town Council's social media pages. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

COMMUNITY ENGAGEMENT

Chipping Norton Town Council have a Community Engagement Strategy that can be found on the Council's website

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media they should not seek to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas will be issued by email so that they are received by councillors at least 3 clear days before all meetings of the Council.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Minutes for all Council meetings will be published on the Council's website as soon as they have been drafted.

The Town Council's Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (this strategy). The Council will co-operate with the media and others seeking information on the Council's activities or ambitions.

The Town Clerk and Deputy Town Clerk are responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order nos: 20(a) and 20(b) requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no: 11 neither officers, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

COMMUNICATION BY EMAIL, INTERNET AND TELEPHONE POLICY

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data
- breach of confidentiality
- accepting files from sources in online chat rooms which could bypass firewalls or email filters
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- the reputation of the Council

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees
- all messages must use appropriate business language
- a waiver clause will be included employees must include a waiver clause at the end of each email message
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited
- confidential material should not be disclosed
- only attachments from a trusted source may be downloaded on Council IT equipment
- ensure that the address of the recipient is correct before sending emails
- ensure that a 'reply to all' is appropriate
- ensure that essential files are saved before deleting the message in which they were received

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times
- do not be rude or abrupt to callers
- do not use offensive language
- do not swear
- check the telephone frequently for messages from callers and respond in a timely manner

GENERAL COMMUNICATION POLICY

Introduction

1. Chipping Norton Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s Publication Scheme, the Town Clerk should be contacted.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council’s Publication Scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s Publication Scheme and available to download from the Council’s website.

Meetings

6. A meeting of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or table, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council’s Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy has been written in accordance with the Council's "Recording of Meetings Policy" which can be found on the Council's website.

Approved at a meeting of Full Council on 22nd February 2023

Review date - Feb 2025

Item 9: Moving CCLA Funds

The Responsible Finance Officer will give a verbal report about moving funds from the Town Council's CCLA Funds to the instant access Unity Bank Account, to accommodate for cashflow within the upcoming months to April 2025. As the next instalment of the Town Council's precept income is not expected until Mid/Late April 2025, it is necessary to transfer funds to anticipate any shortfall required.

Background information:

Expected Monthly Invoices	Per month	Jan-Mar	Jan-April
Salaries & associated costs	£ 19,666.00	£ 58,998.00	£ 78,664.00
Cleaner	£ 500.00	£ 1,500.00	£ 2,000.00
Adobe	£ 50.00	£ 150.00	£ 200.00
Gas	£ 1,092.00	£ 3,276.00	£ 4,368.00
Electricity	£ 600.00	£ 1,800.00	£ 2,400.00
McCracken	£ 1,509.00	£ 4,527.00	£ 6,036.00
WODC Rates	£ 1,515.00	£ 4,545.00	£ 6,060.00
WODC Waste TH	£ 135.00	£ 405.00	£ 540.00
Castle Water	£ 80.00	£ 240.00	£ 320.00
Heras fence Glyme Construction	£ 120.00	£ 360.00	£ 480.00
Van hire	£ 1,300.00	£ 3,900.00	£ 5,200.00
Swift/siemens copier	£ 100.00	£ 300.00	£ 400.00
Thames Water	£ 53.00	£ 159.00	£ 212.00
H&S consultancy	£ 301.00	£ 903.00	£ 1,204.00
Pest Control	£ 120.00	£ 360.00	£ 480.00
Bingo host	£ 200.00	£ 600.00	£ 800.00
Total	£ 27,341.00	£ 82,023.00	£ 108,564.00

Upcoming Expenditure (estimated):

- Grounds Maintenance budget until April 2025: £18,490
- Town Hall boiler repair
- Insurance renewal, April 2025: £6,663 (2024)

Funds currently available within the Unity instant access account: £21,435.30

RECOMMENDATION: That the Council considers giving authority to the Responsible Finance Officer to transfer funds from CCLA to the instant access Unity Bank Account as required for cashflow purposes.

Chipping Norton Town Council

Initial briefing regarding request to increase regular funding to The Theatre.

This document arises out of discussions between The Theatre, Mayor Coleman, Luci Ashbourne and Katherine Jang, regarding the possibility of a reconsideration of the Town Council's funding to The Theatre from April 2026. Whilst details may change in the interim, we are happy to provide a broad overview of the programmes of work that we are hoping the Town Council might provide partial support towards.

Overall Summary

Since the pandemic, The Theatre has radically changed and increased its outreach programme, providing a wide range of culture-led activities aimed at reaching those otherwise excluded from our work, and bringing about concerted social impact within the town and its community. Working in close partnership with other charities, statutory authorities and community organisations, we have responded to the express needs of the community, and the gaps in local provision.

We are now at a stage where we seek to stabilise this programme of work, finding funding to make it sustainable into the mid-term future, rather than each programme working on a hand-to-mouth basis. We are seeking multi-year support from a number of organisations, in tandem with a multi-year grant received from West Oxfordshire District Council, to enable The Theatre to make longer-term commitments to this programme of work and the staff who deliver it.

Strands of work

The following strands of our outreach programme would be directly supported by an increase in funding from Chipping Norton Town Council:

1) Chipping Norton Theatre's 'Community Tickets' scheme.

We have developed this successful scheme over the last four years, offering free and heavily subsidised tickets to performances and events to targeted groups of individuals and families who could not otherwise attend. Community Tickets are only ever supplied via partner organisations who work with us to identify those who would most benefit from the experience. Partners include families in our free school meal programme, local schools, foodbanks, social housing providers and charities, and recipients have included recently arrived refugees and Ukrainian families, economically disadvantaged families, adults and children with learning disabilities.

2) Youth Theatre Open

Youth Theatre Open is a new strand to our much loved youth theatre programme, providing a more relaxed environment, smaller groups and greater staffing support to those who are new to theatre activities and who would benefit from a more relaxed approach. The group leaders bring specialist experience and skills in managing neurodivergence and social, emotional and mental health needs.

It provides the perfect step on the ladder of engagement to young people who might otherwise have been excluded from our activities and makes a real impact on the wellbeing and quality of life for a group of young people who are often marginalised in formal education settings.

"I have a really good time and I feel quite relaxed, and like I can just be free. I think youth theatre has made me feel more confident and more relaxed outside of youth theatre as well. It is a really good place, and it's good to share your love of acting, to talk about what's been going on in your life and just have fun. Before I joined Youth Theatre I had very little confidence and although I can still be a bit shy my self confidence has definitely improved. I find it easier now to speak out in class and read in front of people. My mummy says it has also helped me in expressing my emotions." Sienna, Youth Theatre Open Participant.

3) Youth Theatre SEND (Special Educational Needs and Disability)

A brand new strand of youth theatre tailor-made for young people with special educational needs and disabilities. Currently we support a significant number of young people with SEN, within our youth theatre, musical theatre and YT Open groups, as well as running our weekly adult learning disability theatre group. However, we would really like to meet the needs of the young people with more significant learning disabilities and support needs. We are often asked for a SEN specialist youth theatre, and would really like to support this group, who often face disadvantage and exclusion from activities that benefit their peers, and see them gain all the confidence, fun and life skills that youth theatre brings. As this a specialised, intensive programme that requires high support worker ratios, this strand would be dependent on sourcing additional funding.

4) Great Company

A much loved and depended upon Chippy Theatre institution, the Great Company is a theatre company for adults with learning disabilities. It uses theatre skills to unlock creativity, social confidence, communication skills and community engagement with others.

"It makes me feel happy and excited, and (i like) meeting new people, trying new things and getting to know new people well. That's how it makes me feel." – Matthew, Great Company Participant.

"...participating in the group is very unique and immensely enriching for everyone's emotions, creativity, and social skills. The group opens hearts and gives everyone the courage to be themselves, helping each person believe in their abilities. It's a significant and joyful experience for all of us. The support our team receives from you and the entire theatre is also incredibly valuable." –Great Company Participant Carer

5) Parent Support Groups

We offer two Parent Support Groups that see parents joining us from across the region to access community, peer support, expert advice and simple creative activities. The groups are run by trained arts practitioners alongside experts in the field. Our first group supports parents whose children are experiencing mental health challenges, and our evening group supports parents whose children have special educational needs and who are navigating the challenges of the SEN system.

In response to request, we would like to introduce a third group, which would see us working with LGBTQIA+ arts practitioners to explore identities with parents who want to learn more about how to support their young people. These groups, taken together, would benefit over 300 parents each year.

"I just wanted to say how much I appreciate and value the support and peer support provided by both parent support groups offered by the theatre (SEN and mental health). As you know, life with an SEN child can be very challenging and lonely and parental need in the area (and elsewhere) is great. I cannot thank you and the theatre enough for the great work you are doing for parents as well as everything you do in the community and with our young people." - SEN support group parent

6) Early Years: Little Limelights

A music and drama group for the under 5's and their grown ups, developing community integration, confidence building and communication skills.

7) Chippy Creative

Leading on and helping to manage the Chippy Creative group, bringing together organisations working towards creative solutions to social inequality, across the town and district.

Projects in development that might form part of this programme (dependent on additional funding):

- Dance and Movement for those living with Parkinson's
- Wheelchair Dance
- Reminiscence sessions in local care homes
- Family Play Day at the Lido
- School Mental Health groups.

Testimonials for our outreach and social impact work from users and stakeholders:

"The sessions give me a bit of hope for the day – it's basically the only thing that gets me through the day/week." Year 9 Mental Health Group Participant

"I want to give a big thanks to you and to John for that great chance for our People to be a part of the Theatre and community, to Jenn who is doing incredible work with us and to the entire Chipping Norton Theatre. The care you give our group, the wonderful atmosphere, and your strong belief in everyone's abilities make them confident people and true actors!" - The Albion Centre

"The Outreach team have come into school and worked with our year 7 and year 10 students, and supported them throughout the year, doing mental health activities and theatre work. And we are now running a Parent Support Group which focuses on parents who have children with anxiety. It's been amazing. It's all going really well and I'd like to work with the Theatre more, and offer even more support groups."

Claire Budd, Family Support Worker at Chipping Norton School

"What you're really good with is diversity. So for people that don't fit in in schools, or feel they don't fit in a particular box or aren't conforming in the way they should do you give them those opportunities to shine and to build their self-esteem, and to feel that they're accepted for who they are and what they are." Cara, Local Youth Worker

"I work with a lot of families in the community, and it's been amazing to see how a lot of those families and children have got involved with the Theatre. It gives a different element to what's on offer for those children, building in their confidence and resilience and just finding out who they are through drama and creative activities." Catherine Spring, The Branch Trust