



CHIPPINGNORTON 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: Luci Ashbourne

2nd July 2024

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: 8th July 2024

TIME: 6:30pm

Luci Ashbourne
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. Election of Chair

To receive nominations for and elect the Chair of the Finance and Resources Committee for the municipal year 2024/25

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Finance and Resources Committee for the municipal year 2024/25

3. 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.

4. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

5. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 25th March 2024.

6. Public participation

The meeting will adjourn for this item.

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

7. Committee action plan

To review the committee action plan for the municipal year 2024/25.

8. Income and expenditure

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

9. Schedule of payments for approval

To receive the schedule of payments.

10. Town Centre Trees and flower beds

To receive a report from the Town Clerk regarding tree safety work and flower bed maintenance and agree next steps.

11. Forward work programme

- a. To review the following policies:
 - i. Freedom of Information
 - ii. Community Engagement
 - iii. Publication Scheme
 - iv. Training needs assessment

- b. To consider a draft public participation policy.

12. Grants

To receive and consider the first tranche of grant applications for municipal year 2024-25

13. Date of next meeting – Monday 23rd September 2024



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Minutes of a Finance & Resources Committee meeting held on the 25th March 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Athos Ritsperis, Sandra Coleman, Dom Rickard

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

FR65	Apologies for absence Apologies were received from Cllr Whitmill, Wheaton, and Cahill
FR66	Declaration of interests None received
FR67	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed and approved the minutes of the Finance and Resources Committee meeting held on the 5th February 2024.b. Members noted the minutes of the Staffing Sub-Committee held on:<ul style="list-style-type: none">a. 5th February 2024b. 15th February 2024c. 21st March 2024
FR68	Public Participation None received.
FR69	Committee Action Plan Members noted the ongoing committee action plan. The committee action plan will be reviewed and updated in May 2024.
FR70	Income and expenditure Members received detailed current income and expenditure reports by budget heading. The Responsible Finance Officer (RFO) noted that further payments had been paid out for the emergency lighting for the Town Hall. Members queried the administration income – The Town Clerk reported that this is generated when charging the administration fees for the Welfare Charities and William Fowler Allotments at the end of March 2024. Members queried the variance in rent – The Town Clerk reported that the rent for the Guildhall was backdated which accounts for the variance between 2023/24. The Town Clerk also noted that the District Council is handing over responsibility of the Fire Alarm testing and Security Alarm to the Town Council in the next financial year.
FR71	Schedule of payments for approval



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	<p>Members received the schedule of payments. Members commented on the cost to hold the elections from the District Council despite them not going ahead.</p>
<p>FR72</p>	<p>Financial Reports</p> <p>a. Members received a debtors report from the Responsible Finance Officer and discussed next steps. The RFO noted that certain debts needed to be written off with council approval. Small underpayments for Town Hall hire, Ashes internments at the cemetery (£5), and routine hire of the Town Hall where the hirer unfortunately passed away. Members noted that the Council should consider having a payment and debtor policy, and thanked the RFO for her hard work as the debtor amount is insignificant. Cllr Finney proposed to write off the debtors as recorded by the RFO, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Council writes off the total debt of £475.83 as recorded by the Responsible Finance Officer.</p> <p>b. Members received the balance sheet and ear-marked reserves report and discussed next steps. Current EMRs:</p> <ul style="list-style-type: none"> - 2135 – Skatepark Fund: £35,000 - 2138 – Pool Meadow Project: £25,000 - 2142 – Town Hall Restoration Fund: £163,874.52 <p>The following EMRs have been given for a specific purpose and therefore it is recommended that despite being a small amount, they remain as they are until spent:</p> <ul style="list-style-type: none"> - 2139 – Defibrillators: £908.55 - 2146 – Recreation Repairs: £226.37 <p>The remaining EMRs are there through decision by Council to ear mark them at the end of the previous financial year due to an underspend. The Town Clerk recommended that these are reviewed:</p> <ul style="list-style-type: none"> - 2152 – Professional Fees: £7,143.50 - 2153 – Contingency: £7,352 - 2154 – Town Hall Repairs: £5,819.51 <p>The Town Clerk reported that the balance of the EMR may not be the same as stated now by the end of this financial year. Cllr Coleman proposed to accept the recommendations as stated in the report, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the EMR for the following cost codes are treated as follows –</p> <ul style="list-style-type: none"> - 2139 – Defibrillators: £908.55 remain until spent - 2146 – Recreation Repairs: £226.37 remain until spent - 2154 – Town Hall Repairs: £5,819.51 added to 2142 Town Hall Restoration Fund EMR - 2152 – Professional Fees: £7,143.50 that the cost of RW Consultancy Services (£2,597.50) is taken from this EMR and then the balance is returned to general reserves - 2153 – Contingency: £7,352.00 returned to general reserves



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	<p>Members discussed the EMRs and provision for the Town Hall roof repairs. The Town Clerk noted that quotes are awaited for the repairs and once received, further Members noted that there are certain cases where grant funding will exclude the Town Council should the general reserves be too high.</p>
	<p>Forward Work Programme</p> <ul style="list-style-type: none"> a. Members received and reviewed the following policies: <ul style="list-style-type: none"> a. Document retention policy Members queried if this covers archiving documents with OCC. The Town Clerk noted that this is covered where the policy states “archived”. Members queried the controls for documents not kept in hard copy, eg. Electronic minutes and agendas. The Town Clerk reported that all agendas and minutes are uploaded to the Town Council website. b. Recording of meetings Members had no amendments or comments to make. c. Press and Media Members queried the policy for Councillors to receive prior approval from the Town Clerk before going to the press and media. The Town Clerk reported that this is only for factual statements and does not apply for differences in opinion. d. Cemetery Memorial Safety Members queried who had the ultimate responsibility for memorial safety – the Town Council or the deed holder? The Town Clerk reported that ultimately, should a person be harmed at the cemetery due to an unsafe memorial, the Town Council would be responsible. The Deputy Town Clerk noted that it is often impractical to consider contacting the families as the memorials that need fixing are often older ones 100+ years old, where families may have moved and there are no relevant contact details on file. b. Members received and considered the draft Open Space Hire agreement. The Town Clerk reported that this is a new policy that would protect the Town Council in the case that there is unauthorised or inappropriate use of the open spaces that the Town Council owns. Members noted that there have been requests to use the New St rec area for yoga classes, and that the Council would be able to consider these applications. Members asked how the unauthorised events would be shut down – the Town Clerk confirmed this would be via police intervention. Members requested that the booking terms and conditions should be added to this policy.
<p>FR74</p>	<p>Membership of OALC Members considered the continued membership of Oxfordshire Association of Local Councils. The cost of Cllr Coleman proposed to accept the quote of £1,285.05 for the yearly membership of OALC, seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: That the Council accepts the membership cost to OALC at £1,285.05 for 2024/2025.</p>
<p>FR75</p>	<p>Confidential Session</p>



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	<p>RESOLVED: That the council moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission of meetings) Act 1960. The press and public left the meeting.</p>
FR76	<p>Council Insurance Policy Members received and considered insurance policy quotes for the Town Council. Cllr Finney proposed to accept the Clear Councils quote for 3 years, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Council accepts the Clear Councils insurance quote at a cost of £10,120.56 per annum for 3 years.</p>
FR77	<p>Grounds Maintenance Members received a confidential report and fee proposal regarding grounds maintenance service review. Members queried if other consultants were requested to undertake this piece of work – The Town Clerk reported that there are only a small number of consultants who would be able to undertake the review. The Town Clerk noted that because CNTC has external grounds maintenance contractors, the work scheduled in advance and undertaken without consideration of ground conditions. Cllr Finney proposed to accept the fee proposal for a grounds maintenance service review, seconded by Cllr Ritsperis. All in favour, motion carried. The Town Clerk suggested that this is taken from the Earmarked professional fees before they are returned to general reserves, all members in agreement. RESOLVED: That the Council agrees to have RW Consultancy Services undertake a full grounds maintenance service review, at a cost of £2,597.50.</p>
FR78	<p>Date of next meeting Monday 8th July 2024</p>

The Chair closed the meeting at 8:00pm.

Agenda item 7 – 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	Whose 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.
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 early 2025.
Appoint the internal auditor	CNTC		September 2024	September 2024	To appoint the internal auditor at the September meeting.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. Awaiting external audit report. Internal audit for 2024-25 to commence later on in the year.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. 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	First tranche 24-25 to be considered at this meeting.
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To commence next lease update this year.

Local Council Awards Scheme	CNTC/NALC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. The application for the Quality award has been submitted and approved by NALC. Awaiting final decision from the panel in August 2024.
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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report - Year End 2023-24

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	9,700	9,756	9,000	(756)			108.4%	
3290 Miscellaneous Income	(1,769)	25	0	(25)			0.0%	
Administration :- Income	7,931	9,781	9,000	(781)			108.7%	0
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	13,518	213,924	199,000	(14,924)	0	(14,924)	107.5%	10,293
Net Income over Expenditure	(5,587)	(204,143)	(190,000)	14,143				
6000 plus Transfer from EMR	0	10,293	0	(10,293)				
Movement to/(from) Gen Reserve	(5,587)	(193,851)	(190,000)	3,851				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	10,310	41,422	28,000	(13,422)	(13,422)		147.9%	
Grants :- Indirect Expenditure	10,310	41,422	28,000	(13,422)	0	(13,422)	147.9%	0
Net Expenditure	(10,310)	(41,422)	(28,000)	13,422				
<u>102 Miscellaneous</u>								
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 & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report - Year End 2023-24

	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	5,703	424,320	365,784	(58,536)			116.0%	39,351
4100 Salaries/Superann/NI	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	1,776	55,474	59,300	3,826	0	3,826	93.5%	11,773
Net Income over Expenditure	3,927	368,847	306,484	(62,363)				
6000 plus Transfer from EMR	148	11,773	0	(11,773)				
6001 less Transfer to EMR	0	39,351	0	(39,351)				
Movement to/(from) Gen Reserve	4,075	341,269	306,484	(34,785)				
<u>104 Youth</u>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	0	6,405	0	(6,405)	0	(6,405)		6,405
Net Expenditure	0	(6,405)	0	6,405				
6000 plus Transfer from EMR	0	6,405	0	(6,405)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>110 Town Hall</u>								
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	(268)	47,350	30,100	(17,250)			157.3%	0
4100 Salaries/Superann/NI	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 & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report - Year End 2023-24

	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	12,671	177,135	334,530	157,395	0	157,395	53.0%	82,952
Net Income over Expenditure	(12,939)	(129,785)	(304,430)	(174,645)				
6000 plus Transfer from EMR	3,694	82,952	0	(82,952)				
Movement to/(from) Gen Reserve	(9,245)	(46,833)	(304,430)	(257,597)				
120 Greystones								
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	0	2,517	2,215	(302)			113.6%	0
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	7,558	9,573	3,175	(6,398)	0	(6,398)	301.5%	7,352
Net Income over Expenditure	(7,558)	(7,056)	(960)	6,096				
6000 plus Transfer from EMR	7,352	7,352	0	(7,352)				
Movement to/(from) Gen Reserve	(206)	296	(960)	(1,256)				
130 Cemetery								
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	484	7,754	18,000	10,246			43.1%	0
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 & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report - Year End 2023-24

	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	2,703	23,604	23,200	(404)	0	(404)	101.7%	0
Net Income over Expenditure	(2,218)	(15,850)	(5,200)	10,650				
<u>140 Closed Churchyard</u>								
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	1,723	8,523	5,000	(3,523)	0	(3,523)	170.5%	0
Net Expenditure	(1,723)	(8,523)	(5,000)	3,523				
<u>151 Recreation</u>								
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	5,025	82,961	88,000	5,039	0	5,039	94.3%	64,725
Net Expenditure	(5,025)	(82,961)	(88,000)	(5,039)				
6000 plus Transfer from EMR	3,315	64,725	0	(64,725)				
Movement to/(from) Gen Reserve	(1,710)	(18,235)	(88,000)	(69,765)				
<u>160 Events</u>								
3331 Events income	0	3,665	0	(3,665)			0.0%	
Events :- Income	0	3,665	0	(3,665)				0
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	(1,395)	11,362	10,000	(1,362)	0	(1,362)	113.6%	0
Net Income over Expenditure	1,395	(7,697)	(10,000)	(2,303)				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report - Year End 2023-24

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
<u>185 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>
Net Expenditure	<u>(25)</u>	<u>(1,444)</u>	<u>(1,500)</u>	<u>(56)</u>				
<u>186 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>
Net Expenditure	<u>0</u>	<u>(32)</u>	<u>(2,500)</u>	<u>(2,468)</u>				
<u>200 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>
Net Expenditure	<u>(982)</u>	<u>(1,920)</u>	<u>(3,000)</u>	<u>(1,080)</u>				
Grand Totals:- Income	13,850	495,387	425,099	(70,288)			116.5%	
Expenditure	54,896	633,777	787,205	153,428	0	153,428	80.5%	
Net Income over Expenditure	<u>(41,045)</u>	<u>(138,390)</u>	<u>(362,106)</u>	<u>(223,716)</u>				
plus Transfer from EMR	14,509	183,500	0	(183,500)				
less Transfer to EMR	0	39,351	0	(39,351)				
Movement to/(from) Gen Reserve	<u>(26,537)</u>	<u>5,758</u>	<u>(362,106)</u>	<u>(367,864)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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>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	15,100	41,969	175,000	133,031		133,031	24.0%	
5110 Stationery	28	161	1,000	839		839	16.1%	
5120 Photocopying Costs	0	675	3,200	2,525		2,525	21.1%	
5200 Postage	3	3	150	147		147	1.9%	
5210 Telephone and Comms	802	1,976	8,400	6,424		6,424	23.5%	
5310 Office Equipment	43	440	1,000	560		560	44.0%	
5340 Website Costs	0	780	1,000	220		220	78.0%	
5360 Computer Hardware/Software	724	1,114	3,000	1,886		1,886	37.1%	
6200 Rent	0	0	5,500	5,500		5,500	0.0%	
6210 Rates	0	775	2,700	1,925		1,925	28.7%	
7100 Travel & Subsistence	0	0	200	200		200	0.0%	
7300 Staff & Councillors Training	105	885	3,000	2,115		2,115	29.5%	
7500 Legal & Professional Fees	2,230	7,308	10,000	2,692		2,692	73.1%	1,330
7510 Audit Fees	0	500	2,500	2,000		2,000	20.0%	
7600 Subscriptions	0	1,733	2,300	567		567	75.3%	
7630 Bank Charges	2	8	250	243		243	3.0%	
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	56	169	1,000	831		831	16.9%	
Administration :- Indirect Expenditure	19,093	68,816	235,800	166,984	0	166,984	29.2%	1,330
Net Income over Expenditure	(19,093)	(68,813)	(230,800)	(161,987)				
6000 plus Transfer from EMR	1,330	1,330	0	(1,330)				
Movement to/(from) Gen Reserve	(17,763)	(67,483)	(230,800)	(163,317)				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	0	16,500	16,500		16,500	0.0%	
7671 Grant Theatre C/N	0	0	3,000	3,000		3,000	0.0%	
7672 Grant Lido C/N	0	0	5,000	5,000		5,000	0.0%	
7673 Grant Museum	0	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	0	0	28,000	28,000	0	28,000	0.0%	0
Net Expenditure	0	0	(28,000)	(28,000)				
<u>102 Miscellaneous</u>								
3100 Precept Income	0	187,916	375,832	187,916			50.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
3180 Interest Receivable	1,925	5,724	20,000	14,276			28.6%	
3230 Manorial Land (Pace Petroleum)	3,750	3,750	15,000	11,250			25.0%	
3320 S106/grant income	5,805	5,805	0	(5,805)			0.0%	5,805
Miscellaneous :- Income	11,480	203,195	410,832	207,637			49.5%	5,805
4100 Salaries/Superann/Nl	1,624	4,912	20,000	15,088		15,088	24.6%	
6463 General Maintenance Supplies	0	11	750	739		739	1.4%	
6490 Trees/Flower Beds Middle Row	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	0	0	7,500	7,500		7,500	0.0%	
7100 Travel & Subsistance	159	603	1,600	997		997	37.7%	
7720 Other Miscellaneous Expenses	0	0	1,200	1,200		1,200	0.0%	
Miscellaneous :- Indirect Expenditure	1,783	5,550	31,050	25,500	0	25,500	17.9%	0
Net Income over Expenditure	9,697	197,645	379,782	182,137				
6001 less Transfer to EMR	5,805	5,805	0	(5,805)				
Movement to/(from) Gen Reserve	3,892	191,840	379,782	187,942				
<u>110 Town Hall</u>								
3115 Lettings Income	0	14,168	70,000	55,832			20.2%	
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	0	14,168	72,600	58,432			19.5%	0
4100 Salaries/Superann/Nl	4,241	14,680	72,500	57,820		57,820	20.2%	
5140 Promotion	32	195	1,500	1,305		1,305	13.0%	
5210 Telephone and Comms	103	309	1,250	941		941	24.8%	
6110 Heat and Light	270	871	14,000	13,129		13,129	6.2%	
6130 Water & Sewerage	245	347	1,650	1,303		1,303	21.0%	
6210 Rates	1,029	3,089	11,500	8,411		8,411	26.9%	
6230 Window Cleaning	0	105	500	395		395	21.0%	
6240 Alarm/Fire Extinguisher Insp	215	215	1,600	1,385		1,385	13.4%	
6310 Cleaning / Sanitary Expenses	295	667	3,000	2,333		2,333	22.2%	
6330 Waste Disposal	0	403	1,000	597		597	40.3%	
6400 Repairs and Maintenance	13	394	10,000	9,607		9,607	3.9%	
6408 New Equipment	337	416	15,000	14,584		14,584	2.8%	
7610 Licences	0	2,158	800	(1,358)		(1,358)	269.7%	
7720 Other Miscellaneous Expenses	80	80	500	420		420	16.0%	
Town Hall :- Indirect Expenditure	6,859	23,929	134,800	110,871	0	110,871	17.8%	0
Net Income over Expenditure	(6,859)	(9,761)	(62,200)	(52,439)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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>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	23	100	77		77	22.8%	
6400 Repairs and Maintenance	0	0	2,500	2,500		2,500	0.0%	
Greystones :- Indirect Expenditure	8	23	2,600	2,577	0	2,577	0.9%	0
Net Income over Expenditure	(8)	(23)	115	138				
<u>130 Cemetery</u>								
3190 Interments & Memorials	0	0	15,000	15,000			0.0%	
3191 Grave Purchase	0	350	4,500	4,150			7.8%	
Cemetery :- Income	0	350	19,500	19,150			1.8%	0
6130 Water & Sewerage	8	15	100	85		85	14.7%	
6210 Rates	317	958	3,500	2,542		2,542	27.4%	
6400 Repairs and Maintenance	2,460	2,580	12,500	9,920		9,920	20.6%	
6465 Contract	621	1,862	10,000	8,138		8,138	18.6%	
6471 Skips for cemetery	235	235	600	365		365	39.2%	
7720 Other Miscellaneous Expenses	0	120	500	380		380	24.0%	
Cemetery :- Indirect Expenditure	3,640	5,770	27,200	21,430	0	21,430	21.2%	0
Net Income over Expenditure	(3,640)	(5,420)	(7,700)	(2,280)				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	0	0	5,000	5,000		5,000	0.0%	
6465 Contract	163	488	2,000	1,513		1,513	24.4%	
Closed Churchyard :- Indirect Expenditure	163	488	7,000	6,513	0	6,513	7.0%	0
Net Expenditure	(163)	(488)	(7,000)	(6,513)				
<u>145 StreetScene</u>								
6418 Defibrillators	53	53	500	447		447	10.6%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	250	1,000	750		750	25.0%	
6495 Street Furniture	102	370	3,000	2,630		2,630	12.3%	
StreetScene :- Indirect Expenditure	179	673	5,500	4,827	0	4,827	12.2%	0
Net Expenditure	(179)	(673)	(5,500)	(4,827)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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>151 Recreation</u>								
6200 Rent	0	125	1,000	875		875	12.5%	
6400 Repairs and Maintenance	350	516	4,500	3,984		3,984	11.5%	
6410 New Equipment	0	0	10,000	10,000		10,000	0.0%	
6420 Litter/Dog Bin Emptying	0	0	1,000	1,000		1,000	0.0%	
6465 Contract	306	919	5,000	4,081		4,081	18.4%	
7720 Other Miscellaneous Expenses	0	0	1,000	1,000		1,000	0.0%	
Recreation :- Indirect Expenditure	656	1,559	22,500	20,941	0	20,941	6.9%	0
Net Expenditure	(656)	(1,559)	(22,500)	(20,941)				
<u>160 Events</u>								
6407 Xmas Lights/Trees	0	0	19,000	19,000		19,000	0.0%	
6414 Events	304	3,661	10,000	6,339		6,339	36.6%	
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	304	3,661	30,000	26,339	0	26,339	12.2%	0
Net Expenditure	(304)	(3,661)	(30,000)	(26,339)				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	0	2,500	2,500		2,500	0.0%	
Pool Meadow :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	25	75	500	425		425	15.0%	
Millennium Garden :- Indirect Expenditure	25	75	1,700	1,625	0	1,625	4.4%	0
Net Expenditure	(25)	(75)	(1,700)	(1,625)				
<u>186 War Memorial</u>								
6470 War Memorial	0	0	5,000	5,000		5,000	0.0%	
War Memorial :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	0	(5,000)	(5,000)				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	24	339	1,500	1,161		1,161	22.6%	
Mayors Allowance :- Indirect Expenditure	24	339	3,000	2,661	0	2,661	11.3%	0
Net Expenditure	(24)	(339)	(3,000)	(2,661)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

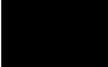
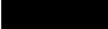
Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	11,480	217,716	510,647	292,931			42.6%	
Expenditure	32,734	110,883	536,650	425,767	0	425,767	20.7%	
Net Income over Expenditure	(21,254)	106,833	(26,003)	(132,836)				
plus Transfer from EMR	1,330	1,330	0	(1,330)				
less Transfer to EMR	5,805	5,805	0	(5,805)				
Movement to/(from) Gen Reserve	(25,729)	102,358	(26,003)	(128,361)				

Time: 18:00

Unity Trust Bank

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Community First Oxfordshire	BACS	85.00		Membership 1/4/24-31/3/25
01/03/2024	West Oxfordshire District Coun	010324-1	350.00		Mental Health training
01/03/2024	KopyRite	010324-2	320.00		Annual report booklets
01/03/2024	Amazon Services Eu/Amazon	010324-3	2.69		Galvanised staples
01/03/2024	National Association of Local	010324-4	60.00		LC Awards Accreditation fee
01/03/2024	West Oxfordshire District Coun	010324-5	264.00		Recycling collect TH Jan-Mar
01/03/2024	West Oxfordshire District Coun	010324-6	219.00		Rates GH - March
04/03/2024	Adobe Systems Software Ireland	040324DD1	16.64		Adobe Subs 28/2-29/3
05/03/2024	Amazon Services Eu/Amazon	050324-1	439.54		50L recycling bin TH
05/03/2024	Swift Digital Services	050324-2	342.27		Photocopier Nov-Feb
05/03/2024	Logical AV LTD	050324-3	5,058.00		Hearing Loop System TH
05/03/2024	Little Green Button Ltd	050324-4	598.00		Annual Subs 20/2/24-19/2/25
05/03/2024	McCracken & Sons Ltd	050324-5	1,439.24		Grounds Maintenance - Feb
05/03/2024	Little Green Button Ltd	050324-4	0.80		Annual Subs 20/2/24-19/2/25
05/03/2024	C/N Community Church	GRANT	1,000.00		Grant Award - Holiday Club
05/03/2024	C/N Town Festival	GRANTS	1,000.00		Grant - Festival 2024
05/03/2024	C/N Trefoil Guild	GRANTS	200.00		Grant award Glyme Hall meets
05/03/2024	C/N School PTA	GRANTS	1,000.00		Grant - Reward Scheme
05/03/2024	C/N Community Church	GRANTS	800.00		Grant-Community Suppers
05/03/2024	Green Gym	GRANTS	750.00		Grant- conservation equipment
05/03/2024	OP Woodcraft	GRANTS	1,560.00		Grant - MH project
05/03/2024	Glyme Hall Youth Club	GRANTS	500.00		Grant - Remix Youth Club
05/03/2024	St Mary's Chuch & School	GRANTS	1,000.00		Grant - Life Skills
05/03/2024	C/N Community Church	GRANT1	1,000.00		Grant - holiday club
05/03/2024	C/N Community Church	GRANT1C	-1,000.00		DUPLICATE ENTRY
05/03/2024	Swift Digital Services	Correction	-6.00		P/Ledger Electronic Payment
11/03/2024	Welfare Charities	BACS	1,769.00		Southcombe rent - transfer
11/03/2024	Canopy	110324-1	1,872.00		Tree works St Marys
11/03/2024	SIGNPAINTINGBYFREYA	110324-2	375.00		Playarea painting - part 1
11/03/2024	Castle Water Limited	110324-3	54.25		TH water 1/2/24-29/2/24
11/03/2024		110324-4	13.97		QD Light/Batteries Exp
11/03/2024		110324-5	3.99		QD 15L box T/H exp
11/03/2024		110324-6	7.00		Sainsb batteries(light) exp TH
11/03/2024	West Oxfordshire District Coun	110324-7	52.00		Waste collection GH March
11/03/2024	Canva Pty Ltd	110324DDPP	10.99		Canva Design Subs
11/03/2024	Multipay Card	DD	3.00		Bank card fee
11/03/2024	Multipay Card	DD	40.00		TH Tablecloth launder Witney
11/03/2024	Multipay Card	DD	10.34		Post Office -guarantee deliver
14/03/2024	West Oxfordshire District Coun	141124-1	1,211.00		Rates Cemetery - March
15/03/2024	Eventbrite	150324DDPP	24.52		Tickets Witney Mayor's Quiz
15/03/2024	Phase Electrical Distributors	150324DDPP	101.88		18W Pro LED dimmables TH
15/03/2024	Swift Digital Services	correction	6.00		P/Ledger Electronic Payment
18/03/2024	Phase Electrical Distributors	180324-1	-101.88		Credit - unable to supply
18/03/2024	Reeve Construction	180324-2	2,940.00		Cotswold cres -swing/resurface
19/03/2024	Brady Corp Ltd	260324-5	367.10		Fire door guards - GH
19/03/2024	Stockwell Trust	GRANTS	1,000.00		Grant - Arts Through Schools
20/03/2024	Staff Salaries	BACS	10,861.93		Staff Salaries - March

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2024	OCC Pension Fund	BACS	3,223.87		Staff pensions March
20/03/2024	HMRC	BACS	4,053.53		Tax/NI contributions March
21/03/2024	██████████	BACS	20.00		Mobile phone Feb & March
21/03/2024	OPFA	BACS	82.00		Playing Fields membership fee
21/03/2024	Castle Water Limited	210324-1	13.90		Water - cemetery 01/01-31/1/24
21/03/2024	K J Millard - Skip Hire	210324-2	270.00		6yd Skip hire - Cemetery
21/03/2024	British Gas	210324-DD1	972.82		Gas T/H 23/1-7/3/24
21/03/2024	Adobe Systems Software Ireland	210324DD	16.64		Adobe Subs - 17/3-16/4
26/03/2024	R F Pest Control	260324-1	180.00		Pest control - cemetery March
26/03/2024	Amazon Services Eu/Amazon	260324-2	157.49		Shopping trolley - litterpick
26/03/2024	Amazon Services Eu/Amazon	260324-3	23.99		Litterpicker tools
26/03/2024	Broadsword	260324-	4,432.80		Lighting Installation TH
26/03/2024	Viking	260324-6	167.52		Stationery/stamps for WF
26/03/2024	C/N Museum	GRANTS	1,500.00		Core Grant - part 2
26/03/2024	West Oxfordshire District Coun	260324-6	1,566.86		Dog/litter empty - rec
26/03/2024	Amazon Services Eu/Amazon	CORRECTION	-49.79		P/Ledger Electronic Payment
26/03/2024	Dialogue Society	BACS	25.00		Mayoral Donation
27/03/2024	MEMSAFE	270324-1	1,848.00		Refix stone - cemetery
27/03/2024	Chipping Norton Lido Limited	270324-2	770.00		Satff/catering (mayors event)
28/03/2024	Unity Trust Bank	DD	2.10		Bank charges
28/03/2024	STL Communications Ltd (FOCUS)	280324DD1	1,540.54		Laptop & set up LA
31/03/2024	Unity Trust Bank	310324-1	53.85		Bank charges - Dec-Mar
Total Payments			<u>58,492.39</u>		

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	West Oxfordshire District Coun	020424-1	257.26		NDR - Guildhall
02/04/2024	KopyRite	020424-2	69.00		A5 flyers for Lido event
04/04/2024	Oxfordshire Association of Loc	040424-1	1,638.06		Staff training - TK,AP
04/04/2024	British Gas	040424-DD1	412.89		Adjustment 23/1/24-21/3/24 TH
04/04/2024	Adobe Systems Sotware Ireland	040424DD2	16.64		Adobe Subs 20/3-28/4
09/04/2024	Multipay Card	BACS	3.00		Card Fee (March)
09/04/2024	Multipay Card	BACS	10.32		QD- TH Tablecovers
09/04/2024	Multipay Card	BACS	4.35		CoOp Annual Town Meeting
09/04/2024	Multipay Card	BACS	29.99		WH Smith - paper
09/04/2024	Multipay Card	BACS	17.40		Witney Laundrette- tablecloths
09/04/2024	West Oxfordshire District Coun	160424-7	1,354.94		NDR Cemetery April
09/04/2024	Rialtas Business Solutions Ltd	160424-9	3,400.80		Bookings calendar integration
09/04/2024	Clear Insurance Management Ltd	160424-12	6,663.21		Anuual Insurance 2024-2025
09/04/2024	West Oxfordshire District Coun	090424-7	2.00		NDR Cmtery - May
10/04/2024	Canva Pty Ltd	100424DD1	99.99		Canva Design software 2024-25
10/04/2024	West Oxfordshire District Coun	100424-DD2	56.33		Waste Collection GH - April
15/04/2024	Gill & Co (Ironmongers) Limite	150424-1	82.26		Maintenance/repairs
16/04/2024	Amazon Services Eu/Amazon	160424-1	194.87		Ducks w hooks x 20 (event)
16/04/2024	KM Cleaning - [REDACTED]	160424-2	610.00		Cleaning/TH cover - March
16/04/2024	Churchill Surfacing Contractor	160424-3	9,060.00		Supply & lay tarmac Greystones
16/04/2024	SSE Southern Electric	160424-4	2,949.02		Electricity TH Oct-Mar recalc
16/04/2024	Siemens Financial Services Lim	160424-5	479.43		Photocopier rental Apr-Jul
16/04/2024	SLCC	160424-6	978.00		Job Evaluation
16/04/2024	Sign Together UK	160424-8	700.00		BSL Workshop 2&9 Nov
16/04/2024	McCracken & Sons Ltd	160424-10	1,439.24		Grounds Maintenance - March
16/04/2024	West Oxfordshire District Coun	160424-11	134.33		Recyce/waste collection TH Apr
16/04/2024	Shot By Jude (Malexxa Ltd)	160424-13	180.00		Photography - Lido event
16/04/2024	Amazon Services Eu/Amazon	160424-12	49.79		P/Ledger Electronic Payment
17/04/2024	H.G. Heath & Sons Farmers & Ag	170424-1	168.00		Shotblast/prime 4 signs
17/04/2024	Institute of Cemetery & Cremat	170424-2	100.00		ICCM membership 2024-25
17/04/2024	[REDACTED]	BACS	6.30	Reimburse purchase	Sainsburys cleaning supplies
19/04/2024	Staff Salaries	200424-3	12,349.32		Staff salaries - April
19/04/2024	Adobe Systems Sotware Ireland	190424DD1	16.64		Adobe Subs 17/4-16/5
19/04/2024	[REDACTED]	BACS	10.00		Mobile Phone - April
20/04/2024	OCC Pension Fund	200424-1	3,885.42		Staff Pensions April
20/04/2024	HMRC	200424-2	4,055.11		Tax/NI April
22/04/2024	Thames Valley Water Services L	220424-1	52.80		TH Water temp moniroting - Mar
22/04/2024	Office Reality Ltd	220424-2	434.70		2 person desk GH
23/04/2024	Zonkey Solutions Ltd	230424-1	936.00		Web hosting/Maintenance 24/25
24/04/2024	Ring LLC	240424PPDD	89.99		Ring Security Camera
30/04/2024	STL Communications Ltd (FOCUS)	300424-DD1	819.40		Telephone/Broadband/IT
30/04/2024	Hardware Express power Protect	300424PPDD	102.93		2 batteries - speed indicator

Total Payments	53,919.73
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List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Banana Print	DDPP	16.85		Printed materials
02/05/2024	Adobe Systems Software Ireland	020524DD1	16.64		Adobe Subs 29/4-29/5
07/05/2024	West Oxfordshire District Coun	070524-1	259.00		NDR Guildhall - May
07/05/2024	KM Cleaning [REDACTED]	070524-2	270.00		TH Cleaning/ Duck Run cover
07/05/2024	Canopy	070524-3	240.00		Middle Row Tree survey
07/05/2024	Viking	070524-4	164.85		Archive boxes/paper
07/05/2024	West Oxfordshire District Coun	070524-5	200.00		Parish/TC Elections 2023-24
07/05/2024	Travis Perkins Trading Company	070524-6	5.08		Building sand (repairs)
07/05/2024	R F Pest Control	070524-7	120.00		Pest control Cemetery - April
07/05/2024	Rialtas Business Solutions Ltd	070524-8	1,041.60		Year End Closedown
07/05/2024	Thames Valley Water Services L	070524-9	52.80		Water temp monitoring TH April
07/05/2024	Wicksteed Leisure Ltd	070524-10	52.49		Play area ironmongery
07/05/2024	McCracken & Sons Ltd	070524-11	1,439.24		Grounds Maintenance - April
07/05/2024	Amazon Services Eu/Amazon	070524-12	130.23		Pride stickers
07/05/2024	Castle Water Limited	070524-13	65.21		Water - TH March
07/05/2024	PPL PRS Ltd	070524-14	2,589.17		Music Licence 2024-25
07/05/2024	ESPO	070524-15	251.28		Supplies TH
07/05/2024	West Oxfordshire District Coun	070524-16	134.33		TH Waste & Recycling
07/05/2024	British Gas	070524DD1	639.19		TH Gas 21/3-22/4/24
10/05/2024	Multipay Card	BACS	6.56		QD - laundry supplies TH
10/05/2024	Multipay Card	BACS	3.99		WHSmith - TH Decor TH
10/05/2024	Multipay Card	BACS	3.00		Bank card fee
10/05/2024	Nu Focus Education CIC	100524-1	1,119.00		Mobile skatepark event
10/05/2024	West Oxfordshire District Coun	100524DD1	56.33		GH Waste Collection May
14/05/2024	West Oxfordshire District Coun	140524-1	1,354.00		NDR Cemetery June
14/05/2024	Cottsway housing Association	140524-2	125.00		Rental Cotswold Play Park
14/05/2024	ParkerBell (Instruments) Ltd	140524-3	457.20		PAT Tester kit & records
14/05/2024	James English Window Cleaning	140524-4	215.00		TH Window Cleaning 01/04
14/05/2024	Wicksteed Leisure Ltd	140524-5	134.15		Play area ironmongery
14/05/2024	GH Safety Ltd	140524-6	301.50		H&S Advice/support
14/05/2024	Auditing Solutions Ltd	140524-7	600.00		End of Yr Internal Audit 23-24
17/05/2024	Chris Lewis Fire and Security	170524-1	720.00		Intruder alarm GH
20/05/2024	[REDACTED]	BACS	10.00		Mobile Phone May
20/05/2024	Staff Salaries	BACS	12,605.99		Staff Salaries - May
20/05/2024	OCC Pension Fund	BACS	3,966.05		Staff Pensions May
20/05/2024	HMRC	BACS	4,177.04		Tax/NI - May
21/05/2024	Adobe Systems Software Ireland	210524PPDD	16.64		Adobe subs 17/05-16/06
22/05/2024	Canva Pty Ltd	220524DDPP	176.00		Pull up banners x 2
23/05/2024	C/N Pride	BACS	728.89		Pride Event Invoice 1
23/05/2024	[REDACTED]	BACS	9.96		Reimburse - QD Descaler TH
23/05/2024	[REDACTED]	BACS	9.99		AAA motorfactors reimburse
23/05/2024	Swift Digital Services	230524-1	330.42		Environmental Levy
23/05/2024	Clear Insurance Management Ltd	230524-2	3,457.35		Regalia Insurance
23/05/2024	Pear Technology Services Ltd	230524-3	288.00		Digital Mapping 2024-25
23/05/2024	Castle Water Limited	250524-4	7.38		Water - Cemetery May
29/05/2024	C/N Pride	BACS	1,358.94		Pride event Inv 2
30/05/2024	C/N Pride	BACS	194.34		Pride event Inv 3

Unity Trust Bank

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2024	Turvec Solutions Ltd	300524-1	87.60		Bike Repair Station hinges
31/05/2024	West Oxfordshire District Coun	310524-1	134.33		TH Waste/recycling June
31/05/2024	West Oxfordshire District Coun	310524-2	259.00		NDR Guildhall
31/05/2024	STL Communications Ltd (FOCUS)	310524DD1	813.13		Phone/broadband/IT May

	Total Payments		<u>41,414.74</u>		
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Time: 23:27

Unity Trust Bank

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Green Magic Co. UK Ltd	030624PPDD	63.00		A4 stakes for flagpole
04/06/2024	Adobe Systems Sotware Ireland	040624DD1	16.64		Adobe subs 30/5 - 28/6
06/06/2024	BSG Ecology Ltd	060624-1	1,596.00		Pool Meadow survey
06/06/2024	McCracken & Sons Ltd	060624-2	1,439.24		Grounds Maintenacne May
06/06/2024	Thames Valley Water Services L	060624-3	52.80		Temperature monitoring TH
07/06/2024	██████████	BACS0706	24.00		Mayor tickets Pride event
07/06/2024	KM Cleaning ██████████	070624-1	355.00		Cleaning/Staff cover TH
07/06/2024	K J Millard - Skip Hire	070624-2	282.00		6yd Skip hire - cemetery
07/06/2024	Amazon Services Eu/Amazon	070624-3	153.50		Black Gaffer Tape x3 TH
07/06/2024	Street Solutions UK Ltd	070624-4	403.87		Road signs x 6 +ballast
07/06/2024	Castle Water Limited	070624-5	130.55		Water April 2024 TH
07/06/2024	Wiltshire Steeplejacks	070624-6	1,080.00		Remove Flagpole TH
07/06/2024	The Community Heartbeat Trust	070624-7	63.54		Adult defib pads
10/06/2024	British Gas	100624DD1	324.02		Gas TH 22/4-22/5
10/06/2024	West Oxfordshire District Coun	100624DD2	56.33		Waste Collection GH June
11/06/2024	Multipay Card	DD	3.49		Post Office - WF letter
11/06/2024	Multipay Card	DD	20.00		Whitney Laundrette tablecloths
11/06/2024	Multipay Card	DD	8.50		Sainsbury - Annual Meeting
11/06/2024	Multipay Card	DD	51.86		QD - Reception revamp
11/06/2024	Multipay card - Unity Trust/LL	110624DD1	28.80		Newton Flag Makers D Day
12/06/2024	Vistaprint	DDPP	28.48		Business Cards - VP_VXQG8WD3
12/06/2024	Tradeprint Distribution Ltd	120624DDPP	46.02		No Parking A3 Signs x20
12/06/2024	KopyRite	120624-1	232.00		Vinyl signs & Annual Report
12/06/2024	Castle Water Limited	120624-2	77.60		Water TH 1/5-31/5
14/06/2024	West Oxfordshire District Coun	140624-1	1,352.00		NDR - Greystones - June
19/06/2024	Canopy	190624-1	2,880.00		Tree work medium priority- Cem
20/06/2024	Staff Salaries	200624-1	12,653.59		Staff Salaries - June
20/06/2024	HMRC	BACS	4,401.14		Tax/NI - June
20/06/2024	OCC Pension Fund	BACS	4,069.87		Staff Pensions June
20/06/2024	██████████	BACS	10.00		Mobile Phone June
20/06/2024	Gill & Co (Ironmongers) Limite	200624-5	73.80		Ironmongery
20/06/2024	SLCC	200624-6	126.00		Staff Training - TK
20/06/2024	Executive Safety Solutions Ltd	200624-7	258.00		Fire extinguishers TH
20/06/2024	Adobe Systems Sotware Ireland	200624-8	16.64		Adobe subs 17/6-16/7
26/06/2024	STL Communications Ltd (FOCUS)	260624DD1	731.94		laptop/set up/delivery
28/06/2024	Unity Trust Bank	DD	1.50		Bank charges
28/06/2024	STL Communications Ltd (FOCUS)	280624DD1	1,073.78		Telephone/Broadband/IT

Total Payments	<u>34,185.50</u>
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Agenda item 10. Town Centre Trees and Flower Beds.

The Council's Arboriculturist has recently conducted a tree health survey on the trees in Middle Row, an area which had not been surveyed for some time. This report details the necessary safety works identified, additional requests from local shopkeepers regarding the bushes, and recommendations for the Council committee's consideration.

The survey highlighted essential safety works required for the trees in Middle Row. The cost of these safety works is estimated at £950.

Simultaneously, the Council received multiple requests from a shopkeeper in Middle Row to reduce the height of the bushes in the bed to fence level and to remove two small conifers in order to help improve visibility from the main road. To ensure a balanced approach, the Town Clerk visited each shop to gather opinions:

- Shopkeepers closest to the Guildhall support or are neutral regarding the request for height reduction and removal of the small conifers.
- A shopkeeper closer to the Market Square end prefers to maintain the bushes for privacy and as a sound barrier for outdoor seating.

After considering all feedback, a sensible solution would be:

- The bushes before the steps that separate the bed will be reduced to fence level.
- The bushes in the bed on the other side of the steps will be tidied up but not reduced in height.

The Council's Arboriculturist has visited the site with the Town Clerk to assess and offered to undertake these bush maintenance works alongside the tree safety work at no additional cost. The arboriculturist confirmed that the removal of the small conifers could enhance the bed by providing space for the other plants to grow.

Conclusion: The proposed actions will address the safety concerns identified in the tree health survey and accommodate the diverse preferences of the shopkeepers. The Arborist's agreement to perform the bush maintenance at no extra cost presents a cost-effective solution that benefits all.

Recommendations: It is recommended that the committee:

1. Approve the expenditure of £950 for the necessary tree safety works in Middle Row from the Council's contingency budget.
2. Approve the proposed maintenance of the bushes as outlined, ensuring a balance between the shopkeepers' requests and preserving the privacy and sound barrier benefits.



CANOPY

ARBORICULTURAL SERVICES

TREE SURVEY

MIDDLE ROW, CHIPPING NORTON

MARK CASWELL (ARBORICULTURIST)

MAY 2024

CLIENT

CHIPPING NORTON TOWN COUNCIL

CONTENTS :

1.0 INSTRUCTION AND REMIT

2.0 CAVEATS

3.0 METHODOLOGY

APPENDICES

1. TREE LOCATION PLAN

2. SURVEY SCHEDULE

1.0 INSTRUCTION AND REMIT

AS REQUESTED BY LUCI ASHBOURNE, WE HAVE CARRIED OUT A TREE INSPECTION SURVEY ON TREE'S LOCATED WITHIN SPACES OF WHICH THE DUTY HOLDER IS CHIPPING NORTON TOWN COUNCIL.

THE PURPOSE OF THIS REPORT IS TO SATISFY THE STATUTORY DUTY OF CARE OBLIGATIONS IN RESPECT OF THE OCCUPIERS LIABILITY ACTS.

2.0 CAVEATS

THIS SURVEY WAS CARRIED OUT BY MARK CASWELL (ARBORICULTURAL SURVEYOR), WHO HOLDS PTI (PROFESSIONAL TREE INSPECTION) AWARDED BY LANTRA THROUGH THE ARBORICULTURAL ASSOCIATION AND HAS OVER 5 YEARS RELEVANT SURVEY EXPERIENCE.

ALL TREES HAVE BEEN INSPECTED FROM GROUND LEVEL ONLY. SHOULD A MORE DETAILED INSPECTION BE DEEMED NECESSARY, THIS WILL BE MENTIONED IN THE RECOMMENDATIONS SECTION OF THIS REPORT.

WHEN ASSESSING THE RISK POSED BY INDIVIDUAL TREES, WE HAVE TAKEN INTO ACCOUNT THE PROXIMITY OF BUILDINGS/ADJACENT PROPERTIES, AND THE ESTIMATED VOLUME OF PEDESTRIAN AND/OR VEHICULAR TRAFFIC WITHIN THE TARGET RANGE OF THE TREES.

SHOULD THERE BE A CHANGE OR INCREASE IN THE USAGE OF ANY PART OF THE SITE BETWEEN INSPECTIONS, THIS COULD AFFECT THE LEVEL POSED BY ANY PARTICULAR TREE OR GROUP OF TREES.

3.0 METHODOLOGY

ALL TREES HAVE BEEN ASSESSED FOR GENERAL CONDITION AND HEALTH AND SAFETY ISSUES, USING THE RECOGNISED SYSTEM KNOW AS VTA (VISUAL TREE ASSESSMENT) AS DEvised BY MATTHECK & BRELOER AND SUBSEQUENTLY POPULARISED BY EMINENT ARBORICULTURIST'S SUCH AS DR. DAVID LONSDALE (REF. PRINCIPLES OF TREE HAZARDS ASSESSMENT AND MANAGEMENT 1999)

WHILST NOTABLE OR IMPORTANT INDIVIDUAL TREE HAVE BEEN AFFIXED WITH A UNIQUE NUMBERED TAG, OTHER SMALLER OR INACCESSIBLE TREES HAVE BEEN GROUPED AND GIVEN A NOTIONAL REFERENCE.

OUR ASSESSMENT OF THE PROBABLE RISK OF HARM TO MEMBERS OF THE PUBLIC IS BASED UPON OUR JUDGEMENT REGARDING THE PROBABILITY OF FAILURE OF ANY DEFECTIVE PART OF A TREE, AVERAGED OVER 24HRS / 365 DAYS A YEAR. REMEDIAL ACTION, EITHER BY PRUNING, FELLING THE TREE OR UNDERTAKING FURTHER INVESTIGATION, HAS BEEN SPECIFIED IN THE SCHEDULE AT APPENDIX 2.

KEY FOR SURVEY SCHEDULE :

.TREE ID : NUMERICAL NUMBER OF IDENTIFICATION TAG PINNED TO THE TREE DURING THE SURVEY.

.SPECIES : COMMON NAME OF THE INSPECTED TREE

.AGE CLASS : AN ESTIMATED AGE RANGE BASED ON VISUAL INDICATORS.

Y : YOUNG (1ST 1/3 OF LIFE EXPECTANCY)

MA : MIDDLE AGED (2ND 1/3 OF LIFE EXPECTANCY)

M : MATURE (FINAL 3RD OF LIFE EXPECTANCY)

V : VETERAN (TREE SURVIVING BEYOND SPECIES LIFE EXPECTANCY)

.HEIGHT : THE APPROXIMATE HEIGHT OF THE INSPECTED TREE IN METRE'S

.PHYSIOLOGICAL CONDITION : HEALTH/VITALITY STRUCTURAL : STRUCTURAL INTEGRITY

GOOD: NO SIGNIFICANT PROBLEMS **FAIR:** MINOR PROBLEMS

POOR: SIGNIFICANT PROBLEMS

RECOMMENDED WORKS HAVE BEEN PRIORITISED AS FOLLOWS :

HIGH PRIORITY : CARRY OUT WORKS WITHIN A PERIOD OF 3 MONTHS

MEDIUM PRIORITY : CARRY OUT WORKS WITHIN 1 YEAR

LOW PRIORITY : CARRY OUT WORKS WITHIN 2 YEARS

NO WORK REQUIRED

Middle Row, Chipping Norton

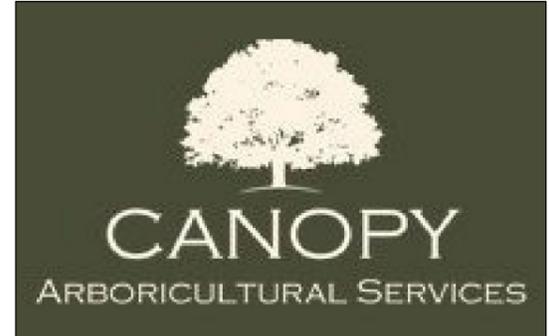


Tree Work Priority

- Within 3 months
- Year 1
- Year 2
- No work required



Scale: 1:300 @ A3 Scale



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Tree Survey

Middle Row, Chipping Norton

Drawing No	Canopy_Rev3
Date	30 April 2024



Tree ID	Species	Height	DBH (mm)	Age	Physiological condition	Structural Condition	Comments	Recommended Work	Notes	Work Priority	x	y	Date	
70	Swedish White beam - Sorbus	6-10m	301-600mm	Mature	Fair	Good	Notable bark flaking on the north east side of the stem from base to approximately 2m. Major Deadwood present within the centre of the crown. Is crown bias towards the east over the highway.	Crown lifting to 2.4m over footpath, Crown lifting to 5.2m over highway, Deadwood - Complete dead wooding, Deadwood - Major dead wooding		Year 1	431299.250	227269.293	4/30/24	
71	Red horse chestnut	6-10m	601-900mm	Mature	Fair	Good	Ivy growth is restricting visual access to the stem from the base to the other crown. The decorative lighting has been attached to the tree and I suggest the connection points are checked within the next year.	Climbing Inspection (detail in notes), Deadwood - Complete dead wooding, Deadwood - Major dead wooding, Sever ivy	Carry out climbing inspection to inspect the connection points of the lighting as well as inspect the structural integrity of the upper crown.	Year 1	431287.310	227262.414	4/30/24	
72	Crab Apple	0-5m	0-300mm	Semi Matu	Fair	Fair		Crown lifting to 2.4m over footpath		Year 1	431290.013	227257.650	4/30/24	
73	Cherry	0-5m	0-300mm	Young	Fair	Fair	Growing to close between neighbouring specimens	Sectional fell		Year 1	431289.373	227256.818	4/30/24	
74	Cherry	0-5m	0-300mm	Young	Fair	Good		No work required		No work required	431288.738	227255.194	4/30/24	
75	Lime	11-15m	601-900mm	Mature	Good	Good		Deadwood - Complete dead wooding, Deadwood - Major dead wooding, Remove Basal growth/ trunk epicormic		No work required	431283.914	227245.291	4/30/24	
76	Crab Apple	0-5m	0-300mm	Semi Matu	Good	Good		Crown lifting to 2.4m over footpath		Year 1	431280.955	227239.503	4/30/24	
77	Cherry	0-5m	0-300mm	Young	Poor	Fair		Sectional fell		Year 1	431276.048	227228.071	4/30/24	
Group ID	Species	Height	DBH (mm)	Age	Physiological condition	Structural Condition	Comments	Recommended Work	Notes	Work Priority	x	y	Date	No. of trees
G1	Mixed evergreen shrubs	0-5m	0-300mm	Semi Mature	Good	Good		No work required		No work required	431385.35	227203.95	4/30/24	Densly planted shrubs



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

E Mail: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Town Clerk: Ms Luci Ashbourne

FREEDOM OF INFORMATION PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Amendments to the publication scheme will be agreed during agenda item 11a.iii. and inserted into this policy.

Information available from Chipping Norton Town Council under the publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees</p>	<p>Hard copy and Website</p>
<p>Contact details for The Mayor and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy and Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>
<p>Staffing structure</p>	<p>Hard copy and Website</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>
<p>Finalised budget</p>	<p>Hard copy and website</p>
<p>Precept</p>	<p>Hard copy and website</p>
<p>Borrowing Approval letter</p>	<p>Hard copy (where applicable)</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy and website</p>

Grants given and received	Hard copy and website
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Neighbourhood Plan (Chipping Norton Town Council Neighbourhood Plan)	Hard copy and website
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy and website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Responses to consultation papers	Hard copy where available

Responses to planning applications	Hard copy and website
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website
Current information only	
Policies and procedures for the conduct of council business:	Hard copy and website
Procedural standing orders	Hard copy and website
Committee and sub-committee terms of reference	Hard copy and website
Delegated authority in respect of officers	Hard copy and website
Code of Conduct	Hard copy and website
Policy statements	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and website
Health and Safety policy	Hard copy
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy and website
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and website

Schedule of charges (for the publication of information)	Hard copy
Class 6 – Lists and Registers	(hardcopy; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	Hard copy and Website
Allotments	Hard copy and website
Burial grounds and closed churchyards	Hard copy and website
Town Hall	Hard copy and website
Parks, playing fields and recreational facilities	Hard copy and website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

The Town Clerk
Chipping Norton Town Council
The Guildhall
Goddards Lane
Chipping Norton
Oxfordshire
OX7 5NJ

Tel: 01608 642341 Email: townclerk@chippingnorton-tc.gov.uk Website: www.chippingnorton-tc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within Chipping Norton
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Chipping Norton on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Chipping Norton or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Chipping Norton Town Council

Freedom of Information Procedure

1. Introduction

- 1.1 The Freedom of Information (FOI) Act was introduced to encourage public organisations to publish more information proactively and develop a greater culture of openness. The Act gives a general right of access to information held by the Town Council, subject to certain exemptions outlined in the Act. It applies to information that is held:
 - Electronically
 - On paper
- 1.2 Information, which is readily available to members of the public, are those documents listed in the Town Council's Publication Scheme, which is published on the Town Council's website and ensures transparency. Documents within the Publication Scheme are not subject to the Freedom of Information Act.
- 1.3 Requests for information will be considered under the Freedom of Information Act (FOI) 2000 and the Environmental Information Regulations (EIR) 2004.

2. Procedure for Dealing with Requests for Information

- 2.1 Members of the public have a general right of access to information held by the Town Council. This means that they have the following rights:
 - To be told whether or not the information is held by the Town Council,
 - And if it is, to have the information communicated to them.
- 2.2 There are certain exemptions and limitations on this general right, but just because a document is marked "Confidential" does not automatically mean that it is exempt information, but it may be covered by certain exemptions. Each case will be dealt with on its merits. Personal information will not be provided if it is in breach of the Data Protection Act 2018.
- 2.3 Requests for information must be in writing, must give the applicant's name, an email address, telephone number and a return address and must describe the information requested with a clear description in such a way that we are able to locate it. A written request includes an e-mail.
- 2.4 All written requests for information will be logged on a separate record sheet. Receipt will be acknowledged but if it is possible to respond with the information requested, this will be done instead. If further information is required in order to locate the information requested, this will be undertaken as quickly as possible. All correspondence, phone calls, e-mails etc., that follow the original request will be recorded.

3. Timescales

- 3.1 The Town Council has 20 working days in which to deal with a request for information. If it is not clear what information is required, the 20 day period does not begin until clarification is received from the applicant as to exactly what is required.

- 3.2 The Town Council will inform the individual if we require longer than the 20 days to apply the public interest test and the individual will be informed at that point what exemptions are being looked at and how long it will take. If more time is require then up to a maximum of a further 20 days can be added so the total time will be 40 working days.

4. Refusal

- 4.1 The Town Council may refuse a request if we consider that:
- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose)
 - to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive
 - it falls within an exemption under the legislation

5. Charging

- 5.1 If a charge is going to be made for photocopying and disbursements, a fee notice will be sent detailing the costs. The requestor has three months in which to pay and once payment has been received, the 20 working day period becomes effective

A charge will be made for the photocopying of information requested as follows:
20p per single A4 size

- 5.2 If the Town Council does not receive the fee within three months, we are not obliged to comply with the request. However, the Town Council may consider whether it can release any information without charge.

6. Clarification

- 6.1 The Town Council can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

7. Exemptions

- 7.1 The most common exemptions are:
- Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).
 - Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.
 - Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)
 - Section 36 – prejudicial to the effective conduct of public affairs.
 - Section 40 – personal data
 - Section 42 – legal professional privilege
 - Section 43 – commercial sensitivity

- 7.2 All except section 21 are qualified exemptions requiring the application of the public interest test. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

8. General Requests for Information

- 8.1 The Town Council will continue to deal with routine requests for information as it does currently. Routine information which is freely available to members of the public is that listed in the Town Council's Publication Scheme on the website.
- 8.2 Any requests for information that is not contained in the Publication Scheme on the website will be passed to the Town Clerk to deal with under the FOI Act. A certain amount of guidance on dealing with requests is held by the Town Clerk, but it may be necessary that further specific guidance will be required from the Information Commissioner's office. If a member of staff is unsure as to whether a request for information is routine or not, they will refer to the Town Clerk. The use of personal information is covered by the Data Protection Act 2018.
- 8.3 The Town Clerk will act as the Freedom of Information Officer and has a responsibility to ensure that data subjects have appropriate access, upon written requests, to details regarding personal information relating to them.
- 8.4 The applicant will be kept informed at all stages of the process of supplying the information requested, particularly if it is a complex request, when guidance may have to be sought from other agencies.

9. Environmental Information Requests 2004 (EIR)

- 9.1 Environmental Information broadly relates to:
- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
 - Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
 - Measures and activities such as policies, plans and agreements
 - Reports, cost benefit analysis and economic analysis
 - The state of human health and safety, contamination of the food chain
 - Cultural sites and built structures (the effect of the environment on the human world
 - Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings
- 9.2 It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information available. This is not the same as the duty to disclose under FOI.
- 9.3 There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

10. Exceptions EIR

- 10.1 There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:
- personal data
 - information not held when the request was made
 - the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
 - the request is too general
 - information is in draft or is unfinished
 - information is an internal communication
 - disclosure would adversely affect the course of justice or commercial confidentiality.
- 10.2 There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at www.ico.org.uk.

11. Data Protection

- 11.1 The will act as the Data Protection Officer and is responsible for gathering and disseminating information and issues relating to information security, the Data Protection Act 2018 and other related legislation.

12. Publication Scheme

- 12.1 This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

13. Appeal Process

- 13.1 If unhappy with the way their request has been dealt with an internal review can be requested. This will be carried out within 20 working days of the request for a review being received. If the individual remains unhappy with the result of the review the individual can ask the Information Commissioner to look at their concerns. The Town Council will provide details of the internal review process when it is requested. The process will vary depending on the type of request and who is available to review the process within the timescales.

14. Vexatious Requests

- 14.1 Whilst the Town Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that we have limited resources and that our obligations under the legislation must be proportionate to those resources.

- 14.2 Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.
- 14.3 The key question is whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.
- 14.4 “Vexatious” Indicators
- Abusive or aggressive language
 - Burden on the authority
 - Personal grudges
 - Unreasonable persistence
 - Unfounded accusations
 - Intransigence
 - Frequent/overlapping requests
 - Deliberate intention to cause annoyance
 - Scattergun approach
 - No obvious intent to obtain information
 - Futile request

15. Process the Town Council will follow to determine if a request is vexatious

- 15.1 The Town Clerk deals with all requests for information on behalf of Chipping Norton Town Council. If a request is considered to be potentially vexatious the Clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by members at Full Council.

16. The Review

- 16.1 The following will be considered:
- The purpose and value of the request
 - Whether the purpose and value justifies the impact on the public authority
 - The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden
 - Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
 - Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information
 - Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors

17. Final Warning

- 17.1 If, having considered all of the above, the Town Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

18. Advice and Assistance

- 18.1 In addition the Town Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

19. Report to Members

- 19.1 The history of the matter will go forward as part of a report to Full Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.
- 19.2 The decision to declare a request vexatious will be taken by the Town Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting scheduled within that timescale then the decision will be formally delegated by the adoption of this procedure to the Mayor of the Council (in consultation with the Deputy Mayor).
- 19.3 Under section 14(1) of the Freedom of Information Act the refusal notice will set out the Council’s internal review procedure and the right of appeal to the Information Commissioner’s Office. However, under section 17(6) if the Town Council has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.
- 19.4 Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided

20. Responsibilities

- 20.1 The Town Clerk will act as the Freedom of Information Officer and has a responsibility to ensure that data subjects have appropriate access, upon written requests, to detail regarding personal information relating to them.

21. Review

- 21.1 This procedure will be reviewed as necessary when there is a change in the law and in line with the Freedom of Information Policy.



COMMUNITY ENGAGEMENT POLICY & STATEMENT OF INTENT

Inform Consult Involve Engagement Action

INTRODUCTION

To achieve its vision for Chipping Norton, the Town Council is committed to working closely with the public. Everyone should be involved in making Chippy the type of community they want it to be, whether they are a resident, a local group or business. Informing, consulting and involving people in the work of the Town Council is key when it comes to decision-making; securing better services; the local democratic process, and creating an empowered and active citizenship.

AIMS

The Town Council strives to:

Inform by providing information about what is happening to help local people – including young people and hard-to-reach groups - understand an issue, service or planned actions, options or solutions. This will be done by:

- Posters, fliers, banners, advertising and publications
- Local newspaper press releases, publications, radio and TV, interviews
- Monthly newsletter, letters, leaflets
- Information stalls, i.e. at Town Council events/open days/exhibitions
- Public and specific meetings, presentations, briefings
- Town Council website detailing all Council services, activities and up to date articles
- Facebook and other social media

Consult by asking for feedback, advice or opinions on a particular issue. This will be done by:

- Questionnaires and surveys, feedback forms
- Online surveys and questionnaires
- Face-to-face interviews/telephone interviews
- Residents', user panels and community groups
- Discussion/focus groups/forums
- Written consultation through letter or email
- Consultation events/workshops/exhibitions/general events/shows



- Online consultation
- Public, neighbourhood or specific meetings or surgeries
- Documents or information available at The Guildhall, The Town Hall, The Chippy Larder and online.

Involve by ensuring that concerns and aspirations are understood and considered, encouraging people to put forward ideas, options, initiatives and actions. This will be done by:

- Public or specific targeted discussion meetings with interested parties
- Public or stakeholder workshops to identify issues and shape options
- Public events, interactive displays
- Community-led plans and working groups
- Comments and complaints
- Councillor Surgeries
- Interaction with Town Councillors and staff, District and County Councillors and other local government-led organisations

All forms of communication will be clear, factual and appropriate; use plain English and, where appropriate, adhere to the Town Council's corporate design and logo.

The Town Council will inform, consult with and involve our partners and stakeholders, and co-ordinate our community engagement efforts, through:

Actively being involved in various community organisations who offer front line services to people the Town Council often find hard to reach, including:

- The Chippy Larder
- The Branch
- Aspire Chipping Norton
- The Chippy Theatre
- Chipping Norton Youth Services
- Citizen's Advice West Oxfordshire
- CNarts
- Sports clubs



The profile of the Town Council will be raised through:

- Inviting residents to be actively involved in our meetings via Public Participation.
- Encouraging residents to link to the Town Council's Facebook page, and other social media feeds
- Widely publicising the Annual Town Meeting
- Encouraging use of the Council's new website
- Issuing press releases covering activities of the Council
- Involving residents in events and activities such as the Town Festival, The Christmas lights event and Remembrance Sunday.
- Production of a monthly newsletter
- Communication and networking with Chippy News

Every Town Councillor will be enabled in maximising their role as elected representatives and community leaders through:

- Receipt of a comprehensive new members information pack and a tailored induction programme.
- Mentoring for new Councillors
- Making copies of agendas and minutes of Council meetings widely available
- Encouraging Councillors to represent the Town Council on community groups and organisations

Every employee will be enabled in understanding the Town Council's priorities through:

- Regular team meetings
- Regular Performance Management Reviews
- Being encouraged to provide input into the decision-making process
- Being encouraged actively to represent the Town Council at community events

ENGAGEMENT

Listed below are the individuals/organisations with whom the Council wishes actively to engage:

- Residents of Chipping Norton
- Businesses and business organisations
- Community, voluntary, special interest and residents' groups
- Older people
- Young people
- Hard-to-reach groups
- Public and private sector stakeholders
- Schools
- Health Agencies (commissioners and providers)
- Visitors



ACTION PLAN

Action Plan item	Task	Responsibility	Status / Frequency
Mayor	The Mayor to fulfil a community leadership role and encourage community organisations to be involved with initiatives.	Mayor/Deputy Mayor	Ongoing
Minutes	Ensure copies of Minutes are available - hard copy, electronically, and on the Town Council website	Town Clerk	Ongoing
Office Opening Hours	Publicise office opening hours in newsletter and on website and notice boards	Town Clerk	Ongoing
Annual Town Meeting	Publicise the meeting and liaise with stakeholders to encourage good attendance	Councillors Town Clerk	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via public participation element of all Full Council and Committee meetings	Staff and Town Councillors	Ongoing
Notice boards	Regularly update notice boards with Town Council and community activities	Admin and Customer Service Assistant	Ongoing
Website	Maintain website with information on Town Council services and activities	Clerk's Office	Ongoing
Newsletter	Produce a regular newsletter	Clerk's Office	Monthly
Businesses	Engage with businesses and business organisations.	Designated Town Councillors	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council elections	Clerk's Office and Town Councillors	Ongoing but higher priority in six months leading to local elections
Press	Liaise regularly with the press sending details of Council meetings and	Clerk's Office	Ongoing



Liaison Meetings	Meet with Cabinet member for Stronger, Healthier Communities at WODC	Clerk	Quarterly
Social Media	Use Facebook and other social media to promote Town Council meetings, activities and events	Deputy Clerk	Ongoing
Councillor Surgeries	Encourage residents to visit Cllr surgeries	Town, District and County Councillors	Last Saturday of the month
Consultations	Multiple consultations. Known for 2024 – Skatepark Design	Clerk's Office	Ongoing
Build Chippy Better Working Group	Encourage residents to take part	Deputy Clerk and designated Town Cllrs	This is on pause while the outcome of the appeal to historic England has been decided.
Keep Chippy Beautiful	To facilitate litter picks and other community action activities in the town	Admin and Customer Service Assistant and The Deputy Mayor	Ongoing
Rusty Riders	A monthly cycle repair workshop and led ride free for all to attend	The Town Clerk and designated Town Cllrs	Monthly
Annual Report	An annual publication, printed in standard and easy read and available in hard copy to inform residents about the priorities and budget allocation of the Town Council	The Clerk's Office in consultation with Chairs of Committee and the Mayor.	Annually

Information available from Chipping Norton Town Council under the publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees</p>	<p>Hard copy and Website</p>
<p>Contact details for The Mayor and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy and Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>
<p>Staffing structure</p>	<p>Hard copy and website</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy and website</p>
<p>Finalised budget</p>	<p>Hard copy and website</p>
<p>Precept</p>	<p>Hard copy and website</p>
<p>Borrowing Approval letter</p>	<p>Hard copy (where applicable)</p>
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Grants given and received	Hard copy and website
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Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
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Responses to consultation papers	Hard copy where available

Responses to planning applications	Hard copy and website
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	Hard copy
Policies and procedures for the conduct of council business:	Hard copy and website
Procedural standing orders	Hard copy and website
Committee and sub-committee terms of reference	Hard copy and website
Delegated authority in respect of officers	Hard copy and website
Code of Conduct	Hard copy and website
Policy statements	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and website
Health and Safety policy	Hard copy
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website
	Hard copy
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Schedule of charges (for the publication of information)	Hard copy and website
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Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy and website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Hard copy
Register of members' interests	Hard copy and website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	Hard copy and Website
Allotments	Hard copy and website
Burial grounds and closed churchyards	Hard copy and website
Town Hall	Hard copy and website
Parks, playing fields and recreational facilities	Hard copy and website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

The Town Clerk
Chipping Norton Town Council
The Guildhall
Goddards Lane
Chipping Norton
Oxfordshire
OX7 5NJ

Tel: 01608 642341 Email: townclerk@chippingnorton-tc.gov.uk Website: www.chippingnorton-tc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within Chipping Norton
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Chipping Norton on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Chipping Norton or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Reviewed (Date)

CHIPPING NORTON TOWN COUNCIL

COUNCILLOR.....

TRAINING NEEDS ASSESSMENT

Roles and Responsibilities	Feel confident in this area	Require some training in this area	Require full training in this area
Understanding the role of Members or how to be a good Councillor			
Understanding the role of Officers or how to ensure staff are used effectively			
Understanding the Council's Code of Conduct or how to behave			
A knowledge of the Council's Core Values and how to put them into practice			
Procedures			
Ability to Chair meetings			
Ability to contribute effectively at meetings			
Understanding the Council's Standing Orders			
Managing working groups			
Law			

The powers & duties of Town Council			
The General Power of Competence			
Finance			
Budget setting and monitoring			
Financial Governance including audit			
The Annual Accounts			
Planning			
Commenting on planning applications			
Local/Neighbourhood plans			
Community Leadership			
Building effective relations with residents and partners			
Championing the interests of local community			
General			
Presentation and public speaking skills			
Negotiation and influencing skills			

IT skills			
Working together with differences / agreeing to disagree / conflict resolution			

If there are any other areas not covered above please list them below:

.....

Please return this form to the Town Clerk by.....



Chipping Norton Town Council Public Participation Policy

Introduction

Chipping Norton Town Council is committed to community engagement and encourages members of the public to participate in its meetings. This policy sets out the framework for public participation, ensuring that it is conducted in an orderly and respectful manner in line with the Council's standing orders, specifically standing order 3.i-j.

Public Participation at Meetings

Members of the public have the right to attend Town Council meetings and are encouraged to do so. The Town Council values public input and provides opportunities for public participation under the following guidelines:

Procedures for Public Participation

Public Participation Sessions:

Public participation sessions will be included as an agenda item at all Town Council and Committee meetings. These sessions are typically held at the beginning of the meeting and are limited to 15 minutes unless extended at the discretion of the Chair.

Speaking at Meetings:

Members of the public may speak during the public participation session. Each speaker is allowed to speak once for a maximum of five minutes. The Chair may allow additional time at their discretion.

It is courteous for members of the public to inform the Town Clerk of their intention to speak and indicate the specific agenda item they wish to address ahead of the meeting. This enables the office to gather any relevant information to help members provide as full a response as possible.

Speakers must address their comments to the Chair. Members of the Town Council may respond to points raised but are not obligated to do so.

Order and Conduct:

All remarks must be respectful and relevant to the item under discussion. Offensive or defamatory comments will not be tolerated.

The Chair has the authority to direct a member of the public to stop speaking if their comments are not appropriate or if they exceed the time limit.

Written Statements:

Members of the public who are unable to attend the meeting but wish to make a statement can submit their comments in writing to the Town Clerk prior to the meeting. Written statements will be read out during the public participation session, subject to the same time limitations.

Item 12: Grants to Voluntary Bodies: Round 1, July 2024

Chipping Norton Town Council has allocated £16,500 for the financial year 2024-25 to fund community organisations working to benefit Chipping Norton residents.

The committee has received 14 grant applications for a total of £25,100, which exceeds the total grants budget to consider at Round 1 (July 2024) and Round 2 (Feb 2025). It may be prudent to reserve an adequate amount of funding within the grants budget to consider a number of grant requests during Round 2 funding.

CNTC also provides core funding to three organisations as part of the overall grant commitment, which now lies on a separate budget line. The organisations are:

- The Chipping Norton Lido: £5,000
- The Chipping Norton Museum: £3,500
- The Chipping Norton Theatre: £3,000

RECOMMENDATION: That the committee considers the grant requests for Round 1 of the Grants to Voluntary Bodies scheme and decides an appropriate amount to reserve within the budget for the second round of grant funding in February 2025.

Grant Applications Received July 2024		
Organisation	Funding Received FY 2023/24	Grant Applied for July 2024
Christmas in Chippy	No funding applied for	£2,000 plus free hire of Town Hall
Chipping Norton Amateur Operatic Society (CHAOS)	No funding applied for	£1,000
Community Suppers	£800	£1,100
Cricket Club	£1,600	£1,500
Home Start	No funding applied for	£2,000
Mindful Mums	No funding applied for	£1,500
Remix Youth Club	£1,200 (Round 1)	£2,000
	£500 (Round 2)	
Scouts	£1,600	£2,000
Sunshine Cat Rescue	0	£2,000
Swifts	0	£2,000
CN Theatre	£3,000 Core Funding	£2,000
	£3,120 additional funding for the Free School Meals Programme (Outside of Grants scheme)	
Thrive OX7	£2,000	£2,000
Transition CN	£2,000 funding for Youth Work (Outside of Grants scheme)	£2,000
Volunteer Link Up (VLU)	£1,600	£2,000
Core Funded Organisations		
CN Theatre	£3,000 for 3 years from July 2023	
CN Lido	£5,000 for 3 years from July 2023	
CN Museum	£3,500 for 3 years from July 2023	
		Total funding requested
		£25,100
		Grants budget remaining
		£16,500



Chipping Norton Town Council's Grants to Voluntary Bodies Application
Form 2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Christmas in Chippy	
Name of Project or Activity	Christmas in Chippy	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	08/12/2024	08/12/2024
Amount of funding requested from CNTC	£2,000, plus free use of the Town Hall for the event	

Contact Details

Name of the person making the application	Nicola Edginton
Position in organisation	Main organiser
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	TBC
Social media links	@Christmasinchippy
Description of organisational purpose and how it benefits the community	A Christmas market that brings all elements of the community together from supporting local arts, crafts in our market, local performers and the primary schools and charities raising much needed funds. The event celebrates the community at Christmas and promotes Chipping Norton as a destination to visit.
Please outline any fundraising activities that your organisation has undertaken in the past year	We are not-for-profit and the market stalls pay for themselves. We have had sponsorships in the past from the Co-op and will ask for the same support this year. This is our 4 th time organising this event and businesses struggle to see the value in sponsoring a market that from the outside, looks either like a money-making venture, or something that is normally funded by a Town Council.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	<ul style="list-style-type: none"> - Organising and paying for the road / car park closures - Free use of The Town Hall on Sunday 8th, for Santa's grotto, giving space to the primary schools and local charities - Event insurance - Signage for closing the car parks and safety cones - An additional attraction e.g. reindeer or a snowglobe to elevate the event beyond a market

Payment details if application is successful

Name of account	We are in the process of Bank Account application and will have details soon
Sort code	TBC
Account number	TBC

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Christmas in Chippy is much more than a Christmas market, it brings the community together. We support local arts, crafts and makers in our market. Provide local performers with a stage and an audience. The local Primary schools and charities are given space to raise much-needed funds and benefit from the increased footfall. The Scouts and Cadets are put to good use with the logistics of looking after stall holders and taking money at the attractions.

We also support local businesses. We promote The Chipping Norton Theatre's Pantomime. The high Street is given a much-needed boost with visitors looking to explore the town and all it has to offer.

Everyone is welcome, the event is free and we're not-for-profit. Each time the event raises money for a local charity. Last time we supported Thrive, who help children and families in North Oxfordshire. All proceeds from the snowglobe (paid for by WODC) went directly to the charity.

The event is organised by Julia Cook, who has the local business Bloom & Alfie and has extensive experience in retailing and clothing design and Nicola Edginton who has over 20 years of working in marketing and branding. Nearer to the event we are helped by Lisa Barnes (Bippity Boo) and Dom Harrison who is great with the logistics, as well as a host of volunteers on the day.

Our responsibilities include market stall applications, curation and selection. Street food applications, charity organisations and liaising with Primary School PTA's. Organising Park and Ride facilities with the Chippy Shuttle bus. Closer to the event a comprehensive social media and PR campaign is launched to promote not just the event, but local businesses. We also produce printed posters and banners to promote it locally.

This is our 4th time organising the event and we are well placed to know what we need to do, by when and how much it costs.

The event celebrates our community at Christmas and promotes Chipping Norton as a destination to visit beyond the event, with, much-needed positive publicity for the town.

How will you measure the impact of your project?

We ask for feedback every year from stall holders, charities and community groups that take part to see how successful the event was for them. Visitors to the event post hundreds of comments on our social media. And there is much excitement when we announce the event is taking place as it has become well known in the community.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The event did not take place last year.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£5370
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	Hiring out the 75 stalls @ £45 each = £3375

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	We are volunteers so do this for free		
Training	n/a		
Office costs (rent, telephone etc)	n/a		
Salaries	We are volunteers so do this for free		
Expenses (travel etc)	See attached breakdown		
Venue hire	We would like the town hall for free		
Materials	See attached breakdown		
Publicity	See attached breakdown		
Volunteer expenses	n/a		

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts

Bank statement or paying-in slip
(to double check bank details)

Constitution

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Nicola Edginton

Signature 2 (Chair or senior representative of the organisation)

Julia Cook

Typed entries acceptable for email applications

Date: 24.06.24

Please return your completed application form to:
Chipping Norton Town
Council, The Guildhall

Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

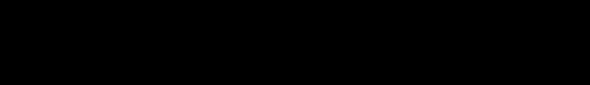
For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Chipping Norton Amateur Operatic Society (CHAOS)	
Name of Project or Activity	2025 show	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	09/2024	04/2025
Amount of funding requested from CNTC	£1,000	

Contact Details

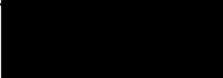
Name of the person making the application	Ellie Walker
Position in organisation	Committee member
Email address	[REDACTED] chippychaos@gmail.com
Telephone number	[REDACTED]

Organisation details

Address	 We rehearse at Highlands in Chipping Norton 8 months of the year.
---------	---

Website	None
Social media links	Facebook- Chipping Norton Amateur Operatic Society CHAOS, Instagram chaos.100
Description of organisational purpose and how it benefits the community	A much loved society in Chipping Norton which has been around now for 50 years. We are a group of performers from all walks of life from the local community who love putting on musicals. We typically perform one musical per year at Chipping Norton Theatre.
Please outline any fundraising activities that your organisation has undertaken in the past year	Quiz night to raise funds for our 50 year show EVITA (took place in May 2024) Live Band – organized by one of our members taking place in July 24.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	2025 Production

Payment details if application is successful

Name of account	Chipping Norton Amateur Operatic Society
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

CHAOS has been a much loved society part of Chipping Norton for 50 years now. We are an inclusive society, and encourage and have actively demonstrated supporting people of our local community in all walks of life, from children to those with learning difficulties who have gained confidence to local mums who have been given a new lease of life, retired individuals who are given the chance to perform amongst many others.

The performing arts is proven to provide huge benefits to emotional wellbeing, and CHAOS actively demonstrates this. Our members are very passionate about our society and we recognise the significant benefit our society brings to not only our members but to our audiences. We have a family spirit and our arms are wide open to supporting new and existing members of our society giving equal opportunities to everyone where ever is practical.

Our current microphones are very old and this year we had to hire them in. We would like to purchase new ones. We also need to replace our makeup and purchase new relevant costumes and scenery as this changes every year. The fund we are requesting would support purchasing these items. .

We would very much like our society to keep thriving after the success of a recent show EVITA. However, like everything costs have risen and even the cheaper productions are now almost out of reach for amateur societies to stage and we can no longer rely on ticket sales and membership fees to run. We are embarking this year on a fundraising mission to allow us to continue not only bring live performances to the local community but also to continue to support our members who for some CHAOS is their only social life. Without CHAOS the world would be a duller place!

How will you measure the impact of your project?

Our productions and performances are measures of our success each year. We measure these against our budgeted ticket sales versus our actual ticket sales and for 2023/2024 we sold 107 tickets more than we budgeted for. We also actively encourage new members for all roles in the society, not just those on stage. This year we aim to attract further new members with the choosing the right production to appeal to everyone.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

NA

How much will your project cost and how will you use the money?

What is the total cost of your project?	Not able to stipulate yet but typically a show costs £7000 to put on
How much Funding would you like from CNTC?	£1,000
Where will the remaining funding come from?	Fundraising activities, membership fees, and balance from last years production.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs		£0	
Training		£0	
Office costs (rent, telephone etc)		£0	
Salaries		£2000	£0
Expenses (travel etc)		£0	
Venue hire		£1500	£0
Materials	Microphones	£1,000	£800
Publicity		£250	£0
Volunteer expenses		£0	
Other (please specify)	Make up, Costumes, Scenery	£3,000	£200
	Professional Licences	£2500	£0
	Theatre Hire	£2500	£0

Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Chipping Norton Community Church	
Name of Project or Activity	Community Suppers	
What is the delivery time scale of your Project or Activity	Start -Present	Finish No plan of an end date
Amount of funding requested from CNTC	£1,100	

Contact Details

Name of the person making the application	Kath Room
Position in organisation	Outreach Worker
Email address	[REDACTED]

Telephone number	
------------------	---

Organisation details

Address	Chipping Norton Town Hall
Website	www.chippingnorton.occ.org.uk
Social media links	Facebook-Chipping Norton Community Church
Description of organisational purpose and how it benefits the community	The Church is welcome to everyone as a place of worship and where we hear and share about God's word. We run different different groups in and outside of the Church open to all community. These are all on different days and times to make them accessible as possible for everyone. Community Supper is one of our ongoing projects
Please outline any fundraising activities that your organisation has undertaken in the past year	We have a local school that has been helping us too with lending equipment when needed.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We have gained a grant from the council for a summer holiday club. Community suppers received a kind grant from the council in February 2024

Payment details if application is successful

Name of account	Oxfordshire Community Churches Chipping Norton
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Anyone is welcome to Community suppers, we want it to be accessible to all in community. With high levels of living costs we want to offer a free cooked meal for everyone. With the cost of food has gone up for us too that is why we are asking if you could support us.

We have volunteers with different roles, some of them are to welcome people then to sit and eat with them, building strength in community in our conversations. We are then able to offer a cooked meal and an opportunity to meet other people, where for some people this might be there only meal a month they eat with other people. We also receive lots of positive comments, messages and cards from people.

When someone sent a message saying she spends the whole month waiting for the next one I'm hoping this is supporting positive mental health, nutrition and our aim is to really care for their wellbeing.

We have a team of cooks in the Church providing the meal once a month prepared and served in the town hall.

We send out invitations to everyone we do any outreach with. We also send advertising to local charities, working in partnership. We are trying to reach some of the need in Chipping Norton community since talking to other organisations. We work also in partnership with the supermarkets in Chipping Norton.

People who attend are mainly from Chipping Norton and a small amount from surrounding villages.

Having the meal in the middle of the town, with the doors open feels like we are at the heart of the community. We have between 65-85 people come to receive a meal at each community supper. Last year we did a large meal for Christmas and with your help we'd really like to offer this again. To ensure people don't celebrate Christmas alone.

How will you measure the impact of your project?

We will measure impact of the community suppers by evaluating after each meal, talking with the servers and referrers, supermarkets that we buy from, the cooks and the people coming to eat with us. We will then do this regularly to see what would be good to follow on from the community suppers for each person. We have started a course called Hope explored which is set for a small group. Someone living alone told us last month that this is there only proper cooked meal each month. We want to help more people .

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

Your generous funds that the council provided for Community Suppers last year were spent towards the monthly food, hall hire, cutlery and crockery.

How much will your project cost and how will you use the money?

What is the total cost of your project?	11 months x 160, Christmas £320
How much Funding would you like from CNTC?	£1,100- this will support each month
Where will the remaining funding come from?	The remaining will come from support from people within our Church, Sainsburys give £20.00 a month and co-op £20 a month

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire		£83.20	
Materials			
Publicity		£25.00	
Volunteer expenses			
Other (please specify)		£2,105	£1,100

Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Chipping Norton & District Cricket Club	
Name of Project or Activity	Garage Roof Replacement	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	08/2024	04/2025
Amount of funding requested from CNTC	£1,500	

Contact Details

Name of the person making the application	Martin Elliott
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	Banbury Road, Chipping Norton OX7 5SX
Website	https://www.pitchero.com/clubs/chippingnortoncricketclub
Social media links	
Description of organisational purpose and how it benefits the community	Cricket is a game played by people of all ages. Our aim is to increase the number of people playing the sport and encourage them to become regular players, so improving health within the community and enhancing community spirit by promoting association with the local team. We are particularly keen to increase participation amongst young people in order to promote an active lifestyle that can continue throughout their adult life. Also we will promote the principles of sportsmanship and team-play which will help the young people in developing their sense of values for the future and of participation and responsibility within their community. We apply no restrictions on age, race or sex and welcome all members of our community.
Please outline any fundraising activities that your organisation has undertaken in the past year	We have organised sponsored banner advertising for local companies at the cricket ground which has raised nearly £2,000 and cricket events for families of both adult and youth players which have raised money through the sale of burgers etc as well as raffles and local lottery schemes.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Ground equipment for cricket pitches need constant maintenance and replacement of major items such as an aging sight-screen and pitch covers will cost us over £4,000 in the coming year. We also provide playing equipment for youth players to ensure accessibility for all.

Payment details if application is successful

Name of account	Chipping Norton & District Cricket Club
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in..

Chipping Norton cricket ground is recognised as one of the best in Oxfordshire and in the last few years has hosted major cup finals on behalf of both the Cherwell Cricket League and previously the Oxfordshire Cricket Association. To achieve this requires substantial work by members of the club who voluntarily spend at least 10 hours per week maintaining the quality of the outfield and the batting square cutting the grass, seeding worn patches, rolling the square and marking the wickets. The equipment needed to do this, including lawn mowers for the square, gang mowers pulled by a tractor and the heavy roller are housed in a garage which was built over 50 years ago. Recently the roof of the garage has begun to leak, endangering the equipment housed there. Short-term repairs are in place but we now need to replace the existing roof with a fully water-tight version. On investigation, we found that the current roof contains a significant amount of asbestos which will need to be removed under approved Health & Safety measures which alone will cost in excess of £1,500. We are currently awaiting a final quotation for the cost of the replacement roof from Woodstock Roofing but we anticipate this will be in excess of an additional £2,000. Clearly this work is essential and the current short-term repairs will not be sustainable. All players at the club, from the league teams to the youth members, benefit from playing on such a good ground which in turn relies on the equipment to maintain the ground being housed in a good quality garage. Recently we have been made aware of a matched-funding scheme run by the English Cricket Board to which clubs can apply in cases such as this when raising money for essential work on their ground. This would essentially double the value of any grant awarded by CNTC. The remainder we will raise through sponsorship and other fund-raising activities..

How will you measure the impact of your project?

The impact of this project will be apparent in maintaining the reputation of our cricket ground as one of the best in Oxfordshire and hence being again used by the Cherwell Cricket League to host the finals of their prestigious competitions. It will also be measured by the enjoyment of all players at the club to have such a high quality ground.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

In 2023 CNTC awarded the club £1,600 towards the purchase of an electronic scoreboard, costing about £5,000. To date we have raised over £4,000 through applications for grants, sponsorship and local fund-raising but general running costs, particularly energy bills, have been higher than expected so we now anticipate completing the purchase of the electronic scoreboard for the start of the 2025 season.

How much will your project cost and how will you use the money?

What is the total cost of your project?	Estimated £3,500
How much Funding would you like from CNTC?	£1,500
Where will the remaining funding come from?	Matched funding from the English Cricket Board together with sponsorship and local fund-raising activities.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials	Replace garage roof	£3,500	£1,500
Publicity			
Volunteer expenses			
Other (please specify)			

	Sub total	£3,500	£1,500
	TOTAL	£3,500	£1,500

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications. (please click/tick box to agree)

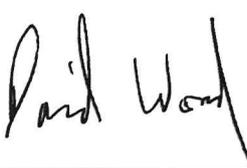
We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts Bank statement or paying-in slip (to double check bank details) Constitution

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

<p>Signature 1 (person submitting form)</p> <p>Signature 2 (Chair or senior representative of the organisation)</p> <p>Typed entries acceptable for email applications</p> <p>Date: 22/06/2024</p>	 
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Please return your completed application form to:
 Chipping Norton Town Council,
 The Guildhall
 Chipping Norton
 OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Home-Start Banbury, Bicester & Chipping Norton	
Name of Project or Activity	Home-Start support in Chipping Norton	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	August 2024	July 2025
Amount of funding requested from CNTC	£2,000	

Contact Details

Name of the person making the application	Louise Sansom
Position in organisation	Head of Organisational Development & Fundraising
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	Britannia Road Children's Centre, Grove Street, Banbury, Oxfordshire, OX16 5DN
Website	www.home-startbanbury.org.uk
Social media links	https://www.facebook.com/homestartbcn/ https://www.instagram.com/hsbbcnc/ https://www.linkedin.com/company/home-start-banbury-&-chipping-norton/
Description of organisational purpose and how it benefits the community	<p>Home-Start Banbury, Bicester and Chipping Norton supports families with young children who are finding family life overwhelming and are struggling to cope. We give families, experiencing disadvantage, the support they need to give their children the best possible start in life.</p> <p>Through the use of trained and experienced volunteers, we support families in crisis. Some of the most common issues experienced by the families we support are: rural or social isolation, mental health difficulties including post-natal depression, relationship problems, financial difficulties, domestic abuse, substance abuse and disability/illness. By intervening early, and standing alongside families, we are able to support them to learn how to better manage their specific circumstances, ensuring children have the opportunity to develop and thrive.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	<p>Like many charities, we rely on grants and donations in order to continue our work. As a result, we are continually applying for financial help from a wide range of bodies - from local and national charitable trusts and foundations, to local businesses and individuals. We also work with the other 2 Home-Starts in Oxfordshire in joint bids for larger grant support.</p>
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	<p>The 2023/24 financial year has been challenging for HSBBCN and our focus is on securing the needed income for the current year's activities.</p> <p>A future ambition is to extend our group work provision, and it would be incredible to be able to run a group in Chipping Norton, however it is unlikely this could happen in 2024/25.</p>

Payment details if application is successful

Name of account	Home-Start Banbury & Chipping Norton
Sort code	[REDACTED]
Account number	[REDACTED]

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Your grant will support 5 families living in Chipping Norton. Families are referred to us by other services or self-refer. They are often experiencing complex challenges, causing family life to feel overwhelming. Last year, 88% of families referred reported struggling with mental health problems, 50% were lone parents, 32% had financial worries, 26% were survivors of domestic abuse, 20% lived in unsuitable housing and 13% were refugees or asylum seekers.

After referral, our Organisers assess families' needs and match with dedicated volunteers. Our trained volunteers visit the family weekly delivering emotional and practical support, such as:

- Listening to family concerns and offering empathy
- Providing friendship, encouragement and moral support
- Support with practical parenting
- Help to understand child development and milestones, and support with play/reading
- Help with getting to appointments
- Guiding towards local services or specialist support
- Encouraging community involvement by accompanying to local groups
- Helping parents to find the joy in parenting

Our Organisers monitor support and supervise our volunteers. Unlike statutory interventions, our families help to decide the duration of support, with our involvement ending when the family no longer needs it.

Last year, we supported 8 families living in Chipping Norton, brightening the futures of 11 children. We are a cost-effective early intervention service, aiming to prevent a family's challenging time becoming a bigger problem. The support we provide is bespoke to each individual family, adapting to meet their changing needs. Families choose to engage with our service, it is not imposed on them, allowing a supportive, trusting relationship to be built up between the family and volunteer. Our work builds parental confidence and resilience, enhances attachment, and reduces community isolation. This transforms children's lives in terms of their health and wellbeing and their emotional, social, cognitive and educational development.

How will you measure the impact of your project?

We use a well-structured procedure to closely monitor progress. Upon receiving a detailed referral, our Organiser makes an initial visit to assess the family's unique needs. We establish baseline coping scores across four areas:

- Parenting skills: how well parents manage their children's behaviour, and their involvement in educational/developmental milestones.
- Parent wellbeing: physical and mental health, isolation and self-esteem.
- Children's wellbeing: physical and mental health.
- Family management: budgeting, day-to-day running of households, conflict.

These areas are then reviewed at bimonthly visits to the family, and at a final closing visit and allow us to evaluate a family's progress. Our volunteers also keep a detailed record of each visit, allowing a family's 'story' to be seen. All relevant data, including visits, contacts, coping scores and other pertinent information,

is logged into the Charity Log database. Our volunteers receive regular supervision and ongoing training, ensuring the highest quality of support.

Our Senior Manager reports to our trustee board quarterly, sharing trends in referrals and an overview of family support. This helps inform our strategy and planning.

We continually self-assess our operations using the Home-Start UK Quality Assurance System to ensure we meet clients' needs at all times, in accordance with our obligations, policies and procedures, including GDPR and Safeguarding.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We received £2,900 in January 2022, but did not make an application last year. The last grant allowed us to support 5 families.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£9,750
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	West Oxfordshire District Council £3,450 Cottsway Housing Association £1,690 Further £2,610 to be secured. An application to Bartlett Taylor Charitable Trust is planned.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs	Senior Manager time – supervising Organisers, overseeing family support, safeguarding and all other legal responsibilities	£1,055	£216
Training	Volunteer recruitment/initial training/ongoing training	£2,860	£586
Office costs (rent, telephone etc)		£790	£162
Salaries	Organiser – volunteer supervision and training, family support (assess, monitor, review and evaluate)	£3,690	£757
	Administrator Salary (managing	£844	£173

	referrals, updating Charity Log, processing DBS checks		
Expenses (travel etc)	Volunteer and staff travel to family homes	£470	£96
Venue hire			
Materials			
Publicity			
Volunteer expenses	AS ABOVE		
Other (please specify)	DBS	£50	£10
	Sub total	£9,759	£2,000
	TOTAL	£9,759	£2,000

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) **yes**

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications. (please click/tick box to agree) **yes**

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree) – It is not possible for family homes to be visited, but we would welcome a visit to meet staff/councillors.

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts Bank statement or paying-in slip Constitution yes
(to double check bank details) yes

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)	Louise Sansom
Signature 2 (Chair or senior representative of the organisation)	Chloe Woodhead (Chair)

Typed entries acceptable for email applications

Date: 19/06/2024

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall

Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

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Name of Organisation	Mindful Mums	
Name of Project or Activity	Mindful Mums group	
What is the delivery time scale of your Project or Activity	Start (09/2024)	Finish (07/2025)
Amount of funding requested from CNTC	£1,500	

Contact Details

Name of the person making the application	Rebecca Williams
Position in organisation	Director
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
Website	
Social media links	
Description of organisational purpose and how it benefits the community	Mindful Mums was set up to provide mothers with a support group where they can access peer and professional support for a wide range of issues, both practical and emotional. It benefits the community by providing support to women who are often socially isolated, helping to build confidence and reduce anxiety.
Please outline any fundraising activities that your organisation has undertaken in the past year	We haven't carried out any specific fundraising activities in the past year as we have had a National lottery grant which has now ended.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Nothing specific, more activities such as craft mornings, yoga etc.

Payment details if application is successful

Name of account	Mindful Mums
Sort code	[REDACTED]
Account number	[REDACTED]

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The project is to continue to run the weekly Mindful Mums sessions in Chipping Norton. The group is open to any Mum in and around the Chipping Norton area who wants to join. It is advertised by leaflets, networks and word of mouth and is a group that mothers can attend either with their children or alone. Often new members are introduced to the project by existing or past members of the group.

The sessions focus on the wellbeing of the mother, rather than their children. It explores issues around self-esteem, anxiety and identity as well of more practical sessions looking at nutrition, exercise, crafts for wellbeing and other aspects of overall wellbeing.

The groups are kept relatively small so that there individuals can feel safe sharing issues that they want support with and so that those joining the group feel able to provide peer support to each other as well as the support given by the facilitators.

The main sessions are delivered weekly during term time at the Methodist Church in Chipping Norton and alongside this one off sessions such as walking trips, craft days etc. are delivered at other sites though out the year.

The project addresses some difficult issues faced by many mothers, which often have a negative impact on their lives in regards to coping with everyday life, engaging socially outside of the home and future aspirations beyond motherhood. The women that attend benefit by being able to explore these issues, be open about their feelings and perceived vulnerabilities in a safe and supported space.

How will you measure the impact of your project?

Impact is measured by the numbers that repeatedly attend sessions and also on the anecdotal feedback given by those that attend sessions.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

N/A

How much will your project cost and how will you use the money?

What is the total cost of your project?	£5,500
How much Funding would you like from CNTC?	£1,500
Where will the remaining funding come from?	We are applying for further funding from the lottery to provide further funding along with other smaller trusts and foundations. We also ask for voluntary donations for special events/trips to contribute to the cost.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries	Faciliators for group sessions	3,000	1,000
Expenses (travel etc)			
Venue hire	Hire of hall per week	1,000	500
Materials	Materials for activities	500	
Publicity			
Volunteer expenses			
Other (please specify)	Special events, trips etc.	1,000	

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Name of Organisation	St Mary's Church, Chipping Norton	
Name of Project or Activity	Remix	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Continued project from last year and previous years This academic year starts 13th September 2024	Final session of the academic year is July 18th 2025 (But project to continue indefinitely)
Amount of funding requested from CNTC	£2000	

Contact Details

Name of the person making the application	Meg Carter
Position in organisation	Youth Pastor
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	St Mary's Church Chipping Norton, OX7 5NT
Website	https://www.stmaryscnorton.com/find-us.php
Social media links	Instagram - Remixchippy Affiliated links to - stmarysyouthchippy for advertising Remix activities where appropriate.
Description of organisational purpose and how it benefits the community	Remix is a community youth group for young people aged 11-16 (years 7-11) who live in the local community. We run the group out of Glyme Hall and provide activities such as football, basketball, pool, craft, cooking, badminton, table tennis, board games, computer games and adhoc extra activities such as climbing, archery and circus skills, provided be external agencies.
Please outline any fundraising activities that your organisation has undertaken in the past year	Grants sought for salary of the Youth Pastor.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We would like to arrange an away day for Remix to Adventure + for an outwards bound day, this would be chargeable but we would like to allow for some bursaries to make the day accessible to all of the young people (we imagine this cost would be around £200) We also have a growing number of girls attending who have an interest in dance, so would like to look at investing in dance mat equipment (c.£150)

Payment details if application is successful

Name of account	Glyme Hall Ltd
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

At present we have 28 regular young people on average, with numbers ranging from 20-40 each week. We have seen a growing number young people attending with SEND diagnosis or additional needs (based on registration forms, around 40% of the young people) and have found that these young people feel safe and included at Remix. Some has expressed finding the school week hard, but looking forward to Remix.

It benefits the community because it provides a safe space for the young people to spend a couple of hours with their peers, having fun, getting to know each other, enjoying activities, letting off steam from the week, and in some cases having a chance to speak with trusted adults to share about their weeks if they feel they would like to.

One of the great impacts of Remix is through the positive interactions between the young people and adult leaders who volunteer. The volunteer team are committed and regular, meaning the young people know which adults to expect to see and relationships are being built. This soft influence means that positive, encouraging conversations are happening and the young people are growing in confidence in interacting with different people in society. They are also able to talk about their week and share if they wish to, knowing they are speaking to adults who have been trained and equipped to support young people. (Through youth Mental Health First Aid training).

Remix has been running for 8 years now and has an established place in the community and in the minds of the young people. We see siblings joining of older, alumni young people and can see that the it continues to be an important part of the week for a number of young people.

We have booked additional activities this year such as climbing and archery and are working with Chipping Norton Theatre on activities for Autumn that will likely include some stage make up workshops and circus skills. This year many of the young people said they hadn't done climbing before and hoped we would book it again, so we will for the Autumn or Spring. Our desire is to provide new opportunities for the young people, to challenge them and grow their confidence.

How will you measure the impact of your project?

Through the numbers of young people attending
Through their interaction with the activities provided

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

- To pay for climbing and archery to be provided by an external provider
- To replace equipment (badminton sets) and purchase new equipment
- For craft resources such as acrylic paint and mini canvases and jewellery making kit
- The buy new video games which the young people enjoy

How much will your project cost and how will you use the money?

What is the total cost of your project?	Approx £3021
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	St Mary's Church, Chipping Norton, Youth Budget

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs	None		
Training	SEND training for working with young people with diverse needs. Safeguarding and Youth Mental Health training. We have a cross over volunteers, who also serve in church activities, so half of the training budget will be taken from St Mary's Church youth budget.	600	300
Office costs (rent, telephone etc)	None		

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts **YES**

Bank statement or paying-in slip: **YES**
Constitution (to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Megan Carter (Youth Pastor)

Signature 2 (Chair or senior representative of the organisation)

James Kennedy (Vicar, St Mary's C Norton)

Typed entries acceptable for email applications

Date: 24/06/2024

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall



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2024-25

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Name of Organisation	6 th Chipping Norton Scout Group	
Name of Project or Activity	Hut Maintenance	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	1 st July 2024	1 st July 2025
Amount of funding requested from CNTC	£2,000	

Contact Details

Name of the person making the application	Ceri Osborne
Position in organisation	Group Scout Leader Team
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	Greystones, Chipping Norton
Website	N/A
Social media links	N/A
Description of organisational purpose and how it benefits the community	<p>Scouts are an inclusive youth organization with a thriving Cub, Scout and Explorer sections, and the Beaver Unit will be starting in September 2024.</p> <p>We currently have a full waiting list for both Beavers and Cubs. The hut is currently hired by a local children's karate group.</p> <p>Our aim is for children, young people, parents and volunteers in Chipping Norton and the surrounding villages to have fun, build confidence and make new friends, but also gain new skills and experiences needed in life.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	Chastleton Teas; Churchill Car Show; Park Fair; Music at the Crossroads; bag-packing in Co-op Supermarket; Chipping Norton Town Council Christmas Lights switch-on evening; breakfast baps at the Rugby Club.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Replacing the front door as the surrounding frame has a significant crack in it due to long-term water damage. We currently have no heating in the main hall and are looking to replace those heaters before the Winter this year.

Payment details if application is successful

Name of account	6 th Chipping Norton
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The maintenance to the hut is on-going and we are determined to make the hut water tight to avoid further damp issues. We have replaced one set of doors and our next priority is the front door. The hut is in an isolated position, so security is paramount. It is important to us to create a welcoming and safe environment for our Beavers, Cubs, Scouts, Explorers and those who hire the hut.

Scouts provide weekly activities and weekend camps for approximately 75 children in the local area. The Group assists with local events such as Remembrance Parade, Churchill Car Show and local events in the Town. We also provide volunteering opportunities for adults and teenagers including a close connection with Chipping Norton School and their Duke of Edinburgh Scheme. Youngsters who have been involved with scouting generally continue to volunteer within their community and give time back.

Scouting and the Karate Club, who hire the hut, all give youngsters and the adult volunteers a weekly programme of activities that offers them skills for life, an opportunity to be part of a group and make friends, outdoor activities and time away from screens.

Funding would mean we can update the hut and still ensure we have funds to support families who are struggling with the cost of living crisis.

How will you measure the impact of your project?

Our intention is to replace the entrance door, which is wooden, with a steel door and this will reduce ongoing maintenance for the Group. Further maintenance will include replacing the heating in the main hall, which is currently not working, and we would like to put in an under-counter water heater which would help to reduce our electricity bills and inside decoration.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The grant last year was used towards the cost of replacing external doors (photo attached).

How much will your project cost and how will you use the money?

What is the total cost of your project?	£4,500
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Maintenance will continue to be on-going and the Group will continue to do as much fund raising as possible.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs	No charge, all by volunteers		
Training	No charge, training provided by Scout Association		
Office costs (rent, telephone etc)	Phone calls paid by volunteers		
Salaries	None, volunteers in scouting		
Expenses (travel etc)			
Venue hire	Hut owned by Scouts. Rent for land paid to Council once a year.	£500	
Materials	Included in quote for replacement doors	£2,500	
Publicity	Provided by volunteers		
Volunteer expenses			
Other (please specify)			

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Name of Organisation	Sunshine Cat Rescue	
Name of Project or Activity	Neutering and microchipping of cats and kittens	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	Ongoing	Ongoing
Amount of funding requested from CNTC	£2,000	

Contact Details

Name of the person making the application	Sharon Carbonero
Position in organisation	Treasurer, Trustee
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
Website	www.sunshinecatrescue.org.uk
Social media links	Facebook, X
Description of organisational purpose and how it benefits the community	<p>Covering West Oxfordshire, Sunshine Cat Rescue is a charity run entirely by volunteers, dependent mostly upon its own fundraising to maintain and run the Charity. The Charity's aim is to reduce the suffering of cat/kittens in need of care and attention by providing shelter until new homes are found, whilst trying to reduce the number of cats/kittens needing our help.</p> <p>To achieve these ends, SCR will take in cats/kittens that are found homeless or abandoned and firstly try to find the original owners. A vet check is carried out so that any health problems can be identified quickly and treated.</p> <p>Not only the cats, but also pet owners benefit from the charity's existence. SCR are able to help people with costs if they are having financial problems; we can advise and help with cat care; we can help find homes for pets in case of bereavement or care home/hospital admissions. The benefits to mental health of owning a pet are well known.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	2 x jumble sales, 4 x book sales, attending events hosted by other charities, tin shakes
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Neutering and microchipping felines is an ongoing project

Payment details if application is successful

Name of account	Sunshine Cat Rescue
Sort code	[REDACTED]
Account number	[REDACTED]

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Under recently introduced legislation, all owned cats are required to be microchipped. This is another expense on top of increasing vets' fees, which are already high and, in some cases, difficult to pay. Sunshine Cat Rescue routinely microchips all cats and kittens that come into their care, before they are re-homed. Some extra funds could be used by the Charity to help those owners finding payments difficult.

A microchipped feline can be more easily identified if found deceased, reducing the worry for the owner of a missing pet. A lost cat can be reunited with owners, even if it has travelled far from home. Also, any potential disputes over cat ownership can be resolved.

Neutering of all cats is essential in order to keep the cat population under control, one unneutered cat could be responsible for 20,000 descendants in four years! The Charity traps, neuters and returns feral cats to their colonies, thereby reducing the numbers. Neutering of a male cat can result in less spraying, fighting and roaming, thereby keeping the cat healthier, obviously an advantage to owners.

Irresponsible owners that allow their female cat to breed may then pass on kittens to unsuitable homes, and not care about the female, who can start having kittens at about six months old herself. The current costs of neutering are increasing, SCR would help owner facing financial difficulty to pay these costs.

How will you measure the impact of your project?

By the numbers of cats neutered and microchipped.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

N/A

How much will your project cost and how will you use the money?

What is the total cost of your project?	£2,000
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Interest on invested funds, fundraising events, donations from the public, grants

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
		0	
Management costs		0	
Training			
Office costs (rent, telephone etc)		0	
Salaries		0	
Expenses (travel etc)		0	
Venue hire		0	
Materials		0	
Publicity		0	
Volunteer expenses		0	
Other (please specify)		0	

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2024-25

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Name of Organisation	Chipping Norton Swifts Football Club	
Name of Project or Activity	Enhancing girls football in Chipping Norton	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	01/24	12/24
Amount of funding requested from CNTC	£2000	

Contact Details

Name of the person making the application	Martyn Walsh
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	[REDACTED]
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Website	Chipping Norton Swifts FC
Social media links	https://www.facebook.com/group.php?gid=44838610650 https://www.instagram.com/chippingnortonswiftsc/
Description of organisational purpose and how it benefits the community	Chippy Swifts provides footballing opportunities for children of all abilities from U7 to U17. We currently have 3 all girls teams and wish to expand this year on year as the girl's game becomes ever more popular.
Please outline any fundraising activities that your organisation has undertaken in the past year	We are mostly funded by player subscription. We are also supported by many local sponsors. In June 2024 we held an open/awards day where we had BBQ and bar, soft drinks. Organised by our hard working volunteers raising £2664 on the day.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Expanding girl's football and in particular facilities required by the girls football league

Payment details if application is successful

Name of account	Chipping Norton Swifts FC
Sort code	[REDACTED]
Account number	[REDACTED]

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

When Chippy Swifts first embarked on introducing all girls football teams within our club, we had no idea just how quickly the project would become such a success. Girl's football brings with it new challenges and requirements. At certain age groups, the girls play on the back pitch and this space has no toilet facilities. Girls at this age have sanitary needs that have to be met, and despite our pleading with the Scouts to allow us shared use of their toilets, they have been unwilling to assist.

Already in 2023 we have had instances where young girls have had to leave, upset, having started their period and having nowhere to go in order to refresh and rejoin. Our committee cannot allow this to happen again and we would like to hire a 'portaloo' or similar on a long term basis to ensure no young girl suffers a similar upset in the future.

Another additional and unexpected cost is that of match referees. Boy's teams are rarely appointed match referees at young age groups, however it is the norm for girl's games where 'young refs' are often appointed to give them experience and training. This cost was not expected and certainly putting an additional strain on resources.

The final additional expense is that of winter training space, which remains one of our biggest costs each year. More teams, more space, more cost.

We wish to add at least one more girl's team to our portfolio in the 2024/24 season.

How will you measure the impact of your project?

The impact is measured very simply in putting young girls (and their parent/carer) minds at ease knowing our facilities are now meeting their personal needs.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£3442
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	We sadly have no choice than to increase subs for the coming season, we are aware of a cost of living crisis but if the club is to survive, let alone expand, this is a reality we face. We continue to sell merchandise and attract local sponsors.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries	Referees	£400	£0
Expenses (travel etc)			

Date:24/06/24

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Chipping Norton Theatre	
Name of Project or Activity	Free School Lunches Arts Programme	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	07/2024	05/2025
Amount of funding requested from CNTC	£2,000	

Contact Details

Name of the person making the application	Clare O'Hara
Position in organisation	Head of Community
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	The Theatre, 2-4 Spring Street, Chipping Norton
Website	www.chippingnortontheatre.com
Social media links	www.facebook.com/ChippingNortonTheatre Instagram @chippytheatre X / Twitter @ChippyTheatre
Description of organisational purpose and how it benefits the community	At the Theatre we always seek to serve our local community. We know the huge and life-long impact that getting involved in the arts can have. Our aim is to make the arts available for everyone – as audience members, gallery viewers, artists and participants in our Take Part programme. Our community work is at the heart of our theatre. We want to break down the barriers – financial, cultural, geographical – that local people have to getting involved in the theatre. We use art to respond to local community need, and current community projects see us working with families with low incomes, young people with mental health needs, young people with SEN, parents whose children have additional needs, adults with learning disabilities, children looked after in care, young people in SEMH schools, schools who are struggling with bullying and elders including those with dementia. All this work sits alongside our busy touring programme of live performance, arthouse cinema, theatre producing, and supporting a range of artists and companies, as well as a thriving year-round, open access community participation programme.
Please outline any fundraising activities that your organisation has undertaken in the past year	The theatre team work year round with the support of fundraiser Graeme Williamson to raise the significant funds needed to keep the doors open and great live, affordable performance on our stage in this very challenging financial climate. Alongside this, as Head of Community I have to fundraise for all community activities, and always ensure they are free for the community to access. Over the past year we have been lucky to receive support from key funders: West Oxfordshire District Council who support our community programme; Oxfordshire County Council for the summer HAF projects; Tony & Judith Yarrow for our bursary programme; Wise Investments who support our free school meal vouchers; and CHK Charities who support mental health.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	All community projects are reliant on fundraising so we have to fundraise for each and every project to make it possible. In the coming year we hope to respond to need and be able to expand our work into: <ul style="list-style-type: none"> • Growing our mental health work to offer 4 long-term programmes, including a new SEN group at Chippy School & Park SEMH school • Adding a new group, YT SEN, alongside YT Open to ensure youth theatre is as inclusive as possible • Respond to the growing financial and food need in the town, expanding our free school meal vouchers and arts offering to ensure local families who are facing challenges have access to food support in the holidays, free arts activities and performances and a strong relationship with the theatre

Payment details if application is successful

Name of account	Chipping Norton Theatre Ltd
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

We currently have 167 children currently regularly collecting our free school meals (FSM), a number which is growing every holiday. Our FSM community have faced increasing challenges over the past year with the cost of living crisis, and many are facing additional challenges currently including domestic abuse, kinship and foster care, refugee needs, SEN support needs and social services involvement in families. We are currently funded by Wise Investments and Aldi to continue to offer Aldi food vouchers, which an overwhelming majority of families chose in our 2023 anonymous survey – a catalyst for us to make the change. We are committed to this programme, with the help of our supporters, and so where we really value and need the support of the Town Council is to be able to maintain our arts engagement programme for our FSM families.

This programme brings so much fun and joy for young people and for the whole family at our craft mornings, Easter trail, scavenger hunt and Christmas Santa event, with take-home craft packs and free film screenings being reported as invaluable by parents and carers for giving children something special to do in the holidays and to report back to friends at school. We also see their real benefit in bringing the community together, building friendships and support systems, as well a breaking down barriers to engagement at the theatre and getting people more and more involved and able to independently access everything we have to offer. Over the coming year we would like to offer:

- 8 free arts and craft resource packs for 170 young people throughout the holidays
- 4 free family films in the Theatre's cinema
- 2 free arts and craft workshops at the Theatre
- 2 free trails – our Easter trail and summer scavenger hunt
- 1 extra special Christmas craft workshop with Santa

In response to very positive feedback about the Easter trail and a sense that summer is a struggle for many parents we have expanded this year to offer a summer scavenger trail. And we want to add an even bigger sprinkle of magic to our Christmas event and see if we can create an opportunity for every child to meet Santa in person and have that special, magical moment. To mitigate extra costs from the increase in participants, extra trail and Christmas opportunity, we have removed our taster sessions for youth theatre from the budget. This keeps costs steady, and is possible because we are lucky that so many young people from our FSM community have built enough trust to sign their children up for bursaries with us, and I think we don't need this gap to be bridged anymore which is wonderful. We are therefore submitting an application for £2,000 and will seek support from other sources for the further £1,000 needed. If the Town Council would be able to grant us this support we can promise to continue to grow our support and impact on the most vulnerable families in the town. We would be so grateful for your help and support



How will you measure the impact of your project?

We always monitor and evaluate all our community projects at the theatre and look for quantitative and qualitative impact through:

- Evidence of meeting need – are we reaching those who really need support, in this case those entitled to FSM / pupil premium and families struggling due to low income, and are we providing them with what they most value. We evaluate this through feedback and our anonymous surveys.
- Evidence of growing a relationship – tracking the ladder of engagement to study how the community extend their engagement with us over years, in this case engaging with other opportunities like community tickets, parent groups, HAF programme and year-round bursary places. Our booking system Spektrix allows us to evaluate this, alongside the invaluable relationships we form with families which means we have lovely anecdotal evidence in the stories they have shared with us and the relationships they have built at the theatre.
- Evidence of impact and what difference the programme has made – we ask people and gather their thoughts through our chats with families, email feedback and our annual anonymous survey, and also through inviting the community to join us in delivering the programme and being on the inside of everything. We have free school meal parents who drove supplied from Aldi to the theatre in their cars, who manned the BBQ at our summer Lido day, and we always welcome involvement, ideas and participation that shape and change our programme.

For the first time, the theatre is also engaging in a new formal method of evaluation – the Old Fire Station Oxford's Storytelling evaluation methodology. Our free school meal community will be among the participants invited to tell their stories and share their deeper thoughts on the programme through this.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

At the Theatre we are really grateful to be supported by the Town Council. The Town Council generously supported us with a core grant which keeps our doors open – without this crucial core support we cannot keep going, and we are incredibly grateful for this. We have also been very grateful to have the support of the communities committee for our free school meals arts programme for the past two years. Last year the committee generously supported this strand of our work with a grant of £3,120. As you can imagine, with all our community activities funding is very tight, and we have spent every penny we are awarded directly on the families. I have attached a full report on last year's expenditure and activities so you can read all about the incredible impact your grant has had and exactly how the funding has been spent and the benefit it has brought to our community.

With your support we can build for a third year on the programme which the communities committee so generously launched in 2022. Thanks to your help we have strong foundations to build on. Watching this project grow, impact local families, getting to know them and welcoming them more and further into our organisation has been extraordinary. Our Youth Theatre programme is now over 50% bursary participants, we have welcomed FSM parents into our mental health and SEN Parent groups, three of the four children starring in our community show *Barn Dance* were young people from our FSM programme. The free school meal programme is not only vital in and of itself to support families, but for so many it's a stepping stone to transforming lives through the arts. We would be so grateful if you would consider supporting our free school meal families to access great arts and cultural activities through the coming year.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£20,880
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	Wise Investments are currently sole supporters of our Free School Meal vouchers. Due to the changes in the Town Council grant funding structure we are aware that the council will have to reduce your grant to only £2,000 maximum to support this project, but we just learnt about this so will be looking for new funding sources to cover the shortfall of £1,030 and Luci has given us some ideas of where we could apply.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Food Vouchers	170 children x £10 per child for 1 week holidays x 3, £15 per child for 2 week holidays / per fortnight of summer holidays x 5 fortnights total	17,850	0 – supported by Wise Investments
Art Materials	1,360 craft resource packs (8 x 170 young people) @ £1 per head	1360	1360
Film Screenings	Film screening x 4 @ £200 per screening (£139 License, £51.63 Projectionist & DM, £9.99 DVD)	800	800
Art Workshops	Arts & craft workshop x 2 @ £250 budget for arts materials, table covers & additional including Santa gifts	500	500
Trails	Easter hunt & Summer Scavenger art trail materials budget @ £100 x 2 trails	200	200
Christmas Celebration	170 small Santa gifts @ £1 per head	170	170
	TOTAL	20,880	2,000 of 3,030

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts
Bank statement or paying-in slip
Constitution (to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Clare O'Hara

Signature 2 (Chair or senior representative of the organisation)

John Terry

Typed entries acceptable for email applications

Date: 29th June 2024



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

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Name of Organisation	Thrive OX7 (formerly Thrive Northox)	
Name of Project or Activity	Funding for provision of essential items for young people aged 0 – 18 years and their families in the OX7 region	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	08/2024	01/2025
Amount of funding requested from CNTC	£2,000	

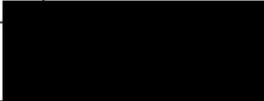
Contact Details

Name of the person making the application	Nicky Hall
Position in organisation	Volunteer fundraiser
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	
Website	www.thrive-ox7.org
Social media links	thrive_ox7 (facebook and Instagram)
Description of organisational purpose and how it benefits the community	Working through a network of professionals such as social workers and school support workers to support the educational and wellbeing needs of children aged 0 – 18 in the OX7 area through the provision of essential items such as school uniform, shoes, food vouchers and toiletries. Activities such as residential trips, swimming lessons, music and mindfulness sessions.
Please outline any fundraising activities that your organisation has undertaken in the past year	Stall at Chippy Christmas lights switch on, Womens' Wellness fundraiser, tea and cakes at Churchill open gardens event, stall and gate duties at Churchill car show.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We support ongoing need within the OX7 community rather than specific projects. Requests for support are continuing, rising requirements for essentials across the board.

Payment details if application is successful

Name of account	Thrive OX7
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

We are a grassroots charity run entirely by a team of 5 volunteers who provide essential items to children, teens and their families in the OX7 area. We use a referral system to work with a network of professionals such as social workers, school support workers, health visitors and the like to provide local families in need with a range of items. Our work falls into three main categories:

- 1) Educational support - from early years by providing respite nursery care for families where for example families are dealing with children with special needs; extra-curricular activities such as swimming lessons and residential trips for children who would not otherwise gain experiences that enable them to keep up with their peers. For the nurture rooms in two local schools, with equipment to help with mental wellbeing and grocery vouchers to allow the purchase of breakfast for children who come to school without. We supply school uniform and shoes across all age ranges.
- 2) Supporting the home environment – replacing broken down appliances, ensuring families are able to cook and store food healthily. We provide vouchers for food purchase over difficult times such as school holidays at Christmas and Easter.
- 3) Wellbeing – in order to help with personal hygiene needs, we collect and distribute toiletries from collection points in Chipping Norton Co-op. We create wellbeing packs for teens whose mental health means they may not be taking care of themselves. Due to an increase in mental health needs amongst young people, we support the pastoral team at CNS with toys and games to encourage communication.

Our referral system allows the delivery of items needed direct to the family, or for services such as swimming lessons or residential trips, we pay invoices to the supplier.

How will you measure the impact of your project?

Our tracking processes allow us to record the number of people who benefit from the fulfilment of referrals. In the last 6 months, we have spent £27,800 and reached over 660 individuals with items as large as a washing machine for an extended family of eleven, and as small as a dental pack for a pre-schooler.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

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How much will your project cost and how will you use the money?

What is the total cost of your project?	Our spending on referrals over the past 12 months was £49,000
How much Funding would you like from CNTC?	£2,000
Where will the remaining funding come from?	We run fundraising events as detailed above, make applications to grant funders and receive donations from organisations such as local businesses and churches.

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs		0	
Training		0	
Office costs (rent, telephone etc)		0	
Salaries		0	
Expenses (travel etc)		0	
Venue hire		0	
Materials		0	
Publicity		0	
Volunteer expenses		0	
Other (please specify)	Provision of essential items	£27,800	£2,000

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Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Transition Chipping Norton	
Name of Project or Activity	Core Costs	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	15/07/2024	15/02/2025
Amount of funding requested from CNTC	£2000	

Contact Details

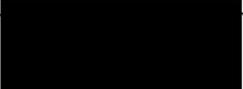
Name of the person making the application	Cara Hedges
Position in organisation	Projects Manager
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	
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Website	
Social media links	fb.com/TransitionChippingNorton fb.com/Learn2Sustain.org.uk (Youth projects)
Description of organisational purpose and how it benefits the community	<p>We support, promote and run community initiatives to help people live more sustainably and to protect and improve the environment. We do this by creating a network of supportive people and organisations in and around Chipping Norton. We encourage communication between people with similar goals, and help amplify the voices of marginalised groups, enabling them to be better heard by policy makers.</p> <p>This benefits the whole community by ensuring that those who are most vulnerable are in a better position to get the resources and support that they need, to have a more positive outlook, and to be able to support others.</p>
Please outline any fundraising activities that your organisation has undertaken in the past year	<p>We ask for donations at all of our community events excepting those which are solely youth events.</p> <p>We apply for grants from funding bodies so that we can offer our activities free of charge.</p>
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	<p>Repair Cafe and Swap Shops Programme, to increase community cohesion, provide opportunities for skills-sharing and repurposing/reusing resources.</p> <p>Supporting young people from Chipping Norton to attend camping experiences with a difference such as Ray Mears Weekend in the Woods</p>

Payment details if application is successful

Name of account	Transition Chipping Norton
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

We are a new charity, expanding rapidly to meet the needs of residents of Chipping Norton and the surrounding communities. We respond quickly and creatively to provide the best support we can to connect people together and put new activities in place. These help people make good use of outdoor and community spaces in the area, discover new friendships and groups, and feel more positively about their ability to shape their future.

Around half of our provision is for young people who were most disenfranchised by the pandemic. We currently run regular open access sessions in Cotswold Crescent where we engage youngsters with cooking, crafts and sports. We create a bridge of communication with the Town and District Council to help promote better understanding of needs of different groups. This has helped the community take more pride in their area and be more understanding of the Council's position on issues.

This year we have set up and run a weekly Youth Club, organized 4 residential camps including opportunities at the Bushcraft Show, and supported The Theatre to provide family support to those with mental health and SEN. This entails working closely to support families to ensure they get the support they need. We have linked in Oxfordshire Discovery College to increase support, and we ran a pilot session for families with autism to connect with nature which was well received.

Our wider community provision includes fireside groups for adults, nature and foraging walks for families, Swap Shop social evenings with crafts and food, and a Repair Café.

Over 300 people took part in our activities this year, with many more taking inspiration from discussions on our Whatsapp groups.

We connect people to other community events, and publish a busy programme of activities every month, having recruited 15 new volunteers.

How will you measure the impact of your project?

We will collect feedback from members to measure the extent to which our activities have enabled them to make new social contacts, to discover new green spaces, to improve their wellbeing, and to help them feel able to make a difference. We will also collect stories from individuals throughout the year where they have reported trying a new activity, starting a campaign, setting up a group, starting a new hobby, gaining training or employment opportunities and so on, as a result of our work.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The funds were used to help us set up and run a youth group in the Town Hall on Tuesday evenings. This helped young people know that the Town Council were listening to things that they wanted and provided a solid presence for us in the town. It enabled many families to get in touch looking for support for their teenagers who were suffering with social anxiety and other mental health issues so we were able to support and signpost them as appropriate. The group has continued to build and has led to some of the young people attending our camps, the Cotswold Crescent Park project, the swap shops, and the Maasai Community event at the Rollright Stones. This has helped us to establish a greater reputation for meeting youth needs within the town, and enabled us greater insights to what else people would find useful and effective. This will help strengthen our work going forwards as we build on those relationships.

How much will your project cost and how will you use the money?

As we are a relatively new charity (registered in March 2023) we rely on individual project funds to run our activities and cover our overheads. It is a real challenge to ensure that all of our core costs are covered all of the time, and we feel it is vital to keep continuity of support in place for our community.

We would like to apply for funding to help meet these core costs so that we can ensure we can continue to run our programme of events into next year and keep security for our staff and volunteers.

What is the total cost of your project?	£34100
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	Housing associations including Cottsway and SNG support our individual projects – they are keen to help us get Step Change funding and have given support writing funding bids. CAG Oxfordshire have offered to support Special Projects such as the Fun Day at Cotswold Crescent. We are applying for further Core Funding to strengthen what we do for the future.

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts

Bank statement or paying-in slip
(to double check bank details)

Constitution

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Cara Hedges

Signature 2 (Chair or senior representative of the organisation)

Geoff Coleman

Typed entries acceptable for email applications

Date: 28/06/24

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

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Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Volunteer Link Up	
Name of Project or Activity	Community Transportation/Befriending	
What is the delivery time scale of your Project or Activity	Start July 2024	Finish April 2025
Amount of funding requested from CNTC	£2000.00	

Contact Details

Name of the person making the application	Barry Beadle
Position in organisation	General Manager
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	Methodist Church Centre 10 Wesley Walk High Street Witney OX28 6ZJ
Website	www.vlu.org
Social media links	Facebook/Instagram
Description of organisational purpose and how it benefits the community	We seek to improve the physical, emotional and psychological health and wellbeing of residents in West Oxfordshire. Our services take pressure off services such as Psychiatric Services, GP Surgeries and Hospital Transport Services.
Please outline any fundraising activities that your organisation has undertaken in the past year	Volunteer Link Up celebrated their 40 th year last year. We are continually submitting bids and grant applications enabling us to deliver essential services to residents of West Oxfordshire, including Chipping Norton. Supporters in the last year include: <ul style="list-style-type: none"> • West Oxfordshire District Council • Witney Town Council • Oxfordshire Community Foundation • A number of 'Sundry Donors'
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	If we are successful in this application Chipping Norton Town Council will be contributing to the core costs of delivering our Community Transportation and Befriending Services.

Payment details if application is successful

Name of account	Volunteer Link Up (West Oxfordshire)
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

COMMUNITY TRANSPORT SERVICE

Our Community Transportation Service supports individuals who cannot travel to urgent appointments, either because they cannot drive or because they have difficulty using public transport. We prioritise medical and wellbeing appointments, but drivers also support residents by assisting with shopping trips, transporting them to visit loved ones in care homes, driving them to hairdressing appointments etc. The delivery of the service is overseen by a dedicated Transport Coordinator, carrying out the following tasks:

- (1) Taking requests for transportation from our clients
- (2) Registering new clients
- (3) Establishing the availability of our Volunteer Drivers
- (4) Allocating the increasing number of transportation requests to our drivers

The role of the Transport Coordinator is crucial, they act as a focal point for clients and drivers. The Transport Coordinator will provide direction for drivers, when necessary, thereby improving operations. Furthermore, they build and improve relationships with drivers and clients. They are also crucial in assisting the General Manager to process data and produce reports.

BEFRIENDING SERVICE

Loneliness and isolation will have devastating effects on an individual!

1 in 5 older people in Oxfordshire report feeling lonely and isolated.

Studies show that loneliness is worse for your health than smoking 15 cigarettes per day.

People who feel isolated are nearly 20 months older than their chronological age.

Loneliness will increase the risk of early mortality by 26%.

Those who feel lonely are at an increased risk of poor mental health and depression.

FIGURES: AGE UK

Our befriending volunteers are crucial to many individual's lives. There is a general expectation of 2 contacts per week. Our Volunteer Coordinator regularly checks in with volunteers and clients to ensure all is well with both. Depending on the relationship requirements volunteers may take on other tasks for their client such as shopping or basic DIY tasks.

How will you measure the impact of your project?

Volunteer Link Up subscribe to a digitilised system called Optimise CT. Examples of reports:

NUMBER OF CLIENTS: Currently, showing that we have 1051 clients, 86 clients are resident in Chipping Norton.

NUMBER OF VOLUNTEERS: Currently 196.

NUMBER OF RETURN JOURNEYS: During the last financial year our drivers completed 2227 return journeys, an increase from 2042 during the previous financial year, showing an increasing need for our service.

AGE DEMOGRAPHICS: We can show that 68.5% of our clients are in the 75+ age group.

Optimise CT can produce a huge number of reports if required, but we do get charged for some of them.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The funds received from Chipping Norton Town Council, approximately a year ago, were used to help pay for the core costs of delivering our Community Transportation and Befriending Services.

How much will your project cost and how will you use the money?

What is the total cost of your project?	£114,711.00 As per annual accounts
How much Funding would you like from CNTC?	£2000.00
Where will the remaining funding come from?	As previously stated, Volunteer Link Up are continually raising funds. We are currently supported by organisations such as CFO, OCF, other statutory organisations and sundry donors. It should be noted that Volunteer Link Up carry out GNS work in partnership with Age UK and Refugee Support work in partnership with WODC> This is for information only as these funds and costs are represented in our annual accounts. These initiatives are fully funded and we are not seeking any financial support for these activities. All funds donated by Chipping Norton Town Council will support our Transportation and Befriending Services.

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts * Bank statement or paying-in slip * Constitution *
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Barry Beadle

Signature 2 (Chair or senior representative of the organisation)

Ruth Swift

Typed entries acceptable for email applications

Date: 18/06/2024

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall