



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK and CEO: Katherine Jang

29th October 2024

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 4th November 2024

TIME: 6:30pm

Katherine Jang
Acting Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To consider apologies for absence.

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

2. Declaration of interests.

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

3. Minutes

To approve the minutes of the committee meeting held on 9th September 2024.

4. Public Participation

The meeting will adjourn for this item

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

5. Committee Action Plan review

To note the Committee Action plan

6. Town Hall

To receive a report from the Facilities and Events Officer.

7. Glyme Hall

To receive a report from the Facilities and Events Officer.

8. Events

To receive a report from the Facilities and Events Officer.

9. Play Areas

To receive an update.

10. Skatepark Project

To receive an update

11. Keep Chippy Beautiful

To receive an update.

12. Public Art Project

To receive an update

13. Committee Budget 2025/26

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2025/26 to help inform the overall budget

14. Date of the next meeting – Monday 20th January 2025



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TOWN CLERK: Ms Luci Ashbourne

Draft minutes of a Community Committee meeting held on the 9th September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Sandra Coleman (Chair), Michael Rowe (substituting – left at 7:13pm), Emily Weaver, Mike Cahill, Alex Keyser, Ben Bibby, Jo Graves, Athos Ritsperis

Also Present:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk

Paolo Oliveri, General Maintenance Operative

2 Members of the public

CC14	Apologies for absence Members received apologies from Cllr Akers.
CC15	Declaration of interests None received
CC16	Minutes RESOLVED: That the minutes of the meeting held on the 17 th June 2024 were signed as accurate record by the Chair.
CC17	Public Participation A member of the public came to speak about the Community Awards. He asked why the date of the Awards was changed from the 20 th to the 27 th September. The Town Mayor answered that this was due to a clash with the Chippy Mop Fair which is organised by OCC. He also asked if the Town Council will be awarding the shield awards for the Sports portion of the ceremony. The Town Clerk replied that all Awards have been changed to certificates so that winners can have a memento that they can keep forever rather than return them annually.
CC18	Committee Action Plan review Members received and received the updated Committee Action Plan. Cllr Ritsperis asked if the Council has received The Branch's Community Action Plan and the Town Clerk replied that she will be meeting Emma Kennedy from the Branch and will request a copy.
CC19	Domestic Abuse Friends and Champions Members received a presentation from Emma Teasdale, the Community and Friends Officer from Reducing the Risk. Reducing the Risk is an Oxfordshire-based charity which supports residents who are victims of domestic abuse. Emma publicised the Mental Health charity Shout, which provides free mental health support from advisors via a text/sms messaging service.



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CC20	<p>Town Hall</p> <ul style="list-style-type: none"> a. Members received an update about the Town Hall booking capacity and income to date. b. Members received a maintenance update about the work at the town hall including upgrades to the electrics, storage, and Town Hall blinds. c. Dishwashers: Members received notice that both dishwashers at the Town Hall need replacement and Cllrs discussed renting or purchasing replacements. RESOLVED: That Cllrs requested that the Facilities and Events Officer provides further information before making a concrete decision. d. Reception window and shutter: Members received a quote to replace the broken shutter and window at the Town Hall reception desk. Cllr Graves proposed to purchase just the window, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the quote to install a new sliding window hatch at a cost of £3,040 plus VAT is accepted. e. Council Chamber Magistrate desk and chair: Members discussed possibly relocating the Magistrate desk and chairs from the Council Chamber. The desk and chairs are a historic record of what has happened in the Town Hall, but there have been occasions where public participants at meetings have not been able to be accommodated due to the space constraints. Some discussions arose querying why the Town Council does not currently use the desk and chairs. The Town Mayor answered that when the Magistrate’s chair was used it was difficult to participate in conversations and that the Magistrate’s chair was never designed for use by the Town Mayor. Other members were torn about being respectful about the history and tradition of the room, while also moving to become a more informal and inclusive council. Some members noted that the first impression of the of the room can make the Town Council seem very intimidating, especially for young people. Members agreed that it could not be relocated elsewhere in the Town Hall due to potential damage. Members agreed for the Facilities and Events Officer to do further research about alternative options and to bring the options to Full Council for decision. Cllr Cahill proposed to accept the consideration, seconded by Ben Bibby. Cllr Graves abstained. RESOLVED: That the Facilities and Events Officer conducts further research to find a suitable alternative location for the Magistrate desk and chairs and brings the options to the next Full Council meeting to consider.
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	<p>f. Paintings: Members received a written report from the Town Hall working group about potential new locations for hanging paintings within the Town Hall. There are also opportunities to create a new gallery wall showcasing a rotating exhibition of art by residents.</p> <p>Members received a proposal that the Town Hall working group continues work to arrange the artwork in the Town Hall.</p> <p>Cllr Cahill proposed the recommendation, seconded by Cllr Ritsperis.</p> <p>Cllr Keyser abstained.</p> <p>RESOLVED: That the Town Hall working group continues working on a strategy for hanging the artwork at the Town Hall.</p>
<p>CC21</p>	<p>Events</p> <p>a. Members received an update about new recurring events at the Town Hall including Bingo, Turning Point, and tribute band events.</p> <p>b. Past events: Big events this summer included the Town Festival and the pop-up Skatepark at New St.</p> <p>c. Future events: Town Community Awards 27th Sept, Public Art workshops on the 21st and 22nd September, and the Christmas Lights Switch on 28th November.</p> <p>d. Christmas in Chippy Market: The Christmas in Chippy team has informed the Town Council that they will no longer be able to run the event due to time pressure on volunteers. The Events and Facilities Officer has been in discussions with Cotswold Markets to provide an alternative market and proposed that the Town Council work to provide an alternative market for residents.</p> <p>Cllr Graves proposed that the Town Council works with Cotswold Markets to provide a replacement Christmas market, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council works with Cotswold Markets to provide a Christmas Market for Chipping Norton this winter 2024.</p>
<p>CC22</p>	<p>Play Areas</p> <p>Members received an update regarding ongoing routine maintenance at the play areas. The Council’s Health and Safety consultant has conducted an on-site examination of Cornish Road, Evans Way and Cotswold Crescent play parks and has provided the following recommendations for the committee to consider:</p> <p>A. Providing a bin a Cornish Road play park: £700, to be installed by the Town Council’s General Maintenance Operative.</p> <p>Cllr Coleman proposed to purchase a new bin at a cost of £700, seconded by Cllr Ritsperis. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council will purchase a new bin for £700 for Cornish Road play park, and the cost of emptying will be factored into the budget.</p> <p>B. That an additional disabled suitability assessment at a cost of £35 + VAT is added on to the routine RoSPA annual inspection.</p>



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	<p>Cllr Graves proposed to move forward with this assessment, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council undertakes an additional ROSPA disabled suitability assessment at a cost of £35 + VAT.</p>
CC23	<p>Skatepark Project</p> <p>Members received an update from the Town Clerk who reported that the next steps would be for Maverick to hold a final design meeting with the skatepark users' group, and to meet with residents who have concerns (9th October 2024). After this Maverick will put together a detailed design which will be submitted for planning permission. Following the approved planning application, the Town Council would be able to apply for grant funding and the S106 funding identified can be formally applied for. Cllr Graves proposed that the submission of the planning application is delegated to the Town Clerk, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the submission of the planning application is delegated to the Town Clerk in consultation with the skatepark users' group and the Chair.</p>
CC24	<p>Keep Chippy Beautiful</p> <p>Members were reminded of the next Keep Chippy Beautiful litter pick which will be held on the 5th October 2024.</p> <p>Members also thanked the General Maintenance Operative for his work around town clearing weeds.</p> <p>Cllr Keyser has formed a "Weeds and Wildflowers" group on Spring Street, and the volunteers have been weeding the lower part of Spring Street and Market Street. They have since been in contact with WODC and have conducted a site visit to discuss the bins on Market Street.</p>
CC25	<p>Public Art Project</p> <p>Members received an update from the Town Clerk noting that the public art workshops will be held on the 21st and 22nd September at the Town Hall and the Pillars respectively. There is an online form which interested participants can sign up to if they wish to RSVP to the workshops.</p>
CC26	<p>Councillor Surgeries</p> <p>Members received a proposal from the Chair regarding Councillor Surgeries. The Mayor and Town Clerk have visited care homes in Chipping Norton, and both have noted that they would encourage Councillor Surgeries to take place in their homes. The Mayor noted that this would serve a dual-purpose with bringing members of the public in to speak with residents combating loneliness and social isolation for residents, as well as serving a public service as it would be open to any member of the public. The Mayor proposed one surgery every 2 months – 4 dates between now and May 2025.</p> <p>This would not preclude other surgeries being held in conjunction with other events in town.</p>



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	Members agreed for the Town Clerk to arrange 4 suitable dates to hold the Councillor surgeries at the care homes in Chipping Norton.
CC27	Date of the next meeting Monday 4 th November 2024

The Chair closed the meeting at 8:20pm.

DRAFT

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Jun 25	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans</p> <p>Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete.</p> <p>The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs.</p> <p>Possibility of PV panels has been agreed in principle and scoping works will now take place.</p>
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	<p>Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible.</p> <p>New play equipment at Cotswold Crescent is well used by the community with youth activities taking place there too.</p> <p>The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans.</p> <p>Recommendation that an assessment of suitability of use by disabled people is carried out during the next annual inspections.</p>
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three-year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	<p>Christmas lights 2022 was a success. Little trees have been brought in house and will be delivered by the Council's contractors. New infrastructure has been installed.</p> <p>The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive.</p> <p>2024 switch on booked for Thursday 28th November.</p>

					Tender for new three-year contract to be published early 2025.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play Park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event and be expected to apply for grant funding for 2025.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	April 25	The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns. Next steps will be for Maverick Industries to submit a planning application and for the TC to apply for relevant funding.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The Autumn Litter Pick took place on 5 th October 2024 and was well-attended. The Spring litter pick date TBD (April/May 2025).
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue.
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.

Public Art project	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Embden to delivered workshops to taking place on 21 st and 22 nd September 2024. The next steps will be for the TC to apply for S106 funding for the printing and manufacturing of the mural linocuts.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2024	November 2024	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
Community Awards event	CNTC	£1,500 from events budget	September 2024	September 2024	The Community Awards ceremony were held on the 27 th September 2024. This was a vibrant evening held to celebrate community groups and individuals. To be held again Sept 2025.

This is working document and will be updated for each committee meeting.

Agenda item 6
Community Committee Report Town Hall – November 2024

Bookings

1) Current capacity of available bookings 2024:

	October	November	December	All 2024
The Council Chamber	11.4% +3.7%	10.6% +6.8%	0.65%	5.5% +1.6%
Lower Hall	22.0% +3.4%	22.6% +9.8%	12.8%	16.8% +3%
The Snug	39.4% +0.1%	39.5% +1.8%	33.6%	37.5% +1%
Upper Hall	34.3% -0.9%	33.4% +3.8%	22.1%	30.7% +7.3%

2) Current income April 01, 2024, to November 1st, 2024 = £42,343.17

3) Projected income from bookings April 01, 2024, to March 31, 2025 = £73,630.83

4) Ongoing Community / Local Groups

- a. Community Church Congregation
- b. Little Footsteps from the Community Church
- c. Muslim Prayers Group
- d. Chipping Norton Choral Society & Cotswold Youth Choir
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Amnesty Chipping Norton
- h. U3A
- i. Chipping Norton Wine Club
- j. Chipping Norton Railway Club
- k. Age UK fitness classes
- l. Fit Active Classes
- m. Coffee, Chat and More from the Community Church
- n. Turning Point
- o. Local Area Coordinator – Free space when needed and available
- p. Health Check Oxfordshire
- q. Chipping Norton Branch of Oxfordshire Business Buzz
- r. Pranic Healing Meditation Sessions
- s. Zumba Classes with Revival therapies (Started October 2024)

NEW group sessions updates:

Revival Therapies have brought Zumba back with their first weekly session taking place on 22nd October 2024. The first session was well attended with over 20 participants. They will be increasing numbers when feeling more confident about delivering the sessions, and we will help to promote when requested to.

Chipping Norton Youth theatre are back in the building whilst the theatre uses their spaces for pantomime and rehearsals, throughout October and November.

This report is to note

5) MAINTENANCE

a. **Town Hall Restoration project**

The Town Clerk and Deputy Town Clerk met with Sarah Iserman (Alder King) on the 29th October 2024.

Alder King is working with Barnwood Construction to provide an updated quote to encompass the entirety of the restoration costs, including the addition of solar works to the roof. It is estimated that the cost of this work, in addition to the additional precept required for the grounds maintenance scheme, will make the work unfeasible during this financial year.

Alder King have provided options for two temporary roof works as outlined below. This temporary roof work would fix the immediate issue with the water ingress during heavy rains and would prevent further deterioration in the Upper Hall ceiling. It is estimated that the work will hold for 6 months, in which time, that listed building consent application could be submitted for the solar work on the roof and funding options could be scoped for the entirety of the roof works to be completed over the following year.

Sarah Iserman reassured officers that the Town Hall roof is not in need of immediate structural repairs and that the temporary roof work would stop any further deterioration while permanent solutions were worked through.

Due to the extent of water ingress ongoing to the main hall of the Town Hall and discussions with Tania as to the location of the worst areas, Barnwood Construction have provided costs for erecting scaffolding to the elevation above the access ramp and inspect the roof with the aim of carrying out some interim repairs.

The cost of the scaffolding which includes 4 weeks of hire is £4,384 and Paul Tier, the QS at Barnwood and I have discussed approximate costs of repairs depending on what is found and have estimated £2,500 to include labour and materials. This will be varied depending on the actual works undertaken. This cost should address the worst areas of water ingress and give some information as to what the current issues are on the roof, since we inspected via scaffolding in June 2023.

*The overall cost of works is therefore estimated at **£6,900** plus VAT and Barnwood could arrange this at an early stage if instructed.*

If Alder King are involved in overseeing these works I would propose a small time charge fee capped at £1,000, however this may be something that the Council carry out direct with Barnwood and we just review photographs of the areas and discuss the proposed works with Barnwood without going to site and as part of the overall Town Hall project.

*An alternative costs was obtained to utilize a cherry picker on all three parts of the roof however this would include road closures, a 60 day notice period and a much higher cost of **£14,700** for the access alone. The scaffolding option to the worst area of the roof is therefore considered to be a more immediate and cost effective option.*

RECOMMENDATION: That the Committee considers whether to go ahead with the temporary roof fixes at either £6,900 + VAT or £14,700 + £2,500 + VAT, and whether they would like to have Alder King oversee these works at an additional cost of £1,000 or delegate this to officers.

b. The Bar / Dry Bar

New Fridges are in place – however, bar staff working have noted that they are not big enough for working a busy evening. We can make do at present, and on busier events of more than 120 people we have made the decision to use the downstairs kitchen as a bar area, due to the safety of customers and staff in the smaller upstairs bar area. It also means that re-stocking is easier throughout the evening for staff as well as stopping people blocking the stairs and queuing for drinks in the upper landing area.

Running a bar is proving to be profitable with over £3,000 in October takings of which approximate average profits on drinks sales of 45.03% (dependent upon drinks sold).

Room hires for the commercial events, means that caretakers staffing costs are covered through the room hire fees, as well as bar staff, however bar staff costs may be better calculated through Bar Run events and the funds made within the event itself.

c. New dishwashers

UPDATE: The Facilities and Events Officer has proposed it could be better to lease hire agreement with maintenance as this will spread the cost of the Dishwashers over the course of their life, and the costs can be spread over the years of its use and budgeted into the following years ongoing costs.

The Facilities and Events Officer is currently reaching out to different suppliers for quotes and advice on suitable machines based on our capacity and future use.

This report is to note

d. Reception Window

UPDATE: Advised by the contractors when assessing that the current shutter is a Fire Shutter, and it may have been installed as a Fire Wall to reception when it was initially installed. We have no record of the shutter being a Fire Wall, and the very little information that can be found suggests that it was installed simply as a security shutter to the Bar area when it was used as such. From speaking to ex-councillors from that period, there is a consensus that this is true. There was no intention to create a Fire Wall, but that the shutter had the added benefit of having a release cable that drops the shutter when it has burned through from a fire.

Facilities and Events officer has taken advice from the Fire Service who has visited and advised that the window should be enough of a Fire Wall, if the correct glass is in place.

This report is to note

e. Cleaning schedule

Cleaning has now been upgraded from a once a fortnight cleans to a weekly clean, as the busyness of the building and the footfall has meant that leaving the big clean for 2 weeks is not keeping the Town Hall up to a decent standard of cleanliness.

Facilities and Events Officer nominated KM Cleaning for going above and beyond in her duties with the cleaning Excellence Awards, and we are very proud to say that they have been shortlisted in that category.

This report is to note.

1) HIRE OF TOWN HALL IN THE EVENING BEFORE EVENTS FOR SETTING UP

We have allowed bookers to hire the hall the evening before an event for setting up where that has been possible, and the evening is clear. Some events are booking up to one year in advance now, and whilst the halls were not in high demand this was manageable. This year we are finding that some of those bookings are blocking the hall from being in use for the remainder of the evening.

RECOMMENDATION: That the Committee decides whether to charge hirers for the time required to set up for their event the evening before their event takes place, and if so, the appropriate fee required for this.

2) NEW STAFF

A new casual staff process has been put in place following approval by the Staffing Sub-Committee to help to support the Caretaker and Facilities and Events Officer. Two new members started working on a trial shift as Venue Assistant at Bingo evening on 27th October, and both did well. They will share the work hours allocated to the Venue Assistant role, up to 20 hours per week.

Agenda item 7
Community Committee Report Town Hall – November 2024

Bookings

1) Current Bookings Updates:

No bookings are in place for Glyme Hall until after we have received enquiries and can allocate space accordingly. We will not work on a first-by-first basis but will look at what sessions people will be offering, whether they are fitting to the requirements for Glyme Hall, and what fits in for scheduling purposes.

- Booking form and the Terms and Conditions are in draft, as some information is still required, but attached as an appendix to this document.
- Online booking form is in progress with the development of the new webpages for Glyme Hall
- Information for new web pages has been given to Zonkey our website hosts, which will be set up for additional content to be added later when the Facilities and Events Officer has that information:
 - Room Sizes
 - Capacity
 - Other items to rent / hire
 - Storage Space Available and the charges for use of permanent storage

2) Current Enquiries and Anticipated Issues:

Based on calls / emails received we anticipate there to be the following concerns from current users of Glyme Hall:

- The period between the bookings being open and allocated. Bookers are uncertain as to whether they will be able to continue using the space until we have provided:
 - New Charges
 - Allocation of more than one group in the building at any one time
 - Information on items being stored which is stopping full use of the halls

- 3)** A draft booking form and Terms of Condition of Hire for Glyme Hall follows this report. As officers have not been able to visit the site in advance, the rate of hire for storage space for commercial hirers has not yet been determined.
The proposed schedule of fees for Glyme Hall has been based on the known expenditure and usage rates at Glyme Hall and proposes a more robust discount to Charities than is currently offered.

RECOMMENDATION: That the committee considers the hire fees, draft booking form, and Terms of Condition of hire for Glyme Hall, and that an appropriate fee for hiring the storage space is delegated to officers after the on-site visit.



CHIPPING NORTON TOWN COUNCIL CHIPPING NORTON GLYME HALL

Chipping Norton Glyme Hall Terms and Conditions of Hire

Terms and Conditions of Hire

1. Booking Confirmation:

- We do not operate a provisional or pencilled in booking process.
- To confirm your booking, please complete and return the booking form, and sign the attached Terms and Conditions & Health and Safety form.
- You will receive a Booking Confirmation via email when the event has been confirmed onto the booking system.

2. Charges and Fees:

- Charges align with the current rates for Glyme Hall:
 - Main Hall: £35 per hour.
 - Classroom: £20 per hour.
 - Meeting Room: £15 per hour.
 - Whole Building Hire: £53 per hour.
- A 50% discount is available for charities and non-profits.
- Cancellations require a minimum of 72-hour notice. Cancellations within this period necessitate full payment.
- The Council reserves the right to review rates annually. New rates typically take effect in April.

3. Fly Posting and Advertisements:

- Banners are acceptable seven days before the event, but permission must be acquired from the Facilities and Events Officer.
- Posters and flyers for events may be submitted to Glyme Hall before the event.
- All banners, posters, and flyers must be removed from the premises after your event.

4. Special Consideration:

- Bookings during Christmas Eve to New Year's Day are subject to special consideration by the Facilities and Events Officer.

5. Additional Charges:

- Half-hourly bookings accepted, but minimum charge applies (1 hour).



CHIPPING NORTON TOWN COUNCIL CHIPPING NORTON GLYME HALL

Chipping Norton Glyme Hall Terms and Conditions of Hire

- Overstay - an overstay charge of £25 per hour (or part of) in addition to the extension of the rate charged for the additional time occupied will be applied.

6. Charity Group Rates:

- Charity groups and local organisations requesting a discount rate must complete the Charity Rate form and seek approval from the Facilities and Events Officer.
- Charity rate recipients must handle their own set-up and clear-out unless additional assistance is booked (additional charges may apply).

7. Access and Exit:

- Access granted from the booked start time. Early access unavailable unless by special agreement from the Facilities and Events Officer
- Please ensure that the venue is cleared promptly after the event, and it is left in its original condition. Additional charges may be applied for failure to adhere.

8. Alcohol Consumption:

- Glyme Hall does not hold a premises license for the sale of alcohol.
- If you wish to sell alcohol at your event, you are responsible for:
- Providing your own licensee who must be named on the booking form and present on-site during the event.
- Obtaining a Temporary Event Notice (TENs) from West Oxfordshire District Council to allow for the sale of alcohol.
- If alcohol is not being sold but consumed privately, no TENs license is required.

9. Cancellation by the Council:

- The Council reserves the right to cancel the booking without compensation if the facility is required for public purposes or due to unforeseen circumstances such as emergency repairs or future lockdown scenarios.

10. Restrictions and Use of the Premises:

- Security stewards are mandatory for public events with more than 180 attendees, as required by West Oxfordshire District regulations.
- Smoking is prohibited inside Glyme Hall.
- Maximum room capacities must not be exceeded, and emergency exits must always remain unobstructed.



CHIPPING NORTON TOWN COUNCIL CHIPPING NORTON GLYME HALL

Chipping Norton Glyme Hall Terms and Conditions of Hire

- Use of the venue for any licensable activity must comply with legal requirements.

1. Fire and Health & Safety:

- You must not exceed the capacity of the hall or space that you are hiring.
- You must observe fire safety protocols and keep emergency exits clear.
- Electrical equipment brought on-site must have up-to-date Portable Appliance Testing (PAT) certification (within the last 12 months). If you require any equipment to be PAT tested, we can offer this service to you for a small fee.

2. General Safety Measures:

- No naked flames, smoke machines, or unauthorised fixtures or fittings are permitted.
- No metal-tipped stiletto heels in the halls.
- Use of other areas within Glyme Hall, not part of your booking, is prohibited unless previously agreed.

1. Reporting Responsibilities:

- Any accidents, incidents, or damage must be promptly reported to the Town Hall Office and the Facilities and Events Officer.

2. Access for Disabled Persons:

- Glyme Hall provides disabled access to all rooms except for the kitchen area.
- Carers must assist disabled persons in emergencies.

1. Conclusion:

- Your adherence to these Terms and Conditions ensures a safe and enjoyable event. Any violation may result in additional charges or cancellation of future bookings.

For any questions or clarifications, please contact the Town Hall Office, Facilities and Events Officer. Thank you for choosing Chipping Norton Glyme Hall for your event.



CHIPPING NORTON TOWN COUNCIL

Chipping Norton Glyme Hall Booking Form

Welcome to Chipping Norton Glyme Hall - Your Event Destination

Chipping Norton Town Council, The Guildhall, Chipping Norton, OX7 5NJ
Contact: events@chippingnorton-tc.gov.uk | Phone: 01608 642 341

Dear Hirer,

Thank you for choosing Glyme Hall for your event. Below is some helpful information to guide you through the booking process. If you have any questions or encounter any issues, please contact the Town Council office at **01608 642341** or email events@chippingnorton-tc.gov.uk, and we will be happy to assist you.

Event Booking and Venue Hire Policy:

Please review our **Event Booking and Hire Policy** [link tbc]. This document provides all necessary information for hirers to ensure smooth management of your booking and event. If anything is unclear, feel free to reach out.

Access to the Venue:

As Glyme Hall is largely self-sustaining, hirers are responsible for letting themselves in and out of the building. We will confirm the process for access (e.g., via key code or other method) ahead of your event. Please ensure that the venue is locked securely when you leave.

Event Plan:

To help us prepare for your event, please provide the following details if applicable:

- Number of guests (seated or standing).
- Room layout preferences (e.g., number of tables and chairs, requested layout).
- Alcohol sales (including license details).
- Sound equipment needs.
- Projector and/or screen requirements.
- Kitchen and catering facilities.
- Tea and coffee making facilities.

Terms and Conditions:

Make sure to review our **Terms and Conditions** [link tbc], with particular attention to the fire safety and health & safety regulations. If anything requires clarification, let us know.

Risk Assessment and Public Liability Insurance:

If your event requires it, please submit your **Public Liability Insurance** and **Risk Assessment** (including any contractor's Risk Assessments) to events@chippingnorton-tc.gov.uk. Additionally, ensure the **public liability and risk assessment declaration** at the bottom of the Booking Form is completed.

Contact during Events:

As Glyme Hall operates on a self-service basis, should you encounter any urgent issues during your event, please contact: **The Events and Facilities Officer: 07561 707238.**



CHIPPING NORTON TOWN COUNCIL
Chipping Norton Glyme Hall Booking Form

Glyme Hall Booking Form

HIRER'S DETAILS - Please complete your details below.

Name:	
Organisation: <i>(If applicable)</i>	
Billing Address:	
Mobile Telephone:	
Email Address:	

GROUP TYPE - Please indicate the type of booking you require:

- *For charity and local bookings, we may require you to complete the 'Charity Booking Section' to confirm the event.*
- *Local organisations with a Chipping Norton Post Code, can be charged the charity rate if there are no charges for the people participating in your event.*
- *Discounts to worthy groups and events in the community where charges are in place will be at the discretion of the Facilitator and Events Officer following consultation with Council.*

Standard Hire	Any hire's that are booked through a private individual or commercial organisation or business, to include but not limited to; private parties and events, ticketed live events, presentations and talks, AGM's and private meetings.	<input type="checkbox"/>
Charity 50% Discount	Any hire's booked by charities, not-for-profit organisations, and local community groups, that are not charging tickets or a charge to their participants.	<input type="checkbox"/>

ABOUT YOUR EVENT – please let us know more information about your event so that we can support you fully

Event – e.g. Sales / Meeting / Party / Fete / Live Music / Charity Fundraiser	
--	--



CHIPPING NORTON TOWN COUNCIL
Chipping Norton Glyme Hall Booking Form

Glyme Hall Booking Form					
Number of people attending – please note any event with over 180 will require security stewards					
Number of Tables required for your event					
Number of chairs required for your event					
DATE & TIMES REQUIRED - Please note this MUST include set up and clearing time					
Date of the event:	Date	Month	Year		
RECURRING DATES – please let us know any repeat booking dates below:					
Weekly	Fortnightly	Every 3 weeks	Every 4 weeks	Monthly	Bi-Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeat booking last date:	Date	Month	Year		
Additional Information – please let us know any dates not required in your recurring bookings period, or if you have a recurring booking that is on ad-hoc dates with no weekly or monthly pattern in the box below:					
Dates NOT required or Ad-hoc repeat dates: <i>(Recurring bookings only)</i>					
VENUE HIRE – please let us know which of the Glyme Hall spaces you would like to hire for your event. All charges are per hour unless indicated. For room sizes and layouts please go to https://www.chippingnorton-tc.gov.uk/glyme-hall/the-halls/ or email events@chippingnorton-tc.gov.uk					
Space you would like to hire	Standard Rate	Charity Rate	Tick		
Whole Building with all facilities (15 Hours) <i>9:00 – Midnight Single Charge</i>	£632.00	£316.00	<input type="checkbox"/>		



CHIPPING NORTON TOWN COUNCIL
Chipping Norton Glyme Hall Booking Form

<h2>Glyme Hall Booking Form</h2>			
Whole Building with all facilities (8 hours) <i>09:00–17:00 / 16:00–Midnight Single Charge</i>	£366	£183.00	<input type="checkbox"/>
Whole Building	£53.00	£26.50	<input type="checkbox"/>
Main Hall	£35	£17.50	<input type="checkbox"/>
Classroom	£20	£10	<input type="checkbox"/>
Meeting Room	£15	£7.50	<input type="checkbox"/>
Kitchen and Equipment Use	£2.50	£2.50	<input type="checkbox"/>
AFTER-MIDNIGHT AND OVERSTAY – additional charges for after midnight bookings and overstay of your booking times are below.			
After Midnight Surcharge – Single Charge <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	£30	£30	
Overstay of Occupancy <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i>	£25 each hour or part of an hour	£25 each hour or part of an hour	
ADDITIONAL SERVICES AND EQUIPMENT HIRE – please let us know of any additional equipment or services that you wish to use for your event. If you are found to be using equipment that has not been booked, you will be charged for its use, and could be subject to further sanctions on the use of the Glyme Hall as your use could affect other bookings following your event.			
Projector and Screen - Single Charge	£10	£10	<input type="checkbox"/>
More to be added after visit 4th November	£??	£??	<input type="checkbox"/>
AFTER PARTY CLEANS - LET OUR CLEANERS CLEAN-UP FOR YOU.			
<ul style="list-style-type: none"> You must empty the building of any items that you bring with you. We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for external contractors. Glasses and crockery must be left in the kitchen / bar areas for cleaning. <p>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</p>			
After Event Cleans – Single Charge	£60	£60	<input type="checkbox"/>



CHIPPING NORTON TOWN COUNCIL
Chipping Norton Glyme Hall Booking Form

Glyme Hall Booking Form

ANY FURTHER INFORMATION – *if there is any further information you would like to let us know about your event, please let us know in the box below. This may be informing us of the Caterers you are using, any accessibility requirements you may have, or simply a question you may need answering.*

Any further information

WHAT HAPPENS NEXT

Thank you for your completed booking form. We will process your booking and once complete you will receive a booking confirmation. Please check your booking confirmation for any errors and inform us immediately if there are any issues. Once your booking confirmation has been sent you are able to cancel your booking up to 72 hours in advance without charge. Any bookings being cancelled within the 72 hours prior to the event taking place will be charged at the full price. Invoices are sent out for payment following the event, but if you would like to pay in advance, please let us know in the additional information box, and we will administer that for you.

CANCELLTION OF YOUR BOOKING FROM TOWN COUNCIL

Chipping Norton Town Council will consider all measures to ensure your booking takes place as planned but reserves the right to cancel without notice or offer a limited service should there be any emergency maintenance required in or to the building / any security issues that means events cannot take place / any future prevalence of any pandemic or lock down situation.

HIRER'S PUBLIC LIABILITY INSURANCE

Please complete the following form to let us know about your PLI status and Risk Assessment of your event



CHIPPING NORTON TOWN COUNCIL
Chipping Norton Glyme Hall Booking Form

Glyme Hall Booking Form

In common with most hall operators, the Council's Public liability Insurance only extends to incidents and events for which it is proved the Council is directly responsible. It does NOT provide cover for any incidents or events for which an individual hirer may be held to be responsible.

This means that if you hire one of the Council's halls and an incident occurs whereby damage is caused to property or injury to a person, and you are found to be negligent, you could be sued for liable or substantial damages. Consequently, to give hirers a reasonable level of protection it is a condition of hire that appropriate public liability insurance is in place. If you already have such cover, please provide it to the Town Council Office prior to your event.

If you do not have public liability cover, please complete the declaration below. Unfortunately, the Council is unable to offer hirer's liability cover to: Commercial organisations, Professional organisations, or Political organisations.

- I have my own public liability insurance and have attached a copy with this booking form.
- I do not have public liability insurance. I am not a Registered Charity, Commercial, Professional or Political organisation, and understand that I am liable for any incidents that may occur during the hire of the premises where it is my responsibility to ensure the safety of people at my event.
- I understand a Risk Assessment of my event is required before the booking takes place.

Declaration

By signing this agreement, you are confirming that you will abide by the terms and conditions as laid out attached, that you have read, fully understand and agree to these conditions in their entirety. If the terms and conditions are not attached, please contact the Town Council Office as an excuse of not reading them will not be permitted at a later date.

Signed:

Date:

IMPORTANT NOTE

Bookings will not be confirmed unless this declaration is Completed.

Agenda item 8

Community Committee Report Events - November 2024

(Town Council Events and Events supported by Town Council)

PAST EVENTS 2024

- **Town Festival 2024 – Sunday 30th June 2024**

The Town Festival was a great day, with 1000's of people in the Chipping Norton Community attending and enjoying themselves, as well as numerous local bands and musicians performing throughout the event. With the provision of space for local charities and businesses, the team did a great job to provide a great day with benefits to many sellers and organisations alike.

UPDATE: The Facilities and Events Officer is meeting with Town Festival Committee on the day of this meeting, 4th November at 17:00. Any feedback from the wash up meeting can be provided verbally, and from notes.

This report is to note.

- **Community Art Project – Reflecting Chipping Norton**

A hugely successful weekend with a lot of engagement from the Community. Report to be provided separately by Deputy Town Clerk.

We are all very much looking forward to seeing the artwork on the Town Hall Windows being revealed at the Christmas Lights Switch On 2024.

This report is to note.

- **Town Community Awards – Friday 20th September 2024**

A great evening and the event was enjoyed by many. Some learnings from this year to be put in place for the next years' event.

- Every nominee invited attended the ceremony, although we hadn't received RSVPs from some who did attend the evening, which meant some last-minute tables being laid out, but it was encouraging that everyone did attend and felt proud of their nomination.
- The framed photographs were appreciated by the winners, however the organisation of this was somewhat difficult – and Deputy Town Clerk and Photographer worked hard to ensure most people received theirs on the evening.
- Facilities and Events Officer to address some issues with the 'rewards information given' to ensure that the info provided is by the correct person for the correct people – and would recommend a dress rehearsal for the next Community Awards
- There was miscommunication within the team, where people not chosen as shortlisted candidates were not informed. The Facilities and Events officer to ensure this is clear on the plan for the 2025 community awards, and who is responsible for that. Everyone was informed before the ceremony took place.
- Southerndown Care Home did a wonderful job of supplying refreshments for the event, and we look forward to working with them on future community projects.
- Local pianist, Garry Whichello, was enjoyed by many, and it was lovely to be able to work with and showcase a local person who was simply found playing the

Community Piano. Many people commented on his rendition of Chariots of Fire as the intro music to the Beacham Award for Sporting achievement.

- Facilities and Events Officer would like to apologise to the Deputy Mayor – sorry your name wasn't on the table list!

This report is to note.

EXTENDING THE REACH WITH VARYING EVENTS

a. Bingo! Every second Sunday

Bingo! is definitely a great event for those people in the community who enjoy it. The numbers are keeping at a steady 30 – 40, and we anticipate it getting more popular when we manage a more regular fortnightly slot. Due to other events already booked in the schedule hasn't been regular enough for every 2 weeks. Bar takings are just starting to get to a profit that covers the costs of the Bingo event.

The Facilities and Events Officer wants to try to keep the event as a free event for people, where their costs are simply the playing of the game, as from speaking to people at the event it would hinder them from being able to attend and enjoy themselves.

b. Live Music Events

The new promotor was very happy with the success of the Elvis event. Motown Band have booked immediately for their Motown and 80's event in 2025.

UPCOMING EVENTS 2024

Volunteers Needed – we will not be able to safely host the Christmas Events without Volunteer stewards. Please could you ask all the people you know if they would be happy to volunteer at any of the Christmas events, and others in the future. It would also be great if we could get Volunteer First Aiders, to work alongside The Deputy Town Clerk – who will be working as the main First Aid Point of Call – we do not want to cancel any events, or be liable for any incidents that occur, because we do not have enough people stewarding on site. Thanks to those that have offered their assistance already.

November 2024

- **Chipping Norton Christmas Lights Switch on With the Big Chippy Singalong**
 - Thursday 28th November 2024
 - The Outdoor market with Cotswold Events will not be taking place and we will only be using them for the Christmas in Chippy Market.
 - There will be an Indoor market in Town Hall for the Lights Switch on Event. Most tables have been filled, and anticipate no problem with filling all slots for both charities and businesses
 - All charity stalls will remain free of charge , with commercial bookings charged £17.50 per table
 - The Singalong Event will be hosted again by the Chipping Norton Choral Society, and joined by Chippy Singers and Can Sing Groups, as well as St Marys School
 - Lantern Making event to take place on Tuesday 19th November 2025 with Theatrix. St Mary's have confirmed they would like 25 children to take part, and The Facilities and Events Officer is waiting to hear back from Holy Trinity. There

are spaces for up to 60, which we will reach out to other local school in the surrounding villages of Holy Trinity do not want to take part this year.

- Southerndown Care Home have agreed to assist with lunches for the event, and the Town Hall will provide breacktime snacks and drinks.
- St Mary's have agreed that an invitation to more able members of the Southerndown community would be appropriate at the lantern making event, seeing the positive benefits to both the children and the elderly people. The Facilities and Events Officer is waiting for Holy Trinity School to confirm their attendance and their agreement before offering the event to Southerndown.
- St Mary's School have confirmed they are available to run the Santa's Grotto and the Hot Chocolate station as per 2023 and have been advised by St Mary's that Holy Trinity have informed them that they do not have the capacity to join them this year. The Facilities and Events Officer is waiting on final confirmation from Holy Trinity that is the case.
- The Lantern Parade will take place to be timed with switching on the lights as per 2023 event.
- Town Council staff will provide Mulled Wine and Hot Dog station.
- Indoor entertainment from Chippy Singers and Can Sing Choir.
- Cllr Alex Keyser has agreed to volunteer as technician for the event. Many thanks. If any Councillors would like to assist Cllr Keyser in this capacity – please do let us both know.
- The Facilities and Events Officer to hire in more technical equipment based on feedback from the 2023 event, which will be additional lighting for the front of the Town Hall and on the steps, as well as better microphones suitable for a choir.
- Road Closure applications are in place, and we are confident that they will be approved..

This Report is to Note

December 2024

- **Chippy at Christmas Market (and possible Tractor Run), 8th December**

- The Events and Facilities Officer has arranged the Outdoor Market to be installed with Cotswold Markets, who will be providing 70 stalls for the Christmas in Chippy Market
- They will install and do all bookings of the Christmas Market at no cost to the Council which enables us to contribute to the event in other ways, -
- The Christmas Market will be contained to Topside marketplace, with the road closure for the whole of the section, including the parking area in front of the Crown and Cushion, which they would anticipate there being an area to eat and drink, where a small band area for entertainment could be allocated for the traditional showcase of local artists
- The Facilities and Events Officer will be looking for another local group / organisation to host any performance area that may be in place.
- The Town Hall and Wither's Court will be utilised on the day for smaller local businesses and organisations / charities who would not be able to afford, what we would anticipate, to be a higher cost than the usual charges from the Christmas in Chippy Event.

- Chipping Norton Freemasons will have their Santa's Sleigh in attendance, which they will also be using for charity Santa run collections throughout Chipping Norton during December
- Kaleb Cooper Contracting will be hosting a Tractor Run, that is planned to be in Chipping Norton Town Centre from approximately 17:00 at the end of the market. The Tractor run will be routing through villages surrounding Chipping Norton, where the usual Banbury Tractor run does not go to give those in more rural areas the opportunity to enjoy the Christmas Tractors. The Fire Service and the Freemasons Santa Sleigh will also be joining them.

This report is to note.

- **Santa run from Chipping Norton Freemasons**

- The Chipping Norton Freemasons will be reinstating a Santa Run through Chipping Norton Estate for 3 evenings in December

This Report is to Note.

- **Piano Bursary with Helen Payne / Enigma Music**

- The 1st 10-week free lesson course will be completed in November. The parent of the child has been very happy with his progress and will be looking to book further lessons privately. We will now open the Bursary again – and hope to restart with a new student in the new year. Please do keep an eye out and share when released, to any child without the usual means, that may wish to receive free lessons.

Community Events where Councillors' attendance or forwarding on to people would be appreciated.

Remembrance Sunday 10th November 2024 Join Town Mayor Sandra Coleman from 09:30 in the marketplace to march to St Mary's church for the Remembrance Service. Returning with the Royal British Legion, Air Cadets and Dignitaries, in the parade down the A44 to the Town Hall steps, for the ceremonial speeches. Refreshments will be available in the Town Hall, and food provided by Southerndown Care Home.

Armistice Day Monday 11th November 2024 Join Town Mayor Sandra Coleman and the Royal British Legion at the War memorial for the laying of the wreaths from 10:30.

Polling Day 14th November 2024 Reminder that the WODC by-election which will take place in the Lower Hall this year to minimise disruption to the 5 sessions already booked in to the Upper Hall on that day. WODC are content that the by-election is small enough to manage in the Lower Hall.

Reclaimed Home Fair Christmas Market 7th December 2024 as it says on the box – The reclaimed Home Fair have bought their Christmas Market to Town Hall – moving from an existing location as they have more traders in 2024 than previous years.

Lawrence Nursing Home Team Candle Light Event 20th December 2024 Join the Lawrence Home Nursing Home Team for a Candle Light Event from 18:00 – 20:30

Item 9: Play Areas

The next set of ROSPA inspections is being organised by the office within the next few weeks, with the agreed disability and access survey taking place at the same time. The General Maintenance Operative will be on site during the inspections.

New St Play Area

The Grounds Maintenance Operative is currently waiting for replacement chains for the swing set.

Cotswold Crescent

A fly-tipped mattress and other rubbish has been reported to West Oxfordshire District Council. Plastic matting in a few areas needs replacement.

Cornish Road

Nothing to report

Evans Way

A rotten wooden post has been replaced with a new plastic post.

This item is to note only.

Item 10: Skatepark Project Update

Maverick has had two in-person meetings with the Skatepark Users Group and the nearby residents at Penhurst Gardens (9th October). The purpose of the meetings was to determine if any changes needed to be made to the design of the skatepark to accommodate users and nearby residents.

Going forward, the next steps will be for Maverick to take the feedback from the Skatepark User Group meeting and Residents meeting and finalise the design taking into account any amendments from the meetings. Maverick will then submit the final plan as a Planning Application to WODC.

Following the approval of the planning application, the next step will be to secure further funding for the installation of the skatepark. The Town Clerk will apply for the relevant S106 funding from WODC, along with specific grant funding. Further community fundraising may be required via WODC's WestHive portal.

This item is to note only.

Item 11: Keep Chippy Beautiful

The Autumn Keep Chippy Beautiful litter pick took place on the 5th October, with 19 volunteers taking part. A special shoutout to the incredible group of young people who joined to make a real difference in our community!

11 bags of litter were collected, and many residents stopped to thank volunteers on the day.



Residents can sign up to the Keep Chippy Beautiful mailing list to get notified about the Spring litter pick date (TBD) and any other events.

<https://www.chippingnorton-tc.gov.uk/keep-chippy-beautiful-news/>

This item is to note only.

Item 12: Public Art Project

Following accessing S106 funding from WODC set aside for public art in Chipping Norton, work has been underway to create a beautiful mural at the Town Hall to enrich this public space. Luke Embden has conducted two public art workshops with residents at the Town Hall (21st September) and The Pillars (22nd September).

Both workshops were very well-attended, with the Town Hall workshop attended by over 100 participants, and The Pillars workshop attended by 45 participants. There were many drop-ins on the day with lots of buzz and interest about the project in town.

At the workshops, participants were asked to create drawings and illustrations that reflected the theme: “What does Community and Chipping Norton mean to you?” Luke Embden will take the illustrations participants created at the workshops and create a final version of the mural to fit on the Town Hall windows.

Once the final draft has been completed, the next step will be for the Town Clerk to apply for the remaining S106 funding (£3,000) set aside for public art in Chipping Norton to manufacture and install the vinyl linocuts on the Town Hall windows.

This item is to note only.

Agenda item 13 – Committee budget 2025/2026

Attached is a draft committee budget for 2025/26. This has been informed by previous spend, as well as current projects that the Committee are working on. The following points should be noted:

- Town Hall income has been increased from £70,000 to £80,000. This is because this year's bookings to March 2025 have already exceeded that amount.
- This budget includes a new cost code for Glyme Hall income and expenditure. The income is set at £45,000, but expect that will be exceeded.
- The salaries budget includes known and predicted Local Government salary increases and scale increments. The share of the salaries budget is 75% for Town Hall and 25% for Glyme Hall.
- The recreation contract budget is no longer required as the grounds maintenance service will be in house and covered in the Finance and Resources budget.
- As well as the annual budget, the committee have the following ear-marked reserves for projects:
 - £35,000 Skatepark project
 - £165,846.92 Town Hall Restoration Fund

Recommendation:

As part of the budget setting process, the committee should agree a draft budget for 2025/26 to help inform the final draft budget for Full Council to approve. It is important to note that this will be subject to change depending on the overall picture.

