



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

Minutes of a Finance & Resources Committee meeting held on the 3rd February 2025, at 6:30pm in the Council Chamber

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Dom Rickard, Sandra Coleman Ben Bibby and Natasha Whitmill

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

2 members of the public

FR14	Apologies for absence. Cllr Ritsperis
FR15	Declaration of interests. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church. Community Land Trust and her husband is a Transition committee member Cllr Bibby declared is a member of the Pride committee and his wife is on CHAOS committee. Cllr Weaver announced that she may soon be joining the Pride committee.
FR16	Minutes RESOLVED: The Chair signed and approved the minutes of the Finance and Resources Committee as an accurate record held on the 18 th November 2024.
FR17	Public Participation A representative from Lowlands Rescue Oxfordshire introduced their organisation, explaining that they are a search and rescue team called out on average every four days. They collaborate with Thames Valley Police to search for vulnerable individuals. Lowlands Rescue Oxfordshire is looking to purchase more drones to aid in their search efforts. They are not in receipt of government funding.
FR18	Committee action plan Members noted the committee action plan.
FR19	Income and expenditure Members received detailed current income and expenditure reports and explanations from The Responsible Finance Officer on specific budget lines.
FR20	Schedule of payments for approval Members received the schedule of payments. No queries were raised.
FR 21	Forward work program Members reviewed the following policies: a. Social Media Policy Typo noted "abuse of language" should be changed to "abusive language." Cllr Coleman emphasised the importance of councillors understanding the policy. members discussed that there should be a clear distinction between personal and professional opinions.



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	<p>b. Communication Policy</p> <p>Minor formatting change to communication by email, internet and telephone policy.</p> <p>RESOLVED: Members agreed to the amendments mentioned above.</p>																																																																
FR 22	<p>CCLA Funds</p> <p>Members received a verbal report from the Responsible Finance Officer regarding the transfer of funds from the Town Council's CCLA Funds to the instant access Unity Bank Account, to accommodate cashflow needs towards the end of the financial year.</p> <p>RECOMMENDATION: That the Council considers giving authority to the Responsible Finance Officer to transfer funds from CCLA to the instant access Unity Bank Account as required for cashflow purposes.</p> <p>It was noted that an application has been submitted for the Levelling Up Fund, though its approval is uncertain.</p> <p>RESOLVED: Cllr Cahill proposed, seconded by Cllr Finney, to authorise the Responsible Finance Officer to transfer funds from the CCLA deposit account to the Town Council current account as required. All in favour, motion carried.</p>																																																																
FR 23	<p>Grants</p> <p>a. Members received and considered the second round of grant applications for Financial Year 2024/25.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Grant Applied for February 2025</th> <th>Grant Allocated February 2025</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>OP Woodcraft</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Pride</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Community Land Trust</td> <td>£1,500</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Community Church Holiday Club</td> <td>£2,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Ribberty Rabbit Crafting CIC</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Green Gym</td> <td>£1,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Witney Radio CIC</td> <td>£1,999</td> <td>0</td> <td></td> </tr> <tr> <td>CN Church Minis Toddler Group</td> <td>£1,000</td> <td>£500</td> <td>Free use of Glyme Hall</td> </tr> <tr> <td>Remix Youth Club</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Transition CN</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Lowland Rescue Oxfordshire</td> <td>£1,995</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Town Festival</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Theatre</td> <td>£2030</td> <td>£1,000</td> <td></td> </tr> <tr> <td>CHAOS</td> <td>£1,000</td> <td>£750</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Allocated:</td> <td>£8,250</td> <td></td> </tr> </tbody> </table>	Organisation	Grant Applied for February 2025	Grant Allocated February 2025	Notes	OP Woodcraft	£2,000	0		CN Pride	£2,000	£1,500	Free use of Town Hall	CN Community Land Trust	£1,500	£500		CN Community Church Holiday Club	£2,000	£1,000		Ribberty Rabbit Crafting CIC	£2,000	0		CN Green Gym	£1,000	£1,000		Witney Radio CIC	£1,999	0		CN Church Minis Toddler Group	£1,000	£500	Free use of Glyme Hall	Remix Youth Club	£2,000	0		Transition CN	£2,000	0		Lowland Rescue Oxfordshire	£1,995	£500		CN Town Festival	£2,000	£1,500	Free use of Town Hall	CN Theatre	£2030	£1,000		CHAOS	£1,000	£750		Total Allocated:		£8,250	
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	<p>RESOLVED: Cllr Bibby proposed to accept the grant funding for Round 2 as above, seconded by Cllr Rickard All in favour, motion carried.</p> <p>b. Members received a funding briefing report from the Chipping Norton Theatre regarding core funding in future years.</p>
FR26	<p>Date of the next meeting Monday 17th March 2025</p>

The Chair closed the meeting at 19.51.

DRAFT