



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

16<sup>th</sup> September 2025

## **SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE**

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 22<sup>nd</sup> September 2025

TIME: 6:30pm

Katherine Jang  
Town Clerk and CEO

### Recording of Meetings

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

## A G E N D A

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

To receive apologies for absence.

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

### **2. Declaration of interests.**

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

### **3. Minutes**

To approve the minutes of the Finance and Resources Committee meeting held on 14<sup>th</sup> July 2025

### **4. Public participation**

The meeting will adjourn for this item.

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

### **5. Committee action plan**

To review the committee action plan.

### **6. Correspondence**

For the committee to note or respond to any letters of correspondence

**7. Income and expenditure**

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

**8. Schedule of payments for approval**

To receive the schedule of payments.

**9. Retained HR Services**

To consider a quotation to renew the council's HR services for 2025-26.

**10. Financial procedures forward work plan**

To receive a report from the Responsible Finance Officer and Deputy Clerk on an action plan to review current financial systems and next steps.

**11. Forward work programme**

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

**12. Date of next meeting – Monday 17<sup>th</sup> November 2025**