



CHIPPING NORTON TOWN COUNCIL

GLYME HALL, BURFORD ROAD, CHIPPING NORTON, OXFORDSHIRE OX7 5DZ

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Office Hours: Mon/Weds/Fri – Fri 9am – 5pm

Minutes of a Finance & Resources Committee meeting held on the 2nd February 2026, in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

1 member of the public

FR38	Apologies for Absence None received
FR39	Declaration of Interests <ul style="list-style-type: none">- Cllr Coleman declared an interest as a member of the Community Church and being employed by St Mary's Church, Cllr Coleman's husband is also a member of the Chipping Norton RBL- Cllr Finner declared an interest as a member of St Mary's Church- Cllr Bibby declared an interest as a member of the Chipping Norton Pride committee- Cllr Ritsperis declared an interest as a member of St Mary's PCC
FR40	Minutes <ol style="list-style-type: none">a. RESOLVED: That the Chair signs the minutes of the Finance and Resources Committee meeting held on the 17th November 2025 as an accurate record.b. Members noted the minutes of the Staffing Sub-Committee meeting held on the 19th December 2025
FR41	Public Participation None received
FR42	Committee Action Plan Members noted the ongoing action plan
FR43	Correspondence None received
FR44	Income and Expenditure report Members received an updated income and expenditure report since the last meeting held on the 17 th November 2025. Members noted that the bookings income was much lower than expected and queried if this is due to bookings or late payments / receipts. The Town Clerk answered that this is likely due to the fact that the bank has not yet made payment, and that it is a significant portion of the venue lettings income.
FR45	Schedule of payments for approval Members raised no comments or queries
FR46	Forward work programme

Members considered a draft IT Policy.
 Following amendments were suggested:

- Numbering system inconsistency to be changed
- Add in section on use of AI – To include that staff will receive appropriate training on the use of AI and that no confidential information will be uploaded.

Cllr Bibby proposed to send the amended IT Policy to Full Council for adoption, seconded by Cllr Finney. All in favour, motion carried.
RESOLVED: That subject to the amendments to the draft IT Policy above, that it is sent to Full Council for adoption.

FR47

Grants to Voluntary Bodies
 Members considered application for the Council’s Grants to Voluntary Bodies Scheme, Round 2

Organisation	Grant Applied For	Grant Awarded (£)	Benefit in Kind Awarded
CN Green Gym	£1,000	£1,000	N/A
CN Royal British Legion	£750	£400	N/A
CN Music Fest	£1,500	£1,000	N/A
CN PTA	£2,000	£500	N/A
CN Community Church (Holiday Club)	£1,800	£1,000	Free use of Glyme Hall or Town Hall for their requested dates. (Value £732-£1,464)
One Wish Dog Foundation	£320	0	Hire of Glyme Hall or Town Hall at discounted charitable rate.
CN Pride	£2,000	£2,000	Free use of the Town Hall on the Saturday requested (Value £316). Any use outside Saturday must be paid for at charitable rate.
Remix Youth Club	£1,500	£1,000	Free use of Glyme Hall
When Did We Stop	0	0	21 free hours of hire for the Town Hall or Glyme Hall (Value £168-£325.50), valid until July 2026. Members requested an update and application to the next round of GTVB.
Citizen’s Advice West Oxfordshire	£2,000	£1,000	
Dementia Active Charity	£2,000	£2,000	
	Total Requested:	Total Awarded:	
	£14,870	£9,900	

FR48

Date of the next meeting
 Monday 16th March 2026

The Chair closed the meeting at 8:19pm