



# 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: Katherine Jang

6<sup>th</sup> May 2025

## **SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 12th May 2025

TIME: 6:30pm

Cllrs. Steve Akers, Rachel Andrews, Ben Bibby, Mike Cahill, Sandra Coleman, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang  
Town Clerk

### 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 Town Mayor 2025/26**

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

### **2. Election of Deputy Mayor 2025/26**

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

### **3. 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](mailto: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 Full Council meeting held on 31<sup>st</sup> March 2025.

**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. Minutes and reports from Committees**

No meetings of committees or sub-committees have taken place since the previous Full Council meeting held on the 31<sup>st</sup> March 2025

**8. Welcome to the new County Councillor**

The Mayor to welcome Chipping Norton's newly elected representative of Oxfordshire County Council.

**9. Policing Matters**

- a. To receive an update on policing matters from local Thames Valley Police representatives.
- b. For Council to nominate a representative to liaise with TVP and provide regular updates to Council.

**10. East Chipping Norton Development**

To receive an update on the status of the East Chipping Norton Development.

**11. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

**12. Correspondence**

To receive and note any correspondence

**13. Standing Orders**

To consider and approve the Council's Standing Orders.

**14. Scheme of Delegation.**

To consider and approve the Scheme of Delegation (including terms of reference for Committees)

**15. Financial Regulations**

To consider and approve the Council's Financial Regulations.

**16. Code of Conduct**

To note the Councillors Code of Conduct.

**17. Appointment of Members to Standing Committees and Sub-Committees**

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2025/26.

**18. Representatives to Outside Bodies**

To appoint Council representatives to outside bodies.

**19. Calendar of meetings**

To receive the previously agreed calendar of meetings for the municipal year 2025/26.

**20. Risk Register**

To receive and approve the Council's Corporate risk register and risk management policy.

**21. Asset Register**

To receive and approve the Council's asset register.

**22. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**23. Date of the next meeting – Monday 9<sup>th</sup> June 2025**