



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

TOWN CLERK: Katherine Jang

3rd June 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 9th June 2025

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, 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. 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 annual Council Meeting held on 12th May 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. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. East Chipping Norton development

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

8. Civic announcements

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

9. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

10. To receive the accounts and balance sheet for 2024-25

To receive the accounts for year ending 31st March 2025.

11. To receive the internal audit reports for 2024-25

To receive and note a report from the internal auditor.

12. AGAR Section 1 – Governance Statements

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor

13. AGAR Section 2 – Accounting Statements

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

14. Notice of public rights and the publication of the AGAR

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

15. Correspondence

To receive any correspondence and agree next steps.

16. Policies

To receive and approve the Redundancy Policy as reviewed by the Finance & Resources Committee.

17. Tree Survey

To receive a quotation for a 3-year programme of works for the trees that the Council maintains.

18. Yellow lining request at Chipping Norton Health Centre

To consider a request from Chipping Norton Health Centre regarding yellow single-lining

19. Planning Applications

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

20. Date of the next meeting – Monday 21st July 2025



Minutes of a Full Council meeting held on the 12th May 2025 at 6.30pm
in the Lower Hall, Chipping Norton Town Hall:
Annual Meeting of the Council

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

ALSO PRESENT:

Katherine Jang, Town Clerk and CEO
Alison Packer, Responsible Finance Officer
Heidi Davies, Admin and Customer Service Assistant
Terry Palmer, Mace Bearer and Town Hall Keeper
Paolo Oliveri, Maintenance Operative
Wesley Smith, PCSO Thames Valley Police
Lucy Anderson-Slater, PO Thames Valley Police
Cllr Geoff Saul, WODC and OCC
Cllr Mike Baggaley WODC

Members of the public: 10

FC1	Election of Town Mayor 2025/26 Members received nominations for election of Mayor. Cllr Finney proposed Cllr Coleman, Cllr Graves seconded. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Mayor for the municipal year 2025-26 and signed the declaration of acceptance of office.
FC2	Election of Deputy Mayor 2025/26 Members received nominations for election of Deputy Mayor. Cllr Coleman proposed Cllr Akers, Cllr Bibby seconded. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Deputy Mayor for the municipal year 2025-26 and will sign the declaration of acceptance of office at the next available opportunity.
FC3	Apologies for absence Cllr Tom Festa, Mark Walker and Steve Akers (Deputy Mayor)
FC4	Declaration of interests None received.
FC5	Minutes



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	<p>Cllr Graves proposed to accept the minutes of the Full Council meeting held on the 31st March 2025 without amendment, seconded by Cllr Rickard.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the Minutes of the Full Council meeting held on the 31st March 2025 were signed as an accurate record by the Chair.</p>
FC6	<p>Public Participation</p> <p>None received</p>
FC7	<p>Minutes and reports from Committees</p> <p>No meetings of committees or sub-committees have taken place since the previous Full Council meeting held on the 31st March 2025.</p>
FC8	<p>Welcome to the new District Councillor</p> <p>The Mayor extended a welcome to Cllr Geoff Saul Chipping Norton's re-elected representative of West Oxfordshire District Council.</p>
FC9	<p>Policing Matters</p> <ul style="list-style-type: none"> a. Members received an update from PCSO Wesley Smith on policing matters in Chipping Norton. b. Council to nominate a representative to liaise with TVP and provide regular updates to Council. Cllr Coleman proposed Cllr Wheaton. Seconded by Cllr Cahill. All in favour. <p>RESOLVED: That Cllr Wheaton is elected as the Council's representative to liaise with TVP and provide regular updates to the Council.</p>
FC10	<p>East Chipping Norton Development</p> <p>No updates.</p>
FC11	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p>
FC12	<p>Correspondence</p> <p>None received.</p>
FC13	<p>Standing Orders</p> <p>Members considered the Council's Standing Orders. Cllr Finney proposed to accept the Council's Standing orders. Seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Council's Standing orders are approved.</p>
FC14	<p>Scheme of Delegation</p> <p>Members considered the Scheme of Delegation (including terms of reference for committees) Cllr Bibby proposed to accept the Scheme of Delegation (including terms of reference for committees). Seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: That the scheme of Delegation (including terms of reference) is approved.</p>



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FC15	Financial Regulations Members considered the Council’s Financial Regulations. Cllr Weaver proposed to accept the Council’s Financial Regulations. Seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the Council’s Financial Regulations are approved.																																																						
FC16	Code of Conduct Councillors noted the Councillors Code of Conduct. Cllr Graves proposed to accept the Councillors Code of Conduct. Seconded by Cllr Wheaton. All in favour. RESOLVED: That the Code of Conduct is approved.																																																						
FC17	Appointment of Members to Standing Committees and Sub-Committees Members considered appointing members to the Standing Committees and Sub-Committees for the municipal year 2025/26. Standing Committee membership <table><tr><th>Community Committee</th><th>Finance and Resources Committee</th><th>Strategic Planning Committee</th></tr><tr><td>Alex Keyser</td><td>Athos Ritsperis</td><td>Alex Keyser</td></tr><tr><td>Athos Ritsperis</td><td>Dom Rickard</td><td>Dom Rickard</td></tr><tr><td>Ben Bibby</td><td>Ian Finney</td><td>Jo Graves</td></tr><tr><td>Jo Graves</td><td>Natasha Whitmill</td><td>Mark Walker</td></tr><tr><td>Mike Cahill</td><td>Sandra Coleman</td><td>Michael Rowe</td></tr><tr><td>Rachel Andrews</td><td>Mike Cahill</td><td>Mike Cahill</td></tr><tr><td>Sandra Coleman</td><td>Emily Weaver</td><td>Sandra Coleman</td></tr><tr><td>Emily Weaver</td><td></td><td>Tom Festa</td></tr><tr><td>Steve Akers</td><td></td><td></td></tr><tr><td>Michael Rowe</td><td></td><td></td></tr></table> Sub-Committee Membership <table><tr><th>Traffic Advisory Sub-Committee</th><th>Planning Sub-Committee</th><th>Staffing Sub-Committee</th></tr><tr><td>Alex Keyser</td><td>Dom Rickard</td><td>Ian Finney</td></tr><tr><td>Jo Graves</td><td>Ian Finney</td><td>Jo Graves</td></tr><tr><td>Mark Walker</td><td>Mike Cahill</td><td>Mike Cahill</td></tr><tr><td>Michael Rowe</td><td>Rachel Andrews</td><td>Natasha Whitmill</td></tr><tr><td>Tome Festa</td><td>Sandra Coleman</td><td>Steve Akers</td></tr><tr><td>Sandra Coleman</td><td></td><td>Sandra Coleman</td></tr></table> Cllr Keyser proposed membership of Committee’s as listed above. Seconded by Cllr Rickard. All in favour. RESOLVED: That the members of the Council’s Standing Committees and Sub-Committees are approved for the municipal year 2025/26.	Community Committee	Finance and Resources Committee	Strategic Planning Committee	Alex Keyser	Athos Ritsperis	Alex Keyser	Athos Ritsperis	Dom Rickard	Dom Rickard	Ben Bibby	Ian Finney	Jo Graves	Jo Graves	Natasha Whitmill	Mark Walker	Mike Cahill	Sandra Coleman	Michael Rowe	Rachel Andrews	Mike Cahill	Mike Cahill	Sandra Coleman	Emily Weaver	Sandra Coleman	Emily Weaver		Tom Festa	Steve Akers			Michael Rowe			Traffic Advisory Sub-Committee	Planning Sub-Committee	Staffing Sub-Committee	Alex Keyser	Dom Rickard	Ian Finney	Jo Graves	Ian Finney	Jo Graves	Mark Walker	Mike Cahill	Mike Cahill	Michael Rowe	Rachel Andrews	Natasha Whitmill	Tome Festa	Sandra Coleman	Steve Akers	Sandra Coleman		Sandra Coleman
Community Committee	Finance and Resources Committee	Strategic Planning Committee																																																					
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Mike Cahill	Sandra Coleman	Michael Rowe																																																					
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FC18	Representatives to Outside Bodies																																																						



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	<p>Members appointed Council representatives to outside bodies.</p> <p>William Fowler Allotment Committee: Cllr Keyser put himself forward to join the committee. All in favour of Cllr Keyser to join the William Fowler Allotment Committee.</p> <p>RESOLVED: Cllr Keyser is elected as a Trustee to the William Fowler Allotment Committee.</p> <p>Welfare Charities: Cllr Whitmill announced her intention to step down. Cllr Keyser volunteered to take her place. All in favour.</p> <p>RESOLVED: Cllr Keyser is elected as a Town Council representative for the Chipping Norton Welfare Charities.</p>
FC19	<p>Calendar of Meetings</p> <p>Members received the previously agreed calendar of meetings for the municipal year 2025/26. Cllr Graves proposed to accept the calendar meetings for the municipal year 2025/26, seconded by Cllr Finney. All in favour.</p> <p>RESOLVED: That the Calendar of Meetings for the municipal year 2025/26 is approved.</p>
FC20	<p>Risk Register</p> <p>Members received the Council's Corporate Risk Register and Risk Management Policy. Cllr Cahill proposed to accept the Council's Corporate Risk Register and Risk Management Policy. Seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That the Corporate Risk Register and Risk Management Policy is approved.</p>
FC21	<p>Asset Register</p> <p>Members received the Council's asset register.</p> <p>It was noted that that during budget setting for FY 2026-27 that the replacement costs for equipment and assets will be budgeted in and taken to the Finance & Resources Committee for consideration. Cllr Rickard proposed to accept the Asset Register. Seconded by Cllr Whitmill. All in favour.</p> <p>RESOLVED: That the Asset Register is approved.</p>
FC22	<p>Planning Applications</p> <p>Members received a schedule of planning applications from West Oxfordshire District Council:</p> <p>1. APPLICATION NO: 25/01001/FUL</p> <p>PROPOSAL: Replacement of refrigeration plant equipment and associated enclosure and fencing, installation of air source heat pumps and associated fencing with associated works.</p> <p>LOCATION: Aldi Stores Ltd Banbury Road Chipping Norton</p>



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	<p>CNTC Comment: Support</p> <p>2. APPLICATION NO: 25/01023/HHD PROPOSAL: Construction of a glazed veranda to rear elevation LOCATION: 21 Morris Close Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>3. APPLICATION NO: 25/00929/FUL PROPOSAL: Construction of a single storey commercial warehouse and workshop LOCATION: Land North East Of Station Yard The Leys Chipping Norton CNTC Comment: The Council should urge for permeable paving to reduce the chance of surface flooding and drainage problems.</p> <p>4. APPLICATION NO: 25/00908/HHD PROPOSAL: Erection of single storey front extension and decking platform LOCATION: 5 Tilsley Road Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>5. APPLICATION NO: 25/00706/HHD PROPOSAL: Construction of 'in-fill' and single storey extensions to rear elevation, erection of extension to existing rear dormer to create additional living space and provision of new front entrance porch. LOCATION: 26 Walterbush Road Chipping Norton Oxfordshire CNTC Comment: No comment</p> <p>6. APPLICATION NO: 25/00821/HHD PROPOSAL: Proposed single storey rear and two storey side extensions, replacement garage/workshop and associated works. LOCATION: 2 Bell Piece Cottage Burford Road Chipping Norton CNTC Comment: No comment</p> <p>7. APPLICATION NO: 25/00761/HHD PROPOSAL: Erection of detached garage and provision of new vehicular access. LOCATION: 19 Lewis Road Chipping Norton Oxfordshire CNTC Comment: Concerns that the entrance/exit locations have not been clearly specified and seek further clarification.</p> <p>8. APPLICATION NO: 25/00339/OUT PROPOSAL: Outline planning application for residential development at land off Evans Way, Chipping Norton with all matters reserved except access and layout. LOCATION: Chipping Norton Football Club Walterbush Road Chipping Norton CNTC Comment: The application does not include any affordable housing, and Thames Water has stated that the sewage works will not function as required. Concerns were raised regarding the adequacy of the proposed houses, as well as the limited number of available football pitches in Chipping Norton. The council agreed that its response should support the opinions and objections of residents.</p>
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FC26	Date of the next meeting Monday 9 th June 2025
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The Chair closed the meeting at 7.25 pm

DRAFT

Item 8: Mayor's Report

June 2025

As a Town Council, our role is always to care for our buildings and public spaces, and ensure this are well used by our residents. I am therefore very pleased that our new Assets and Operations Officer, Lou Arkley, has now joined the team at the Guildhall and is undergoing a comprehensive induction programme to enable her to take on this new role, which will include managing the ongoing maintenance an improvement of our Town Hall and managing our new Grounds Maintenance Team. Lou Arkley will soon be joined by Louise Warren who has been appointed as our new Finance Officer and Deputy Clerk. Walking round our open spaces, including the churchyard at St Marys and the cemetery on Worcester Road it is easy to see the improvements that are being made in mowing, including both neat and tidy grass and, where appropriate, areas of wild flowers.

On Saturday 14th June our new window mural will be created at the Town Hall. Everyone is welcome to visit the town Hall during the afternoon, particularly those who contributed a drawing to the project. In the evening there will be a reception for invited guests.

Mayors Diary

15 th May	Staffing Committee
19 th May	Scenes Unseen- private viewing of art exhibition at Chippy Theatre
2 nd June	William Fowler Allotment Trust meetings
4 th June	Meeting with WODC officers on sports provision

Dates for your diary

14 th June	2pm	Town Hall open for mural installation
20 th June	10am	Flag- Refugee Nation
28 th June	10am	Flag- Armed Forces Day
29 th June	11am	Chipping Norton Town Festival
5 th July	10am	Flag- NHS

25/04/2025

Chipping Norton Town Council Current Year

12:32

Balance Sheet as at 31/03/2025

31st March 2024

31st March 2025

Current Assets			
45,172	Unity Trust Bank	188,019	
435,000	CCLA Deposit Fund	235,000	
5	Petty Cash	50	
121	Town Hall Float	48	
1,365	Prepayments	0	
3,634	VAT Control	7,426	
0	Sundry Debtors	1,688	
13,376	Debtors	24,881	
1,544	Events Stock	1,149	
<hr/> 500,216		<hr/>	458,261
<hr/> 500,216	Total Assets		<hr/> 458,261
Current Liabilities			
181	Holding Deposit	0	
15,218	Trade Creditors	14,605	
2,654	Receipts in Advance	0	
<hr/> 18,053		<hr/>	14,605
<hr/> 482,163	Total Assets Less Current Liabilities		<hr/> 443,656
Represented By			
246,373	General Reserves		170,815
235,790	Earmarked Reserves		272,841
<hr/> 482,163			<hr/> 443,656

The above statement represents fairly the financial position of the authority as at 31/03/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

DPailler

Date : 25/4/2025

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	3,238	3,240	5,000	1,760			64.8%	
3290 Miscellaneous Income	1,769	1,769	0	(1,769)			0.0%	
Administration :- Income	5,007	5,009	5,000	(9)			100.2%	0
4100 Salaries/Superann/Nl	12,680	171,080	175,000	3,920		3,920	97.8%	
5110 Stationery	37	486	1,000	514		514	48.6%	
5120 Photocopying Costs	452	2,933	3,200	268		268	91.6%	
5200 Postage	9	18	150	132		132	12.2%	
5210 Telephone and Comms	736	8,447	8,400	(47)		(47)	100.6%	
5310 Office Equipment	7	612	1,000	388		388	61.2%	
5340 Website Costs	0	955	1,000	45		45	95.5%	
5360 Computer Hardware/Software	33	1,600	3,000	1,400		1,400	53.3%	
6200 Rent	0	13,638	5,500	(8,138)		(8,138)	248.0%	
6210 Rates	259	3,106	2,700	(406)		(406)	115.0%	
7100 Travel & Subsistence	0	90	200	110		110	45.0%	
7300 Staff & Councillors Training	0	1,309	3,000	1,691		1,691	43.6%	
7500 Legal & Professional Fees	256	26,207	10,000	(16,207)		(16,207)	262.1%	11,143
7510 Audit Fees	0	2,375	2,500	125		125	95.0%	
7600 Subscriptions	0	2,216	2,300	84		84	96.3%	
7630 Bank Charges	27	331	250	(81)		(81)	132.3%	
7650 Insurance	0	10,121	9,500	(621)		(621)	106.5%	
7710 Election Expenses	0	200	6,100	5,900		5,900	3.3%	
7720 Other Miscellaneous Expenses	0	355	1,000	645		645	35.5%	
Administration :- Indirect Expenditure	14,496	246,080	235,800	(10,280)	0	(10,280)	104.4%	11,143
Net Income over Expenditure	(9,490)	(241,070)	(230,800)	10,270				
6000 plus Transfer from EMR	0	11,143	0	(11,143)				
6001 less Transfer to EMR	5,900	5,900	0	(5,900)				
Movement to/(from) Gen Reserve	(15,390)	(235,827)	(230,800)	5,027				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	8,250	16,500	16,500	0		0	100.0%	
7671 Grant Theatre C/N	0	3,000	3,000	0		0	100.0%	
7672 Grant Lido C/N	0	5,000	5,000	0		0	100.0%	
7673 Grant Museum	0	3,500	3,500	0		0	100.0%	
Grants :- Indirect Expenditure	8,250	28,000	28,000	0	0	0	100.0%	0
Net Expenditure	(8,250)	(28,000)	(28,000)	0				
6000 plus Transfer from EMR	(172)	(172)	0	172				
6001 less Transfer to EMR	17,024	17,024	0	(17,024)				
Movement to/(from) Gen Reserve	(25,446)	(45,196)	(28,000)	17,196				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	0	375,832	375,832	0			100.0%	
3180 Interest Receivable	1,431	21,617	20,000	(1,617)			108.1%	
3230 Manorial Land (Pace Petroleum)	3,750	15,000	15,000	0			100.0%	
3290 Miscellaneous Income	0	9,579	0	(9,579)			0.0%	7,582
3320 S106/grant income	18,000	30,011	0	(30,011)			0.0%	30,011
Miscellaneous :- Income	23,181	452,039	410,832	(41,207)			110.0%	37,593
4100 Salaries/Superann/Nl	3,143	22,197	20,000	(2,197)		(2,197)	111.0%	
6463 General Maintenance Supplies	82	882	750	(132)		(132)	117.6%	82
6490 Trees/Flower Beds	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	1,926	10,730	7,500	(3,230)		(3,230)	143.1%	1,000
7100 Travel & Subsistance	0	1,275	1,600	325		325	79.7%	
7720 Other Miscellaneous Expenses	0	673	1,200	527		527	56.1%	
Miscellaneous :- Indirect Expenditure	5,151	35,782	31,050	(4,732)	0	(4,732)	115.2%	1,082
Net Income over Expenditure	18,030	416,257	379,782	(36,475)				
6000 plus Transfer from EMR	1,082	1,082	0	(1,082)				
6001 less Transfer to EMR	18,000	37,593	0	(37,593)				
Movement to/(from) Gen Reserve	1,112	379,746	379,782	36				
<u>110 Town Hall</u>								
3115 Lettings Income	4,760	62,776	70,000	7,224			89.7%	
3140 WODC Water Rates Contrib	336	336	100	(236)			336.0%	
3290 Miscellaneous Income	0	0	2,500	2,500			0.0%	
Town Hall :- Income	5,097	63,112	72,600	9,488			86.9%	0
4100 Salaries/Superann/Nl	5,021	57,199	72,500	15,301		15,301	78.9%	
5140 Promotion	0	367	1,500	1,133		1,133	24.5%	
5210 Telephone and Comms	97	1,333	1,250	(83)		(83)	106.7%	
6110 Heat and Light	465	13,663	14,000	337		337	97.6%	
6130 Water & Sewerage	45	1,497	1,650	153		153	90.7%	
6210 Rates	1,091	12,412	11,500	(912)		(912)	107.9%	
6230 Window Cleaning	0	646	500	(146)		(146)	129.2%	
6240 Alarm/Fire Extinguisher Insp	0	994	1,600	606		606	62.1%	
6310 Cleaning / Sanitary Expenses	1,056	5,537	3,000	(2,537)		(2,537)	184.6%	
6330 Waste Disposal	134	1,850	1,000	(850)		(850)	185.0%	
6400 Repairs and Maintenance	11,212	28,847	10,000	(18,847)		(18,847)	288.5%	21,291
6402 Town Hall Restoration Fund	7,502	23,309	0	(23,309)		(23,309)	0.0%	23,309
6408 New Equipment	3,939	5,557	15,000	9,443		9,443	37.0%	
7610 Licences	0	2,410	800	(1,610)		(1,610)	301.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7720 Other Miscellaneous Expenses	29	297	500	203		203	59.3%	
Town Hall :- Indirect Expenditure	30,592	155,918	134,800	(21,118)	0	(21,118)	115.7%	44,599
Net Income over Expenditure	(25,496)	(92,806)	(62,200)	30,606				
6000 plus Transfer from EMR	17,919	44,599	0	(44,599)				
6001 less Transfer to EMR	11,887	11,887	0	(11,887)				
Movement to/(from) Gen Reserve	(19,464)	(60,093)	(62,200)	(2,107)				
<u>115 Glyme Hall</u>								
3115 Lettings Income	2,255	5,194	0	(5,194)			0.0%	
Glyme Hall :- Income	2,255	5,194	0	(5,194)				0
6110 Heat and Light	770	770	0	(770)		(770)	0.0%	
6210 Rates	1,776	1,776	0	(1,776)		(1,776)	0.0%	
Glyme Hall :- Indirect Expenditure	2,546	2,546	0	(2,546)	0	(2,546)		0
Net Income over Expenditure	(292)	2,648	0	(2,648)				
<u>120 Greystones</u>								
3110 Rents Receivable	2,567	2,567	2,540	(27)			101.1%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,742	2,742	2,715	(27)			101.0%	0
6210 Rates	8	95	100	5		5	94.8%	
6400 Repairs and Maintenance	0	1,981	2,500	519		519	79.2%	
Greystones :- Indirect Expenditure	8	2,075	2,600	525	0	525	79.8%	0
Net Income over Expenditure	2,734	667	115	(552)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	0	6,392	15,000	8,608			42.6%	
3191 Grave Purchase	400	3,050	4,500	1,450			67.8%	
3290 Miscellaneous Income	0	150	0	(150)			0.0%	
Cemetery :- Income	400	9,592	19,500	9,908			49.2%	0
6130 Water & Sewerage	0	75	100	25		25	74.6%	
6210 Rates	324	3,818	3,500	(318)		(318)	109.1%	
6400 Repairs and Maintenance	126	3,872	12,500	8,628		8,628	31.0%	
6417 Maintenance	0	28	0	(28)		(28)	0.0%	
6465 Contract	1,301	8,850	10,000	1,150		1,150	88.5%	
6471 Skips for cemetery	0	705	600	(105)		(105)	117.5%	
7720 Other Miscellaneous Expenses	0	1,336	500	(836)		(836)	267.3%	
Cemetery :- Indirect Expenditure	1,751	18,685	27,200	8,515	0	8,515	68.7%	0
Net Income over Expenditure	(1,351)	(9,093)	(7,700)	1,393				
6001 less Transfer to EMR	8,628	8,628	0	(8,628)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(9,979)	(17,721)	(7,700)	10,021				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	1,000	4,967	5,000	33		33	99.3%	
6465 Contract	341	2,191	2,000	(191)		(191)	109.6%	
Closed Churchyard :- Indirect Expenditure	1,341	7,159	7,000	(159)	0	(159)	102.3%	0
Net Expenditure	(1,341)	(7,159)	(7,000)	159				
<u>145 StreetScene</u>								
6325 PPE	72	72	0	(72)		(72)	0.0%	72
6418 Defibrillators	0	478	500	22		22	95.7%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6465 Contract	52	104	0	(104)		(104)	0.0%	
6490 Trees/Flower Beds	0	1,963	1,000	(963)		(963)	196.3%	
6495 Street Furniture	0	12,426	3,000	(9,426)		(9,426)	414.2%	6,238
StreetScene :- Indirect Expenditure	124	15,043	5,500	(9,543)	0	(9,543)	273.5%	6,310
Net Expenditure	(124)	(15,043)	(5,500)	9,543				
6000 plus Transfer from EMR	72	6,310	0	(6,310)				
Movement to/(from) Gen Reserve	(52)	(8,733)	(5,500)	3,233				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	0	2,866	4,500	1,634		1,634	63.7%	
6410 New Equipment	0	7,170	10,000	2,830		2,830	71.7%	
6420 Litter/Dog Bin Emptying	0	2,611	1,000	(1,611)		(1,611)	261.1%	
6465 Contract	642	3,809	5,000	1,191		1,191	76.2%	
7720 Other Miscellaneous Expenses	0	825	1,000	175		175	82.5%	
Recreation :- Indirect Expenditure	642	18,406	22,500	4,094	0	4,094	81.8%	0
Net Expenditure	(642)	(18,406)	(22,500)	(4,094)				
6001 less Transfer to EMR	1,634	1,634	0	(1,634)				
Movement to/(from) Gen Reserve	(2,276)	(20,040)	(22,500)	(2,460)				
<u>160 Events</u>								
3331 Events income	76	4,225	0	(4,225)			0.0%	
Events :- Income	76	4,225	0	(4,225)				0
6400 Repairs and Maintenance	0	100	0	(100)		(100)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6407 Xmas Lights/Trees	0	19,698	19,000	(698)		(698)	103.7%	
6414 Events	478	14,663	10,000	(4,663)		(4,663)	146.6%	3,007
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	478	34,460	30,000	(4,460)	0	(4,460)	114.9%	3,007
Net Income over Expenditure	(403)	(30,235)	(30,000)	235				
6000 plus Transfer from EMR	0	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	(403)	(27,228)	(30,000)	(2,772)				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	3,900	2,500	(1,400)		(1,400)	156.0%	
6430 Restoration Project	0	8,500	0	(8,500)		(8,500)	0.0%	8,500
Pool Meadow :- Indirect Expenditure	0	12,400	2,500	(9,900)	0	(9,900)	496.0%	8,500
Net Expenditure	0	(12,400)	(2,500)	9,900				
6000 plus Transfer from EMR	0	8,500	0	(8,500)				
Movement to/(from) Gen Reserve	0	(3,900)	(2,500)	1,400				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	52	335	500	165		165	67.0%	
Millennium Garden :- Indirect Expenditure	52	335	1,700	1,365	0	1,365	19.7%	0
Net Expenditure	(52)	(335)	(1,700)	(1,365)				
<u>186 War Memorial</u>								
6470 War Memorial	0	2,877	5,000	2,123		2,123	57.5%	
War Memorial :- Indirect Expenditure	0	2,877	5,000	2,123	0	2,123	57.5%	0
Net Expenditure	0	(2,877)	(5,000)	(2,123)				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	9	9	1,500	1,491		1,491	0.6%	
7690 Mayors Allowance	25	645	1,500	855		855	43.0%	
Mayors Allowance :- Indirect Expenditure	34	654	3,000	2,346	0	2,346	21.8%	0
Net Expenditure	(34)	(654)	(3,000)	(2,346)				
6001 less Transfer to EMR	855	855	0	(855)				
Movement to/(from) Gen Reserve	(889)	(1,509)	(3,000)	(1,491)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	38,756	541,913	510,647	(31,266)			106.1%	
Expenditure	65,467	580,420	536,650	(43,770)	0	(43,770)	108.2%	
Net Income over Expenditure	(26,711)	(38,507)	(26,003)	12,504				
plus Transfer from EMR	18,901	74,469	0	(74,469)				
less Transfer to EMR	63,928	83,521	0	(83,521)				
Movement to/(from) Gen Reserve	(71,738)	(47,559)	(26,003)	21,556				

Chipping Norton Town Council

Internal Audit Report: Final 2024-25

Adrian Shepherd-Roberts

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2024-25 financial year which was completed by 12th November 2024 and 31st May 2025. We wish to thank all the staff who assisted us in the process, providing all necessary additional documentation. We have ensured governance and financial controls remain effective.

Internal Audit Approach

In conducting our reviews for 2024-25 we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

The work undertaken this year on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year the Council has again maintained more than adequate and effective internal control arrangements. We again compliment the Finance Officer and staff for the quality of their work and thank them for their assistance.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many of our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2024-25, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2024-25;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2024 and September 2024 and March 2025 by reference to supporting bank statements; and
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30th April and 30th September 2024 and 31st March 2025;

Conclusions

We are pleased to report that no significant issues have been identified in this area of our review process.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We note that SOs and Financial Regulations (FRs) are in place, being further reviewed and adopted by Council at their meeting in 13th May 2024.

We have reviewed the minutes of the full Council and standing committees for the year to determine whether any issues exist that may have an adverse effect on the Council's future financial stability, either in the short, medium or longer term with no such issues apparent.

Conclusions

The Council has reviewed both the Financial Regulations and the Standing Orders.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to March 25 confirming that the detail correlates to that in the VAT control account.

Conclusions

We are pleased to record that no issues have been identified in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it has been approved by Full Council at its May 2024 meeting.

We have examined the Council's 2024-25 insurance policy schedule with Clear Councils underwritten by Aviva, noting that Employer's, Public Liability cover are in place at £10 million respectively, together with Fidelity Guarantee (FG) cover currently at £500K.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that a precept level of £494,204 for 2025-26 was formally approved by Full Council at its 9th December 2024 meeting.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process

Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts. We have noted

- That the schedules of Council's fees and charges were reviewed for the Cemetery, for 2024-25 and applicable from April 2024.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for nine months;
- We have reviewed a sample of the burial records and relevant nominal ledger and consider that the records are maintained in a very satisfactory manner;
- We have reviewed the booking records for the Town Hall and we are pleased to note that there is a comprehensive booking record held and we have related this back to the nominal ledger for the receipt of hire fees. We have also reviewed the nominal ledger for the recently acquired Glyme Hall and will complete a full review at our interim audit for 2025-26.
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not checked the cash but have reviewed the holdings from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be undertaken.

Conclusions

We are pleased to record that no issues arise in this area this year.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross and net salaries paid to them by reference to the establishment list and the September 2024 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for September 2024 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

The Council has no long-term investments surplus funds being held currently with the CCLA.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

Conclusions

No issues arise in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

CHIPPING NORTON TOWN COUNCIL

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2024 31/05/2025

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

31/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CHIPPING NORTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Annual Internal Audit Report 2024/25

CHIPPING NORTON TOWN COUNCIL

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The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2024

31/05/2025

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

31/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CHIPPING NORTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.chippingnorton-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

CHIPPING NORTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	620,553	482,163	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	344,684	375,832	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	150,703	166,081	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	228,741	250,476	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	405,036	329,944	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	482,163	443,656	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	480,297	423,117	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,236,452	4,247,030	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date 22/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

CHIPPING NORTON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature


SIGNATURE REQUIRED

Date

DD/MM/YYYY

Chipping Norton Town Council

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement Tuesday 10th June 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Katherine Jang, Town Clerk & CEO, Chipping Norton Town Council The Guildhall, Chipping Norton Tel: 01608 642341 Email: townclerk@chippingnorton-tc.gov.uk</p> <p>commencing on (c) Wednesday 11th June 2025</p> <p>and ending on (d) Tuesday 22nd July 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center;">  <div style="margin-left: 10px;">MOORE</div> </div> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) Alison Packer, RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Public Engagement now live – Help Shape the Future of Local Government in Oxfordshire

From Communications (WODC) <Communications@WESTOXON.GOV.UK>

Date Wed 2025-06-04 15:47

Dear Town/Parish Council,

Today we have launched a public engagement as part of the two unitary proposal for Oxfordshire and West Berkshire. This is a partnership exercise, working closely with Cherwell, South Oxfordshire, Vale of White Horse and West Berkshire councils. As a group of councils we are working together to develop the two unitary proposal.

These proposals are being developed in response to the government publishing its English Devolution White Paper at the end of last year and subsequently inviting the district councils and county council to develop proposals for unitary councils in Oxfordshire.

This is a significant structural change that will affect how local services are delivered — from waste and housing to highways and adult care.

We are clear that resident voices should help shape the future of local government which is why we will be asking for their feedback as we build the two unitary proposal.

The engagement will run from 4 June to 16 July 2025

Residents will be encouraged to take part by visiting our website to find out more about the proposal and then give their views via an online survey. We will also be holding engagement events across the county, all the details will be available on the website - twocouncils.org

We are also working on a plan to directly engage stakeholders across the district, and wider county. This will include parish councils. So please feel free to take part in the survey and share with your residents as well as keeping an eye out for engagement opportunities for parish council coming shortly.

We will be promoting the engagement through our social media, the press and other channels so please do share our content. If you would like any further information or materials to help communicate in your town or parish, please do let us know.

Warm regards,

The content of this email and any related emails do not constitute a legally binding agreement and we do not accept service of court proceedings or any other formal notices by email unless specifically agreed by us in writing.

Recipients should be aware that all e-mails and attachments sent and received by Cotswold District Council, Forest of Dean District Council, West Oxfordshire District Council and Publica (Support) Ltd may be accessible to others in the Council for business or litigation purposes, and/or disclosed to a third party under the Freedom of Information or Data Protection Legislation.



Chipping Norton Town Council

Redundancy Policy

Introduction

We value our employees and are committed to providing long-term job security and managing the business in the best way possible to safeguard your employment.

However, there may be occasions when financial pressures, changes in our working practices, advances in technology or external factors, have an impact on our workforce. Where this is the case, we will explore alternative measures (see below) to avoid a compulsory redundancy situation. Where appropriate, we may initially seek volunteers for redundancy (see below). Despite our best efforts, certain business situations may arise where redundancies are unavoidable.

This policy sets out the procedure that we will follow when faced with a potential redundancy situation and signposts the help and support available to those affected. The policy will be applied fairly and equally to all employees, and without any form of discrimination.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Measures to avoid or minimise redundancy.

We will consider possible alternative measures to minimise or avoid a redundancy situation. Depending on our business needs at the time, we may consider:

- freezing recruitment for employees who have resigned or retired;
- freezing recruitment for new permanent members of staff;
- stopping or reducing the use of temporary workers;
- stopping or reducing overtime;
- freezing or reducing pay;
- offering career breaks or other types of unpaid leave;
- flexible working arrangements;
- retraining or redeploying employees;
- inviting early retirements;
- short-time working - reducing the hours of work for a temporary period; and
- lay-offs - suspending paid work for a temporary period.

Voluntary redundancy

To reduce the need for compulsory redundancies, we may seek volunteers for redundancy.



However, we reserve the right not to accept an employee's application for voluntary redundancy. This might be the case where we receive too many volunteers or we consider that accepting an application is not in the best interests of the business.

Consultation

We will consult with all employees who are potentially affected by the redundancy situation and not just those who are at direct risk of redundancy. Where it is not possible to hold a face-to-face meeting, we will conduct the consultation process remotely. We will ensure that you have access to the necessary technology for participating in the process.

Redundancy selection

We will identify which and how many roles are potentially redundant. We may need to create a pool of employees from which those who are to be made redundant will be selected. The selection pool will normally consist of employees who carry out the same, or similar, work and perform jobs that are interchangeable. However, a selection pool will not be necessary for example where redundancies are expected to involve the whole organisation or just one specific role. The decision on who to include in the pool will be based on genuine business reasons.

We will then carry out a scoring exercise for employees in the redundancy pool. The employees with the lowest scores will be provisionally selected for redundancy. We will ensure that the selection criteria used to select those employees are reasonably objective, measurable, capable of being applied fairly and reflect the requirements of the job that will need to be performed after the redundancy exercise has been completed.

We will consult with you individually about the selection pool, the selection criteria that will be used, how that criteria will be scored, and the provisional scores that have been awarded once the selection exercise has been completed.

Notice of redundancy

If your selection for redundancy is confirmed, you will be given written notice of the termination of your employment in accordance with the notice period set out in your contract of employment or the statutory minimum notice period, whichever is greater.

Depending on the circumstances, we may make a payment in lieu of notice instead of requiring you to work your notice period.

Redundancy payment

You are entitled to receive a statutory redundancy payment if you have worked for us for at least two continuous years. This payment will be calculated in accordance with the relevant statutory redundancy pay provisions in force at the time. You will receive a written statement explaining how your redundancy pay has been calculated.

Alternative work



If you are selected for redundancy, we will continue to explore suitable alternative employment and other internal vacancies that may arise within the organisation up to your termination date. The selection of candidates for alternative work will be conducted in a fair way. If a suitable alternative role arises during your notice period, you will be informed and provided with details relating to the application process.

If you unreasonably refuse an offer of suitable alternative employment, you will lose your right to statutory redundancy pay.

If you have been given notice of redundancy during maternity leave, adoption leave or shared parental leave, we are under a statutory obligation to offer you suitable alternative work, where it exists, in preference to your colleagues who have also been selected for redundancy.

Time off work for training or to look for a new job

If you are selected for redundancy, you may be entitled to take a reasonable amount of paid time off work to look for alternative employment, attend job interviews and arrange training for future employment. In order to qualify, you must have at least two years' continuous service by the date your notice is due to expire.

Any request for time off work should be made by email to the Town Clerk.

Additional support

We understand that redundancy situations cause stress and feelings of insecurity. If you are concerned about your wellbeing or that of a colleague you should speak to your line manager or the Town Clerk.

We also recommend the external support and information available at:

- www.acas.org.uk/redundancy, for free online and telephone information and advice on employment law issues; and
- www.gov.uk/redundancy-your-rights, for free information from the government on employment law and rights.

Right of appeal

You have the right to appeal against the decision to dismiss you for redundancy.

The notice of redundancy will contain details about the appeal process.

Pension

Please discuss any queries you may have concerning your pension options with the Responsible Finance Officer for Chipping Norton Town Council

Data protection



Chipping Norton Town Council

Adopted: XX/XX/2025

Next Review: XX/XX/2027

We process your personal data, including special categories of your data, in accordance with our data protection policy at all stages of the redundancy process.

DRAFT



CANOPY

ARBORICULTURAL SERVICES

QUOTATION - 1026

CLIENT - CHIPPING NORTON TOWN COUNCIL

TO CARRY OUT A FULL TREE HEALTH SURVEY WITHIN ALL AREAS OF WHICH THE TOWN COUNCIL ARE DUTY HOLDERS.

A FULL TREE REPORT HIGHLIGHTING ALL TREES AND ANY POTENTIAL REMEDIAL WORKS TO ENSURE THE LEVEL OF RISK REMAINS WITHIN A TOLERABLE LEVEL WILL BE CARRIED OUT ON THE FOLLOWING AREAS -

- . WORCESTER ROAD CEMETERY
- . POOL MEADOW
- . ST MARY'S CLOSED CHURCH YARD
- . MILLENNIUM GARDENS
- . GREY STONES
- . CORNISH ROAD RECREATIONAL GROUND
- . MIDDLE ROW RAISED BORDER (NOT INITIALLY INCLUDED IN THE PREVIOUS REPORT)
- . WILLIAM FOWLER COPSE (WAS NOT INCLUDED WITHIN THE PREVIOUS REPORT)

ALL RECOMMENDED REMEDIAL WORKS WILL BE CATEGORISED INTO ONE OF THREE PRIORITIES - LOW, MEDIUM AND HIGH. THE RECOMMENDED TIME FRAME FOR THE WORKS TO BE CARRIED OUT IN EACH PRIORITY LEVEL WILL BE STATED WITHIN THE REPORT.

ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH BS3998 BRITISH STANDARD FOR TREE WORKS.

TOTAL EX VAT - £ 1,050.00

TOTAL INC VAT - £ 1,260.00

TREES@CANOPY-ARB.CO.UK
WWW.CANOPY-ARB.CO.UK.CO.UK
07870 998 774
07855 803 862

Item 18: Request for Single-Yellow lining outside Chipping Norton Health Centre

Chipping Norton Town Council has received a request to sponsor yellow-lining outside CNHC to alleviate parking issues on site. The proposed area would lie within CNHC's site boundaries leading to Willow Gardens. According to costings from OCC, the admin and legal work associated with this would cost £3,840. In addition to this would be the lining and signing work which is an unknown figure.

In response to the request, the Town Clerk has had further correspondence with the Health Centre's estates manager for clarification. As the health centre is a facility that is used by the surrounding villages and parishes, we asked whether the parish councils have been asked for contribution to the cost, and if the health centre would be willing to contribute towards the cost of this project. The CNHC has confirmed that only the Town Council and Cllr Geoff Saul have been approached for funding at this time, and that any funding from the health centre would need to be agreed by the practice partners at a later date.

Please see the following correspondence from OCC's Highways team for further information.

RECOMMENDATION: That the Council considers a formal response to CNHC's request for single-yellow lining, and whether the Town Council would be willing to contribute to some or all of the cost of this work. As this is outside the scope of the 2025/26 budget, any funds would be taken from general reserves.

" Yellow lines.

To introduce yellow lines we need to promote a Traffic Regulation Order.

This is a process whereby an Order is drafted by our Legal Department, describing the proposed restriction. This will be advertised during a formal consultation process and comments invited. If no objections are received, the Order can be brought into operation with lining and signs on the ground. If there are objections, these will be reported at the appropriate Committee where a decision will be made taking into account levels of support and objections.

The cost for this is currently £3840 to cover legal work, consultation and associated procedural / administrative functions. On top is the cost of lining and signing work. The County has no resources for this work as a County scheme but is able to pursue if external funding is made available. We work this way with local Towns and Parishes who wish to promote such restrictions. The onus is on them to propose a scheme which suits their local needs and then we can act in an advisory capacity and carry out the

required legal aspects. All this can take anywhere from 6 month to a year. You may wish to take this up with your local Parish or Town Council who may be aware of other similar requests. One further point and potential problem with a scheme in such a location is that during the consultation we are likely to receive many objections from local residents who, should the scheme be implemented, would be prevented from parking outside their homes. If this were the case the scheme would likely be rejected at the committee hearing.

We strongly encourage you to contact the local County Councillor to get their support as their input would be key in bringing in formal restrictions in this location.

Joanna Marciniak

Officer (Traffic and Road Safety)

Highway Maintenance

Oxfordshire County Council”

Item 19: Planning Applications

1. **APPLICATION NO:** [25/01307/CLP](#)

PROPOSAL: Certificate of Lawfulness (Proposed) for the erection of a single storey rear extension. Town and Country Planning Act

LOCATION: 18 The Leys Chipping Norton Oxfordshire

2. **APPLICATION NO:** [25/01256/LBC](#)

PROPOSAL: Demolition of stone boundary wall due to health and safety concerns (urgent works) Planning (Listed Building and Conservation Areas) Act

LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire

3. **REFERENCE NO:** [W/25/00536/PRMA](#)

PROPOSAL: LICENSING ACT 2003 Application for New Premises Licence

LOCATION: Chipping Norton Lido Ltd Open Air Swimming Pool
Fox Close Chipping Norton Oxfordshire OX7 5BZ

No updates to note since 12th May 2025