



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 and CEO: Katherine Jang

28th October 2025

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 3rd November 2025

TIME: 6:30pm

Katherine Jang
Acting Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To 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 committee meeting held on 8th September 2025.

4. Public Participation

The meeting will adjourn for this item

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

5. Committee Action Plan review

To note the Committee Action plan

6. Community Venues

- a. To receive a Town Hall update from the Events Officer
- b. To receive a Glyme Hall update from the Events Officer

7. Events

- a. To receive a draft calendar of events for Chipping Norton Town Council 2026-27
- b. To receive an update about the Christmas Market and Lights Switch-on Event

8. Play Areas

To receive an update.

9. Skatepark Project

To receive an update

10. Keep Chippy Beautiful

To receive an update.

11. Committee Budget 2025/26

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2026/27 to help inform the overall budget

12. Date of the next meeting – Monday 12th January 2026



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Minutes of a Community Committee meeting held on the 8th September 2025 at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Athos
Ritsperis, Mike Cahill, Alex Keyser, Jo Graves and Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, RFO & Deputy Clerk
Tania Kirby, Events & Facilities Officer
Paolo Oliveri, Maintenance Operative

4 members of the public

CC17	Apologies for absence Cllr Akers.
CC18	Declaration of interests None.
CC19	Minutes RESOLVED: That the minutes of the committee meeting held on the 16 June 2025 were signed as an accurate record by the Chair with the following note: Page 1 – amendment required to the spelling of Cllr Akers name.
CC20	Public Participation None
CC21	Correspondence review Cllrs acknowledged two emails from Town Hall hirers complimenting the work and customer service from Kyle West, Venues Assistant.
CC22	Committee Action Plan review 2025/26. Tania Kirby, Events and Facilities Officer, shared positive comments she'd received from residents regarding Ubico proactively tidying up the areas of the town they are responsible for.
CC23	Town Hall The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted increased room bookings and income, strong community use, with a wide range of local groups meeting regularly. It noted a robust relationship with Chipping Norton Theatre to avoid clashes and support ticketing. Several private events demonstrated the venue's potential, including a high-profile golden birthday and a traditional Mendhi party. Cllrs discussed a recent private party that required additional security due to community concerns, leading to a safe and successful event but a small financial loss. This has prompted a recommendation for the Council to adopt a clear policy on security for private functions or adjust hire charges accordingly.



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	It was agreed that The Events & Facilities Officer and the RFO would work together to review the end-to-end process for hiring venues including terms and conditions. Councillors discussed ongoing issues with the flags displayed outside the Town Hall. Cllr Coleman proposed the purchase of two heavy-duty flags as a trial to assess their durability and effectiveness. Should the trial prove successful, Cllr Coleman recommended acquiring two additional flags. The proposal was seconded by Cllr Keyser. Cllr Rowe was notified of a resident unaware that the Town Hall has an accessibility ramp and suggested a sign was required to ensure that residents are aware. It was agreed that Officers would investigate improved signage for the Town Hall.
CC24	Glyme Hall The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted booking performance, projected income, community group usage, new enquiries, and maintenance updates. It noted bookings across all rooms had increased, regular users included a range of community and charitable groups, with new enquiries from organisations such as Cottsway Housing, Age UK, and Dementia Oxfordshire. Maintenance updates confirmed completion of security system upgrades, upcoming fire safety improvements, and ongoing cesspit management issues due to blockages. Cllr Ritsperis requested that the report includes the previous names for the individual rooms for hire, in addition to the existing names to aid Cllr understanding.
CC25	Events The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted recent and upcoming Town Council-supported activities including a successful community art installation, the Town Festival, Chipping Norton Pride, and a new VJ Day vigil, all well attended and positively received. It noted forthcoming events such as Community Awards (with 38 nominations), Remembrance Sunday, and Christmas celebrations, though budget pressures and parking suspension charges may affect delivery. The report included details of a proposal from Chipping Norton Pride and Topaz to establish a free monthly LGBTQ+ youth group in a Council venue, addressing a gap in local provision. Request for increased free hire hours Cllrs discussed a request from Remix for future Youth Group bookings. Cllr Coleman proposed an increase to free hire hours to 136, to be reviewed at the end of the financial year and annually thereafter. This was seconded by Cllr Graves. Cllr Ritsperis asked for clarity on what the Council would decide if another youth group asked for the same support. It was agreed that all requests would be considered on their own merit. Road closures and parking



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	Road closures and parking issues remain under review, with WODC confirming only a 50% discount on suspension charges, leaving councils to choose between continuing an informal goodwill approach or paying around £1,000 per event. In relation to implications for the Christmas Market traders, Cllr Coleman proposed Officers liaise with traders who need to park cars and the Town Council would organise parking on their behalf for reduced rate. This was seconded by Cllr Cahill. It was agreed that Officers would research the Market Charter, and the Events and Facilities Officer would liaise with market organisers and report back at next meeting. Railings around the Town Hall Considering several requests to place banners for generic advertising around the Town Hall railings, Cllr Coleman proposed the decision to do so was delegated to the Events and Facilities Officer with the following rules: Banners placed for a restricted time All promotions to be of some benefit to residents, advertising an event or serve the Town Hall events. This was seconded by Cllr Keyser.
CC26	Play areas ROSPA inspection Depreciation ROSPA report at next meeting
CC27	Skatepark Project An update was provided by Cllr Coleman. She confirmed there would be no grant funding from the Landfill funds and a meeting was arranged with the Section 106 Officer for later in the month.
CC28	Keep Chippy Beautiful Cllr Coleman reminded the committee of the date for the next Keep Chippy Tidy litter pick and requested support from as many members as possible.
CC29	Councillor surgeries Cllrs discussed the plans and dates for surgeries. Cllr Coleman proposed the following which was seconded by Cllr Graves. • All taking place from 10am-midday • Saturday 25th October, Lower Hall, Chipping Norton Town Hall • Friday 23rd January, Henry Cornish Care Centre • Friday 20th March 2025, Willow Gardens events room • Friday 19th June, Penhurst Gardens lounge
CC30	Date of the next meeting: Monday 3rd November 2025

The Chair closed the meeting at 19:44

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Ongoing	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Scoping works for solar PV panels has been completed. The interim roof works have been completed (Jan 2025). Defective boilers have been replaced/fixed.
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	The annual ROSPA inspections have been completed with the addition of disability access audits undertaken for each play area. Minor repairs have been noted and are being worked through by the General Maintenance Operative. The next annual ROSPA inspections due Nov/Dec 2025. Play Park Equipment: To undertake an audit of existing play park equipment and facilities and determine replacement timescales, due April 2026.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three-year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown. Three-year action plan coming to an end. This needs to be re-evaluated now that our in-house grounds maintenance team is in place.
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	The 2024 switch took place on Thursday 28 th November. An issue with the storage of the lights curtain meant that we had a temporary installation on the Town Hall while the curtain light was remade, as this is a bespoke piece of equipment.

					The Christmas lights contract has been extended for another year, so tendering will not take place until Summer 2026. Xmas lights Switch-On to take place on the 27th November 2025.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Tree Survey – New three-year tree safety and tree health survey agreed (Full Council June 2025). Play Park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event. They have received £1,500 in grant funding from the Town Council plus free hire of the Town Hall for the event. 2025 event was held on the 26th July 2025.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	Ongoing	The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns. WODC Planning have approved the Town Council's Certificate of Legal Development. Next step is funding and grant applications.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	Autumn litter pick agreed for the 27th September 2025. Spring Litter pick date to be agreed at this meeting.
Feasibility for a "rock school" for Chipping Norton	CNTC/partners				For Cllr Keyser to work with external partners to scope the feasibility of starting a Rock School in Chipping Norton
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch			Ongoing	The Town Clerk will be meeting with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2025	November 2025	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall,

					funding for catering and application for road closure are some examples of how CNTC contribute to this. Remembrance Civic Service to take place 9 th November 2025, Armistice Day service on the 11 th November 2025
Community Awards event	CNTC	£1,500 from events budget	September 2025	September 2025	The Community Awards ceremony were held on the 26 th September 2025. This was a vibrant evening held to celebrate community groups and individuals.
Glyme Hall	CNTC	N/A	August 2025	April 2026	To complete a business plan to ensure the sustainability of Glyme Hall - Venues Working Group, along with Events Officer

This is working document and will be updated for each committee meeting.

Agenda item 06.
Community Committee Report Town Hall – November 2025

1) Current Building Usage

Occupancy is calculated using a 13-hour per day baseline (09:00–22:00, Monday–Sunday inclusive).

This provides a consistent comparison across both venues, though actual open hours may vary depending on staffing and maintenance schedules.

FY Available hours	FY Booked Hours	FY Usage
4,745 hours	2,564 hours	54.04 %
YTD Available hours	YTD Booked Hours	YTD Usage
2,782 hours	1,348 hours	48.48 %

2) Current capacity of available bookings 2024/25:

Room to hire	Current Capacity April 2025 – March 2026
The Council Chamber	14.69 % +0.47 %
Lower Hall	14.93 % +0.14 %
The Snug	37.19 % +1.68 %
Upper Hall	19.22 % -1.14 %

Reduced occupancy in Upper Hall as a result of Age UK postponement of sessions September / October.

3) Projected income from bookings year to date April 01, 2025*, to October 30, 2025:

£42,407.65

(+ £28,690.54 increase from recorded data June 2025)

* Previous reports were giving analysis for January to current date

4) Projected expected income from bookings financial year April 01, 2025, to March 31, 2026:

£68,450.54

(+ £452.12 since June report)

5) Ongoing Community / Local Groups

The Town Hall's established user base provides stable and consistent income, with strong community engagement and excellent feedback.

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Community Committee Report Town Hall – November 2025

- a. Barclays Banking Hub
- b. TSB Banking Hub
- c. Muslim Prayers Group
- d. Chipping Norton Choral Society & Cotswold Youth Choir
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Amnesty Chipping Norton
- h. U3A (Temporarily moved to Methodist church due to Ramp works and heating)
- i. Chipping Norton Wine Club
- j. Chipping Norton Railway Club
- k. Age UK fitness classes x 2 days (Have added an additional all day booking on Thursdays)
- l. Fit Active Classes
- m. Coffee, Chat and More from the Community Church
- n. Turning Point
- o. Local Area Coordinator – Free space when needed and available
- p. When did we stop... Newly named – after the success of When Did We Stop Dancing they are expanding the group and have 2 new sessions: When Did We Stop Writing Poetry and When did we stop Painting.
- q. Smokefree Oxon
- r. Faith Tabernacle Church
- s. Art and Talking Life Drawing
- t. Chipping Norton Theatre Youth Groups are back across both venues during the Panto rehearsal period.

TSB have re-booked in for the year 2026, which is positive. Previously they have booked in on a 6 monthly basis.

This report is to note

6) Cancelled / Moved / Lost ongoing community group Bookings

- a. Pranic Healing Meditation Sessions due to lack of uptake and drop in numbers
- b. Age UK Are currently on hold due to staffing illness but hope to continue from November

This report is to note

7) Private Party Hire

Private hire remains a reliable secondary income stream.

- FY 2025–26 so far: 11 confirmed private events (birthdays, anniversaries, receptions).
- Comparable to 2024–25, showing stable demand.

Agenda item 06.
Community Committee Report Town Hall – November 2025

- Saturdays remain the preferred evening, with some Friday bookings.

This report is to note

8) Feedback

Feedback remains positive from users:

“Everything on Saturday was great, thank you. Martini was super – please pass on our thanks again.” – Hannah (Kennerley Party Hire)

This report is to note

9) Maintenance and Improvements

- **Fire Safety Servicing:** Broadsword completed the six-month service for Town Hall. Awaiting their final report confirming any additional work required.
- **Roof Leak:** A minor recurrence of the previously repaired leak was reported earlier this month. Water was found on the floor, but no active leak was observed at the time. Buckets were placed as a precaution. No further leaks have occurred, including during the heavy rain on 24 October.
- **Accessibility Rail:** The support rail in the accessible toilet (Upper Hall) had come loose and was re-installed by the caretaker with improved sturdy fixings, ensuring a safer and more secure fit for users.
- **General Maintenance:** Routine caretaker checks, fire-safety logs, and weekly building inspections remain up to date.
- **Town Hall Bins:** The Town Hall Bins have been exchanged from x2 General and x1 Recycling, to x2 Recycling and x1 General.

This report is to note

10) Financial Risk Assessment – Major bookings:

When considering the bookings for the Town Hall, two single bookings present a large portion of annual income generated for the venue.

TSB booking = £6,500/annum

Barclays booking = £26,700/annum

This represents 49% of the total income for the Town Hall. Consideration should be given to exploring a 3-5 year fixed-term contract with an incentive to maintain their hire.

RECOMMENDATION: That the Council considers offering a 3-5 year fixed-term contract to TSB and Barclays Banks, delegated to the Town Clerk and RFO.

Agenda item 06.
Community Committee Report Glyme Hall – November 2025

1) Current Building Usage

Occupancy is calculated using a 13-hour per day baseline (09:00–22:00, Monday–Sunday inclusive).

This provides a consistent comparison across both venues, though actual open hours may vary depending on staffing and maintenance schedules.

FY Available hours	FY Booked Hours	FY Usage
4,745 hours	713.5 hours	15.04 %
YTD Available hours	YTD Booked Hours	YTD Usage
2,782 hours	516.40	18.57 %

2) Current capacity of rooms booked 2025:

Room to hire	Current Capacity April 2025 – March 2026
Willow Room	6.82% +0.56%
Beech Room	14.88% +1.29%
Ash Room	13.64% +0.87%
Main Hall	14.96% +0.73%

**3) Current income expected April 01, 2025*, to October 30, 2025, = £15,659.49
(+ £10,450.08 increase from recorded data June 2025)**

* Previous reports were giving analysis for January to current date

**4) Projected income from bookings April 01, 2025, to March 31, 2026, = £26,743.98
(+ £1,266.83 since September report)**

5) Ongoing Regular Community / Local Groups (Commercial and Charitable Rate)

- a. Chipping Norton AA group
- b. Intune Dance
- c. Abingdon and Witney College
- d. Chipping Norton Trefoil Guild
- e. William Fowler Allotments
- f. Remix Youth Group
- g. New Nortonians
- h. North Cotswold Chamber Choir
- i. Lawrence Nursing
- j. Heart, Spirit, Mind Yoga

Agenda item 06.
Community Committee Report Glyme Hall – November 2025

- k. Little Footsteps (Permanent move from Town Hall)
- l. Community Church
- m. Age UK Foot Clinic
- n. Chipping Norton Theatre Youth SEN

This report is to Note.

6) Enquiries – New Bookings

- a. Banana Moon Nursery – new social hire (Nov 2025)
- b. Guideposts Trust (The Albion) – community evening hire (Dec 2025)
- c. WODC Community Engagement
- d. O.C.C Community Engagement

7) Private Party Hire (Full Year and Trend)

Private hires have continued to grow steadily this quarter.

- FY 2025–26 so far: 15 confirmed private events, with 6 new since September. Approximate income: £2,900, marking a notable increase since the summer period.
- Saturday afternoons and evenings remain the preferred timeslots.

This rise in social bookings demonstrates Glyme Hall’s increasing appeal as a flexible, affordable local venue for celebrations and gatherings.

8) Maintenance & Safety

- **Fire Safety:** Broadsword completed the six-month service of fire safety systems for Glyme Hall and Town Hall. Awaiting final report on required works to external emergency lighting (previously reported by the Events & Facilities Officer). Repairs to be booked following assessment.
- **Oak Room Floor:** The floor in the Oak Room appears to be dropping. The Town Clerk has informed Oxfordshire County Council, who are working to identify the responsible department for inspection. On secondary inspection it may be that it is simply the window ledge on the floor that needs repairing so an assessment would be required.
- **Remix Kids:** Issue with children placing hand towels down toilets. Staff addressed this by removing paper towels during sessions to prevent confusion and further blockages.
- **General Maintenance:** Security system upgrades completed earlier in the year. Routine caretaker checks and weekly safety logs maintained. No new structural or heating issues reported.

This report is to note

Agenda item 7.
Community Committee Report Events – November 2025
(Town Council Events and Events supported by Town Council)

7a. Draft calendar of events for Chipping Norton Town Council 2026-27

Key
Subsidised Community Event
Civic Event
Independent Events supported by the Town Council Grants (Nil budgeted)
Independent Events with Town Hall bar

Month	Event
April	
May	VE Day
June	Chipping Norton Town Festival
July	Chippy Pride
August	Chipping Norton Town Council Summer Event
	VJ Day
September	Community Awards
October	Motown and 80's Weekend
November	Remembrance
	Xmas Lights Switch-On
December	Xmas Market
January	Mayor's Event
February	
March	Chipping Norton Music Festival

PAST EVENTS

• **Community Awards – Friday 26 September 2025**

The 2025 Community Awards evening was an outstanding success, celebrating the individuals, organisations, and volunteers who make Chipping Norton such a special place.

- Over 80 attendees, with around a third of the audience under 18.
- Hosted by Graham Lane and Jon Room, who brought humour and energy to the evening.
- Awards presented by Mayor Sandra Coleman, Deputy Mayor, Deputy Lieutenant Phillip Sharman, and Graham Beacham, founder of the Sports Awards.
- Photography by Shot by Jude.
- Excellent community feedback, noting the inclusive and joyful atmosphere.

• **Motown & 80s Weekend – October 2025**

The Town Hall hosted a successful Motown and 80s music weekend organised by an external promoter.

Although not a council-run event, it drew excellent attendance and contributed bar

Agenda item 7.
Community Committee Report Events – November 2025
(Town Council Events and Events supported by Town Council)

income for the Council.

The event ran smoothly, with positive feedback from attendees and no reported incidents.

This report is to note.

UPCOMING EVENTS

- **Remembrance Sunday – 9th November 2025:**

Planning for this year's Remembrance event and service is progressing well.

- The Town Council is supporting the Chipping Norton Branch of the Royal British Legion with coordination of invitees and wreaths by Town Clerk
- RBL Flags have been provided to the RBL team for the Town
- Penhurst Gardens Nursing Home will provide refreshments after the service.
- The nursing home kindly offered to host the post-service gathering, but the RBL preferred to remain at the Town Hall.
- Sean Woodcock MP (who attended Banbury last year) has confirmed attendance at this year's event in Chipping Norton.

- **Christmas Lights Switch On – Thursday 27th November 2025:**

Preparation for this year's event is well underway despite a shorter planning period caused by overlapping commitments and illness earlier in the autumn.

Confirmed Details:

- Road Closure Applications: Completed, and awaiting documentation from District.
- VIPs: Young Persons of the Year invited to switch on the lights with the mayor — Bailea Harrison confirmed.
- WRFM Radio: attending for live coverage and community broadcast.
- Lantern Making Workshop: Monday 10 November (Upper Hall).
- Stall Pricing to increase: £20 per table / £25 with electricity.
- Bar: Council-run, likely to include mulled wine (decision with Heidi).
- Outdoor Catering: two spaces offered for external food vendors (no Council-run hot dogs this year).
- Indoor Market: being organised with charity market in Withers Court.
- Outdoor Market: not running this year, following 2023 weather disruption and 2024 precedent.
- If stallholder numbers are low, an indoor seating area will be provided instead.
- Event Safety: Staffing and volunteers are needed to manage road closures and safety.
- Technical Management: TBC - needed to oversee choirs and speeches.
- Co-op Community Funding Application: The Co-op has kindly applied for £500.00 in community funding on the Council's behalf to cover the cost of

Agenda item 7.
Community Committee Report Events – November 2025
(Town Council Events and Events supported by Town Council)

suspending car parking bays for stallholders at the event. The car park will be closed to all except Blue Badge holders and authorised stallholders. However, once parked, stallholders may risk receiving parking tickets if the bays are not formally suspended, as their vehicles will likely remain beyond the standard time limit. If the Co-op's application is unsuccessful, the Council will need to determine whether the cost of bay suspensions should be recovered from stallholders or absorbed within the event budget.

Transition Plan (Post-Departure) TBC Town Clerk and Council:

- Admin & Customer Services Assistant – Indoor market, charity stalls, bar operations.
- Grounds Maintenance Team – Event safety and road closures.
- Technical/Timings – TBC.

Recommendation

Council to decide on payment of car parking bay suspension charges.

- **Christmas Market – Sunday 14th December 2025:**

The annual Christmas in Chippy Market will not take place in 2025. This decision was made following confirmation from Oxfordshire County Council that standard charges would apply for the use of car-parking bays, substantially increasing event delivery costs. Given these additional fees and the limited volunteer capacity this winter, the Council agreed it would not be financially viable to proceed. Plans will be reviewed in early 2026 with a view to reinstating the market in a sustainable form next year. Perhaps through local business sponsorship to cover those costs.

- **Community Bingo – Cancelled**

Following a review of attendance and feedback, Community Bingo has been cancelled. Although participant numbers had increased, bar sales had begun to fall, and several operational issues were raised by the host.

The Events and Facilities Officer agreed that the current format had reached a natural end, and a future review of community social activities will consider alternative low-cost, inclusive events.

This report is to note.

- **Chipping Norton Literary Festival – 2026 Re-establishment**

The Chipping Norton Literary Festival, which has been closed for the past two years, may be returning in 2026. Michael, from *Art and Talking*, has expressed a strong interest in re-establishing the festival and building on its proud history as one of the town's most loved cultural events.

Agenda item 7.
Community Committee Report Events – November 2025
(Town Council Events and Events supported by Town Council)

A public meeting will take place on Wednesday 5th November at The Chequers, where Michael will share his initial ideas and invite residents, writers, artists, and community members to get involved in shaping the revived festival.

This initiative represents a positive step towards reinvigorating Chipping Norton's arts and literary scene, and it would be wonderful to see local people attend and lend their support.

This report is to note.

Item 8: Play Areas

Cotswold Crescent Play Area: Some Vinci Play swing parts were recently replaced by our Grounds Maintenance Operative. The Vinci Play rotator swing mechanism has snapped due to misuse and will need replacement. The Assets and Operations Officer is in touch with Vinci Play to determine if this will be covered under their 15-year guarantee.

ROSPA Annual Inspection due this November 2025.

This item is to note only.

Item 9: Skatepark Project

The Town Clerk, Assets and Operations Officer, and Cllr Rickard had a recent online meeting to discuss the budget shortfall and funding opportunities available for the project. New opportunities had been identified and will be pursued when there is scope in officer capacity. The Assets and Operations Officer and Town Clerk are due to set up another meeting with the Skatepark Users Group in due course.

The next meeting with the WODC S106 Leisure Officer has been booked in for March 2026.

This item is to note only.

10: Keep Chippy Beautiful

The Autumn Litter Pick took place in September 2025, with returning and new residents joining the group. The litter pick covered the central streets within Chippy and Pool Meadow, collecting 25 bags of rubbish.



RECOMMENDATION: That the Committee considers and agrees a date for the Spring litter pick.

Community Committee Proposed Budget 2026/27

110 Town Hall

Line	GL Code	Description	2024/25		2025/26		Proposed 2026/27		Notes
			Budget	Actual	Budget	Actual	Budget	Brought forward	
1	3115	Lettings Income	70,000	62,776	80,000	28,012	68,500		
2	3140	WODC Water Rates Contrib	100	336	100	0	0		Line to be deleted
3	3290	Miscellaneous Income	2,500	0	0	0	0		
Total Income			72,600	63,112	80,100	28,012	68,500	0	
4	4100	Salaries/Superann/Nl	72,500	57,199	57,375	24,059	28,300		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
5	5140	Promotion	1,500	367	750	528	750		
6	5210	Telephone and Comms	1,250	1,333	1,250	230	5,490		£5,240 (1/3 of overall costs of phones) +Town Hall broadband in full at £250.
7	6110	Heat and Light	14,000	13,663	9,000	4,786	11,300		2 months of electricity on existing contract (£1666) + 10 months electricity on new contract (£5,666) + 12 months gas on existing contract (£3,968)
8	6130	Water & Sewerage	1,650	1,497	1,150	408	800		Castle Water charges only. Water Hygiene costs allocated to H&S code.
9	6210	Rates	11,500	12,412	13,000	5,147	1,310		
10	6230	Window Cleaning	500	646	600	233	700		Quarterly charge.
11	6240	Alarm/Fire Extinguisher Insp	1,600	994	250	136	0		Removed to H&S code.
12	7740	H&S					2,900		Includes Legionella management £950. Fire alarm safety inspections, monitoring and response, £530. Emergency lights testing and inspections £416 . Annual gas safety inspections £500. Fire extinguisher service and inspections £165. + £333 for security alarms (estimate).
13	6310	Cleaning / Sanitary Expenses	3,000	5,537	3,000	3,254	831		PHS contract and cleaning supplies.
14	6330	Waste Disposal	1,000	1,850	1,800	520	2,000		
15	6400	Repairs and Maintenance	10,000	28,847	2,000	12,027	3,000		Nominal amount to cover unexpected issues.
16	6402	Town Hall Restoration Fund	0	23,309	0	0	0		
17	6408	New Equipment	15,000	5,557	5,000	806	0		Zero - Historically transactions in this code have been for incidentals such as raw plugs, screw, masking tape or stationary. These items in future will be coded to more relevant codes and cost centres.
18	7610	Licences	800	2,410	2,500	2,314	2,350		£1,880 PRS. £440 PPL. £30 Lottery.
19	7720	Other Miscellaneous Expenses	500	297	500	1,445	0		Zero (good practice!)
Total Expenditure			134,800	155,918	98,175	55,893	59,731	0	
Net income over Expenditure			-62,200	-92,806	-18,075	-27,881	8,769	0	

115 Glyme Hall

Inc/ Exp	GL Code	Description	2024/25		2025/26		Proposed 2026/27		Notes
			Budget	Actual	Budget	Actual	Budget	Brought forward	
20	3115	Lettings Income	0	5,194	45,000	8,720	26,750		
Total Income			0	5,194	45,000	8,720	26,750	0	
21	4100	Salaries/Superann/Nl	0	0	19,125	7,571	28,300		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
22	5140	Promotion	0	0	750	0	500		
23	5210	Telephone and Comms	0	0	750	189	5,490		£5,240 (1/3 of overall costs of phones) +Glyme Hall broadband in full at £250.
24	6110	Heat and Light	0	770	6,000	3,110	8,500		£3,500 gas. £5,000 electric (increase to reflect change of use).
25	6130	Water & Sewerage	0	0	600	797	2,900		Based on 3 x Septic tank call outs per year (£2100) + £ 800 water.
26	6200	Rent	0	0	4,500	2,122	4,500		
27	6210	Rates	0	1,776	15,000	4,427	11,320		
28	6230	Window Cleaning	0	0	250	100	500		Quarterly
29	6240	Alarm/Fire Extinguisher Insp	0	0	250	2,970	0		Move this into H&S
30	7740	H&S					2,700		Includes Legionella management £950. Fire alarm safety inspections, monitoring and response £530. Emergency lights testing and inspections £416. Annual gas safety inspections £300 . Fire extinguisher service and inspections £160. + £333 for security alarms (estimate).
31	6310	Cleaning (supplies)/ Sanitary Expenses	0	0	2,000	1,867	831		PHS contract and cleaning supplies
32	6330	Waste Disposal	0	0	1,000	1,278	2,228		
33	6400	Repairs and Maintenance	0	0	1,500	503	2,000		Nominal amount to cover unexpected issues.
34	6408	New Equipment	0	0	500	65	0		Zero - Historically transactions in this code have been for incidentals such as raw plugs, screw, masking tape or stationary. These items in future will be coded to more relevant codes and cost centres.
35	7610	Licences	0	0	1,000	0	0		Depends on strategy
36	7650	Insurance	0	0	700	0	0		Central cost in Cost Centre 100
37	7720	Other Miscellaneous Expenses	0	0	250	47	0		Zero (good practice!)
Total Expenditure			0	2,546	54,175	25,046	69,769	0	
Net income over Expenditure			0	2,648	-9,175	-16,326	-43,019	0	

151 Recreation

Inc/ Exp	GL Code	Description	2024/25		2025/26		Proposed 2026/27		Notes
			Budget	Actual	Budget	Actual	Budget	Brought forward	
38	6200	Rent	1,000	1,125	1,150	125	1,150		
Total Income			1,000	1,125	1,150	125	1,150	0	
39	6400	Repairs and Maintenance	4,500	2,866	2,000	1,140	2,000		Nominal amount to cover unexpected issues.
40	6410	New Equipment	10,000	7,170	2,500	0	1,000	2,500	Nominal amount to cover unexpected purchases of equipment.
41	6420	Litter/Dog Bin Emptying	1,000	2,611	2,700	2,611	2,700		
42	6440	ROSPA Inspection	0	0	700	0	700		Moved into H&S code.
43	7740	H&S					0		ROSPA inspection (£700)
44	6465	Contract	5,000	3,809	0	0	0		McCraken Line to be removed.
45	7720	Other Miscellaneous Expenses	1,000	825	0	0	0		Zero (good practice!)
Total Expenditure			21,500	17,281	7,900	3,751	6,400	2,500	
Net income over Expenditure			-20,500	-16,156	-6,750	-3,626	-5,250	-2,500	

160 Events

Inc/ Exp	GL Code	Description	2024/25		2025/26		Proposed 2026/27		Notes
			Budget	Actual	Budget	Actual	Budget	Brought forward	
46	3331	Events Bar Income	0	4,225	3,000	1,033	7,500		Ideally should cover the cost of bar supplies and the cost of staffing to service the bar. To be analysed over the year to ascertain future direction. For 26/27 budget for covering cost of bar supplies only.
47	New code	Other events income							
Total Income			0	4,225	3,000	1,033	7,500	0	
48	4100	Salaries/Superann/Ni	0	0	19,125	7,571	28,300		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
49	6400	Repairs and Maintenance	0	100	0	0	0		Line to be removed.
50	6407	Xmas Lights/Trees	19,000	19,698	19,000	0	21,000		10% increase in preparation of new tender
51	6414	Events	10,000	14,663	8,000	8,827	10,000		
52	New code	Bar supplies					7,500		Based on actual spending to date and anticipated spend to end of this year.
53	6419	Occasional Events	1,000	0	0	0	0		Line to be removed.
Total Expenditure			30,000	34,461	46,125	16,398	66,800	0	
Net income over Expenditure			-30,000	-30,236	-43,125	-15,365	-59,300	0	

	2024/25		2025/26		Proposed 2026/27	
	Budget	Actual	Budget	Actual	Budget	Brought forward
Overall Income	73,600	73,656	129,250	37,890	103,900	0
Overall Expenditure	186,300	210,206	206,375	101,088	202,700	2,500
Overall Net	-112,700	-136,550	-77,125	-63,198	-98,800	-2,500