



CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341
Email: townclerk@chippingnorton-tc.gov.uk
Office Hours: Mon/Weds/Fri, 9am-5pm

TOWN CLERK and CEO: Katherine Jang

10th March 2026

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Willow Room, Glyme Hall, Chipping Norton

DATE: 16th March 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

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

2. Declaration of interests.

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

3. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 2nd February 2026

4. Public participation

The meeting will adjourn for this item.

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

5. Committee action plan

To review the committee action plan.

6. Correspondence

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

7. Income and expenditure report

To receive a detailed current income and expenditure report.

8. Schedule of payments for approval

To receive the schedule of payments.

9. Town Hall Restoration

To receive a financial overview of the project and forward working plan from Community Committee

10. Grants To Voluntary Bodies

- a. To review the Council's Grants to Voluntary Bodies Scheme and Application form 2026-27
- b. To consider a draft Free Use of Venues Policy to sit alongside the Council's Grants to Voluntary Bodies Scheme
- c. To consider a proposal for free hire of Glyme Hall for a LGBTQ+ Youth Group
- d. To consider a proposal for free hire of the Town Hall for the Town Festival

11. Forward work programme

- a. To review the Council's Financial Regulations
- b. To review the Risk Register and Risk Management Plan
- c. To review the Council's Asset Register

12. Date of next meeting – Monday 13th July 2026



CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

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

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

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

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

1 member of the public

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

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

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

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

FR47 Grants to Voluntary Bodies
 Members considered application for the Council’s Grants to Voluntary Bodies Scheme, Round 2

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

FR48 **Date of the next meeting**
 Monday 16th March 2026

The Chair closed the meeting at 8:19pm

Agenda item 5 – Committee action plan

The committee should review the action plan for the coming municipal year.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically. For consideration at this meeting: - Annual review of the Council's Financial Regulations, Risk Register and Risk Management plan, and Asset Register
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	The fees and charges for council sites and assets are reviewed annually in March. The Community Committee has reviewed the hiring fees for the Town Hall and Glyme Hall (2 March 2026) The Strategic Planning Committee has reviewed the fees for Worcester Road Cemetery (9 March 2026)
Appoint the internal auditor	CNTC		September 2025	September 2026	The internal auditor was appointed at the F&R meeting September 2025.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	External audit report received raising no issues. Completion of AGAR 2024/25 Internal Audit report received Nov 2025
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	Transparency page and Financial management page published on website. The publication page demonstrates how much is now available to residents via the Council's website. The Council's IT Policy has been published on the website, which is a new requirement for the AGAR 2025-6.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	Investment strategy approved July 2022, last reviewed July 2025.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Councillor training policy adopted.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	24-25 £16,500	July 2025	Feb 2026	Grant application policy and application form to be reviewed at this meeting.

					<p>A new Free User of Venues Policy to be considered at this meeting.</p> <p>The next tranche of applications to be considered July 2026.</p>
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	<p>New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete.</p> <p>All leases now signed as of August 2024.</p>
Local Council Awards Scheme	CNTC/NALC	n/a	March 2024	September 2024	<p>Final decision for the Quality award (Silver) received August 2024. The next level of the scheme (Gold) requires a three-year business strategy plan and robust community engagement.</p> <p>Moving forward, we will be looking to achieve the Quality Gold Award within the next two years (before 2028).</p>

6. Correspondence from successful grant applications – Round 2, February 2026.

*Thank you for your mail and generous grant funding
We are happy to comply with the conditions as stated
Thank you once again
Regards*

Treasurer – Chipping Norton Music Festival

*Thank you for your welcome email, and please pass on our thanks to the granting committee. Their continued support enables us to thrive.
I confirm that we accept your conditions and have noted that we should report on progress on or before 20 June this year.
Best wishes*

Treasurer, Chipping Norton Green Gym

*Thank you so much and we agree to the terms of the grant.
Andy
Kind Regards*

Dementia Active

*Thank you very much for your email and we're delighted to hear that we have been successful. This will aid our target of £15,000 this year towards the covered area.
We accept the terms as laid out below.
Thank you also for the suggestion to contact other parish councils. While Chipping Norton School is very proud to represent and support the town, we do also welcome a percentage of students from surrounding linked villages as you have indicated. As we have a large fundraising target, this will be helpful.
With many thanks and best wishes,*

Secretary Chipping Norton School (PTA)

*Thank you very much for confirming that we will receive £1,000 towards the delivery of our services in Chipping Norton. We very much appreciate the support. Please accept my apologies if the accounts were not enclosed. We can only provide those that have been approved and submitted to the Charity Commission, and at the time, they may not yet have been submitted. I have attached a copy now.
I can confirm that we do also approach all Parishes across West Oxfordshire for grants, and we do receive a number of small grants that contribute to enabling our services to continue. We wrote to them all in November 2025, but none of those you have mentioned have responded as yet. We have received small grants from Enstone and Steeple Barton Parish Councils so far in the North of the District.
We are happy to confirm that we will comply with the conditions. Thank you again for your support in providing essential advice services for the people of Chipping Norton and the surrounding area.
Kind regards*

Chief Executive Officer – Citizens Advice

Thank you for your email.

We are delighted with the grant and agree to the terms attached.

Best wishes

Chipping Norton Royal British Legion

That's amazing news - thank you so much! Is there a specific logo that needs to be used on our flyers?

Best wishes

When did we stop?

Thank you so much for letting me know, we would be delighted to accept.

Thank you ever so much we really appreciate it,

Kind regards

One Wish Dog Foundation

Thank you so much for coming back to me and thank you to the town council for their generosity. We are so excited about the coming year and providing the Remixers with as many opportunities and experiences as possible, the grant will allow us to do this. Please pass on our thanks.

Regarding the two conditions:

1. We will provide an update by 20.06 on our activities and how the funding has impacted our work.

2. Absolutely - we will edit any publicity we have, and when items come up for renewal (like our big posters) we will acknowledge your support and generosity.

Thank you so much.

Remix

Thank you very much for your email, and apologies for the delayed reply.

On behalf of the Pride team I am happy to acknowledge the offer and conditions made by the Chipping Norton Town Council in reference to the award and conditions.

Your continued support is very much appreciated and we hop to see you on the day.

Kind regards

Acting Chair on behalf of Chipping Norton Pride

Thank you so much for your generous grant offer towards our summer holiday club. We are very grateful.

We agree with all terms and conditions and will look forward to updating you by June of the progress of the plans for the summer.

Thank you

Chipping Norton Community Church

**CHIPPING NORTON TOWN COUNCIL FINANCIAL MANAGEMENT (FMR) REPORT
P11 (01/04/2025 - 31/03/2026) - QUARTER 4**

Income

Line No.	GL Code	Income Type	Annual Budget	Actual YTD	Variance	% of budgeted income received	Notes
1	3100	Precept Income	494,204	494,204	0	100.0%	
2	3110	Rents Receivable	2,540	1,740	-800	0.0%	12/03/26 - OCC have returned the invoice asking for a PO number which they can't provide yet because they are trying to identify the staff member who would know about this. 02/02/26 - Southcomb rent came in and went out in April 2025. After speaking with the previous RFO, its been established that rents are invoiced at the end of the year. The new RFO is liaising with tenants to agree rent at the start of a financial year or in two yearly instalments.
3	3111	Rugby Club Right Of Access	175	175	0	0.0%	
4	3115	Lettings Income	125,000	71,744	-53,256	57.4%	
5	3140	WODC Water Rates Contrib	100	0	-100	0.0%	Invoiced in December 25. chased 02/02/26
6	3180	Interest Receivable	25,000	9,496	-15,504	38.0%	After speaking with the previous RFO, its been established that interest is only received from CCL investments and a possible reason the budget for this was increased for the 25/26 financial year, was due to receiving unexpected interest from HMRC in relation to VAT income. However this was a one off event.
7	3190	Interments & Memorials	7,000	5,225	-1,775	74.6%	
8	3191	Grave Purchase	1,000	3,185	2,185	318.5%	
9	3210	Admin Charges	9,600	900	-8,700	9.4%	12/03/26 - Due to be invoiced at the end of March. Charges currently stand at £4,750. 02/02/26 - William Fowler Allotments and Welfare Charity is invoiced at year end (March 26). The £900 income listed relates to a journal completed in April 2025.
10	3230	Manorial Land (Pace Petroleum)	15,000	18,750	3,750	125.0%	Includes a payment of £3,750 from previous year.
11	3290	Miscellaneous Income	0	136,436	136,436	0.0%	Includes £119k public works loan, £8k grant from Thames Valley Police, and £3k in unallocated receipts (assume from lettings invoices). The RFO is looking to match the unallocated receipts with outstanding invoices, and £3k grant from the Co-op.
12	3320	S106/grant income	0	3,243	3,243	0.0%	
13	3331	Events income	3,000	3,545	545	118.2%	
14		Total Income	682,619	748,643	66,024	109.67%	

Expenditure

Line No.	GL Code	Expenditure Type	Annual Budget	Actual YTD	Variance	% of budgeted spent	Notes
15	4100	Salaries/Superann/NI	364,500	305,281	-59,219	83.8%	
16	5110	Stationery	1,000	393	-607	39.3%	
17	5120	Photocopying Costs	3,200	1,722	-1,478	53.8%	
18	5140	Promotion	1,500	528	-972	35.2%	
19	5200	Postage	100	18	-82	17.9%	
20	5210	Telephone and Comms	11,000	14,444	3,444	131.3%	Overspend related office move.
21	5310	Office Equipment	500	987	487	197.4%	There is some miscoding between this GL Code and 5110 (stationary) which results in the overspend and underspend balancing out.
22	5340	Website Costs	1,000	1,139	139	113.9%	Unexpected website accessibility audit following auditors recommendations.
23	5360	Computer Hardware/Software	3,000	3,524	524	117.5%	Unexpected lap top purchase and additional software licences to improve efficiency.
24	6110	Heat and Light	17,000	19,697	2,697	115.9%	Through the year meter readings have been estimated the majority of the time. New process in place with maintenance team to provide on 1st of each month.
25	6130	Water & Sewerage	3,350	2,258	-1,092	67.4%	
26	6200	Rent	35,150	21,738	-13,412	61.8%	
27	6210	Rates	46,300	29,563	-16,737	63.9%	
28	6230	Window Cleaning	850	1,258	408	148.0%	Estates Officer to manage the contract and schedule of work required.
29	6240	Alarm/Fire Extinguisher Insp	3,000	10,950	7,950	365.0%	The original budget didn't reflect the cost of compliance resulting in overspend.
30	6310	Cleaning / Sanitary Expenses	5,000	8,449	3,449	169.0%	
31	6320	Vehicle Hire	8,500	69,539	61,039	818.1%	Cost of purchasing vehicles and transfer from EMR.
32	6321	Vehicle Insurance	1,200	6,071	4,871	505.9%	
33	6322	Fuel	1,200	1,591	391	132.6%	
34	6323	Machinery Hire	10,000	66,974	56,974	669.7%	Grounds Maintenance kit purchased in April 2025.
35	6324	Tools & Equipment	200	5,940	5,740	2970.0%	Grounds Maintenance tools
36	6325	PPE	1,500	2,130	630	142.0%	
37	6330	Waste Disposal	4,800	4,286	-514	89.3%	
38	6400	Repairs and Maintenance	19,500	31,892	12,392	163.5%	
39	6402	Town Hall Restoration Fund	0	0	0	0.0%	
40	6407	Xmas Lights/Trees	19,000	24,498	5,498	128.9%	Overspend includes purchasing xmas lights/ decorations to reduce costs for future years.
41	6408	New Equipment	5,500	871	-4,629	15.8%	
42	6410	New Equipment	2,500	0	-2,500	0.0%	
43	6414	Events	8,000	12,326	4,326	154.1%	Various items such as fans, equipment for the bar, cables and screens.
44	6417	Maintenance	750	827	77	110.3%	
45	6418	Defibrillators	500	1,018	518	203.6%	Council took over responsibility for defibs in January. Increased costs have not budgeted for this year or next.
46	6420	Litter/Dog Bin Emptying	2,700	2,611	-89	96.7%	
47	6430	Restoration Project	0	0	0	0.0%	
48	6440	ROSPA Inspection	700	675	-25	96.4%	
49	6455	Agency Staff	1,000	191	-809	19.1%	
50	6463	General Maintenance Supplies	750	117	-633	15.6%	

51	6465	Contract	0	0	0	0.0%	
52	6469	Pest Control	1,500	938	-562	62.5%	
53	6470	War Memorial	500	114	-386	22.8%	
54	6471	Skips for cemetery	700	1,266	566	180.8%	
55	6485	Plants & Sundries	2,500	0	-2,500	0.0%	
56	6490	Trees/Flower Beds	1,000	0	-1,000	0.0%	
57	6495	Street Furniture	1,500	278	-1,222	18.5%	
58	6498	Contingency Fund	7,500	0	-7,500	0.0%	
59	7100	Travel & Subsistence	200	1,883	1,683	941.7%	Includes £1,433 for cycle to work salary sacrifice purchase which is paid back monthly through a salary reduction.
60	7200	Hospitality & Entertaining	0	0	0	0.0%	
61	7300	Staff & Councillors Training	2,500	1,948	-552	77.9%	
62	7410	Service Charges	1,445	14	-1,431	0.9%	This line is not required as it's built into the rent of The Depot. The £14 is a miscode and will be moved to GL code 6324 (tools) at the end of the year.
63	7500	Legal & Professional Fees	5,000	21,662	16,662	433.2%	Includes legal advice for procuring The Depot, and consultancy from Reg.
64	7510	Audit Fees	2,500	2,334	-166	93.4%	
65	7600	Subscriptions	2,500	2,179	-321	87.1%	
66	7610	Licences	3,500	2,317	-1,183	66.2%	
67	7630	Bank Charges	300	313	13	104.5%	
68	7650	Insurance	13,115	11,131	-1,984	84.9%	
69	7670	Grants-Voluntary Organisations	16,500	15,367	-1,133	93.1%	
70	7671	Grant Theatre C/N	3,000	3,000	0	100.0%	
71	7672	Grant Lido C/N	5,000	5,000	0	100.0%	
72	7673	Grant Museum	3,500	3,500	0	100.0%	
73	7690	Mayors Allowance	1,500	33	-1,467	2.2%	
74	7710	Election Expenses	0	0	0	0.0%	
75	7720	Other Miscellaneous Expenses	1,750	19,323	17,573	1104.2%	The majority of transactions on this code relate to health and safety compliance.
76	7730	CCTV Contribution	2,500	0	-2,500	0.0%	
77	7735	HR Retained Service	2,500	2,450	-50	98.0%	
78	7740	Health & Safety Services	2,500	2,117	-383	84.7%	
79		Total Expenditure	669,760	750,673	80,913		

	Annual Budget	Actual YTD	Variance
Total income	682,619	748,643	66,024
Total expenditure	669,760	750,673	80,913
Net	12,859	-2,030	-14,889
Plus transfer from EMR	0	172,403	
Less transfer EMR	0	121,853	

The council's bank balance at 13 March 2026 was £134,644.80. Based on expected income of approximately £26,000 and anticipated expenditure of approximately £43,000 before 31 March 2026, the projected closing bank balance at year end is approximately £117,645. The expenditure forecast includes £28,000 for salaries, pension, tax and NI, £10,000 for invoices received but not yet paid, and an estimated £5,000 for routine invoices not yet received. These figures provide a short term cash position estimate and may change if additional invoices or receipts are processed before the financial year end.

**8. Chipping Norton Town Council Current Year
List of Payments made between 01/01/2026 and 28/02/2026**

Date Paid	Payee Name	Amount Paid
05/01/2026	Public Works Loan Repayment	£7,613.28
07/01/2026	Adobe Systems Software Ireland	£101.10
08/01/2026	British Gas	£2,194.97
12/01/2026	Lloyds Bank	£3.00
15/01/2026	KM Cleaning	£495.00
19/01/2026	Smart Energy Business Ltd	£590.69
19/01/2026	Castle Water Limited	£80.70
19/01/2026	Smart Energy Business Ltd	£18.11
20/01/2026	SLCC	£298.00
20/01/2026	phs Group	£306.44
20/01/2026	West Oxfordshire District Coun	£49.26
20/01/2026	Oxfordshire County Council	£1,061.00
20/01/2026	QUILLS OFFICE SUPPLIES LTD	£70.30
20/01/2026	Gill & Co (Ironmongers) Limite	£39.00
20/01/2026	Zonkey Solutions Ltd	£358.80
20/01/2026	Travis Perkins Trading Company	£250.02
20/01/2026	Swift Digital Services	£288.00
20/01/2026	Staff Salaries	£16,894.25
21/01/2026	Eon Next Energy Ltd	£469.08
21/01/2026	Eon Next Energy Ltd	£260.67
21/01/2026	Castle Water Limited	£8.32
21/01/2026	WODC	£2,925.00
24/01/2026	Amazon Services Eu/Amazon	£254.33
27/01/2026	Staff expenses	£107.10
27/01/2026	Staff expenses	£142.89
27/01/2026	Staff expenses	£17.86
27/01/2026	Staff expenses	£1.99
27/01/2026	Thames Valley Water Services L	£162.00
27/01/2026	Gills Locksmith Shop	£120.00
27/01/2026	INSAFE INTERNATIONAL LIMITED	£2,754.00
27/01/2026	Staff expenses	£248.00
30/01/2026	STL Communications Ltd (FOCUS)	£1,372.25
31/01/2026	Unity Trust Bank	£17.55
02/02/2026	GH Safety Ltd	£310.55
02/02/2026	Canopy	£2,047.20
02/02/2026	British Gas	£1,920.18
06/02/2026	Adobe Systems Software Ireland	£101.10
09/02/2026	FLAGPOLE EXPRESS	£452.40
09/02/2026	Lloyds Bank	£3.00
11/02/2026	Staff expenses	£239.00
11/02/2026	Staff expenses	£22.98

11/02/2026	Staff expenses	£78.86
11/02/2026	Staff expenses	£9.72
11/02/2026	Staff expenses	£13.44
12/02/2026	West Oxfordshire District Coun	£180.00
12/02/2026	S I PUMPS LTD.	£504.00
12/02/2026	James English Window Cleaning	£365.00
12/02/2026	Amazon Services Eu/Amazon	£162.14
12/02/2026	Castle Water Limited	£51.14
12/02/2026	Broadsword	£358.80
12/02/2026	SLCC	£46.20
12/02/2026	Drain Doctor Plumbing	£648.00
12/02/2026	STL Communications Ltd (FOCUS)	£161.46
12/02/2026	K J Millard - Skip Hire	£570.00
12/02/2026	Eon Next Energy Ltd	£890.84
12/02/2026	Gill & Co (Ironmongers) Limite	£79.70
12/02/2026	Gills Locksmith Shop	£168.00
12/02/2026	Redacted	£100.00
12/02/2026	KM Cleaning	£550.00
12/02/2026	Smart Energy Business Ltd	£694.34
12/02/2026	Jubilee Brass (Oxford) Band	£165.00
12/02/2026	Travis Perkins Trading Company	£136.60
12/02/2026	Glyme Construction Ltd	£1,422.00
12/02/2026	Cotswold First Aid	£690.00
12/02/2026	HOARE LEA LLP	£14,160.00
12/02/2026	HMRC	£5,433.28
12/02/2026	OCC Pension Fund - January payment	£4,679.02
12/02/2026	OCC Pension Fund - February payment	£4,864.31
16/02/2026	COMMUNITY GRANTS AWARD	£9,500.00
17/02/2026	HSQE LTD	£220.80
17/02/2026	Amazon Services Eu/Amazon	£44.58
17/02/2026	SPOT ON SUPPLIES	£175.02
		£91,791.62

(DRAFT) Chipping Norton Town Council Grants to Voluntary Bodies Scheme Committee Ready Grant Scheme Pack

Adopted by: Finance and Resources Committee Adoption date: _____

Review date: _____ **Document version: 2.0**

Contents

1. Grants Policy
2. Guidance for Applicants
3. Application Form
4. Councillor Assessment Sheet
5. Grant Monitoring Report Form

1. Grants to Voluntary Bodies Policy

The Council provides grants to voluntary and community organisations delivering activities that benefit residents of Chipping Norton. The scheme supports projects that strengthen community life, encourage participation and improve wellbeing.

Council Aspirations Projects supported through the scheme should normally contribute to one or more of the following:

- Strengthening community cohesion and participation
- Supporting health, wellbeing and social inclusion
- Encouraging arts, culture, heritage and sport
- Supporting environmental sustainability
- Increasing opportunities for residents to participate in community life

Available Grants of up to £2,000 may be awarded. The overall grants budget is agreed annually as part of the Council's budget setting process.

Applications are welcomed from not-for-profit organisations such as charities, voluntary groups, community interest companies operating on a not-for-profit basis, sports clubs and community organisations.

Applicant organisations must:

- Have a constitution or governing document
- Operate on a not-for-profit basis
- Hold a bank account in the organisation's name

- Require a minimum of two authorised signatories
- Demonstrate benefit to residents of Chipping Norton

The Council will not normally fund individuals, commercial organisations, retrospective projects or activities that are the responsibility of another public authority.

Applications will be considered by the Finance and Resources Committee. The Committee may award the full amount requested, a reduced amount or decline the application.

All awards are made subject to the Council's grant scheme terms and conditions.

Successful organisations must:

- Use the grant only for the approved purpose
- Spend the grant within the financial year unless otherwise agreed
- Return any unspent funds
- Provide invoices or receipts if requested

The Council reserves the right to recover funds if conditions are not met.

Monitoring, publicity and project visits

The Council may request progress updates and reserves the right to visit projects supported through grant funding.

Publicity Organisations should acknowledge the support of Chipping Norton Town Council in publicity and promotional materials.

Reporting Grant recipients will be required to complete a monitoring report outlining how the funding was used.

2. Guidance for Applicants

The Council supports projects that strengthen community life in Chipping Norton.

When preparing your application:

- Clearly demonstrate how the project benefits Chipping Norton residents.
- Provide a realistic project budget.
- Show how many residents will benefit.
- Explain how the success of the project will be measured.
- Ensure all required documentation is included.

DRAFT

3. Application Form

3.1. Organisation Details.

Organisation name:	
Contact name:	
Position in organisation:	
Address:	
Telephone:	
Email:	
Organisation type:	
Charity number (if applicable):	
Social media links:	
Website:	
Social media links:	

3.2. Bank account details.

Bank account name:
Sort code:
Account number:

Payments will only be made to a bank account in the name of the applicant organisation.

3.3. Fundraising Activity.

Fundraising activities in the last 12 months.
--

3.6. Details of free venue use.

Please list the dates and times of each venue you are requesting free use of.

3.7. Project description, benefits and measuring impact.

Describe your project (max 300 words).

What benefits will your project bring to Chipping Norton residents? (max 300 words).

How will you measure the impact of your project? (maximum 100 words).

3.8. Supporting documents and declaration.

Supporting Documents Checklist Constitution or governing document Bank statement Safeguarding policy (if applicable) Other supporting documentation

Declaration I confirm the information provided is true and accurate. I confirm I am authorised to submit this application. I confirm the organisation accepts the grant scheme terms and conditions.

Name: _____

Position: _____

Signature: _____

Date: _____

Incomplete applications will not be presented to the Committee for consideration.



Chipping Norton Town Council

Community Grants Terms & Conditions

At Chipping Norton Town Council (CNTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind
- A progressive, accessible and inclusive town where everyone is valued
- A healthy, happy, town which is well-maintained and clean
- A thriving local economy and a strong and caring local community
- A town that allows and encourages people to take pride in, and ownership of, communal spaces, facilities and ideas
- A town that is proud of its heritage whilst being imaginative about its future

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an CNTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £2,000 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- And direct positive impact for Chipping Norton residents.

Applications that will fit the desired outcomes of the funding and support CNTC's ambitions above, will be assessed by the Finance and Resources Committee. Grant requests will be considered biannually at the following meetings:

- Monday 14th July 2025
- Monday 2nd February 2026

All applications will need to be submitted at least 14 days prior to the meeting.

Grants awarded by CNTC are public money, collected as part of the precept and we are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

1) Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Chipping Norton Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.



Chipping Norton Town Council

2) Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Chipping Norton Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be return

3) Publicity Requirements

- Chipping Norton Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Chipping Norton Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

4) Other Terms & Conditions

- a) Grant applications will only be considered where
 - The project or activity directly benefits residents within the parish boundaries of Chipping Norton.
 - The project is not funded by any other means by CNTC.
- b) There is clear evidence of need for the project
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form
- i) The applicant must abide by all relevant laws and regulations. Chipping Norton Town Council reserves the right to request sight of the organisation's policies.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Chipping Norton Town Council into disrepute, action will be taken and the grant terminated

If you could like to apply for a grant please complete the Community Grants application form which can be found at www.chippingnorton-tc.gov.uk/grants. If you would like any support in completing the application please contact us – office@chippingnorton-tc.gov.uk



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2025-26

Applications must be received before 5pm on the deadline 30th June (to be considered at the July meeting) or 19th January (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation		
Name of Project or Activity		
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
Amount of funding requested from CNTC		
Is your organisation applying for free hire of the Town Hall? Yes/No		

Contact Details

Name of the person making the application	
Position in organisation	
Email address	

Telephone number	
------------------	--

Organisation details

Address	
Website	
Social media links	
Description of organisational purpose and how it benefits the community	
Please outline any fundraising activities that your organisation has undertaken in the past year	
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	

Payment details if application is successful

Name of account	
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

EXISTING VERSION

How will you measure the impact of your project?

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

How much will your project cost and how will you use the money?

What is the total cost of your project?	
How much Funding would you like from CNTC?	
Is your organisation also applying for free hire of the Town Hall? If Yes, please state the dates and hours you wish you hire the hall.	
Where will the remaining funding come from?	

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			

Please return your completed application form to:
Chipping Norton Town Council,
The Guildhall

EXISTING VERSION

Chipping Norton
OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk

EXISTING VERSION

10b. Chipping Norton Town Council

(DRAFT) Free Use of Council Venues Policy

Purpose

This policy sets out the framework for the allocation of free use of Chipping Norton Town Council venues, including Chipping Norton Town Hall and Glyme Hall. The policy aims to ensure that free use is provided fairly and transparently while recognising the financial pressures associated with operating council venues.

Background

The council operates the Town Hall and Glyme Hall as community venues that support a wide range of local activities and events. However, the cost of operating these venues currently exceeds the income generated from venue hire. The council must therefore balance community support with the financial sustainability of its venues.

Current Financial Context

The operating cost of the Town Hall is approximately £85,000 per year and the operating cost of Glyme Hall is approximately £75,000 per year. Both venues currently operate at a deficit and contribute to the council's overall budget deficit.

Existing Community Support

The council already provides significant support to community organisations through discounted venue hire and grant funding. Analysis indicates that approximately £50,000 of venue hire value is provided each year through discounts and concessions to community and charitable organisations.

Legacy Use Arrangements

Some organisations have historically been granted free or heavily subsidised use of council venues. These arrangements are referred to as legacy use. The council will maintain a record of legacy arrangements and will periodically review them to ensure they remain appropriate and financially sustainable.

Definition of Free Use

Free use refers to the allocation of council venues without any hire charge. This differs from discounted use where a reduced hire rate is applied.

Eligible Uses for Free Venue Hire

Free use of venues may be granted in limited circumstances where the activity provides clear benefit to the community. This may include council organised events, civic and ceremonial functions, activities directly delivered by the council, or events supporting community wellbeing or local initiatives where approved by the council.

Community Organisations

Community and voluntary organisations will normally be eligible for discounted hire rather than free use. Free use will only be considered in exceptional circumstances where there is clear community benefit and where the council determines that the support is justified and affordable to the council.

Approval Process

Requests for free use of council venues must be approved by the Finance and Resources Committee. Each request will be assessed against the community benefit delivered and the financial impact on the council.

Recording Subsidies

The council will record the estimated value of free use provided each year to ensure transparency regarding the level of subsidy provided through venue hire.

Interaction with Grant Funding

Where an organisation receives council grant funding and also requests free venue use, the council will consider the overall level of support being provided.

Operational Management

All bookings, including free use bookings, must be recorded through the council's venue booking system to ensure accurate records of venue usage and availability.

Review of Policy

This policy will be reviewed periodically to ensure it continues to support community activity while ensuring responsible management of council assets.

This draft policy has been improved by AI.

Heidi Davies

10c. Request for Free hire of Glyme Hall for a LGBTQ+ Youth Group

Overview:

Chipping Norton Pride has requested the use of the Beech Room at Glyme Hall free of charge to run youth sessions. The proposed sessions would take place on the last Tuesday of each month from 19:00–21:00, starting 28 April 2026, for a total of 13 sessions. (15 mins either side for set up and clear down will need to be added).

The expected attendance is approximately 20 young people, with a room setup of 5 tables and 20 chairs.

Chipping Norton Pride has confirmed that a designated safeguarding lead and DBS-certified individuals will be present during the sessions.

The Beech Room is currently available, therefore there would be no impact on other hires. As this is a youth-focused session, it may not be appropriate to allocate alternative rooms within the building due to safeguarding considerations.

The Finance Committee is asked to consider whether the Council is willing to waive the hire fee for the Beech Room for these 13 sessions. ***The cost of the hire would be £702 at full price or £351 at the charity/ local group discounted rate.***

Full details of the request

14th February 2026

Re: Petition for Free Use of Glyme Hall to Establish an LGBTQ+ Youth Group

Dear Councillors,

I am writing to respectfully petition Chipping Norton Town Council to grant free use of Glyme Hall for the purpose of running a local LGBTQ+ youth group. This initiative is intended to support young people in Chipping Norton and the surrounding area by providing a safe, supervised, and inclusive space in which they can explore issues relating to sexuality, identity, wellbeing, and community.

Young people who identify as LGBTQ+, or who are questioning their identity, often face isolation, stigma, or a lack of appropriate support. A structured youth group would offer a positive environment where they can meet peers, access guidance, and build confidence in a setting that promotes respect, mental wellbeing, and social connection.

We intend to run this group in collaboration with Chipping Norton School, ensuring that safeguarding, supervision, and youth engagement standards are maintained. Activities would be educational and supportive in nature, including discussions, workshops, and opportunities to connect with community resources.

Heidi Davies

Providing access to Glyme Hall at no cost would make this initiative viable and demonstrate the Council's commitment to supporting the wellbeing, inclusion, and development of young residents. The group would operate responsibly, respect the facilities, and comply with all relevant policies and safeguarding requirements.

We believe this project will have a meaningful positive impact on the local community by fostering acceptance, reducing isolation, and giving young people a constructive and supportive place to belong.

Thank you for considering this petition. We would be happy to discuss this request further and to provide any additional information the Council may require.

The current dates we are looking to hold the sessions are:

- Tuesday 28 April
- Tuesday 26 May
- Tuesday 30 June
- Tuesday 14
- Tuesday 28
- Tuesday 25 August
- Tuesday 29 September
- Tuesday 27 October
- Tuesday 24 November

Yours faithfully,

Chair Chipping Norton Pride

Heidi Davies

10d. Request for free hire of the Town Hall for the Chipping Norton Town Festival

Overview:

Chipping Norton Town Festival will take place on Sunday 28 June 2026. The organisers have requested the use of the Town Hall free of charge.

Access to the Town Hall would be required from 17:00 on Saturday 27 June 2026 for event set-up, with use of the building throughout Sunday 28 June 2026 for the festival itself.

There are currently no bookings that would be impacted on the Saturday evening for the requested set-up time, and no bookings scheduled for the Sunday that would be affected by the event.

The Finance Committee is asked to consider the free use of the Town Hall for the Chipping Norton Town Festival, including access from 17:00 on Saturday 27 June 2026 for set-up and use throughout Sunday 28 June 2026 for the event.

Assuming the requirement is 7 hours on Saturday and 12 hours on Sunday, the cost would be £1,007 at the normal rate or £503.50 at the charity / local group rate.

CORPORATE RISK REGISTER

Category	AREA OF RISK	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	CONTROL MEASURES	MITIGATION NOTES
Which category of risk is this?	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What is currently in place to reduce the risk	What can be done to further lower or eliminate the impact or probability?
Business continuity	Business interruption	Council services impacted or stopped	5	1	5	Business Interruption insurance cover. IT systems and infrastructure able to facilitate home working for all admin staff	Develop a business continuity plan
Legal and assets	Council records (hard copies): Loss through theft, fire, damage, flood	Loss of irreplaceable Council records	5	1	5	Fire Risk Assessment and procedures in place. Documents kept locked and secured. Historical, valuable or sensitive documents to be kept in the firesafe	Papers over 4 years old have been archived with the Oxfordshire County Council archives service (2025).
Legal and assets	Council records (electronic)	Loss of irreplaceable Council records	5	1	5	Cloud-based server in place, managed by third party IT provider. Council agendas, papers and minutes published online and therefore retrievable.	

Financial and legal	Imposed liability through partnership working	Financial loss, legislation breach or reputational risk	5	1	5	Officers to clarify legal position and seek advice where necessary. Formal agreements held on file following resolution by Council or Committee.	
Financial and continuity	Precept setting	The precept not being adequate enough to cover the functions of the Council	5	1	5	<p>Sound budget setting to inform precept demand.</p> <p>The Finance and Resources Committee receive budget monitoring reports.</p> <p>Committees consider budgets to help inform overall budget required ahead of precept setting meeting in December.</p>	Develop a five-year financial plan

Financial	Insurance: Adequacy, cost, compliance and fidelity	Financial loss due to lack of insurance cover or cost of policy	5	1	5	<p>Insurance policy reviewed annually, with new quotes and contracts entered into once every three years. Includes assets, public liability, legal and professional support.</p> <p>Risk assessments carried out for events and other Council work where required.</p> <p>Town Clerk and CEO, and the RFO in touch with the account manager to ensure any new information is shared with them, and advice taken when needed</p>	
Financial	Banking	Financial loss due to lack of security or inputting error.	5	1	5	<p>Dual authentication required for payments.</p> <p>All details kept secure in safe.</p> <p>Robust procedures in place.</p>	Existing procedures adequate

Financial	Cash	Loss or theft of cash	3	3	9	<p>Minimal petty cash held in the office.</p> <p>Cashless payment system introduced for Town Hall events (2024-25).</p>	
Financial	Financial controls and records	Inadequate controls and management resulting in financial loss	5	1	5	<p>Online payments require dual authorisation</p> <p>Accounts reconciled by a councillor each month against published finance statement.</p> <p>Fully compliant with recommendations made by appointed Internal Auditor</p> <p>Accounts externally audited annually.</p> <p>Internal controls in place</p>	Existing procedures adequate

Legal	Freedom of Information	Inability to provide information relating to freedom of information requests.	3	1	3	FOI policy and procedure in place and published online. Councillors use gov.uk email addresses.	Existing procedures adequate
Human Resources, Business Continuity and Financial	Head of paid service	Loss of the Town Clerk and CEO	5	1	5	Key staff insurance policy in place. RFO & Deputy Clerk to be in place by June 2025, with shared responsibilities for main duties.	Existing procedures adequate
Financial and reputational	Fraud	Financial and reputation loss due to fraud	4	1	4	Anti Fraud and Corruption Policy in place	Existing procedures adequate
Financial	Election costs	Unplanned costs due to contested by-election taking place	3	2	6	Election budget EMR in place in current budget (2025-26)	Existing procedures adequate
Human Resources	Non-payment of salaries	Staff not receiving salaries on the expected day	4	1	4	At least two members of staff are trained in calculating, submitting and setting up payments	Existing procedures adequate
Financial	Significant unexpected expenditure	Lack of funds to meet costs of unexpected expenditure	5	2	10	Contingency included in the budget. At least 6 months annual costs held in reserves	

Sites and assets	Security of buildings	Loss due to criminal or accidental damage.	5	1	5	<p>Fire Alarms and CCTV cameras on Town Hall, Guildhall, and Glyme Hall.</p> <p>Intruder alarm on Guildhall and Glyme Hall.</p> <p>Photographic record held of the pictures hung in the Town Hall.</p> <p>Photographic evidence of chains.</p>
Sites and Assets	Damage to property	Damage to the Town Hall or other Council assets	5	2	10	Buildings and contents insurance taken out.
Sites and Assets, Financial	Fire risk	Risk of fire in the Town Hall	5	1	5	<p>Fire Risk Assessment in place and adhered to. Fire alarms tested weekly.</p> <p>All staff receive fire warden training.</p> <p>CCTV in place</p>
Legal	Legal liability	Risk of carrying out actions outside of legal remit	5	1	5	<p>The Clerk is CiLCA Qualified and the Council has a General Power of Competence.</p> <p>All decisions made by Committee and Council resolution. Member/Officer protocol in place.</p> <p>Membership of OALC in place to obtain advice if required</p>

Legal	Accuracy of Minutes and Statutory Documents	Inaccurate documents being published and stored	3	1	3	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements.
Legal, financial and reputational	Public Liability	Risk to third party property or individuals	3	1	3	Insurance in place. Inspection of items in the public realm (play equipment etc) in place and adhered to.
Human Resources, Legal and Financial	Employer Liability	Non-compliance with the law	5	1	5	All staff on NALC model contracts. Staff handbook in place and adhered to. Staffing Sub-Committee in place
Legal	Document control	Non-compliance with statutory requirements	4	1	4	Document retention policy in place
Business continuity, reputational, financial	Loss of adequate internment space	Not being able to meet the needs of the town with regard to internments	5	1	5	Additional land has been acquired

Financial and legal	Memorial safety	Risk of injury due to unsafe memorials	5	1	5	Memorial safety policy in place. Third party contractor carrying out inspections and repairs	
Human Resources, reputational	Vexatious Complaints	Staff time, reputational risk and impact on Staff and Councillor wellbeing	3	2	6	Vexatious complaints policy in place	
Assets, Human Resources and Financial	Cyberattack	Councillor or council staff emails compromised due to a phishing attempt	3	2	6	Councillor and staff education about recognising phishing attempts. Accounts can be restored centrally by third party IT provider. Cyber-security is in place.	
Human Resources, Legal and Financial	Use of grounds maintenance machinery	Risk of injury to staff due to improper use of grounds maintenance machinery	3	2	6	All grounds maintenance staff trained in using grounds maintenance machinery and have relevant certifications.	Ongoing training provided to staff and risk assessments undertaken for use of machinery.



**Chipping
Norton**
Town Council

CHIPPING NORTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

1. Risk Management Policy Statement

Chipping Norton Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of The Council's management processes. Risk management is not just about financial management it is about ensuring the achievement of objectives to deliver high quality services.

2. Objectives

The objectives of the Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Identify risks.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

These objectives will be achieved by:

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.
- Monitoring.

3. Categories

Risks have been put into the following categories:

- Financial.
- Legal.
- Technological.
- Environmental.
- Sites and Assets.
- Human Resources.
- Business Continuity.
- Reputational.

4. Risk Identification

Assessments have been prepared based on the risk management document reviewed by The Council on an annual basis. These are shown in the Risk Register at Appendix A of this document.

5. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- **Transfer** – The financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** – The risk is shared with another party;
- **Insuring** – Insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6. Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is

also important to assess whether the nature of any risk has changed over time. Risk Management will be reviewed annually by The Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

7. Risk Management System

RISK REGISTER SCALE

	5	5	10	15	20	25
P R O B A B I L I T Y	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
						I M P A C T

Summary		Suggested timeframe
25	Very high	With urgency
15-20	High	As soon as possible
6-12	Medium	Within 3-6 months
1-5	Low	Whenever viable to do so

The scores for impact and likelihood are scored as above and multiplied to arrive at the rating. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risks rated as green (1 to 5) are reasonably acceptable. It is unlikely that further additional measures are required to control these risks. However, the risk will remain monitored as part of the risk management.

Risks rated as amber are reasonably acceptable. However, further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure or to consider risk transfer e.g. insurance or a contractual arrangement. The Council

must be periodically advised of amber risks and the action planned and /or taken to control them.

Risks rated as red are not acceptable. Immediate action is required to bring the risk down to a lower category risk or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk.

8. Roles and Responsibilities

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the Council.
- 8.2 **Councillors** – Risk management is seen as a key part of Councillor’s stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including the approval of the Risk Management Strategy and Risk Register.
- 8.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager when necessary.
- 8.4 **Town Clerk and CEO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, Responsible Financial Officer and the Events and Facilities Officer, and be responsible for overseeing the implementation of the Risk Management Strategy.
- 8.5 **Role of the Audit** – The Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. The Audit assists the Council in identifying both its financial and operational risks and seeks to assist in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud
- 8.6 **Full Council**– Review and future development of the Risk Management Strategy and Risk Register will be overseen by the Full Council.
- 8.7 **Training** – The aim will be to ensure that both staff and directors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through

a range of methods such as workshops, literature and in-house service familiarisation.

8.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

9. Conclusion - The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that Chipping Norton Town Council is committed to continuous service improvement and effective corporate governance.

10. Review - This Risk Management Strategy adopted by Full Council on 9th October 2023 and reviewed by Full Council on 12th May 2025.

Next review date: May 2026

11. Reference

- The Local Audit and Accountability Act 2014. Website [Here](#)
- National Association of Local Councils (NALC). Website: [Here](#)
- The Joint Panel on Accountability and Governance (JPAG). Website [Here](#)

11b.2 Feedback from Insurance Providers re: Risk Register & Risk Management Plan.

The Council's insurers risk management team have reviewed these docs and provided the following feedback:

Broadly speaking, the two documents reviewed, a Risk Management Strategy and Corporate Risk Register, are fit for purpose for a town council of this size and demonstrate a genuine commitment to risk governance. The Strategy is well-structured and references appropriate frameworks, and the Register covers a reasonable breadth of risk categories with largely sensible controls in place.

In terms of the documents themselves:

Risk Management Strategy Document

- *Shows genuine engagement with risk management principles.*
- *Has appropriate mention of governance frameworks such as NALC and JPAG.*
- *Section on roles and responsibilities is well-structured however doesn't define who is responsible for updating the risk register during the year if a new risk emerges. The annual review cycle is mentioned but there is no escalation pathway for something that appears in-year.*

Risk Register

- *Controls are substantive.*
- *Legal liability mitigations are solid – CiLCA qualification is good to highlight.*
- *I do wonder if there's an opportunity missed in the mitigation notes column. It's almost entirely blank or filled with "existing procedures adequate". For example in the Damage to Property row, the only control is buildings and contents insurance taken out. The risk score is 10 (medium) but no further mitigation. I would recommend that this column be reconsidered. For example, on this row it might be that we could consider structural surveys, maintenance programmes or have incident reporting procedures in place. If we do we could expand the control measures and reduce the risk level further or put these in the mitigation notes column as things to consider going forwards.*
- *Similarly with the "Cash – Loss or theft of cash" we're identifying something with a priority rating of 9 (medium) but no further mitigation. What about periodic reporting? Employee awareness training?*
- *Unexpected expenditure – it would be worth documenting that only certain people (maybe name job titles) can authorise emergency expenditure.*
- *Cyberattack risk – narrowly focused on phishing only. It might be worth expanding to include antivirus protection, MFA on systems, patch management and backup frequency.*
- *Fraud risk – this could be expanded with staff training and policy review. Does it connect with the financial controls in the banking section?*

ACCOUNTS 1.4.2021 - 31.3.2025 CHIPPING NORTON TOWN COUNCIL

TOTAL VALUE OF ASSETS					
	2021-22	2022-23	2023-24	2024-25	2025-26
Land	287,188	287,188	287,188	287,188	287,188
Buildings	3,419,249	3,419,249	3,419,249	3,419,249	3,419,249
Contents of Buildings	86,639	86,639	86,639	86,639	86,639
Playground Equipment	282,590	282,590	312,590	312,590	312,590
Notice Boards	3,748	5,998	5,998	5,998	5,998
Civic Regalia	57,345	57,345	57,345	57,345	57,345
Stints (Regulated Pastures)	1,350	1,350	1,350	1,350	1,350
Right of Way, Greystones	1,925	1,925	1,925	1,925	1,925
Christmas Lights	6,381	6,381	6,381	6,381	6,381
Pedestal Slide	6,068	6,068	6,068	6,068	6,068
Defibrillator	2,020	2,020	2,020	2,020	2,020
Safe	5,735	5,735	5,735	5,735	5,735
Large Slide	27,079	27,079	27,079	27,079	27,079
BT Phone Kiosk	4,000	4,000	4,000	4,000	4,000
Planters	6,385	6,385	6,385	6,385	6,385
Flagpole		1,000	1,000	1,000	1,000
Benches		1,000	5,500	5,500	5,500
Piano		2,000	2,000	2,000	2,000
Bike Repair Stations x 2			4,000	4,000	4,000
Auto Chair lift equipment				4578	4578
Mowers					58,265
Vehicles					64,990
	4,197,702	4,201,952	4,236,452	4,247,030	4,370,285

ASSET VALUES

SUPPORTING NOTES ASSETS

(Land, buildings, contents of buildings, playground equipment, civic regalia and rights of pasture) At 31.3.21 The following assets were held

				£
<u>Land</u>				
Burial Ground	Worcester Road	OS160 3.64 Acres		0
Burial Ground	Worcester Road	Pt. OS179 1.79 Acres	Conveyance 10/6/32	99
Burial Ground	Worcester Road	Title No. ON229118 Land Reg Cert.24.9.01		9,834
Burial Ground	Worcester Road	Title No. ON242620 Land Reg Cert.02.9.03		4,470
Recreation - Public Park	Pool Meadow	OS189 3.402 Acres	Conveyance 20/1/45	185
Greystones Leisure Centre	Burford Road	Pt. OS20/42/43	Conveyance 29/9/77	20,000
(Purchase price on 29.9.77 included Greystones Buildings)				
Millennium Garden	Burford Road/West Street Corner	Title No. ON226413	Land Reg.Cert.4/5/01	2,500
<i>The basis of valuation of the above land is historic cost</i>				
Manorial Land	Jet Garage, London Road (Lease in the name of Lupo Limited)			250,000
<i>The valuation of this manorial land is based upon the annual rental value of £15,000 assumi</i>				
Recreation - Public Park	Cotswold Gate	Title No. ON351057		100
<i>The valuation of this land is based upon the covenant placed upon it.</i>				
Total value of land				287,188
<u>Buildings</u>				
The Town Hall				2,835,197
Colonnade	The Cemetery			575,069
<i>The basis of valuation of these buildings is a District Valuer's Report of January 2003 increased annually by insurers to 2010</i>				
The War Memorial	London Road			1
<i>The basis of valuation is a nominal sum</i>				
Bus Shelters - 2	West Street			5,988
<i>Bus Shelter</i>	Walterbush Road			3,639
Bus Shelter	Cornish Road			2,994
<i>The basis of valuation of these shelters is cost increased annually by insurers to 2010.</i>				
Total value of buildings/shelters				3,422,888
<u>Contents of Buildings</u>				
The Town Hall	Furniture and fittings			73,570
The Town Hall	Other contents			5,254
The Town Hall	Water colours			1,091
The Guildhall	Contents			3,587
The Guildhall	Office equipment			4,879
Total value of contents of buildings				88,381

The basis of valuation of these building contents is replacement value - insurance values of 2010 have been used as a proxy for the replacement values

SUPPORTING NOTES

Page one

ASSETS

SUPPORTING NOTES (Continued)**LEASES**

At the year end the following leases were in operation:-

Granted by Council

<u>Lessee</u> <i>At Greystones</i>	<u>Purpose</u>	<u>Annual Lease Payable £</u>	<u>Year of Expiry</u>
Chipping Norton Bowling Club Field No 5 Greystones Leisure Centre	Bowling Green and Club House Land Indoor Bowling Green Land	440	2085
Chipping Norton Rifle Club Field No 3 Greystones Leisure Centre	Rifle and Pistol Range	100	2022
Chipping Norton Rugby Union Football Club Field No 2 Greystones Leisure Centre	Rugby Union Playing Field and Club House	500	2092
Chipping Norton Swifts Football Club	Football Field	*500	2027
		*New lease introduce d 1/11/23 £1000	2053

Leases continued on next page

Review Rent

31/12/21 - 3 years

Annually in Jan

July 2019 - 3 years

April 2010 - 3 years

Index
linked
RPI

SUPPORTING NOTES (Continued)

LEASES (Continued)

<u>Lessee</u>	<u>Purpose</u>	<u>Annual Lease Payable</u> £	<u>Year of Expiry</u>	<u>Rent Review</u>
<i>At Greystones</i> The Scouts Association Trust Corporation	Land for Scout Headquarters	£500	2085	31/12/22 - 3 years
<i>At The Town Hall</i> West Oxfordshire District Council	Public Conveniences	1 Plus 40% of Town Hall Water A/Cs	2030	Fixed agreement
<i>Manorial Land</i> Lupo Limited Land at junction of London Road and Albion Street	Land for Petrol Service Station	£15,000	2041	1/4/21 5 year term
<u>Lease Undertaken by Council</u>				
<i>Lessors</i>				
The Trustees of the Regulated Pasture at Chipping Norton	Land for Recreation Ground at Worcester Road, Chipping Norton	£1,000	2028	Jul-28
West Oxfordshire District Council	Land for Play Area at Cotswold Crescent CN	Peppercor	2016	
West Oxfordshire District Council	Land for Play Area at Walterbush Road CN	Peppercor	2019	

West Oxfordshire District Council

Land for Play Area at Cornish Road CN

Peppercor 2028

SUPPORTING NOTES (Continued)

BORROWINGS: throughout the year ended 31st March 2022 the Council had no borrowings.

DEBTS OUTSTANDING

At the year end, 31st March 2022, there were no debts outstanding to the Council.

EARMARKED RESERVES

(Please see attached)

Capital receipts reserve **£60,392.00**

The balance of the provision for the Cemetery Land Purchase and Extns. **£5,974**

TENANCIES

The Council is the Tenant, by Users Right Agreement (Memorandum dated 5.12.75), of West Oxfordshire District Council for the use of approximately one sixth of **The Guildhall**, Chipping Norton. The Council uses the building for office accommodation. The basis of the annual charge is:- one sixth of the net maintenance costs (excluding heating and lighting costs) plus one sixth of two fifths of the heating and lighting costs. An estimated charge of **£4,000** has been included in this year's accounts.

S137 PAYMENTS

The limit for spending under s137 of the Local Government Act 1972 for this council in the year of account was £45,144 and the following payments were made:

Payee	Nature of Payment
Thrive North Oxfordshire	Subsidy
ATC, Chipping Norton	Subsidy
Chipping Norton Com. Church	Subsidy
Cricket Club, Chipping Norton	Subsidy
Friends of Great Rollright School	Subsidy
C/N Green Gym	Subsidy
Home Start	Subsidy
C/N Lido	Subsidy
Royal British Legion, Chipping Norton	Subsidy
C/N Museum	Subsidy
WOWI	Subsidy
Chipping Norton School PTA	Subsidy
C/N Pre-School	Subsidy
C/N Rainbows	Subsidy
C/N Scouts	Subsidy
Mindful Mums	Subsidy
C/N Theatre	Subsidy

Total S137 Payments

AGENCY WORK: the Council undertook no agency work for other authorities during the year.

ADVERTISING AND PUBLICITY

£0

CONTINGENT LIABILITIES Nil

PENSIONS:

The level of Council's contribution for 2021/22 was **21.7%** of employees' pensionable pay + a deficiency contribution of £2400 so as to provide adequately for known liabilities. The LGPS is administered by Oxfordshire County Council.

ACCOUNTS 1.4.2023 - 31.3.2024 CHIPPING NORTON TOWN COUNCIL

£

5000
2,000
500
1,500
500
1,000
2,900
4,000
700
1,000
150
5,000
2,000
250
1,000
500
3,000

31,000