



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

27th January 2026

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 2nd February 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

a. To approve the minutes of the Finance and Resources Committee meeting held on 17th November 2025

b. To note the minutes of the Staffing Sub-Committee meeting held on the 19th December 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

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. Forward work programme

To consider a draft IT Policy

10. Grants to Voluntary Bodies

To consider applications for the Council's Grants to Voluntary Bodies Scheme, Round 2

11. Date of next meeting – Monday 16th March 2026



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Minutes of a Finance and Resources Committee meeting held on the 17th November 2025, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Jo Graves, Sandra Coleman, Dom Rickard,

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

0 Members of the public

FR25	Apologies for absence Apologies were received from Cllrs Ritsperis, Cahill and Bibby
FR26	Declaration of interests None received
FR27	Minutes a. Finance and Resources Meeting 22 nd September 2025 FR18 – To revise wording to “for the Events Officer to have a follow up meeting with the CNMF due to the conflict of hire with other hirers of the Town Hall.” RESOLVED: That subject to the wording amendment of FR18 that the Chair signs the minutes of the meeting of the meeting held on the 22 nd September 2025 as an accurate record. b. Members noted the minutes of the Staffing Sub-Committee meeting held on the 5 th November 2025
FR28	Public participation None received
FR29	Committee action plan Members received the committee action plan.
FR30	Correspondence None received
FR31	Income and Expenditure report Members discussed the need for a business strategy for the lettings of Glyme Hall moving forward – the RFO noted that this is planned with the incoming Events Officer. Xmas Lights Scheme – new tender required June 2026 and an indicative costing has been included within the budget.
FR32	Debtors report Members received a debtors report from the RFO who confirmed that she was going to check the status of March and July 2025 invoices received by hirers. Cllrs Rickard and Finney suggested to write off debt from before 2023. The RFO agreed to have further conversations with community groups with unpaid invoices to work with them on a strategy moving forward for pre-payment of venue hire starting in the next financial year. Members thanked the RFO for her report and agreed with her proposed strategy moving forward.



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FR33	<p>Schedule of payments for approval Members noted the schedule of payments for approval and raised no queries.</p>
FR34	<p>Forward work programme Members considered a draft Procurement Policy and Purchase Request form. Cllr Coleman proposed to accept the policy and form as written without amendment, seconded by Rickard. All in favour, motion carried. RESOLVED: That the draft Procurement Policy and Purchase Request form is sent to the next Full Council meeting to be adopted.</p>
FR35	<p>Committee Budget 2026/27 Members received a report from the Responsible Finance Officer and agree committee spending priorities for 2026/27 to help inform the overall budget.</p> <p>Members queried Admin Charges under income: The RFO noted that this was due from William Fowler Allotments and Chipping Norton Welfare Charities. Members agreed to reduce that line item to £5,000</p> <p>Rent and rates on Glyme Hall: The RFO noted that these were the charges for Guildhall but staff likely not to occupy Guildhall within the new year.</p> <p>Salaries reduced: RFO noted that all salaries had been in this one line, however, now have been split into lettings and booking and admin.</p> <p>Interest receivable: Line 28 – Why does this not align?</p> <p>Manorial Pace land - £15,000 to £3,750? RFO noted they pay once per quarter so the budget figure matches. To check when this rent review is due.</p> <p>S106: For Town Clerk to check with District Council if any is due.</p> <p>41: Rents from Greystones? For the RFO to invoice rents</p> <p>Repairs and maintenance: The RFO noted that this has been balanced by increasing the repairs and maintenance codes within the code.</p> <p>Grounds maintenance: Heat and Light incorrect figure 14,500. Should be £3,700</p> <p>Subject to the amendments above, Cllr Finney proposed to send the committee budget to Full Council for approval, seconded by Cllr Coleman. All in favour motion carried.</p> <p>RESOLVED: That subject to the amendments above, that the Finance & Resources Committee budget is sent to Full Council for approval.</p>
FR36	<p>Draft annual budget 2026/27 Members received a report regarding the budget setting for 2026/27 and send a recommended</p>



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	<p>draft budget to the next Full Council meeting. Overall members had no specific amendments to make but requested that the RFO check with Rialtas to confirm how the general reserves figure is calculated and displayed on the balance sheet. All members in agreement.</p> <p>RESOLVED: That the draft annual budget 2026/27 is sent to the next Full Council meeting for approval.</p>
FR37	Date of the next meeting Monday 2 nd February 2026

The Chair closed the meeting at 8:17pm

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Minutes of a Staffing Sub-Committee meeting held on the 19th December 2025, at 2pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Ian Finney, Jo Graves, Mike Cahill

ALSO PRESENT: Louise Warren, Responsible Finance Officer & Deputy Clerk

0 members of the public were present

1. Apologies for absence.

None received

2. Declaration of interests.

None received

3. Minutes

RESOLVED: That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 3rd December 2025 as an accurate record of the meeting.

Full minutes of the 3rd December meeting to be circulated by email due to error in providing the full set to Councillors prior to the meeting. Cllr. Cahill asked for the minutes to be amended to reflect that he was missed off the invitation list therefore was absent from the meeting on the 3rd.

4. Confidential Session

RESOLVED: That the Committee resolves to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. No members of the public were present during the discussion of Item 5.

5. Staffing matters

Members received a confidential written report from the designated disciplinary investigator. Discussion and questions followed. Cllr Cahill proposed the Council moved to a formal disciplinary hearing. Cllr Graves seconded. All in favour.

6. Date of next meeting –

The Chair closed the meeting at 15:40.

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: - Draft IT Policy: This is a new requirement for the AGAR process and completion of Assertion 10 by all Councils
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 (3 March 2025) The Strategic Planning Committee has reviewed the fees for Worcester Road Cemetery (10 March 2025)
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.
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	First tranche of grant applications considered July 2025 Grant applications to be considered at this meeting
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete.

					All leases now signed as of August 2024.
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>

**Chipping Norton Town Council Financial Management Report (FMR)
P9 (01/04/2025 - 31/12/2025- Quarter 3)**

Income

Line number	GL code	Income type	Annual budget	Actual YTD	Variance	% of budgeted income received	Notes
1	3100	Precept Income	494,204	494,204	0	100%	
2	3110	Rents Receivable	2,540	1,740	-800	69%	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	100%	
4	3115	Lettings Income	125,000	65,908	-59,092	53%	
5	3140	WODC Water Rates Contrib	100		-100	0%	This was invoiced in December 2026
6	3180	Interest Receivable	25,000	7,958	-17,042	32%	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	3,950	-3,050	56%	
8	3191	Grave Purchase	1,000	2,185	1,185	219%	
9	3210	Admin Charges	9,600	900	-8,700	9%	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%	Includes a payment of £3,750 from previous year.
11	3290	Miscellaneous Income	0	130,155	130,155		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.
12	3320	S106/grant income	0	3,243	3,243		
13	3331	Events income	3,000	3,045	45	102%	
		Total income	682,619	732,213	49,594	107%	

Expenditure

Line number	GL code	Expenditure type	Annual budget	Actual YTD	Variance	% of budget spent	Notes
14	4100	Salaries/Superann/Ni	364,500	256,003	-108,497	70%	
15	5110	Stationery	1,000	169	-831	17%	
16	5120	Photocopying Costs	3,200	1,482	-1,718	46%	
17	5140	Promotion	1,500	528	-972	35%	
18	5200	Postage	100	18	-82	18%	
19	5210	Telephone and Comms	11,000	10,547	-453	96%	
20	5310	Office Equipment	500	788	288	158%	There is some miscoding between this GL Code and 5110 (stationary) which results in the overspend and underspend balancing out.
21	5340	Website Costs	1,000	840	-160	84%	
22	5360	Computer Hardware/Software	3,000	3,187	187	106%	
23	6110	Heat and Light	17,000	13,993	-3,007	82%	
24	6130	Water & Sewerage	3,350	2,307	-1,043	69%	
25	6200	Rent	35,150	20,648	-14,502	59%	
26	6210	Rates	46,300	26,638	-19,662	58%	
27	6230	Window Cleaning	850	893	43	105%	
28	6240	Alarm/Fire Extinguisher Insp	3,000	10,950	7,950	365%	The original budget didn't reflect the cost of compliance resulting in overspend.
29	6310	Cleaning / Sanitary Expenses	5,000	6,814	1,814	136%	
30	6320	Vehicle Hire	8,500	69,539	61,039	818%	Cost of purchasing vehicles and transfer from EMR.
31	6321	Vehicle Insurance	1,200	6,071	4,871	506%	
32	6322	Fuel	1,200	1,535	335	128%	
33	6323	Machinery Hire	10,000	59,361	49,361	594%	Grounds Maintenance kit purchased in April 2025.
34	6324	Tools & Equipment	200	3,865	3,665	1933%	Grounds Maintenance tools
35	6325	PPE	1,500	2,017	517	134%	
36	6330	Waste Disposal	4,800	4,286	-514	89%	
37	6400	Repairs and Maintenance	19,500	21,416	1,916	110%	
38	6407	Xmas Lights/Trees	19,000	24,498	5,498	129%	Overspend includes purchasing xmas lights/ decorations to reduce costs for future years.
39	6408	New Equipment	5,500	871	-4,629	16%	
40	6410	New Equipment	2,500	0	-2,500	0%	
41	6414	Events	8,000	11,774	3,774	147%	
42	6417	Maintenance	750	450	-300	60%	
43	6418	Defibrillators	500	548	48	110%	Various items such as fans, equipment for the bar, cables and screens.
44	6420	Litter/Dog Bin Emptying	2,700	2,611	-89	97%	
45	6440	ROSPA Inspection	700	675	-25	96%	
46	6455	Agency Staff	1,000	191	-809	19%	
47	6463	General Maintenance Supplies	750	117	-633	16%	
48	6469	Pest Control	1,500	938	-562	63%	
49	6470	War Memorial	500	114	-386	23%	
50	6471	Skips for cemetery	700	1,266	566	181%	
51	6485	Plants & Sundries	2,500	0	-2,500	0%	
52	6490	Trees/Flower Beds	1,000	0	-1,000	0%	
53	6495	Street Furniture	1,500	278	-1,222	19%	
54	6498	Contingency Fund	7,500	0	-7,500	0%	
55	7100	Travel & Subsistence	200	1,874	1,674	937%	Includes £1,433 for cycle to work salary sacrifice purchase which is paid back monthly through a salary reduction.
56	7300	Staff & Councillors Training	2,500	1,150	-1,350	46%	
57	7410	Service Charges	1,445	14	-1,431	1%	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).
58	7500	Legal & Professional Fees	5,000	21,642	16,642	433%	Includes legal advice for procuring The Depot, and consultancy from Reg.
59	7510	Audit Fees	2,500	2,334	-166	93%	
60	7600	Subscriptions	2,500	1,805	-695	72%	
61	7610	Licences	3,500	2,317	-1,183	66%	
62	7630	Bank Charges	300	290	-10	97%	
63	7650	Insurance	13,115	11,131	-1,984	85%	
64	7670	Grants-Voluntary Organisations	16,500	5,867	-10,633	36%	
65	7671	Grant Theatre C/N	3,000	3,000	0	100%	
66	7672	Grant Lido C/N	5,000	5,000	0	100%	
67	7673	Grant Museum	3,500	3,500	0	100%	
68	7690	Mayors Allowance	1,500	33	-1,467	2%	
69	7720	Other Miscellaneous Expenses	1,750	3,615	1,865	207%	The majority of transactions on this code relate to health and safety compliance.
70	7730	CCTV Contribution	2,500	0	-2,500	0%	
71	7735	HR Retained Service	2,500	2,450	-50	98%	
72	7740	Health & Safety Services	2,500	1,600	-900	64%	
		Total expenditure	669,760	635,848	-33,912	95%	

	Annual budget	Actual YTD	Variance
Total income	682,619	732,213	49,594
Total Expenditure	669,760	635,848	-33,912
Net	12,859	96,365	83,506
Plus transfer from EMR	0	154,431	
Less transfer from EMR	0	121,853	

8. Chipping Norton Town Council Current Year

List of Payments made between 01/11/2025 and 31/12/2025

Date Paid	Payee Name	Amount Paid
04/11/2025	Justin Bucknell Electrical Ltd	120
04/11/2025	Critchleys LLP	2,940.00
04/11/2025	Gill & Co (Ironmongers) Limite	140.8
04/11/2025	KM Cleaning	637.5
04/11/2025	ROYAL BRITISH LEGION	214
04/11/2025	C/N Lido	5,000.00
04/11/2025	C/N Theatre	3,000.00
04/11/2025	C/N Museum	3,500.00
04/11/2025	CN Methodist Church	25
04/11/2025	Stow Agriculture Ltd	288
04/11/2025	Selectrics Electrical Contract	816
04/11/2025	West Oxfordshire District Coun	8,777.00
05/11/2025	C/N Choral Society	207.74
05/11/2025	C/N choral soc youth choir	78
06/11/2025	PAYPAL	30.51
10/11/2025	Lloyds Bank	3
19/11/2025	Castle Water Limited	8.32
19/11/2025	Castle Water Limited	84.91
20/11/2025	OCC Pension Fund	5,336.07
20/11/2025	HMRC	6,355.49
20/11/2025	Staff expenses	99.98
20/11/2025	Staff expenses	50
20/11/2025	Staff expenses	113.27
20/11/2025	Staff Salaries	18,984.80
21/11/2025	K J Millard - Skip Hire	294
21/11/2025	SLCC	253.2
21/11/2025	Travis Perkins Trading Company	24.13
21/11/2025	West Oxfordshire District Coun	1,352.00
21/11/2025	COMMUNITY HEARTBEAT TRUST	572.4
21/11/2025	Print Ready Limited	571
21/11/2025	Iain Shadbolt Electrical	48
21/11/2025	Broadsword	992.04
21/11/2025	Amazon Services Eu/Amazon	242.22
21/11/2025	Siemens Financial Services Lim	547.45
21/11/2025	ESPO	86.88
21/11/2025	Smart Energy Business Ltd	289.49
21/11/2025	Eon Next Energy Ltd	238.55
21/11/2025	Adobe Systems Software Ireland	101.1
21/11/2025	SSE Southern Electric	1,506.54
21/11/2025	Selectrics Electrical Contract	23,637.00
21/11/2025	Broadsword	285.6
21/11/2025	Glyme Construction Ltd	239.33
21/11/2025	AVON CAPITAL ESTATES LLP	6,888.00

21/11/2025	Gills Locksmith Shop	132
21/11/2025	Clear Insurance Management Ltd	5,511.40
24/11/2025	Eon Next Energy Ltd	421.68
28/11/2025	STL Communications Ltd (FOCUS)	1,591.04
30/11/2025	Unity Trust Bank	16.5
03/12/2025	Staff expenses	21.45
03/12/2025	Staff expenses	25.2
03/12/2025	Staff expenses	3.75
03/12/2025	Staff expenses	35.85
03/12/2025	Staff expenses	59.76
03/12/2025	Staff expenses	20.22
03/12/2025	Staff expenses	14.99
03/12/2025	Adobe Systems Software Ireland	101.1
08/12/2025	Thames Valley Water Services L	399.6
08/12/2025	phs Group	51.61
08/12/2025	ESPO	26.04
08/12/2025	Drain Doctor Plumbing	252.67
08/12/2025	Gills Locksmith Shop	9.55
08/12/2025	Oxfordshire County Council	576
08/12/2025	Redacted (service provider)	270
08/12/2025	West Oxfordshire District Coun	1,040.00
08/12/2025	West Oxfordshire District Coun	2,925.00
12/12/2025	Staff expenses	11.75
12/12/2025	Staff expenses	61.23
15/12/2025	MULBERRY LOCAL AUTHORITY	519.84
15/12/2025	Redacted (service provider)	100
15/12/2025	CHIPPING NORTON EVENT HIRE	21.6
15/12/2025	KM Cleaning	540
15/12/2025	ESPO	454.2
15/12/2025	Shot By Jude (Malexxa Ltd)	520
15/12/2025	Gill & Co (Ironmongers) Limite	27.44
15/12/2025	Smart Energy Business Ltd	17.73
15/12/2025	Smart Energy Business Ltd	474.92
18/12/2025	Staff Salaries	17,472.62
23/12/2025	Gills Locksmith Shop	76.25
23/12/2025	Swift Digital Services	307.65
23/12/2025	Broadsword	7,334.40
23/12/2025	Rural Services Partnership Ltd	148.68
23/12/2025	James English Window Cleaning	205
23/12/2025	Playsafety Ltd	810
23/12/2025	Redacted (service provider)	230
23/12/2025	Selectrics Electrical Contract	4,944.00
23/12/2025	Eon Next Energy Ltd	255.22
23/12/2025	Startech Productions Ltd	270.48
23/12/2025	K J Millard - Skip Hire	636.65
23/12/2025	Walters Electrical	670.8

23/12/2025	Staff expenses	14.46
23/12/2025	HMRC	5,666.38
23/12/2025	OCC Pension Fund	5,045.69
23/12/2025	Staff expenses	52.14
23/12/2025	Staff expenses	8.68
31/12/2025	STL Communications Ltd (FOCUS)	1,372.31



Chipping Norton Town Council

Use of Information Technology (IT) Policy

Scope

1. This policy applies to all users of Chipping Norton Town Council IT systems whether these are used at work, at home, or elsewhere. It applies to councillors, employees, contractors, temporary staff, agency staff, volunteers, and any other individuals authorised to use Town Council IT systems.
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Policy Statement

2. Any breach of this policy, whether deliberate or through negligence, may result in disciplinary action and, where appropriate, legal action.
-

Introduction

3. Every user is responsible for the proper, lawful, and appropriate use of Town Council IT equipment and systems.
 4. Chipping Norton Town Council IT equipment must not be used to create, access, store, transmit, or distribute material that is illegal, offensive, defamatory, discriminatory, or likely to bring the Town Council into disrepute.
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User Responsibilities

5. As a user of Chipping Norton Town Council IT facilities, you are responsible for:
 - Reporting concerns about inappropriate use of IT systems under the Town Council's Whistleblowing procedure
 - Informing the appropriate IT support provider or your line manager if you believe your login details may have been compromised
 - Safeguarding personal data and confidential information in accordance with data protection legislation
 - Reporting suspected virus infections, cyber security incidents, or data breaches immediately
 - Ensuring that any personal use of Town Council IT equipment is minimal, reasonable, and does not interfere with work duties or compromise system security
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Manager Responsibilities

6. Managers are responsible for ensuring that all users within their area of responsibility are aware of this policy and comply with its requirements.
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Privacy and Monitoring

7. IT systems may be monitored and audited for operational, security, and management purposes. Users should not assume personal privacy when using Town Council IT systems.
 8. Systems may be accessed by authorised personnel during an individual's absence where necessary to ensure business continuity.
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Security and Integrity of Systems and Equipment

9. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
10. Use of Town Council IT equipment must be authorised. Users will be issued with individual user IDs and passwords, which must not be shared.
11. Users must:
 - Keep passwords secure and confidential
 - Lock or log out of devices when unattended
 - Not remove or bypass security measures
 - Ensure laptops, tablets, and mobile devices are protected by passwords or PINs
 - Use MFA or 2-FA when possible
 - Obtain authorisation before installing software on Town Council equipment
 - Not change system configurations unless authorised
 - Not access systems for which they are not authorised
 - Not connect personal equipment or storage devices to Town Council systems unless authorised
 - Not remove IT equipment from Council premises without permission
 - Ensure important documents are stored on approved network locations or securely backed up
11. Users are responsible for all activity carried out using their login credentials.
12. IT facilities must not be used to access, transmit, or share confidential Town Council or personal information without appropriate authority.



Use of Email

14. Confidential information must not be sent outside the Town Council network unless appropriately protected (e.g. encryption or password protection).
15. Users must maintain good data housekeeping, including deleting unnecessary emails and complying with data retention policies.

Remote and Home Working

16. This policy applies equally when working remotely or from home using Town Council or personal equipment.
17. Highly sensitive documents must be password protected or encrypted.
18. Arrangements should be in place to ensure business continuity where information is encrypted
19. Papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed
20. Users must be connected to a secure, password-protected network when working remotely.
21. Use of free WIFI access networks should be avoided, such as in airports. In cases where there are no secure WIFI access networks available, users should use a reliable VPN.

Use of the Internet

22. Acceptable use guidelines include:
 - Not accessing inappropriate or illegal websites
 - Respecting copyright and intellectual property rights
 - Not using IT systems for personal business, fundraising, advertising, or political activity unrelated to Council business
 - Limited personal internet use in the user's own time
 - Not using peer-to-peer file sharing or unauthorised messaging services
 - Not engaging in online gambling, auctions, or trading
-



Personal Use of Systems

21. Limited personal use is permitted in the user's own time, including reasonable communication with family, professional bodies, and education providers from secure sites.
 22. Users must not:
 - Purchase goods for personal use with Town Council devices
 - Store personal logins on Town Council devices
 - Use their position with the Town Council for personal advantage.
-

Mobile Phones and Devices

23. Users must:
 - Keep personal calls to a minimum during work time
 - Comply with the Town Council's policies on mobile phone use, including when driving
 - Not use devices to access or distribute offensive or prohibited material
 - Reimburse the Council for personal use where applicable
-

Monitoring

24. Information relating to network and system usage may be logged for:
 - Security and system management
 - Business continuity
 - Compliance with Town Council policies and legal obligations
-

Misuse of IT Systems

25. Misuse or excessive personal use of IT systems may result in disciplinary action, which could include dismissal. Illegal activity will be reported to the police where appropriate.
-

Related Policies and Documents

- Data Protection Policy
 - Disciplinary Procedure
 - NALC Code of Conduct
 - Dignity at Work Policy
 - Flexible Working Policy
 - Whistleblowing Policy
-



Review

26. This policy will be reviewed periodically by Chipping Norton Town Council to ensure it remains up to date with legislation, best practice, and operational requirements.

Adopted by Chipping Norton Town Council

Date of next review:

DRAFT

Item 10: Grants to Voluntary Bodies: Round 2, February 2026

The Town Council has allocated £16,500 for the financial year 2025–26 to support voluntary and community organisations delivering benefit to Chipping Norton residents. 11 applications were received in Round 1 (July 2025), with total requests amounting to £15,767. This figure excluded any grants “in kind” such as venue only requests. A total of £5,867 was awarded, leaving £10,633 to be granted in Round 2. This is in addition to our continuous core funding to the following three key organisations:

- Chipping Norton Lido – £5,000
- Chipping Norton Museum – £3,500
- Chipping Norton Theatre – £3,000

Table 1 provides the details of 11 grant applications received for Round 2.

Organisation/ Project name	Grant funding requested	Funding “in kind” (excludes cost of running the building during hire time).	Previous successful grant funding	Notes
Chipping Norton Green Gym. (Tree planting, tools and running cost support.)	£1,000 out of £2,700 project cost.	n/a	n/a	
Chipping Norton Royal British Legion. (Chipping Norton Remembers project.)	£500 - £750 out of £1,150 project cost.	n/a	n/a	£500 requested on first page of application and £750 later in the application.
Chipping Norton Music Festival. (Schools Workshops.)	£1,500 out of £2,860 total project cost.	n/a	2024/2025	Free use of the Town Hall has not been requested, however hire costs of £80 are noted in their budget.
Chipping Norton PTA. (All weather covered area.)	£2,000 out of approx. £115,000 total project cost.	n/a	n/a	
Chipping Norton Community Church. (Holiday Club and Family Outreach Summer 2026.)	£1,800 out of £2,035 total project cost.	Glyme or Town Hall for 4 days. (£732 - £1,464.)	2024/25	
One Wish Dog Foundation. (Trustee Team Building Day.)	£320 (total project cost).	One day and Glyme or Town Hall on a weekend. (£183 - £366.)	n/a	

Organisation/ Project name	Grant funding requested	Funding “in kind” (excludes cost of running the building during hire time).	Previous successful grant funding	Notes
Chipping Norton Pride. (Pride Event.)	£2,000 out of £8,332.12 total project cost.	Free hire of the Town Hall full day and evening starting on 24/07/2026 and ending 26/07/2026. (£950 - £1,896)	2024/2025	
St. Mary’s Church Chipping Norton. (Remix.)	£1,500 out of £3,260 total project cost.	Free hire of Glyme Hall weekly. (£2,583 - £5,167)	n/a	
When Did We Stop. (Monthly community dance events and 4 -6 pop up events per year.)	n/a	Monthly hire of Glyme Hall for 2 hours. (£432 - £864) Plus Up to 6 dates of hire per year for 3 hours. (£324 - £648)	n/a	
Citizens Advice West Oxfordshire. (Advice drop-in service for Chipping Norton.)	£2,000 out of £2,121,4000 operational expenditure.	n/a	n/a	
Dementia Active Charity. (Chipping Norton Group Expansion.)	£2,000 out of £6,000 total project cost.	n/a	n/a	
TOTAL	£14,620 - £14,870	£5,204 - £10,405		

Table 1

RECOMMENDATION:

That the committee considers each of the 11 grant applications submitted and agrees on the allocation of available grant funding of £10,633.

Dear **[Applicant Name]**,

Community Grant Award Decision

Thank you for your application to Chipping Norton Town Council's Grants to Voluntary Bodies Scheme.

Your application for grant funding was considered by the Council on Monday, 2nd February 2026. I am pleased to inform you that your application was successful.

The Council has agreed to award:

- £[to be confirmed] in grant funding; and/or
- £[to be confirmed] worth of free venue hire.

Conditions of Funding

This funding is offered on the understanding that:

1. You will provide the Council with an update on your project's progress and outcomes at an agreed date.
2. Chipping Norton Town Council is acknowledged in any promotion or marketing materials relating to your project.

These conditions help us keep the community informed about how public money is being allocated and highlight the positive impact this scheme brings to our town.

Next Steps

Please confirm in writing that you agree to these terms by emailing finance@chippingnorton-tc.gov.uk

Once your confirmation is received, payment of the awarded grant will be made on [date to be confirmed].

If you have any questions or require clarification, please do not hesitate to get in touch.

Congratulations again, and we look forward to seeing your project progress.

Kind regards,

[Your Name]

[Your Position]

Chipping Norton Town Council