



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk) Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK:

K. Jang

2<sup>nd</sup> December 2025

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 9<sup>th</sup> December 2025

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Cora Schor-Brener, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang  
Town Clerk

### Recording of Meetings

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

### A G E N D A

**1. Apologies for absence.**

To consider apologies for absence.

Members who are unable to attend the meeting should notify the Town Clerk

([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

**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 Full Council Meeting held on 13<sup>th</sup> October 2025.

**4. Public Participation**

The meeting will adjourn for this item

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

**5. West Oxfordshire District Councillors update**

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

**6. Oxfordshire County Councillors update**

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

**7. Civic announcements**

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

**8. Reports from representatives of outside bodies**

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

**9. Minutes and reports from Committees**

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Staffing Sub-Committee, 3<sup>rd</sup> December 2025
- b. Community Committee, 3<sup>rd</sup> November 2025
- c. Strategic Planning Committee, 10<sup>th</sup> November 2025
- d. Finance and Resources Committee, 17<sup>th</sup> November

**10. Correspondence**

To receive any correspondence for Council to note or respond to.

**11. Council Action Plan**

To note the Council Action Plan

**12. Local Plan 2043**

To consider a response to the Local Plan 2043 consultation from WODC.

**13. Internal Auditor's Report 2025-26**

To receive the Internal Auditor's Report and note any recommendations

**14. Budget 2026-2027**

To receive a report and proposed budget from The Finance and Resources Committee and agree an estimated budget for 2026-27.

**15. To Formally Declare the Precept for 2026-2027**

To formally declare the precept for 2026-2027.

**16. Planning Applications**

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

**17. Forward Working Plan**

To adopt the draft Procurement Policy and Procedure as reviewed by the Finance & Resources Committee.

**18. Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 18.

**19. Property and Estates**

- a. To receive a report from the Assets and Operations Officer
- b. To consider a report and quotations relating to the Town Hall loft access and roof repairs
- c. To receive a quotation to purchase the Council's Christmas Lights scheme

**20. Date of the next meeting – Monday 9<sup>th</sup> February 2026**



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## Minutes of a meeting of Chipping Norton Town Council held on the 13<sup>th</sup> October 2025 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

### PRESENT:

Cllrs Sandra Coleman (Town Mayor), Mark Walker, Athos Ritsperis, Michael Rowe, Mike Cahill, Dom Rickard, Alex Keyser, Sharon Wheaton, Jo Graves, Ian Finney

### ALSO PRESENT:

Katherine Jang, Town Clerk & CEO  
Louise Warren, Responsible Finance Officer & Deputy Clerk  
Paolo Oliveri, Grounds Maintenance Operative  
Cllr Geoff Saul, OCC and WODC  
Cllr Mike Baggaley, WODC

Police Inspector Chris Ball, Thames Valley Police  
9 Members of the public

<b>FC77</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Festa and Akers
<b>FC78</b>	<b>Declaration of interests</b> None received
<b>FC79</b>	<b>Minutes</b> To approve the minutes of the Full Council Meeting held on 1 <sup>st</sup> September 2025. P1 – 68 “Decide where the monitoring hub.” P4 – Cllr Graves duplication
<b>FC80</b>	<b>Public Participation</b> The Save the Horton group came to speak to the Cllrs mentioning the congestion charge starting on the 29 <sup>th</sup> October in Oxford. Chipping Norton residents are allowed 25 permits as Oxfordshire residents. The fine is £5 if people going through the congestion zone without a permit For the Town Mayor to follow up with the group following the meeting, and agreed that the CNTC office would publicise the information.  Michael Bucknell spoke about the Literary Fest 11-21 June 2025, but in the embryonic stages at the moment. Anyone welcome to join the group.
<b>FC81</b>	<b>West Oxfordshire District Councillors update</b> Members received a verbal update from Cllr Walker who spoke about the District Council’s Spatial Plan 2043 which was due to be discussed by the Executive Committee on the 22 <sup>nd</sup> October 2025. Chipping Norton preferred sites are between London and Banbury Road (circa 750 homes), which was reduced due to practical considerations and local lobbying due to what is most appropriate for the scale of the town. There is no action for the Town Council to take at this moment and comments would be solicited from the District Council once signed off by the Executive.

	<p>Cllr Saul elaborated and noted that the central area closer to town is not being proposed (N. of London Road) as it had not been proposed for development by any developers.</p>
<b>FC82</b>	<p><b>Oxfordshire County Councillors update</b></p> <p>Members received a verbal update from Cllr Saul, who reiterated the news above regarding the congestion charge in Oxford starting on the 29<sup>th</sup> October. Travelling in via the park and ride system (Peartree) would be free of charge for 3 months, and further information and updates are available on the OCC website.</p> <p>Windrush Valley HGV analysis report has just been delivered but not reviewed. If the report goes forward as set up it notes that a large proportion of HGVs going through Chipping Norton are for local traffic and no reductions will be proposed. Mitigations include exploring additional SIDs – London Road / Banbury Road as possibilities. Feasibility studies will be looking at the town centre and public realm, depending on funding.</p> <p>Cllr Saul noted that a longer-term vision strategy for Chipping Norton would include an emissions zone charge in Chipping Norton to prevent larger vehicles travelling through the town centre.</p>
<b>FC83</b>	<p><b>Civic announcements</b></p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <ul style="list-style-type: none"> <li>- Remembrance service – 9<sup>th</sup> November</li> <li>- Armistice Day at War Memorial – 11<sup>th</sup> November</li> <li>- Chipping Norton Xmas Lights Switch-On – 27<sup>th</sup> November</li> </ul>
<b>FC84</b>	<p><b>Reports from representatives of outside bodies</b></p> <p>Police Inspector Chris Ball (TVP) gave an update about CCTV in town – sockets being installed at the end of October, with cameras being installed by November. They will be initially monitored from Banbury but subject to change. Plan for 24/7 monitoring but will be subject to staffing hours and budgeting. Theft from motor vehicles at beauty spots has occurred over the summer with suspects being identified. Low crime overall over the summer.</p>
<b>FC85</b>	<p><b>Minutes and reports from Committees</b></p> <p>Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> <li>a. Community Committee, 8<sup>th</sup> September 2025</li> <li>b. Strategic Planning Committee, 15<sup>th</sup> September 2025</li> <li>c. Finance and Resources Committee, 22<sup>nd</sup> September 2025</li> <li>d. Traffic Advisory Sub-Committee, 2<sup>nd</sup> October 2025</li> </ol>
<b>FC86</b>	<p><b>Correspondence</b></p> <p>Members received a letter of correspondence from the managing director of Future Sports Events Ltd who is interested in holding a 10k race in Chipping Norton. Members agreed that they would support this event in principle, as the managing director confirmed they would cover the costs for any road closures required.</p>
<b>FC87</b>	<p><b>Councillor Co-Option</b></p> <p>Members received 3 applications for consideration to fill the Town Councillor vacancy.</p> <p><u>Voting Round 1:</u>  Michael Bucknell = 2 votes in favour  Peter Allen = 4 votes in favour  Cora Schor-Brener = 4 votes in favour  No abstentions.</p> <p>As there was no clear majority received, the candidate with the lowest number of votes was removed from voting, and another round of voting took place.</p> <p><u>Voting Round 2:</u>  Peter Allen = 4 votes in favour</p>



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	<p>Cora Schor-Brener = 6 votes in favour No abstentions.</p> <p>Cora Schor-Brener received a majority of votes and was therefore co-opted into Chipping Norton Town Council.</p> <p><b>RESOLVED:</b> That Cora Schor-Brener is co-opted to fill the vacancy of Chipping Norton Town Councillor.</p> <p>For the Town Clerk to have Cllr Schor-Brener sign the Declaration of Acceptance of Office as soon as possible. Members noted their thanks for all the candidates who submitted applications and mentioned that it was a difficult choice</p>
<p><b>FC88</b></p>	<p><b>Council Action Plan</b> Members noted the ongoing action plan.</p>
<p><b>FC89</b></p>	<p><b>Regalia</b></p> <p>a. Members considered the repair of the Mayor’s Chain and agree next steps. Cllr Coleman proposed to take this under insurance claim, seconded by Cllr Keyser. All in favour, motion carried. <b>RESOLVED:</b> That the TC officers will move forward with fixing the Mayoral Badge via the Council’s insurance policy.</p> <p>b. Cllrs considered a proposal to purchase of additional “Past Mayor” badges and a “Town Mayor” badge. Cllrs discussed the design of the Mayor’s Badge, and that the design from the current badge be reproduced with a full ribbon. Cllr Cahill proposed that the Town Clerk liaise with the Mayor to decide on the designs but in principle additional Past Mayor badges and a Town Mayor badge were acceptable, seconded by Cllr Finney. All in favour, motion carried. <b>RESOLVED:</b> That the Town Clerk works with the Town Mayor to purchase additional Past Mayor badges and a new Town Mayor badge to be used in casual events and informal settings.</p>
<p><b>FC90</b></p>	<p><b>Property Matters</b></p> <p>a. Cllrs discussed the proposal from West Oxfordshire District Council to close the public loos at Chipping Norton Town Hall. Cllr Walker noted that it is not financially viable for WODC to continue keeping the public loos open, and is also not financially viable for the Town Council to provide these either. Cllr Coleman noted other district councils have a scheme that show businesses which have a public loo and could potentially be given a small grant to operate the public loos. Members noted that there are existing free public loos elsewhere in town, and visitors could be redirected to these if the District Council was open to the idea of maintaining a map.</p> <p>Cllr Finney proposed to decline the offer of taking on the public conveniences in their current format, and that the district council is challenged to improve the situation once these loos are closed. Seconded by Cllr Walker. Cllrs Ritsperis and Rowe voted against. No abstentions, motion carried. <b>RESOLVED:</b> That the Town Council declines to continue the provision of external public conveniences at the Town Hall. Cllr Coleman proposed that the TC asks to work with the District Council to provide further solutions to public loos in town, seconded by Cllr Keyser. All in favour, motion carried. <b>RESOLVED:</b> That the Town Council officers work with the District Council to determine if there are alternative solutions to the closure of the loos, such as a map of free loos.</p>

	<p>b. Members considered an options report put forth by Town Council officers, noting essential damp works due to take place at the Guildhall. As the Guildhall is not owned by the Town Council, three options were received to move forward:</p> <ul style="list-style-type: none"> <li>- That the Town Council moves out of the Guildhall temporarily while the damp works take place, and pays for this work to be undertaken.</li> <li>- That the Town Council moves out of the Guildhall permanently to the Glyme Hall office.</li> <li>- That the Town Council moves out of the Guildhall permanently and rents a separate office space in Chipping Norton.</li> </ul> <p>Cllr Cahill proposed to accept the recommendation of moving out of the Guildhall permanently to be relocated to Glyme Hall, seconded by Cllr Finney. Cllrs noted that there would be a face-to-face presence in the Town Hall, so a town centre location would be retained. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Council's back-office provision is relocated to Glyme Hall on a permanent basis, while retaining a face-to-face customer service presence at the Town Hall.</p>
<p><b>FC91</b></p>	<p><b>Forward work plan</b></p> <p>a. Members considered the draft Safeguarding Policy. Cllr Coleman noted that Oxfordshire no longer provide no-names safeguarding conversations, so that should be removed from the policy. Cllr Coleman proposed that the draft Safeguarding Policy is adopted following the one amendment, seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Safeguarding Policy is adopted following the single amendment about no-names safeguarding conversations.</p> <p>b. Members received the updated Social Media Policy as reviewed by the Finance and Resources Committee. Cllr Rickard proposed to accept the amendments, seconded by Cllr Graves. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the updated Social Media Policy is adopted.</p>
<p><b>FC92</b></p>	<p><b>Planning Applications</b></p> <p>1. <b>APPLICATION NO:</b> <a href="#">25/02166/HHD</a>  <b>PROPOSAL:</b> Erection of boundary fencing. (Retrospective).  <b>LOCATION:</b> 21 Wilcox Road Chipping Norton Oxfordshire</p> <p>Members noted the resident objection to the fencing, as when the estate was built there was an agreement that no fences would be installed in front gardens. Now that the fence has been reduced from 8ft to 6ft, Cllrs raise no objections regarding the visual impact. Cllr Walker raises concerns that it sets a precedent. Cllr Rickard in agreement.</p> <p>2. <b>APPLICATION NO:</b> <a href="#">25/02089/LBC</a>  <b>PROPOSAL:</b> Replace existing first floor metal sash windows in front elevation with new Legacy UPVC sashes.  <b>LOCATION:</b> 4A West Street Chipping Norton Oxfordshire</p> <p>As long as the windows meet conservation requirements, Cllrs raise no objections.</p> <p>3. <b>APPLICATION NO:</b> <a href="#">25/02236/HHD</a>  <b>PROPOSAL:</b> Erection of front porch, single storey side extension, single and two storey rear extensions  <b>LOCATION:</b> 6 Marshall Close Chipping Norton Oxfordshire</p> <p>No objection, no comment.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">25/01624/FUL</a></p>



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**PROPOSAL:** Proposed reinsertion of original windows to East/South elevation (part retrospective)

**LOCATION:** 11 West Street Chipping Norton Oxfordshire

No objection, Provision for obscured glass due to privacy concerns.

5. **APPLICATION NO:** [25/02305/HHD](#)

**PROPOSAL:** Erection of first floor rear extension with associated works. Addition of roof lights

**LOCATION:** 12 Rock Hill Chipping Norton Oxfordshire

No objection, no comment.

6. **APPLICATION NO:** [25/02344/S73](#)

**PROPOSAL:** Variation of condition 5 of planning permission 20/03011/FUL to allow changes to the car parking layout.

**APPLICATION NO:** [20/03011/FUL](#)

**PROPOSAL:** Conversion of four commercial units (with ancillary first floor accommodation) to four two storey dwellings with associated parking.

**LOCATION:** 2 West Street Chipping Norton Oxfordshire

No objection, Cllrs object to the removal of cycle parking as this is against the Town Council's objectives to improve cycling infrastructure in the town.

7. **APPLICATION NO:** [25/02321/LBC](#)

**PROPOSAL:** Internal and external alterations to include changes to internal ground floor layout to create a wet room, demolition of the existing timber balcony and external staircase, erection of a replacement balcony with balustrade and external staircase together with associated works.

**APPLICATION NO:** [25/02320/HHD](#)

**PROPOSAL:** Demolition of the existing timber balcony and external staircase. Erection of a replacement balcony with balustrade and external staircase together with associated works and landscaping.

**LOCATION:** Rowells House 37 West Street Chipping Norton

No objection, no comment.

**Salt Cross AAP**

For the TC officers to investigate and comment if required at Strategic Planning Committee.

**FC93** **Date of the next meeting** – Monday 8<sup>th</sup> December 2025

The Chair closed the meeting at 8:20pm

DRAFT

## Mayor's Report December 2025

### Diary:

15 <sup>th</sup> October	Welfare Charities Trustees
16 <sup>th</sup> October	Pavements Walk and Talk with Chris Grain from OCC
18 <sup>th</sup> October	Tall Trees Opening Ceremony
24 <sup>th</sup> October	Town Hall Restoration Group
27 <sup>th</sup> October	Ecology Working Group
31 <sup>st</sup> October	Visit to Dementia Active Meeting with Green Gym about William Fowler Orchard Project
3 <sup>rd</sup> November	William Fowler Trustees Community Committee
4 <sup>th</sup> November	William Fowler Allotments Committee
5 <sup>th</sup> November	Staffing Sub-Committee
6 <sup>th</sup> November	Local Plan workshop with WODC
7 <sup>th</sup> November	Councillor Surgery
9 <sup>th</sup> November	Remembrance Sunday
10 <sup>th</sup> November	Strategic Planning Committee
11 <sup>th</sup> November	Remembrance Day Local Plan Consultation at Glyme Hall
17 <sup>th</sup> November	Meeting with Villager Bus Team Finance Committee
18 <sup>th</sup> November	Decarbonisation Breakfast (Hoare Lea)
20 <sup>th</sup> November	Field Reeves Stint Holders Meeting
27 <sup>th</sup> November	Christmas Lights Switch On
28 <sup>th</sup> November	Town Hall Restoration Group Methodist Church Christmas Tree Festival Opening
1 <sup>st</sup> December	William Fowler Allotment Holders Meeting
3 <sup>rd</sup> December	Staffing Sub-Committee

### Report:

In October, the Town Clerk and I met with Chris Grain from Environment and Place at Oxfordshire County Council, to show him the poor state of our pavements. On our walk, we identified many areas where our pavements are in a poor state, including some that required urgent action due to safety concerns. This extract from our email exchange demonstrates some of the progress that we were able to make – and we will remain in close contact with Chris until the remaining issues are resolved.

*“I wanted to provide you with an update following our walk and talk earlier this month. I'm delighted to inform you that we've made significant progress on the issues we identified. The broken paving on the footway, including the areas outside the Old Post Office and near the cinema, have been repaired. Furthermore, I've raised several Section 81 defect reports with the relevant utility companies to address the loose covers and manholes. The area outside The Fox is expected to be repaired within the next 28 days.*

*In the first week of November, our Highway Asset Response Team (HART) will be actively working across various parts of Chipping Norton. This includes Dunstan Ave, Cross Leys, Lords Piece Road, the town centre (including the area of uneven paving next to the pedestrian crossing), Albion Street, and siding out of both footways heading up London and Banbury Roads from the double roundabout.”*

OCC are also systematically clearing all the road drainage gullies across the county and ours are due to be done very soon.

I have also met with a number of groups representing our older residents. First, I was invited to attend an opening ceremony at Tall Trees in Shipton-Under-Wychwood. Here I met Andy Gill from Dementia Active, who now provide daily activities for local residents with dementia at their centre n Cromwell Park. I was

hugely inspired by thought they have put into their sessions to meet the need of those with dementia and their families, providing transport to sessions, a three course meal to ensure participants eat well, and structured, enjoyable activities to increase energy levels and enhance cognition. In November, other Councillors and myself also met with members of the Villager Bus team to increase our understanding of the work they do. One action we took away from this meeting was to plan an event to encourage new volunteers for our local voluntary organisations.

You can see from my diary that WODC is actively consulting on the spatial arrangements for the new Local Plan. The meetings I have attended have informed the draft response that we will consider at this Council Meeting.

I would like to take this opportunity to thank our staff for their hard work which ensured the success of our recent Christmas Lights Switch on event. In particular I would like to congratulate our new Acting Events and Marketing, Heidi Davies, for quickly adapting to her new role. Well done Heidi!

On 7th November we held the first in our series of four councillor Surgeries where we seek to meet with local residents to listen to their concern. Our next event will be at Henry Cornish Care Centre on the morning of Friday 23<sup>rd</sup> January. This event is open to everyone and will also give us the opportunity to meet with residents who might not be able to travel into town. We will visit other care homes later in the year.

The New Year will see some changes to the way our staff work. First, in January, the office staff will move from the Guildhall to the more modern accommodation in Glyme Hall. This will provide a better working environment, with efficient heating and disabled access. Our public office will remain in the town centre, at the Town Hall, where our receptionist will be able to answer any queries. This service will have revised hours to enable access to more residents following our recent residents survey. The new hours will be published in January.

I will end this report by wishing you all a



## **Item 8: Reports form Representatives of Outside Bodies**

On Field Reeves:

Councillors Sandra Coleman, Alex Keyser and Jo Graves attended a stint holder meeting with the Field Reeves in November. At the meeting we were able to view the accounts, which indicate the importance of rent from the recreation ground as this field generates the highest income. The trustees would like to be included in discussions on the Local Plan as they also control one of the fields on London Road. They would prefer that this land was used for sports provision, such as a football pitch. Councillors present agreed to share this with the Town Council and include this in our consultation response.



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## **Minutes of a Staffing Sub-Committee meeting held on the 3<sup>rd</sup> December 2025, at 11am in the Council Chamber, Chipping Norton Town Hall**

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

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

0 members of the public were present

### **12. Apologies for absence.**

None received

### **13. Declaration of interests.**

None received

### **14. Minutes**

**RESOLVED:** That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 5<sup>th</sup> November 2025 as an accurate record of the meeting.

### **15. 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.

### **16. Staffing matters**

Members received a verbal update from the Chair.

Members appointed Cllr Finney as the official investigator for all Disciplinary investigations moving forward. Members discussed appointing a secondary investigator from the pool of Councillors outside of the Staffing Sub-Committee, once a revised Disciplinary Policy has been agreed.

For the Clerk to bring a revised Disciplinary Policy to the next Finance & Resources Committee meeting.

**17. Date of next meeting** – 19<sup>th</sup> December 2025, 2pm, Council Chamber Chipping Norton Town Hall  
The Chair closed the meeting at 12:09 pm.

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**Minutes of a Community Committee meeting held on the 3<sup>rd</sup> November 2025, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Sandra Coleman (Chair), Steve Akers, Athos Ritsperis, Mike Cahill, Jo Graves, Alex Keyser, Emily Weaver (left at 6:50pm), Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Deputy Clerk and Responsible Finance Officer

Tania Kirby, Events Officer

Paolo Oliveri, Grounds Maintenance Operative

2 Members of the public

**CC31 Apologies for absence**

Apologies were received from Cllr Ben Bibby

**CC32 Declaration of interests**

None received

**CC33 Minutes**

**RESOLVED:** That the minutes of the committee meeting held on the 8<sup>th</sup> September 2025 were signed and approved by the Chair as an accurate record.  
CC26 – To factor in playground equipment depreciation by April 2026.

**CC34 Public Participation**

None received

**CC35 Committee Action Plan review**

Members noted the ongoing committee action plan

**CC36 Community Venues**

- a. Members received a Town Hall update from the Events Officer  
Members thanked the Events Officer for her report and that the Town Hall events usage.  
Members discussed the major bookings for the Barclays Bank and TSB and the possible ramifications should the bookings not continue. Cllr Coleman proposed that the Town Clerk and RFO work together to propose a fixed-term lease with a small discount for both banks, seconded by Cllr Akers. All in favour, motion carried.  
**RESOLVED:** That the Town Clerk and RFO will work together to propose a fixed-term lease for Barclays Bank and TSB Bank so that the use of the space can be planned for more than one year.
- b. Members received a Glyme Hall update from the Events Officer  
Members thanked the Events Officer again for her report and for her hard work to get Glyme Hall bookings up throughout the year.  
Members discussed a possible clash with the Town Council offices moving into the Willow room and proposed a solution to offer a larger room but honouring the lower price. All members in agreement.

**CC37 Events**

- a. Members received a draft calendar of events for Chipping Norton Town Council 2026-27  
Members noted that the calendar was a working document that would



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change over time, but was helpful for Cllrs to understand what was happening throughout the year.

Events Officer to liaise with the RBL next year to clarify what is required for the rolling road closure for Remembrance. Members thanked the Events Officer for her report and excellent Community Awards 2025.

**b.** Members received an update about the Christmas Market and Lights Switch-On event from the Events Officer

Indicative schedule for the event:

6:00pm – Choir

6:15 – Mayor's Speech

6:20 – Lantern Parade

6:30pm Lights Switch-on with VIP Young Person of the Year 2025

The Events Officer mentioned that some car parking spaces will need to be suspended for vendor vehicles. The Co-op has graciously applied for the cost to cover this (£500) on the Town Council's behalf, which may be covered.

Cllr Keyser proposed to pay the suspension if grant not received, seconded by Cllr Graves. All in favour, motion carried.

**RESOLVED:** That the Town Council agrees to pay for the car parking suspension charges to OCC if the Co-op grant is not successful.

None of the schools have confirmed the Santa's grotto on the Xmas Lights Switch-On date.

The Charter market in December has changed their date provisionally to the 19<sup>th</sup> or 20<sup>th</sup> December.

**CC38 Play Areas**

Members received a written report from the Assets and Operations Officer noting that the rotating swing had been repaired at Cotswold Crescent Play Area and are awaiting further parts for a subsequent repair.

**CC39 Skatepark Project**

Members discussed that the Assets and Operations Officer is due to set up a meeting with the Skatepark Users Group when capacity allowed, and to work with them to put together a fundraising strategy document.

**CC40 Keep Chippy Beautiful**

Members discussed a Spring Litter Pick date, possibly 21<sup>st</sup> March 2026, and a September date as well.

Members agreed for Cllr Akers and the Admin Assistant to liaise for a litter pick date before Christmas 2025.

**CC41 Committee Budget 26-27**

Members received a report from the Responsible Finance Officer and agree committee spending priorities for 2026/27 to help inform the overall budget. Members considered the lettings income for Glyme Hall and a small increase. Subject to one typo amendment for the Town Hall rates (£1,300 > £13,000) Cllr Coleman proposed to accept the proposed Community Committee budget,



**CHIPPING NORTON TOWN COUNCIL**  
**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

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seconded by Cllr Keyser. All in favour, motion carried.

**RESOLVED:** That the Community Committee budget 2026-27 is proposed to be agreed at the next Full Council meeting in December.

**CC42 Date of the next meeting**  
Monday 12<sup>th</sup> January 2026

The Chair closed the meeting at 8:10pm

DRAFT



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## **Minutes of a Strategic Planning Committee meeting held on the 10<sup>th</sup> November 2025** **at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs. Mike Cahill (Chair), Michael Rowe, Sandra Coleman, Jo Graves, Dom Rickard, Tom Festa.

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

3 Members of the public

<b>SPC26</b>	<b>Apologies for absence</b> Apologies were received from Cllrs. Finney, Wheaton, Ritsperis and Keyser.
<b>SPC27</b>	<b>Declaration of Interests</b> None received.
<b>SPC28</b>	<b>Minutes</b> <ul style="list-style-type: none"> <li><b>a)</b> To approve the minutes of the Committee meeting held on the 15<sup>th</sup> September 2025. <b>RESOLVED:</b> That the Minutes are agreed and approved with an amendment to reflect Cllr. Graves had sent her apologies.</li> <li><b>b)</b> To note the minutes of the Traffic Advisory Sub-Committee meeting held on the 2<sup>nd</sup> October 2025. Minutes noted.</li> <li><b>c)</b> To note the minutes of the Climate &amp; Ecology Working Group meeting held on the 27<sup>th</sup> October 2025. Minutes noted.</li> </ul>
<b>SPC29</b>	<b>Public Participation</b> None received
<b>SPC30</b>	<b>Committee Action Plan</b> Members noted the ongoing Committee Action Plan
<b>SPC31</b>	<b>Correspondence</b> <u>Thames Valley Community Fund Grant.</u> Cllr. Cahill confirmed success in being awarded a grant from the community fund. The application requested some additional CCTV to assist with deterring shop lifting at the back of the shops, and a radio ariel on the roof of the car park to enhance Shop Watch initiative. It also requested funds for additional speed indicators/ monitors in the town.  Cllr. Cahill will seek advice from our PCO and Highways regarding where to position any new speed monitors.



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	<p>An update was provided on the CCTV that the Council contributed £5k towards. Cllrs. Were advised the reasons for the delay had been resolved by TVP and the CCTV would be installed in November.</p> <p>Members received a brief update from Cllr Saul following the news that the intermediate step-down beds were being de-commissioned in Chipping Norton. Cllr Saul has agreed to provide any further updates when received.</p>
<b>SPC32</b>	<p><b>Chipping Norton Development Local Plan 2043</b></p> <p>The Mayor and Town Clerk attended a meeting with OCC about housing plans. Chipping Norton was graded as Tier 1 (as expected) which is the highest category. There was discussion about a new railway line in Carterton. Concerns were raised from Cllrs about the ability of sustainable transport links and job opportunities surrounding Chipping Norton.</p> <p>Public consultation is due to be held at Glyme Hall 4pm – 7pm on 11<sup>th</sup> November.</p>
<b>SPC33</b>	<p><b>Pool Meadow</b></p> <p>Cllrs. Were briefed on an art project at Pool Meadow. Cllr. Cahill stated he thought it was a good idea and asked who had organised it. Cllrs. Were informed that the artist, Carole Harvey initiated the discussions and ideas directly with Beaumont Rivers.</p> <p>Cllrs. voted to give permission for the art project to progress and requested to be kept informed of the plans as they are developed.</p> <p>Cllrs raised concerns about the overall Pool Meadow project and lack of progress. It was agreed Officers would set up a meeting with Beaumont Rivers to discuss when there was enough capacity to do so.</p>
<b>SPC34</b>	<p><b>Cemetery</b></p> <p><b>a)</b> To receive an update report on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church from the Assets and Operations Officer.</p> <p>Discussion regarding the Leylandii hedges and the problems with overgrowing and management. Cllr. Coleman proposed the Council approves the cost to remove it as it is set in the committee budget. Seconded by Cllr. Cahill.</p> <p><b>b)</b> To receive and consider an application for a new memorial bench at Worcester Road Cemetery.</p> <p>Cllr. Coleman raised concerns about the Councils lack of input into the type/ style of bench to be installed. The Town Clerk explained there was a</p>



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	<p>new process where sustainable materials are chosen by the Council and the customer pays for the bench and installation.</p> <p>Members agreed to approve the new bench in principle and delegated the installation to officers.</p>
<b>SPC35</b>	<p><b>Grounds Maintenance</b></p> <p><b>a)</b> Members received a written update from the Assets and Operations Officer</p> <p><b>b)</b> Members considered a quotation from the Assets and Operations Officer for H&amp;S monitoring and reporting software.</p> <p>Cllrs. raised concerns about costs and requested the Assets and Operations Officer looks at alternative options and obtains competitive quotes that reflect the size of the organisation. In addition, Cllrs. would like to know what other town councils use and whether some collaboration would be possible.</p> <p><b>c)</b> Members considered a quotation for a Billy Goat leaf and debris vacuum. Cllrs. raised questions about the need for a Billy Goat. The committee would like the Assets and Operations Officer to provide a more detailed business case for the purchase and consider electrical versions.</p>
<b>SPC36</b>	<p><b>Committee Budget 2026/27</b></p> <p>Members received and considered the proposed Committee budget for 2026-27 and raised no amendments.</p> <p>Cllr. Graves proposed that the committee budget is sent to the next Full Council meeting for approval. Seconded by Cllr. Cahill. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Strategic Planning Committee Budget 2026/27 is sent to Full Council for approval as proposed.</p>
<b>SPC37</b>	<p><b>Planning Applications</b></p> <p>1. APPLICATION NO: <a href="#">25/02374/FUL</a>          PROPOSAL: Hard and soft landscaping works to include replacement of existing pergola with new timber structure with metal framed glazed roof, addition of fixed seating, provision of lighting and associated works.          Relocation of bin sheds.          LOCATION: The Fox Hotel Market Place Chipping Norton</p> <p>No comment</p> <p>2. APPLICATION NO: <a href="#">25/02446/HHD</a>          PROPOSAL: The construction of a rear dormer window, insertion of a rooflight in front roof slope, and alterations to the fenestration including the addition of a first floor side window.          LOCATION: 7 Toy Lane Chipping Norton Oxfordshire</p>



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	<p>No comment</p>
	<p>3. APPLICATION NO: <a href="#">25/02550/HHD</a> PROPOSAL: Erection of single storey side and rear extensions, and roof alterations with addition of solar PV panels LOCATION: Quarry Cottage Wards Road Chipping Norton</p> <p>Support – Solar</p>
	<p>4. APPLICATION NO: <a href="#">25/02570/LBC</a> PROPOSAL: Internal alterations to ground floor layout and associated refurbishment works LOCATION: 19 High Street Chipping Norton Oxfordshire</p> <p>Comment – Materials in keeping with conservation area</p>
	<p>5. APPLICATION NO: <a href="#">25/02232/S73</a> PROPOSAL: Variation of condition 2 of permission 25/00052/FUL to allow adjustment in the siting of air source heat pumps (retrospective) APPLICATION NO: 25/00052/FUL PROPOSAL: Installation of 3 x air source heat pumps. LOCATION: Chipping Norton Library Goddards Lane Chipping Norton</p> <p>No comment</p>
	<p>6. APPLICATION NO: <a href="#">25/02615/LBC</a> PROPOSAL: Internal and external refurbishment works to include alterations and changes to layout, refurbishment of existing windows and external doors together with replacement rooflights and external painting. LOCATION: 7 Horsefair Chipping Norton Oxfordshire</p> <p>Comment – Would like to remain commercial on bottom</p>
	<p>7. APPLICATION NO: <a href="#">25/02653/TDC</a> PROPOSAL: Technical details consent for the erection of 7 dwellings with car port, associated parking and landscaping, pursuant to Planning in Principle reference 24/01730/PIP. LOCATION: Land At (E) 429862 (N) 226882 Kennels Lane Chipping Norton</p> <p>Comment - Some local residents have expressed overdevelopment at the site. Sewage has not been addressed.</p>



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<b>SPC38</b>	<b>Date of Next Meeting</b> Monday 19 <sup>th</sup> January 2025
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The Chair closed the meeting at 8:05pm

DRAFT



# CHIPPING NORTON TOWN COUNCIL

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## Minutes of a Finance and Resources Committee meeting held on the 17<sup>th</sup> 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

<b>FR25</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Ritsperis, Cahill and Bibby
<b>FR26</b>	<b>Declaration of interests</b> None received
<b>FR27</b>	<b>Minutes</b> a. Finance and Resources Meeting 22 <sup>nd</sup> 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.” <b>RESOLVED:</b> That subject to the wording amendment of FR18 that the Chair signs the minutes of the meeting of the meeting held on the 22 <sup>nd</sup> September 2025 as an accurate record. b. Members noted the minutes of the Staffing Sub-Committee meeting held on the 5 <sup>th</sup> November 2025
<b>FR28</b>	<b>Public participation</b> None received
<b>FR29</b>	<b>Committee action plan</b> Members received the committee action plan.
<b>FR30</b>	<b>Correspondence</b> None received
<b>FR31</b>	<b>Income and Expenditure report</b> 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.
<b>FR32</b>	<b>Debtors report</b> 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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<b>FR33</b>	<p><b>Schedule of payments for approval</b> Members noted the schedule of payments for approval and raised no queries.</p>
<b>FR34</b>	<p><b>Forward work programme</b> 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. <b>RESOLVED:</b> That the draft Procurement Policy and Purchase Request form is sent to the next Full Council meeting to be adopted.</p>
<b>FR35</b>	<p><b>Committee Budget 2026/27</b> 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><b>RESOLVED:</b> That subject to the amendments above, that the Finance &amp; Resources Committee budget is sent to Full Council for approval.</p>
<b>FR36</b>	<p><b>Draft annual budget 2026/27</b> 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><b>RESOLVED:</b> That the draft annual budget 2026/27 is sent to the next Full Council meeting for approval.</p>
<b>FR37</b>	<b>Date of the next meeting</b> Monday 2 <sup>nd</sup> February 2026

The Chair closed the meeting at 8:17pm

DRAFT

## Item 10: Correspondence

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### **Oxfordshire Pension Fund – 2025 LGPS Valuation & Funding Strategy Statement**

The Local Government Pension Scheme (LGPS) is a statutory, defined-benefit pension scheme for local government staff. Chipping Norton Town Council participates as a designating employer, meaning we choose to offer LGPS membership to eligible staff. The scheme is administered locally by Oxfordshire County Council through the Oxfordshire Pension Fund (OPF).

Every three years the Fund must complete an actuarial valuation, which determines:

- Share of Fund assets and liabilities
- Funding level (assets vs liabilities)
- Employer contribution rate for the next three years

Participation in the LGPS affects staffing costs, long-term liabilities, and the Council's financial planning.

### **Town and Parish Council 2025 Valuation Results**

Funding Position (as at 31 March 2025)

- Funding level: 123% (improved from 108% in 2022)
- Surplus: £6.7m (up from £2.4m)

This reflects improved long-term investment return expectations and higher interest rates, which reduce the assessed cost of future pension benefits.

Proposed Employer Contribution Rates (from 1 April 2026)

Year	Employer Rate (% of pay)
Current (to 31 Mar 2026)	21.7%
2026–27	19.9%
2027–28	19.9%
2028–29	19.9%

Due to the funding level, all Town and Parish Councils are required to confirm or decline the reduced employer contribution rates from 1 April 2026.

All Town & Parish Councils enrolled in the LGPS are required to confirm receipt and understanding of the draft variation results on the online portal (RFO to submit response on Town Council's behalf).

Deadline: 31 January 2026

### **Draft Funding Strategy Statement (FSS) Consultation**

The Fund has issued a draft Funding Strategy Statement (FSS), which explains how contributions are set and how employer risks are managed. Key points relevant to the Town Council:

- Town & Parish Councils are pooled to reduce volatility in employer costs.
- The Fund uses a 20-year time horizon and an 85% likelihood test to ensure sufficient assets to meet liabilities while keeping contributions stable.
- The 2025 update reflects new national LGPS guidance (Jan 2025) and refreshed actuarial assumptions.
- No fundamental changes to the approach for Town & Parish Councils are proposed, but the Fund welcomes comments.

Optional consultation deadline: 19 December 2025

**The LGPS will be holding an Employer Forum on 14 January 2026 at the Saïd Business School, Oxford. The Town Clerk and/or RFO will attend on the Town Council's behalf.**

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#### **RECOMMENDATIONS:**

Council is asked to:

1. Formally acknowledge the Draft 2025 Valuation Results by 31 January 2026.
2. Agree whether to submit a response to the optional Funding Strategy Statement consultation
3. Confirm or Decline the reduced employer contribution rate from April 2026.



Ministry of Housing,  
Communities &  
Local Government

**Alison McGovern MP**

*Minister of State for Local Government and  
Homelessness*

2 Marsham Street  
London  
SW1P 4DF

Your reference: SW09067

Our reference: MC2025/24865

Sean Woodcock MP  
House of Commons  
London  
SW1A 0AA

20 October 2025

Dear Sean,

Thank you for your email of 4 September on behalf of your constituent, Mayor Sandra Coleman of Chipping Norton Town Council, regarding the publication of Councillor's home addresses. I am replying as the Minister responsible for this policy area.

I am grateful to your constituent, Mayor Coleman, for sharing concerns over her security, the security of her colleagues, and the publication of local government members' home addresses in the public register of interests. We believe it should be put beyond doubt that councillors and mayors do not need to disclose their home addresses to the public. This will require primary legislation.

When Parliamentary time allows, we intend to clarify in law that a relevant member's home address should not be included in published versions of the register of interests, unless the member requests that this information is published.

I was sorry to hear Mayor Coleman's reports of incidents of abuse, threats or intimidation targeted against her local councillor colleagues. Monitoring officers may consider requests to remove details of home addresses from the published register under Section 32 of the Localism Act 2011. Until legislation can be passed, I encourage monitoring officers to look sympathetically at accommodating requests for the withholding of home addresses from published versions of the register of interests where there are concerns of violence or intimidation.

I understand that Mayor Coleman has specific concerns about a stalker. Where there is an imminent danger, local government members should always contact the police, call 999 in an emergency, or 101 otherwise.

Thank you for sharing Mayor Coleman's thoughts on this important matter.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Alison', is centered on the page. The signature is fluid and cursive.

**ALISON MCGOVERN MP**  
Minister of State for Local Government and Homelessness

## Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

### Key Themes:

<b>BT</b>	<b>A vibrant, safe and beautiful town</b>
<b>OS</b>	<b>Improved open spaces</b>
<b>CS</b>	<b>Improving community services</b>
<b>CE</b>	<b>Community engagement</b>
<b>MC</b>	<b>A modern, safe and forward thinking Council</b>
<b>WP</b>	<b>Working in partnership</b>

### Committees:

<b>FC:</b>	<b>Full Council</b>
<b>CC:</b>	<b>Community Committee</b>
<b>SP:</b>	<b>Strategic Planning</b>
<b>FR:</b>	<b>Finance and Resources</b>
<b>TAC:</b>	<b>Traffic Advisory Sub-Committee</b>

Key	Action	Responsible Committee	Who's involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Further scoping should be undertaken by the TC to determine opportunities for playing pitch provision in town. <b>Possibility to feed in this information to Local Plan 2043 consultation (22 Dec)</b>
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP for Chipping Norton has been adopted by WODC. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative ongoing.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course.  The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£1500 from street furniture budget (6495)	April 2025	March 26	Benches restored by the TC's Grounds Maintenance team as required.

BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024.  Proposed improvements for Albion Street junction have been approved and should be installed this year. Delayed to FY 2026  SID for Churchill Road is installed and operational.  <b>Thames Valley Community Fund grant received (Nov 2025) partly to consider the installation of a new SID</b>
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Ongoing	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Scoping work for PV solar for the roof has been completed. Further funding required to fill shortfall between EMR and increased scope of work to include sustainable initiatives.  Ongoing Venues Working Group meetings taking place separated into two work streams. <ul style="list-style-type: none"> <li>- Town Hall Restoration</li> <li>- Town Hall and Glyme Hall business plans</li> </ul> TOR For the two work streams adopted at FC 1 Sept 2025.  <b>Quotations for the Town Hall loft access and roof repairs to be considered at this meeting.</b>
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Remix Youth Club takes place at Glyme Hall weekly on Friday afternoons and has received free use of the space by the Finance & Resources Committee.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£10,000 Cemetery repairs and maintenance 25/26	Ongoing	Ongoing	The Town Council's Admin and Customer Services Assistant has now been trained to undertake memorial safety testing (July 2025), so this can now be brought in-house for 2025-26. Next tranche to be planned for winter 2025.

OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	25/26 Repairs £2,000 New Equipment £2,500	Ongoing	Ongoing	Annual ROSPA testing takes place each year in November, next required November 2025. Additional Accessibility Audit undertaken November 2024 with no issues to be rectified. Grounds Maintenance Operatives assess play parks weekly and work through repairs as required.
MC/OS1	Pesticide free Chipping Norton	CC/SP	CNTC/Contractors/ andowners/clubs	N/A	May 22		Pesticide-Free Chipping Norton plan should be reviewed now that the in-house grounds maintenance team has been established.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24 (Overrunni ng)	Feasibility study complete. Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured. Beaumont Rivers has been required to undertake further work for Historic England before approval is granted (July 2025). Currently awaiting an update.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Dec 25	Current contract has been handed over to Selectrics for Xmas 2025. A new scheme to be decided for 2026. <ul style="list-style-type: none"> <li>- Community consultation required during Xmas 2025</li> <li>- Tender to be submitted June 2025</li> </ul> <p style="color: red;">Quotation to consider purchasing the Council's Xmas Lights scheme second-hand to be considered at this meeting.</p>
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	25-26 £16,500	July 2025	Feb 2026	Grants were considered by the Finance and Resources Committee July 25. Next tranche to be considered Feb 2026.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contrac tors	Multiple budgets	Ongoing	Ongoing	Memorial safety can now be brought in house to be undertaken by our Admin and Customer Services Assistant. New 3-year tree survey approved (June 2025) with works undertake systematically through a priority list. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place. Worcester Road Depot H&S check undertaken April 2025.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.

CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	Multiple budget lines	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2025-26 reviewed by Community Committee and Strategic Planning Committee March 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Sept 2025	Internal auditor's report (2025-26) to be received at this meeting.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Reviewed and adopted by the Finance & Resources Committee July 2025.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	Staff and Cllr training policy approved. Town Clerk and Admin Officer completed First Aid training (Nov 2025).
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2028	CNTC received the Local Council Quality Award (Silver) in August 2024. Next stage requires a three-year business strategy plan and robust community engagement. The Town Clerk and RFO/Deputy Clerk are working through the required elements.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	Event held on Saturday 26 <sup>th</sup> July 2025, next event taking place Summer 2026.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000  Budget £250,000	April 23	Summer 2025	The final design for the skatepark has been received, and a Certificate of Legal Development has been submitted to WODC. Further scoping for available funding required. The project has been taken on by our Assets and Operations Officer with regular meetings taking place.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Autumn Litter pick held on the 27 <sup>th</sup> September 2025. Spring date TBD

OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a "rock school" for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	An event policy and procedure has been agreed.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride.
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	The Council promotes clean air initiatives as part of the clean air day campaign <a href="https://www.actionforcleanair.org.uk/campaigns/clean-air-day">https://www.actionforcleanair.org.uk/campaigns/clean-air-day</a> Climate Action Working Group set up.
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.

CS7	Glyme Hall	CC	CNTC/OCC	N/A	Ongoing	Ongoing	Glyme Hall came under Town Council management November 2025. Bookings and financial sustainability of the hall to be worked through with the Events and Marketing Officer and RFO. Hire charges to be reviewed annually in March.
BT7/OS5	In-House Grounds Maintenance	SP	CNTC	25-26 Streetscene £16,960	Ongoing	Ongoing	Grounds Maintenance team now fully staffed and in place (July 2025). Assets and Operations Officer in place (June 2025). Rota of maintenance to be drawn up. Lone working procedures to be considered. Assets and Operations Officer to monitor requirements for tools and equipment, and to work within the allowable budget.
CS8	Council Depot	SP	CNTC	25-26 Streetscene	Ongoing	Ongoing	The Council's depot was taken on in April 2025. The Council's Assets and Operations Officer is working through compliance and requirements for the team, such as installation of EV charging, storage and COSSH compliance.
MC11	Compliance – To ensure that the Council's spaces (including the offices, depot, and built assets) are compliant and safe for staff to use	SP/CC	CNTC/WODC/OCC	N/A	July 2025	April 2025	The Town Council as an employer has a duty of care towards its staff members, and as such should ensure that the offices and workspaces are fit-for-purpose. The Town Clerk, RFO and Estates Officer are working through a list to ensure that all sites and buildings comply with regulations.

Adopted by Full Council on 21<sup>st</sup> July 2025

**Item 12: West Oxfordshire District Council's Local Plan 2043 consultation  
Preferred Spatial Options Consultation**

Deadline for responses: 22<sup>nd</sup> December 2025

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*“This consultation marks the next important step in Plan making process, focusing on our **Preferred Spatial Options for the West Oxfordshire Local Plan 2043**.*

*While this is not the final Draft Plan, this consultation represents a key milestone, as it outlines the Council's current thinking on where new development, including housing and employment, should be located.*

*Building on previous consultations, this Preferred Spatial Options Paper sets out the Council's emerging approach, including:*

- 1) Our proposal to extend the end-date of the new Local Plan to 2043*
- 2) A revised settlement hierarchy*
- 3) An updated spatial strategy*
- 4) Areas of land that have been identified as having potential for housing and economic development.*

*We are also developing an evidence base to support the development of the Local Plan. The latest evidence base documents, including Sustainability Appraisal and an Interim Housing and Economic Land Availability Assessment (HELAA), are available to view under 'Other Information'.*

**What happens next?**

*All comments will be carefully considered, alongside further evidence and analysis to help inform the next steps towards a full Draft Local Plan in the new year.”*

Link to consultation online: <https://yourvoice.westoxon.gov.uk/en-GB/folders/preferred-spatial-options-nov2025>

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Chipping Norton has been designated as a “Principal Town” along with Witney and Carterton within the new proposed settlement strategy hierarchy. This is the highest tier in West Oxfordshire and would be identified as a key service centre for the surrounding villages. Within Principal Towns, “small, medium, large and strategic-scale sites” would be permitted, in line with NPPF.

**RECOMMENDATION:** That the Council considers a response to the consultation prior to the deadline (22<sup>nd</sup> December). A draft response is attached to the following page.

## **Response to Local Plan Consultation**

Chipping Norton Town Council know that it is vital that we plan to build the right housing in the right place – and understand that this means significant house-building. We believe that new housing should be provided in ALL communities across the district, to keep rural communities sustainable and enable everyone to have real choice about where they live. We appreciate that there will be significant house- building here in Chipping Norton, but this needs to be properly planned, built sustainably and with the appropriate infrastructure for the whole of our community, provided **before**, not after, new housing. This includes opportunities for employment, education, sports and leisure as well as active travel routes, public transport provision, water, sewerage and drainage, and road improvements.

We are concerned that there is no proposal to bring forward land designated in the East Chipping Norton scheme that is not affected by the ancient monument. This site is more accessible to the town to encourage walking and cycling, and should be included before expanding the town to the north.

**We want to plan properly for the future residents of our town, this is the true definition of “Best Value”**

### **1. Employment.**

- There is a shortage of suitable employment sites in the town for all employers. It is not unusual for businesses that set up here to need to move out as they grow due to the shortage of suitable accommodation. This includes Chipping Norton Glass, who are now located in Banbury and have changed their name to CN Glass!
- Many residents travel large distances to work every day by car on congested routes towards Harwell and Didcot on the A34 and cross country to Gaydon and Bicester. There is a need for more high skilled technical work opportunities within the town, both for those with established careers and for young people who often do not have the ability to travel.
- There may also be the opportunity to expand employment in the creative industries by providing suitable facilities.

### **2. Education**

- The only post-16 education provision in the town is academic A levels. This is a significant barrier for those young people who need to pursue a vocational route into employment and may not have strong support networks at home- and contributes to multi-generational workless households. Could this be addressed by providing an apprenticeship support service and training centre at a local employment hub? This could focus on heritage craft skills, construction, media and creative or high-tech employment. Or is there another solution? (Many current apprenticeships require regular travel to Bicester or Harwell, making them inaccessible to many families)
- Previous plans to expand the town have included provision for a new primary school. Whilst our town primary schools are not at capacity, it is important to acknowledge that this does not reflect the number of children who live in the town as many currently travel out to village schools, adding to traffic congestion. We would expect the town to need a new primary school if there is significant growth, even allowing for falling birth rate because so many children currently travel out of the town.

### **3. Sports and leisure provision**

- There is a significant shortfall in sports pitch provision, not properly reflected in the strategy documents. A significant number of local youth teams have to travel outside the town to train and play due to the lack of pitch availability, and there is no full sized pitch for progression to the adult game.
- Whilst the Town Council have significantly improved the local playgrounds, the current sites all have limited facilities due to their location. For example there are no car parking facilities or provision for refreshments.
- A sports hub, combined with a play park, should be provided by expanding the current Cricket Club site, across from the Banbury Road towards the London Road, using land controlled by Oxfordshire County Council and Field Reeves. Field Reeves have a strong tradition of providing green space for the town, and are land owners of the current Recreation Ground, which also fits with County Council objectives to support healthy lifestyles. The site should be designed to support many different activities for teams and individuals, with proper facilities for a social hub (changing facilities, bar, cafe, meeting room)

### **4. Travel**

- All schemes should encourage active travel. Walking distance to local facilities is key – and was properly explored in the previous plan for East Chipping Norton. Whilst sites are readily available towards the north, these sites are less walkable.
- Junction improvements will be needed to improve traffic flow and safety as the town grows.
- Walking routes must be provided and maintained whilst new houses are constructed – this has not happened historically and stops new residents establishing healthy travel patterns.
- Public transport needs improving- journey times to major centres are too long and some routes need more provision. For example, an express service to Oxford in addition to the hourly S3 would make bus travel more attractive!
- The proposed “Travel Hub” is welcome, but needs definition.



Mrs K Jang  
Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
Oxfordshire  
OX7 5NJ

28 November 2025

Dear Katherine

**Re: Chipping Norton Town Council**  
**Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 28 November 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Chipping Norton Town Council are well established and followed.

## **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

## **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

## **Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

*Appropriate accounting records have been kept properly during the year.*

### **Audit findings**

This is the first internal audit conducted by Mulberry Local Authority Services Ltd, having been appointed by the council at the meeting held on 1 September 2025 (minute ref FC75).

The audit was conducted on site with the CEO/Town Clerk and the council's Responsible Financial Officer (RFO). The information advised in advance of the visit had been prepared and was available for review, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the officers and a review of the council website [www.chippingnorton-tc.gov.uk](http://www.chippingnorton-tc.gov.uk)

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered with sufficient narrative detail to identify the source and purpose of each transaction.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

I note that both the CEO/Town Clerk and RFO are relatively new to post, and I am grateful for their support in completing my review. The RFO has already identified some of the practices I have highlighted that need review, and implementation of the forward plan dated September 2025 and the recommendation in this report will enhance the council's governance and financial processes.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's Report for 2024/25 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 1 September 2025 (minute ref FC73).

Under other matters, the External Auditor commented '*Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.*

*The box 7 and 8 reconciliation originally provided on the initial submission did not equal box 7 or b of Section 2. A revised reconciliation was submitted which agrees to boxes 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure that going forward that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2.'*

I note the council received and considered the previous internal auditor report at the council meeting held on 9 June 2025 (minute ref FC37).

***Confirm by sample testing that councillors sign statutory office forms***

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. **I recommend that the Acceptance of Office forms are amended to include formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."**

The council website includes a councillor page where the individual Register of Members' Interests forms are published.

***Confirm that the council is compliant with GDPR***

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

**Assertion 10 - Digital and data compliance**

*To warrant a positive response to this assertion, the authority needs to have taken the following actions:*

*1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example [clerk@abcparishcouncil.gov.uk](mailto:clerk@abcparishcouncil.gov.uk) or [clerk@abcparishcouncil.org.uk](mailto:clerk@abcparishcouncil.org.uk) rather than [abcparishclerk@gmail.com](mailto:abcparishclerk@gmail.com) or [abcparishclerk@outlook.com](mailto:abcparishclerk@outlook.com) for example.*

*1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.*

*1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).*

*1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).*

*1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).*

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice, Website Accessibility Statement and FOI Publication Scheme published on its website. **An IT Policy needs to be added to the council website before 31 March 2026 to meet the requirements of Governance Assertion 10.**

**I note that the Website Accessibility Statement refers to compliance with Web Content Accessibility Guidelines 2.1AA – the current standard is 2.2AA and the council should confirm with its website provider and update the statement accordingly.**

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee structure in place. terms of reference are published within the adopted Scheme of Delegation, which is available on the council website, along with details of future meeting dates and historic agendas and minutes for meetings.

*Check that agendas for meetings are published giving 3 clear days' notice*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council also publishes the non-confidential supporting papers for meetings on the council website with the agendas in accordance with the requirements of the Information Commissioner's Office.

*Check the draft minutes of the last meeting(s) are on the council's website*

Minutes are uploaded to the council website and clearly annotated as draft where applicable.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 12 May 2025 (minute ref FC13).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 12 May 2025 (minute ref FC15). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations, which was adopted at the same meeting (minute ref FC14).

**Check that the council's Financial Regulations are being routinely followed**

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- the Clerk, under delegated authority, for any items below £500 excluding VAT.*
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.*
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT*
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.*
- the council for all items over £5,000*

*Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.*

*FR 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the relevant committee as soon as practicable thereafter.*

**Based on the level of financial activity of the council, and through discussion with the officers, these authorisation thresholds appear appropriate although given the financial size of the council, consideration might be given to increasing the thresholds across all levels to facilitate the smooth running of the council.**

A review of the minutes of meetings shows that payment lists are reviewed and approved in accordance with the adopted Financial Regulations.

The Financial Regulations include an agreed process for the making of payments via online banking, and state the following:

*FR 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.*

*FR 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.*

*FR 7.6 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.*

*FR 7.7 Evidence shall be retained showing which members approved the payment online.*

*FR 7.8 A full list of all payments made in a month shall be provided to the next council meeting.*

**Through discussion with the officers, the above process is not currently being followed, although a dual authentication process does exist involving staff members. I recommend that the council reviews this section of the Financial Regulations and ensures that the process recorded is the one it follows in future.**

*Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector*

The council has confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

*Check receipt of VAT refund matches last submitted VAT return*

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2025 which showed a refund amount due of £458.24 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 10 November 2025. The council is up to date with its VAT submissions.

*Confirm that checks of the accounts are made by a councillor*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

## **C. RISK MANAGEMENT AND INSURANCE**

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### **Audit findings**

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2 The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.*
- FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place. The Corporate Risk Register and Risk Management Policy were last reviewed and approved by council in May 2025 (minute ref FC20).

I reviewed the Corporate Risk Register, which breaks down potential risks into different categories of the council's operations, identifies the actual area of risk, describes the impact and the level of impact of an occurrence, considers the probability level of an occurrence, and then uses these scores to determine a priority level of each risk. The Register then includes the control measures in place and supporting notes including any other identified actions necessary.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

I confirmed that the council has a valid insurance policy in place with Ecclesiastical Insurance which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000.

**The September 2025 bank reconciliations show balances exceeding £640,000 and the council is advised to consider increasing the Fidelity Guarantee level to ensure that the maximum balance held at any point during the year is covered.**

## **D. BUDGET, PRECEPT AND RESERVES**

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### **Audit findings**

The council set a precept of £494,204 for 2025/26. With a tax base of 2,898.39, this equates to a band D equivalent of £170.51 (compared to the average in England of £92.92). I was able to confirm receipt of the full precept amount to the council's accounts, and this has been correctly recorded within the accounting system.

The officers confirmed that the 2026/27 budget setting process is underway, and the final budget and precept are due to be approved by the council at the meeting held in December 2025.

The budget report dated 24 November 2025 shows income reported as 102% of budget (with the full precept having been received) and expenditure at 73%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the date of the interim audit, the council held circa £240,000 in earmarked reserves, spread across a range of clearly identifiable projects.

**I note that the Public Art Project EMR shows a negative balance of -£843.12. This figure will need to be cleared from the general reserve by the end of the financial year, as earmarked reserves cannot hold a negative balance.**

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 *The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

5.34 *The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

5.35 *The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

5.36 *In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

5.37 *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

A review of the general reserve balance will be conducted at the final internal audit, and the council is advised to follow the recommended guidance in determining an appropriate level.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

Apart from the precept, the council receives income from a range of sources including lettings, cemetery and events.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget code.

FR 13.2 states *'The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.'*

The Town Hall and Glyme Hall booking fees were last reviewed and approved by the Community Committee at the meeting held on 3 March 2025 (minute refs CC62 and CC63 respectively).

I tested a sample of invoices issued for hire of the Town Hall and was able to confirm rates charged were consistent with the council's charging schedule which is published on the council website.

## F. PETTY CASH

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.*

### **Audit findings**

The council maintains two petty cash floats, one in the office and one at the Town Hall. The RFO confirmed that neither are likely to be needed in future, as the office one is not used, and the Town Hall is moving to a cashless environment.

The petty cash tins are securely locked in a safe and the amounts are inconsequential to the overall financial position of the council. I am satisfied that the council has in place adequate controls of petty cash while it is still in existence.

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

All staff members have a signed contract of employment, based on the NALC template, and the council is a member of the Local Government Pension Scheme (LGPS). Payments to staff members are based on the National Joint Councils (NJC) pay scales.

Payroll is processed using the HMRC PAYE Online Tools software. I reviewed the payroll summary and payslips provided for the interim audit and the payroll deductions appear correct. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the officers are aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

*5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.*

5.59 *Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.*

5.60 *One item or group of similar items shall be regarded for inclusion in the fixed asset register.*

5.61 *Assets should be first recorded in the asset register at their actual purchase cost.*

5.62 *Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.*

5.63 *Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.*

5.64 *Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.*

5.65 *Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.*

5.66 *The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.*

5.67 *For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.*

5.68 *Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.*

5.69 *The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.*

The council has a fixed asset register in place, maintained in an Excel format, which includes a description of each asset, its method of valuation, the annual return value, insurance valuation, location and any supporting notes. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

I note that the asset register was reviewed and approved by the council at the May 2025 council meeting (minute ref FC21).

A further review of the asset register will be completed at the final internal audit to confirm the total figure, and a check of accuracy of values for any items added during the financial year.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

*2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:*

- a. are denominated in pounds Sterling;*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

*2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.*

*1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.*

The council has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the statutory guide. The Investment Strategy was most recently reviewed and adopted by the council at the meeting held on 1 September 2025 (minute ref FC 59).

The council has borrowing through the Public Works Loan Board (PWLB) and confirmation of the figures for in year payments (box 5) and year-end balance (box 10) will be completed at the final internal audit against the PWLB statement and remittance advices.

## **I. BANK AND CASH**

### **Internal audit requirement**

*Periodic bank account reconciliations were properly carried out during the year.*

### **Audit findings**

Financial Regulation 2.6 states 'At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance & Resources Committee.'

Bank reconciliations are completed monthly. I reviewed the latest bank reconciliation for all accounts and was able to confirm the balances to the bank statements. I note that the September statement shows a difference of £4.93 which will need to be resolved, and assistance may need to be sought from Rialtas to do this.

**I was able to confirm that the bank reconciliations have been signed but there is no evidence that the bank statement have also been signed in accordance with FR 2.6 and I will need to see evidence of this activity taking place at the final internal audit to achieve a positive sign-off for this internal control objective.**

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council holds accounts with two different providers to mitigate the risk.

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.*

### **Audit findings**

To be tested at the final internal audit.

## K. LIMITED ASSURANCE REVIEW

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.*

### **Audit findings**

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

### **Internal audit requirement**

*The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation*

### **Audit findings**

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
  - (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

## **M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**

### **Internal audit requirement**

*The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

### **Audit findings**

<b>Inspection – key dates</b>	<b>2024/25 Actual</b>
<b>Date AGAR signed by council</b>	9 June 2025
<b>Date inspection notice issued</b>	10 June 2025
<b>Inspection period begins</b>	11 June 2025
<b>Inspection period ends</b>	22 July 2025
<b>Correct length (30 working days)</b>	Yes
<b>Common period included (first 10 working days of July)</b>	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

## **N: PUBLICATION REQUIREMENTS**

### **Internal audit requirement**

*The authority complied with the publication requirements for the prior year AGAR.*

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

*Before 1 July 2025 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

*Not later than 30 September 2025 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### **Audit findings**

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the External Auditor Report and Certificate were published on the council's website before 30 September 2025.

**However, the Notice of Conclusion of Audit was not published on the council website until 26 November 2025.**

**The council has therefore not met the publication requirements for 2024/25.**

### **O. TRUSTEESHIP**

#### ***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

#### **Audit findings**

The council has no trusts, and testing for this internal control objective is not applicable.

**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	<b>INTERNAL CONTROL OBJECTIVE</b>	<b>YES</b>	<b>NO</b>	<b>NOT COVERED</b>
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	<b>Periodic bank account reconciliations were properly carried out during the year.</b>		✓	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	<b>The authority complied with the publication requirements for prior year AGAR.</b>		✓	
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on [andy@mulberrylas.co.uk](mailto:andy@mulberrylas.co.uk) or 07428 647069.

Yours sincerely



**Andy Beams**

**Director, Mulberry Local Authority Services Ltd**

### **Interim Internal Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Interim Audit Findings</b>	<b>Council comments</b>
<p><b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b></p>	<p>An IT Policy needs to be added to the council website before 31 March 2026 to meet the requirements of Governance Assertion 10.</p> <p>I note that the Website Accessibility Statement refers to compliance with Web Content Accessibility Guidelines 2.1AA – the current standard is 2.2AA and the council should confirm with its website provider and update the statement accordingly.</p> <p>Based on the level of financial activity of the council, and through discussion with the officers, these authorisation thresholds appear appropriate although given the financial size of the council, consideration might be given to increasing the thresholds across all levels to facilitate the smooth running of the council.</p> <p>Through discussion with the officers, the above process is not currently being followed, although a dual authentication process does exist involving staff members. I recommend that the council reviews this section of the Financial Regulations and ensures that the process recorded is the one it follows in future.</p>	

<b>C. RISK MANAGEMENT AND INSURANCE</b>	The September 2025 bank reconciliations show balances exceeding £640,000 and the council is advised to consider increasing the Fidelity Guarantee level to ensure that the maximum balance held at any point during the year is covered.	
<b>D. BUDGET, PRECEPT AND RESRVES</b>	I note that the Public Art Project EMR shows a negative balance of -£843.12. This figure will need to be cleared from the general reserve by the end of the financial year, as earmarked reserves cannot hold a negative balance.	
<b>I. BANK AND CASH</b>	I was able to confirm that the bank reconciliations have been signed but there is no evidence that the bank statement have also been signed in accordance with FR 2.6 and I will need to see evidence of this activity taking place at the final internal audit to achieve a positive sign-off for this internal control objective.	
<b>N. PUBLICATION REQUIREMENTS</b>	<p>However, the Notice of Conclusion of Audit was not published on the council website until 26 November 2025.</p> <p>The council has therefore not met the publication requirements for 2024/25.</p>	

## Proposed Annual Budget for 2026/27

### 1. Introduction

Attached is the draft budget for the financial year 2026/27. This is calculated based on tax base figures provided by West Oxfordshire District Council on 26 November 2025. The confirmed tax base is 2919.10.

Each Town Council Committee have submitted their proposed budgets, which have been incorporated into this final draft. The figures are informed by previous expenditure, income trends, and anticipated requirements for the coming year.

### 2. Proposed budget 2026/27

Without increasing the precept from its current position, the precept income for 2026/27 would be £497,735 (based on confirmed tax base figures), representing an annual cost of £170.51 to a Band D household.

This 'do nothing' scenario results in an anticipated deficit budget of **-£76,545**.

This draft budget is presented to Full Council for formal approval and precept setting. A balance sheet is attached to support decision making along with the information below.

### 3. General Reserves (at 04/12/2025)

- Current general reserve: £340,262
- Recommended minimum reserve: 3 months' net expenditure (approx. £175,000)
- Expected spend before year end: £160,000
- **Estimated general reserve available for precept setting: £5,262**

### 4. Earmarked Reserves

Current earmarked reserves are detailed in table 1.

GL Code	Account	Opening Balance	Net Transfers	Closing Balance
2135	EMR Skate Park Fund	35,000		35,000
2138	EMR Pool Meadow Project	15,679		15,679
2139	EMR Defibrillators	2,425		2,425
2142	EMR TH Restoration/repairs	127,539	-11,126	140,944
2148	EMR Street Scene Projects	18,676		18,676
2149	EM Recreation Equipment/Repair	1,860		1,860
2157	EMR Public Art Project	2,798	-3,641	-843
2160	EMR Elections	5,900		5,900
2161	EMR Staffing Contingency	17,024	-1,433	5,591
2163	EMR 2025 Mayor's Charity Event	855		855
2164	EMR Grounds Maintenance	26,928	-16,377	5,550
2166	EMR Burial Ground	8,628		8,628
<i>Table 1</i>		272,841	-32,578	240,265

## 5. Options for Balancing the Budget

To address the projected deficit, the Council may consider one or a combination of the following:

### Option 1: Increase Precept

Table 2 provides precept increase scenarios.

An annual increase per band D property of:	equals a weekly increase per band D of:	Total annual cost per band D property	Total annual precept income	General reserves required to balance the budget	Balance of available reserves	Percentage increase
0.00	0.00	170.51	497,735. 74	-76,544.26	-71,282.26	0.00
5.00	0.10	175.51	512,331. 24	-61,948.76	-56,686.76	2.93
6.00	0.12	176.51	515,250. 34	-59,029.66	-53,767.66	3.52
7.00	0.13	177.51	518,169. 44	-56,110.56	-50,848.56	4.11
8.00	0.15	178.51	521,088. 54	-53,191.46	-47,929.46	4.69
10.00	0.19	180.51	526,926. 74	-47,353.26	-42,091.26	5.86
15.00	0.29	185.51	541,522. 24	-32,757.76	-27,495.76	8.80
20.00	0.38	190.51	556,117. 74	-18,162.26	-12,900.26	11.73
25.00	0.48	195.51	570,713. 24	-3,566.76	1,695.24	14.66
30.00	0.58	200.51	585,308. 74	11,028.74	16,290.74	17.59

Table 2

*The proposed budget presented to Full Council is based on the scenario of increasing precept by 3.52% (highlighted in green in table 2). This increase represents inflation only.*

### Option 2: Reduce expenditure

The draft budget reflects a thorough review of all lines by the RFO and Town Clerk.

In year savings will need made, specifically by reviewing all contracts in place to ensure value for money, bringing some health and safety services in house, changing our telephone systems for a modern and cheaper option, and analysing the cost effectiveness of running a bar at the town hall.

### Option 3: Increase bookings income

Current income projections are based on confirmed bookings and historic trends. A more ambitious target could be set, but note:

- In the absence of a Bookings Strategy, it is not possible to make a reliable estimate of any potential increase in income at this stage.
- New management structure for Bookings begins November 2025 and will require time to settle.

Council Officers will drive the development of a Bookings Strategy to maximise income from hireable spaces and aim for both Glyme Hall and Town Hall bookings to at least cover the cost of running and staffing them.

#### **Option 4: Use available general reserves and carry forwards from 2025/26**

- Current available general reserves: £5,262
- It is proposed that £15,000 is being carried forward from the current financial year into the next financial year following anticipated underspends. Utilising these could be considered.

### **6. Recommendations**

Review and approve a final draft budget  
Review earmarked reserves for 2026/27  
Make a recommendation for precept setting.

### **7. Financial security**

It is essential that the RFO works closely with the Town Clerk and Councillors to develop a clear action plan aimed at reducing operational costs, and rebuilding reserves for the future, to ensure financial stability and minimise the need for significant precept increases.

To support this, accurate forecasting and budget monitoring will be strengthened through newly introduced monthly budget management meetings with budget holders, accompanied by training and support from the RFO where required.

In the new year, a purchase order system will be implemented, and budgets will be profiled across the year to aid forecasting and cash flow planning. Additionally, all contracts are currently being listed to enable a thorough review of value for money and identify opportunities for adjustments where necessary.

# Chipping Norton Town Council Proposed Budget 2026/27

Proposed 2026/27		
	Budget	Brought forward
Overall Income	661,915	0
Overall Expenditure	720,945	17,342
Overall Net	<b>-59,030</b>	<b>17,342</b>

## Finance & Resources Committee Proposed Budget 2026/27

### 100 Admin

Line	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
1	3210	Admin Charges	5,000		
<b>Total Income</b>			<b>5,000</b>	<b>0</b>	
2	4100	Salaries/Superann/Nl	152,985		Town Clerk, RFO, Receptionist. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
3	5110	Stationery	500		Cut to reflect actual spend
4	5120	Photocopying Costs	1,500		Cut to reflect actual spend
5	5200	Postage	100		
6	5210	Telephone and Comms	4,200		£1,050 x 12 focus. Could possibly come down depending on the decision for work mobile phones. Total cost split across 3 cost centres.
7	5310	Office Equipment	500		Reduced to reflect actual transactions and various miscodes this year and last.
8	5340	Website Costs	1,000		
9	5360	Computer Hardware Software	12,711		Precautionary budet for 1 laptop replacement (£700). Adobe (£1,320). Canva (£100). Rialtas (£3,911). Payroll software solution (£1,600), Events/ Lettings software solution (£5,100 -includes £1,500 one off set up fee).
10	6200	Rent	4,000		Glyme Hall
11	6210	Rates	11,320		Glyme Hall
12	7100	Travel & Subsistance	200		Reduced to reflect maintenance staff no longer using own vehicles and claiming mileage.
13	7300	Staff & Councillors Training	3,500		Training needs analysis still to be completed.
14	7500	Legal & Professional Fees	8,000		Initial £5,000 for legal fees if required. This is reduced to reflect past project closures. + £3,000 audit fees.
15	7600	Subscriptions	2,337		OALC. ICCM. SLCC. Rural services partnership.
16	7630	Bank Charges	300		
17	7650	Insurance	13,000		Increased to reflect repair of mayors chain and increased level of insurable assets.
<b>Total Expenditure</b>			<b>216,153</b>	<b>0</b>	
<b>Net</b>			<b>211,153</b>	<b>0</b>	

### 101 Grants

Line No	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
18	7670	Grants-Voluntary Organisations	16,500		
19	7671	Grant Theatre C/N	3,000		
20	7672	Grant Lido C/N	5,000		
21	7673	Grant Museum	3,500		
<b>Total Expenditure</b>			<b>28,000</b>	<b>0</b>	

102 Misc

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
22	3100	Precept Income	515,250		Based on increasing precept by £5 per year (2.93%), using all reserves available and option 4 outlined in the budget report.
23	3180	Interest Receivable	15,000		Investment dividends
24	3230	Manorial Land (Pace Petroleum)	15,000		
<b>Total Income</b>			<b>545,250</b>	<b>0</b>	
25	7735	HR Retained Service	2,500		
26	7740	Health & Safety Services	4,147		Includes £1,574 for H&S compliance software. £2,600 for H&S professional support contract.
<b>Total Expenditure</b>			<b>6,647</b>	<b>0</b>	
<b>Net</b>			<b>538,603</b>	<b>0</b>	

120 Greystones

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
27	3110	Rents Receivable	2,540		
28	3111	Rugby Club Right Of Access	175		
<b>Total Income</b>			<b>2,715</b>	<b>0</b>	
29	6210	Rates	100		
30	6400	Repairs and Maintenance	1,500		
<b>Total Expenditure</b>			<b>1,600</b>	<b>0</b>	
<b>Net</b>			<b>1,115</b>	<b>0</b>	

200 Mayors Allowance

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
31	7690	Mayors Allowance	1,500	1,492	C/f To be used for Mayors fund raiser.
<b>Total Expenditure</b>			<b>1,500</b>	<b>1,492</b>	
<b>Net</b>			<b>1,500</b>	<b>1,492</b>	

	Proposed 2026/27	
	Budget	Brought forward
<b>Overall Income</b>	552,965	0
<b>Overall Expenditure</b>	253,900	1,492
<b>Overall Net</b>	<b>299,065</b>	<b>1,492</b>

## Community Committee Proposed Budget 2026/27

110 Town Hall

Line	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
32	3115	Lettings Income	68,500		Based on data provided by Events Officer.
<b>Total Income</b>			<b>68,500</b>	<b>0</b>	
33	4100	Salaries/Superann/NI	28,280		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
34	5140	Promotion	750		
35	5210	Telephone and Comms	4,450		£4,200 (1/3 of overall costs of phones) +Town Hall broadband in full at £250.
36	6110	Heat and Light	11,300		2 months of electricity on existing contract (£1666) + 10 months electricity on new contract (£5,666) + 12 months gas on existing contract ( £3,968)
37	6130	Water & Sewerage	800		Castle Water charges only. Water Hygiene costs allocated to H&S code.
38	6210	Rates	13,100		
39	6230	Window Cleaning	700		Quarterly charge.
40	7740	H&S	2,900		Includes Legionella management £950. Fire alarm safety inspections, monitoring and response, £530. Emergency lights testing and inspections £416 . Annual gas safety inspections £500. Fire extinguisher service and inspections £165. + £333 for security alarms (estimate).
41	6310	Cleaning / Sanitary Expenses	14,936		PHS contract and cleaning supplies +65% cleaning cost (£14,105)
42	6330	Waste Disposal	2,000		
43	6400	Repairs and Maintenance	3,000		Nominal amount to cover unexpected issues.
44	7610	Licences	2,350		£1,880 PRS. £440 PPL. £30 Lottery.
<b>Total Expenditure</b>			<b>84,566</b>	<b>0</b>	
<b>Net</b>			<b>16,066</b>	<b>0</b>	

115 Glyme Hall

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
45	3115	Lettings Income	26,750		Based on data provided by Events Officer.
<b>Total Income</b>			<b>26,750</b>	<b>0</b>	
46	4100	Salaries/Superann/NI	28,280		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
47	5140	Promotion	500		
48	5210	Telephone and Comms	4,450		£4,200 (1/3 of overall costs of phones) +Glyme Hall broadband in full at £250.
49	6110	Heat and Light	8,500		£3,500 gas. £5,000 electric (increase to reflect change of use).
50	6130	Water & Sewerage	800		
51	6200	Rent	4,500		
52	6210	Rates	11,320		
53	6230	Window Cleaning	500		Quarterly
54	7740	H&S	2,700		Includes Legionella management £950. Fire alarm safety inspections, monitoring and response £530. Emergency lights testing and inspections £416. Annual gas safety inspections £300 . Fire extinguisher service and inspections £160. + £333 for security alarms (estimate).
55	6310	Cleaning (supplies)/ Sanitary Expenses	7,341		PHS contract and cleaning supplies + 30% cleaning costs (£6,510)
56	6330	Waste Disposal	2,228		
57	6400	Repairs and Maintenance	3,000		£1,000 (nominal amount to cover unexpected issues), and £2,000 3 x Septic tank call outs per year
<b>Total Expenditure</b>			<b>74,119</b>	<b>0</b>	
<b>Net</b>			<b>47,369</b>	<b>0</b>	

151 Recreation

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
58	6200	Rent	1,150		
59	6400	Repairs and Maintenance	2,000		Nominal amount to cover unexpected issues.
60	6410	New Equipment	1,000	2,500	Nominal amount to cover unexpected purchases of equipment.
61	6420	Litter/Dog Bin Emptying	2,700		
62	6440	ROSPA Inspection	700		
<b>Total Expenditure</b>			<b>7,550</b>	<b>2,500</b>	

160 Events

Inc/ Exp	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
63	3331	Events Bar Income	7,500		Ideally should cover the cost of bar supplies and the cost of staffing to service the bar. To be analysed over the year to ascertain future direction. For 26/27 budget for covering cost of bar supplies only.
64	3332	Other events income	0		
<b>Total Income</b>			<b>7,500</b>	<b>0</b>	
65	4100	Salaries/Superann/NI	28,280		1/3 of Events Officer (reduced grade), Town Hall Keeper, 2 X casual staff. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
66	6407	Xmas Lights/Trees	21,000		10% increase in preparation of new tender
67	6414	Events	10,000		
68	New code	Bar supplies	7,500		Based on actual spending to date and anticipated spend to end of this year.
<b>Total Expenditure</b>			<b>66,780</b>	<b>0</b>	
<b>Net</b>			<b>59,280</b>	<b>0</b>	

	Proposed 2026/27	
	Budget	Brought forward
Overall Income	102,750	0
Overall Expenditure	233,015	2,500
Overall Net	<b>130,265</b>	<b>2,500</b>

## Strategic Committee Proposed Budget 2026/27

### 130 Cemetery

			Proposed 2026/27		
Line	GL Code	Description	Budget	Brought forward	Notes
69	3190	Interments & Memorials	4,500		Estimate
70	3191	Grave Purchase	1,700		Estimate
<b>Total Income</b>			<b>6,200</b>	<b>0</b>	
71	6130	Water & Sewerage	100		
72	6210	Rates	4,092		
73	6400	Repairs and Maintenance	1,000	9,850	Nominal amount (£1,000) to cover unexpected issues. 24/25 c/f to cover £13k car park resurfacing.
74	6490	Trees/Flower Beds	5,000		Leylandii works.
75	6469	Pest Control	600		Will be managed inhouse.
76	6471	Skips for cemetery	1,000		Increased to reflect Grounds Maintenance waste.
<b>Total Expenditure</b>			<b>11,792</b>	<b>9,850</b>	
<b>Net income over Expenditure</b>			<b>5,592</b>	<b>9,850</b>	

### 140 Closed Churchyard

			Proposed 2026/27		
Line No	GL Code	Description	Budget	Brought forward	Notes
77	6400	Repairs and Maintenance	500		Nominal amount to cover unexpected issues.
<b>Total Expenditure</b>			<b>500</b>	<b>0</b>	
<b>Net income over Expenditure</b>			<b>500</b>	<b>0</b>	

145 Grounds Maintenance

Line No	GL Code	Description	Proposed 2026/27		Notes
			Budget	Brought forward	
78	4100	Salaries/Superann/NI	139,983		3X Grounds Maintenance team, Assets and Estates Officer and cleaning contract costs. All on-costs, anticipated 3.2% pay increase as per NJC based on 2025 award, and relevant staff salary increments as per contracts and subject to satisfactory performance.
79	5210	Telephone and Comms	250		Depot Broadband.
80	6110	Heat and Light	3,700		£1,200 for depot main electricity. £2,500 for EV charger.
81	6200	Rent	30,000		Includes service charges.
82	6210	Rates	8,000		
83	6321	Vehicle Insurance	5,500		
84	6322	Fuel	2,500		Based on £88/ tank / 2 weeks.
85	6323	Public Works Loan	15,300		2 x installments for loan. 25/06 spending relates to purchases for brining maintenance in house. It shows overspent but the money is transferred from EMR.
86	6324	Tools & Equipment	500		
87	6325	PPE	750		Includes uniform costs.
88	6400	Repairs and Maintenance	4,000		
89	6418	Defibrillators	400	500	
90	6485	Plants & Sundries	2,000	2,500	
91	6490	Trees/Flower Beds	3,600		
92	6495	Street Furniture	1,000		Nominal amount to cover unexpected expenses.
93	7740	H&S	2,050		Includes Legionella management £850. Fire alarm safety inspections, monitoring and response £530. Emergency lights testing and inspections £200. Fire extinguisher service and inspections £130. + £333 for security alarms (estimate).
94	6310	Cleaning / Sanitary Expenses	1,105		Cleaning supplies for Depot +5% cleaning costs (£1085)
<b>Total Expenditure</b>			<b>220,638</b>	<b>3,000</b>	
<b>Net income over Expenditure</b>			<b>220,638</b>	<b>3,000</b>	

180 Pool Meadow

			Proposed 2026/27		
Line No	GL Code	Description	Budget	Brought forward	Notes
95	6417	Maintenance	600		
<b>Total Expenditure</b>			<b>600</b>	<b>0</b>	
<b>Net income over Expenditure</b>			<b>600</b>	<b>0</b>	

185 Millenium Garden

			Proposed 2026/27		
Line No	GL Code	Description	Budget	Brought forward	Notes
96	6417	Maintenance	250		
<b>Total Expenditure</b>			<b>250</b>	<b>0</b>	
<b>Net income over Expenditure</b>			<b>250</b>	<b>0</b>	

186 War memorial

			Proposed 2026/27		
Line No	GL Code	Description	Budget	Brought forward	Notes
97	6470	War Memorial	250	500	
<b>Total Expenditure</b>			<b>250</b>	<b>500</b>	
<b>Net income over Expenditure</b>			<b>250</b>	<b>500</b>	

	Proposed 2026/27	
	Budget	Brought forward
Overall Income	6,200	0
Overall Expenditure	234,030	13,350
Overall Net	<b>227,830</b>	<b>13,350</b>

## Item 16: Planning Applications

1. **APPLICATION NO:** [25/02705/FUL](#)

**PROPOSAL:** Change of use of the ground floor shop space to residential accommodation.

**LOCATION:** 17 - 19 West Street Chipping Norton Oxfordshire

2. **APPLICATION NO:** [25/02731/ADV](#)

**PROPOSAL:** Installation of new externally illuminated fascia signage and non-illuminated hanging sign to front elevation.

**LOCATION:** 19 High Street

3. **APPLICATION NO:** [25/02729/FUL](#)

**PROPOSAL:** Alterations to side elevation doors and steps, installation of condenser units to rear elevation and new shopfront signage.

**APPLICATION NO:** [25/02730/LBC](#)

**PROPOSAL:** Internal and external alterations to side elevation doors and steps, proposed installation of condenser units to rear elevation and new shopfront signage.

**LOCATION:** 19 High Street Chipping Norton Oxfordshire

4. **APPLICATION NO:** [25/02764/HHD](#)

**PROPOSAL:** Removal of existing conservatory and erection of single storey front and rear extensions

**LOCATION:** 3 Insall Road Chipping Norton Oxfordshire

5. [25/02875/OUT | Outline planning application for up to 350 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off London Road and provision of public open space with associated landscape planting, infrastructure, drainage measures and all other associated works \(all matters reserved\) | Land Southwest Of Chapel House Farm Chipping Norton Oxfordshire](#)

# Chipping Norton Town Council – Procurement Policy

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Adopted: Date

## 1. Introduction and Purpose

Chipping Norton Town Council is committed to ensuring that all procurement of goods, services and works is conducted in a lawful, transparent and cost-effective manner. This Procurement Policy outlines the procedures and controls for purchasing, in accordance with the Council's Financial Regulations, the Public Contracts Regulations 2015, and other relevant legislation. It aims to ensure that public money (approximately £500,000 annual budget) is spent responsibly, ethically and with due accountability.

## 2. Key Principles

### 2.1. Accountability and Authorisation

No officer or councillor shall commit the Council to any expenditure without proper authorisation in accordance with this policy. All purchasing must be approved at the appropriate level (see Section 4: Spending Delegations) before any commitment is made. Only designated officers – not individual councillors – may authorise orders or enter into contracts upon approval by the relevant committees or Full Council.

### 2.2. Value for Money

The Council strives to obtain best value in all purchases, proportionate to the value and nature of the procurement. Competitive quotes or tenders shall be obtained where appropriate, and officers must always act to ensure fair pricing and quality.

### 2.3. Transparency and Fairness

Procurement decisions shall be made openly and fairly. For higher-value contracts, public advertisement and fair competition are required. Evaluation will be based on published criteria including price, quality, and service. The Council is not obliged to accept the lowest quote if another represents better overall value.

## 2.4. Legal Compliance

All procurement must comply with UK legislation, including the Public Contracts Regulations 2015, and the Bribery Act 2010. For high-value contracts, legal thresholds and tendering rules apply. The Town Clerk/Responsible Financial Officer (RFO) must confirm that expenditure is legally permitted and within the Council's powers.

## 2.5. Stewardship and Integrity

Officers and members must declare any conflicts of interest and avoid personal benefit. Segregation of duties should be observed where possible, and all transactions must be properly recorded for audit.

## 3. Procurement Process

Officers must follow the procurement process outlined below for all purchases, goods, and services.

1. Identify Need and Budget Availability – Check with the relevant budget holder that funds are available within the approved budget.
3. Obtain Approvals from the budget holder – Gain authorisation from the budget holder as set out in Section 4.
4. Seek Quotes or Tenders – Follow the procurement thresholds outlined in Section 5.
5. Raise Official Purchase Order – No goods or services shall be procured without an internal purchase order (PO) raised in advance.
6. Receive and Check Delivery – Verify that goods or services meet requirements.
7. Process Invoice – Match the invoice to the PO. Submit for payment under the Council's approved financial procedures.

**No commitment may be made, or supplier instructed, without an approved internal purchase order in place first.**

## 4. Spending Delegations

Value	Authorisation Required
Up to £500	Town Clerk/RFO with concurrence of Mayor or Committee Chair
£501 – £5,000	Delegated Committee (e.g. Finance & Resources)

Above £5,000

Full Council approval required

Emergencies (up to £1000)

Town Clerk/RFO may act, but must report to Chairman/Council

## 5. Procurement Thresholds

Value

Minimum Requirement

Under £500

Commitment from Officers to researching best value

£501 – £5,000

1 written quote or estimates and committee approval

£5,001 – £24,999

3 formal written quotations and Council approval

£25,000 and above

Full tendering process under Public Contracts Regulations 2015

## 6. Exceptions

The quotation/tender rules may be waived in the following circumstances, with the RFO documenting the justification:

- Utilities (gas, electricity, water, phone)
- Proprietary or specialist equipment/repairs
- Professional services (e.g. legal, audit)
- Extensions of existing contracts (within scope and value)
- Emergency works (e.g. safety-critical repairs)
- Single supplier where no reasonable alternative exists

Any exemption should be reported to the relevant committee or Full Council.

## **7. Ethical, Sustainable and Local Procurement**

The Council seeks to:

- Encourage ethical sourcing (e.g. Fairtrade)
- Consider environmental sustainability
- Support local suppliers, where possible and compliant with competition rules
- Avoid businesses known to have unethical or environmentally harmful practices

These factors may be considered in procurement decisions alongside price and quality.

## **8. Contract Management and Payments**

- Contracts shall be monitored for delivery and performance.
- Any variations must be agreed in writing and authorised at the correct level.
- Payment shall only be made after satisfactory delivery or according to agreed milestones.
- A contracts register shall be maintained by the RFO.

## **9. Compliance and Review**

- All officers must comply with this policy and the Financial Regulations.
- Breaches will be investigated and reported.
- The policy shall be reviewed at least every two years or following changes in legislation or Council structure.

## PURCHASE REQUEST FORM

**Requested by:**

**Date:**

<b>Section</b>	<b>Details/ prompts</b>
1. Description of Purchase	<i>Type of Purchase:</i> <input type="checkbox"/> Goods <input type="checkbox"/> Service Contract <i>Brief Description:</i> <i>Supplier Name:</i> <i>Estimated Cost (excl. VAT):</i> <i>Duration (if service contract):</i>
2. Purpose & Justification	<i>Why is this purchase necessary?</i> <i>How does it align with council priorities or statutory obligations?</i> <i>What problem will it solve or what benefit will it bring?</i>
3. Alternatives Considered	<i>Have other suppliers or options been considered?</i> <i>Why was this option chosen over others?</i>
4. Financial Impact	<i>Budget Code / Funding Source:</i> <i>Is this within the approved budget?</i> <i>Ongoing costs (maintenance, renewals, etc.):</i> <i>Any potential savings or efficiencies?</i> <i>Whole-Life Costing: Purchase price + Maintenance + Disposal:</i>
5. Risk Assessment	<i>What are the risks if this purchase is NOT approved?</i> <i>Explain impact of 'do nothing' scenario:</i> <i>Any legal, compliance, or reputational risks?</i>
6. Procurement Compliance	<i>Does this comply with procurement policy?</i> <i>Quotes obtained (attach evidence):</i> <i>Tender process followed (if applicable):</i> <i>If tendered, why was this vendor chosen over others?</i>
7. Councillor Considerations	<i>Impact on residents or service delivery:</i> <i>Environmental or sustainability implications:</i> <i>Quantify CO2e annual emissions:</i> <i>Longevity of product/service:</i> <i>Equality and accessibility considerations:</i>

Attachments

- Supplier quotes
- Business case
- Risk assessment
- Contract terms

Approval

Approved by (Committee):

\_\_\_\_\_ Date: \_\_\_\_\_