CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes of a Finance & Resources Committee meeting held on the 22nd September 2025 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Athos Ritsperis, Emily Weaver, Mike Cahill, Dom Rickard

ALSO PRESENT:
Katherine Jang, Town Clerk & CEO
No members of the public were present

FR13	**Apologies for absence** Apologies were received from Cllr Whitmill.
FR14	**Declaration of interests** None received
FR15	**Minutes** **RESOLVED:** That the minutes of the Finance & Resources Committee held on the 14th July 2025 were approved as an accurate record and signed by the Chair.
FR16	**Public Participation** None received
FR17	**Committee Action Plan** Members noted the updated committee action plan for the municipal year 2025/26.
FR18	**Correspondence** Members noted correspondence from the Chipping Norton Music Festival following their grant application. For the Events Officer to have a wash-up meeting with the CNMF due to the with hire of the Town Hall.
FR19	**Income and expenditure** Members received detailed current income and expenditure reports by budget heading. Members noted specific concerns about lettings for Town Council venues and categorisation (profit-making, charitable, etc). The RFO's report recommended that any charitable hires should have minimal staffing levels to ensure that essential costs are covered. One comment received about the proposed financial dashboard - Community Committee should have income for real and forecasted bookings income. A

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	projected expenditure forecast would also be helpful for tracking expenses throughout the year.
FR20	**Schedule of payments for approval** Members received and noted the schedule of payments which have already been signed by two Cllrs for payment. No comments arising.
FR21	**Retained HR Services** Members considered a quotation to renew the Council's retained HR services for 2025-26. **RESOLVED:** That the Council renews the retained HR services with Gravitas HR at a cost of £2,450/annum excluding VAT.
FR22	**Financial procedures forward work plan** Members received a report from the Responsible Finance Officer and Deputy Clerk on an action plan to review current financial systems and next steps. Members thanked Louise for her thorough report and for her recommendations. Members agreed with all recommendations put forward by the RFO and noted that event planning should have more robust systems in place to determine bar takings and stock levels, and welcomed further recommendations from the RFO about implementation. Members discussed the debtors list and noted that they were all for hire of the Town Council's venues, and whether a pre-payments system should be considered. Members agreed that one further round of debt-chasing should be undertaken and a further list be taken to the next Finance & Resources meeting for consideration. Members agreed that a debtors report received at each Finance & Resources meeting would be helpful.
FR23	**Forward Work Programme** a. Members reviewed the Council's Social Media policy and suggested the following amendments: • Include Nextdoor on the list of platforms that the Town Council uses. • Note that all Council Officers use the social media accounts to update residents, not just the TC and DC. • List the Town Council official links within the policy • Add in a numbering system • The policy should be reviewed annually instead of bi-annually

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	RESOLVED: That the reviewed Social Media policy is sent to Full Council for approval.
FR24	**Date of next meeting** Monday 17th November 2025

The Chair closed the meeting at 7:30pm.

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