



# 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

## **Minutes of a Finance & Resources Committee meeting held on the 17<sup>th</sup> March 2025, at 6:30pm in the Council Chamber**

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Athos Ritsperis, Dom Rickard, Sandra Coleman and Ben Bibby

### ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

no members of the public

<b>FR27</b>	<b>Apologies for absence.</b> Cllr Whitmill
<b>FR28</b>	<b>Declaration of interests.</b> None.
<b>FR29</b>	<b>Minutes</b> <b>RESOLVED:</b> The Chair signed and approved the minutes of the Finance and Resources Committee as an accurate record held on the 3 <sup>rd</sup> February 2025.
<b>FR30</b>	<b>Public Participation</b> None.
<b>FR31</b>	<b>Committee action plan</b> Members noted the committee action plan.
<b>FR32</b>	<b>Income and expenditure</b> Members received detailed current income and expenditure reports by budget heading.
<b>FR33</b>	<b>Schedule of payments for approval</b> Members received the schedule of payments for approval. Cllr Coleman proposed that the committee approve the schedule of payments, seconded by Cllr Weaver. <b>RESOLVED:</b> That the schedule of payments is approved.
<b>FR34</b>	<b>Forward work program</b> Members reviewed the following policies a. Health and Safety Policy • Some amendments were noted regarding accident reporting for Town Hall hirers, inspection of equipment and vehicles, and use of keys.  • Members reviewed the following draft policy: a. Safeguarding Policy • A working group was proposed, comprising of Cllrs Weaver, Bibby, Finney, and Coleman. The group will identify key gaps in the current safeguarding policy and consult with the Town Clerk and CEO to determine gaps in the safeguarding policy, to be brought to a future council meeting to be reviewed.
<b>FR35</b>	<b>Earmarked Reserves for 2025-26</b> Members reviewed underspends from FY 2024-25 and consider earmarked reserves



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	<p>for 2025-26</p> <p>RFO recommended that at Year End particular underspends are transferred to Earmarked Reserves, including the following budget lines:</p> <ul style="list-style-type: none"><li>• Town Hall Repairs and Maintenance – to the Town Hall Repairs EMR</li><li>• Town Hall New Equipment – to a "Facilities Equipment" EMR</li><li>• Elections – to an Election EMR (continuing with no annual budget line)</li><li>• Staffing - to a "Staffing Contingency" EMR (eg. locum cover).</li><li>• Recreation – to existing Recreation EMR</li><li>• Cemetery repairs/maintenance - to a new "Burial Grounds Repairs" EMR (to include the closed churchyard)</li><li>• Mayors allowance – the remaining balance to be earmarked for the annual Mayor's event as it won't be taking place until after the financial year end.</li></ul> <p>RFO also recommended the funds previously agreed from General Reserves for Maintenance vehicles (£10,000) , tools and fitting out the leased depot (£18,000) are also set aside in EMR as the purchasing may straddle the year end.</p> <p>Cllr Cahill proposed accepting the EMR movements as outlined and authorising the RFO to set aside any other underspends to EMR as considered appropriate, seconded by Cllr Rikard All in favour.</p> <p><b>RESOLVED:</b> That EMR movements as set out by RFO and any other underspends to be moved to relevant EMR where considered appropriate.</p>
FR36	<p><b>Date of the next meeting</b></p> <p>Monday 14<sup>th</sup> July 2025</p>

The Chair closed the meeting at 7.45pm