



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

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

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

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

0 Members of the public

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



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



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

The Chair closed the meeting at 8:17pm

DRAFT