



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 & Resources Committee meeting held on the 8th July 2024, at 6:30pm in the Council Chamber

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

1 member of the public

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| FR 1 | Election of Chair Members received nominations for the position of Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Coleman nominated Cllr Finney, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Chair of the Finance and Resources Committee for the municipal year 2024/25. |
| FR 2 | Election of Vice-Chair Members received nominations for the position of Vice-Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Finney nominated Cllr Cahill, seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2024/25. |
| FR 3 | Apologies for absence Apologies were received from Cllr Ben Bibby. |
| FR 4 | Declaration of interests Cllr Finney declared an interest as a member of St Mary's. Cllr Ritsperis as well. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church which runs the Community Suppers. Geoff Coleman is on the Board of Trustees of Transition Chipping Norton. Cllr Coleman's daughter is in the Scouts and uses the Scouts hut. |
| FR 5 | Minutes RESOLVED: That subject to the following amendments below that the Chair signed and approved the minutes of the meeting held on the 25 th March 2024 as an accurate record. P3 – "further information will follow" P3 – FR74 remove "the cost of" |
| FR 6 | Public Participation None received |



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| FR 7 | <p>Committee action plan</p> <p>Members reviewed the committee action plan for the upcoming municipal year 2024/25 and discussed priorities. The Town Clerk noted that the Local Councils Awards Scheme has been added to the committee's list of responsibilities.</p> |
| FR 8 | <p>Income and Expenditure</p> <p>Members received detailed income and expenditure reports by budget heading.</p> <p>5340 Website costs – Cllrs queried if this is an ongoing cost. The Town Clerk noted that next year's costs have already been paid.</p> <p>Guildhall rent – The Town Clerk reported that the Town Council has a licence to occupy and not a traditional lease. WODC is introducing a new charging scheme based on usage of electric and heating, etc. which the Town Council will be expected to pay. The RFO noted that £1,165 income from the Town Hall is not included in the report as it hadn't been received in time for the report being published.</p> |
| FR 9 | <p>Schedule of payments for approval</p> <p>Members received the schedule of payments.</p> <p>No members raised any questions about the list of payments.</p> |
| FR 10 | <p>Town Centre trees and flower beds</p> <p>Members received a report from the Town Clerk regarding tree safety work and flower bed maintenance and discussed next steps.</p> <p>Cllr Rickard proposed to accept the recommendations, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the tree safety work is approved as proposed in the town centre. That the tree works are approved to remove the two conifer trees and reduce the bush height in the Middle Row flower beds to fence height.</p> |
| FR 11 | <p>Forward work programme</p> <p>a. Members reviewed the following policies:</p> <ol style="list-style-type: none"> i. Freedom of Information <ol style="list-style-type: none"> i. No amendments required ii. Community Engagement <ol style="list-style-type: none"> i. Cllrs noted that the monthly Cllr surgeries have been stopped due to lack of engagement. The Town Clerk suggested that the wording is amended to "date to be agreed" should Cllrs wish to undertake ad-hoc surgeries at existing events. ii. The Town Clerk has included more details in the scheme such as the Rusty Riders, Keep Chippy Beautiful, and the new staff roles. iii. Publication Scheme <ol style="list-style-type: none"> i. The Town Clerk noted that most things are now uploaded to the website. However, certain documents are not published on the website such as staff policies only relevant to employees. iv. Training needs assessment <ol style="list-style-type: none"> i. The Town Clerk noted that some Cllrs filled in this assessment and had gone on training to fill gaps in their knowledge. <p>b. Members considered the draft public participation policy.</p> |



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Office Hours: Mon – Fri 9am – 1pm

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|------------------|---|
| | <p>Cllr Coleman proposed to accept the grant funding for Round 1 as above, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the grant funding for Round 1, July 2024 is approved as above FR12.</p> |
| FR 13 | <p>Date of the next meeting Monday 23rd September 2024</p> |

The Chair closed the meeting at 8:06pm.