



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

Town Clerk: Ms Katherine Jang

26th August 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), 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.

Venue: Lower Hall, Chipping Norton Town Hall

Date: Monday 1st September 2025

Time: 6:30pm

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.

AGENDA

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) prior to the meeting, stating the reason for



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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 Monday 21st July 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. **Reports from representatives of outside bodies**

To receive an update from members who sit on outside bodies

6. **Correspondence**

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

7. **Council Action Plan**

To review the Council Action Plan

8. **Planning Applications**

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

9. **External Audit Report and Certificate**

To receive the report from the Council's external auditor and note the statement of conclusion of audit (2024-25)

10. **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 items 11-13.

11. **Property and Estates**

Town Hall

- a. To receive and consider a quotation for the mechanical heating system evaluation for the Town Hall
- b. To receive and adopt the draft Terms of Reference for the Town Hall working groups: Town Hall Restoration and Marketing and Operations

The Depot

- a. To receive and consider a quotation for the installation of a Fire Panel and associated smoke detectors/heat sensors.



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Glyme Hall

- a. To receive and consider a quotation for monitoring the fire alarms.

12. **Internal Auditor**

To receive and consider quotations for the Council's Internal Auditor (AGAR) 2025-26.

13. **Date of the next meeting**

Monday 13th October 2025