



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk Office Hours: Mon/Weds/Fri, 9am-5pm

TOWN CLERK and CEO: Katherine Jang

7 July 2026

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: Ash Room, Glyme Hall

DATE: 13th July 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

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. Election of Chair

To receive nominations for and elect the Chair of the Finance and Resources Committee for the municipal year 2026/27

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Finance and Resources Committee for the municipal year 2026/27

3. Apologies for absence.

To receive apologies for absence.

Committee 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 absence.

4. 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.

5. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 16th March 2026.

6. 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.

7. Committee action plan

To review the committee action plan for the municipal year 2026/27.

8. Income and expenditure

To receive detailed current income and expenditure reports by budget heading.

9. Schedule of payments for approval

To receive the schedule of payments.

10. Financial Procedures forward work programme

To receive an update from the RFO on the forward work programme since Sept 2025

11. Forward work programme

- a. To review the following policies:
 - i. Disciplinary Policy
- b. To consider the following draft policies:
 - i. Draft Disposals Policy & Procedure

12. Grants

- a. To review successful grant feedback forms
- b. To receive and consider the first tranche of grant applications for municipal year 2026/27
- c. To consider the Council's core grants and next steps for impact reporting

13. Date of next meeting – Monday 28th September 2026



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon/Weds/Fri, 9am-5pm

Minutes of a Finance and Resources Committee meeting held on the 16th March 2026 at 6:30pm in Glyme Hall, Chipping Norton

PRESENT: Cllrs Ian Finney (Chair), Tom Festa (substituting – left at 19:40), Ben Bibby, Sandra Coleman, Emily Weaver, Dom Rickard, Mike Cahill

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

2 Members of the public

FR49	Apologies for absence Apologies were received from Athos Ritsperis
FR50	Declaration of interests Cllr Bibby and Cllr Weaver declared that they are members of the Chipping Norton Pride Team.
FR51	Minutes RESOLVED: That the Chair approves the minutes of the Finance and Resources Committee meeting held on 2 nd February 2026 as an accurate record
FR52	Public Participation None received
FR53	Committee Action Plan Members noted the ongoing action plan
FR54	Correspondence Members noted thank you letters from recipients of the Town Council's Grants to Voluntary Bodies Scheme. The RFO noted that update reports were due to be received in June 2026.
FR55	Income and expenditure report Members discussed the income received YTD. Members queried the income received from VAT returns and noted some errors on the percentage calculations. Members agreed for the RFO to amend the report and re-circulate to Cllrs once the figures have been corrected. No other queries were raised.
FR56	Schedule of payments for approval Members noted the payment for the Hoare Lea report to support the Town Hall restoration project. No other queries were raised.
FR57	Town Hall Restoration Members received a verbal update from Cllr Festa regarding the forward working programme for

the Town Hall. An Expression of Interest has been submitted to the Heritage Lottery Fund, with initial feedback to be received this month.

The full application is expected to be submitted by January 2027 however more background work needs to be undertaken before it is ready to be taken forward. Cllr Coleman noted that the Town Hall is the most recognisable building in the town centre, and that the town has a huge responsibility to ensure that it is fit for purpose for future generations and also useful for residents to use.

Cllr Festa noted that there would be multiple public consultations on the facilities at the Town Hall and how it could work for residents and community groups.

FR58 Grants To Voluntary Bodies

- a. Members reviewed the Council's Grants to Voluntary Bodies Scheme and Application form 2026-27.

Members requested a change to the application form requiring applicants to state income and expenditure for the previous year, the amount in general reserves and explanation on their reserve policy.

Additionally, members requested a tick box to confirm that applicants have audited accounts.

No other amendments to the scheme or application form were requested.

- b. Members considered a draft Free Use of Venues Policy to sit alongside the Council's Grants to Voluntary Bodies Scheme.

Cllr Coleman proposed to accept the Free Use of Venues Policy to be accepted without amendment, seconded by Cllr Rickard. All in favour, motion carried.

RESOLVED: That the Free Use of Venues Policy is adopted and published on the Town Council's Grants to Voluntary Bodies page.

- c. Members considered a proposal for free hire of Glyme Hall for a LGBTQ+ Youth Group

Cllrs Bibby and Weaver explained that this fills a gap in the town as there are no other existing groups which fill this need. It also aligns with the Town Council's precedent in providing free hire for the Remix Youth Group.

Cllr Coleman queried if the sustainability of the group has been tested, as previous youth groups have been trialled in the past without success. Members agreed that if the group were to be given free hire of one of the council's venues that this would be limited to 6 months, after which the group would need to submit an impact report and apply for further support.

Cllr Coleman proposed to accept this free use of building, seconded by Cahill. Cllrs Rickard, Finney, Festa, and Rickard in favour.

Cllrs Weaver and Bibby abstained from voting. Motion carried.

RESOLVED: That the LGBTQ+ Youth Group is granted free hire of Glyme Hall for 6 months, after which they would be invited to re-apply for further support from the Town Council.

	<p>d. Members considered a proposal for free hire of the Town Hall for the Town Festival</p> <p>Members requested that the RFO resolve the query to determine if the TF has a genuine debt. Members agreed that yes provisionally this is agreed as long as the other matter is resolved.</p>
<p>FR59</p>	<p>Forward work programme</p> <p>a. Members reviewed the Council’s Financial Regulations as drafted by the RFO Proposed amendments:</p> <ul style="list-style-type: none"> • 1.7 – Must be approved by the relevant Chair of Committee • 4.2 – Should be bi-annually rather than annually • 4.3/4.5 – amendment to change December to November to align with Council meetings • 5.2 The Clerk and/or the RFO • 5.2 Members queried the purchase ordering procedure which has been added to the amended Financial Regulations. Some discussion arose about the need to implement a data cleanse for suppliers prior to the PO system being activated. • 7. Electronic payments – third officer to be changed to Assets and Estates Officer rather than Events Officer • 8.3 Only used in emergency situations. • 13.3 Spot check once per year by the RFO <p>Cllr Cahill proposed to accept the amended Financial Regulations as above, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the amended Financial Regulations will be sent to Full Council for approval.</p> <p>b. Members reviewed the Risk Register and Risk Management Plan Members requested that the colour-coded matrix is moved to the top of the document. Members noted that in the matrix, only one score is highlighted red and members agreed to amend the colour coding to make the scoring more proportional.</p> <p>Members noted that the documents have been reviewed by the Council’s insurers with recommendations on what to change. Members agreed that these need to be implemented. Cllr Weaver proposed to accept the Risk Register and Risk Management Plan with the above amendments, seconded by Cllr Bibby, all in favour, motion carried. RESOLVED: That the amended Risk Register and Risk Management plan are sent to Full Council for approval.</p> <p>c. Members reviewed the Council’s Asset Register Members queried the valuations on certain items and why they do not depreciate as in corporate asset registers – the RFO noted that this query had been passed on to the Council’s auditor who noted that local government asset registers never factor in depreciation. Cllr Coleman noted that there are two bus shelters missing on the asset register – one on Burford Road and one on the Over Norton Road. Members agreed that the Council’s officers will review the asset register and bring it to Full Council for approval in May.</p>
<p>FR60</p>	<p>Date of the next meeting Monday 13th July 2026</p>

The Chair closed the meeting at 8:25pm

SIGNED _____

DATE _____

DRAFT