



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.

A G E N D A

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



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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.

	d. Members considered a proposal for free hire of the Town Hall for the Town Festival 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.
FR59	Forward work programme a. Members reviewed the Council's Financial Regulations as drafted by the RFO Proposed amendments: • 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 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. 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. 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. 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.
FR60	Date of the next meeting Monday 13th July 2026

The Chair closed the meeting at 8:25pm

SIGNED _____

DATE _____

DRAFT

Finance and Resources Action Plan 2026-27:

Codes

-  New
  Growing
 Established
  Dormant

Annual Committee Review Dashboard:

Task	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	CODE	Notes
External Audit (AGAR) results from previous FY			X	X									 Established	- Report received by Council and notice published on CNTC Website Lead Officer: Responsible Finance Officer
Notice of Public Rights			X	X									 Established	- The Council must publish the annual Notice of Public Rights to allow electors to view Council finances Lead Officer: Responsible Finance Officer
Internal Audit (AGAR) – First Round					X	X							 Established	- Review of policies and procedures, BAU Lead Officer: Responsible Finance Officer
Internal Audit (AGAR) – Second Round		X											 Established	- Council audit for income/expenditure for FY Lead Officer: Responsible Finance Officer
Budget Setting							X	X	X				 Established	- Each Committee will set its own budget and the F&R Committee will review each before recommending to Full Council in December Lead Officer: Town Clerk and Responsible Finance Officer
Insurance review												X	 Established	Lead Officer: Town Clerk

Grants to Voluntary Bodies				X							X		 Growing	Also to be discussed at this meeting – review of the Council’s 3-year Core Grants Lead Officer: Responsible Finance Officer
Council Bank Reconciliation			X			X			X			X	 Established	Must be done quarterly and at FY end. Lead Officer: Responsible Finance Officer
Review of underspends and recommend EMR movements												X	 Established	Lead Officer: Responsible Finance Officer
Items which must be reviewed annually with no set date:	- Council’s Standing Orders - Council’s Financial Regulations - Council’s Scheme of Delegation - Council’s Asset Register - Council’s Risk Management Policy & Risk Register - Statement of Internal Control													Lead Officer: Town Clerk

Key Projects Dashboard:

PROJECT	2026	2027	2028	2029	2030	Notes
NALC Gold Award  Growing	➤ Business Plan drafted and adopted (in progress) ➤ Community Consultation for Parks and Play Areas undertaken (in progress)	○ Gold submission (Jan 2027)	○	○ Maintain	○ Review	Lead Officer: Town Clerk
Medium-term Financial Forecasting	➤ Develop 3-5 year financial forecast model	○ Annual review	○ Annual review	○ Annual review	○ Renew forecasting	Lead Officer: Responsible Finance Officer

 New						
Commercial income strategy  New	➤ Venue income review ➤ Work alongside Marketing Strategy (yet to be drafted)	○ Review strategy and YOY growth	○	○	○	Lead Officer: Town Clerk and Responsible Finance Officer
Risk Management Policy  Established	➤ Annual review of the Council's Risk Register	○ Risk Management Policy to be reviewed (every 3 years) ○ Annual review of the Council's Risk Register	○ Annual review of the Council's Risk Register	○ Annual review of the Council's Risk Register	○ Risk Management Policy to be reviewed (every 3 years) ○ Annual review of the Council's Risk Register	Lead Officer: Town Clerk and Responsible Finance Officer
Appointment of the Council's Internal Auditor  Established	➤ Currently with Mulberry LAS (Year 1/3)	○	○ Review and change Council's Internal Auditor	○	○	The Council has appointed Mulberry LAS for 3 years. Therefore it should review the internal auditor and appoint a new auditor in 2028. Lead Officer: Town Clerk
Policies  Growing	➤ New: Procurement Policy ➤ For review: Document Retention policy - Training Needs Assessment - Member/Officer Protocol - Mayor's Allowances - FOI Policy and Procedure	○ For review: All HR / Staffing related policies in Staff Handbook	○	○	○	Other than the policies and procedures which must be reviewed annually as stated in legislation. Lead Officer: Town Clerk

	Recording of Meetings					
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Notes to accompany income and expenditure report.

Income/ Expenditure	GL Code	Description	Note
Income	4104	WFA Staff Cost	William Fowler Allotment administrator salary/NI/Tax. Rechargeable to WFA.
Expenditure	5310	Office equipment	Roughly 50% of spend is on two new desks for staff and the other 50% for a new printer at the town hall.
Expenditure	5360	Computer hardware & software.	This code consists of mostly annual software costs with the majority already paid for the year. It includes annual costs for Rialtas which were higher than budget due to purchase of Purchase Ledger and Phased Budget add ons.
Expenditure	6200	Rates	Rates vary by property; lower property annual rates paid in full to save on bank charges for recurring payments and accrues outstanding rates from 2025-26 now settled following dispute resolution.
Expenditure	7100	Travel and Subsistence	Significant overspend is an error that needs resolving with audit. Actual spend on this code year to date is zero.
Expenditure	7740	H&S Services	This code is for our H&S contract with Opus. Actual cost of OPUS compliance software was higher than budgeted for.

Income & Expenditure by Budget 09/07/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
3100 Precept Income	257,626	515,250	257,625			50.0%
3110 Rents Receivable	0	2,540	2,540			0.0%
3111 Rugby Club Right Of Access	0	175	175			0.0%
3115 Lettings Income	20,974	95,250	74,276			22.0%
3180 Interest Receivable	2,231	15,000	12,769			14.9%
3190 Interments & Memorials	647	4,500	3,853			14.4%
3191 Grave Purchase	0	1,700	1,700			0.0%
3210 Admin Charges	0	5,000	5,000			0.0%
3230 Manorial Land (Pace Petroleum)	0	15,000	15,000			0.0%
3290 Miscellaneous Income	17,080	0	(17,080)			0.0%
3331 Bar income	0	7,500	7,500			0.0%
Total Income	298,558	661,915	363,357			45.1%
<u>Direct Expenditure</u>						
6431 Bar supplies	0	7,500	7,500		7,500	0.0%
Total Direct	0	7,500	7,500	0	7,500	0.0%
<u>Overhead Expenditure</u>						
4100 Salaries/Superann/Nl	83,178	377,808	294,630		294,630	22.0%
4101 WFA staff cost	799	0	(799)		(799)	0.0%
5110 Stationery	62	500	438		438	12.4%
5120 Photocopying Costs	489	1,500	1,011		1,011	32.6%
5140 Promotion	196	1,250	1,054	80	974	22.1%
5200 Postage	0	100	100		100	0.0%
5210 Telephone and Comms	4,502	13,350	8,848		8,848	33.7%
5310 Office Equipment	738	500	(238)		(238)	147.7%
5340 Website Costs	840	1,000	160		160	84.0%
5360 Computer Hardware/Software	9,469	12,711	3,242	5,068	(1,826)	114.4%
6110 Heat and Light	5,485	23,500	18,015		18,015	23.3%
6130 Water & Sewerage	521	1,700	1,179		1,179	30.6%
6200 Rent	15,597	39,650	24,053	3,439	20,614	48.0%
6210 Rates	38,849	47,932	9,083		9,083	81.1%
6230 Window Cleaning	355	1,200	845		845	29.6%
6310 Cleaning / Sanitary Expenses	883	23,382	22,499	280	22,220	5.0%
6319 PWLB Repayment	0	15,300	15,300		15,300	0.0%
6321 Vehicle Insurance	2,986	5,500	2,514		2,514	54.3%
6322 Fuel	0	2,500	2,500		2,500	0.0%
6324 Tools & Equipment	0	500	500		500	0.0%
6325 PPE	26	750	724	37	687	8.4%
6330 Waste Disposal	1,206	4,228	3,022		3,022	28.5%

Income & Expenditure by Budget 09/07/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
6400 Repairs and Maintenance	2,249	26,450	24,201	7,776	16,424	37.9%
6402 Town Hall Restoration Fund	0	0	0	14,980	(14,980)	0.0%
6407 Xmas Lights/Trees	0	21,000	21,000		21,000	0.0%
6410 New Equipment	0	3,500	3,500	125	3,375	3.6%
6414 Events	1,656	10,000	8,344	101	8,243	17.6%
6418 Defibrillators	5	900	895		895	0.6%
6420 Litter/Dog Bin Emptying	1,567	2,700	1,133		1,133	58.0%
6440 ROSPA Inspection	0	700	700		700	0.0%
6469 Pest Control	0	600	600		600	0.0%
6471 Skips for cemetery	270	1,000	730		730	27.0%
6485 Plants & Sundries	0	4,500	4,500	706	3,795	15.7%
6490 Trees/Flower Beds	0	8,600	8,600	1,200	7,400	14.0%
6495 Street Furniture	0	1,000	1,000		1,000	0.0%
7100 Travel & Subsistance	1,255	200	(1,055)		(1,055)	627.5%
7300 Staff & Councillors Training	1,065	3,500	2,435	227	2,208	36.9%
7500 Legal & Professional Fees	2,149	8,000	5,851		5,851	26.9%
7600 Subscriptions	266	2,337	2,071		2,071	11.4%
7610 Licences	1,632	2,350	718		718	69.4%
7630 Bank Charges	92	300	208		208	30.7%
7650 Insurance	12,199	13,000	801		801	93.8%
7670 Grants-Voluntary Organisations	0	16,500	16,500		16,500	0.0%
7671 Grant Theatre C/N	0	3,000	3,000		3,000	0.0%
7672 Grant Lido C/N	0	5,000	5,000		5,000	0.0%
7673 Grant Museum	0	3,500	3,500		3,500	0.0%
7690 Mayors Allowance	630	2,992	2,362		2,362	21.1%
7720 Other Miscellaneous Expenses	13	0	(13)		(13)	0.0%
7735 HR Retained Service	1,429	2,500	1,071		1,071	57.2%
7740 Health & Safety Services	5,129	4,147	(982)	327	(1,309)	131.6%
7741 H&S Compliance	1,696	7,650	5,954	55	5,899	22.9%
Total Overhead	199,486	730,787	531,301	34,400	496,902	32.0%
Total Income	298,558	661,915	363,357			45.1%
Total Expenditure	199,486	738,287	538,801	34,400	504,402	31.7%
Net Income over Expenditure	99,072	(76,372)	(175,444)			
plus Transfer from EMR	(233)	0	233			
less Transfer to EMR	15,701	0	(15,701)			
Movement to/(from) Gen Reserve	83,138	(76,372)	(159,510)			

Notes to accompany income and expenditure report.

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6322 Fuel	0	2,500	2,500		2,500	0.0%
6324 Tools & Equipment	0	500	500		500	0.0%
6325 PPE	26	750	724	37	687	8.4%
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6420 Litter/Dog Bin Emptying	1,567	2,700	1,133		1,133	58.0%
6440 ROSPA Inspection	0	700	700		700	0.0%
6469 Pest Control	0	600	600		600	0.0%
6471 Skips for cemetery	270	1,000	730		730	27.0%
6485 Plants & Sundries	0	4,500	4,500	706	3,795	15.7%
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6495 Street Furniture	0	1,000	1,000		1,000	0.0%
7100 Travel & Subsistance	1,255	200	(1,055)		(1,055)	627.5%
7300 Staff & Councillors Training	1,065	3,500	2,435	227	2,208	36.9%
7500 Legal & Professional Fees	2,149	8,000	5,851		5,851	26.9%
7600 Subscriptions	266	2,337	2,071		2,071	11.4%
7610 Licences	1,632	2,350	718		718	69.4%
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7650 Insurance	12,199	13,000	801		801	93.8%
7670 Grants-Voluntary Organisations	0	16,500	16,500		16,500	0.0%
7671 Grant Theatre C/N	0	3,000	3,000		3,000	0.0%
7672 Grant Lido C/N	0	5,000	5,000		5,000	0.0%
7673 Grant Museum	0	3,500	3,500		3,500	0.0%
7690 Mayors Allowance	630	2,992	2,362		2,362	21.1%
7720 Other Miscellaneous Expenses	13	0	(13)		(13)	0.0%
7735 HR Retained Service	1,429	2,500	1,071		1,071	57.2%
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plus Transfer from EMR	(233)	0	233			
less Transfer to EMR	15,701	0	(15,701)			
Movement to/(from) Gen Reserve	83,138	(76,372)	(159,510)			

List of Payments (01/04/2026 – 30/06/2026)

Date Paid	Payee Name	Amount Paid
02/04/2026	PAYPAL	34.19
08/04/2026	British Gas	1,458.37
10/04/2026	SAGE UK LTD	7.20
10/04/2026	Canva Pty Ltd	99.99
10/04/2026	Eon Next Energy Ltd	735.48
14/04/2026	Smart Energy Business Ltd	18.33
14/04/2026	Smart Energy Business Ltd	501.62
14/04/2026	West Oxfordshire District Coun	3,327.65
15/04/2026	GH Safety Ltd	5,400.00
16/04/2026	Castle Water Limited	89.12
17/04/2026	NATALIE PERRY CONSULTANCY	60.00
17/04/2026	DVLA	345.00
17/04/2026	DVLA	345.00
20/04/2026	Staff Salaries	17,163.48
21/04/2026	HMRC	6,142.06
21/04/2026	Lloyds Bank	3.00
21/04/2026	Adobe Systems Software Ireland	101.10
21/04/2026	SHRED IT LIMITED	199.02
21/04/2026	Gill & Co (Ironmongers) Limite	10.00
21/04/2026	Rialtas Business Solutions Ltd	4,758.00
22/04/2026	Staff expenses	428.00
22/04/2026	Oxfordshire County Council	1,061.00
22/04/2026	Institute of Cemetery & Cremat	110.00
22/04/2026	Zonkey Solutions Ltd	1,008.00
22/04/2026	VALE TRAINING SERVICES LTD	312.00
22/04/2026	Travis Perkins Trading Company	19.17
22/04/2026	Clear Insurance Management Ltd	12,199.37
22/04/2026	West Oxfordshire District Coun	1,566.86
22/04/2026	Rialtas Business Solutions Ltd	1,125.60
22/04/2026	Amazon Services Eu/Amazon	212.90
22/04/2026	S I PUMPS LTD.	504.00
22/04/2026	Overton (UK) Limited	456.00
22/04/2026	Swift Digital Services	171.71
22/04/2026	Benedict Goodall	265.00
22/04/2026	Castle Water Limited	8.32
30/04/2026	Unity Trust Bank	24.55
30/04/2026	Amazon Services Eu/Amazon	489.69
30/04/2026	Bluewave Cleaning	54.00
30/04/2026	Justin Bucknall Electrical	24.00
30/04/2026	Imperrative Training	330.00

30/04/2026	Jody Douglas Framing	192.00
30/04/2026	The Sign Builder	159.59
30/04/2026	Broadsword	30.00
30/04/2026	Travis Perkins Trading Company	11.88
30/04/2026	Vale Training	300.00
01/05/2026	West Oxfordshire District Coun	2,920.00
05/05/2026	STL Communications Ltd (FOCUS)	1,336.72
06/05/2026	Unity Trust Bank	2.25
07/05/2026	Adobe Systems Software Ireland	101.10
08/05/2026	SAGE UK LTD	7.20
08/05/2026	British Gas	1,236.05
11/05/2026	PAYPAL	46.40
11/05/2026	Lloyds Bank	3.00
18/05/2026	Smart Energy Business Ltd	258.88
18/05/2026	Smart Energy Business Ltd	20.74
19/05/2026	Unity Trust Bank	1.25
19/05/2026	Broadsword	724.80
19/05/2026	Gills Iron Mongers	41.00
19/05/2026	Millards Skip Hire	324.00
19/05/2026	Rialtas	2,907.60
19/05/2026	Travis Perkins Trading Company	111.59
20/05/2026	Staff Salaries	17,251.87
20/05/2026	PAYPAL	1,259.98
20/05/2026	PAYPAL	26.94
21/05/2026	Eon Next Energy Ltd	408.07
21/05/2026	Eon Next Energy Ltd	226.92
22/05/2026	Castle Water Limited	83.09
22/05/2026	Castle Water Limited	8.62
22/05/2026	Unity Trust Bank	1.00
22/05/2026	Amazon Services Eu/Amazon	59.43
22/05/2026	Chris Lewis Fire	110.26
22/05/2026	James English Windows	555.00
22/05/2026	Mulberry Local Authority Services	162.00
22/05/2026	WODC	2,920.00
22/05/2026	Amazon Services Eu/Amazon	474.95
22/05/2026	Bluewave Cleaning	126.00
22/05/2026	Gills Iron Mongers	11.50
22/05/2026	Kopyrite	80.00
22/05/2026	Mulberry Local Authority Services	283.50
22/05/2026	Stanley Handling	504.00
22/05/2026	Surveybase	1,170.00
26/05/2026	HMRC	5,981.23
29/05/2026	STL Communications Ltd (FOCUS)	1,532.48

31/05/2026	Unity Trust Bank	19.00
04/06/2026	Staff expenses	15.97
04/06/2026	Staff expenses	89.99
04/06/2026	Staff expenses	57.02
04/06/2026	Unity Trust Bank	3.25
05/06/2026	OCC Pension Fund	9,783.57
05/06/2026	British Gas	920.42
05/06/2026	SAGE UK LTD	72.00
08/06/2026	Adobe Systems Software Ireland	101.10
05/06/2026	Avon Capital Estates	6,933.12
05/06/2026	Cottsway	125.00
05/06/2026	Siemens Financial Services	475.45
09/06/2026	Lloyds Bank	10.50
15/06/2026	Smart Energy Business Ltd	232.19
15/06/2026	Castle Water Limited	88.07
15/06/2026	Smart Energy Business Ltd	20.79
16/06/2026	Unity Trust Bank	3.00
19/06/2026	Staff Salaries	17,267.94
19/06/2026	OCC Pension Fund	4,907.87
22/06/2026	Castle Water Limited	8.82
22/06/2026	Eon Next Energy Ltd	611.14
29/06/2026	Staff expenses	14.05
29/06/2026	PAYPAL	109.25
29/06/2026	CHIPPY LARDER	1,178.90
29/06/2026	Staff expenses	39.00
29/06/2026	Staff expenses	38.25
30/06/2026	Deddington Liquid Waste	216.00
30/06/2026	Espo	212.16
30/06/2026	Executive Safety Solutions	247.20
30/06/2026	Nu Focus Education	1,342.80
30/06/2026	OCC	1,061.00
30/06/2026	Spot on Supplies	41.33
30/06/2026	Swift Digital Services	231.76
30/06/2026	WODC	8,383.10
30/06/2026	Unity Trust Bank	28.85
30/06/2026	HMRC	5,997.86
30/06/2026	STL Communications Ltd (FOCUS)	1,308.67

167,338.06

RFO Forward Plan Progress Update 6 Month Review

Summary

This report provides an update against the objectives identified in the RFO High Level Forward Plan produced in September 2025 (copy enclosed). The majority of planned objectives have now been completed or are well advanced. Alongside these planned improvements, a significant amount of additional work has been delivered in response to operational priorities, strengthening financial governance, improving efficiency, modernising systems and supporting wider organisational change.

Governance & Statutory Responsibilities

Over the past 12 months significant progress has been made in strengthening the Council's financial governance arrangements. The Financial Regulations and Scheme of Delegation have been comprehensively reviewed, agreed with the Internal Auditor and approved by Council, streamlining financial processes and reducing unnecessary delays. The Asset Register has also been reviewed with interim improvements implemented. A further detailed review will be completed during Quarter 3.

Finance Systems & Software

General Ledger codes have been reduced from approximately 80 to around 60 through rationalisation into logical expenditure themes. Reporting options within Rialtas have been explored, although current functionality remains limited. Enhanced reporting has been confirmed by Rialtas as part of their development programme.

Budget & Financial Planning

The 2026/27 budget was rebuilt from first principles and profiled across the year. Purchase Orders have been introduced together with detailed cost analysis work. Forecast reporting will be incorporated during Quarter 2.

Payments & Expenditure Control

Bulk payments, paperless invoice approvals, scheduled payment runs and Sage Payroll have all been implemented. Payroll processing has reduced from approximately six hours per month to around fifteen minutes.

Income & Debt Management

Hirer records have been cleansed and a formal debt recovery process introduced. Historic debts have been reviewed and recommendations for write-off will be presented where appropriate.

Contracts & Procurement

The Procurement Policy forms part of the Financial Regulations. Work continues to develop a comprehensive contracts register. Financial reports were redesigned to improve readability for Members.

Financial Reporting & Year-End

The 2025/26 accounts, AGAR and supporting working papers were completed successfully. The Council received a successful Internal Audit opinion and External Audit is underway.

Training & Development

OALC Finance training has been completed. Development of a Finance Processing Manual remains outstanding and is planned to improve resilience.

Grant Monitoring Report Form

Organisation Name: Chipping Norton School PTA

Contact Name: Samantha Jackman

Project Title: Raise The Roof

Grant Awarded (£): 500

Project Start Date: August 2026

Project Completion Date: Sept/October 2026

Date Report Submitted: _____

Use of Grant Funding

Please explain how the grant funding was spent.

The grant monies are intended to be spent on the Year 7 Outdoor Area, with works ideally being done over the Summer holidays ready to start the new academic year with a refreshed space. This is to include new planting, furniture and lighting. This is part of a wider project to improve outdoor spaces around the school, including continued fundraising towards shelters to ensure students can spend time outdoors in all weathers.

There will also be small improvements to the Sixth Form garden area over the Summer to include planters and shrubs, as they will be holding a memorial event in September for a former student, where they plan to plant a tree and add a new bench.

Project Delivery

Did the project proceed as described in the application? Partly

If not, explain:

Since receiving the CNTC grant, the PTA has been in consultation with the Senior Leadership Team (SLT) at school who, after many tenders for their initial plans of a large covered outdoor area, have advised that they no longer feel the project is viable due to escalating, prohibitive costs (from £100k to £250k+).

Keeping students' ability to fully enjoy the outdoor spaces at the fore and with budget in mind, instead the SLT would like us to 'raise the roof' on the interior courtyard gardens of the school first. Starting with the library garden, the Year 7 covered area, the spaces outside the Maths block, Tech area and the Sixth Form centre, before moving on to improving the provisions for the students to spend time outdoors come rain or shine by providing various, smaller new shelters.

Outcomes and Impact

How many residents benefited? Around 100-150 students in year 7, plus future year 7 cohorts as well as staff.

Describe the outcomes achieved:

The school Business Manager is currently reviewing tenders and designs to improve the year 7 garden area, including new furniture, planters and lighting to 'green up' the area. This is intended to improve sustainability and biodiversity, while enhancing student wellbeing.

Measuring Success

How did you measure impact and what evidence demonstrates success?

To follow: Before and after photos to be supplied and CNS can provide evidence of qualitative impact with student and staff surveys/interviews.

Publicity and Acknowledgement

How was Council support acknowledged?

The school is happy to acknowledge any support received and has suggested the Design and Technology department can make plaques to be displayed in the relevant areas or in the foyer.

Lessons Learned

What worked well and what challenges were encountered?

TBC

Financial Summary

TBC

Item	Budgeted (£)	Actual (£)

Total Project Cost: £_____

Grant Spent: £_____ (full grant will be used)

Unspent Grant: £_____

Declaration

☒ I confirm the information provided is true and accurate.

☒ I confirm the grant was used for the approved purpose.

Name: _____ Samantha Jackman _____

Position: _____ PTA Secretary _____

Signature: _____ S Jackman _____

Date: _____ 9.7.26 _____

Grant Monitoring Report Form

Organisation Name: _Royal British Legion Chipping
Norton_____

Contact Name: __Steve Kingsford_____

Project Title: _The Somme Poppy Plaques_____

Grant Awarded (£): __400_____

Project Start Date: __15th June 2026_____

Project Completion Date: __20th October 2026_____

Date Report Submitted: __10th June 2026_____

Use of Grant Funding

Please explain how the grant funding was spent.

Project Delivery

Did the project proceed as described in the application? Yes

If not, explain:

Outcomes and Impact

How many residents benefited? _unknown_____

Describe the outcomes achieved: We hope to keep the memories of the town's fallen alive whilst also publicizing the work of the Royal British Legion and raise money for the Poppy Appeal to help today's Armed Service Community

Measuring Success

How did you measure impact and what evidence demonstrates success?

Last year we received a great deal of favorable reaction to our original set of plaques and raised a record amount of money. We hope to repeat that this year.

Publicity and Acknowledgement

How was Council support acknowledged?

We will mention the Council's support in all our publicity, press reports and newsletter

Lessons Learned

What worked well and what challenges were encountered?

All worked well last year but we have made changes to materials used

Financial Summary

Item	Budgeted (£)	Actual (£)
15 plaques	751.75	751.75
Other materials	250.00	Unknown as yet

Total Project Cost: £1001.75_____

Grant Spent: £_400.00_____

Unspent Grant: £_0_____

Declaration

I confirm the information provided is true and accurate.

I confirm the grant was used for the approved purpose.

Name: __Steve Kingsford_____

Position: _Branch chairman_____

Signature: *S.P.Kingsford*_____

Date: ____15th June 2026_____

Grant Monitoring Report Form

Organisation Name: Dementia Active

Contact Name: Andrew Gill

Project Title: Chipping Norton Centre

Grant Awarded (£): TBC

Project Start Date: TBC

Project Completion Date: TBC / ongoing

Date Report Submitted: 9 June 2026

Use of Grant Funding

Please explain how the grant funding was spent.

The grant funding supported the continued delivery of the Chipping Norton Centre for people living with dementia. Funding was used to help meet the costs of running regular centre sessions, including staff and sessional support, activity materials, refreshments, and other operational costs associated with providing a safe, welcoming and structured day opportunity for local residents. The centre now supports over 40 people with dementia and provides up to 35 places, 4 days per week.

Project Delivery

Did the project proceed as described in the application? ☒ Yes ☐ Partly ☐ No

If not, explain:

Not applicable. The project proceeded as planned and has continued to develop in response to local need.

Outcomes and Impact

How many residents benefited? Over 40 people with dementia.

Describe the outcomes achieved:

The Chipping Norton Centre has provided regular, meaningful day opportunities for people living with dementia, helping them to stay active, socially connected and engaged in a supportive environment. The centre provides up to 35 places, 4 days per week, giving people access to structured activities, companionship, refreshments and practical support. The service also provides reassurance and respite for families and carers, helping to reduce isolation and support wellbeing for both participants and their support networks.

Measuring Success

How did you measure impact and what evidence demonstrates success?

Impact was measured through attendance levels, take-up of available places, ongoing feedback from people attending the centre, families and carers, and staff observations of engagement and wellbeing during sessions. Evidence of success includes the centre now supporting over 40 people with dementia, sustained weekly delivery over 4 days, and continued local demand for places.

Publicity and Acknowledgement

How was Council support acknowledged?

Council support was acknowledged through Dementia Active communications and conversations with participants, families, carers and local supporters. The Council's contribution has been recognised as helping to sustain an important local dementia service for Chipping Norton and the surrounding area.

Lessons Learned

What worked well and what challenges were encountered?

What worked well was the strong local demand for the centre, the ability to offer regular sessions 4 days per week, and the positive impact of providing a safe, friendly and dementia-aware environment. The main challenges have been managing growing demand, ensuring sufficient staffing and volunteer support, and meeting increasing running costs while maintaining a high-quality service.

Financial Summary

Item	Budgeted (£)	Actual (£)
Staff / sessional support	4,000 PM	5,000 PM
Activity resources and materials	100 PM	100 PM
Refreshments and session costs	300 PM	300 PM
Venue / operational costs	5,500 PM	5,500 PM

Total Project Cost: £ 150,000

Grant Spent: 100%

Unspent Grant: ZERO

Declaration

I confirm the information provided is true and accurate. YES

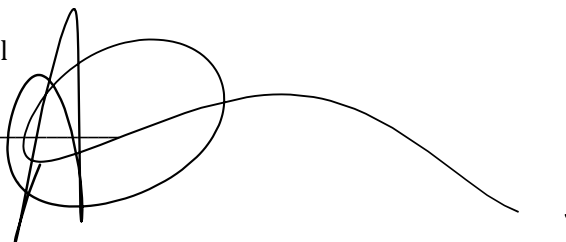
I confirm the grant was used for the approved purpose. YES

Name: Andrew Gill

Position: TBC

Signature: _____

Date: 9 June 2026

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and somewhat abstract, with a large loop at the end.

Dear Louise

I am pleased to update you on the success of the 2026 Chipping Norton Music Festival that you so generously helped fund with the £1000 grant

As requested please find an update of the project as per the terms of the grant

The School Workshops for year 5 and 6 students were a big success again this year with 2 music practitioners attending 7 local schools in February (St Mary's, Holy Trinity, Chadlington, Charlbury, Enstone, Great Rollright and Great Tew) to introduce the children to the songs being performed. This was followed by children working in their own school environment prior to the workshop in March. The workshop was spread over two days with 3 schools on one day and 4 the following. In total over 230 children took part including 32 from St Mary's and 34 from Holy Trinity. A morning session from 10.30 to 2.00 practising together was followed by a short but entertaining concert to parents, teachers and friends.

In addition to this on the Speech and Drama sessions we had 6 groups from St Mary's totalling 125 children and 2 groups from Holy Trinity totalling 25 children.

In total the festival brought in about 1200 entrants, almost 1000 audience at the classes and a further 650 at the concerts

Finally the Council was acknowledged many times on social media and also in 3 separate pages of the programme and on our website.

In addition it was pleasing for the organisers to hear on two occasions a town councillor standing up at the end of two separate concerts praising the festival and the organisers for the great work that was done to put the festival on and the good that it does to the town, the participants and the opportunities that it brings.

Many thanks for your continued support

Grant Monitoring Report Form

Organisation Name: Dementia Active

Contact Name: Andrew Gill

Project Title: Chipping Norton Centre

Grant Awarded (£): TBC

Project Start Date: TBC

Project Completion Date: TBC / ongoing

Date Report Submitted: 9 June 2026

Use of Grant Funding

Please explain how the grant funding was spent.

The grant funding supported the continued delivery of the Chipping Norton Centre for people living with dementia. Funding was used to help meet the costs of running regular centre sessions, including staff and sessional support, activity materials, refreshments, and other operational costs associated with providing a safe, welcoming and structured day opportunity for local residents. The centre now supports over 40 people with dementia and provides up to 35 places, 4 days per week.

Project Delivery

Did the project proceed as described in the application? ☒ Yes ☐ Partly ☐ No

If not, explain:

Not applicable. The project proceeded as planned and has continued to develop in response to local need.

Outcomes and Impact

How many residents benefited? Over 40 people with dementia.

Describe the outcomes achieved:

The Chipping Norton Centre has provided regular, meaningful day opportunities for people living with dementia, helping them to stay active, socially connected and engaged in a supportive environment. The centre provides up to 35 places, 4 days per week, giving people access to structured activities, companionship, refreshments and practical support. The service also provides reassurance and respite for families and carers, helping to reduce isolation and support wellbeing for both participants and their support networks.

Measuring Success

How did you measure impact and what evidence demonstrates success?

Impact was measured through attendance levels, take-up of available places, ongoing feedback from people attending the centre, families and carers, and staff observations of engagement and wellbeing during sessions. Evidence of success includes the centre now supporting over 40 people with dementia, sustained weekly delivery over 4 days, and continued local demand for places.

Publicity and Acknowledgement

How was Council support acknowledged?

Council support was acknowledged through Dementia Active communications and conversations with participants, families, carers and local supporters. The Council's contribution has been recognised as helping to sustain an important local dementia service for Chipping Norton and the surrounding area.

Lessons Learned

What worked well and what challenges were encountered?

What worked well was the strong local demand for the centre, the ability to offer regular sessions 4 days per week, and the positive impact of providing a safe, friendly and dementia-aware environment. The main challenges have been managing growing demand, ensuring sufficient staffing and volunteer support, and meeting increasing running costs while maintaining a high-quality service.

Financial Summary

Item	Budgeted (£)	Actual (£)
Staff / sessional support	4,000 PM	5,000 PM
Activity resources and materials	100 PM	100 PM
Refreshments and session costs	300 PM	300 PM
Venue / operational costs	5,500 PM	5,500 PM

Total Project Cost: £ 150,000

Grant Spent: 100%

Unspent Grant: ZERO

Declaration

I confirm the information provided is true and accurate. YES

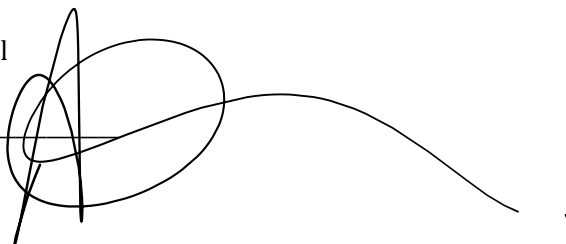
I confirm the grant was used for the approved purpose. YES

Name: Andrew Gill

Position: TBC

Signature: _____

Date: 9 June 2026

A large, stylized handwritten signature in black ink, written over the signature line and extending to the right.

Grant Monitoring Report Form

Organisation Name: When did we stop

Contact Name: Mary Gatineau

Project Title: Monthly community dance events and 4-6 pop-up events per year

Grant Awarded (£): 21 hours of free use of the Town Hall or Glyme Hall on your chosen dates subject to availability. Valid until July 2027 when you will be encouraged to apply for a further grant. Any use of our venues over the 21 hours will be charged at the charitable rate (50% discount on full published fees).

Project Start Date: We started in May 2025. The Community grant was awarded on 5th February 2026.

Project Completion Date: Not applicable. This is ongoing.

Date Report Submitted: 28th June 2026

Use of Grant Funding

Please explain how the grant funding was spent.

There was no monies awarded but we we given free use of Glyme hall and chipping Norton Town hall for 21 hours

Between February and June we held 4 dance events and one singing event at Glyme hall. Each booking was for 1.5 hours, so a total of 7.5 hours.

13/03/26	dance	Glyme hall
10/04.26	dance	Glyme hall
08/05/26	Singing	Glyme hall
15/05/26	dance	Glyme hall
19/06/26	dance	Glyme hall

Project Delivery

Did the project proceed as described in the application? Yes

If not, explain: N/A

Outcomes and Impact

How many residents benefited?

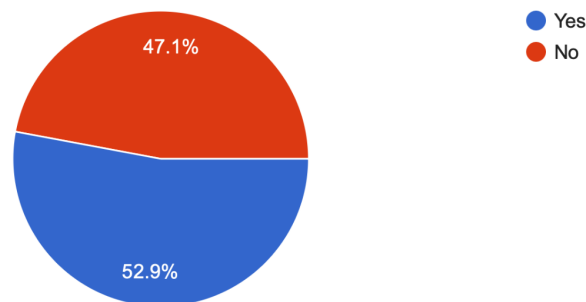
It is hard to judge exactly, but we now have a database of 90 people collected from local participants over the past year.

Between February and June, numbers of attendees for each community event ranged from 11 to 25.

From the survey we saw that 52.9% of respondees were from Chipping Norton. Other people came from local villages.

Q6. Do you live in Chipping Norton?

34 responses



Describe the outcomes achieved:

100% of respondees felt the sessions were well organised.

100% of respondees thought that the facilitators were friendly and supportive.

97% of respondents would recommend the sessions to someone else.

Measuring Success

How did you measure impact and what evidence demonstrates success?

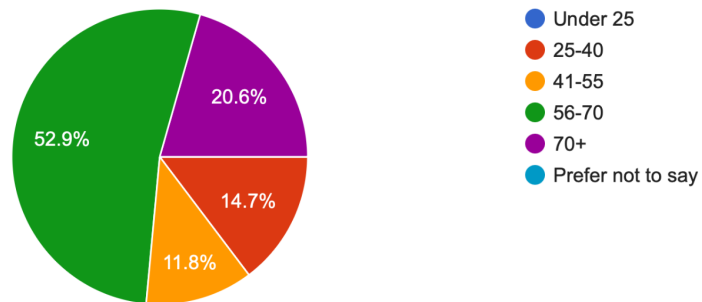
We now have a database of 90 people collected from local participants over the past year.

In June we conducted a comprehensive survey and had 34 respondees. (Full survey available on request).

All respondees were aged between 41 and 70+:

Q4. Age group:

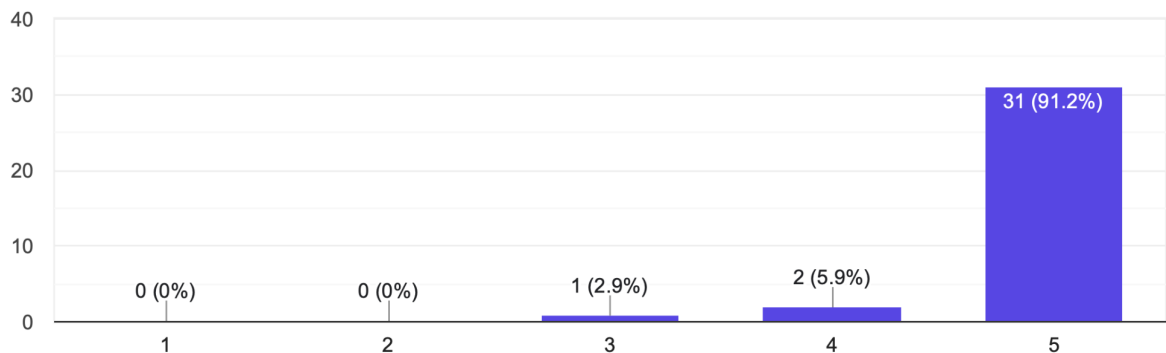
34 responses



91% of respondees rated their experience as excellent:

Q7. Overall, how would you rate your experience of the sessions?

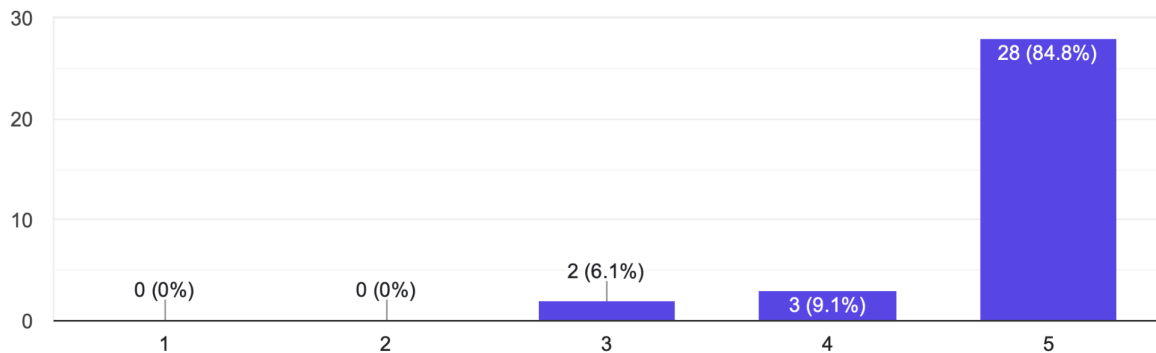
34 responses



Most people felt better about themselves after attending:

Q18. I feel better about myself after attending.

33 responses



Since February all the sessions were run in Glyme hall and 100% of respondees agreed that the venue was suitable and accessible.

Below are a few feedback quotes to show the benefits that people have experienced. They strongly exemplify how the sessions have impacted on wellbeing, loneliness, creative expression, community and connection, and that they were seen as value for money:

...they have had a very positive impact on my wellbeing. I'm recently widowed and relatively new to the area. I'm finding it hard to make new friends and the dance sessions have been a great way of just expressing myself in a safe and unchallenging environment. I have really enjoyed them and think they are great.

it was fun and joyful to attend the sessions and meet others and feel good in my body. I was able to express myself openly with dance which is lovely and I came away feeling good, inspired and with a sense of community.

It is a time when I can be free of worries or thoughts and be myself, age is no barrier to participation and I can be in touch with the fun side of myself

I now recognise the activities that pick me up if I'm feeling down . All of these did the trick. The dancing in particular is something that I wouldn't do without this session but have always loved

The session tapped into a creative, fun and playful side of myself that I rarely engage with in everyday life. It also gave me the opportunity to express emotions that I hadn't previously been able to put into words. I left feeling uplifted, more connected, and with a greater appreciation for the benefits of making time for creativity.

Meeting new people and old friends without any stress and dancing for joy

Where else is there dancing for older folk?

All of them amazing value and experience

I've enjoyed all the dancing sessions I've been to . Everyone is very welcoming and there's a strong feeling of being amongst like-minded people. I've met a number of new people and we now chat each time. I've found the sessions joyful and calming - a really good antidote to stress. I suffer from low mood in the darker months and the dancing was very uplifting and happy-making. I've always left feeling lighter.

The poetry session was the most valuable for me. It was great fun and gave me the opportunity to be creative in a way that I rarely am in my personal life. I also enjoyed spending the evening with new and interesting people. The tutor was engaging, knowledgeable and created a welcoming, non-intimidating environment that made it easy to get involved. I'd love to see more opportunities for sessions like this in Chipping Norton

I'd like to thank the three wonderful organisers, and also the local Town Council for supporting this valuable creative community activity

Publicity and Acknowledgement

How was Council support acknowledged?

- We have added the Chipping Norton Town Council logo to all our posters.
- We added The Chipping Norton COmmunity AwRds 2026 logo to our website: <https://whendidwestop.org/>
- We added 'Supported by Chipping Norton Town Council' to our email correspondence

Lessons Learned

What worked well and what challenges were encountered?

The venue, the session timings, the fact that there are 3 of us to organise the sessions and support each other worked really well. The sessions themselves were fun, uplifting and felt inspiring for the local community.

Challenges only included attaching the phone to the blue tooth speaker, but we worked that out. Not a challenge, but some respondees requested that we hold sessions more frequently and not on Fridays, but in general people were happy with the timings.

Ideas for further pop-up sessions included theatre and improv, Ti chi, nature/walking, drama, mask making, simple textiles, knitting, sewing, playball games, meditation, drumming, cross cultural groups and story telling, music, writing, journaling and photography share.

Financial Summary

Item	Budgeted (£)	Actual (£)

Total Project Cost: £ N/A

Grant Spent: £ N/A

Unspent Grant: £ N/A

Declaration

X I confirm the information provided is true and accurate.

X I confirm the grant was used for the approved purpose.

Name: Mary Gatineau

Position: Founding member

Signature:

A handwritten signature in black ink, appearing to read 'M. Gatineau', written in a cursive style.

Date: 28th June 2026



Thank you for supporting Remix Youth Club — invitation to 10th anniversary celebration

From Oliver Shaw

Date Wed 2026-07-01 09:34

To Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

Cc Louise Warren <finance@chippingnorton-tc.gov.uk>

Chipping Norton Town Council

Warning: Sender ollyshaw@gmail.com is not yet trusted by your organization.

Please be careful before replying or clicking on the URLs.

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Dear Katherine,

Please could you pass on our thanks to the members of Chipping Norton Town Council for the funding you kindly gave us last year towards Remix, our weekly youth club.

Your support has made a real difference. Remix continues to welcome around 30–70 young people each week, and it is clear that the group is greatly valued by those who attend. It provides a safe, welcoming and enjoyable space where young people can spend time together, take part in activities and build positive relationships.

Over the past year, crafts have been especially popular, along with table tennis, football, computer games and tuck. The young people are generally very respectful and careful with the equipment and resources we provide, but with such regular use, things do occasionally get broken or worn out. The funding from the Town Council has helped us to replace items when needed, subsidise activities, improve the provision we are able to offer, and most importantly, keep Remix free for the young people who come.

We are very grateful for the Council's generosity and for your continued support of young people in Chipping Norton.

This year is also a special one for us, as Remix will be celebrating its 10th anniversary. We are planning a party on **11 September** to mark the occasion, and we would be delighted if members of the Town Council were able to attend and celebrate with us.

It would be lovely to have you there, and it would also be a great opportunity for councillors to see the impact of their support and to meet some of the young people who benefit from Remix.

Thank you once again for helping us to continue offering this much-valued youth provision in our community.

Warm regards,

Olly Shaw

(currently covering for Meg as Remix lead, while she is on Maternity Leave).

Item 12c: Review of Chipping Norton Town Council's Core Grants and next steps

The Council has existing three-year funding agreements that are due to expire. The Town Clerk recommends that the Committee considers a framework for assessing the impact of the previous funding period before any new agreements are approved.

The Council has historically recognised that a small number of organisations provide significant and long-term benefits to the residents of Chipping Norton. Rather than requiring these organisations to compete annually through the Grants to Voluntary Bodies Scheme, the Council has entered into longer-term Core Grant Agreements with three organisations:

- Chipping Norton Museum & Local History Society (£3,500)
- Chipping Norton Lido (£5,000)
- Chipping Norton Theatre (£3,000)

These agreements provide greater financial certainty, enabling organisations to plan strategically while recognising their contribution to the town's cultural, recreational and community wellbeing.

As the current agreements have now concluded, Members are asked to determine whether renewed funding should be awarded. To ensure transparency, accountability and value for public money, it is recommended that renewal should be based upon evidence demonstrating the impact of the Council's investment over the previous three years.

Principles for Renewal:

Any future Core Grant Agreements should demonstrate that public money has been spent effectively; the organisation continues to provide substantial benefit to Chipping Norton residents; the organisation remains financially viable; and that the funding provided by Chipping Norton Town Council has produced measurable community outcomes.

Impact Report:

It is recommended that the Town Council requests an impact report from each of the three organisations covering the previous three-year period. The Impact Report should contain an overview to describe how the funding has been spent; whether funding supported operational costs, staffing, programming or capital improvements; and why Town Council funding was important.

Recommended information required to support the impact report:

Criteria	Documentation required	Suggested Weighting
Financial Sustainability	Evidence that the organisation is financially sustainable: - Audited Accounts from 2022-2025 - Summary of income sources - Funding secured from other organisations (eg. Grants, donations, sponsorship)	30%
Community Outreach and Evidence of Impact	Evidence that the grant provided has been used towards community outreach and has provided measurable impacts, rather than just simply sustaining operating costs. Evidence may include: - Outreach activities	30%

	- Educational programmes - Evidence of visitor numbers (total) - Annual attendance numbers	
Benefit to Chipping Norton Residents	Evidence of benefits delivered specifically to Chipping Norton residents. Organisations should explain how these outcomes have been measured: - Number of visitors from Chipping Norton - Number of members from Chipping Norton (if applicable) - Total volunteer hours contributed from Chipping Norton residents - Number of school visits - Number of local outreach events undertaken - Support for vulnerable or disadvantaged groups	30%
Partnership Working	Examples where the organisation worked with organisations such as: schools, voluntary organisations, local businesses, health organisations, community groups or other public bodies.	10%

Financial Implications:

Renewal of the Core Grant Agreements will require ongoing provision within the Council's annual budget and will influence the level of precept required for 2027/28. Members may wish to determine the level of funding for each organisation individually following consideration of the respective Impact Reports.

The Council's current financial position remains focused on recovering from an estimated budget deficit of approximately £60,000. If Members wish to increase the value of the Core Grants, it is recommended that this is achieved while maintaining the existing Section 137 grants budget of £28,000. This approach would reduce the funding available through the Grants to Voluntary Bodies Scheme but would demonstrate a stronger long-term commitment to the Council's key strategic partner organisations.

In reaching a decision, Members should also take account of the financial value of the support already provided through free venue hire and other benefits in kind. The total annual value of this non-cash support is currently estimated at approximately £35,000.

Timeline:

1. Finance & Resources Committee meeting – July 2026: Impact report factors considered and core grant recipients approached to request further information
2. Finance & Resources Committee meeting – September 2026: Impact reports received from organisations and renewal considered
3. Finance & Resources Committee meeting – November 2026: Committee budget including S137 (Grants to Voluntary Bodies and Core Grants) agreed and sent to Full Council for approval
4. Full Council – December 2026: Council budget 2027-28 agreed. GTVB and Core Grants agreed and notification sent to core grant recipients.

RECOMMENDATION: That the Committee

1. Agree that organisations seeking renewal of a Core Grant Agreement submit a three-year Impact Report in accordance with the framework set out in this report; and
2. Require the supporting documentation listed above to accompany each submission.