CHIPPING NORTON TOWN COUNCIL

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Minutes of a Finance and Resources Committee meeting held on the 13th July 2026 at 6:30pm in Glyme Hall, Chipping Norton

PRESENT: Cllrs Ian Finney (Chair), Sandra Coleman, Dom Rickard, Ben Bibby

ALSO PRESENT:
Katherine Jang, Town Clerk & CEO
Louise Warren, Responsible Finance Officer and Deputy Clerk
1 Member of the public

FR1. Election of Chair
To receive nominations for and elect the Chair of the Finance and Resources Committee for the municipal year 2026/27.
Cllr Coleman nominated Cllr Finney, seconded by Cllr Bibby. No other nominations were received.
RESOLVED: That Cllr Ian Finney be appointed Chair of the Finance and Resources Committee for the municipal year 2026/27.

FR2. 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.
Cllr Coleman nominated Cllr Rickard, seconded by Cllr Bibby. No other nominations were received.
RESOLVED: That Cllr Dom Rickard be appointed Vice-Chair of the Finance and Resources Committee for the municipal year 2026/27.

FR3. Apologies for Absence
Apologies for absence were received from Cllr Emily Weaver.

FR4. Declarations of Interest
Cllr Coleman declared a non-pecuniary interest as a member of the Chipping Norton Community Land Trust in relation to Item FR12(b).
Cllr Bibby declared a non-pecuniary interest as his partner is Chair of CHAOS in relation to Item FR12(b).

FR5. Minutes
RESOLVED: That the minutes of the Finance and Resources Committee meeting held on 16th March 2026 be approved as a correct record and signed by the Chair.

FR6. Public Participation
No matters were raised.

FR7. Committee Action Plan
Members reviewed the Committee Action Plan.

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RESOLVED: That the Action Plan be noted and approved.

FR8. Income and Expenditure

The Committee received detailed income and expenditure reports by budget heading.

Members queried the miscellaneous income relating to funds received on behalf of the Skatepark Charity. It was agreed that the Responsible Finance Officer would discuss with the Council's Internal Auditor the most appropriate accounting treatment and arrangements for holding funds on behalf of a separate charity.

Members confirmed that they were content with the format of the Rialtas-generated financial reports.

Members also queried income relating to rights of access associated with Greystones House and Rosewood Nursery, noting that rights of access are currently paid by Chipping Norton Rugby Club. Officers agreed to investigate the current arrangements following the sale of Greystones House.

RESOLVED: That the report be noted.

FR9. Schedule of Payments for Approval

The Committee received the schedule of payments for approval.

Members queried a PayPal payment of £1,295. The Responsible Finance Officer confirmed this related to the purchase of two laptop computers, one of which would be recharged to the William Fowler Allotments Trust.

The Responsible Finance Officer advised Members that the manually generated BACS payment report no longer reflected the Council's banking process. Members agreed that future reports could instead include the relevant bank statement alongside the payment schedule.

Members also requested information on the proportion of the Council's expenditure represented by salaries and employment on-costs.

RESOLVED:

- That the payments be approved.
- That future payment reports include the relevant bank statement in place of the manually generated BACS report.
- That officers report back on the proportion of Council expenditure attributable to staffing costs outside the cycle of meetings.

FR10. Financial Procedures Forward Work Programme

The Responsible Finance Officer presented an update on the Financial Procedures Forward Work Programme since September 2025.

Members noted the significant enhancements that had been made to the Council's financial systems and procedures.

The Responsible Finance Officer advised that a three to five-year financial forecast would be presented to the next meeting.

Members also discussed outstanding debt recovery. Officers advised that approximately £11,000 had recently been recovered from historic outstanding debts. A report on debt management and proposed debt write-offs would be presented to the next meeting.

The Chair requested that future reports categorise outstanding debts to distinguish between:

- debts actively being pursued;
- debts subject to payment arrangements;
- disputed debts; and
- debts recommended for write-off.

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RESOLVED: That the report be noted.

FR11. Forward Work Programme

The Town Clerk updated Members on the Forward Work Programme.

Members were advised that, rather than presenting HR policies which may subsequently require amendment to comply fully with Green Book standards, officers had approached a specialist employment law firm with extensive experience of advising local authorities to provide a suite of legally compliant, streamlined HR policies tailored to the Council's requirements.

Members welcomed the proposed approach.

RESOLVED: That the update be noted.

FR12. Grants

(a) Grant Feedback Forms

The Committee reviewed feedback reports received from previously successful grant applicants.

RESOLVED: That the reports be noted.

(b) First Tranche of Grant Applications 2026/27

The Committee considered the first tranche of grant applications for the 2026/27 municipal year.

Members agreed the following general principles:

- Post-event grant applications would not normally be considered.
- The Council would not normally award grants to organisations whose principal purpose is to award grants to other organisations.

Following consideration of each application, the Committee resolved:

Organisation	Grant Award	In-kind Support
The ACE Centre	£1,000	None
CHAOS	£500	Free use of the Beech Room for ten weeks and free hire of the Town Hall for the Ceilidh event
Chipping Norton Town Festival	£0	Noted that free use of the Town Hall had already been provided
Chipping Norton Railway Club	£250	None
Chipping Norton Community Land Trust	£1,000 (provisional)	Deferred pending further information regarding venue requirements
Cotswold Youth Choir	£1,000	No free venue hire awarded
Remix	£750	Free hire of Glyme Hall until August 2027
St Mary's Church Minis	£500	None
Volunteer Link Up	£1,000	None
Cotswold Arts	£500	None

Members requested additional clarification from a number of applicants where information provided within the application forms was incomplete or inconsistent.

The Committee noted that £6,500 had been allocated from the grants budget during this funding round, leaving approximately £10,000 available for future grant rounds.

(c) Core Grants

Members considered arrangements for the review of the Council's Core Grant Agreements.

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The Committee requested that the Council's reserves position and emerging Reserves Policy be presented alongside future discussions.
Members also agreed that Remix should be invited to submit an impact report alongside the Council's three existing Core Grant recipients to assist Members in considering future funding arrangements.
RESOLVED: That officers request impact reports accordingly.

FR13. Date of Next Meeting
The next meeting of the Finance and Resources Committee will be held on Monday 28th **September 2026**.
There being no further business, the Chair closed the meeting at 8:26pm.

SIGNED: _____

DATE: _____

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