



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: Katherine Jang

5th May 2026

SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 11th May 2026

TIME: 6:30pm

Cllrs. Steve Akers, Ben Bibby, Mike Cahill, Sandra Coleman, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Cora Schor-Brener, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang
Town Clerk & 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 Town Mayor 2026/27

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

2. Election of Deputy Mayor 2026/27

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

3. Apologies for absence.

To consider 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 Full Council meeting held on 23rd 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. Minutes and reports from Committees

To consider recommendations from the Committee and Sub-Committee meetings held on:

- a. Traffic Advisory Sub-Committee, 26th March 2026

8. Welcome to the new District Councillor

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

9. Policing Matters

- a. To receive an update on policing matters from local Thames Valley Police representatives.
- b. For Council to nominate a representative to liaise with TVP and provide regular updates to Council.

10. Chipping Norton Development

To receive an update on any matters regarding town development.

11. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

12. Correspondence

To receive and note any correspondence

13. Standing Orders

To consider and approve the Council's Standing Orders.

14. Scheme of Delegation.

To consider and approve the Scheme of Delegation (including terms of reference for Committees)

15. Financial Regulations

To consider and approve the Council's Financial Regulations.

16. Code of Conduct

To note the Councillors Code of Conduct.

17. General Power of Competence

To reaffirm that the Council meets the criteria to exercise the General Power of Competence.

18. Appointment of Members to Standing Committees and Sub-Committees

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2026/27.

19. Representatives to Outside Bodies

To appoint Council representatives to outside bodies.

20. Risk Register

To receive and approve the Council's Corporate risk register and risk management policy.

21. Asset Register

To receive and approve the Council's asset register.

22. Terms and Conditions of hire

To receive and approve the amended Terms and Conditions of hire for the Council's venues.

23. Planning Applications

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

24. Date of the next meeting – Monday 8th June 2026



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

Minutes of a Full Council meeting held on the 23rd March 2026 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Ian Finney, Athos Ritsperis, Jo Graves, Alex Keyser, Steve Akers, Mike Cahill, Dom Rickard, Tom Festa, Mark Walker

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Bruce Claridge, Thames Valley Police (left 19:23)

Cllr Mike Baggaley, WODC

Cllr Geoff Saul, OCC

Paolo Oliveri, Maintenance Operative (entered 19:23)

3 Members of the public

FC135	Apologies for absence Apologies were received from Cllrs Emily Weaver and Ben Bibby
FC136	Declaration of interests None declared
FC137	Minutes RESOLVED: That the Chair signs the minutes of the meeting held on the 9th February 2026 as an accurate record.
FC138	Public Participation PC Bruce Claridge (TVP) was present to give an update on policing and crime matters. Burglaries in the rural villages have been on the rise, especially in affluent areas such as Kingham. Members queried the new town CCTV cameras – PC Claridge responded that one is by the entrance of Sainsbury's and the other is at the high street main crossing point. These are now functional and are being monitored.
FC139	West Oxfordshire District Councillors Update Members received an update from Cllr Saul noting that the Uplands and Lowlands Planning Committees will be abolished and will be re-structured into a single planning committee. This will affect how planning matters are handled moving forward.
FC140	Oxfordshire County Councillors Update Cllr Saul highlighted the County Council's response to the East Chipping Norton Strategic Development Area. OCC has confirmed that they would be interested in the site to provide c 150 homes, a new school site and biodiversity. Total quantum of housing would be indicative to 850 homes on that site (North and South of London Road inclusive). Consultation results are awaited for the Fire Station surveys which will affect the stations earmarked for closure.
FC141	Civic Announcements Members received a report from The Mayor on Civic engagement and activities. Cllr Akers reported the sewage overflow on Spring Street which is an ongoing issue and noted during the Town's litter pick over the weekend. Cllr Akers proposed that Thames Water are invited in for a meeting to discuss the incoming developments to the town. Cllr Festa proposed to set a meeting with OfWat and the Environmental Agency to discuss ongoing

	<p>infrastructure concerns in Chipping Norton. All members in agreement. Seconded by Cllr Festa, All in favour, motion carried.</p> <p>RESOLVED: For the Town Clerk to set a meeting with Cllrs Festa and Akers, along with representatives of OfWat and the Environmental Agency to discuss concerns with sewage infrastructure in Chipping Norton and mitigation measures</p>
FC142	<p>Reports from representatives of outside bodies</p> <p>No other reports received.</p>
FC143	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes and any recommendations of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a. Community Committee, 2nd March 2026 b. Strategic Planning Committee, 9th March 2026 c. Finance and Resources Committee, 23rd March 2026
FC144	<p>Correspondence</p> <p>Members received a request from the Rosewood Nursery at Greystones for permission to erect a flag on the Town Council's railings at Greystones. Although the Nursery is not one of the Town Council's tenants, this request is on Town Council property. The Rugby Club has emailed in support of this request.</p> <p>All members agreed that this proposal was not detrimental to the site, and for the Town Clerk to notify the nursery.</p>
FC145	<p>Council Action Plan</p> <p>Members noted the Council Action Plan</p>
FC146	<p>Town Hall Restoration</p> <p>Members received a verbal update from Cllr Festa noting a successful Round 1 application and invitation to move forward with the Heritage Lottery Fund. Further work is being undertaken to determine the activities plan for the Halls.</p>
FC147	<p>Skatepark</p> <p>Members received an update from Cllr Coleman, who noted that work was progressing fast with the Skatepark Users Group and that fundraising had been going successfully. Nick Jones would be present at the Annual Meeting of the Town to discuss further about a potential sports hub for the town.</p>
FC148	<p>Town Development</p> <ul style="list-style-type: none"> a. Members considered requesting a boundary review of the town in consideration of the pending planning applications at the edge of town. Cllr Akers proposed to accept the recommendation to move forward with the governance review by WODC, seconded by Cllr Coleman. Members agreed to notify neighbouring parishes in advance of sending the formal letter through to WODC as a professional courtesy. Cllrs Rickard, Finney, and Walker abstained. Motion carried. RESOLVED: That the Town Clerk is authorised to send an official governance review letter to West Oxfordshire District Council. b. Members consider a list of S106/CIL priorities as reviewed by the Strategic Planning Committee. Cllr Walker proposed to accept the list as drafted, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Town Clerk is authorised to send the list of S106/CIL priorities to the officers at West Oxfordshire District Council's S106 team.
FC149	<p>Planning Applications</p> <ul style="list-style-type: none"> 1. APPLICATION NO: 26/00451/FUL



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	<p>PROPOSAL: Change of use of ground floor of dwelling to psychotherapy practice LOCATION: 4 Victoria Place Chipping Norton Oxfordshire</p> <p>Support – Clarifying comment: Members would like to query whether all neighbours have been consulted as the yellow notice has not been posted and impact on neighbours.</p> <p>2. APPLICATION NO: 26/00232/FUL</p> <p>PROPOSAL: Temporary change of use of land from old water depot land to a garden with use for domestic animals. (Part Retrospective). LOCATION: Land Northeast Of Greystone Business Unit 1 Burford Road Chipping Norton</p> <p>Objection: Request more detail to the application, clarify which animals are being held and that a cohesive plan for the site to be considered.</p>
FC150	<p>Confidential Session RESOLVED: That the Council moves 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 FC151-154.</p>
FC151	<p>Council Venues</p> <p>a. Members considered a proposal for new bookings software Discussions arose about the reasons for a new bookings software. Officers explained that this will allow integration with the Council's website to provide a self-service system, payment in advance for all hirers, and will reduce debt-chasing. Cllr Akers proposed to accept the Nexodus system, seconded by Cllr Finney. Cllrs Cahill and Graves abstained. Motion carried. RESOLVED: That the Nexodus bookings software is approved at a cost of £5,040/annum plus £2,700 one-off set-up costs.</p> <p>b. Members considered quotations for a remote door access system Cllr Keyser noted a declaration of interest as his partner is an events staff member. Cllr Coleman also declared that she books the Town Hall on occasion. Members received an overview of the Salto door system from officers, noting that the primary benefits of this system mean that hirers will be able to let themselves in with unique codes which are tied to their hiring times, which will reduce reliance on staffing venues simply to lock and unlock. This has also been signed off by the Council's insurers as many other councils use similar self-service systems. Cllrs queried the failsafe if the technology does not work or a glitch occurs and raised concerns about maintenance costs. Officers to check with Nexodus and report back to Cllrs outside the meeting.</p> <p>Cllrs resolved to extend the meeting for 30 minutes.</p> <p>Cllr Walker proposed to follow accept the recommendation to install the Salto door access system at Glyme Hall and the Town Hall (Lower Hall main entrance door), seconded by Cllr Festa. Cllrs Keyser, Wheaton, Finney, Akers and Ritsperis abstained. Motion not carried.</p> <p>Cllr Coleman proposed to move forward with the installation at Glyme Hall only (£10,500) and reserving installation of the Town Hall door for a later date. Seconded by Cllr Graves.</p>

	<p>Cllr Keyser abstained. Motion carried. RESOLVED: That the Council accepts the quotation to install a new Salto door system at Glyme Hall at a cost of £10,500.</p> <p>c. Members considered the revised Terms and Conditions of hire for all venues The RFO noted that the T&C have been amended to include greater compliance with risk assessment and group hirers into types.</p> <p>Cllr Coleman proposed that a Task and Finish group is set up to look at this and bring it to another meeting. Cllr Keyser, Coleman, Graves to work with the RFO to bring a revised Terms and Conditions policy to an upcoming Full Council meeting. Seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: That the Terms and Conditions of hire are not adopted as drafted but that the Task and Finish Group (Cllrs Keyser, Coleman, and Graves) work with the RFO to bring an updated version to an upcoming Full Council meeting when ready.</p>
FC152	<p>Council Finance</p> <p>a. Members considered renewal of Council’s insurance policy 2026-27 Members discussed the usage of the Mayor’s Chain and if the premium would decrease if only used for certain ceremonial events. The Town Clerk advised that this would likely not change the premium but would discuss with the insurer. Cllr Finney proposed to accept the insurance renewal, seconded by Cllr Wheaton. Cllr Akers abstained. Motion carried. RESOLVED: That the Council renews its insurance policy with Clear Councils for 2026-27, at a cost of £12,199.37.</p> <p>b. Members considered extending the Council’s Internal Auditor contract. Members discussed the options of renewing for a single year vs. 3 years. As this is a new internal auditor, members proposed the benefits of retaining the auditor for another 3 years. Cllr Finney proposed to extend the Council’s Internal Auditor contract with Mulberry LAS for another 3 years, seconded by Cllr Walker. All in favour, motion carried. RESOLVED: That the Council resolves to extend the Council’s Internal Auditor contract with Mulberry LAS for another 3 years.</p>
FC153	<p>Pool Meadow</p> <p>Members considered amended quotations for the reinstatement of footpaths. Town Clerk noted that she would need to apply for Scheduled Monument Consent on behalf of the Town Council prior to any works taking place, as Pool Meadow is a scheduled historic monument.</p> <p>Cllr Rickard declared an interest due to knowing one of the contractors.</p> <p>Members discussed the challenges at the site and whether it would be prudent to install the entirety of the circular path in a single tranche, compared to two tranches. Members were in favour of splitting the project in two tranches, focusing on the singular path parallel to the stream as a priority.</p> <p>Cllr Walker proposed to appoint Sam Peet as the contractor to undertake Tranche 1 of the footpath reinstatement, seconded by Cllr Graves. Cllrs Rickard, Akers, and Finney abstained. Cllr Keyser voted against. Motion carried. RESOLVED: That Sam Peet Contractors are appointed to complete Tranche 1 of the Pool Meadow footpath reinstatement at a cost of £14,823.42 excl VAT.</p>
FC154	<p>Date of the next meeting Monday 11th May 2026</p>



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The Chair closed the meeting at 9:00pm.

DRAFT



CHIPPING NORTON TOWN COUNCIL

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Office Hours: Mon – Fri 9am – 1pm

Minutes of A

MEETING OF THE TRAFFIC ADVISORY SUB-COMMITTEE held on the 26th March 2026 at 2pm via Microsoft TEAMS

PRESENT: Cllrs Mark Walker (Chair),
Mark Walker
Jo Graves
Steve Akers
Sandra Coleman
Cllr Saul (OCC and WODC)
James Kilgour (OCC Officer)
Odele Parsons (OCC Officer)

ALSO PRESENT:

Louise Warren, Responsible Finance Officer and Deputy Clerk
Members of the public: Nigel Rose

TAC44	Apologies for absence Apologies were received from Maria Wheatley (WODC), James Wright (OCC), Alex Keyser, Tom Festa.
TAC45	Declarations of interest None received.
TAC46	Minutes RESOLVED: That the Chair signs the minutes from the Sub-Committee meeting held on the 29 th January 2026 as an accurate record.
TAC47	Public Participation Nigel Rose - access to Kingham station. The speaker raised concerns about the ongoing lack of lifts at Kingham Station, noting that although provision was included when the footbridge was replaced, lifts have never been installed. This continues to affect passengers with limited mobility, those with luggage, and parents with pushchairs. GWR has advised that national "Access for All" funding is committed until 2029, but third-party funding may still be possible, and initial enquiries have been made with West Oxfordshire District Council. Given Kingham is the nearest station to Chipping Norton and the town is expecting significant new housing, the speaker asked the Town Council and District Councillors to support applying S106 and CIL funding towards installing the lifts, working with GWR. The speaker also highlighted wider transport issues: Charlbury Station's car park is regularly full and bus access is limited due to weight restrictions on the bridge. They requested that the reinstatement of the X8 Railbus from Chipping Norton to Kingham be explored and that GWR

	<p>consider this route as a “virtual branch line.” They also asked for increased off-peak bus services.</p> <p>In response, Cllr Coleman queried the likely cost of installing lifts; the speaker was unsure but cited a comparable scheme costing around £1 million, including a replacement footbridge. Cllr Saul noted that a proposed housing development at Kingham Station itself may provide relevant S106 contributions. Cllr Walker confirmed that West Oxfordshire’s new local plan is being developed and includes integrated rail considerations; he will feed these points into that process. Cllr Akers expressed strong support, and Cllr Walker added that development at Bledington could also help.</p> <p>Agreed Actions:</p> <ul style="list-style-type: none"> • The Town Council will arrange a meeting with The Villager bus service to understand their plans and how these align with local transport needs and make enquiries about S106 funding. • Cllr Walker to feed in to the Local Plan development and how the development at Bledington might open some funding opportunities.
TAC48	<p>LCWIP</p> <p>Transport / Highways (LCWIP and related matters)</p> <p>Members received an update from Odele Parsons (Oxfordshire County Council) on current and proposed highways and LCWIP-related works.</p> <p>Burrows Crescent to Cotswold Crescent Path (LCWIP Scheme 153)</p> <p>Members noted that Cottsway Homes are no longer pursuing development on the site, enabling Oxfordshire County Council (OCC) to proceed with the originally proposed footway/cycleway scheme. It was reported that an Initial Business Case is progressing through approvals. Existing Section 106 funding (£59,000) will now be used to deliver an improved scheme. Members noted that previously discussed alternative funding is no longer available for other projects.</p> <p>Albion Street / London Road Junction Improvements</p> <p>Members discussed progress on the proposed junction improvements. It was noted that design work is being refined following receipt of topographical survey data and that a quotation is being sought. Delivery is currently anticipated within the 2026/27 financial year, with £70,000 funding carried forward.</p> <p>Members expressed concern regarding the pace of progress. Cllr Walker suggested applying political pressure to progress the scheme, which was supported. Cllr Saul agreed to pursue this.</p> <p>Worcester Road Maintenance Scheme</p> <p>Members noted that maintenance works on Worcester Road are scheduled for the 2026/27 financial year, although no specific start date has yet been confirmed and the scheme is not currently shown on the public maintenance map.</p> <p>Members requested that a clear timeline be provided in advance of works. Cllr Akers emphasised the importance of advance communication so that the Town Council and local media (including <i>Chippy News</i>) can inform residents.</p> <p>Drainage and Street Cleaning</p> <p>Members discussed the street drain cleansing programme. It was reported that works have commenced, although in some locations access has been impeded by parked vehicles. Concerns were raised regarding a recent sewage pollution incident affecting Spring Street and Church Lane. Cllr Akers reported that Town Council intervention was required to secure an effective clean-up. Members agreed that blocked gullies and accumulated sludge were contributing factors and highlighted the need for proactive maintenance.</p> <p>Clarification was provided that street cleaning is the responsibility of the District Council, while</p>

	<p>drainage issues such as blocked drains and water pooling fall under County Council responsibility. Members requested improved communication regarding scheduled works to enable residents to be informed in advance.</p> <p>Highway Defects (Potholes) Members raised significant concerns regarding the condition of roads, particularly large potholes on the A44 and routes towards Stow. It was agreed that these defects present a safety risk and should be prioritised due to the volume of traffic and damage being caused to vehicles.</p> <p>Banbury Road Crossing / London Road Signage Members noted that proposals for a “No Right Turn” restriction at the Banbury Road crossing and additional pedestrian signage on London Road remain under consideration. OCC has indicated that designs can be prepared if the Town Council wishes to proceed with funding and ordering.</p> <p>Old Mill Cycle Parking Members discussed the proposed cycle parking at Old Mill. It was noted that the scheme has been added to the OCC project register and will be progressed subject to funding availability. Members agreed that user feedback should inform future decisions. Local riders will be consulted to gather views. Odele Parsons advised that updates on potential funding streams will be provided. Cllr Walker reported ongoing liaison with the District Council regarding possible Community Infrastructure Levy (CIL) funding or grants.</p> <p>FixMyStreet Reporting Members discussed resident concerns regarding the use of the FixMyStreet reporting system. Frustrations were noted around clarity of responsibility and responsiveness. The distinction between District and County functions was reiterated.</p>
TAC51	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Cllr Saul advised there was nothing new to report on the HGV working group at this stage.</p>
TAC52	<p>Thames Valley Community Fund Grant Members considered an options appraisal following receipt of £8,000 funding for a new Speed Indicator Device (SID). Priority locations identified were London Road and Burford Road, based on safety concerns and resident feedback. It was noted that OCC proposes replacing the existing inbound signage on London Road with a new SID and installing an additional SID on Burford Road, with no cost to the Town Council. Collision data supports the need for intervention on both routes. Members noted that the grant funding could therefore be retained for future road safety initiatives. It was recommended that the proposed scheme be progressed and that the funding be reconsidered at a future meeting for additional measures. All members agreed.</p>
TAC53	<p>Bus Network Members received a verbal update on local bus routes and stops. It was reported that residents have queried why the 488/489 service does not utilise the covered bus stop in the town centre outside the CoCa Antiques shop. Members also raised concerns on behalf of care home staff, including those at Penhurst Gardens, regarding limited evening service provision. It was noted that some workers finish shifts after 7pm and would benefit from an additional stop or extended service on the 488 route. Members agreed that ongoing bus network matters should be included as a standing agenda item for future meetings.</p>
TAC54	<p>Cycling Cllr Walker attended the Rusty Riders meeting and reported the regular monthly sessions at the</p>

	Leisure Centre, offering bike maintenance and a guided ride on the second Saturday of the month were progressing.
TAC55	Pedestrian and Road Safety There was nothing new to discuss regarding pedestrian and road safety.
TAC56	<p>Parking</p> <p>Members discussed ongoing parking concerns raised by residents, including obstruction and limited availability on residential streets. The potential for a community engagement exercise to encourage better communication between residents was considered, alongside specific concerns regarding Spring Street and disparities between charged and free parking areas (Premier Inn charge their customers for parking which encourages them to park on the street).</p> <p>Members explored the possibility of resident parking schemes, noting an example in Charlbury, and agreed to investigate how this was implemented. It was also agreed to raise concerns with the Premier Inn regarding guest parking on nearby streets to avoid on-site charges.</p> <p>An action was noted to raise relevant highway parking matters with Oxfordshire County Council.</p>
TAC57	Date of the next meeting Thursday 25 th June 2026, at 2pm via TEAMS

The Chair closed the meeting at 15:05pm

SIGNED _____

DATE _____



Chipping Norton Town Council STANDING ORDERS

**Approved by the Council on
15 March 2021**

**Reviewed: May 2025
Approved: May 2025**

Next Review: May 2026

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to that councillor's own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since that councillor last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which that councillor considers has been breached or specify the other irregularity in the proceedings of the meeting which is of concern.
- q A point of order shall be decided by the chair of the meeting and the chair's decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived a right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall take place at a time and date as Council shall determine**
- b **Council may alter the frequency, move or cancel such meetings.**
- c **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- d **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- e **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- f **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- g Members of the public may make representations, answer questions and give

evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- h The period of time designated for public participation at a meeting in accordance with standing order 3(g) shall not exceed fifteen minutes unless directed by the chair of the meeting.
- i Subject to standing order 3(h), a member of the public shall not speak for more than five minutes.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- k A person shall raise their hand when requesting to speak.
- l A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor.**
- r **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be**

- **decided by a majority of the councillors, and non-councillors with voting rights present and voting.**

- t **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the chair gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- v The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors offering apologies;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of two hours unless the majority of councillors present vote to suspend this standing order for no more than thirty minutes.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees or working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chair;
 - vii. shall permit a sub-committee or working group to appoint its own chair at its first meeting;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6:30pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
 - i **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii **Receipt of the minutes of the last meeting of a committee;**
 - iv **Consideration of the recommendations made by a committee;**
 - v **Review of delegation arrangements to committees, sub-committees, staff**

- and other local authorities;
- vi Review of the terms of reference for committees;
- vii Appointment of members to existing committees;
- viii Appointment of any new committees in accordance with standing order 4;
- ix Review and adoption of appropriate standing orders and financial regulations;
- x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi Review of representation on or work with external bodies and arrangements for reporting back;
- xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii Review of inventory of land and other assets including buildings and office equipment;
- xiv Confirmation of arrangements for insurance cover in respect of all insurable risks;
- ~~xv Review of the Council's and/or staff subscriptions to other bodies;~~
- ~~xvi Review of the Council's complaints procedure;~~
- ~~xvii Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);~~
- ~~xviii Review of the Council's policy for dealing with the press/media;~~
- ~~xix Review of the Council's employment policies and procedures;~~
- xx Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- ~~xxi Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.~~

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
 - ii to move to a vote;
 - iii to defer consideration of a motion;
 - iv to refer a motion to a particular committee or sub-committee;
 - v to appoint a person to preside at a meeting;
 - vi to change the order of business on the agenda;
 - vii to proceed to the next business on the agenda;
 - viii to require a written report;
 - ix to appoint a committee or sub-committee and their members;
 - x to extend the time limits for speaking;
 - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii to not hear further from a councillor or a member of the public;
 - xiii to exclude a councillor or member of the public for disorderly conduct;
 - xiv to temporarily suspend the meeting;
 - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi to adjourn the meeting; or
 - xvii to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and the encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or, if this is not possible, the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on
- councillors with the agenda to attend the meeting at which they are due to
- be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting
- except in relation to their accuracy. A motion to correct an inaccuracy in the
- draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them,
- shall be confirmed by resolution and shall be signed by the chair of the
- Council at the next available meeting of the Council in person and stand as
- an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate
- record of the meeting to which they relate, the chair shall sign the minutes
- and include a paragraph in the following terms or to the same effect, at the
- next available meeting of the Council in person

"The chair of this meeting does not believe that the minutes of the
meeting of the () held on [date] in respect of () were a correct
record but that view was not upheld by the meeting and the minutes
are confirmed as an accurate record of the proceedings."

- e Subject to the publication of draft minutes in accordance with standing order
- 20(a) and following a resolution which confirms the accuracy of the minutes
- of a meeting, the draft minutes or recordings of the meeting for which
- approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

- b Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.

- c Unless the individual has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- ~~a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.~~
- ~~b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).~~

~~c~~ The Council may:

- ~~i~~ provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ~~ii~~ seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter; **NALC's Model Policy 2025 has removed this section**

d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against their. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i** **at least three clear days before a meeting of the council**, a committee or a sub-committee,
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, agenda and, if appropriate, instructions on how to link to the remote meeting.**
 - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council, within the meaning of the Local Government Act 1972, public notice of the time, place and agenda.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii** subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming the councillor's withdrawal of it;
- iii** **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
- iv** **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, and in which form of media it will publish its minutes]
- v** **receive and retain copies of byelaws made by other local authorities;**
- vi** hold acceptance of office forms from councillors;
- vii** hold a copy of every councillor's register of interests;
- viii** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix** liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation, storage, security and destruction of, and access to information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chair or' in the absence of the chair, vice-chair (if there is one) of the Planning Sub-Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub-Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i the keeping of accounting records and systems of internal controls;
 - ii the assessment and management of financial risks faced by the Council;
 - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Staffing Sub-Committee or, if that individual is not available, the vice-chair (if there is one) of the Staffing Sub-Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub-Committee at its next meeting.
- c. The chair of Staffing Sub-committee or in the chair's absence, the vice- chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Staffing Sub-committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Sub-committee or in the chair's absence, the vice-

chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chair or vice-chair of the Staffing Sub-committee this shall be communicated to another member of the Staffing Sub-committee which shall be reported back and progressed by resolution of the Staffing Sub-committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Chipping Norton Town Council

SCHEME OF DELEGATION

Adopted: 21 December 2020

Reviewed: May 2025

Next Review: 2026

Items struck through in grey are recommended to be removed

Items in green are recommended additions

Items in yellow are for Council discussion

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt all Council policies
 - To approve and adopt the Budget
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year
 - To determine matters involving expenditure for which budget provision is not made or is exceeded
 - To set the Precept
 - To make byelaws
 - To borrow money
 - To approve annually the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Committees Generally

The membership of each committee will be agreed by the Full Council **annually**.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

7.2 Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Monitor the effectiveness of the Council's communication with residents and visitors
- 15) Consider grant applications and award grants in accordance with the grants policy and with the available budget
- 16) Keep the Council's grants policy under review and recommend any changes to the Council
- 17) Manage the Council's leases and legal matters, and make any recommendations to Full Council.
- 18) Authorise items of expenditure which are provided for within the

approved budget for the Committee

- 19) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 20) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 21) Recruitment and selection procedures
- 22) Annual appraisal and development of the Town Clerk/RFO
- 23) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and disciplinary policies) every two years
- 24) Review of staff and office accommodation requirements
- 25) Management of rights relating to leave, time off and illness
- 26) Ensure that the Clerk has everything required for managing other staff
- 27) Keep up to date with developments in employment law
- 28) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 29) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

7.3 Community Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- ~~2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)~~
- ~~3) Develop and support a Town's Youth Council for the town.~~
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) ~~Manage the Town Hall and the recreation areas.~~ Manage the Town Hall restoration project and associated earmarked reserves.
- 6) Manage the Town Council's recreation areas, ensure health and safety compliance, and oversee the annual ROSPA inspections.
- 7) Manage the Chippy Phonebox
- 8) Manage the flagpole and flag flying calendar.
- 9) Ensure that the Town Council's facilities are kept in good repair
- 10) Ensure that risk assessments and safety inspections are undertaken regularly.
- 11) Review annually fees and charges for the Town Hall and make recommendations to the Finance & Resources Committee
- 12) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 13) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 14) Develop and support partnerships with the voluntary sector
 - 15) Develop and support community festivals and events
 - 16) Develop projects as appropriate and make recommendations to the Council
 - 17) Explore sources of alternative/external funding to support community projects and partnerships
 - 18) Authorise items of expenditure which are provided for within the approved budget for the Committee.
 - 19) Develop and keep under review a community engagement strategy (currently with F&R)

7.4 Strategic Planning Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 10) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair and that risk assessments and safety inspections are undertaken regularly.
- 11) Review Cemetery fees and charges annually and make recommendations to the Finance & Resources Committee
- 12) Manage Pool Meadow
- 13) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- 14) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 15) Monitor planning decisions made by the planning authority
- 16) Make representations on planning enforcement matters
- 17) Make representations, as appropriate, on planning appeals

Functions which may be delegated to the Traffic Advisory Sub Committee:

1. The Committee shall consist of at least 6 Town Councillors, and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the ~~CN Community Resilience Group~~. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least 3 CN Town Councillors
3. A Chair shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Drain Covers
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting

This list is not exhaustive.

The Committee shall meet four times a year via Teams to ensure that the meetings are as accessible as possible for the officers and stakeholders who are invited.

8 DELEGATION TO OFFICERS

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following

consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chair
12. Power to act on own initiative to implement the Councils policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's

Official Notices as set out in the Standing Orders

18. The Clerk and The Responsible Finance Officer may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

19. The Clerk, in consultation with the Town Mayor, may authorise up to £XXX in relation to the Town Hall restoration project, providing this amount is available in the earmarked reserves, in the event of a payment needing to be authorised between council and committee meetings.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

(DRAFT) MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Changes made internally to this draft version are highlighted in yellow and are proposed following internal audit recommendations and advice.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation, and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to Officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.



- l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper Officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an Officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.



12) Please ensure that the latest approved version is published on the council's website.



CHIPPING NORTON TOWN COUNCIL FINANCIAL REGULATIONS 2025-26

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These Financial Regulations were adopted by the council at its meeting held on **11th May 2026.**



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' mean the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an Officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - takes measures to ensure all Officers seek economy, efficiency, and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**



- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment more than **£10,000**.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. The policy shall be reviewed every three years. The council's risk register and risk management arrangements shall be reviewed annually.
- 2.3. When considering any new activity, the Clerk with the **relevant Officer** shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of Officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance & Resources Committee.



- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any Officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and



- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall plan for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. **Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Resources Committee bi-annually (in November for the following financial year, and again following NJC pay awards). The Clerk and the Chair of the Finance & Resources Committee will approve these.**

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Resources Committee and a recommendation made to the council.



- 4.7. Having considered the proposed budget and forecast, the council shall determine its requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and Officers are responsible for obtaining value for money at all times.** Any Officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. **The Clerk or** RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £25,000 including VAT, the Clerk or RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must also comply with any requirements of the Legislation regarding the publication of invitations and notices.**



- 5.8. For contracts greater than **£5,000** excluding VAT the relevant Officer shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between **£2,000 and £5,000** excluding VAT, the relevant Officer shall try to obtain 3 estimates.
- 5.10. For smaller purchases, the relevant Officer shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£2,000** excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between **£2,000 and £5,000** excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items between **£5,000 and £10,000** excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over **£10,000;**
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.



5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the relevant committee as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. A purchase order shall be issued for all work, goods and services.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. More than one person should be involved in any payment, for example by dual online authorisation.

6.3. All invoices for payment should be examined for arithmetical accuracy and assigned to the appropriate expenditure heading.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an Officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items). The schedule shall be approved and signed once by two members at the start of the financial year and payments made under the schedule will be reported to the Finance and Resources Committee for information only.



7. Electronic payments

- 7.1. Councilors do not have access to the council's bank accounts. The Clerk and RFO shall have delegated authority to authorise all payments required, and the Estates Officer shall have delegated authority in the absence of the Clerk or RFO. The three Officers stated shall have access to the council's banking system.
- 7.2. The stated Officers in 7.1 may set up payments, add new payees or amend supplier bank details. The banking system is set to ensure that the Officer who sets up a payment cannot approve the same payment. This ensures segregation of duties.
- 7.3. The Officer setting up the payments will provide the Officer approving the payments with a copy of each invoice being paid. The approving Officer will check each one for accuracy before approving.
- 7.4. Before any payment is processed, each invoice shall be reviewed and signed by the Clerk and at least one member of the Finance & Resources committee. This constitutes the council's authorisation of the payment.
- 7.5. A full list of all payments made shall be reported to the next meeting of the council.
- 7.6. Account details for suppliers may only be changed upon written notification by the supplier verified the Clerk or the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.7. Members and Officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.8. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.
- 8.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 8.3. Personal credit or debit cards of members or staff shall only be used in exceptional circumstances where the councils usual procurement methods are not appropriate. Transactions of this type will be limited to £1,000 including VAT, and must be incurred in accordance with council policy.

9. Payment of salaries and allowances

- 9.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**



- 9.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 9.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 9.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 9.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 9.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & Resources Committee to ensure that the correct payments have been made.
- 9.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 9.8. Before employing new staff, the council must consider a full business case.

10. Loans and investments

- 10.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 10.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 10.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 10.4. All investment of money under the control of the council shall be in the name of the council.
- 10.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 10.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.



11. Income

- 11.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 11.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 11.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 11.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 11.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 11.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 11.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 11.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

12. Payments under contracts for building or other construction works

- 12.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 12.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 10% or more, or likely to exceed the budget available.

13. Stores and equipment

- 13.1. **The Officer in charge of each department** shall be responsible for the care and custody of stores and equipment in that department.



13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. **The relevant Officer** shall be responsible for periodic checks of stocks and stores, at least annually. The Clerk and RFO shall perform spot checks from time to time.

14. Assets, properties and estates

14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

14.2. **The RFO shall ensure** that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

14.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

15. Insurance

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered. The RFO will ensure these reviewed annually by the **relevant Officers** before the renewal date in conjunction with the council's review of risk management.

15.2. **All Officers** shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. **The relevant Officer** shall negotiate all claims on the council's insurers in consultation with the Clerk.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the



maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Agenda item 14 - Member Code of Conduct

1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

3.0 Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a

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Councillor shall:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

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Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

6.1 Respect

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behavior from everyone. If members of the public are being abusive, intimidating or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councilor- officer protocol.

6.2 Bullying, Harassment and Discrimination

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve

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such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

6.3 Impartiality of Officers of the Council

A Councillor:

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

6.4 Confidentiality and access to information

A Councillor:

6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place**

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prior to its release.

6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.

6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.

6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.

6.5 Disrepute

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

6.6 Use of position

A Councillor:

6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

6.7 Local authority Resources and Facilities

A Councillor:

6.7.1 Shall not misuse council resources.

6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not

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used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

6.8 Compliance with the Code of Conduct

A Councillor:

6.8.1 Shall undertake Code of Conduct training as required by the local authority.

6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.

6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

7.0 Registering and Declaring Interests

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

7.1 Disclosable Pecuniary Interests

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A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Last review: May 2025

Next review: May 2026

Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not

Last review: May 2025

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take any steps or further steps in the matter apart from arranging for someone else to deal with it.

8.0 Gifts and Hospitality

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

Last review: May 2025

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Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Last review: May 2025
Next review: May 2026

Appendix B: Disclosable Pecuniary Interests

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. (c)

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Subject	Description
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <ul style="list-style-type: none"> (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— <ul style="list-style-type: none"> (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issues share capital of that class.

* 'Director' includes a member of the committee of management of an industrial and provident society.

* 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and

Last review: May 2025

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Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Last review: May 2025
Next review: May 2026

Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Agenda item 21 - General Power of Competence (GPC)

The Town Clerk is qualified and has the recognised sector specific CiLCA qualification. The Council adopted the General Power of Competence in October 2023. In order to keep this power the Council need to re-approve at the Full Council meeting following elections.

General Power of Competence

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and gives a Council the power to do anything an individual can do as long as it is reasonable and aligned to Council priorities. It is referred to the "Power of first resort" and enables Council's to resolve to act on matters with greater confidence.

For a Council to be eligible the total number of Councillors elected at the last election must equal or exceed two thirds of its total number of Councillors.

The Clerk must hold at least one of the sector specific qualifications

- The Certificate in Local Council Administration (CiLCA).
- The Certificate of Higher Education in Local Council Administration
- The first level of the Foundation Degree in Community Engagement
- The Certificate of Higher Education in Local Policy and Governance

A Town Council must agree, at a meeting of Full Council, that it meets the criteria for eligibility and a resolution to that effect must be written clearly into the minutes of the meeting. The Council must review eligibility at every relevant annual meeting of the Council¹

You can read more about GPC here:

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

It should be noted that adopting the General Power of Competence does not change the way the Council operates, its standing order, scheme of delegation or financial regulations. The Council remains a corporate body and therefore all decisions will still be considered formally at public meetings, and resolved democratically.

Recommendation:

That Chipping Norton Town Council adopt the following resolution:

Chipping Norton Town Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence. If adopted, the GPC will remain in place until the annual meeting to be held in May 2027 immediately after Town council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the Town council.

¹ "relevant annual meeting" means an annual meeting that takes place in a year of ordinary elections of town councillors¹



Chipping Norton Town Council

CHIPPING NORTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

1. Risk Management Policy Statement

Chipping Norton Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of The Council's management processes. Risk management is not just about financial management it is about ensuring the achievement of objectives to deliver high quality services.

2. Objectives

The objectives of the Risk Management Strategy are to:

- Integrate risk management into the culture of the Council.
- Identify risks.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

These objectives will be achieved by:

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.
- Monitoring.

3. Categories

Risks have been put into the following categories:

- Financial.
- Legal.
- Technological.
- Environmental.
- Sites and Assets.
- Human Resources.
- Business Continuity.
- Reputational.

4. Risk Identification

Assessments have been prepared based on the risk management document reviewed by The Council on an annual basis. These are shown in the Risk Register at Appendix A of this document.

5. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- **Transfer** – The financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** – The risk is shared with another party;
- **Insuring** – Insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6. Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is

also important to assess whether the nature of any risk has changed over time. Risk Management will be reviewed annually by The Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

7. Risk Management System

Risk Register Scale

PROBABILITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
IMPACT						

Summary		Suggested timeframe
16-25	Very high	With urgency
12-15	High	As soon as possible
6-11	Medium	Within 3-6 months
1-5	Low	Whenever viable to do so

The scores for impact and likelihood are scored as above and multiplied to arrive at the rating. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risks rated as green (1 to 5) are reasonably acceptable. It is unlikely that further additional measures are required to control these risks. However, the risk will remain monitored as part of the risk management.

Risks rated as amber are reasonably acceptable. However, further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure or to consider risk transfer e.g. insurance or a contractual arrangement. The Council must be periodically advised of amber risks and the action planned and /or taken to control them.

Risks rated as red are not acceptable. Immediate action is required to bring the risk down to a lower category risk or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk.

8. Roles and Responsibilities

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the Council.
- 8.2 **Councillors** – Risk management is seen as a key part of Councillor’s stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including the approval of the Risk Management Strategy and Risk Register.
- 8.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager when necessary.
- 8.4 **Town Clerk and CEO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, Responsible Financial Officer and the Events and Facilities Officer, and be responsible for overseeing the implementation of the Risk Management Strategy.
- 8.5 **Role of the Audit** – The Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. The Audit assists the Council in identifying both its financial and operational risks and seeks to assist in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud
- 8.6 **Full Council**– Review and future development of the Risk Management Strategy and Risk Register will be overseen by the Full Council.
- 8.7 **Training** – The aim will be to ensure that both staff and directors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and in-house service familiarisation.
- 8.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.
9. **Conclusion** - The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that Chipping Norton Town Council is committed to continuous service improvement and effective

corporate governance.

- 10. Review** - This Risk Management Strategy adopted by Full Council on 9th October 2023 and reviewed by the Finance and Resources Committee on the 16th March 2026.

Next review date: May 2026

11. Reference

- The Local Audit and Accountability Act 2014. Website [Here](#)
- National Association of Local Councils (NALC). Website: [Here](#)
- The Joint Panel on Accountability and Governance (JPAG). Website [Here](#)

CATEGORY	RISK	IMPACT	PACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	CONTROL MEASURES ALREADY IN PLACE	FURTHER MITIGATING ACTIONS TO TAKE
Business continuity	Business interruption	Council services impacted or stopped	5	1	5	IT systems and infrastructure able to facilitate home working for all admin staff	Develop a business continuity plan Succession planning arrangements maintained. Cross-training undertaken to ensure continuity of key functions and processes
Assets	Council records (hard copies): Loss through theft, fire, damage, flood	Loss of irreplaceable Council records	5	1	5	Historical, valuable or sensitive documents to be kept in the firesafe	Papers over 4 years old have been archived with the Oxfordshire County Council archives service (2025).
Assets	Council records (electronic)	Loss of irreplaceable Council records	5	1	5	Council agendas, papers and minutes published online and therefore retrievable.	
Law & Governance	Imposed liability through partnership working	Financial loss, legislation breach or reputational risk	5	1	5	Officers to clarify legal position and seek advice where necessary. Formal agreements held on file following resolution by Council or Committee.	
Financial	Precept setting	The precept not being adequate enough to cover the functions of the Council	5	1	5	The Finance and Resources support.	Develop a five-year financial plan
Financial	Insurance: Adequacy, cost, compliance and fidelity	Financial loss due to lack of insurance cover or cost of policy	5	1	5		
Financial	Banking	Financial loss due to lack of security or inputting error.	5	1	5	Dual authorisation maintained for payments. Segregation of duties in place. Regular internal reporting to Finance & Resources Committee undertaken.	
Financial	Cash	Loss or theft of cash	3	3	9	Cashless payment system introduced for Town Hall events (2024-25).	Cash handling minimised wherever possible. Periodic spot checks undertaken. Staff awareness training provided. Cash reconciliation procedures documented and regularly reviewed.
Financial	Financial controls and records	Inadequate controls and management resulting in financial loss	5	1	5	Accounts reconciled by a councillor each month against published finance statement.	Existing procedures adequate
Law & Governance	Freedom of Information	Inability to provide information relating to freedom of information requests.	3	1	3	Councillors use gov.uk email addresses.	Annual refresher training undertaken for officers handling information requests and personal data. Publication scheme and retention procedures reviewed periodically
Business continuity	Head of paid service	Loss of the Town Clerk and CEO	5	1	5	Key staff insurance policy in place. RFO & Deputy Clerk to be in place by June 2025, with shared responsibilities for main duties.	Succession planning arrangements maintained. Cross-training undertaken to ensure continuity of key functions and financial processes
Financial	Fraud	Financial and reputation loss due to fraud	4	1	4	Anti Fraud and Corruption Policy in place	Fraud awareness training provided periodically. Anti-fraud controls and policies reviewed annually. Linked to banking controls, segregation of duties and payment authorisation procedures
Financial	Election costs	Unplanned costs due to contested by-election taking place	3	2	6	Election budget EMR in place in current budget (2025-26)	Existing procedures adequate
Financial	Non-payment of salaries	Staff not receiving salaries on the expected day	4	1	4	At least two members of staff are trained in calculating, submitting and setting up payments	Existing procedures adequate
Financial	Significant unexpected expenditure	Lack of funds to meet costs of unexpected expenditure	5	2	10	Contingency included in the budget. At least 6 months annual costs held in reserves	Emergency expenditure may only be authorised by the Town Clerk/CEO and Responsible Finance Officer in accordance with Financial Regulations, with urgent decisions reported to Council.
Assets	Security of buildings	Loss due to criminal or accidental damage.	5	1	5	Intruder alarm on Guildhall and Glyme Hall.	
Assets	Damage to property	Damage to the Town Hall or other Council assets	5	2	10	Buildings and contents insurance taken out.	Planned maintenance programme in place. Periodic structural inspections/surveys undertaken where appropriate. Incident reporting procedures maintained for all Council buildings and assets.
Assets	Fire risk	Risk of fire in the Town Hall	5	1	5	All staff receive fire warden training.	Annual fire risk assessments undertaken. Routine alarm and extinguisher testing maintained. Staff fire awareness training provided
Law & Governance	Legal liability	Risk of carrying out actions outside of legal remit	5	1	5	All decisions made by Committee and Council resolution. Member/Officer protocol in place.	Regular legal updates monitored. External professional advice obtained where required for complex legal matters
Law & Governance	Accuracy of Minutes and Statutory Documents	Inaccurate documents being published and stored	3	1	3	Minutes are approved and signed at next meeting.	
Law & Governance	Public Liability	Risk to third party property or individuals	3	1	3	Insurance in place. Inspection of items in the public realm (play equipment etc) in place and adhered to.	Event risk assessments reviewed annually. Incident and near-miss reporting procedures maintained and reviewed following events.
Law & Governance	Employer Liability	Non-compliance with the law	5	1	5	All staff on NALC model contracts. Staff handbook in place and adhered to. Staffing Sub-Committee in place	Regular legal updates monitored. External professional advice obtained where required for complex legal matters
Law & Governance	Document control	Non-compliance with statutory requirements	4	1	4	Document retention policy in place	reviewed periodically. Central document register maintained with version control and periodic document audits undertaken.
Financial	Loss of adequate internment space	Not being able to meet the needs of the town with regard to internments	5	1	5	Additional land has been acquired	Long-term cemetery capacity planning reviewed periodically. Memorial inspections undertaken regularly with corrective actions documented and monitored.
Law & Governance	Memorial safety	Risk of injury due to unsafe memorials	5	1	5	Memorial safety policy in place. Third party contractor carrying out inspections and repairs	
Law & Governance	Vexatious Complaints	Staff time, reputational risk and impact on Staff and Councillor wellbeing	3	2	6	Vexatious complaints policy in place	Clear complaints procedure maintained with escalation arrangements and staff guidance for handling persistent or vexatious complaints.
Law & Governance	Cyberattack	Councillor or council staff emails compromised due to a phishing attempt	3	2	6	Accounts can be restored centrally by third party IT provider.	Controls include MFA (multi-factor authentication), antivirus protection, regular software patching, secure backups, password management procedures and periodic cyber awareness training for staff

Asset ID	Asset Category	Asset Description	Location	Ownership	Current Insurance Value
LAND001	Land	Burial grounds OS160 3.64 Acres	Worcester Road	Freehold	
LAND002	Land	Burial grounds Pt. OS179 1.79 Acres	Worcester Road	Freehold	
LAND003	Land	Burial grounds Title No. ON229118 Land Reg Cert.24.9.01	Worcester Road	Freehold	
LAND004	Land	Burial grounds Title No. ON242620 Land Reg Cert.02.9.03	Worcester Road	Freehold	
LAND005	Land	Recreation park OS189 3.402 Acres	Pool meadow	Freehold	
LAND006	Land	Greystones Pt. OS20/42/43	Burford Road	Freehold	
LAND007	Land	Millenium Garden Title No. ON226413	Burford Road/ West Str	Freehold	
LAND008	Land	Manorial land (Jet Garage, Lease in the name of Lupo Limited)	London Road	Freehold	
LAND009	Land	Recreation park. ON351057	Cotswold Gate	Council Maintained	
LAND010	Land	War Memorial	London Road	Council Owned	
BUILD001	Building	Town Hall	Market Place	Council Owned	
BUILD002	Building	Colonnade	Worcester Road	Council Owned	
FIXT001	Fixtures	Bus shelters	Various	Council Owned	
FIXT006	Fixtures	Bike repair stations	Various	Council Owned	
FIXT008	Fixtures	Phone box	High Street	Council Owned	
FIXT009	Fixtures	Planters	Various	Council Owned	
FIXT010	Fixtures	Benches	Various	Council Owned	
FIXT011	Fixtures	Flagpoles	Various	Council Owned	
FIXT012	Fixtures	Noticeboard	Various	Council Owned	
FIXT014	Fixtures	Defibs	Various	Council Owned	
CONT001	Contents	Furniture and fittings	Town Hall	Council Owned	
CONT002	Contents	Other contents	Town Hall	Council Owned	
CONT003	Contents	Wall hangings	Town Hall	Council Owned	
CONT004	Contents	Office equipment	Glyme Hall	Council Owned	
CONT005	Contents	Other contents	Glyme Hall	Council Owned	
CONT006	Contents	Tools and maintenance sundries (individual items under £1000)	Depot	Council Owned	
CONT007	Contents	Safe	Glyme Hall	Council Owned	
V&M001	Vehicles and machinery	Van (reg)	Depot	Council Owned	
V&M002	Vehicles and machinery	Flat bed truck (reg)	Depot	Council Owned	
V&M003	Vehicles and machinery	Trailer	Depot	Council Owned	
V&M004	Vehicles and machinery	Mowers and machinery	Depot	Council Owned	
PLAY001	Playground fixtures	Equipment	New Street	Council Owned	
PLAY002	Playground fixtures	Equipment	Evans Way/ Cotswold G	Council Owned	
PLAY003	Playground fixtures	Equipment	Cornish Road	Council Owned	
PLAY004	Playground fixtures	Equipment	Cotswold Crescent	Council Owned	

REG001	Regalia	Mayors Chain	Glyme Hall	Council Owned	
MISC001	Misc.	Walls, gates and fences	Various	Council Owned	



Venue Hire Terms and Conditions and Control Framework

1. Purpose of this report.

This report seeks Council approval for the adoption of updated Terms and Conditions of Hire and a supporting internal Venue Hire Operational Control Pack for the Town Hall and Glyme Hall.

2. Background information.

At the Community Committee meeting on 8 September 2025, members requested a full review of the venue hire process. This review examined the end-to-end customer journey, financial processes, governance, and risk management arrangements.

The review identified several weaknesses in the existing arrangements, including unclear terms, gaps in health and safety controls, and a lack of structured approval processes.

3. Key risks identified.

- Ambiguity in legal responsibilities and insurance requirements
- No formal process for assessing higher-risk or large events
- Bookings proceeding without verification of required documentation
- Limited guidance for hirers on fire safety, stewarding and emergencies
- Weak governance and inconsistent application of terms

4. Proposed solution.

To address these issues, officers have developed an integrated framework consisting of:

Revised Terms and Conditions of Hire

- Provides a single, consistent legal framework for all hirers
- Clearly defines responsibilities and Council powers
- Introduces a risk-based approach and staffing thresholds

Venue Hire Operational Control Pack (internal use only)

- Provides practical tools for officers to assess and manage bookings
- Introduces a risk scoring system for consistent decision making
- Enhanced event control procedures for higher risk bookings
- Implements mandatory approval checks and hirer induction

5. Benefits.

The new framework will:

- Strengthen compliance with health and safety and fire safety duties
- Reduce legal, financial and reputational risk

- Ensure consistent and transparent decision making
- Support an efficient “unstaffed by default” operating model
- Provide clarity and improved experience for hirers

6. Recommendation.

Council is recommended to approve the revised Terms and Conditions of Hire and the Venue Hire Operational Control Pack. Together, these documents provide a robust framework for managing venue hire safely while supporting community use.

This report has been improved using AI.

CHIPPING NORTON TOWN COUNCIL MASTER TERMS AND CONDITIONS OF HIRE (2026)

Section 1 – Definitions

- 1.1 “Council” means Chipping Norton Town Council.
- 1.2 “Premises” means Chipping Norton Town Hall or Glyme Hall, including all hired areas.
- 1.3 “Hirer” means the individual or organisation making the booking.
- 1.4 “Event” means the activity taking place.
- 1.5 “Premises User” means the individual named on a Temporary Event Notice (TEN).
- 1.6 “Booking” means the agreement between the Council and the Hirer.
- 1.7 “Evacuation Card” means the emergency procedures document for the Premises.

Section 2 – Booking and Confirmation

- 2.1 All bookings are provisional until:
 - (a) full payment is received;
 - (b) all required documentation is submitted; and
 - (c) the Council has confirmed approval in writing.
- 2.2 The Council reserves the right to refuse any booking.
- 2.3 The Hirer must not advertise or proceed with an Event until confirmation is received.
- 2.4 Access will not be granted without confirmed approval.

Section 3 – Risk-Based Approach

- 3.1 The Council operates a risk-based approach to all bookings.
- 3.2 Assessment will consider:
 - (a) type of hirer;
 - (b) type of activity;
 - (c) number of attendees;
 - (d) presence of alcohol;
 - (e) age profile of attendees.

3.3 The Council may impose conditions, require additional controls, or refuse bookings where safety cannot be assured.

Section 4 – Staffing Requirements

4.1 The Premises operate on an unstaffed basis by default.

4.2 Staffing will normally be required where:

- (a) attendance exceeds 100 persons;
- (b) attendance exceeds 75 persons where alcohol is served or sold;
- (c) events involving children or young people require enhanced safeguarding, supervision, or crowd management arrangements

4.3 The Council may vary these thresholds following a risk assessment and agreement with the Hirer.

4.4 Where staffing is required, all associated costs will be charged to the Hirer.

Section 5 – Large Events and Higher-Risk Bookings

5.1 The Large Event Protocol applies where:

- (a) attendance exceeds 100;
- (b) the event is assessed as high risk;
- (c) alcohol is served or sold to more than 75 attendees;
- (d) events involve children or young people at scale;
 - 60 or more attendees are under the age of 18; or
 - the majority of attendees are under 18 and the total attendance exceeds 40
- (e) public events, performances or dancing;
- (f) the booking is otherwise identified as high risk.

5.2 The Hirer must provide, upon request:

- (a) event risk assessment;
- (b) fire safety and evacuation plan;
- (c) first aid provision details;
- (d) stewarding plan;
- (e) layout plan;
- (f) named responsible person on site.

5.3 The Council will determine whether the Event:

- (a) may proceed unstaffed;
- (b) may proceed with conditions;

- (c) requires staffing or security; or
- (d) must be refused.

Section 6 – Hirer Responsibilities

6.1 The Hirer is responsible for the conduct and supervision of all attendees.

6.2 The Hirer must:

- (a) ensure adequate numbers of competent fire marshals, stewards and first aiders;
- (b) comply with all capacity limits;
- (c) follow all instructions issued by the Council or authorised officers.

6.3 The Hirer must ensure all persons involved are competent and appropriately briefed.

Section 7 – Fire Safety and Emergency Procedures

7.1 The Hirer must familiarise themselves with the Evacuation Card.

7.2 The Hirer is responsible for implementing evacuation procedures.

7.3 Exits and escape routes must be kept clear at all times.

Section 8 – Safeguarding

8.1 Where activities involve children or vulnerable adults, the Hirer must:

- (a) provide a safeguarding policy;
- (b) ensure appropriate supervision ratios;
- (c) ensure relevant DBS requirements are met.

Section 9 – Alcohol and Licensing

9.1 Where alcohol is sold, the Hirer must obtain a TEN.

9.2 The Premises User is responsible for compliance with licensing conditions.

9.3 The Council may impose additional conditions or require staffing where alcohol is present.

Section 10 – Health and Safety

10.1 The Hirer must comply with all relevant health and safety requirements.

10.2 Risk assessments must be provided where required.

10.3 The Council may prohibit unsafe activities or equipment.

Section 11 – Insurance and Liability

11.1 The Hirer must provide Public Liability Insurance where required.

11.2 The Hirer shall indemnify the Council against claims arising from the Event, except where caused by the Council's negligence.

11.3 The Council's liability shall be limited to the hire fee paid, except where liability cannot legally be limited.

Section 12 – Cleaning, Damage and Overruns

12.1 The Hirer must leave the Premises in a clean and tidy condition.

12.2 Additional cleaning charges may apply.

12.3 The Hirer is responsible for any damage caused.

12.4 Overruns will be charged at the applicable rate.

Section 13 – Cancellation

13.1 Hirer cancellations are subject to the Council's cancellation policy.

13.2 The Council may cancel bookings for safety, legal or operational reasons.

13.3 Force majeure events may result in cancellation without liability.

Section 14 – Council Authority

14.1 The Council may:

- (a) impose additional conditions;
- (b) require staffing or security;
- (c) inspect the Premises;
- (d) stop an Event where safety is compromised.

14.2 The Hirer must comply with all reasonable instructions.

Section 15 – Data Protection

15.1 The Council processes data in accordance with its Privacy Notice.

15.2 The Hirer must comply with data protection law when handling attendee data.

Section 16 – General

16.1 These Terms apply to all bookings.

16.2 The Council may update these Terms from time to time.

16.3 English law applies.

16.4 If any provision is invalid, the remainder shall remain in force.

Section 17 – Annexes

- Fire evacuation card
- Accident reporting process
- Council safeguarding policy
- Event risk scoring tool
- Internal officer check list
- Hirer induction pack
- Council risk assessment

These terms and conditions have been improved using AI.

Internal use only.

Chipping Norton Town Council Venue Hire Operational Control Pack

1. Event Risk Scoring Tool

Score each category and total:

Attendance:

- 0–30 = 1
- 31–60 = 2
- 61–100 = 3
- 101+ = 5

Activity type (with examples):

Low risk = 1 Meetings, small community groups, training sessions, coffee mornings

Moderate = 2 Fitness classes, children's activities, craft fairs, public talks, workshops

Higher risk = 3 Live music events, parties, events with alcohol, inflatables, large public gatherings, performances involving staging or specialist equipment

Alcohol:

- None = 0
- Present = 2
- Sale (Temporary Event Notice - TEN) = 4

Attendees:

- Adults = 1
- Mixed = 2
- Under 18s = 3

Total:

- 4–6 = Low risk (unstaffed)
- 7–10 = Medium (conditions)
- 11+ = High (staffing likely but only if the presence of our staff reduces risk).

Not all paperwork/ details of hires will be available at the start of the process therefore this risk scoring tool should be reviewed regularly as details emerge.

Internal use only.

2. Enhanced Event Control Procedure

May apply where:

- Attendance exceeds 100
- Risk score is 11+
- Alcohol is sold or supplied and attendance exceeds 75
- Events involving large numbers of children or young people
- Public entertainment events with significant audience attendance
- Events involving amplified music, staging, discos, or crowded dancing activity
- Events requiring stewarding, security, or traffic management
- Any booking identified by officers as presenting elevated operational, safety, safeguarding, or reputational risk.

Requirements:

- Submission 14 days prior
- Event plan
- Fire marshal plan including Personal Emergency Evacuation Plan (PEEP)
- First aid provision
- Stewarding plan
- Layout plan

Decision:

- Approve unstaffed
- Approve with conditions
- Require staffing
- Refuse

Internal use only.

3. Internal Officer Approval Checklist

Booking ID: _____

Event Type: _____

Attendance: _____

Risk Score: _____

- Payment received
- Risk assessment reviewed
- Insurance verified
- Capacity confirmed
- Fire safety adequate
- First aid adequate
- Stewarding adequate
- Temporary Event Notice (TEN) approved
- Safeguarding checked

Decision:

- Approve (unstaffed)
- Approve with conditions
- Require staffing
- Refuse

Officer: _____ Date: _____

Internal use only.

4. Hirer Induction Checklist

- I understand capacity limits
- I understand fire procedures
- I know exits and assembly point
- I understand emergency responsibilities
- I understand accident reporting
- I will brief my team

Internal use only.

5. Council Risk Assessment (Operational Version)

Purpose

This assessment is used by the Council to decide whether an event can proceed safely and whether additional controls or staffing are required.

How to use

For each hazard:

- Confirm the risk exists
- Check what controls are in place
- Decide if those controls are sufficient
- Record any additional actions required

Risk rating guide

- Low = adequately controlled. No further action required
- Medium = some risk remains. Additional controls should be considered
- High = not adequately controlled. Event must not proceed without changes

Example assessment

Overcrowding

- Who is at risk: All attendees
- What could happen: Injury during evacuation or general crowd pressure
- Controls in place: Maximum capacity set and communicated to hirer
- Are controls sufficient: Yes / No
- Additional actions required: e.g. steward at entrance to control numbers
- Risk rating: Low / Medium / High

Fire

- Who is at risk: All persons in the building
- What could happen: Injury or fatality during fire and evacuation
- Controls in place: Fire alarm, clear exits, fire marshals appointed

Internal use only.

- Are controls sufficient: Yes / No
- Additional actions required: e.g. increase number of fire marshals
- Risk rating: Low / Medium / High

Trips and slips

- Who is at risk: Attendees and staff
- What could happen: Minor to moderate injury
- Controls in place: Cable management, clear walkways
- Are controls sufficient: Yes / No
- Additional actions required: e.g. secure loose cables
- Risk rating: Low / Medium / High

Alcohol-related behaviour

- Who is at risk: Attendees and staff
- What could happen: Disorder, injury, unsafe environment
- Controls in place: Responsible alcohol management, supervision
- Are controls sufficient: Yes / No
- Additional actions required: e.g. additional stewards or security
- Risk rating: Low / Medium / High

Children and safeguarding

- Who is at risk: Children and young people
- What could happen: Harm due to poor supervision or safeguarding failure
- Controls in place: Supervision ratios, safeguarding policy
- Are controls sufficient: Yes / No
- Additional actions required: e.g. named safeguarding lead
- Risk rating: Low / Medium / High

Item 23: Planning Applications

1. [26/00749/LBC](#): Internal alterations to include removal of stud wall, blocking up of internal doorway and replacement of kitchen units (retrospective)
LOCATION: 5 Norton Park, Cotshill Gardens, Chipping Norton
2. [26/00759/FUL](#): Overclad existing double pitched roof using single skinned profiled metal sheeting including barge eaves and ridge flashings with the re-use of existing gutters and downpipes and the insertion of new roof lights.
LOCATION: Jewson Building Supplies, Station Road, Chipping Norton
3. [26/00792/ADV](#): Replacement hanging (externally illuminated) and wall sign together with fascia sign (Externally illuminated) and awning, all to front elevation.
LOCATION: 6 Market Place, Chipping Norton

Updates to note:

- Premises Licence Application - 7 Horsefair, Chipping Norton, OX7 5AL - The Beer Exchange - Ref **W/26/00123/PRMA** – *Application withdrawn*
- [26/00232/FUL](#): Temporary change of use of land from old water depot land to a garden with use for domestic animals. (Part Retrospective). Land Northeast Of Greystone Business Unit 1, Burford Road, Chipping Norton

- *CNTC comment: Good afternoon, I am just getting in touch to give Chipping Norton Town Council's official response to the planning application listed above, for a part-retrospective application at Greystones, Chipping Norton.*

Councillors would like to raise an objection to this planning application and are concerned that this application represents an inappropriate retrospective regularisation of unauthorised encroachment onto land owned by WODC.

Having received clarification about the proposal from WODC's Estates Officer, it is our understanding that the District Council wishes to regularise the use of the land, as the occupiers of Ash Tree Farm Cottage have encroached upon disused land in WODC's ownership and are now maintaining it as land for domestic animals. The intention of WODC is to regularise this use by offering a 3-year lease to the occupiers of the cottage.

Councillors are concerned that this sets a poor precedent, whereby land is occupied without permission and consent and subsequently legitimised after

the fact. This is not considered to be good practice and undermines confidence in the planning process. Furthermore, the surrounding land is actively being used by local sports clubs, and forms part of a wider recreational area owned by the Town Council. The parcel of land in question should be considered within the context of the entire site and if this opportunity had been presented, the land could have been incorporated into a more cohesive and strategic plan, potentially supporting the needs of existing sports clubs on the site.

No progress has been made at the adjacent Ash Tree Farm Cottage, Burford Road (Application No: 23/02435/OUT) despite receiving permission in 2024, which further raises concerns regarding the overall approach for this area.

Councillors would like to request that an in-person visit by planning officers is made to the site prior to the decision being made, to better understand the use of the site, and potential long-term implications of approving this application. Councillors would also like to ask if permission would have been granted for this change of use if it had been sought in advance. If this change of use would have been refused then, it should now not be approved retrospectively.

The Town Council would be grateful if these concerns could be taken into consideration when determining the application. Best wishes,”

CNTC officers have heard from WODC Planning Officers that this application is likely to be withdrawn.

- **Change of use of ground floor of dwelling to psychotherapy practice**

4 Victoria Place Chipping Norton Oxfordshire OX7 5NG

Ref. No: 26/00451/FUL | Validated: Tue 24 Feb 2026 | Status: Decided

- **Replace 3 first floor front metal sash windows with new wooden sashes.**

4A West Street Chipping Norton Oxfordshire OX7 5AA

Ref. No: 26/00306/LBC | Validated: Thu 12 Feb 2026 | Status: Decided

- **Internal alterations to allow changes to floor layout of basement to comply with building regulations**

Hitchmans Mews Albion Street Chipping Norton Oxfordshire

Ref. No: 26/00298/LBC | Validated: Thu 05 Feb 2026 | Status: Decided

- **Internal and external alterations to include tanking the north walls at ground floor, installing insulation, trimming existing floor and ceiling joists, external vents, changes to existing railings and changes to light well grates to comply with Building regulations (part retrospective)**

Hitchmans Mews Albion Street Chipping Norton Oxfordshire

Ref. No: 26/00297/LBC | Validated: Mon 16 Feb 2026 | Status: Decided

- **Erection of single storey rear extension to replace existing single storey extension and outbuilding, and associated works**

38 West End Chipping Norton Oxfordshire OX7 5EX

Ref. No: 26/00172/HHD | Validated: Thu 05 Feb 2026 | Status: Decided

- **Internal and external alterations to install a new wall mounted cable and distribution board to the interior of the Weaving Shed to serve six external twin electric vehicle (EV) charging towers on the South facade of the Weaving Shed**

Former Weaving Shed Bliss Mill Chipping Norton Oxfordshire

Ref. No: 26/00126/LBC | Validated: Tue 17 Feb 2026 | Status: Decided

- **Installation of six twin electric vehicle (EV) charging towers along with associated landscaping to form sixteen parking bays to replace existing parking bays to the South facade of the Weaving Shed**

Former Weaving Shed Bliss Mill Chipping Norton Oxfordshire

Ref. No: 26/00125/FUL | Validated: Tue 17 Feb 2026 | Status: Decided

- **Conversion of garage to create additional living space**

23 William Bliss Avenue Chipping Norton Oxfordshire OX7 5LT

Ref. No: 25/03167/HHD | Validated: Wed 04 Feb 2026 | Status: Decided

- **Refurbishment and part demolition of existing premises with new build extension, to form office accommodation and 1 bedroom apartment. (Amended Drawings)**

15 High Street Chipping Norton Oxfordshire OX7 5AE

Ref. No: 25/03150/FUL | Validated: Thu 15 Jan 2026 | Status: Decided

- **Internal and external alterations to refurbish and part demolish existing premises with new build extension, to form office accommodation and 1 bedroom apartment. (Amended Drawings)**

15 High Street Chipping Norton Oxfordshire OX7 5AE

Ref. No: 25/03151/LBC | Validated: Wed 14 Jan 2026 | Status: Decided