CHIPPING NORTON TOWN COUNCIL

THE TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341
Email: townclerk@chippingnorton-tc.gov.uk
Office Hours: Mon/Weds/Fri, 9am-5pm

TOWN CLERK and CEO: Katherine Jang

10th November 2026

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 16 November 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

K Jang

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. **Apologies for absence.**
   To receive apologies for absence.
   Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. **Declaration of interests.**
   Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Minutes**
   To approve the minutes of the Finance and Resources Committee meeting held on 13 July 2026

4. **Public participation**
   The meeting will adjourn for this item.
   Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. **Committee action plan 2026-27**
   To review the ongoing committee action plan.

6. **Correspondence**
   For the committee to note or respond to any letters of correspondence

7. **Income and expenditure report**
   To receive a detailed current income and expenditure report.

8. **Debtors report**

To receive a report from the RFO

9. Schedule of payments for approval

To receive the schedule of payments.

10. Forward work programme

To consider the following draft policies and procedures:

a. IT Policy review
b. Data Audit

11. Committee Budget 2027/28

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2027/28 to help inform the overall budget.

12. Draft annual budget setting for 2027/28

To receive a report regarding the budget setting for 2027/28 and send a recommended draft budget to the next Full Council meeting

13. Earmarked Reserves 2027/28

To consider Earmarked Reserves movements for 2027/28 and send a recommendation to the next Full Council meeting

14. Date of next meeting – Monday 1st February 2027

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

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

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

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

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

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

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

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

FR6. Public Participation
No matters were raised.

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

DRAFT

RESOLVED: That the Action Plan be noted and approved.

FR8. Income and Expenditure

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

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

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

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

RESOLVED: That the report be noted.

FR9. Schedule of Payments for Approval

The Committee received the schedule of payments for approval.

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

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

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

RESOLVED:

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

FR10. Financial Procedures Forward Work Programme

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

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

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

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

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

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

DRAFT

RESOLVED: That the report be noted.

FR11. Forward Work Programme

The Town Clerk updated Members on the Forward Work Programme.

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

Members welcomed the proposed approach.

RESOLVED: That the update be noted.

FR12. Grants

(a) Grant Feedback Forms

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

RESOLVED: That the reports be noted.

(b) First Tranche of Grant Applications 2026/27

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

Members agreed the following general principles:

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

Following consideration of each application, the Committee resolved:

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

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

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

(c) Core Grants

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

DRAFT

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

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

SIGNED: _____

DATE: _____

DRAFT

Finance and Resources Action Plan 2026-27:

Codes

New Growing
Established Dormant

Annual Committee Review Dashboard:

Task	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	CODE	Notes
External Audit (AGAR) results from previous FY			X	X									Established	- Report received by Council and notice published on CNTC Website **Lead Officer: Responsible Finance Officer**
Notice of Public Rights			X	X									Established	- The Council must publish the annual Notice of Public Rights to allow electors to view Council finances - Completed **Lead Officer: Responsible Finance Officer**
Internal Audit (AGAR) – First Round					X	X							Established	- Further work to satisfy Assertion 10 (Data Audit, IT Policy review, to be considered at this meeting) - Completed, report to be received at Full Council 7 Dec **Lead Officer: Responsible Finance Officer**
Internal Audit (AGAR) – Second Round		X											Established	- Council audit for income/expenditure for FY **Lead Officer: Responsible Finance Officer**
Budget Setting							X	X	X				Established	- Each Committee will set its own budget and the F&R Committee will review each before

														recommending to Full Council in December - To be considered at this meeting **Lead Officer: Town Clerk and Responsible Finance Officer**
Insurance review												X	🌳 Established	**Lead Officer: Town Clerk**
Grants to Voluntary Bodies				X							X		🌿 Growing	Agreed at Full Council Sept 26 **Lead Officer: Responsible Finance Officer**
Council Bank Reconciliation			X			X			X			X	🌳 Established	Must be done quarterly and at FY end. **Lead Officer: Responsible Finance Officer**
Review of underspends and recommend EMR movements												X	🌳 Established	To be considered at this meeting **Lead Officer: Responsible Finance Officer**
Items which must be reviewed annually with no set date:	- Council's Standing Orders - Council's Financial Regulations - Council's Scheme of Delegation - Council's Asset Register - Council's Risk Management Policy & Risk Register - Statement of Internal Control													Agreed at the Council's Annual Meeting in May **Lead Officer: Town Clerk**

Key Projects Dashboard:

PROJECT	2026	2027	2028	2029	2030	Notes
NALC Gold Award 🌿 Growing	➢ Business Plan drafted and adopted (in progress) ➢ Community Consultation for Parks and Play Areas	○ Gold submission (Jan 2027)	○	○ Maintain	○ Review	**Lead Officer: Town Clerk**

	undertaken (in progress)					
Medium-term Financial Forecasting New	➢ Develop 3-5 year financial forecast model	○ Annual review	○ Annual review	○ Annual review	○ Renew forecasting	**Lead Officer: Responsible Finance Officer**
Commercial income strategy New	➢ Venue income review ➢ Work alongside Marketing Strategy (yet to be drafted)	○ Review strategy and YOY growth	○	○	○	**Lead Officer: Town Clerk and Responsible Finance Officer**
Risk Management Policy Established	➢ Annual review of the Council's Risk Register	○ Risk Management Policy to be reviewed (every 3 years) ○ Annual review of the Council's Risk Register	○ Annual review of the Council's Risk Register	○ Annual review of the Council's Risk Register	○ Risk Management Policy to be reviewed (every 3 years) ○ Annual review of the Council's Risk Register	**Lead Officer: Town Clerk and Responsible Finance Officer**
Appointment of the Council's Internal Auditor Established	➢ Currently with Mulberry LAS (Year 2/3)	○	○ Review and change Council's Internal Auditor	○	○	The Council has appointed Mulberry LAS for 3 years. Therefore it should review the internal auditor and appoint a new auditor in 2028. **Lead Officer: Town Clerk**
Policies Growing	➢ New: Procurement Policy ➢ For review: Document Retention policy Training Needs Assessment	○ For review: All HR / Staffing related policies in Staff Handbook	○	○	○	Other than the policies and procedures which must be reviewed annually as stated in legislation. **Lead Officer: Town Clerk**

	Member/Officer Protocol Mayor's Allowances FOI Policy and Procedure Recording of Meetings					

6a. Grants to Voluntary Bodies Scheme 2026/27

Round 1: July 2026

Cotswolds Art through Schools

Many thanks to the Council for its generous support.

Christopher Stockwell

Chipping Norton Amateur Operatic Society

Thank you so much for awarding CHAOS a grant and use of rooms in Glyme Hall and Town Hall. This is much appreciated and will make a huge difference to our activities this year.

Ann Moulson
Secretary

Volunteer Link-up

Thankyou very much for the award, please pass on my thanks to all involved.

Barry Beadle
General Manager

Chipping Norton Choral Society and Youth Choir

Thank you for your email, we are absolutely delighted to be awarded a Community Grant from the Town Council, and I can confirm we are willing to agree to the terms as set out in your email.

Regards, Annabel Beach
Chair, CNCS & CYC

St. Mary's Church – Mini's

That's wonderful news, thank you.

Sally Smith
Children and Families Pastor

Remix

That is great news. Thank you!

Olly

The Railway Club

Thank you very much for the confirmation of our successful grant application.

I note that £250 has been awarded for the purchase of a laptop. As set out in our grant application, our objective is also to purchase a projector which is seen as a greater priority to improving our member experience.

Given the limited funds available, can I check whether there would be any objection from the Town Council to using the grant funding towards a projector purchase? We would then follow up with a laptop purchase at a later date once funds allow.

Jeremy Eveleigh
Chair/Secretary, Chipping Norton Railway Club

Other thanks received.

CN Local History and Society

Many thanks for this delightful news.
On behalf of the CN Local History and Society, may I ask you to pass on our gratitude to the Town Council for their generous and much appreciated support.
Best wishes,
John

Chipping Norton Theatre

Dear Chipping Norton Town Council Members and Officers

I am writing a note of thanks and recognition for the recent funding settlement offered to Chippy Theatre for the next three years. We were heartened and very grateful for the vote of confidence and support shown by the increased funding level proposed for the coming years. It remains an extraordinarily precarious balancing act to operate a small arts organisation in a small community in this day and age, and the support of those who know and understand what we are trying to deliver is very important to us. Over recent years, our relationship with the town and its residents has changed markedly, and we are proud of the targeted, transformative programme of work that helps support the wellbeing of our friends and neighbours, lessens social isolation and supports cohesion and a sense of community across the town and beyond.

We hope that the Town Council can feel equally proud of being a key stakeholder in this work, recognised in our recently receiving the UK Theatre Award for Excellence in Inclusion, and the ACE Accessible and Inclusive Experience Award from West Oxfordshire District Council. The work recognised by these awards would not be possible without your support. We look forward to the next three years of collaboration, mutual support and happy outcomes.

With thanks from us all

John Terry, Director, and the whole staff of The Theatre Chipping Norton.

Mayor & Councillors
c/o Town Clerk
Chipping Norton Town Council
Glyme Hall
Chipping Norton

27 October 2026

Dear Mrs Coleman and fellow Councillors

I'm writing on behalf of my fellow trustees and Lido colleagues to thank the Council for choosing to continue with our core funding for another three years.

This commitment on your part is much appreciated and offers us opportunities to expand and develop our offering to the residents of the town that we might otherwise not have.

As you will be aware, the Town Council is our sole source of core funding from the public purse. Not only does your grant contribute towards covering our running costs, it also directly enables us to access additional funding. In the past, on several occasions, we have been able to use part of our Town Council grant as matched funding required to qualify for other capital grants.

In addition, the support of the Council lends credibility to all applications for funding and demonstrates to potential funders that we are considered to be making a positive contribution to our community.

Please accept our thanks on behalf of all the Lido trustees, staff and users for your ongoing support for our work.

Yours sincerely

Claire Jarvis
Trustee

youtube.com/@teenworlduk www.teenworld.org.uk
TEEN WORLD
COMMUNITY INTEREST COMPANY
Phone: 07889 511047 | 07304 092439
Email: info@teenworld.org.uk
PARADIGM PARADIGM

Silverstream House 4th Floor, 45, Fitzroy Street, Fitzrovia, London, England, W1T 6EB
TEENWORLD COMMUNITY INTEREST COMPANY Company Number: 12972734

Chipping Norton Town Council
The Guildhall, Goddards Lane
Chipping Norton, Oxfordshire, OX7 5NJ

RE: Grant / Discount Request for Community Line Dance Programme Hire at Council Facilities

Dear Members of Chipping Norton Town Council,

Teenworld Community Interest Company (CIC) respectfully submits this application requesting a hire discount for hosting a regular, intergenerational line dancing programme in Chipping Norton. Below is the detailed breakdown addressing each of the Council's required criteria.

1. Brief Outline of the Organisation and Proposed Activity

Teenworld CIC is a non-profit social enterprise dedicated to empowering young people through community engagement, vocational training, and active local participation.

We propose launching **"Step Together Chipping Norton,"** a weekly line dance session welcoming resident of all generations—from teens and young adults to older residents and retirees. Line dancing requires no prior experience or partner, making it an accessible, low-barrier, and highly social form of movement set to modern and classic music.

2. Reasons for Requesting a Discount & Support for Local Youth Employment

Teenworld CIC operates with a dual social-impact model. To deliver these sessions, we intend to employ **a minimum of 6 local young residents (ages 13-18) in part-time roles** to handle front-of-house registrations, sound equipment setup, participant hospitality, and promotional outreach.

In market towns like Chipping Norton, entry-level, flexible part-time positions that provide hands-on customer service and event administration experience can be scarce. Offering a subsidised council hire rate directly safeguards the funding allocated to pay these young workers the Real Living Wage. The discount ensures our operating margins remain dedicated to youth wage provision rather than overhead facility costs.

3. Direct Benefits to the Residents of Chipping Norton

- **Physical Health and Mobility:** Low-to-moderate cardiovascular exercise that supports joint flexibility, balance, and coordination, particularly valuable for active aging.
- **Mental Wellbeing and Reducing Isolation:** Weekly social gatherings combat loneliness across demographics by providing a consistent, welcoming venue to meet neighbours.
- g event staff and attendees interacting with older residents fosters mutual respect, breaks down social silos, and strengthens community bonds.
- **Skill Acquisition for Youth:** Structured workplace mentorship and references for local young people entering the workforce.

4. Projected Number of Residents Benefitting

- **Weekly Participants:** 35 to 70 residents per session.
- **Annual Unique Reach:** An estimated 180–500 distinct Chipping Norton youth across the course of the year.
- **Direct Employment:** 6 plus local youth directly employed on a part-time contract, plus 3–4 youth volunteers gaining event management experience and certified volunteer credits.

5. Other Funding Avenues Explored

Prior to approaching the Council, Teenworld CIC pursued several alternative avenues to build a diversified financial plan:

- **Oxfordshire Community Foundation (OCF):** An application has been submitted for seed capital to cover insurance, licensing (PPL/PRS), and initial instructor fees.
- **Participant Contributions:** A nominal ticket fee (£10-12, with discretionary concession spaces) will be charged to cover recurring instructor costs, ensuring long-term self-sustainability.

- **Internal CIC Reserves:** Teenworld CIC is contributing upfront management and administrative support at zero cost to the project.

A council hall discount represents the missing piece required to make the project fully viable without pricing out lower-income residents.

6. Booking Schedule, Times, and Requirements

- **Preferred Venue:** Chipping Norton Town Hall / Council-managed community hall.
- **Frequency:** Once weekly, starting in December 2026.
- **Day & Time:** Friday evenings, 8.00 PM – 11.00 PM (including approx. 30 minutes setup and 30 minutes pack-down.
- **Initial Booking Block:** A 12-week pilot block (12 total sessions), with the intention to renew for a permanent 40-week annual calendar upon successful evaluation.
- **Facility Requirements:** Clear wooden floor area, power outlets for sound equipment, food serving area and accessible toilet facilities.

7. Additional Relevant Information

- **Governance and Safety:** Teenworld CIC carries £5m Public Liability Insurance, full Enhanced DBS checks for all staff and lead instructors, and formal Health & Safety risk assessment protocols.
- **Community Feedback:** An initial community interest survey conducted via local social channels showed over 200 positive responses from residents expressing interest in evening dance/movement events Oxon in towns.
- **Evaluation Reporting:** Should the Council grant this concession, Teenworld CIC commits to delivering a comprehensive 6-month report detailing attendance demographics, youth employment hours delivered, and participant feedback.

Thank you for your consideration of this initiative to foster health, social connection, and youth

Julie Cousins

Director

Teenworld C.I.C

07304 092439/07889 511047

RFO Comments.

TEENWORLD COMMUNITY INTEREST COMPANY

Glyme Hall would be the most appropriate space. Due to the number of attendees and the nature of the activity the whole building would probably be the most appropriate.

Costs:

Full cost	Discounted cost
£56.00/ hour x 4 hours = £224/ session. 12 sessions = £2,688. 40 sessions = £8,960.	 £1344. £4,480.

THE THEATRE
CHIPPING NORTON
The Theatre, 2 Spring Street, Chipping Norton, OX7 5NL

For the attention of Chipping Norton Town Council Finance Committee

29th October 2026

Dear Councillors,

Following recent conversations with your Lettings Officer, we would like to ask if the committee would consider offering free or discounted rental of the Town Hall for a Community theatre production in May 2027.

We are planning to commission a new series of Mystery Plays, based on the medieval model, drawing on bible and folk stories to tell a story about Chipping Norton's community in history and in the present day. As with our previous productions of Lark Rise and Barndance, the project would work with a large cast of amateurs from across the town, including several targeted support groups such as our school mental health groups, our Great Company (for adults with learning disabilities) and our Free School Holiday Lunch and Cultural Programme. We anticipate a total cast of around 60-70 local people. The project will be led by professional directors, designers and playwrights (including two professional playwrights who grew up in the area), but will also be shaped by a Community Steering Group, and developed through several co-creation workshops involving members of the public. A number of other local people will be involved in voluntary capacities as ushers, costume makers, and set painters. Whilst the project is ultimately secular in nature, we have been working closely with Rev Kennedy and the wider community of St Marys' Parish.

We plan to stage the production as a promenade (walk-about) theatre event, with five performances between 21st and 23rd May 2027. The performance will start (and possibly finish) at The Theatre, but we would like to explore the option of promenading the audience to other locations around the town for short performances on temporary stages erected for that purpose. We would love to be able to use the upper town hall as one of these locations.

Administration
01608 642349
admin@chippingnortontheatre.com

Box Office
01608 642350
www.chippingnortontheatre.com

Director John Terry
General Manager Jo Robinson
The Council for the Company R Greaves (Chairman), L Case, JP Cregan, J Graves, C Peake, S Prangnell, T Sumner, C Gordon, M Gunn, R Ndlovu, H Hotchkiss, A Thomas

V.A.T Reg No. 121 8692 71 **Registered Company No.** 01179918 **Registered Charity No.** 268154
Registered in England The Chipping Norton Theatre Ltd. 2 Spring Street Chipping Norton Oxfordshire OX7 5NL

Maddy has indicated that the hall is currently free for the dates listed above plus a bit of rehearsal time, though we will be liaising with the regular church group to try and ensure a smooth transition between their and our booking.

We are requesting a discounted booking for the following reasons:

1) The event is a community-focused civic event with wide benefits to residents as participants and audiences, and engages directly with the identity, values and heritage of the town. It would be great for us to use the town hall as a centrepiece of that event.
2) A project like this is not commercially viable in its own right due to the scale of support required and the relatively limited audience numbers. We have received support from Arts Council England, and from a number of other smaller trusts and local individuals, but it looks likely that the project will still be drawing on Theatre reserves for funding. We would ideally like to deliver the project without spending core theatre reserves, and a discounted hire of the venue would help us to achieve that.
3) We would like to acknowledge the recent multi-year funding support that The Theatre has received from the Town Council. We hope that this request for discounted use of the Town Hall for a specific, community-focussed cause, can be considered alongside that support without us seeming ungrateful for the support already given! Any discounted hire would be acknowledged as direct support to the project in the show programme.

The sessions that we have requested to book are (all 2027 dates):

Thurs 20th May	from 2pm – 10pm
Fri 21st May	from 4pm – 10pm
Sat 22nd May	from 12pm – 10pm
Sun 23rd May	ideally from 12 midday – 10pm

Making a total of 34 hired hours.

We look forward to hearing back from you in due course.
Yours.



John Terry (Director)

Administration
01608 642349
admin@chippingnortontheatre.com

Box Office
01608 642350
www.chippingnortontheatre.com

Director John Terry
General Manager Jo Robinson
The Council for the Company R Greaves (Chairman), J Graves, C Peake, S Pragnel, L Whordley-Hughes, T Sumner, C Gordon, M Gunn, R Ndlovu, H Hotchkiss, A Thomas

V.A.T Reg No. 121 8692 71 **Registered Company No.** 01179918 **Registered Charity No.** 268154
Registered in England The Chipping Norton Theatre Ltd. 2 Spring Street Chipping Norton Oxfordshire OX7 5NL

RFO Comments.

Exclusive hire of the Town Hall would be the most appropriate spaece due to the number of attendees and the nature of the activity.

Costs:

Full cost	Discounted cost
£55.00/ hour x 34 hours = £1,870.	£935.

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Director John Terry
General Manager Jo Robinson
The Council for the Company R Greaves (Chairman), J Graves, C Peake, S Pragnel, L Whordley-Hughes, T Sumner, C Gordon, M Gunn, R Ndlovu, H Hotchkiss, A Thomas

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		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
	Income						
3100	Precept Income	515,251	515,250	(1)			100.0%
3110	Rents Receivable	0	2,540	2,540			0.0%
3111	Rugby Club Right Of Access	0	175	175			0.0%
3115	Lettings Income	32,527	95,250	62,723			34.1%
3116	Free venue hire	6,095	0	(6,095)			0.0%
3180	Interest Receivable	5,250	15,000	9,750			35.0%
3190	Interments & Memorials	4,319	4,500	181			96.0%
3191	Grave Purchase	4,849	1,700	(3,149)			285.2%
3210	Admin Charges	0	5,000	5,000			0.0%
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0			100.0%
3290	Miscellaneous Income	1,459	0	(1,459)			0.0%
3331	Bar income	0	7,500	7,500			0.0%
	Total Income	**584,751**	**661,915**	**77,164**			88.3%
	Direct Expenditure						
6431	Bar supplies	0	7,500	7,500		7,500	0.0%
	Total Direct	**0**	**7,500**	**7,500**	**0**	**7,500**	0.0%
	Overhead Expenditure						
4100	Salaries/Superann/NI	181,012	377,808	196,796	155,000	41,796	88.9%
4101	WFA staff cost	799	0	(799)		(799)	0.0%
5110	Stationery	202	500	298	80	218	56.4%
5120	Photocopying Costs	1,415	1,500	85		85	94.3%
5140	Promotion	521	1,250	729		729	41.7%
5200	Postage	25	100	75		75	25.0%
5210	Telephone and Comms	10,355	13,350	2,995	6,000	(3,005)	122.5%
5310	Office Equipment	770	500	(270)		(270)	153.9%
5320	Equipment Purchases	12	0	(12)		(12)	0.0%
5340	Website Costs	840	1,000	160		160	84.0%
5360	Computer Hardware/Software	11,566	12,711	1,145	3,011	(1,866)	114.7%
6110	Heat and Light	9,047	23,500	14,453	630	13,823	41.2%
6130	Water & Sewerage	910	1,700	790		790	53.5%
6200	Rent	24,001	39,650	15,649	8,644	7,004	82.3%
6210	Rates	38,849	47,932	9,083		9,083	81.1%
6230	Window Cleaning	355	1,200	845		845	29.6%
6310	Cleaning / Sanitary Expenses	3,200	23,382	20,182	1,490	18,693	20.1%
6319	PWLB Repayment	7,613	15,300	7,687	7,687	(0)	100.0%
6321	Vehicle Insurance	6,380	5,500	(880)		(880)	116.0%
6322	Fuel	0	2,500	2,500		2,500	0.0%
6324	Tools & Equipment	24	500	476		476	4.8%

Continued over page

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
6325	PPE	265	750	485		485	35.3%
6330	Waste Disposal	1,206	4,228	3,022	3,022	0	100.0%
6400	Repairs and Maintenance	39,347	16,100	(23,247)	12,606	(35,853)	322.7%
6402	Town Hall Restoration Fund	7,491	0	(7,491)	7,489	(14,980)	0.0%
6407	Xmas Lights/Trees	0	21,000	21,000	8,796	12,204	41.9%
6410	New Equipment	0	1,000	1,000		1,000	0.0%
6414	Events	4,115	10,000	5,885	110	5,775	42.3%
6418	Defibrillators	459	400	(59)	245	(304)	176.0%
6420	Litter/Dog Bin Emptying	1,567	2,700	1,133		1,133	58.0%
6440	ROSPA Inspection	0	700	700	1,414	(714)	202.0%
6469	Pest Control	161	600	439		439	26.8%
6471	Skips for cemetery	1,695	1,000	(695)		(695)	169.5%
6485	Plants & Sundries	606	2,000	1,394	100	1,294	35.3%
6490	Trees/Flower Beds	7,036	8,600	1,564	4,145	(2,581)	130.0%
6495	Street Furniture	0	1,000	1,000		1,000	0.0%
7100	Travel & Subsistance	1,600	200	(1,400)		(1,400)	799.9%
7300	Staff & Councillors Training	2,049	3,500	1,451	1,305	146	95.8%
7500	Legal & Professional Fees	7,321	8,000	679	5,393	(4,714)	158.9%
7510	Audit Fees	375	0	(375)		(375)	0.0%
7600	Subscriptions	2,311	2,337	26		26	98.9%
7610	Licences	1,642	2,350	708		708	69.9%
7630	Bank Charges	204	300	96		96	68.0%
7650	Insurance	12,383	13,000	617		617	95.3%
7670	Grants-Voluntary Organisations	10,595	16,500	5,905		5,905	64.2%
7671	Grant Theatre C/N	3,000	3,000	0		0	100.0%
7672	Grant Lido C/N	5,000	5,000	0		0	100.0%
7673	Grant Museum	3,500	3,500	0		0	100.0%
7690	Mayors Allowance	630	1,500	870	271	599	60.1%
7720	Other Miscellaneous Expenses	145	0	(145)	15,631	(15,776)	0.0%
7735	HR Retained Service	3,304	2,500	(804)		(804)	132.2%
7740	Health & Safety Services	5,129	4,147	(982)	905	(1,887)	145.5%
7741	H&S Compliance	3,893	7,650	3,757	16	3,741	51.1%
	Total Overhead	**424,925**	**713,445**	**288,520**	**243,989**	**44,530**	93.8%
	Total Income	**584,751**	**661,915**	**77,164**			**88.3%**
	Total Expenditure	**424,925**	**720,945**	**296,020**	**243,989**	**52,030**	**92.8%**
	Net Income over Expenditure	**159,825**	**(59,030)**	**(218,855)**			
	plus Transfer from EMR	25,084	0	(25,084)			
	less Transfer to EMR	15,701	0	(15,701)			
	Movement to/(from) Gen Reserve	**169,208**	**(59,030)**	**(228,238)**			

Historic Debt for Write-off (£9,960.09)

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
18/03/2020	[redacted]			240.00	0.00	240.00	240.00
27/07/2022				10.00	2.00	12.00	12.00
21/09/2022				41.67	8.33	50.00	50.00
21/09/2022				41.67	8.33	50.00	50.00
30/11/2022				162.50	32.50	195.00	195.00
30/11/2022				258.33	51.67	310.00	310.00
28/03/2023				125.00	25.00	150.00	150.00
30/04/2023				404.17	80.83	485.00	391.50
26/06/2023				860.00	172.00	1,032.00	36.00
31/07/2023				408.34	81.66	490.00	125.00
31/08/2023				150.00	30.00	180.00	135.00
17/10/2023				404.17	80.83	485.00	485.00
17/10/2023				715.84	143.16	859.00	859.00
29/02/2024				50.00	10.00	60.00	60.00
29/02/2024				30.00	6.00	36.00	36.00
29/02/2024				29.17	5.83	35.00	35.00
25/03/2024				220.00	44.00	264.00	264.00
25/03/2024				37.50	7.50	45.00	45.00
31/05/2024				102.50	20.50	123.00	123.00
15/07/2024				113.55	22.70	136.25	136.25
15/07/2024				57.50	11.50	69.00	69.00
31/07/2024				155.00	31.00	186.00	186.00
25/11/2024				562.50	112.50	675.00	675.00
25/11/2024				227.50	45.50	273.00	273.00
30/11/2024				260.00	52.00	312.00	312.00
31/12/2024				13.34	2.66	16.00	16.00
31/12/2024				65.00	13.00	78.00	78.00
31/12/2024				341.25	68.25	409.50	409.50
01/01/2025				270.84	54.16	325.00	325.00
13/02/2025				212.50	42.50	255.00	255.00
27/02/2025				37.50	7.50	45.00	7.50
28/02/2025				278.50	55.70	334.20	334.20
28/02/2025				19.00	3.80	22.80	22.80
28/02/2025				40.02	7.98	48.00	48.00
24/03/2025				336.04	0.00	336.04	336.04
31/03/2025				1,769.00	0.00	1,769.00	1,769.00
31/03/2025				117.50	23.50	141.00	141.00
31/03/2025				19.00	3.80	22.80	22.80
31/03/2025				25.84	5.16	31.00	31.00
31/03/2025				37.50	7.50	45.00	7.50
31/03/2025				33.35	6.65	40.00	40.00
31/03/2025				303.32	60.68	364.00	364.00
31/03/2025				500.00	0.00	500.00	500.00
				10,086.41	**1,448.18**	**11,534.59**	**9,960.09**

Other write offs - £1,463.36

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance	Comment
30/04/2025	[redacted]			37.5	7.5	45	45	Free hire
30/04/2025				37.5	7.5	45	7.5	<£10 - goodwill gesture following discussions
30/04/2025				190.21	38.04	228.25	228.25	Free hire
29/07/2025				79.37	15.88	95.25	95.25	Unsuccessful collection
29/07/2025				37.5	7.5	45	7.5	<£10 - goodwill gesture following discussions
29/07/2025				37.5	7.5	45	7.5	<£10 - goodwill gesture following discussions
29/07/2025				37.5	7.5	45	7.5	<£10 - goodwill gesture following discussions
29/07/2025				25.83	5.17	31	31	Unsuccessful collection
29/07/2025				37.5	7.5	45	45	Free hire
29/07/2025				10.5	2.1	12.6	12.6	Unsuccessful collection
29/07/2025				90.75	18.15	108.9	108.9	Unsuccessful collection
31/08/2025				37.5	7.5	45	45	100% DISCOUNT COMPLAINT
30/09/2025				37.5	7.5	45	45	100% DISCOUNT COMPLAINT
31/10/2025				65.64	13.11	78.75	8.75	<£10
31/10/2025				103.75	20.75	124.5	124.5	Unsuccessful collection
31/10/2025				37.5	7.5	45	45	Cancelled booking
07/11/2025				1,429.12	285.88	1,715.00	0.11	<£10
14/11/2025				0	0	0	31	Cancelled booking
30/11/2025				37.5	7.5	45	7.5	<£10 - goodwill gesture following discussions
31/12/2025				240.58	48.12	288.7	288.7	Unsuccessful collection
31/12/2025				14	2.8	16.8	16.8	Unsuccessful collection
31/12/2025				212.5	42.5	255	255	Unsuccessful collection
				2837.25	**567.5**	**3404.75**	**1463.36**	

Schedule of Payments - 01/07/2026 - 31/08/2026

Date	Account	Amount
01Jul2026	WODC	-740
01Jul2026	WODC	-1077
01Jul2026	WODC	-357
01Jul2026	WODC	-746
06Jul2026	Public works loan	-7613.28
07Jul2026	Sage Payroll	-78.36
08Jul2026	Adobe licence	-101.1
10Jul2026	Corporate Card	-24
14Jul2026	Staff Expenses	-102.44
15Jul2026	Smartest Energy	-145.33
15Jul2026	Smartest Energy	-20
16Jul2026	Unity bank	-2.75
17Jul2026	British Gas	-4.35
20Jul2026	Staff Salaries	16122.65
20Jul2026	OCC Pension fund	-4632.84
21Jul2026	E.ON Next	-377.29
21Jul2026	E.ON Next	-210.06
21Jul2026	Castle Water	-87.49
22Jul2026	PPL PRS Licence	-1958.13
22Jul2026	BICS Training	-104
22Jul2026	Spot On	-61.99
22Jul2026	Siemans	-475.45
22Jul2026	Millard Skip Hire	-324
22Jul2026	Gills Locksmith	-37.5
22Jul2026	OALC	-1694.98
22Jul2026	ESS Ltd	-444.6
22Jul2026	Drain Doctor	-648
22Jul2026	Unity bank	-2.25
23Jul2026	E.ON Next	-151.91
23Jul2026	HMRC	-5992.25
28Jul2026	Wyatts	-726.6
28Jul2026	Avon Capital Estates	-1185.32
29Jul2026	STL Communications	-1419.48
31Jul2026	Unity bank	-14.2
03Aug2026	WODC	-740
03Aug2026	WODC	-1077
03Aug2026	WODC	-357
03Aug2026	WODC	-746
06Aug2026	Adobe licence	-101.1
06Aug2026	Sage Payroll	-72
10Aug2026	Corporate Card	-90.2

10Aug2026	Home Proud LTD.	-135
10Aug2026	Espo	-250.98
10Aug2026	Parker Bell	-91.2
10Aug2026	Amyterine Consulting	-1800
10Aug2026	Amazon	-119.36
10Aug2026	Overton Ltd	-61.98
10Aug2026	Thompon Heating Ltd	-825
10Aug2026	Travis Perkins	-26.38
10Aug2026	Unity bank	-2
10Aug2026	Staff Expenses	-13
10Aug2026	Staff Expenses	-24.97
10Aug2026	Unity bank	-1.5
10Aug2026	Cotswold Arts In Schools	-500
10Aug2026	C/N Choral Society	-1000
10Aug2026	St. Mary's Church	-750
10Aug2026	Volunteer Link Up	-1000
10Aug2026	St. Mary's Church	-500
10Aug2026	CHAOS	-500
10Aug2026	CN Theatre	-3000
10Aug2026	CN Museum	-3500
10Aug2026	CN Lido	-5000
14Aug2026	Gills Locksmith	-22.4
14Aug2026	G D Services	-402
14Aug2026	Proludic	-85.44
14Aug2026	Amazon	-106.07
14Aug2026	Bluewave Cleaning	-54
14Aug2026	Millard Skip Hire	-690
17Aug2026	Smartest Energy	-170.56
17Aug2026	Smartest Energy	-20.36
17Aug2026	Unity bank	-2.5
19Aug2026	W E Audio ltd.	-1368
20Aug2026	Castle Water	-132.09
20Aug2026	Staff Salaries	14164.2
20Aug2026	OCC Pension fund	-4132.89
21Aug2026	E.ON Next	-384.67
21Aug2026	E.ON Next	-214.22
25Aug2026	HMRC	-5952.6
27Aug2026	Health Assured	-132.61
28Aug2026	STL Communications	-1420.42
31Aug2026	NEXUDUSSL-HDZ5HCKR	3840
31Aug2026	Unity bank	-14.5

Schedule of Payments 01/09/2026 - 31/10/2026

Date	Account	Amount
01Sep2026	WODC	-740
01Sep2026	WODC	-1077
01Sep2026	WODC	-357
01Sep2026	WODC	-746
02Sep2026	Nexudus	-150
02Sep2026	Nexudus	-150
02Sep2026	Broadsword	-85.2
02Sep2026	B/P to: amazon	-599.44
02Sep2026	B/P to: amicus	-342
02Sep2026	B/P to: EXPOHIRE	-360.29
02Sep2026	Refund to C/N Pride	-208
02Sep2026	B/P to: KOPYRITE	-400
02Sep2026	B/P to: SIGN BUILDER	-114.24
02Sep2026	Mulberry Audit	-144
02Sep2026	Staff expenses	-40
02Sep2026	B/P to: DRAIN DOCTOR	-399.6
02Sep2026	B/P to: robin anderson	-95
02Sep2026	Redacted	-3600
02Sep2026	Executive Safety Solutions	-188.4
02Sep2026	Redacted	-161
02Sep2026	Redacted	-290.4
02Sep2026	Bulk Faster Pymt Transaction Fee	-3.75
02Sep2026	B/P to: OCC PENSION FUND	-540.93
07Sep2026	Adobe Systems	-101.1
07Sep2026	Sage	-72
08Sep2026	Redacted	-2500
08Sep2026	Redacted	-1945
08Sep2026	B/P to: Canopy	-2280
09Sep2026	Direct Debit (LLOYDS BANK PLC)	-14.8
09Sep2026	B/P to: skate park trust	-20101
09Sep2026	Staff expenses	-59.27
09Sep2026	Staff expenses	-30.05
09Sep2026	Bulk Faster Pymt Transaction Fee	-2.25
11Sep2026	Direct Debit (PAYPAL PAYMENT)	-187.88
14Sep2026	B/P to: Purcel	-2996.4
14Sep2026	B/P to: gravita	-1311
14Sep2026	B/P to: Travis Perkins	-28.5
14Sep2026	B/P to: proludic	-2478.38
14Sep2026	B/P to: gw fundraising	-1500
14Sep2026	B/P to: amazon	-14.97
14Sep2026	B/P to: Imperative	-250.8

15Sep2026	Siemens Financial	-475.45
15Sep2026	Smartest Energy	-140.52
15Sep2026	Smartest Energy	-570.3
16Sep2026	Bulk Faster Pymt Transaction Fee	-2.5
18Sep2026	Castle Water	-79.27
18Sep2026	Staff salaries	15148.61
21Sep2026	Health Assured	-132.61
22Sep2026	Eon	-371.99
22Sep2026	Eon	-207.28
22Sep2026	Castle Water	-2.96
23Sep2026	ICO	-47
24Sep2026	HMRC	-5300.86
30Sep2026	STL Communications	-1418.15
30Sep2026	Manual Credit - Handling Charge	-2.4
30Sep2026	Service Charge	-16.75
01Oct2026	Nexudus	-150.1
01Oct2026	Nexudus	-162.05
01Oct2026	WODC	-740
01Oct2026	WODC	-1077
01Oct2026	WODC	-357
01Oct2026	WODC	-746
05Oct2026	Staff expenses	-144.51
05Oct2026	STAFF MILEAGE	-111.6
05Oct2026	Staff expenses	-427.48
05Oct2026	B/P to: hartwell ford	-480.95
05Oct2026	B/P to: proludic	-1162.41
05Oct2026	B/P to: GUTTERCLEAR	-1560
05Oct2026	B/P to: Imperative	-294
05Oct2026	B/P to: RF PEST	-96
05Oct2026	B/P to: SWIFT	-159.95
05Oct2026	B/P to: GILLS	-6.5
05Oct2026	B/P to: amazon	-36.31
05Oct2026	Staff expenses	-44.99
05Oct2026	Staff expenses	-37
05Oct2026	Avon Capital Estates	-7626.67
05Oct2026	B/P to: BLUEWAVE	-424
05Oct2026	Bulk Faster Pymt Transaction Fee	-2.75
07Oct2026	Adobe Systems	-101.1
07Oct2026	sage	-72
12Oct2026	Direct Debit (LLOYDS BANK PLC)	-14.8
12Oct2026	Bulk Faster Pymt Transaction Fee	-1.75
13Oct2026	B/P to: OCC PENSION FUND	-8556.34
13Oct2026	Bulk Faster Pymt Transaction Fee	-3.5
14Oct2026	Bulk Faster Pymt Transaction Fee	-1.5
15Oct2026	B/P to: GILLS	-57.05

15Oct2026	B/P to: proludic	-2099.16
15Oct2026	B/P to: S PEET Contractors	-17788.1
15Oct2026	B/P to: M KELLETTS	-117.71
15Oct2026	Redacted	-61.61
15Oct2026	B/P to: CANOPY	-5640
15Oct2026	B/P to: k j millard	-324
15Oct2026	B/P to: proludic	-787.1
15Oct2026	B/P to: OCC	-1061
15Oct2026	B/P to: SLCC	-632
15Oct2026	Redacted	-3000
15Oct2026	Redacted	-695
15Oct2026	B/P to: WALTERS ELECT	-66
15Oct2026	B/P to: BLUEWAVE	-480
15Oct2026	B/P to: TRAVIS PERKINS	-482.74
15Oct2026	B/P to: banbury plant	-372
15Oct2026	B/P to: KOPYRITE	-693
15Oct2026	B/P to: worknest	-2250
15Oct2026	B/P to: PURCELL	-2996.4
15Oct2026	B/P to: TRAVIS PERKINS	-75.78
19Oct2026	Smartest Energy	-162.22
19Oct2026	Smartest Energy	-60.08
20Oct2026	Staff salaries	13604.56
21Oct2026	Castle Water	-8.62
21Oct2026	Castle Water	-78.69
21Oct2026	Grant to Railway Club	-250
22Oct2026	eon	-372.92
22Oct2026	eon	-207.64
23Oct2026	HMRC	-6161.93
26Oct2026	Health Assured	-132.61
27Oct2026	Staff expenses	-294.98
28Oct2026	STL Communications	-1439.57
30Oct2026	Nexudus	-182.4
30Oct2026	Nexudus	-150
30Oct2026	Staff expenses	-47.68
31Oct2026	Service Charge	-14.05

Chipping Norton Town Council

Use of Information Technology (IT) Policy

Scope

1. This policy applies to all users of Chipping Norton Town Council IT systems whether these are used at work, at home, or elsewhere. It applies to councillors, employees, contractors, temporary staff, agency staff, volunteers, and any other individuals authorised to use Town Council IT systems.

Policy Statement

2. Any breach of this policy, whether deliberate or through negligence, may result in disciplinary action and, where appropriate, legal action.

Introduction

3. Every user is responsible for the proper, lawful, and appropriate use of Town Council IT equipment and systems.

4. Chipping Norton Town Council IT equipment must not be used to create, access, store, transmit, or distribute material that is illegal, offensive, defamatory, discriminatory, or likely to bring the Town Council into disrepute.

User Responsibilities

5. As a user of Chipping Norton Town Council IT facilities, you are responsible for:

- Reporting concerns about inappropriate use of IT systems under the Town Council's Whistleblowing procedure
- Informing the appropriate IT support provider or your line manager if you believe your login details may have been compromised
- Safeguarding personal data and confidential information in accordance with data protection legislation
- Reporting suspected virus infections, cyber security incidents, or data breaches immediately
- Ensuring that any personal use of Town Council IT equipment is minimal, reasonable, and does not interfere with work duties or compromise system security

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Manager Responsibilities

6. Managers are responsible for ensuring that all users within their area of responsibility are aware of this policy and comply with its requirements.

Privacy and Monitoring

7. IT systems may be monitored and audited for operational, security, and management purposes. Users should not assume personal privacy when using Town Council IT systems.

8. Systems may be accessed by authorised personnel during an individual's absence where necessary to ensure business continuity.

Security and Integrity of Systems and Equipment

9. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

10. Use of Town Council IT equipment must be authorised. Users will be issued with individual user IDs and passwords, which must not be shared.

11. Users must:

- Keep passwords secure and confidential
- Lock or log out of devices when unattended
- Not remove or bypass security measures
- Ensure laptops, tablets, and mobile devices are protected by passwords or PINs
- Use MFA or 2-FA when possible
- Obtain authorisation before installing software on Town Council equipment
- Not change system configurations unless authorised
- Not access systems for which they are not authorised
- Not connect personal equipment or storage devices to Town Council systems unless authorised
- Not remove IT equipment from Council premises without permission
- Ensure important documents are stored on approved network locations or securely backed up

12. Users are responsible for all activity carried out using their login credentials.

13. IT facilities must not be used to access, transmit, or share confidential Town Council or personal information without appropriate authority.

Use of Email

14. Confidential information must not be sent outside the Town Council network unless appropriately protected (e.g. encryption or password protection).

15. Users must maintain good data housekeeping, complying with data retention policies.

Remote and Home Working

16. This policy applies equally when working remotely or from home using Town Council or personal equipment.

17. Highly sensitive documents must be password protected or encrypted.

18. Arrangements should be in place to ensure business continuity where information is encrypted

19. Papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed

20. Users must be connected to a secure, password-protected network when working remotely.

21. Use of free WIFI access networks should be avoided, such as in airports. In cases where there are no secure WIFI access networks available, users should use a reliable VPN.

Use of the Internet

22. Acceptable use guidelines include:

- Not accessing inappropriate or illegal websites
- Respecting copyright and intellectual property rights
- Not using IT systems for personal business, fundraising, advertising, or political activity unrelated to Council business
- Limited personal internet use in the user's own time
- Not using peer-to-peer file sharing or unauthorised messaging services
- Not engaging in online gambling, auctions, or trading

Use of AI

23. AI is permitted to streamline processes and to automate time consuming tasks, including summarising long documents, enhancing clarity in formatting, and strengthening responses to match existing policies

24. Town Council staff will receive appropriate training on the use of AI and how it can be applied during the regular course of work

25. Users must clearly mark when a piece of work has been wholly or partially generated by AI

26. Users must not:
    - Upload confidential information to AI
    - Use or distribute material generated AI content without checking for accuracy
    - Use AI to iterate copyrighted material without the consent of the original author

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Personal Use of Systems

27. Limited personal use is permitted in the user's own time, including reasonable communication with family, professional bodies, and education providers from secure sites.

28. Users must not:
    - Purchase goods for personal use with Town Council devices
    - Store personal logins on Town Council devices
    - Use their position with the Town Council for personal advantage.

29. Mobile phone use:

    - Keep personal calls to a minimum during work time
    - Comply with the Town Council's policies on mobile phone use
    - Hands-free use of mobile phones is the only permitted use while driving
    - Not use devices to access or distribute offensive or prohibited material
    - Reimburse the Council for personal use where applicable

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Monitoring

30. Information relating to network and system usage may be logged for:

- Security and system management
- Business continuity
- Compliance with Town Council policies and legal obligations

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Misuse of IT Systems

31. Misuse or excessive personal use of IT systems may result in disciplinary action, which could include dismissal. Illegal activity will be reported to the police where appropriate.

Related Policies and Documents

- Data Protection Policy
- Disciplinary Procedure
- NALC Code of Conduct
- Dignity at Work Policy
- Flexible Working Policy
- Whistleblowing Policy

Review

32. This policy will be reviewed periodically by Chipping Norton Town Council to ensure it remains up to date with legislation, best practice, and operational requirements.

Adopted by Chipping Norton Town Council 9th February 2026

Date of next review: February 2027

Department	Owner	Primary purpose	Purpose of processing
HR	Town Clerk	Recruiting staff	Choose and appoint staff.
HR	Town Clerk	Staff records	Manage employment, leave, training and performance.

Finance	RFO	Pay and pensions	Pay staff, calculate deductions and report tax and pensions.
HR	All Managers	Staff sickness and wellbeing	Manage sick leave, workplace adjustments and support.
Governance	Town Clerk	Councillor records	Manage councillor details, declarations, attendance and training.

Governance	Town Clerk	Council meetings	Prepare agendas and record and publish decisions.
Governance	All Managers	Enquiries and complaints	Answer questions, investigate concerns and record outcomes.
Governance	All Managers	Freedom of information requests	Receive and answer FOI/EIR requests and reviews.

Governance	All Managers	Requests for personal information	Answer requests to see, correct or exercise rights over personal information.
Lettings	, Lettings and Events C	Venue bookings	Manage Town Hall/Glyme Hall accounts, bookings, hire terms and invoices.
Finance	RFO	Taking payments	Collect income, reconcile transactions, issue refunds and handle disputes.

Lettings and events	n, Lettings and Events C	Door access	Give authorised people access to venues and keep access records.
Finance	RFO	Purchases and supplier payments	Order goods/services, pay bills and keep accounts.
Finance	RFO	Expense claims	Check, authorise and reimburse expenses.

Finance	RFO	Unpaid debts and legal claims	Recover money owed and manage claims.
Estates	Estates Officer	Cemetery records	Arrange burials, manage grave rights and memorial applications, and collect fees.
Estates	Estates Officer	Parks, grounds and contractors	Arrange maintenance, inspections and repairs, and respond to reports.

Estates	Estates Officer	Accidents and insurance	Record incidents, make required reports and handle claims.
Finance	RFO	Grants	Assess applications, pay grants and review how funding is used.
Lettings and Events	n, Lettings and Events C	Events and tickets	Sell tickets, manage event arrangements and answer attendee enquiries.

Communictions	, Lettings and Events C	Website, news and social media	Share council news and respond to public comments.
Governance	Town Clerk	Email, computers and IT security	Provide working systems, backups and protection against misuse.
Governance	RFO	Information lost, sent wrongly or accessed improperly	Investigate data incidents, reduce harm and make required notifications.

Categories of individuals	Categories of personal data
Applicants and referees. Staff and councillors.	Names; addresses; telephone numbers; email addresses; employment history and work locations; qualifications; skills; interview responses and scores; referee names/contact details and reference opinions; right-to-work identifiers. Criminal offence data: Convictions, cautions, relevant offence allegations and criminal record check results.
Current and former staff; emergency contacts.	Names; addresses; telephone numbers; email addresses; employment history and work locations; qualifications; skills; interview responses and scores; referee names/contact details and reference opinions; right-to-work identifiers. Criminal offence data: Convictions, cautions, relevant offence allegations and criminal record check results.

Current/former staff and casual workers.	Other personal data: Names; addresses; dates of birth; payroll numbers; National Insurance numbers; tax codes; bank details; salaries/rates; hours; allowances; deductions; statutory payments; tax information; pension identifiers, contributions, beneficiaries and retirement/leaving details. Details revealing a criminal offence through a deduction or court order, if recorded. Not every order concerns a criminal offence.
Current and former staff.	Other personal data: Names; contact details; absence dates/duration; appointment dates; referral administration details.
Councillors, co-option applicants and relevant connected people.	Names; addresses; telephone numbers; email addresses; photographs; roles/wards; appointment/leaving dates; eligibility details; signatures; attendance; training; employment, property and financial interests; expenses; details of connected people where relevant.

Councillors, staff, public speakers and people mentioned in papers.	Names; roles; attendance/apologies; signatures; public questions; statements; attributed comments; votes; interests; identifiable photographs, voices and recordings where held.
Residents, hirers, complainants, witnesses and people mentioned.	Names; contact details; addresses/relevant locations; enquiry/complaint facts; witness details and statements; opinions; identifiable images; investigation actions and outcomes.
Requesters and people named in the records searched.	Requester names; postal/email addresses; telephone numbers where supplied; request wording; clarification details; decisions/reviews; ordinary personal details in records searched or assessed for disclosure.

Requesters, representatives and other people named in records.	Names; contact details; identifying details; proportionate identity-check information; representative contact details/authority; request details; decisions; ordinary personal information found in searches.
Hirers and contacts acting for organisations.	Hirer/contact names; organisation contacts; postal/billing addresses; telephone numbers; email addresses; account identifiers; booking dates/times/venues; booking history; invoice details; terms acceptance/signatures; cancellation/refund details; authorised access users.
Hirers, payers and account contacts.	Payer names; billing/contact details; bank/Direct Debit mandate information accessible to CNTC; limited card identifiers where visible; payment references; transaction IDs; amounts; dates; status; refunds; chargebacks/dispute facts.

Hirers, staff, contractors and other authorised users.	Names; contact details; user/account/fob identifiers; access permissions; authorised venues/doors; dates/times; entry attempts; access logs; Criminal offence data (separate rules; only where held): Allegations of theft, criminal damage or other offences linked to access records, where recorded.
Sole traders, supplier contacts, staff and payment approvers.	Sole-trader and individual contact names; business/contact addresses; telephone numbers; email addresses; bank details; signatures; quotations; orders; contract terms; invoice/payment details; approval identities.
Claimants, approvers and people shown on receipts.	Claimant names; roles; contact and bank details; signatures; amounts; dates; reasons; travel routes/destinations; mileage; vehicle registrations where recorded; approver identities; payment dates/references; personal details visible on receipts.

Hirers, former staff, other debtors and witnesses.	Names; addresses; telephone numbers; email addresses; account/invoice references; debt amounts/calculations; payment history; relevant employment/hire information; repayment proposals; financial circumstances; witness details/statements; civil claim/judgment/enforcement information.
Living applicants, grave-right holders, family and funeral business contacts.	Other personal data: Living applicants'/grave-right holders' names; addresses; telephone numbers; email addresses; signatures; relationships; grave rights/transfers; executor/representative details; funeral director/mason contacts; fees and payment details.
Contractor contacts, residents, staff and witnesses.	Other personal data: Contractor/sole-trader and resident names; contact details; report addresses/locations; staff identities; inspection/work allocations; witness details; identifiable photographs; vehicle registrations where recorded.

Injured people, staff, visitors, witnesses and parents/guardians.	Other personal data: Names; addresses; telephone numbers; email addresses; ages/dates of birth where needed; parent/guardian details; incident dates/locations; witness contacts/statements; identifiable photographs; employment details; claim references and settlement/payment details. Criminal offence data (separate rules; only where held): Alleged offences, police investigation information or convictions relevant to the incident or claim.
Applicants, organisation contacts and any necessary referees.	Other personal data: Applicant/representative names; roles; addresses; telephone numbers; email addresses; signatures; bank details; application/assessment information; referee details; decisions; payments; identifiable testimonials/images and necessary beneficiary details.
Ticket buyers, attendees and event contacts.	Other personal data: Buyer/attendee names; email addresses; telephone numbers; billing addresses where collected; ticket/booking references; attendance; payment amounts/references; refunds; children’s ages and parent/guardian contacts where needed.

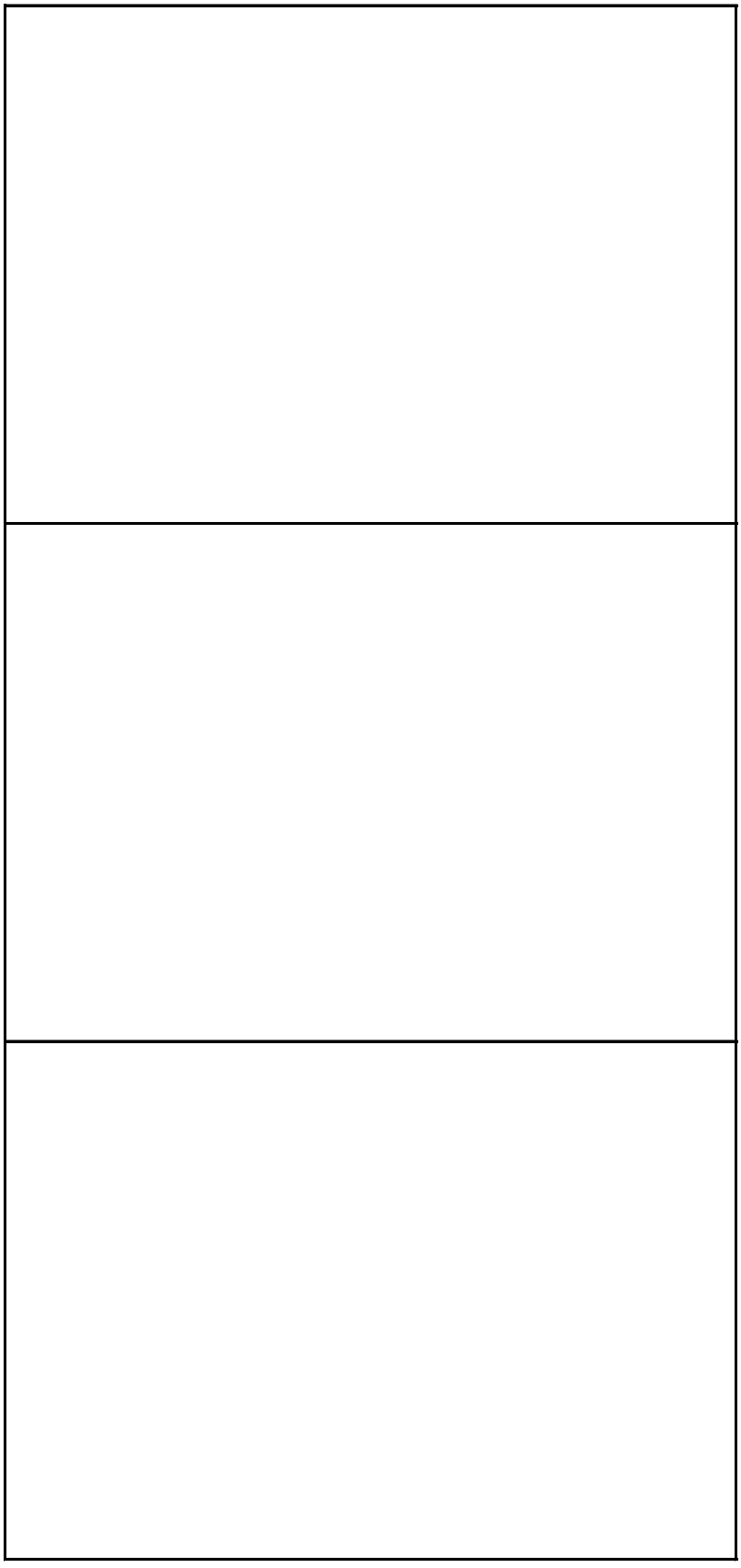
Residents, contributors, councillors, staff and identifiable people in photos.	Other personal data: Names; usernames; public profile information; contact details; comments/messages; submissions; identifiable images/voices; captions; permissions; mailing-list preferences; IP addresses, cookie identifiers and usage information where collected.
Staff, councillors, correspondents and system users.	Other personal data: Names; work contacts; usernames; account identifiers/permissions; protected authentication information; IP/device identifiers; sign-in dates/times; security logs; support details; ordinary personal information in emails/files/backups.
Affected people, reporters, staff and witnesses.	Other personal data: Affected people's/reporter/witness names and contacts; staff identities/roles; unintended-recipient details; incident facts/dates; access records; actions; risk assessments; notification details and outcomes; necessary incident evidence.

Categories of Special Category data
Disability, health and interview adjustments; racial or ethnic origin, religion, sexual orientation or other special category details collected for equality monitoring.
Disability, health and interview adjustments; racial or ethnic origin, religion, sexual orientation or other special category details collected for equality monitoring.

Health information revealed by sick pay or ill-health retirement; trade union membership revealed by subscription deductions.
Medical conditions; disability; sickness reasons; fit-note details; occupational health recommendations; mental health; treatment; workplace adjustments; return-to-work health information.
Political opinions/affiliation; declared trade union membership; religious beliefs; health/disability and adjustment needs.

Political opinions; health/disability; religion; union membership or other special category details in meeting papers or discussions.
Health/disability; racial or ethnic origin; religion; political opinions; sexual orientation or other special category information relevant to a complaint.
Any health, political, religious, union or other special category details in the request or records reviewed.

Any health, disability, political, religious, union or other special category information in the request or search results.
Health/disability information for accessibility; religious beliefs or political opinions where booking details reveal these about an identifiable person.



Religious beliefs, health or other special category details about living people, where recorded or revealed. Deceased-only details are outside personal-data rules.

Injuries; medical conditions; disability; treatment; first-aid information; medical evidence and health assessments.
Identifiable beneficiaries’ health, disability, racial/ethnic origin, religious beliefs or other special category details, if received.
Disability/accessibility information; allergies/health details; dietary information revealing health or religion; attendance revealing an individual’s political or religious views.

Posts, images or messages revealing health/disability, racial/ethnic origin, political opinions, religion, union membership or other special category information.
Any special category information in email, files, support requests or backups. Biometric information only if used to uniquely identify people.
Any health, union or other special category information exposed or necessarily included in incident evidence.

Article6
Legal obligation
Contract

Legal obligation
Legal obligation
Public Task

Public Task
Public Task
Legal obligation

Proposed — confirm: Not required for ordinary requester details. Necessary sensitive/offence handling needs its own valid condition/authority; record it for the records concerned.
Contract
Contract

Contract
Contract
Legal obligation

Public Task

Public Task

Contract

Legal obligation
Proposed — confirm: Not normally needed for contacts/decisions. Identifiable sensitive beneficiaries require a separately justified Schedule 1 condition where relevant; prefer anonymous reports.
Proposed — confirm: Ordinary ticket/payment data needs none. No Schedule 1 condition required solely for 9(2)(a) explicit consent; assess other routes separately.

Proposed — confirm: No routine condition for ordinary content. Any necessary special data needs an assessed condition; public availability alone is insufficient.
Proposed — confirm: Preserve the conditions and safeguards of underlying sensitive records; assess additional monitoring/investigation uses separately. Offence data needs an Article 10 route.
Proposed — confirm: Necessary sensitive/offence evidence needs an applicable condition/authority; minimise content. A breach itself does not create a Schedule 1 permission.

Article 9

Employment, social security and social protection

Employment, social security and social protection

Employment, social security and social protection

Employment, social security and social protection

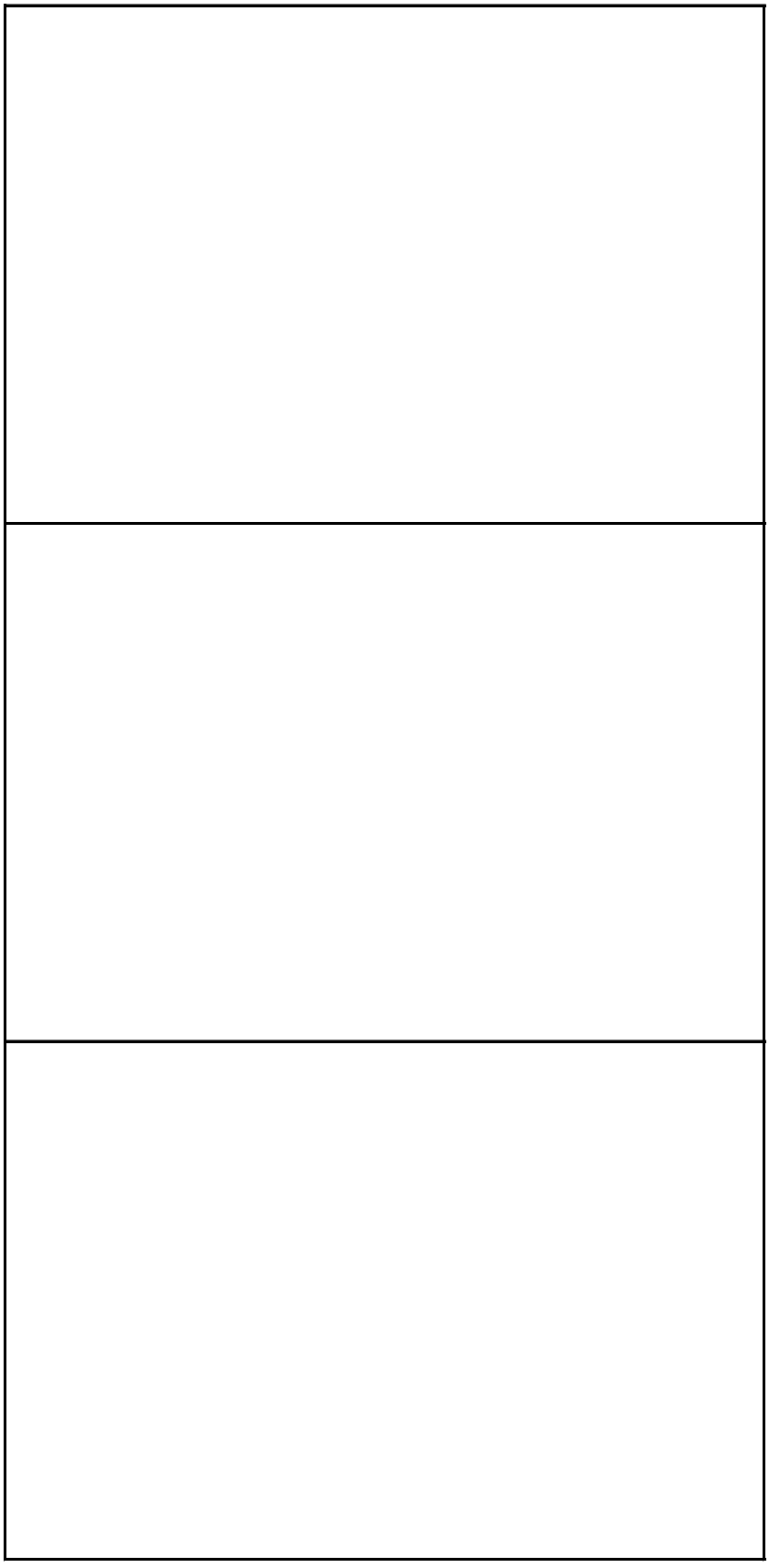
Certain not-for-profit bodies

Certain not-for-profit bodies

Certain not-for-profit bodies

Certain not-for-profit bodies

Proposed — confirm: 6(1)(c): comply with UK GDPR/DPA 2018 personal-information rights. Keep identity checks proportionate.



Certain not-for-profit bodies

legal claims/ judicial acts
Proposed — confirm: 6(1)(e): grant scheme under the council power used. 6(1)(c): financial record duties. Confirm each scheme's authority.
Proposed — confirm: 6(1)(b): individual ticket contracts. 6(1)(e): council event functions where appropriate. 6(1)(c): required financial records.

Proposed — confirm: 6(1)(e): necessary council public information. 6(1)(a): genuinely optional consent-based uses where appropriate. Check PECR separately for cookies/marketing.
Proposed — confirm: 6(1)(e): administration of council functions. 6(1)(c): data-security duties. Assess any staff monitoring purpose separately.
Proposed — confirm: 6(1)(c): UK GDPR security, breach notification and accountability duties.

Where do we keep it?	Name and contact details of joint controller (if applicable)
Recruitment emails, electronic files and paper	n/a
Recruitment emails, electronic files and paper	n/a

Internal electronic files, payroll software, pension administrator software, finance software, paper files.	n/a
Internal electronic files, payroll software, pension administrator software, finance software, paper files.	n/a
Council files, email, committee papers and website.	n/a

Council files, email, committee papers and website.	n/a
Council email, service files and paper; website forms if used.	n/a
Council email and restricted request folders.	n/a

Restricted request folders and council email.	n/a
Nexudus, booking files, council email and exports.	n/a
Stripe, Nexudus, SumUp, bank and Rialtas Omega.	n/a

Salto KS; Nexudus link if operating; access administration records.	n/a
Rialtas Omega, bank, finance files, email and paper.	n/a
Finance files, Rialtas Omega, bank, email and paper.	n/a

Restricted finance/legal files, email and court systems if used.	n/a
Cemetery registers/files, paper and email; software to confirm; Rialtas for fees.	n/a
Council email, contract/inspection files, paper and Rialtas for payments.	n/a

Restricted incident files, accident book, email and insurer system if used.	n/a
Grant files, email, committee papers, Rialtas and website decision records.	n/a
We’ve Got Tickets, SumUp, event files and email.	n/a

Council website; Facebook; X/Twitter if still used; host/analytics to confirm.	n/a
Council email, shared storage, devices and backups; providers to confirm.	n/a
Restricted incident log, evidence files and email.	n/a

Recipient
Recruiting staff, interview panel and officers where needed.
Recruiting staff, interview panel and officers where needed.

Payroll provider, HMRC, pension fund, bank and auditors where needed.
Payroll provider, HMRC, pension fund, bank and auditors where needed.
Relevant officers, monitoring officer and the public for information that must lawfully be published.

Councillors, staff and the public for information suitable for publication.
Relevant staff, councillors or advisers where there is a justified need.
Staff/advisers helping with the request; requester after disclosure checks; ICO where needed.

Authorised staff/advisers, verified requester or representative, ICO where needed.
Venues/finance staff, Nexudus, payment providers and access provider where needed.
Finance staff, payment providers, banks and auditors where needed.

Authorised access staff and relevant suppliers
Finance staff/approvers, bank, accounting support, auditors and HMRC where required.
Finance staff, approvers, bank and auditors; public only after disclosure checks.

Relevant staff/ councillors, legal advisers, courts and appointed insurers/recovery providers where needed.
Cemetery staff, relevant funeral directors/stonemasons and people with lawful register access.
Relevant officers, contractors and advisers/insurers where needed.

Relevant staff, insurers/advisers and authorities where required.
Relevant staff/councillors, bank, auditors and public for suitable decision details.
Event/finance staff, ticket/payment providers and organisers where justified.

Public, communications staff and website/social media providers.
Authorised administrators, IT/cloud support and security advisers where needed.
Incident team, relevant advisers, ICO and affected people where required.

Disclosure
Service providers: HR, Payroll, Pension Administrators, IT, Nexudus. HMRC, other necesarry government departments.
Service providers: HR, Payroll, Pension Administrators, IT, Nexudus. HMRC, other necesarry government departments.

Payroll provider, HMRC, pension fund, bank and auditors where needed.
Service providers: HR, Payroll, Pension Administrators, HMRC, other necesarry government departments.

Public via website
Relevant service officers; councillors only where necessary; advisers/contractors/competent authorities where justified. Do not automatically forward full complaint files.
Requester receives only the information lawfully disclosable; authorised staff/advisers assist; ICO/tribunal if needed.

Verified individual or authorised representative; authorised staff/data protection adviser; ICO where required. Protect other people’s information.
Authorised venues/finance staff; Nexudus; Stripe for payments; Salto KS only necessary access data where integrated. Confirm supplier legal entities and actual integration.
Authorised finance staff; Stripe; SumUp where used; banks/payment networks; Nexudus transaction status; auditors where needed.

Authorised access administrators; Salto supplier/support and installer where necessary; Nexudus if linked; police where justified.
Authorised finance staff/signatories; bank; Rialtas/support; internal/external auditors; HMRC where required. Public payment listings only after appropriate review.
Finance officers/approvers and bank; auditors where required; requester/public only following lawful redaction/disclosure checks.

Relevant RFO/Town Clerk; legal advisers; court; insurer or appointed recovery provider if used.
Cemetery officers; relevant funeral directors/memorial masons; lawful register enquirers; archive provider where applicable.

Relevant officers; insurer/broker/legal adviser HSE or other authority for required reports.
Relevant officers/councillors; bank and auditors; public through appropriate grant decisions/minutes. Exclude bank details and unnecessary beneficiary identities.
Authorised events/finance staff; We’ve Got Tickets; SumUp/payment providers; organisers only where justified and explained. Confirm actual attendee exports.

Public via website/social platforms; website host; Facebook/X providers if active; mailing/analytics providers if used. Confirm provider names and optional tracking.
Authorised staff/councillors for their work; IT/cloud/email suppliers and support administrators (confirm names); security advisers where needed. No general public access.
Authorised incident team; data protection/legal/IT advisers; ICO and affected people when required. Limit incident evidence and use secure notification.

Names of third countries or international organisations that personal data are transferred to (if applicable)
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

none
none
none

General description of technical and organisational security measures (if possible)
Data protection training, staff briefings, policies and procedures. Files restricted to officers and councilors who need them to fulfil their role and responsibilities. Passwords, locked paper storage, confidential shedding contractor.
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Link to retention and erasure policy document (in relation to Special Category data)
Under review
Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Under review

Is personal data retained and erased in accordance with the policy document?
under review
under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

Reasons for not adhering to policy document (if applicable)
under review
under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

under review

Finance & Resources Committee Proposed Budget 2027/28

100 Admin

Line	GL Code	Description	Proposed 2027/28 Budget	Notes
1	3210	Admin Charges	3,000	Reduced to reflect WFA administrator.
Total Income			**3,000**	
2	4100	Salaries/Superann/NI	122,000	100% Town Clerk and RFO. Includes incremental pay where appropriate, employer NI and pension costs, anticipated NJC pay increase at 3.3%
3	5110	Stationery	1,000	
4	5120	Photocopying Costs	3,200	£1,200 Swift Digital. £2,000 Siemens.
5	5200	Postage	100	
6	5210	Telephone and Comms	5,762	£5,500 (1/3 of overall costs of phones) + broadband in full at £262.
7	5310	Office Equipment	1,000	
8	5340	Website Costs	1,500	Increased to reflect improvements.
9	5360	Computer Hardware Software	15,700	Precautionary budet for 1 laptop replacement (£700). Adobe (£1,500). Canva (£120). Rialtas (£4,000). Payroll software solution (£1,600), Events/ Lettings software solution (£4,800). Chat GPT (£500). OPUS (2,200).
10				Line to be removed.
11	7100	Travel & Subsistance	1,000	
12	7300	Staff & Councillors Training	10,000	Training needs analysis still to be completed.
13	7500	Legal & Professional Fees	12,500	£1,000 Rialtas Year End Support Consultant. Initial £5,000 for legal fees if required. Internal and External Audit fees £5,000. Employee Assist Programme £1,350.
14	7600	Subscriptions	3,000	OALC. ICCM. SLCC. NALC. Cemetery mapping.
15	7630	Bank Fees	500	
16	7650	Insurance	14,000	Increased to reflect repair of mayors chain and increased level of insurable assets.
Total Expenditure			**191,262**	
Net			**-188,262**	

101 Grants

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
17	7670	Grants-Voluntary Organisations	16,500	to be discussed - free use to be debited from here and credited to lettings income.
18	7671	Grant Theatre C/N	5,000	
19	7672	Grant Lido C/N	5,000	
20	7673	Grant Museum	3,500	
Total Expenditure			**30,000**	
Net			**-30,000**	

102 Misc

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
21	3100	Precept Income	515,250	Data allocation not provided by WODC to date therefore this is 2026/27 figure.
22	3180	Interest Receivable	6,000	Investment dividends
23	3230	Manorial Land (Pace Petroleum)	16,000	
Total Income			**537,250**	
24	7735	HR Retained Service	2,250	
25	7740	Health & Safety Services	3,000	H&S professional support contract.
Total Expenditure			**5,250**	
Net			**532,000**	

120 Greystones

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
26	3110	Rents Receivable	2,540	
27	3111	Rugby Club Right Of Access	175	
Total Income			**2,715**	
28	6210	Rates	100	
29	6400	Repairs and Maintenance	1,500	
Total Expenditure			**1,600**	
Net			**1,115**	

200 Mayors Allowance

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
30	7690	Mayors Allowance	1,500	
Total Expenditure			**1,500**	
Net			**-1,500**	

	Proposed 2027/28 Budget
Overall Income	542,965
Overall Expenditure	229,612
Overal Net	**313,353**

Community Committee Proposed Budget 2027/28

110 Town Hall

Line	GL Code	Description	Proposed 2027/28 Budget	Notes
31	3115	Lettings Income	56,700	Based on data provided by Events Officer.
32	3116	Free use granted	0	To be discussed at F&R.
Total Income			**56,700**	
33	4100	Salaries/Superann/NI	30,000	33.3% of Admin, Lettings and Events Officer. 50% of planned Caretaker. Includes incremental pay where appropriate, employer NI and pension costs, anticipated NJC pay increase at 3.3%
34	5140	Promotion	1,000	
35	5210	Telephone and Comms	5,762	£5,500 (1/3 of overall costs of phones) +Town Hall broadband in full at £262.
36	6110	Heat and Light	18,202	6 months elect on new contract starting October 2027 (2,500) and 6 months on existing contract ending (9,634) + 12 months gas on existing contract (£6827)
37	6130	Water & Sewerage	900	Castle Water charges only.
38	6210	Rates	1,357	
39	7740	H&S	3,400	Includes Legionella management £1,000. Fire alarm safety inspections, monitoring and response, £530. Emergency lights testing and inspections £450 . Annual gas safety inspections £600. Fire extinguisher service and inspections £300. Security alarms £300. CCTV £200.
40	6310	Cleaning / Sanitary Expenses	8,700	£8,000 cleaning contractor. PHS contract £700.
41	6330	Waste Disposal	3,000	
42	6400	Repairs and Maintenance	7,500	Nominal amount to cover unexpected issue (5,300). Window cleaning (700) Gutter cleaning (1,500) +
43	7610	Licences	2,000	PRS/ PPL/ LOTTERY/ PREMISE
Total Expenditure			**81,821**	
Net			**-25,121**	

115 Glyme Hall

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
44	3115	Lettings Income	26,750	
45	3116	Free use granted		To be discussed at F&R.
46				Line to be removed.
Total Income			**26,750**	
47	4100	Salaries/Superann/NI	30,000	33.3% of Admin, Lettings and Events Officer. 50% of planned Caretaker. Includes incremental pay where appropriate, employer NI and pension costs, anticipated NJC pay increase at 3.3%
48	5140	Promotion	1,000	
49	5210	Telephone and Comms	5,762	£5,500 (1/3 of overall costs of phones) + broadband in full at £262.
50	6110	Heat and Light	10,000	As per contracts
51	6130	Water & Sewerage	1,500	Includes 2 x septic tank removals.
52	6200	Rent	5,000	
53	6210	Rates	8,880	
54	7740	H&S	3,000	Includes Legionella management £500. Fire alarm safety inspections, monitoring and response £530. Emergency lights testing and inspections £416. Annual gas safety inspections £300 . Fire extinguisher service and inspections £300. Security alarms £350. CCTV £250.
55	6310	Cleaning (supplies)/ Sanitary Expenses	8,700	£8,000 cleaning contractor. PHS contract £700.
56	6330	Waste Disposal	3,000	
57	6400	Repairs and Maintenance	4,000	£1,700 gutter and window cleans. £2,300 for unexpected costs.
Total Expenditure			**80,842**	
Net			**-54,092**	

151 Recreation

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
Total Income			**0**	
58	6200	Rent	550	
59	6400	Repairs and Maintenance	5,500	Nominal amount to cover unexpected issues. Includes £1,000 cable way servicing.
60	6410	New Equipment	2,000	£1,000 c/f from 2026/27 to EMR - annual event.
61	6420	Litter/Dog Bin Emptying	3,000	
62	6440	ROSPA Inspection	800	
Total Expenditure			**11,850**	
Net			**-11,850**	

160 Events

Inc/ Exp	GL Code	Description	Proposed 2027/28 Budget	Notes
Total Income			**0**	
63	4100	Salaries/Superann/NI	14,000	33.3% of Admin, Lettings and Events Officer. Includes incremental pay where appropriate, employer NI and pension costs, anticipated NJC pay increase at 3.3%
64	6407	Xmas Lights/Trees	15,000	New contract £10,000 and £5,000 expansion works.
65	6414	Events	10,000	
Total Expenditure			**39,000**	
Net			**-39,000**	

	Proposed 2027/28 Budget
Overall Income	83,450
Overall Expenditure	213,513
Overal Net	**-130,063**

Strategic Planning Committee Proposed Budget 2027/28

130 Cemetery

Line	GL Code	Description	Proposed 2027/28 Budget	Notes
66	3190	Interments & Memorials	4,500	Estimate based on 2026/27
67	3191	Grave Purchase	2,500	Estimate based on 2026/27
Total Income			**7,000**	
68	6130	Water & Sewerage	100	
69	6210	Rates	4,500	
70	6400	Repairs and Maintenance	1,000	Nominal amount (£1,000) to cover unexpected issues.
71	6490	Trees/Flower Beds	5,000	
72	6469	Pest Control	200	
73	6471	Skips for cemetery	3,500	
Total Expenditure			**14,300**	
Net income over Expenditure			**-7,300**	

140 Closed Churchyard

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
74	6400	Repairs and Maintenance	500	Nominal amount to cover unexpected issues.
Total Expenditure			**500**	
Net income over Expenditure			**-500**	

145 Grounds Maintenance

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
75	4100	Salaries/Superann/NI	138,200	100% of Estates Officer and grounds maintenance existing and future staff. Includes incremental pay where appropriate, employer NI and pension costs, anticipated NJC pay increase at 3.3%
76	5210	Telephone and Comms	5,762	£5,500 (1/3 of overall costs of phones) + broadband in full at £262.
77	6110	Heat and Light	2,000	
78	6200	Rent	35,000	Includes service charges.
79	6210	Rates	8,000	
80	6321	Vehicle Insurance	4,000	
81	6322	Fuel	2,500	
82	6319	Public Works Loan	15,300	2 x installments for loan.
83	6324	Tools & Equipment	4,000	Planned purchases
84	6325	PPE	1,000	Includes uniform costs.
85	6400	Repairs and Maintenance	8,000	
86	6418	Defibrillators	1,000	
87	6485	Plants & Sundries, Trees & flower beds	3,000	
88	6495	Street Furniture	1,000	Nominal amount to cover unexpected expenses.
89	7740	H&S	2,500	Includes Legionella management £850. Fire alarm safety inspections, moniitoring and response £530. Emergency lights testing and inspections £200. Fire extinguisher service and inspections £300. Security alarms £350. CCTV £200.
90	6310	Cleaning / Sanitary Expenses	100	Cleaning supplies for Depot
Total Expenditure			**231,362**	
Net income over Expenditure			**-231,362**	

180 Pool Meadow

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
91	6417	Maintenance	5,000	£4,500 into EMR for phase 2.
Total Expenditure			**5,000**	
Net income over Expenditure			**-5,000**	

185 Millenium Garden

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
92	6417	Maintenance	250	
Total Expenditure			**250**	
Net income over Expenditure			**-250**	

186 War memorial

Line No	GL Code	Description	Proposed 2027/28 Budget	Notes
93	6470	War Memorial	250	
Total Expenditure			**250**	
Net income over Expenditure			**-250**	

	Proposed 2027/28 Budget
Overall Income	7,000
Overall Expenditure	251,662
Overal Net	**-244,662**

Chipping Norton Town Council Proposed Budget 2027/28

	Proposed 2027/28
	Budget
Overall Income	633,415
Overall Expenditure	694,787
Overal Net	**-61,372**

	Account	Opening Balance	Income	Expenditure	Closing Balance
2135	EMR Skate Park Fund	35,000.00	20,701.00	20,000.01	35,700.99
2138	EMR Pool Meadow Project	21,808.50	0.00	14,823.42	6,985.08
2139	EMR Defibrillators	2,424.55	0.00	0.00	2,424.55
2142	EMR TH Restoration/repairs	107,076.74	975.00	16,444.00	91,607.74
2148	EMR Street Scene Projects	18,675.88	0.00	0.00	18,675.88
2149	EM Recreation Equipment/Repair	1,860.37	0.00	0.00	1,860.37
2152	EMR Professional Fees	87.55	0.00	0.00	87.55
2160	EMR Elections	5,900.00	0.00	0.00	5,900.00
2161	EMR Staffing Contingency	6,259.59	1,208.33	0.00	7,467.92
2163	EMR 2025 Mayor's Charity Event	855.00	0.00	0.00	855.00
2164	EMR Grounds Maintenance	5,550.25	0.00	0.00	5,550.25
2165	EMR Facilities Equipment	9,443.00	0.00	0.00	9,443.00
2166	EMR Burial Ground	0.00	15,000.01	0.00	15,000.01
		214,941.43	**37,884.34**	**51,267.43**	**201,558.34**

Suggested EMR movements.

1. 2138 Pool Meadow Project – Consider transferring £7,000 into this reserve from EMR 2148 (Street Scene Projects) to support completion of the Pool Meadow project. – see point 3 below.

2. 2139 Defibrillators – Consider reducing this reserve by £1,000 and retaining the balance towards the cost of a replacement defibrillator, if required.

3. 2148 Street Scene Projects – Consider transferring £7,000 to the Pool Meadow Project reserve. – see point 1 above.

    a. Transfer a further £6,675 to 2149 Recreation Equipment and Repair to address repair and replacement costs as equipment gets older. This leaves approximately £5,000 in the reserve for Street Scene Projects.

4. 2152 Professional Fees – Transfer £87.55 to 2149 Recreation Equipment and Repair and close this EMR.

5. 2161 Staffing Contingency – Consider transferring £6,000 to nominal code 6400, cost centre 145, in the current year's budget to offset the cost of contractors engaged to cover maintenance team staff shortages.

    a. Consider transferring the remaining balance of approximately £1,468 to the training budget in the current financial year to support new maintenance team staff and the Deputy Clerk undertaking the mandatory CiLCA qualification.

6. 2164 Grounds Maintenance – Transfer £5,550 to nominal code 6400, cost centre 145, in the 2027/28 budget to fund the planned purchase of a Billy Goat and chipper and close the EMR.

7. 2165 Facilities Equipment – Transfer £9,443 to nominal code 6400, cost centre 115, in the current financial year to fund the Salto installation at Glyme Hall and reduce the anticipated overspend against this code. Staff cost savings identified during the year had been earmarked to fund the installation.