



CHIPPINGNORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK and CEO: Katherine Jang

12th November 2024

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: 18th November 2024

TIME: 6:30pm

Katherine Jang
Acting Town Clerk and CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. 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

- a. To approve the minutes of the Finance and Resources Committee meeting held on 23rd September 2024.
- b. To note the minutes of the Staffing Sub-Committee held on 1st October 2024
- c. To note the minutes of the Staffing Sub-Committee held on the 25th October 2024

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

To note the committee action plan.

6. Income and expenditure

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

7. Schedule of payments for approval

To receive the schedule of payments.

8. Forward work programme

- a. To review the following policies:
 - i. CCTV Compliance
- b. To approve the following policies:
 - i. Flexible Working Requests Policy
 - ii. Hybrid Working Policy
 - iii. Maternity Leave Policy
 - iv. Paternity Leave Policy
 - v. Shared Parental Leave Policy
 - vi. Parental Bereavement Leave Policy
 - vii. Adoption Leave Policy

9. Interim Audit Report

To receive the interim audit report from the Council's Internal Auditor.

10. Committee Budget 2025/26

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2025/26 to help inform the overall budget.

11. Draft annual budget setting for 2025/26

To receive a report regarding the budget setting for 2025/26 and send a recommended draft budget to the next Full Council meeting.

12. Date of next meeting – Monday 3rd February 2025