



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee meeting held on the 23rd September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Alex Keyser (substituting), Emily Weaver (entered at 18:39)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative (entered at 18:49)

No members of the public were present

FR14	Apologies for absence Apologies were received from Cllrs Whitmill and Bibby.
FR15	Declaration of interests None received
FR16	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed and approved the minutes of the Finance and Resources Committee meeting as an accurate record held on the 8th July 2024.b. Members noted the minutes of the Staffing Sub-Committee held on the 13th August 2024.
FR17	Public Participation None received
FR18	Committee Action Plan Members reviewed the ongoing committee action plan.
FR19	Income and Expenditure Members received detailed current income and expenditure reports by budget heading. Members noted that the Legal and Professional Fees have been overspent, but members are aware that this is due to retaining the external health and safety consultant. 6417 – Pool Meadow: Members noted that the overspend was due to medium priority tree works undertaken. 6408 – Members queried the £15,000 budget for the Town Hall equipment and asked if there were plans to upgrade the PA system in the Upper Hall. To follow up with the



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	Facilities and Events Officer and Cllr Keyser following their recent meeting with an audio engineer.
FR20	<p>Schedule of payments for approval</p> <p>Members received the schedule of payments</p> <p>Members noted that the portion of the Guildhall rent that the Town Council pays has exceeded the budget due to the work taking place to replace the fire doors. As the Town Council has a Licence to Occupy and not a traditional lease, the Town Council is obligated to pay for a portion of any work taking place on site. This will be marked as an overspend from general reserves.</p> <p>Members noted that the £13,554.45 payment would be taken from general reserves.</p>
FR21	<p>Appointment of Internal Auditor</p> <p>Members received a report from the Responsible Finance Officer regarding the appointment of the Council's internal auditor.</p> <p>Cllrs noted that it is good practice to regularly change internal auditors, and agreed to change next year which would mark 5-years with the current auditor.</p> <p>Cllr Rickard proposed to continue with the current internal auditor for another year, seconded by Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council chooses to appoint Auditing Solutions Ltd for the current financial year.</p>
FR22	<p>External Audit Report and Certificate</p> <p>Members received the report from the Council's external auditor and noted the statement of conclusion of audit.</p> <p>Members thanked the Responsible Finance Officer for her hard work to ensure that the audit went smoothly.</p>
FR23	<p>Retained HR Services</p> <p>Members received a recommendation from the Staffing Sub-Committee regarding retaining an external HR consultant.</p> <p>Cllr Coleman proposed to accept the quote to retain an external HR consultant (Critchley's HR Services), seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the council agrees to retain Critchley's HR Services at an ongoing cost of £195 per month excluding VAT.</p>
FR24	<p>Forward Work Programme</p> <p>a. Members reviewed the following policies:</p> <p>a. Mayor's Allowances</p> <p>Members agreed to replace the last paragraph of the policy noting that the Mayor's allowance is not paid as a round sum. To amend the policy to align with the working practice being paid in arrears upon proof of receipt.</p> <p>b. Investment Strategy</p> <p>Members wanted to ensure that the funds were invested ethically and</p>



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	<p>that was reflected in the policy. To follow up with the Responsible Finance Officer with this.</p> <p>b. Members approved the following draft policy:</p> <p>a. Flag Flying Policy</p> <p>Members received a draft Flag Flying Policy.</p> <p>Cllr Keyser proposed that the Flag Flying Policy is adopted as written with one amendment to include the flag flying calendar as the second page, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Flag Flying Policy is adopted as written and to include the flag flying calendar on the second page.</p>
FR25	<p>Grants</p> <p>a. Members received a grant application requesting £1,500 from Chipping Norton Music Festival.</p> <p>Cllr Coleman proposed that the Chipping Norton Music Festival is given £750 with the stipulation that they work with the Facilities and Events Officer to ensure that the use of the Town Hall is not impacted outside of their booked hours, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the Chipping Norton Music Festival is given £750 with a stipulation that they must work with the Facilities and Events Officer to ensure that the use of the Town Hall is not interrupted. Cllrs would also like to request an update report for next year noting how children in Chipping Norton schools have benefited from the grant funding.</p> <p>b. Members received and noted letters of thanks following the recent grant applications.</p>
FR26	<p>Date of the next meeting</p> <p>Monday 18th November 2024</p>

The Chair closed the meeting at 7:43pm.

Signed as an accurate record.....

Date.....