



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

17th September 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: 23rd September 2024

TIME: 6:30pm

Luci Ashbourne
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

- To approve the minutes of the Finance and Resources Committee meeting held on 8th July 2024.
- To note the minutes of the Staffing Sub-Committee held on 13th August 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 review 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. Appointment of Internal Auditor

To receive a report from the Responsible Finance Officer and appoint the Council's internal auditor.

9. External Audit Report and Certificate

To receive the report from the Council's external auditor and note the statement of conclusion of audit.

10.Retained HR Services

To receive a recommendation from the Staffing Sub-Committee regarding this and agree next steps.

11.Forward work programme

- a. To review the following policies:
 - i. Mayor's Allowances
 - ii. Investment Strategy

- b. To approve the following policies
 - i. Flag flying policy

12. Grants

- a. To receive a grant application from Chipping Norton Music Festival.
- b. To receive and note communication of thanks following the recent grant applications.

13.Date of next meeting – Monday 18th November 2024