



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

4<sup>th</sup> June 2024

## **SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 10<sup>th</sup> June 2024

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Luci Ashbourne  
Town Clerk

### 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 consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto: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 annual Council Meeting held on 13<sup>th</sup> May 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. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**7. East Chipping Norton development**

To receive an update on the status of the East Chipping Norton Development.

**8. Civic announcements**

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

**9. Reports from representatives of outside bodies**

To receive an update from members who sit on outside bodies.

**10. To receive the accounts and balance sheet for 2023-24**

To receive the accounts for year ending 31st March 2023.

**11. To receive the internal audit reports for 2023-24**

To receive and note a report from the internal auditor.

**12. AGAR Section 1 – Governance Statements**

To approve the AGAR Section one Governance Statement. Once approved the statement should be signed by the Town Clerk and the Mayor

**13. AGAR Section 2 – Accounting Statements**

To approve the AGAR Section one Accounting Statements. Once approved the statements should be signed by the Clerk and the Mayor.

**14. Notice of public rights and the publication of the AGAR**

For Council to note the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

**15. Cemetery**

To receive a memorial request and agree next steps.

**16. The Safety Bill**

To receive a request for the Council to support a campaign to improve the safety of lithium batteries and their disposal.

**17. Planning Applications**

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

**18. Skatepark tender report**

To receive a report from the Town Clerk following the submission of tenders for the skatepark project for Council to select a preferred contractor.

**19. Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 20.

**20. Property matters**

To receive a confidential report from the Town Clerk and agree next steps.

**21. Date of the next meeting – Monday 22<sup>nd</sup> July 2024**