



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: Katherine Jang

11th March 2025

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: 17th March 2025

TIME: 6:30pm

Katherine Jang
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 3rd February 2025.

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:
 - a. Health and Safety Policy
- b. To consider the following draft policy:
 - a. Safeguarding Policy

9. Earmarked Reserves for 2025-26

To review underspends from FY 2024-25 and consider earmarked reserves for 2025-26

10. Date of next meeting – 14th July 2025



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

Minutes of a Finance & Resources Committee meeting held on the 3rd February 2025, at 6:30pm in the Council Chamber

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Dom Rickard, Sandra Coleman Ben Bibby and Natasha Whitmill

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

2 members of the public

FR14	Apologies for absence. Cllr Ritsperis
FR15	Declaration of interests. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church. Community Land Trust and her husband is a Transition committee member Cllr Bibby declared is a member of the Pride committee and his wife is on CHAOS committee. Cllr Weaver announced that she may soon be joining the Pride committee.
FR16	Minutes RESOLVED: The Chair signed and approved the minutes of the Finance and Resources Committee as an accurate record held on the 18 th November 2024.
FR17	Public Participation A representative from Lowlands Rescue Oxfordshire introduced their organisation, explaining that they are a search and rescue team called out on average every four days. They collaborate with Thames Valley Police to search for vulnerable individuals. Lowlands Rescue Oxfordshire is looking to purchase more drones to aid in their search efforts. They are not in receipt of government funding.
FR18	Committee action plan Members noted the committee action plan.
FR19	Income and expenditure Members received detailed current income and expenditure reports and explanations from The Responsible Finance Officer on specific budget lines.
FR20	Schedule of payments for approval Members received the schedule of payments. No queries were raised.
FR 21	Forward work program Members reviewed the following policies: a. Social Media Policy Typo noted "abuse of language" should be changed to "abusive language." Cllr Coleman emphasised the importance of councillors understanding the policy. members discussed that there should be a clear distinction between personal and professional opinions.



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

	<p>b. Communication Policy</p> <p>Minor formatting change to communication by email, internet and telephone policy.</p> <p>RESOLVED: Members agreed to the amendments mentioned above.</p>																																																																				
FR 22	<p>CCLA Funds</p> <p>Members received a verbal report from the Responsible Finance Officer regarding the transfer of funds from the Town Council's CCLA Funds to the instant access Unity Bank Account, to accommodate cashflow needs towards the end of the financial year.</p> <p>RECOMMENDATION: That the Council considers giving authority to the Responsible Finance Officer to transfer funds from CCLA to the instant access Unity Bank Account as required for cashflow purposes.</p> <p>It was noted that an application has been submitted for the Levelling Up Fund, though its approval is uncertain.</p> <p>RESOLVED: Cllr Cahill proposed, seconded by Cllr Finney, to authorise the Responsible Finance Officer to transfer funds from the CCLA deposit account to the Town Council current account as required. All in favour, motion carried.</p>																																																																				
FR 23	<p>Grants</p> <p>a. Members received and considered the second round of grant applications for Financial Year 2024/25.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Grant Applied for February 2025</th> <th>Grant Allocated February 2025</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>OP Woodcraft</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Pride</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Community Land Trust</td> <td>£1,500</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Community Church Holiday Club</td> <td>£2,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Ribberty Rabbit Crafting CIC</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Green Gym</td> <td>£1,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Witney Radio CIC</td> <td>£1,999</td> <td>0</td> <td></td> </tr> <tr> <td>CN Church Minis Toddler Group</td> <td>£1,000</td> <td>£500</td> <td>Free use of Glyme Hall</td> </tr> <tr> <td>Remix Youth Club</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Transition CN</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Lowland Rescue Oxfordshire</td> <td>£1,995</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Town Festival</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Theatre</td> <td>£2030</td> <td>£1,000</td> <td></td> </tr> <tr> <td>CHAOS</td> <td>£1,000</td> <td>£750</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total Allocated:</td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td>£8,250</td> </tr> </tbody> </table>	Organisation	Grant Applied for February 2025	Grant Allocated February 2025	Notes	OP Woodcraft	£2,000	0		CN Pride	£2,000	£1,500	Free use of Town Hall	CN Community Land Trust	£1,500	£500		CN Community Church Holiday Club	£2,000	£1,000		Ribberty Rabbit Crafting CIC	£2,000	0		CN Green Gym	£1,000	£1,000		Witney Radio CIC	£1,999	0		CN Church Minis Toddler Group	£1,000	£500	Free use of Glyme Hall	Remix Youth Club	£2,000	0		Transition CN	£2,000	0		Lowland Rescue Oxfordshire	£1,995	£500		CN Town Festival	£2,000	£1,500	Free use of Town Hall	CN Theatre	£2030	£1,000		CHAOS	£1,000	£750				Total Allocated:					£8,250
Organisation	Grant Applied for February 2025	Grant Allocated February 2025	Notes																																																																		
OP Woodcraft	£2,000	0																																																																			
CN Pride	£2,000	£1,500	Free use of Town Hall																																																																		
CN Community Land Trust	£1,500	£500																																																																			
CN Community Church Holiday Club	£2,000	£1,000																																																																			
Ribberty Rabbit Crafting CIC	£2,000	0																																																																			
CN Green Gym	£1,000	£1,000																																																																			
Witney Radio CIC	£1,999	0																																																																			
CN Church Minis Toddler Group	£1,000	£500	Free use of Glyme Hall																																																																		
Remix Youth Club	£2,000	0																																																																			
Transition CN	£2,000	0																																																																			
Lowland Rescue Oxfordshire	£1,995	£500																																																																			
CN Town Festival	£2,000	£1,500	Free use of Town Hall																																																																		
CN Theatre	£2030	£1,000																																																																			
CHAOS	£1,000	£750																																																																			
		Total Allocated:																																																																			
			£8,250																																																																		



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

	<p>RESOLVED: Cllr Bibby proposed to accept the grant funding for Round 2 as above, seconded by Cllr Rickard All in favour, motion carried.</p> <p>b. Members received a funding briefing report from the Chipping Norton Theatre regarding core funding in future years.</p>
FR26	<p>Date of the next meeting Monday 17th March 2025</p>

The Chair closed the meeting at 19.51.

DRAFT

Agenda item 5 – Committee action plan

The committee should review the action plan for the coming municipal year.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically. For review at this meeting: - H&S Policy - Safeguarding Policy
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	The fees and charges for council sites and assets are reviewed annually in March. The Community Committee has reviewed the hiring fees for the Town Hall and Glyme Hall (3 March 2025) The Strategic Planning Committee has reviewed the fees for Worcester Road Cemetery (10 March 2025)
Appoint the internal auditor	CNTC		September 2024	September 2025	The internal auditor was appointed at the F&R meeting September 2025. The RFO has booked a Rialtas year-end closedown on the 25th April 2025.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	The interim audit report was received by the F&R Cttee in November 2024.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	Transparency page and Financial management page published on website. The publication page demonstrates how much is now available to residents via the Council's website.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Councillor training policy adopted.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	Second tranche of grants to considered at the F&R meeting Feb 2025. To be paid March 2025
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. All leases now signed as of August 2024.

Local Council Awards Scheme	CNTC/NALC	n/a	March 2024	September 2024	Final decision for the Quality award received August 2024. The next level of the scheme (Gold) requires a three-year business strategy plan and robust community engagement.
-----------------------------	-----------	-----	------------	----------------	--

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
FINANCE & RESOURCES								
<u>100 Administration</u>								
3210 Admin Charges	0	3	5,000	4,997			0.1%	
Administration :- Income	0	3	5,000	4,997			0.1%	0
4100 Salaries/Superann/Nl	12,485	158,400	175,000	16,600		16,600	90.5%	
5110 Stationery	0	449	1,000	551		551	44.9%	
5120 Photocopying Costs	524	2,481	3,200	719		719	77.5%	
5200 Postage	0	9	150	141		141	5.9%	
5210 Telephone and Comms	853	7,711	8,400	689		689	91.8%	
5310 Office Equipment	52	605	1,000	395		395	60.5%	
5340 Website Costs	0	955	1,000	45		45	95.5%	
5360 Computer Hardware/Software	50	1,567	3,000	1,433		1,433	52.2%	
6200 Rent	0	13,638	5,500	(8,138)		(8,138)	248.0%	
6210 Rates	259	2,847	2,700	(147)		(147)	105.5%	
7100 Travel & Subsistance	0	90	200	110		110	45.0%	
7300 Staff & Councillors Training	70	1,309	3,000	1,691		1,691	43.6%	
7500 Legal & Professional Fees	2,103	25,951	10,000	(15,951)		(15,951)	259.5%	11,143
7510 Audit Fees	0	2,375	2,500	125		125	95.0%	
7600 Subscriptions	0	2,216	2,300	84		84	96.3%	
7630 Bank Charges	23	304	250	(54)		(54)	121.6%	
7650 Insurance	0	10,121	9,500	(621)		(621)	106.5%	
7710 Election Expenses	0	200	6,100	5,900		5,900	3.3%	
7720 Other Miscellaneous Expenses	0	355	1,000	645		645	35.5%	
Administration :- Indirect Expenditure	16,417	231,584	235,800	4,216	0	4,216	98.2%	11,143
Net Income over Expenditure	(16,417)	(231,581)	(230,800)	781				
6000 plus Transfer from EMR	0	11,143	0	(11,143)				
Movement to/(from) Gen Reserve	(16,417)	(220,437)	(230,800)	(10,363)				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	8,250	16,500	8,250		8,250	50.0%	
7671 Grant Theatre C/N	0	3,000	3,000	0		0	100.0%	
7672 Grant Lido C/N	0	5,000	5,000	0		0	100.0%	
7673 Grant Museum	0	3,500	3,500	0		0	100.0%	
Grants :- Indirect Expenditure	0	19,750	28,000	8,250	0	8,250	70.5%	0
Net Expenditure	0	(19,750)	(28,000)	(8,250)				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	0	375,832	375,832	0			100.0%	
3180 Interest Receivable	1,743	20,186	20,000	(186)			100.9%	
3230 Manorial Land (Pace Petroleum)	0	11,250	15,000	3,750			75.0%	
3290 Miscellaneous Income	1,997	9,579	0	(9,579)			0.0%	7,582
3320 S106/grant income	6,206	12,011	0	(12,011)			0.0%	12,011
Miscellaneous :- Income	9,946	428,858	410,832	(18,026)			104.4%	19,593
4100 Salaries/Superann/Nl	1,763	19,054	20,000	946		946	95.3%	
6463 General Maintenance Supplies	42	801	750	(51)		(51)	106.7%	
6490 Trees/Flower Beds	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	1,802	8,804	7,500	(1,304)		(1,304)	117.4%	
7100 Travel & Subsistance	0	1,275	1,600	325		325	79.7%	
7720 Other Miscellaneous Expenses	36	673	1,200	527		527	56.1%	
Miscellaneous :- Indirect Expenditure	3,643	30,632	31,050	418	0	418	98.7%	0
Net Income over Expenditure	6,303	398,227	379,782	(18,445)				
6001 less Transfer to EMR	6,206	19,593	0	(19,593)				
Movement to/(from) Gen Reserve	97	378,634	379,782	1,148				
<u>120 Greystones</u>								
3110 Rents Receivable	0	0	2,540	2,540			0.0%	
3111 Rugby Club Right Of Access	0	0	175	175			0.0%	
Greystones :- Income	0	0	2,715	2,715			0.0%	0
6210 Rates	8	87	100	13		13	86.8%	
6400 Repairs and Maintenance	80	1,981	2,500	519		519	79.2%	
Greystones :- Indirect Expenditure	88	2,067	2,600	533	0	533	79.5%	0
Net Income over Expenditure	(88)	(2,067)	115	2,182				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	30	620	1,500	880		880	41.3%	
Mayors Allowance :- Indirect Expenditure	30	620	3,000	2,380	0	2,380	20.7%	0
Net Expenditure	(30)	(620)	(3,000)	(2,380)				
FINANCE & RESOURCES :- Income	9,946	428,861	418,547	(10,314)			102.5%	
Expenditure	20,178	284,652	300,450	15,798	0	15,798	94.7%	
Net Income over Expenditure	(10,232)	144,209	118,097	(26,112)				
plus Transfer from EMR	0	11,143	0	(11,143)				
less Transfer to EMR	6,206	19,593	0	(19,593)				
Movement to/(from) Gen Reserve	(16,438)	135,759	118,097	(17,662)				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY								
<u>110 Town Hall</u>								
3115 Lettings Income	10,790	58,016	70,000	11,984			82.9%	
3140 WODC Water Rates Contrib	0	0	100	100			0.0%	
3290 Miscellaneous Income	0	0	2,500	2,500			0.0%	
Town Hall :- Income	10,790	58,016	72,600	14,584			79.9%	0
4100 Salaries/Superann/NI	5,101	52,178	72,500	20,322		20,322	72.0%	
5140 Promotion	0	367	1,500	1,133		1,133	24.5%	
5210 Telephone and Comms	97	1,236	1,250	14		14	98.9%	
6110 Heat and Light	3,283	13,197	14,000	803		803	94.3%	
6130 Water & Sewerage	372	1,452	1,650	198		198	88.0%	
6210 Rates	1,029	11,321	11,500	179		179	98.4%	
6230 Window Cleaning	93	646	500	(146)		(146)	129.2%	
6240 Alarm/Fire Extinguisher Insp	21	994	1,600	606		606	62.1%	
6310 Cleaning / Sanitary Expenses	1,164	4,481	3,000	(1,481)		(1,481)	149.4%	
6330 Waste Disposal	134	1,716	1,000	(716)		(716)	171.6%	
6400 Repairs and Maintenance	7,122	17,634	10,000	(7,634)		(7,634)	176.3%	10,873
6402 Town Hall Restoration Fund	0	15,807	0	(15,807)		(15,807)	0.0%	15,807
6408 New Equipment	148	1,618	15,000	13,382		13,382	10.8%	
7610 Licences	232	2,410	800	(1,610)		(1,610)	301.2%	
7720 Other Miscellaneous Expenses	188	268	500	232		232	53.6%	
Town Hall :- Indirect Expenditure	18,985	125,326	134,800	9,474	0	9,474	93.0%	26,680
Net Income over Expenditure	(8,195)	(67,310)	(62,200)	5,110				
6000 plus Transfer from EMR	4,668	26,680	0	(26,680)				
Movement to/(from) Gen Reserve	(3,527)	(40,630)	(62,200)	(21,570)				
<u>115 Glyme Hall</u>								
3115 Lettings Income	2,799	2,939	0	(2,939)			0.0%	
Glyme Hall :- Income	2,799	2,939	0	(2,939)				0
Net Income	2,799	2,939	0	(2,939)				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	20	2,866	4,500	1,634		1,634	63.7%	
6410 New Equipment	0	7,170	10,000	2,830		2,830	71.7%	
6420 Litter/Dog Bin Emptying	0	2,611	1,000	(1,611)		(1,611)	261.1%	
6465 Contract	321	3,166	5,000	1,834		1,834	63.3%	

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7720 Other Miscellaneous Expenses	0	825	1,000	175		175	82.5%	
Recreation :- Indirect Expenditure	341	17,764	22,500	4,736	0	4,736	79.0%	0
Net Expenditure	(341)	(17,764)	(22,500)	(4,736)				
<u>160 Events</u>								
3331 Events income	153	4,149	0	(4,149)			0.0%	
Events :- Income	153	4,149	0	(4,149)				0
6400 Repairs and Maintenance	100	100	0	(100)		(100)	0.0%	
6407 Xmas Lights/Trees	0	19,698	19,000	(698)		(698)	103.7%	
6414 Events	238	14,184	10,000	(4,184)		(4,184)	141.8%	3,007
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	338	33,982	30,000	(3,982)	0	(3,982)	113.3%	3,007
Net Income over Expenditure	(185)	(29,833)	(30,000)	(167)				
6000 plus Transfer from EMR	0	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	(185)	(26,826)	(30,000)	(3,174)				
COMMUNITY :- Income	13,741	65,104	72,600	7,496			89.7%	
Expenditure	19,664	177,071	187,300	10,229	0	10,229	94.5%	
Net Income over Expenditure	(5,922)	(111,967)	(114,700)	(2,733)				
plus Transfer from EMR	4,668	29,687	0	(29,687)				
Movement to/(from) Gen Reserve	(1,254)	(82,280)	(114,700)	(32,420)				

STRATEGIC PLANNING130 Cemetery

3190 Interments & Memorials	542	6,392	15,000	8,608			42.6%	
3191 Grave Purchase	0	2,650	4,500	1,850			58.9%	
3290 Miscellaneous Income	0	150	0	(150)			0.0%	
Cemetery :- Income	542	9,192	19,500	10,308			47.1%	0
6130 Water & Sewerage	8	75	100	25		25	74.6%	
6210 Rates	317	3,494	3,500	6		6	99.8%	
6400 Repairs and Maintenance	115	3,746	12,500	8,754		8,754	30.0%	
6417 Maintenance	0	28	0	(28)		(28)	0.0%	
6465 Contract	811	7,549	10,000	2,451		2,451	75.5%	
6471 Skips for cemetery	235	705	600	(105)		(105)	117.5%	
7720 Other Miscellaneous Expenses	240	1,336	500	(836)		(836)	267.3%	
Cemetery :- Indirect Expenditure	1,725	16,933	27,200	10,267	0	10,267	62.3%	0
Net Income over Expenditure	(1,184)	(7,741)	(7,700)	41				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	550	3,967	5,000	1,033		1,033	79.3%	
6465 Contract	170	1,851	2,000	149		149	92.5%	
Closed Churchyard :- Indirect Expenditure	720	5,818	7,000	1,182	0	1,182	83.1%	0
Net Expenditure	(720)	(5,818)	(7,000)	(1,182)				
<u>145 StreetScene</u>								
6418 Defibrillators	218	478	500	22		22	95.7%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6465 Contract	26	52	0	(52)		(52)	0.0%	
6490 Trees/Flower Beds	0	1,963	1,000	(963)		(963)	196.3%	
6495 Street Furniture	0	12,426	3,000	(9,426)		(9,426)	414.2%	6,238
StreetScene :- Indirect Expenditure	244	14,919	5,500	(9,419)	0	(9,419)	271.3%	6,238
Net Expenditure	(244)	(14,919)	(5,500)	9,419				
6000 plus Transfer from EMR	0	6,238	0	(6,238)				
Movement to/(from) Gen Reserve	(244)	(8,681)	(5,500)	3,181				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	3,900	2,500	(1,400)		(1,400)	156.0%	
6430 Restoration Project	400	8,500	0	(8,500)		(8,500)	0.0%	8,500
Pool Meadow :- Indirect Expenditure	400	12,400	2,500	(9,900)	0	(9,900)	496.0%	8,500
Net Expenditure	(400)	(12,400)	(2,500)	9,900				
6000 plus Transfer from EMR	400	8,500	0	(8,500)				
Movement to/(from) Gen Reserve	0	(3,900)	(2,500)	1,400				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	26	283	500	217		217	56.6%	
Millennium Garden :- Indirect Expenditure	26	283	1,700	1,417	0	1,417	16.6%	0
Net Expenditure	(26)	(283)	(1,700)	(1,417)				
<u>186 War Memorial</u>								
6470 War Memorial	0	2,877	5,000	2,123		2,123	57.5%	
War Memorial :- Indirect Expenditure	0	2,877	5,000	2,123	0	2,123	57.5%	0
Net Expenditure	0	(2,877)	(5,000)	(2,123)				
STRATEGIC PLANNING :- Income	542	9,192	19,500	10,308			47.1%	
Expenditure	3,115	53,230	48,900	(4,330)	0	(4,330)	108.9%	
Net Income over Expenditure	(2,573)	(44,038)	(29,400)	14,638				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 11

Committee Report - YTD Feb 2025

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	400	14,738	0	(14,738)				
Movement to/(from) Gen Reserve	(2,173)	(29,300)	(29,400)	(100)				
Grand Totals:- Income	24,229	503,157	510,647	7,490			98.5%	
Expenditure	42,957	514,953	536,650	21,697	0	21,697	96.0%	
Net Income over Expenditure	(18,728)	(11,796)	(26,003)	(14,207)				
plus Transfer from EMR	5,068	55,568	0	(55,568)				
less Transfer to EMR	6,206	19,593	0	(19,593)				
Movement to/(from) Gen Reserve	(19,866)	24,179	(26,003)	(50,182)				

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>				<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>FINANCE & RESOURCES</u>												
<u>100</u>	<u>Administration</u>											
3210	Admin Charges	9,000	9,756	0	0	5,000	0	5,000	3	9,600	0	0
3290	Miscellaneous Income	0	25	0	0	0	0	0	0	0	0	0
	Total Income	9,000	9,781	0	0	5,000	0	5,000	3	9,600	0	0
4100	Salaries/Superann/Nl	150,000	154,627	0	0	175,000	0	175,000	158,400	194,000	0	0
5110	Stationery	600	800	0	0	1,000	0	1,000	449	1,000	0	0
5120	Photocopying Costs	2,300	2,446	0	0	3,200	0	3,200	2,481	3,200	0	0
5200	Postage	300	96	0	0	150	0	150	9	100	0	0
5210	Telephone and Comms	6,000	7,572	0	0	8,400	0	8,400	7,711	8,500	0	0
5310	Office Equipment	1,000	1,107	0	0	1,000	0	1,000	605	500	0	0
5340	Website Costs	500	924	0	0	1,000	0	1,000	955	1,000	0	0
5360	Computer Hardware/Software	3,000	2,623	0	0	3,000	0	3,000	1,567	3,000	0	0
6200	Rent	2,500	7,584	0	0	5,500	0	5,500	13,638	8,000	0	0
6210	Rates	2,700	2,623	0	0	2,700	0	2,700	2,847	3,200	0	0
7100	Travel & Subsistance	200	177	0	0	200	0	200	90	200	0	0
7300	Staff & Councillors Training	2,000	2,435	0	0	3,000	0	3,000	1,309	2,500	0	0
7500	Legal & Professional Fees	14,000	17,573	0	0	10,000	0	10,000	25,951	5,000	0	0
7510	Audit Fees	2,700	2,030	0	0	2,500	0	2,500	2,375	2,500	0	0
7600	Subscriptions	2,000	2,017	0	0	2,300	0	2,300	2,216	2,500	0	0
7630	Bank Charges	300	277	0	0	250	0	250	304	300	0	0
7650	Insurance	1,800	1,623	0	0	9,500	0	9,500	10,121	11,500	0	0
7710	Election Expenses	6,100	6,100	0	0	6,100	0	6,100	200	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
7720	Other Miscellaneous Expenses	1,000	1,288	0	0	1,000	0	1,000	355	750	0	0
	Overhead Expenditure	199,000	213,924	0	0	235,800	0	235,800	231,584	247,750	0	0
	100 Net Income over Expenditure	-190,000	-204,143	0	0	-230,800	0	-230,800	-231,581	-238,150	0	0
6000	plus Transfer from EMR	0	10,293	0	0	0	0	0	11,143	0	0	0
	Movement to/(from) Gen Reserve	<u>(190,000)</u>	<u>(193,851)</u>			<u>(230,800)</u>		<u>(230,800)</u>	<u>(220,437)</u>	<u>(238,150)</u>		
101	Grants											
7670	Grants-Voluntary Organisations	28,000	41,422	0	0	16,500	0	16,500	8,250	16,500	0	0
7671	Grant Theatre C/N	0	0	0	0	3,000	0	3,000	3,000	3,000	0	0
7672	Grant Lido C/N	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
7673	Grant Museum	0	0	0	0	3,500	0	3,500	3,500	3,500	0	0
	Overhead Expenditure	28,000	41,422	0	0	28,000	0	28,000	19,750	28,000	0	0
	Movement to/(from) Gen Reserve	<u>(28,000)</u>	<u>(41,422)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(19,750)</u>	<u>(28,000)</u>		
102	Miscellaneous											
3100	Precept Income	344,684	344,684	0	0	375,832	0	375,832	375,832	494,204	0	0
3180	Interest Receivable	3,600	24,335	0	0	20,000	0	20,000	20,186	25,000	0	0
3230	Manorial Land (Pace Petroleum)	15,000	15,000	0	0	15,000	0	15,000	11,250	15,000	0	0
3290	Miscellaneous Income	0	200	0	0	0	0	0	9,579	0	0	0
3292	Christmas Market Income	2,500	0	0	0	0	0	0	0	0	0	0
3320	S106/grant income	0	40,101	0	0	0	0	0	12,011	0	0	0
	Total Income	365,784	424,320	0	0	410,832	0	410,832	428,858	534,204	0	0
4100	Salaries/Superann/Ni	18,000	20,835	0	0	20,000	0	20,000	19,054	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6407	Xmas Lights/Trees	15,000	19,698	0	-19,000	19,000	0	0	0	0	0	0
6418	Defibrillators	500	191	0	-500	500	0	0	0	0	0	0
6460	Streetscene	10,000	8,954	0	0	0	0	0	0	0	0	0
6462	Grit Bins/Snow	2,000	0	0	-1,000	1,000	0	0	0	0	0	0
6463	General Maintenance Supplies	0	0	0	0	750	0	750	801	750	0	0
6490	Trees/Flower Beds	1,000	640	0	-1,000	1,000	0	0	25	0	0	0
6495	Street Furniture	0	3,066	0	-3,000	3,000	0	0	0	0	0	0
6498	Contingency Fund	10,000	0	0	0	7,500	0	7,500	8,804	7,500	0	0
7100	Travel & Subsistance	1,600	1,915	0	0	1,600	0	1,600	1,275	0	0	0
7720	Other Miscellaneous Expenses	1,200	175	0	0	1,200	0	1,200	673	0	0	0
7730	CCTV Contribution	0	0	0	0	0	0	0	0	2,500	0	0
7735	HR Retained Service	0	0	0	0	0	0	0	0	2,500	0	0
7740	Health & Safety Services	0	0	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	59,300	55,474	0	-24,500	55,550	0	31,050	30,632	15,750	0	0
	102 Net Income over Expenditure	306,484	368,847	0	24,500	355,282	0	379,782	398,227	518,454	0	0
6000	plus Transfer from EMR	0	11,773	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	39,351	0	0	0	0	0	19,593	0	0	0
	Movement to/(from) Gen Reserve	306,484	341,269			355,282		379,782	378,634	518,454		
104	Youth											
5322	Expenses	0	6,405	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	6,405	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	6,405	0	0	0	0	0	0	0	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)**

Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0			0		0	0	0		
120	<u>Greystones</u>											
3110	Rents Receivable	2,040	2,342	0	0	2,540	0	2,540	0	2,540	0	0
3111	Rugby Club Right Of Access	175	175	0	0	175	0	175	0	175	0	0
Total Income		2,215	2,517	0	0	2,715	0	2,715	0	2,715	0	0
6210	Rates	375	95	0	0	100	0	100	87	100	0	0
6400	Repairs and Maintenance	2,500	9,229	0	0	2,500	0	2,500	1,981	1,000	0	0
7650	Insurance	300	250	0	0	0	0	0	0	0	0	0
Overhead Expenditure		3,175	9,573	0	0	2,600	0	2,600	2,067	1,100	0	0
120 Net Income over Expenditure		-960	-7,056	0	0	115	0	115	-2,067	1,615	0	0
6000	plus Transfer from EMR	0	7,352	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(960)	296			115		115	(2,067)	1,615		
200	<u>Mayors Allowance</u>											
7200	Hospitality & Entertaining	1,500	770	0	0	1,500	0	1,500	0	0	0	0
7690	Mayors Allowance	1,500	1,150	0	0	1,500	0	1,500	620	1,500	0	0
Overhead Expenditure		3,000	1,920	0	0	3,000	0	3,000	620	1,500	0	0
Movement to/(from) Gen Reserve		(3,000)	(1,920)			(3,000)		(3,000)	(620)	(1,500)		

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
FINANCE & RESOURCES - Income	376,999	436,618	0	0	418,547	0	418,547	428,861	546,519	0	0	
Expenditure	292,475	328,717	0	-24,500	324,950	0	300,450	284,652	294,100	0	0	
Net Income over Expenditure	<u>84,524</u>	<u>107,901</u>	<u>0</u>	<u>24,500</u>	<u>93,597</u>	<u>0</u>	<u>118,097</u>	<u>144,209</u>	<u>252,419</u>	<u>0</u>	<u>0</u>	
plus Transfer from EMR	0	35,823	0	0	0	0	0	11,143	0	0	0	
less Transfer to EMR	0	39,351	0	0	0	0	0	19,593	0	0	0	
Movement to/(from) Gen Reserve	<u>84,524</u>	<u>104,372</u>			<u>93,597</u>		<u>118,097</u>	<u>135,759</u>	<u>252,419</u>			
<u>COMMUNITY</u>												
<u>110</u>	<u>Town Hall</u>											
3115	Lettings Income	30,000	47,172	0	0	70,000	0	70,000	58,016	80,000	0	0
3140	WODC Water Rates Contrib	100	178	0	0	100	0	100	0	100	0	0
3290	Miscellaneous Income	0	0	0	0	2,500	0	2,500	0	0	0	0
	Total Income	<u>30,100</u>	<u>47,350</u>	<u>0</u>	<u>0</u>	<u>72,600</u>	<u>0</u>	<u>72,600</u>	<u>58,016</u>	<u>80,100</u>	<u>0</u>	<u>0</u>
4100	Salaries/Superann/Ni	42,000	53,279	0	0	72,500	0	72,500	52,178	57,375	0	0
5140	Promotion	1,500	753	0	0	1,500	0	1,500	367	750	0	0
5210	Telephone and Comms	1,000	1,322	0	0	1,250	0	1,250	1,236	1,250	0	0
6110	Heat and Light	7,000	10,970	0	0	14,000	0	14,000	13,197	9,000	0	0
6130	Water & Sewerage	1,500	1,489	0	0	1,650	0	1,650	1,452	1,150	0	0
6210	Rates	10,230	10,979	0	0	11,500	0	11,500	11,321	13,000	0	0
6230	Window Cleaning	500	325	0	0	500	0	500	646	600	0	0
6240	Alarm/Fire Extinguisher Insp	1,600	1,428	0	0	1,600	0	1,600	994	250	0	0
6310	Cleaning / Sanitary Expenses	1,800	4,145	0	0	3,000	0	3,000	4,481	3,000	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>				<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6330	Waste Disposal	600	437	0	0	1,000	0	1,000	1,716	1,800	0	0
6400	Repairs and Maintenance	10,000	8,499	0	0	10,000	0	10,000	17,634	2,000	0	0
6402	Town Hall Restoration Fund	250,000	75,656	0	0	0	0	0	15,807	0	0	0
6408	New Equipment	2,500	4,494	0	0	2,500	12,500	15,000	1,618	5,000	0	0
6417	Maintenance	0	6	0	0	0	0	0	0	0	0	0
7610	Licences	800	891	0	0	800	0	800	2,410	2,500	0	0
7650	Insurance	3,000	2,309	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	153	0	0	500	0	500	268	500	0	0
	Overhead Expenditure	334,530	177,135	0	0	122,300	12,500	134,800	125,326	98,175	0	0
	110 Net Income over Expenditure	-304,430	-129,785	0	0	-49,700	-12,500	-62,200	-67,310	-18,075	0	0
6000	plus Transfer from EMR	0	82,952	0	0	0	0	0	26,680	0	0	0
	Movement to/(from) Gen Reserve	(304,430)	(46,833)			(49,700)		(62,200)	(40,630)	(18,075)		
115	Glyme Hall											
3115	Lettings Income	0	0	0	0	0	0	0	2,939	45,000	0	0
	Total Income	0	0	0	0	0	0	0	2,939	45,000	0	0
4100	Salaries/Superann/Nl	0	0	0	0	0	0	0	0	19,125	0	0
5140	Promotion	0	0	0	0	0	0	0	0	750	0	0
5210	Telephone and Comms	0	0	0	0	0	0	0	0	750	0	0
6110	Heat and Light	0	0	0	0	0	0	0	0	6,000	0	0
6130	Water & Sewerage	0	0	0	0	0	0	0	0	600	0	0
6200	Rent	0	0	0	0	0	0	0	0	4,500	0	0
6210	Rates	0	0	0	0	0	0	0	0	15,000	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6230	Window Cleaning	0	0	0	0	0	0	0	0	250	0	0
6240	Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	250	0	0
6310	Cleaning / Sanitary Expenses	0	0	0	0	0	0	0	0	2,000	0	0
6330	Waste Disposal	0	0	0	0	0	0	0	0	1,000	0	0
6400	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,500	0	0
6408	New Equipment	0	0	0	0	0	0	0	0	500	0	0
7610	Licences	0	0	0	0	0	0	0	0	1,000	0	0
7650	Insurance	0	0	0	0	0	0	0	0	700	0	0
7720	Other Miscellaneous Expenses	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	54,175	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	2,939	(9,175)		
151	Recreation											
6200	Rent	1,000	1,125	0	0	1,000	0	1,000	1,125	1,150	0	0
6400	Repairs and Maintenance	4,500	8,438	0	0	4,500	0	4,500	2,866	2,000	0	0
6410	New Equipment	70,000	63,467	0	0	10,000	0	10,000	7,170	2,500	0	0
6413	Sports Awards	500	0	0	0	0	0	0	0	0	0	0
6420	Litter/Dog Bin Emptying	3,500	1,959	0	0	1,000	0	1,000	2,611	2,700	0	0
6440	ROSPA Inspection	0	0	0	0	0	0	0	0	700	0	0
6465	Contract	5,000	3,675	0	0	5,000	0	5,000	3,166	0	0	0
7650	Insurance	2,500	3,829	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	1,000	468	0	0	1,000	0	1,000	825	0	0	0
	Overhead Expenditure	88,000	82,961	0	0	22,500	0	22,500	17,764	9,050	0	0
6000	plus Transfer from EMR	0	64,725	0	0	0	0	0	0	0	0	0

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)

Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>					<u>2025/2026</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(88,000)</u>	<u>(18,235)</u>			<u>(22,500)</u>		<u>(22,500)</u>	<u>(17,764)</u>	<u>(9,050)</u>		
160	Events											
3331	Events income	0	3,665	0	0	0	0	0	4,149	3,000	0	0
Total Income		0	3,665	0	0	0	0	0	4,149	3,000	0	0
6400	Repairs and Maintenance	0	0	0	0	0	0	0	100	0	0	0
6407	Xmas Lights/Trees	0	0	0	19,000	0	0	19,000	19,698	19,000	0	0
6414	Events	10,000	11,352	0	0	10,000	0	10,000	14,184	8,000	0	0
6415	Mowing (151 Repairs)	0	10	0	0	0	0	0	0	0	0	0
6419	Occasional Events	0	0	0	0	1,000	0	1,000	0	0	0	0
6455	Agency Staff	0	0	0	0	0	0	0	0	1,000	0	0
Overhead Expenditure		10,000	11,362	0	19,000	11,000	0	30,000	33,982	28,000	0	0
160 Net Income over Expenditure		<u>-10,000</u>	<u>-7,697</u>	0	<u>-19,000</u>	<u>-11,000</u>	0	<u>-30,000</u>	<u>-29,833</u>	<u>-25,000</u>	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	3,007	0	0	0
Movement to/(from) Gen Reserve		<u>(10,000)</u>	<u>(7,697)</u>			<u>(11,000)</u>		<u>(30,000)</u>	<u>(26,826)</u>	<u>(25,000)</u>		
COMMUNITY - Income		30,100	51,015	0	0	72,600	0	72,600	65,104	128,100	0	0
Expenditure		432,530	271,457	0	19,000	155,800	12,500	187,300	177,071	189,400	0	0
Net Income over Expenditure		<u>-402,430</u>	<u>-220,443</u>	0	<u>-19,000</u>	<u>-83,200</u>	<u>-12,500</u>	<u>-114,700</u>	<u>-111,967</u>	<u>-61,300</u>	0	0
plus Transfer from EMR		0	147,677	0	0	0	0	0	29,687	0	0	0
Movement to/(from) Gen Reserve		<u>(402,430)</u>	<u>(72,766)</u>			<u>(83,200)</u>		<u>(114,700)</u>	<u>(82,280)</u>	<u>(61,300)</u>		

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)
Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>				<u>2024/2025</u>			<u>2025/2026</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>STRATEGIC PLANNING</u>												
<u>130</u>	<u>Cemetery</u>											
3190	Interments & Memorials	14,000	7,034	0	0	15,000	0	15,000	6,392	7,000	0	0
3191	Grave Purchase	4,000	645	0	0	4,500	0	4,500	2,650	1,000	0	0
3290	Miscellaneous Income	0	75	0	0	0	0	0	150	0	0	0
	Total Income	18,000	7,754	0	0	19,500	0	19,500	9,192	8,000	0	0
6130	Water & Sewerage	100	85	0	0	100	0	100	75	100	0	0
6210	Rates	1,500	3,458	0	0	3,500	0	3,500	3,494	2,000	0	0
6400	Repairs and Maintenance	10,000	9,982	0	0	12,500	0	12,500	3,746	10,000	0	0
6417	Maintenance	0	57	0	0	0	0	0	28	0	0	0
6465	Contract	10,000	7,447	0	0	10,000	0	10,000	7,549	0	0	0
6469	Pest Control	0	0	0	0	0	0	0	0	1,500	0	0
6471	Skips for cemetery	600	635	0	0	600	0	600	705	700	0	0
7650	Insurance	500	374	0	0	0	0	0	0	0	0	0
7720	Other Miscellaneous Expenses	500	1,565	0	0	500	0	500	1,336	250	0	0
	Overhead Expenditure	23,200	23,604	0	0	27,200	0	27,200	16,933	14,550	0	0
	Movement to/(from) Gen Reserve	(5,200)	(15,850)			(7,700)		(7,700)	(7,741)	(6,550)		
<u>140</u>	<u>Closed Churchyard</u>											
6400	Repairs and Maintenance	3,000	5,013	0	0	5,000	0	5,000	3,967	2,500	0	0
6417	Maintenance	0	1,560	0	0	0	0	0	0	0	0	0
6465	Contract	2,000	1,950	0	0	2,000	0	2,000	1,851	0	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)**

Note: Annual Budget Year to Date 28/02/25

	<u>2023/2024</u>		Brought Forward	Net Virement	<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	5,000	8,523	0	0	7,000	0	7,000	5,818	2,500	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(8,523)</u>			<u>(7,000)</u>		<u>(7,000)</u>	<u>(5,818)</u>	<u>(2,500)</u>		
<u>145 StreetScene</u>											
4100 Salaries/Superann/NI	0	0	0	0	0	0	0	0	94,000	0	0
5210 Telephone and Comms	0	0	0	0	0	0	0	0	500	0	0
6110 Heat and Light	0	0	0	0	0	0	0	0	2,000	0	0
6130 Water & Sewerage	0	0	0	0	0	0	0	0	1,500	0	0
6200 Rent	0	0	0	0	0	0	0	0	21,500	0	0
6210 Rates	0	0	0	0	0	0	0	0	13,000	0	0
6240 Alarm/Fire Extinguisher Insp	0	0	0	0	0	0	0	0	2,500	0	0
6320 Vehicle Hire	0	0	0	0	0	0	0	0	8,500	0	0
6321 Vehicle Insurance	0	0	0	0	0	0	0	0	1,200	0	0
6322 Fuel	0	0	0	0	0	0	0	0	1,200	0	0
6323 Machinery Hire	0	0	0	0	0	0	0	0	10,000	0	0
6324 Tools & Equipment	0	0	0	0	0	0	0	0	200	0	0
6325 PPE	0	0	0	0	0	0	0	0	1,500	0	0
6330 Waste Disposal	0	0	0	0	0	0	0	0	2,000	0	0
6400 Repairs and Maintenance	0	0	0	0	0	0	0	0	500	0	0
6418 Defibrillators	0	0	0	500	0	0	500	478	500	0	0
6462 Grit Bins/Snow	0	0	0	1,000	0	0	1,000	0	0	0	0
6465 Contract	0	0	0	0	0	0	0	52	0	0	0
6485 Plants & Sundries	0	0	0	0	0	0	0	0	2,500	0	0
6490 Trees/Flower Beds	0	0	0	1,000	0	0	1,000	1,963	1,000	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)**

Note: Annual Budget Year to Date 28/02/25

		<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6495	Street Furniture	0	0	0	3,000	0	0	3,000	12,426	1,500	0	0
7410	Service Charges	0	0	0	0	0	0	0	0	1,445	0	0
7650	Insurance	0	0	0	0	0	0	0	0	915	0	0
	Overhead Expenditure	0	0	0	5,500	0	0	5,500	14,919	167,960	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,238	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>(5,500)</u>	<u>(8,681)</u>	<u>(167,960)</u>		
180	<u>Pool Meadow</u>											
6417	Maintenance	5,000	0	0	0	2,500	0	2,500	3,900	500	0	0
6430	Restoration Project	25,000	0	0	0	0	0	0	8,500	0	0	0
	Overhead Expenditure	30,000	0	0	0	2,500	0	2,500	12,400	500	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	8,500	0	0	0
	Movement to/(from) Gen Reserve	<u>(30,000)</u>	<u>0</u>			<u>(2,500)</u>		<u>(2,500)</u>	<u>(3,900)</u>	<u>(500)</u>		
185	<u>Millennium Garden</u>											
6417	Maintenance	1,000	1,144	0	0	1,200	0	1,200	0	250	0	0
6465	Contract	500	300	0	0	500	0	500	283	0	0	0
	Overhead Expenditure	1,500	1,444	0	0	1,700	0	1,700	283	250	0	0
	Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(1,444)</u>			<u>(1,700)</u>		<u>(1,700)</u>	<u>(283)</u>	<u>(250)</u>		
186	<u>War Memorial</u>											
6417	Maintenance	0	32	0	0	0	0	0	0	0	0	0
6470	War Memorial	2,500	0	0	0	5,000	0	5,000	2,877	500	0	0

Continued on next page

**Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 11)**

Note: Annual Budget Year to Date 28/02/25

	<u>2023/2024</u>		<u>2024/2025</u>						<u>2025/2026</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	2,500	32	0	0	5,000	0	5,000	2,877	500	0	0
Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>(32)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(2,877)</u>	<u>(500)</u>		
STRATEGIC PLANNING - Income	18,000	7,754	0	0	19,500	0	19,500	9,192	8,000	0	0
Expenditure	62,200	33,603	0	5,500	43,400	0	48,900	53,230	186,260	0	0
Net Income over Expenditure	<u>-44,200</u>	<u>-25,849</u>	<u>0</u>	<u>-5,500</u>	<u>-23,900</u>	<u>0</u>	<u>-29,400</u>	<u>-44,038</u>	<u>-178,260</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	14,738	0	0	0
Movement to/(from) Gen Reserve	<u>(44,200)</u>	<u>(25,849)</u>			<u>(23,900)</u>		<u>(29,400)</u>	<u>(29,300)</u>	<u>(178,260)</u>		
Total Budget Income	425,099	495,387	0	0	510,647	0	510,647	503,157	682,619	0	0
Expenditure	787,205	633,777	0	0	524,150	12,500	536,650	514,953	669,760	0	0
Net Income over Expenditure	<u>-362,106</u>	<u>-138,390</u>	<u>0</u>	<u>0</u>	<u>-13,503</u>	<u>-12,500</u>	<u>-26,003</u>	<u>-11,796</u>	<u>12,859</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	183,500	0	0	0	0	0	55,568	0	0	0
less Transfer to EMR	0	39,351	0	0	0	0	0	19,593	0	0	0
Movement to/(from) Gen Reserve	<u>(362,106)</u>	<u>5,758</u>			<u>(13,503)</u>		<u>(26,003)</u>	<u>24,179</u>	<u>12,859</u>		

31st March 2024

(28th February 2025)

Current Assets		
0	Holding Deposit	47
45,172	Unity Trust Bank	60,795
435,000	CCLA Deposit Fund	385,000
5	Petty Cash	50
121	Town Hall Float	48
1,365	Prepayments	0
3,634	VAT Control	2,996
13,376	Debtors	26,833
1,544	Events Stock	1,544
<u>500,216</u>		<u>477,312</u>
500,216	Total Assets	477,312
Current Liabilities		
181	Holding Deposit	0
15,218	Trade Creditors	6,945
2,654	Receipts in Advance	0
<u>18,053</u>		<u>6,945</u>
482,163	Total Assets Less Current Liabilities	470,367
Represented By		
246,373	General Reserves	270,552
235,790	Earmarked Reserves	199,815
<u>482,163</u>		<u>470,367</u>

The above statement represents fairly the financial position of the authority as at 28/02/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	P Oliveri	BACS	34.99		Applegarth Nurseries
03/02/2025	Thames Valley Water Services L	030225-1	306.00		Water monitoring TH
03/02/2025	DJMD Events - Mr D.J. Sykes	030225-2	50.00		Bingo hosting 28/1
03/02/2025	R F Pest Control	030225-3	240.00		Pest control - cemetery
03/02/2025	West Oxfordshire District Coun	030225-4	134.33		Waste/recycling TH Feb
03/02/2025	West Oxfordshire District Coun	030225-5	259.00		NDR - Guildhall Feb
04/02/2025	Adobe Systems Software Ireland	040225-DD1	16.64		Adobe Subs 30/1- 26/2
04/02/2025	James English Window Cleaning	040225-2	93.00		TH window cleaning 24/1/25
07/02/2025	British Gas	070225-DD1	1,832.35		Gas TH 2/11-23/1/25
10/02/2025	Multipay Card	DD	3.00		Bank Card fee
10/02/2025	WODC	BACS	30.00		Charity Quiz tickets - Mayor
10/02/2025	P Oliveri	BACS	61.99		Fuel - Hire van
10/02/2025	P Oliveri	BACS	35.70		Stowag - boots
10/02/2025	T Kirby	BACS	82.00		Xmas Lights event misc
10/02/2025	T Kirby	BACS	23.50		Co-op - TH Bar supplies
10/02/2025	DJMD Events - Mr D.J. Sykes	100225-2	50.00		Bingo Hosting - TH 9/2/25
10/02/2025	James Bell Plumbing & Heating	100225-3	1,740.00		Boiler Repair TH
10/02/2025	CN Glass	100225-4	5,601.60		Window deposit - TH
10/02/2025	Gill & Co (Ironmongers) Limite	100225-5	71.46		Misc. TH & Maint.
10/02/2025	KM Cleaning - Kara Milner	100225-6	340.00		Glyme Hall/TH cleaning January
10/02/2025	West Oxfordshire District Coun	100225-7	180.00		Premises Licence TH
10/02/2025	Castle Water Limited	100225-8	74.39		Water cemetery - Jan
10/02/2025	Amazon Services Eu/Amazon	100225-9	36.33		Henry Vacuum attachments TH
10/02/2025	Adobe Systems Software Ireland	100225DD1	19.97		Adobe Subs 6/2/to 5/3/25
13/02/2025	West Oxfordshire District Coun	130225-1	1,354.00		NDR - Town Hall
17/02/2025	Beaumont Rivers Ltd	170225-1	4,600.00		Land Drainage Consent appl.
17/02/2025	Broadsword	170225-2	596.40		Lighting Installation TH
17/02/2025	SLCC	170225-3	84.00		Agendas/Minutes Training HD
17/02/2025	GH Safety Ltd	170225DD1	301.50		H&S Advice/Support Feb
17/02/2025	Travis Perkins Trading Company	170225-5	18.44		Postcrete/Magnetic level
17/02/2025	K J Millard - Skip Hire	170225-6	282.00		6 yd Skip Hire - Cemetery
20/02/2025	Staff Salaries	BACS	11,940.92		Staff Salaries Feb
20/02/2025	HMRC	BACS	3,968.43		NI/Tax Feb
20/02/2025	OCC Pension Fund	BACS	3,438.82		Staff Pensions Feb
20/02/2025	Adobe Systems Software Ireland	200225DD1	16.64		Adobe Subs 17/2 to 16/3/25
21/02/2025	Glyme Construction Ltd	210225-1	119.66		Heras Hire St Marys
21/02/2025	ESPO	210225-7	139.44		Cleaning Supplies TH/Glyme
21/02/2025	TSP Kar Hire Ltd (T/a Robinson	210225-8	2,100.80		Ford Ranger Hire 6/2 to 6/3/2
21/02/2025	G. Herbert T/A Cotswold Bathro	210225-9	230.00		Toilet repairs TH
21/02/2025	Siemens Financial Services Lim	210225-10	622.80		Printer rental - Ricoh Dec-Mar
21/02/2025	Thames Valley Water Services L	210225-11	60.00		Water Monitoring TH Feb
21/02/2025	Canopy	210225-12	540.00		Emergency Cypress tree St Mary
21/02/2025	Swift Digital Services	210225-13	6.00		Copier/print levy Nov-Feb
25/02/2025	Amazon Services Eu/Amazon	250225-1	83.14		Stapler plus staples
25/02/2025	Amazon Services Eu/Amazon	250225-2	13.78		Contractors signing in book
25/02/2025	DJMD Events - Mr D.J. Sykes	250225-3	50.00		Bingo Hosting TH 24/2
28/02/2025	Unity Trust Bank	DD	16.65		Bank Charges Jan

Unity Trust Bank

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2025	STL Communications Ltd (FOCUS)	280225DD1	1,139.93		Telephone/IT/Broadband
Total Payments			<u>43,039.60</u>		

CCLA Deposit Fund

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/02/2025	Unity Trust Bank	Cashflow	50,000.00		Transfer to general account

Total Payments			<u>50,000.00</u>		
-----------------------	--	--	------------------	--	--



CHIPPING NORTON TOWN COUNCIL

Health & Safety Policy Statement

Version 2.0

Issue Date: June 2022

Review Date: March 2025

Chipping Norton Town Council (the Council) Health & Safety Policy

Contents

	<u>Page Number</u>
1. Statement of intent	3
2. General Policy Statement	4
3. Responsibilities	5
4. Legal implications	7
5. Locations within the scope of this document	7
i) The Guildhall	8
ii) The Town Hall	9
iii) Play Equipment & Recreation Grounds	13
iv) The Cemetery	14
v) Town Centre Flower Beds, War Memorial and Millennium Garden	14
vi) Seating	14
vii) Greystones	14
viii) Glyme Hall	14
ix) Depot, Worcester Road Industrial Estate	18
6. Appendices	
i) Lone Workers	20
ii) COSHH	22
iii) RIDDOR	23
iv) Contractors	26
v) First Aid Kit Contents	27
vi) The Town Clerk's Specific Duties	28
Further information – List of Key Holders	29

1.0 **Statement of Intent**

1.1 The Policy of the Town Council (the Council) is:-

- (a) To provide and maintain safe and healthy working conditions, equipment and systems of work for all employees;
- (b) To provide such information, training and supervision as is needed for this purpose.

1.2 The Council also accepts responsibility for the health & safety of all other people who are affected by its activities.

1.3 The allocation of duties for safety matters and the particular arrangements it will make to implement the policy are set out below.

1.4 The Council will seek competent advice on matters where specific legal guidance is required.

1.5 The policy will be reviewed and if necessary amended whenever The Council's activities or personnel change or due to changes in legislation, and in any case at least annually.

1.6 The Council has set up a Staffing Sub-Committee which will have as one of its duties the monitoring of staff welfare issues e.g. stress management, working time, work load, etc.

2.0 General Policy Statement

- 2.1 The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy work place and working environment for all its employees and any other person(s) affected by its activities.
- 2.2 The Council will take steps, so far as is reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of:
- (a) plant, and safe systems of work;
 - (b) safe arrangements for the use, handling, storage and transport of dangerous articles and substances;
 - (c) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work;
 - (d) a safe place of work and access to it;
 - (e) a healthy working environment;
 - (f) adequate welfare facilities.
- 2.3 The Council reminds all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974, to take care of their own safety and that of other persons and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. These duties are outlined in paragraph 3.6 of this policy.
- 2.4 All employees are encouraged to raise any health, safety and welfare concerns to the Town Clerk in the first instance.

Katherine Jang

**Town Clerk
Chipping Norton Town Council
March 2025**

3.0 Responsibilities

3.1 The allocation of duties for safety matters and the particular arrangements which the Council will make to implement the policy are set out below.

3.2 The Elected Council

- (i) The Council will ensure that there is an effective policy for H&S within areas under its control.
- (ii) Council shall periodically (at least annually) appraise the effectiveness of the policy and ensure that any necessary changes are made to it
- (iii) The Council will ensure that all risks are evaluated within the areas under its control relating to accidents at work, health risks, loss or damage to property, plant or equipment belonging to the Council, and risks to the public through any activity of the Council.
- (iv) The Council will ensure that all liabilities are covered by adequate insurance.
- (v) The Council will ensure that it fulfils all legal obligations to comply with the Health & Safety at Work Act 1974 and supporting Regulations.
- (vi) The Council will ensure that where breaches are identified through audits and proactive monitoring or feedback, these are acted upon to create a safe environment and working practices for all parties under the Council's duty of care.

3.3 The Town Clerk

The Town Clerk will be responsible for ensuring that the H&S policy of the Council is properly implemented.

It shall be the duty of the Town Clerk to issue newly appointed staff with a personal copy of the Council's H&S policy and such supplements as are applicable to their duties and responsibilities.

3.4 Delegated Duties

The Town Clerk has the duty to ensure that staff within his/her control, comply with the H&S policy. In the absence of the Town Clerk, each member of staff will assume this responsibility.

The Town Clerk will have the duty to be fully familiar with the safety policies of the Council and will ensure that all staff under his/her control comply with the safety policy at all times.

It shall be the duty of the Town Clerk to monitor the maintenance of all plant and equipment. These duties may be assigned to a competent person.

It shall be the duty of the Town Clerk to investigate any accidents, incidents and near misses and to submit a full written report to the relevant Committee. The Town Clerk

will in turn issue instructions to ensure that these accidents do not continue and, where necessary, make recommendations to the Council. It may be appropriate that in the event of a major/serious incident an exceptional meeting is called.

3.5 Individual Employees

All employees have a legal duty to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All employees **must:-**

- (i) make themselves familiar with, and conform to the general safety policy of the Council by reading this H&S policy document and reading any H&S literature which is posted on notice boards in their workplace or which is drawn to their attention by their immediate supervisor;
- (ii) at all times, make full use of appropriate safety equipment, protective clothing and safety devices provided;
- (iii) report any accident, unsafe practice or systems of work, or damage to plant or equipment, to the Town Clerk and make a report in writing;
- (iv) observe safety rules at all times and take reasonable care of the H&S of themselves and other persons who may be affected by their acts or omissions at work, including members of the general public;
- (v) know what to do in case of fire or other emergency and the location of fire fighting equipment;
- (vi) know the location of first aid facilities;
- (vii) maintain good housekeeping at all times;
- (viii) observe safe standards of behaviour and dress;
- (ix) not enter into any kind of horseplay or practical joking;
- (x) carry out a visual safety inspection of plant and equipment prior use;
- (xi) co-operate with the Council to enable it to carry out its responsibilities in full.
- (xii) To comply with risk assessments and safe systems of work covering their duties.
- (xiii) To wear PPE appropriate to the task or as covered in the risk assessment

It is the policy of the Council that all employees shall receive training in all safety aspects of their occupations.

4.0 Legal Implications

- 4.1 H&S legislation places a general duty and responsibility on all employees of the Council. Any employee who behaves in a way which endangers the H&S of themselves and others may be prosecuted.
- 4.2 “Improvement Notices” or “Prohibition Notices” can be served in respect of a “person”. This term includes an individual person as well as the Council as a corporate body.
- 4.3 An “Improvement Notice” will specify the change(s) required to ensure compliance with any relevant statutory provisions and the time allowed to meet this obligation.
- 4.4 A “Prohibition Notice” would be issued if, in the opinion of an enforcement officer, activities involve, or would involve a risk of personal injury, or may give rise to such a risk in the future.
- 4.5 Enforcement officers are employed by Enforcement Authorities which include :-
 - The Police
 - Health & Safety Executive (HSE)
 - The Fire & Rescue Service
 - The Environment Agency
 - Oxfordshire County Council
 - West Oxfordshire District Council

The above list is not exhaustive but illustrates the range of bodies that have jurisdiction in health and safety matters.

5.0 Locations within the scope of this document

- 5.1 Locations at which the Council exercises control over staff, and at which the content of this document is applicable are:-
 - (i) The Guildhall
 - (ii) The Town Hall
 - (iii) Play Equipment and The Recreation Grounds
 - (iv) The Cemetery
 - (v) The Town Centre Flower Beds including the War Memorial
 - (vi) Greystones
 - (vii) Pool Meadow
 - (viii) Glyme Hall
 - (ix) The Depot, Worcester Road Industrial Estate

5.1(i) The Guildhall

a) General

Heating, lighting and temperature regulations will be complied with.

If any member of staff notices any item of furniture, fixtures, fittings or equipment that is damaged or unsafe, they must report it to the Town Clerk immediately.

b) Lone Workers

If a member of staff is working alone in the Guildhall office they must secure the lock on the internal office door and keep the front door latch down.

c) Fire

Fire alarm systems and extinguishers are provided and maintained by the landlord of the building (WODC). It is the responsibility of all staff to familiarise themselves with the fire alarm procedures, both those for alerting other occupants of the building to a fire, and those for evacuating the building in case of fire.

d) Electrical Equipment

It is the responsibility of the Town Clerk to ensure that all electrical equipment in the Council offices is safe, adequately maintained and tested annually.

Any portable electrical equipment brought into the Council offices must be approved by the Council's approved electrical contractor.

e) Display Screen Equipment

For each workstation, a suitable desk and chair will be provided.

Other Office Equipment

Any office equipment not covered above, must be fit and suitable for the purpose and must be properly maintained.

All equipment must be used only by suitable trained staff and only for the purpose for which it was intended.

All office staff must complete a DSE assessment form.

f) First Aid

A first Aid Kit is held at the Council office. Its location is clearly identified. The First Aid Box must be stocked in compliance with the current recommendations and must be maintained by the nominated member of staff, currently the Town Clerk.

g) Accident Book

An Accident and Incident book is held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident ('near misses').

In addition all incidents of abuse, verbal and physical must be recorded.

h) Manual Handling

When moving heavy or difficult items, staff must take adequate care to ensure their own safety and that of others. If necessary a second member of staff should assist.

Particular care must be taken when carrying anything on the external steps, or on the stairs to the first floor.

5.1(ii) The Town Hall

The Town Hall is used by a variety of people for a variety of purposes. The users fall into the following categories:

- a) Staff
- b) Councillors
- c) Hirers
- d) Attendees

The H&S requirements for each of these categories are set out below:

a) **Staff need to be aware of the following:**

- i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

- ii) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the

environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office during office hours, and must advise the same when this task has concluded.

At times when the Town Clerk's office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

iii) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by the Town Hall Keeper, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by the town hall keeper, the results being recorded in the FSLB.

At each event a steward(s) is nominated according to the Council's requirements who must be made familiar with the fire safety arrangements.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

iv) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

The permanent installation at the Town Hall will be protected by RCD Circuit breakers.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

vi) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

vii) RIDDOR

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.
So too must all incidents that could have resulted in an accident.
In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

viii) First Aid Regulations

It is recommended that the town hall keeper be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Kitchen. It will be the responsibility of the town hall keeper to check its contents weekly and restock as necessary in accordance with the card held in the box,

ix) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

x) Operating the External Lighting Bar

This has been risk assessed and has its only stand-alone risk assessment.

b) Councillors need to be aware of the following:

Councillors need to be made aware in general of all of the above. However, when in attendance at the Town Hall in connection with their duties as members of the Council, they will need to have specific regard to items iv, viii and ix above.

c) Hirers of the Town Hall

Hirers of the Town Hall will need to be aware of all of the above and, where necessary, the arrangements in place as required under the terms of the Premises Licence applicable to the building.

It is the responsibility of the hirer to be fully aware of and take such steps as are needed to comply with any H&S regulation relating to their specific activities. This will include the effects of their activities on attendees and other members of the public.

Hirers are reminded that they must comply with the terms and conditions of the hire contract.

d) Attendees at functions

Attendees at functions in the Town Hall should make themselves familiar with:

The location of fire exits
The location of the first aid kit.

These two items **must be** detailed in the Town Hall signage.

5.1(iii) Play Equipment and the Recreation Grounds

- a) The Council provides play equipment at four locations;
- b)
- The main recreation ground in New Street,
 - The play ground at Cotswold Crescent,
 - The play area at Cornish Road
 - The play area at Evans Way
- b) The Equipment will be maintained to a suitable standard for safe use and will be regularly inspected by an appropriately trained and competent person.
- c) Inspections will be carried out at weekly intervals. However, during school holidays there may be a requirement for more frequent inspection.
- After each inspection, a written record will be provided for the Town Clerk to keep and to action as appropriate.
- d) The maintenance of the grassed areas around the play equipment is the responsibility of an approved contractor.

See Appendix iv page 21.

Note:

The play equipment is inspected weekly by the Council's trained staff and half yearly by The Council's insurers. All reports of these inspections are held in the Guildhall Office and are acted upon as appropriate.

5.1(iv) The Cemetery

- a) The Cemetery Grounds and The Colonnade are maintained by an approved contractor. See Appendix iv.
- b) When the town hall keeper visits the cemetery to mark out graves he must take adequate steps to ensure his own safety. This includes carrying the issued mobile telephone and ensuring it is in working order and switched on.
- c) The maintenance operative will regularly inspect the cemetery. Any problems noted will be reported to the Town Clerk who will take action as appropriate.

5.1(v) The Town Centre Flower Beds including War Memorial and Millennium Garden.

The Flower Beds, War Memorial and Millennium Gardens are maintained by persons approved by the Council. The approved persons are expected to carry out the maintenance in such ways as to ensure the health and safety of themselves and any other persons in and around the working area.

It is the responsibility of the approved persons to use appropriate materials and equipment that has been regularly maintained and is safe.

It is the responsibility of the approved persons to report to the Town Clerk any defects or other hazards found in these locations.

It is the responsibility of the Town Clerk to implement corrective measures in respect of any defects so notified.

5.1 (vi) Seating

The Council is responsible for the maintenance and good repair of public seats in several locations around the town. These will be kept functional and in good repair.

5.1(vii) Greystones

Greystones is mainly a recreational area, formerly the buildings and land of Chipping Norton Rural District Council, now in the ownership of the Council, and used jointly by several sports and recreational clubs under lease from the Council. The Council has recently sold the main building – the new owner now has responsibility for all H&S issues relating to it.

The clubs have responsibilities for the health and safety of their own members, guests, and members of the public who may be involved in, or in attendance at any of their activities.

Some clubs have their own buildings and structures that they must maintain to a safe and acceptable standard.

5.1 (viii) Glyme Hall

The Town Hall is used by a variety of people for a variety of purposes. The users fall into the following categories:

- e) Staff
- f) Hirers
- g) Attendees

The H&S requirements for each of these categories are set out below:

e) Staff need to be aware of the following:

i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

iii) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office or Facilities and Events Officer during office hours and must advise the same when this task has concluded.

At times when the Town Clerk's office or Town Hall office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

v) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by the Town Hall Keeper, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by the town hall keeper, the results being recorded in the FSLB.

At each event a steward(s) is nominated according to the Council's requirements who must be made familiar with the fire safety arrangements.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

vi) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

xi) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

xii) **RIDDOR**

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.
So too must all incidents that could have resulted in an accident.
In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

xiii) **First Aid Regulations**

It is recommended that the town hall keeper be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Glyme Hall kitchen. It will be the responsibility of the town hall keeper to check its contents weekly and restock as necessary in accordance with the card held in the box,

xiv) **Security**

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

f) Hirers of Glyme Hall

Hirers of Glyme Hall will need to be aware of all the above measures.

It is the responsibility of the hirer to be fully aware of and take such steps as are needed to comply with any H&S regulation relating to their specific activities. This will include the effects of their activities on attendees and other members of the public.

Hirers are reminded that they must comply with the terms and conditions of the hire contract.

g) Attendees at functions

Attendees at functions in Glyme Hall should make themselves familiar with:

The location of fire exits
The location of the first aid kit.

These two items **must be** detailed in Glyme Hall signage.

5.1 (xi) Depot, Worcester Road Industrial Estate

This premises is used as the Council's storage depot, and a site for maintenance of equipment by the Town Council's grounds maintenance operatives. This site is not open to the public, and is only accessed by Town Council staff.

h) Staff need to be aware of the following:

i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

iv) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office during office hours and must advise the same when this task has concluded.

At times when the Town Clerk's office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

vii) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by a Grounds Maintenance Operative, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by a staff member, the results being recorded in the FSLB.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

viii) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

xv) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the

kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

xvi) RIDDOR

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.
So too must all incidents that could have resulted in an accident.
In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

xvii) First Aid Regulations

It is recommended that a Grounds Maintenance Operative be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Depot kitchen. It will be the responsibility of the staff to check its contents weekly and restock as necessary in accordance with the card held in the box,

xviii) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

CNTC H&S Policy

Appendix i

Lone Working

Lone working is referred to in this document at sections:

5.1(I) b The Guildhall

5.1(ii) a iii The Town Hall

5.1(ii) a ix The Town Hall (Security)

5.1(viii) Glyme Hall

5.1 (ix) Depot, Worcester Road Industrial Estate

CNTC H&S Policy

Appendix ii

Control of Substances Hazardous to Health (COSHH)

- a) "Substance" means any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour. This can include cleaning supplies.
- b) An inventory will be compiled listing all hazardous substances being used by personnel employed by the Council. Each substance will be assessed to determine if there is a risk to personnel. Appropriate safety instructions will be issued in respect of each substance. A current copy of this list will be kept in the FSLB.
- c) All chemicals should be used with great care and only in accordance with manufacturers' Safety Data Sheets which will have been supplied.

SIMPLE GUIDELINES FOR THE SAFE USE OF CHEMICALS

- Before using any substance ensure that you are aware of its uses and that you have read the instructions provided. Never mix chemicals as this can cause them to give off dangerous vapours.
- Do not transfer chemicals into other containers, especially beer or soft drinks bottles.
- Close tightly any partially used containers and store them under lock and key in the secure stores provided for this purpose.
- Where necessary use protective clothing which has been provided for you, and always clean up spills immediately.
- Do not smoke or take food when using chemicals. Thoroughly wash any exposed skin after use of chemicals.
- Never inhale chemicals and ensure that the area in use is adequately ventilated.
- Never use substances for any other purpose than that for which they are intended – use in inappropriate situations could put employees or others at risk.

Appendix iii

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

This piece of legislation requires that certain types of accident, injury or incident are reported to the Health and Safety Executive (HSE).

Ways to report an incident at work

Online (HSE website) – All incidents except for deaths **must** be reported online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident

Telephone - All incidents must be reported online but a telephone service remains for reporting **fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours - The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE out of hours webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form

Those in control of the premises (the Town Council or Council staff)

The Town Council must report any work-related deaths, injuries, cases of disease, or near misses involving its employees wherever they are working.

Anyone in control of activities not under the direct control of the Council (e.g. hirers)

Anyone in control of premises must report any work-related deaths and injuries to members of the public and self-employed people on the premises, and dangerous occurrences (some near miss incidents) that occur on the premises.

Types of reportable injury – to people at work

- Deaths
- Major injuries (see below)
- Over-seven-day injuries

Types of reportable injury – to people not at work

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.


Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 7 day injuries

This is where an **employee or self-employed person** is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Occupational diseases

Employers and the self-employed must report listed occupational diseases  when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable **most of which are unlikely to occur**:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- collapse or partial collapse of a scaffold over five metres high,

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of:
 - any building or structure under construction, alteration or demolition;
 - any false work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of:
 - 100 kg or more of flammable liquid;
 - 10 kg of flammable liquid above its boiling point;
 - 10 kg or more of flammable gas; or
 - of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

CNTC H&S Policy

Appendix iv Contractors

- a) Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health & Safety at Work etc. Act 1974 and regulations made thereunder.
- b) The Town Clerk must be assured in writing that any contractors appointed have suitable and sufficient health and safety policies/procedures in place.
- c) The Town Clerk must be assured in writing that any contractors appointed have sufficient public liability insurance cover.

CNTC H&S Policy

Appendix v

Contents of First Aid Kits

First aid kit should contain the following:

Guidance Card

Scissors

Safety Pins

Plasters – Assorted and if used in connection with catering, blue.

Triangular Bandage – (2)

Sterile, pre packed eye pads – (2)

Sterile, pre packed Small Wound Dressings - (4)

Sterile, pre packed Medium Wound Dressings – (2)

Sterile, pre packed Large Wound Dressings – (2)

Disposable Gloves.

They may contain – Pre packed sterile antiseptic wipes.

First aid kits should **NOT** contain:-

Any ointments (eye, burn, antiseptic, antihistamine)

Any liquid antiseptic

Sterile Water

Any analgesic tablets

Appendix vi

The Town Clerk's specific duties include:

- (i) establishing safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, Approved Codes of Practice and other relevant legislation;
- (ii) ensuring that all accidents are investigated and that statutory reports are completed promptly where required;
- (iii) ensuring that all persons within his charge are aware of the procedures to be adopted in case of emergency;
- (iv) ensuring that all persons within his charge know the whereabouts of first aid facilities;
- (v) ensuring that relevant training and supervision is provided for new employees as appropriate;
- (vi) ensuring that only safe working practices are used and that protective clothing and equipment is worn or used where required in order to provide maximum safety for all personnel within his charge;
- (vii) ensuring that all machinery and equipment is properly maintained and safe to use;
- (viii) ensuring that any health or safety problem which cannot be resolved immediately is brought to the attention of the Council as soon as is practicable;
- (ix) undertaking a formal and recorded inspection of the Town Hall at six monthly intervals.

List of Key Holders for the Town Hall

Terry Palmer, Town Hall Keeper Tel: 07980215714
 Tania Kirby, Facilities and Events Officer Tel: 07561707238
 Katherine Jang, Town Clerk Tel: 07842230595
 Cllr S. Coleman, Town Mayor
 Heidi Davies, Admin and Customer Services Asst. Tel: 07517907132
 Paolo Oliveri, Nigel Griffin, and Luke Hopkins, Grounds Maintenance Operatives
 Kyle West and Martini Rafter, Venue Assistants (Part-time)

List of Key Holders for Glyme Hall

Terry Palmer, Town Hall Keeper Tel: 07980215714
 Tania Kirby, Facilities and Events Officer Tel: 07561707238
 Katherine Jang, Town Clerk Tel: 07842230595
 Heidi Davies, Admin and Customer Services Asst. Tel: 07517907132
 Paolo Oliveri, Nigel Griffin, and Luke Hopkins, Grounds Maintenance Operatives
 Kyle West, Venue Assistant (Part-time)
 Martini Rafter, Venue Assistant (Part-time)

List of Key Holders for the Depot, Worcester Road Industrial Estate

Katherine Jang, Town Clerk Tel: 07842230595
 Heidi Davies, Admin and Customer Services Asst. Tel: 07517907132
 Paolo Oliveri, Nigel Griffin, and Luke Hopkins, Grounds Maintenance Operatives

List of Key Holders for The Guildhall

Katherine Jang, Town Clerk Tel: 07842230595
 Heidi Davies, Admin and Customer Services Asst. Tel: 07517907132
 Paolo Oliveri, Grounds Maintenance Operative
 Terry Palmer, Town Hall Keeper Tel: 07980215714
 Tania Kirby, Facilities and Events Officer Tel: 07561707238



Chipping Norton Town Council Safeguarding Policy

Adopted: March 2025

Next Review: March 2027

DRAFT

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Town council facilities. The Town council should review it regularly.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in Town Council facilities are aware of the safeguarding expectations.
- Ensure that the Policy for users of Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults.
For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.

- Display on notice boards the relevant safeguarding contacts for advice and help. See below.

Hiring of facilities to groups for use with children, young people or vulnerable adults

Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding child, young people and vulnerable adults policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using Town Council facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Town Facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.

- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Town Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town councillors, the Town clerk or parents and carers, as appropriate.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Chair of the Town Council.
- The Town council should follow the OSCB procedures for managing allegations against staff/volunteers on the OSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: www.oscb.org.uk

All agencies working with children are recommended to follow the multi-agency procedures at: www.oscb.org.uk.



Useful Safeguarding Contact Details

Contact	Email	Telephone
Multi-Agency Safeguarding Hub (MASH) To report a concern of abuse or neglect call the MASH Team	mash-childrens@oxfordshire.gcsx.gov.uk	0845 0507666

Contact	Email	Telephone
Local Authority Designated Officer To report an allegation against a person in a position of trust	LADO.safeguardingchildren@oxfordshire.gov.uk	01865 810603

Oxfordshire Safeguarding Children Board (OSCB)

Children can only be kept safe properly if services and organisations work together. Local Safeguarding Children Boards were established by the Children Act 2004 to help make sure this happens.

Known locally as the Oxfordshire Safeguarding Children Board (OSCB), the Board is the means by which organisations come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. Its remit is to scrutinise and monitor this co-operation, and to ensure that local agencies co-operate and work well to achieve this.

Contact the Oxfordshire Safeguarding Board <https://www.oscb.org.uk> for more information, oscb@oxfordshire.gov.uk or 01865 815834

How to report a concern about a child

Oxfordshire County Council, Thames Valley Police and other partners have recently opened a new Multi-Agency Safeguarding Hub (MASH). This is the main 'front door' for children's social care, and is made up of professionals from social care, the police, health, early intervention and others.

To make a new referral or report a new safeguarding concern, contact the MASH on 0845 050 7666. Referrals to the MASH can also be made using the [MASH Enquiry Online Referral Form](#).

For children who are already open to social care:

- Oxford City **01865 328563** or cfassessmentcity@oxfordshire.gov.uk
- South (Vale of the White Horse and South Oxfordshire Districts) **01865 323041** or cfassessmentssouth@oxfordshire.gov.uk
- North (Cherwell and West Oxfordshire Districts) **01865 323039** or cfassessmentnorth@oxfordshire.gov.uk
- John Radcliffe Hospital (for antenatal concerns or children in hospital) **01865 221236**
- Emergency Duty Team (for out-of-hours calls) **0800 833 408**

No Names Consultation

If you are a safeguarding lead and you are unsure whether you should make a referral, or you just want some advice, you can call the assessment team numbers above and ask for a No Names Consultation. A social worker will be able to advise

you if you need to make a referral or not, based on the information you give them, without having to divulge a name. If you are advised to make a referral, the social worker will talk you through the process.

Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas, and in all parts of the world. It affects boys and young men, as well as girls and young women. It can have a serious long term impact on every aspect of their lives, health and education. It damages the lives of their families and carers, and can lead to family break ups.

- Sexual exploitation is where a young person under 18 receives 'something' (e.g. food, accommodation, drugs, gifts, money) as a result of performing, and/or others performing on them, sexual activities.
- Child sexual exploitation can occur through use of technology, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain.
- In all cases the person exploiting the young person has power over them by virtue of age, gender, intellect, physical strength and/or economic or other resources.
- Violence, coercion and intimidation are common, involvement in exploitative relationship being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Signs that may indicate child sexual exploitation;

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising/sexually transmitted infections
- Substance misuse
- Mental health problems
- Unexplained possessions, goods and or money

Oxfordshire has a multi-agency strategy in place to protect young people from CSE. If you are concerned about a child and think they may be involved in, or at risk of, sexual exploitation, please contact the **Kingfisher Team** on **01865 335276**. They offer confidential support and advice on sexual exploitation. The team is made up of police, the NHS and Members of Oxfordshire County Councils; Children's Social Services.

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
2135 EMR Skate Park Fund	35,000.00		35,000.00
2138 EMR Pool Meadow Project	25,000.00	-9,321.50	15,678.50
2139 EMR Defibrillators	908.55	1,516.00	2,424.55
2142 EMR TH Restoration/repairs	169,694.03	-26,680.11	143,013.92
2148 EMR Street Scene Projects	757.48		757.48
2149 EM Recreation Equipment/Repair	226.37		226.37
2152 EMR Professional Fees	4,203.50	-4,115.95	87.55
2156 EMR Bus Shelter	0.00	-172.00	-172.00
2157 EMR Public Art Project	0.00	2,798.24	2,798.24
	<u>235,789.93</u>	<u>-35,975.32</u>	<u>199,814.61</u>