



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

17th September 2024

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 23rd September 2024

TIME: 6:30pm

Luci Ashbourne
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes

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

4. Public participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. Committee action plan

To review the committee action plan.

6. Income and expenditure

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

7. Schedule of payments for approval

To receive the schedule of payments.

8. Appointment of Internal Auditor

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

9. External Audit Report and Certificate

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

10.Retained HR Services

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

11.Forward work programme

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

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

12. Grants

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

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



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Minutes of a Finance & Resources Committee meeting held on the 8th July 2024, at 6:30pm in the Council Chamber

PRESENT: Cllrs Ian Finney (Chair), Emily Weaver, Mike Cahill, Dom Rickard, Sandra Coleman, Athos Ritsperis

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

1 member of the public

FR 1	Election of Chair Members received nominations for the position of Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Coleman nominated Cllr Finney, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Chair of the Finance and Resources Committee for the municipal year 2024/25.
FR 2	Election of Vice-Chair Members received nominations for the position of Vice-Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Finney nominated Cllr Cahill, seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2024/25.
FR 3	Apologies for absence Apologies were received from Cllr Ben Bibby.
FR 4	Declaration of interests Cllrs Finney and Ritsperis declared an interest as members of St Mary's Church. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church which runs the Community Suppers. Cllr Coleman's husband is on the Board of Trustees for Transition Chipping Norton. Cllr Coleman's daughter is in the Scouts and uses the Scouts hut.
FR 5	Minutes RESOLVED: That subject to the following amendments below that the Chair signed and approved the minutes of the meeting held on the 25 th March 2024 as an accurate record. P3 – "further information will follow" P3 – FR74 remove "the cost of"
FR 6	Public Participation None received



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<p>FR 7</p>	<p>Committee action plan</p> <p>Members reviewed the committee action plan for the upcoming municipal year 2024/25 and discussed priorities. The Town Clerk noted that the Local Councils Awards Scheme has been added to the committee’s list of responsibilities.</p>
<p>FR 8</p>	<p>Income and Expenditure</p> <p>Members received detailed income and expenditure reports by budget heading. 5340 Website costs – Cllrs queried if this is an ongoing cost. The Town Clerk noted that next year’s costs have already been paid.</p> <p>Guildhall rent – The Town Clerk reported that the Town Council has a licence to occupy and not a traditional lease. WODC is introducing a new charging scheme based on usage of electricity and heating, etc. which the Town Council will be expected to pay. The RFO noted that £1,165 income from the Town Hall is not included in the report as it hadn’t been added to the accounts in time for the report publishing date.</p>
<p>FR 9</p>	<p>Schedule of payments for approval</p> <p>Members received the schedule of payments.</p> <p>No members raised any questions about the list of payments.</p>
<p>FR 10</p>	<p>Town Centre trees and flower beds</p> <p>Members received a report from the Town Clerk regarding tree safety work and flower bed maintenance and discussed next steps.</p> <p>Cllr Rickard proposed to accept the recommendations, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the tree safety work is approved as proposed in the town centre. That the tree works are approved to remove the two conifer trees and reduce the bush height in the Middle Row flower beds to fence height.</p>
<p>FR 11</p>	<p>Forward work programme</p> <p>a. Members reviewed the following policies:</p> <ul style="list-style-type: none"> i. Freedom of Information <ul style="list-style-type: none"> i. No amendments required ii. Community Engagement <ul style="list-style-type: none"> i. Cllrs noted that the monthly Cllr surgeries have been stopped due to lack of engagement. The Town Clerk suggested that the wording is amended to “date to be agreed” should Cllrs wish to undertake ad-hoc surgeries at existing events. ii. The Town Clerk has included more details in the scheme such as the Rusty Riders, Keep Chippy Beautiful, and the new staff roles. iii. Publication Scheme <ul style="list-style-type: none"> i. The Town Clerk noted that most things are now uploaded to the website. However, certain documents are not published on the website such as staff policies only relevant to employees. iv. Training needs assessment <ul style="list-style-type: none"> i. The Town Clerk noted that some Cllrs filled in this assessment and had gone on training to fill gaps in their knowledge. <p>b. Members considered the draft public participation policy.</p>



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	<ul style="list-style-type: none"> i. The Town Clerk reported that members of the public have attended meetings in the past and that it would be in the public’s interest to have an overview of how to address the Council. ii. To change the word “courteous” to “desirable” when notifying the Town Clerk in advance. iii. Cllrs noted discourteous behaviour from members of the public at a recent meeting. The Clerk reported that the Council has signed up to the Civility and Respect Code, which covers Councillors and members of the public. <p>The Responsible Finance Officer left the meeting at 7:11pm</p>																																																																												
FR 12	<p>Grants Members received and considered the first tranche of grant applications for municipal year 2024/25.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Grant Applied for July 2024</th> <th>Grant Allocated July 2024</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Christmas in Chippy</td> <td>£2,000 plus free hire of Town Hall</td> <td>£1,000</td> <td>On proviso they have a bank account, and free use of the Town Hall</td> </tr> <tr> <td>Chipping Norton Amateur Operatic Society (CHAOS)</td> <td>£1,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Community Suppers</td> <td>£1,100</td> <td>0</td> <td>Free use of the Town Hall</td> </tr> <tr> <td>Cricket Club</td> <td>£1,500</td> <td>0</td> <td></td> </tr> <tr> <td>Home Start</td> <td>£2,000</td> <td>£1,000</td> <td>Highlight in report how residents in CN have been supported</td> </tr> <tr> <td>Mindful Mums</td> <td>£1,500</td> <td>£500</td> <td></td> </tr> <tr> <td>Remix Youth Club</td> <td>£2,000</td> <td>£750</td> <td></td> </tr> <tr> <td>Scouts</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Sunshine Cat Rescue</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Swifts</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Theatre</td> <td>£2,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Thrive OX7</td> <td>£2,000</td> <td>£1,500</td> <td></td> </tr> <tr> <td>Transition CN</td> <td>£2,000</td> <td>£750</td> <td></td> </tr> <tr> <td>Volunteer Link Up (VLU)</td> <td>£2,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total Allocated:</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>£8,500</td> </tr> <tr> <td></td> <td></td> <td>Total Remaining Round 2:</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>£8,000</td> </tr> </tbody> </table>	Organisation	Grant Applied for July 2024	Grant Allocated July 2024	Notes	Christmas in Chippy	£2,000 plus free hire of Town Hall	£1,000	On proviso they have a bank account, and free use of the Town Hall	Chipping Norton Amateur Operatic Society (CHAOS)	£1,000	£1,000		Community Suppers	£1,100	0	Free use of the Town Hall	Cricket Club	£1,500	0		Home Start	£2,000	£1,000	Highlight in report how residents in CN have been supported	Mindful Mums	£1,500	£500		Remix Youth Club	£2,000	£750		Scouts	£2,000	0		Sunshine Cat Rescue	£2,000	0		Swifts	£2,000	0		CN Theatre	£2,000	£1,000		Thrive OX7	£2,000	£1,500		Transition CN	£2,000	£750		Volunteer Link Up (VLU)	£2,000	£1,000				Total Allocated:					£8,500			Total Remaining Round 2:					£8,000
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	<p>Cllr Coleman proposed to accept the grant funding for Round 1 as above, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the grant funding for Round 1, July 2024 is approved as above FR12.</p>
FR 13	<p>Date of the next meeting Monday 23rd September 2024</p>

The Chair closed the meeting at 8:06pm.

DRAFT



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 13th August at 12noon**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Mike Cahill

Cllr Sandra Coleman

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SS1	Election of Chair Members received nominations for Chair of the Staffing Sub-Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Akers, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Chair of The Staffing Sub-Committee for the municipal year 2024/25.
SSC2	Election of Vice-Chair Members received nominations for Vice-Chair of the Staffing Sub-Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Coleman, seconded by Cllr Akers. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Vice-Chair of The Staffing Sub-Committee for the municipal year 2024/25.
SSC3	Apologies for absence. Apologies were received from Cllr Whitmill.
SSC4	Declarations of interest There were no declarations.
SSC5	Minutes RESOLVED: That the minutes of the meeting held on 21 st March 2024 are approved as a correct record and signed by the Chair.
SSC6	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC7	Staffing matters Members received a confidential report regarding staffing matters. Cllr Finney proposed that the recommendations included in the report is supported, Cllr Cahill seconded. All in favour, motion carried. RESOLVED: That a temporary amendment is made to the Admin and Customer Service Assistant's contract of employment to temporarily uplift their weekly hours from 22.5 to 37 so they can cover the hours from the currently unrecruited venue assistant role.

	<p>Members discussed a proposal regarding the Council employing a retained HR service in order to ensure the Council is robustly and professionally supported when HR matters arise. Critchley's have been highly recommended from several local organisations. Cllr Cahill proposed that a recommendation be sent to the Finance and Resources Committee to approve the cost of this, Cllr Finney seconded. All in favour, motion carried.</p> <p>RESOLVED: That a recommendation is sent to Finance and Resources Committee to approve to costs of the Council having a retained HR service.</p>
SSC32	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 12:25pm

Signed as an accurate record

Chair.....

Date.....

DRAFT

Agenda item 7 – 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	Whose 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.
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 2024-25 were reviewed and amended in March 2024. Next review early 2025.
Appoint the internal auditor	CNTC		September 2024	September 2024	To appoint the internal auditor at the September meeting.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. Awaiting external audit report. Internal audit for 2024-25 to commence later on in the year after appointment of auditor in September.
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. 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	First tranche 24-25 to be considered at this meeting.
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To commence next lease update this year.

Local Council Awards Scheme	CNTC/NALC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. The application for the Quality award has been submitted and approved by NALC. Awaiting final decision from the panel in August 2024.
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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	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%	
3290 Miscellaneous Income	0	88	0	(88)			0.0%	
Administration :- Income	0	90	5,000	4,910			1.8%	0
4100 Salaries/Superann/Nl	15,100	72,169	175,000	102,831		102,831	41.2%	
5110 Stationery	59	229	1,000	771		771	22.9%	
5120 Photocopying Costs	161	1,288	3,200	1,912		1,912	40.3%	
5200 Postage	0	3	150	147		147	1.9%	
5210 Telephone and Comms	625	3,403	8,400	4,997		4,997	40.5%	
5310 Office Equipment	0	479	1,000	521		521	47.9%	
5340 Website Costs	0	780	1,000	220		220	78.0%	
5360 Computer Hardware/Software	70	1,267	3,000	1,733		1,733	42.2%	
6200 Rent	0	0	5,500	5,500		5,500	0.0%	
6210 Rates	518	1,552	2,700	1,148		1,148	57.5%	
7100 Travel & Subsistance	0	0	200	200		200	0.0%	
7300 Staff & Councillors Training	99	984	3,000	2,016		2,016	32.8%	
7500 Legal & Professional Fees	1,311	14,075	10,000	(4,075)		(4,075)	140.8%	7,243
7510 Audit Fees	1,365	1,865	2,500	635		635	74.6%	
7600 Subscriptions	298	2,149	2,300	151		151	93.4%	
7630 Bank Charges	4	69	250	181		181	27.7%	
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	56	299	1,000	701		701	29.9%	
Administration :- Indirect Expenditure	19,667	110,933	235,800	124,867	0	124,867	47.0%	7,243
Net Income over Expenditure	(19,667)	(110,843)	(230,800)	(119,957)				
6000 plus Transfer from EMR	960	7,243	0	(7,243)				
Movement to/(from) Gen Reserve	(18,707)	(103,599)	(230,800)	(127,201)				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	7,500	16,500	9,000		9,000	45.5%	
7671 Grant Theatre C/N	3,000	3,000	3,000	0		0	100.0%	
7672 Grant Lido C/N	5,000	5,000	5,000	0		0	100.0%	
7673 Grant Museum	3,500	3,500	3,500	0		0	100.0%	
Grants :- Indirect Expenditure	11,500	19,000	28,000	9,000	0	9,000	67.9%	0
Net Expenditure	(11,500)	(19,000)	(28,000)	(9,000)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102</u> <u>Miscellaneous</u>								
3100 Precept Income	0	187,916	375,832	187,916			50.0%	
3180 Interest Receivable	1,914	9,498	20,000	10,502			47.5%	
3230 Manorial Land (Pace Petroleum)	0	3,750	15,000	11,250			25.0%	
3290 Miscellaneous Income	0	6,066	0	(6,066)			0.0%	6,066
3320 S106/grant income	0	5,805	0	(5,805)			0.0%	5,805
Miscellaneous :- Income	1,914	213,035	410,832	197,797			51.9%	11,871
4100 Salaries/Superann/NI	1,719	8,270	20,000	11,730		11,730	41.3%	
6463 General Maintenance Supplies	675	715	750	35		35	95.3%	
6490 Trees/Flower Beds Middle Row	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	2,544	2,894	7,500	4,606		4,606	38.6%	
7100 Travel & Subsistance	158	925	1,600	675		675	57.8%	
7720 Other Miscellaneous Expenses	0	0	1,200	1,200		1,200	0.0%	
Miscellaneous :- Indirect Expenditure	5,096	12,828	31,050	18,222	0	18,222	41.3%	0
Net Income over Expenditure	(3,182)	200,207	379,782	179,575				
6001 less Transfer to EMR	0	11,871	0	(11,871)				
Movement to/(from) Gen Reserve	(3,182)	188,336	379,782	191,446				
<u>120</u> <u>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	39	100	61		61	38.8%	
6400 Repairs and Maintenance	0	728	2,500	1,772		1,772	29.1%	
Greystones :- Indirect Expenditure	8	767	2,600	1,833	0	1,833	29.5%	0
Net Income over Expenditure	(8)	(767)	115	882				
<u>200</u> <u>Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	150	515	1,500	985		985	34.4%	
Mayors Allowance :- Indirect Expenditure	150	515	3,000	2,485	0	2,485	17.2%	0
Net Expenditure	(150)	(515)	(3,000)	(2,485)				
FINANCE & RESOURCES :- Income	1,914	213,125	418,547	205,422			50.9%	
Expenditure	36,421	144,044	300,450	156,406	0	156,406	47.9%	
Net Income over Expenditure	(34,508)	69,082	118,097	49,015				
plus Transfer from EMR	960	7,243	0	(7,243)				
less Transfer to EMR	0	11,871	0	(11,871)				
Movement to/(from) Gen Reserve	(33,548)	64,454	118,097	53,643				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	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	979	28,414	70,000	41,586			40.6%	
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	979	28,414	72,600	44,186			39.1%	0
4100 Salaries/Superann/NI	3,841	22,363	72,500	50,137		50,137	30.8%	
5140 Promotion	0	315	1,500	1,185		1,185	21.0%	
5210 Telephone and Comms	107	510	1,250	740		740	40.8%	
6110 Heat and Light	449	2,969	14,000	11,031		11,031	21.2%	
6130 Water & Sewerage	158	618	1,650	1,032		1,032	37.5%	
6210 Rates	1,029	5,147	11,500	6,353		6,353	44.8%	
6230 Window Cleaning	0	355	500	145		145	71.0%	
6240 Alarm/Fire Extinguisher Insp	0	215	1,600	1,385		1,385	13.4%	
6310 Cleaning / Sanitary Expenses	307	1,320	3,000	1,680		1,680	44.0%	
6330 Waste Disposal	269	806	1,000	194		194	80.6%	
6400 Repairs and Maintenance	4	4,098	10,000	5,902		5,902	41.0%	2,000
6402 Town Hall Restoration Fund	0	1,847	0	(1,847)		(1,847)	0.0%	1,847
6408 New Equipment	804	1,328	15,000	13,672		13,672	8.9%	
7610 Licences	0	2,158	800	(1,358)		(1,358)	269.7%	
7720 Other Miscellaneous Expenses	0	80	500	420		420	16.0%	
Town Hall :- Indirect Expenditure	6,970	44,129	134,800	90,671	0	90,671	32.7%	3,847
Net Income over Expenditure	(5,991)	(15,715)	(62,200)	(46,485)				
6000 plus Transfer from EMR	0	3,847	0	(3,847)				
Movement to/(from) Gen Reserve	(5,991)	(11,868)	(62,200)	(50,332)				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	427	1,688	4,500	2,812		2,812	37.5%	
6410 New Equipment	767	2,327	10,000	7,673		7,673	23.3%	
6420 Litter/Dog Bin Emptying	0	1,306	1,000	(306)		(306)	130.6%	
6465 Contract	963	1,882	5,000	3,118		3,118	37.6%	
7720 Other Miscellaneous Expenses	0	0	1,000	1,000		1,000	0.0%	
Recreation :- Indirect Expenditure	2,157	8,328	22,500	14,172	0	14,172	37.0%	0
Net Expenditure	(2,157)	(8,328)	(22,500)	(14,172)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Events</u>								
3331 Events income	32	32	0	(32)			0.0%	
Events :- Income	<u>32</u>	<u>32</u>	<u>0</u>	<u>(32)</u>				<u>0</u>
6407 Xmas Lights/Trees	0	0	19,000	19,000		19,000	0.0%	
6414 Events	1,426	5,088	10,000	4,912		4,912	50.9%	
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	<u>1,426</u>	<u>5,088</u>	<u>30,000</u>	<u>24,912</u>	<u>0</u>	<u>24,912</u>	<u>17.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,394)</u>	<u>(5,055)</u>	<u>(30,000)</u>	<u>(24,945)</u>				
COMMUNITY :- Income	1,011	28,446	72,600	44,154			39.2%	
Expenditure	10,553	57,544	187,300	129,756	0	129,756	30.7%	
Net Income over Expenditure	<u>(9,542)</u>	<u>(29,098)</u>	<u>(114,700)</u>	<u>(85,602)</u>				
plus Transfer from EMR	0	3,847	0	(3,847)				
Movement to/(from) Gen Reserve	<u>(9,542)</u>	<u>(25,251)</u>	<u>(114,700)</u>	<u>(89,449)</u>				

STRATEGIC PLANNING130 Cemetery

3190 Interments & Memorials	1,250	1,800	15,000	13,200			12.0%	
3191 Grave Purchase	0	650	4,500	3,850			14.4%	
3290 Miscellaneous Income	150	150	0	(150)			0.0%	
Cemetery :- Income	<u>1,400</u>	<u>2,600</u>	<u>19,500</u>	<u>16,900</u>			<u>13.3%</u>	<u>0</u>
6130 Water & Sewerage	8	30	100	70		70	29.6%	
6210 Rates	317	1,592	3,500	1,908		1,908	45.5%	
6400 Repairs and Maintenance	216	3,234	12,500	9,266		9,266	25.9%	
6417 Maintenance	28	28	0	(28)		(28)	0.0%	
6465 Contract	1,952	3,814	10,000	6,186		6,186	38.1%	
6471 Skips for cemetery	0	235	600	365		365	39.2%	
7720 Other Miscellaneous Expenses	16	616	500	(116)		(116)	123.3%	
Cemetery :- Indirect Expenditure	<u>2,536</u>	<u>9,549</u>	<u>27,200</u>	<u>17,651</u>	<u>0</u>	<u>17,651</u>	<u>35.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,136)</u>	<u>(6,949)</u>	<u>(7,700)</u>	<u>(751)</u>				

140 Closed Churchyard

6400 Repairs and Maintenance	0	2,100	5,000	2,900		2,900	42.0%	
6465 Contract	511	999	2,000	1,001		1,001	49.9%	
Closed Churchyard :- Indirect Expenditure	<u>511</u>	<u>3,099</u>	<u>7,000</u>	<u>3,901</u>	<u>0</u>	<u>3,901</u>	<u>44.3%</u>	<u>0</u>
Net Expenditure	<u>(511)</u>	<u>(3,099)</u>	<u>(7,000)</u>	<u>(3,901)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>145 StreetScene</u>								
6418 Defibrillators	0	111	500	389		389	22.2%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6490 Trees/Flower Beds Middle Row	115	365	1,000	635		635	36.5%	
6495 Street Furniture	0	485	3,000	2,515		2,515	16.2%	
StreetScene :- Indirect Expenditure	<u>115</u>	<u>961</u>	<u>5,500</u>	<u>4,539</u>	<u>0</u>	<u>4,539</u>	<u>17.5%</u>	<u>0</u>
Net Expenditure	<u>(115)</u>	<u>(961)</u>	<u>(5,500)</u>	<u>(4,539)</u>				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	3,900	2,500	(1,400)		(1,400)	156.0%	
Pool Meadow :- Indirect Expenditure	<u>0</u>	<u>3,900</u>	<u>2,500</u>	<u>(1,400)</u>	<u>0</u>	<u>(1,400)</u>	<u>156.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,900)</u>	<u>(2,500)</u>	<u>1,400</u>				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	78	153	500	347		347	30.6%	
Millennium Garden :- Indirect Expenditure	<u>78</u>	<u>153</u>	<u>1,700</u>	<u>1,547</u>	<u>0</u>	<u>1,547</u>	<u>9.0%</u>	<u>0</u>
Net Expenditure	<u>(78)</u>	<u>(153)</u>	<u>(1,700)</u>	<u>(1,547)</u>				
<u>186 War Memorial</u>								
6470 War Memorial	0	0	5,000	5,000		5,000	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
STRATEGIC PLANNING :- Income	1,400	2,600	19,500	16,900			13.3%	
Expenditure	3,240	17,661	48,900	31,239	0	31,239	36.1%	
Movement to/(from) Gen Reserve	<u>(1,840)</u>	<u>(15,061)</u>	<u>(29,400)</u>	<u>(14,339)</u>				
Grand Totals:- Income	4,325	244,171	510,647	266,476			47.8%	
Expenditure	50,214	219,249	536,650	317,401	0	317,401	40.9%	
Net Income over Expenditure	<u>(45,889)</u>	<u>24,923</u>	<u>(26,003)</u>	<u>(50,926)</u>				
plus Transfer from EMR	960	11,091	0	(11,091)				
less Transfer to EMR	0	11,871	0	(11,871)				
Movement to/(from) Gen Reserve	<u>(44,929)</u>	<u>24,142</u>	<u>(26,003)</u>	<u>(50,145)</u>				

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	R F Pest Control	010724-1	240.00		Pest Control Cemetery May
01/07/2024	Travis Perkins Trading Company	010724-2	21.86		Postcrete/ballast - cemetery
01/07/2024	Siemens Financial Services Lim	010724-3	479.42		Photocopier lease 21/7 - 20/10
01/07/2024	BSG Ecology Ltd	010724-4	1,320.00		Poole Meadow - Pro. fees
01/07/2024	Rural Services Partnership Ltd	010724-5	141.60		Rural Market Town Membership
01/07/2024	KM Cleaning [REDACTED]	010724-6	220.00		Town Hall Cleaning 1&29/6
01/07/2024	West Oxfordshire District Coun	010724-7	1,960.19		Waste/recycling - TH July
01/07/2024	Canopy	010724-8	2,520.00		Sycamore felling - St Marys
01/07/2024	Amazon Services Eu/Amazon	010724-9	35.05		Paper sticky notes
01/07/2024	Gill & Co (Ironmongers) Limite	050724-1	145.15		Maintenance supplies
03/07/2024	Adobe Systems Software Ireland	030724DD1	16.64		Adobe subs 29/6 - 29/7
04/07/2024	British Gas	040724DD1	195.90		TH Gas 21/5 - 20/6
05/07/2024	Broadsword	050724-2	220.80		TH callout - fire door
05/07/2024	Kettering Playsafe Ltd	050724-3	3,162.00		Play equipment maintenance
05/07/2024	Kettering Playsafe Ltd	PAY ERROR	3,522.78	Inv2000/160523	Worc Rd Play repairs (2023)
05/07/2024	Kettering Playsafe Ltd	PAY ERROR	-3,522.78	2000 16/5/23	Worc. Rd play repairs (2023)
10/07/2024	Multipay Card	BACS	3.00		Mothly card fee
10/07/2024	Multipay Card	DACS	33.00		Tablecloths Witney laundrette
10/07/2024	Adobe Systems Software Ireland	100724DD1	19.97		Adobe subs(3) 06/7 - 05/8
10/07/2024	West Oxfordshire District Coun	100724DD2	56.33		Waste Collection GH July
11/07/2024	Mindful Mums	BACS	500.00		GRANT - weekly mindfulness
12/07/2024	HMRC	BACS	4,401.14		Tax/NI - June
12/07/2024	OCC Pension Fund	BACS	4,069.87		Staff Pensions June
12/07/2024	Castle Water Limited	120724-1	69.54		TH water - 1st-30th Jun
12/07/2024	Viking	120724-2	82.50		Toilet roll/stapler
12/07/2024	SSE Southern Electric	120724-3	1,754.69		TH electric Feb-June
12/07/2024	ESPO	120724-4	105.36		Towel/tissue/dishwash TH
12/07/2024	West Oxfordshire District Coun	120724-5	1,354.00		NDR - Greystones July
12/07/2024	James English Window Cleaning	120724-6	360.00		TH Window cleaning 18/6/24
12/07/2024	Solarsense UK Ltd	120724-7	2,400.00		Feasibility study TH PV
12/07/2024	Canopy	120724-8	5,100.00		Pool Meadow tree work (Medium)
15/07/2024	GH Safety Ltd	150724-SO1	301.50		H&S Support/advice July
17/07/2024	Street Solutions UK Ltd	170724-1	85.23		460mm traffic cone x 16
18/07/2024	C/N Theatre	BACS	1,000.00		GRANT - School meals
18/07/2024	Glyme Hal Youth Club	BACS	750.00		GRANT - Remix youth club
18/07/2024	Volunteer Link Up	BACS	1,000.00		GRANT - transport/befriend
18/07/2024	Thrive North Ox	BACS	1,500.00		GRANT - 0-18yr olds provisions
18/07/2024	Home Start Banbury	BACS	1,000.00		GRANT - parent/baby group
18/07/2024	C/N Amateur Operatic Society	BACS	1,000.00		GRANT - 2025 show
18/07/2024	Transition Chipping Norton	BACS	750.00		GRANT - Youth work
19/07/2024	Chris Lews Fire and Security	190724-1	11.40		Alarm fob - GH
19/07/2024	Essential Supplies UK Ltd	190724PPDD	69.97		Play equipment repair items
19/07/2024	Staff Salaries	BACS	12,535.59		Staff Salaries - July
22/07/2024	HMRC	DACS	4,224.61		TAX/NI July
22/07/2024	OCC Pension Fund	BACS	3,984.26		Staff pension contrib. July
22/07/2024	Adobe Systems Software Ireland	220724-DD1	16.64		Adobe subs 17/7 to 16/8
24/07/2024	G. Herbert T/A Cotswold Bathro	240724-1	215.00		Toilet repairs x3 TH

Unity Trust Bank

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/07/2024	Chipping Norton Regulated Past	240724-2	1,000.00		Field rent, New St,04/24-03/25
24/07/2024	Drain Doctor Plumbing	240724-3	873.60		Investigate blocked drain
24/07/2024	R F Pest Control	240724-4	240.00		Pest Control Cemetery 1,8,15/7
24/07/2024	Castle Water Limited	240724-5	7.38		Water - cemetery 1/6-30/6
24/07/2024	The Community Heartbeat Trust	240724-6	69.54		Adult pads - Greystones defib
24/07/2024	Drain Doctor Plumbing	240724-3	0.88		Purchase Ledger Payment
29/07/2024	STL Communications Ltd (FOCUS)	290724DD1	1,074.12		Telephone/IT/Broadband
Total Payments			<u>62,697.73</u>		

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Adobe Systems Software Ireland	010824DD1	16.64		Adobe subs 30/7 to 29/8
02/08/2024	██████████	BACS	10.00		Mobile Phone July
02/08/2024	Thames Valley Water Services L	020824-1	52.80		TH Water monitoring - July
02/08/2024	Gutterclear (Oxford) Ltd	020824-2	1,500.00		TH Gutter clearing
02/08/2024	Fumitubes International Ltd	020824-3	920.40		Bench - New St Rec
02/08/2024	West Oxfordshire District Coun	020824-4	259.00		NDR - Guildhall August
02/08/2024	KM Cleaning ██████████	020324-5	200.00		Cleaning TH 15/7 & 26/7
03/08/2024	Justin Bucknell Electrical Ltd	030924-4	102.00		Investigate hating panel TH
03/08/2024	██████████	030924-5	285.00		Fine tune/repair TH piano
05/08/2024	ESPO	050824-1	5.64		Mops for TH
05/08/2024	RW Consultancy Services	050824-2	2,615.95		Grounds Maint. review
05/08/2024	When In Home Ltd	050824DDPP	43.99		Gazebo wheeled holdall - TH
05/08/2024	SLCC	050824-3	298.00		Annual membership fee KJ
05/08/2024	Nu Focus Education CIC	050824-4	1,119.00		Mobile Skatepark 11/8/24
08/08/2024	Adobe Systems Software Ireland	080824DD1	19.97		Adobe Subs (3) 6/8-5/9
08/08/2024	British Gas	080824DD	243.51		Gas T/H 20th Jun-23rd Jul
09/08/2024	Multipay Card	BACS	11.98		QD flower bouquet (cemetery)
09/08/2024	Multipay Card	DACS	6.50		I Ielen&Douglas I Ise - Cemetery
09/08/2024	Multipay Card	BACS	33.48		WHSmith - label machine TH
09/08/2024	Multipay Card	BACS	44.00		J&S Flowers - Middle Row Tubs
09/08/2024	Multipay Card	BACS	3.00		Monthly card fee
09/08/2024	Barnwood Limited	090824-1	2,216.53		Architects works TH
09/08/2024	Gill & Co (Ironmongers) Limite	090824-2	35.55		Misc ironmongery
09/08/2024	Multipay Card	BACS	28.98		Photobox - Jigsaw TH 16/7
11/08/2024	Viking	110924-5	39.53		A3 laminator GH
11/08/2024	Castle Water Limited	110924-6	7.56		Water - cemetery - 1/8-31/8
12/08/2024	██████████	BACS	15.99		Reimburse-audio cable TH
12/08/2024	██████████	BACS	10.00		Use of phone - August
12/08/2024	International Tree Foundation	120824-1	150.00		Donation- Garden tree giveaway
12/08/2024	Canopy	120824-2	1,140.00		Middle Row trees/shrubs
12/08/2024	DJMD Events ██████████	120824-3	50.00		Bingo Hosting 11/08 TH
12/08/2024	Thames Valley Water Services L	120824-4	52.80		Water monitoring TH June
12/08/2024	Beaumont Rivers Ltd	120824-5	1,152.00		Pipe tracing Pool Meadow (50%)
12/08/2024	Castle Water Limited	120824-6	77.60		Water - Cemetery 1/7-31/7
12/08/2024	Travis Perkins Trading Company	120824-7	81.58		Cemetery gate installation
12/08/2024	West Oxfordshire District Coun	120824-8	134.33		TH waste/recycling - Aug
12/08/2024	Hook Norton Brewery Co Ltd	120824-9	299.16		TH Bar stock drinks
12/08/2024	West Oxfordshire District Coun	120824-10	56.33		Waste Collection GH Aug
13/08/2024	C/N Museum	BACS	3,500.00		GRANT - Core Grant 2024-25
13/08/2024	C/N Lido	BACS	5,000.00		GRANT - Core grant 2024-25
13/08/2024	C/N Theatre	BACS	3,000.00		GRANT - Core grant 2024-25
14/08/2024	West Oxfordshire District Coun	140824-1	1,354.00		NDR - TH Aug
15/08/2024	GH Safety Ltd	150824-1	301.50		H&S Support/Advice - Aug
20/08/2024	Staff Salaries	DACS	12,570.53		Staff Salaries - Aug
20/08/2024	OCC Pension Fund	BACS	3,999.45		Staff pensions Aug
20/08/2024	HMRC	BACS	4,248.14		Tax/NI August
20/08/2024	Subcold Lid	200824DDPP	499.98		Ace 130 LED t.c beer fridge

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/08/2024	Adobe Systems Software Ireland	210824DDPP	16.64		Adobe subs 17/8 - 16/9
21/08/2024	Wine Box Company Limited T/A W	210824-1	175.08		Beer crates x 4 for TH
28/08/2024	Currys	PPDD	23.98		Keyboard and mouse - KJ
29/08/2024	West Oxfordshire District Coun	290824-1	393.35		Waste/Recycling TH Sept
29/08/2024	McCracken & Sons Ltd	290824-2	3,017.28		Grounds Maintenance July
29/08/2024	Moore East Midlands	290824-3	1,638.00		External Audit fees 2023-24
29/08/2024	Alliance DisposablesLtd	290824-4	268.31		Drinks dispensers x 2 TH
29/08/2024	National Association of Local	290824-5	120.00		Quality Award accreditation
29/08/2024	Swift Digital Services	290824-6	193.08		Copier - environmental levy
29/08/2024	Viking	290824-7	71.36		office equipment
29/08/2024	Thames Valley Water Services L	290824-8	52.80		Water monitoring TH - Aug
29/08/2024	Clear Insurance Management Ltd	290824-9	1,594.47		Commercial motor insurance -PO
29/08/2024	KM Cleaning [REDACTED]	290824-10	100.00		Cleaning TH 23/8
29/08/2024	Broadsword	290824-11	80.40		Call out demo system GH
29/08/2024	Travis Perkins Trading Company	290824-12	105.50		multi purpose concrete
29/08/2024	The Belgian Beer Company	290824DDPP	94.91		Branded empty beer crates TH
30/08/2024	STL Communications Ltd (FOCUS)	300824-DD1	854.99		Telpehone/IT/Broadband Aug
Total Payments			56,612.55		

AGENDA ITEM 8 – Appointment of Internal Auditor

The RFO reports that at the conclusion of the 2023-24 external audit, the following was included on the covering letter from the External Auditor:

“We draw your attention to the following points.

As part of our intermediate testing, we have noted that the Council have not minuted the reappointment of the internal auditor each year. Whilst we understand that the same auditing company has been used to undertake the internal audit work for several years now, please note that per Paragraph 4.11 of JPAG Practitioners' Guide 2023 that the independence of the appointed firm should be reviewed every year and preferably minuted as part of a Council discussion.”

In relation to the above, paragraph 4.11 of the “Joint Panel on Accountability and Governance Practitioners’ Guide” states:

“There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.”

The current internal auditor was formally appointed at the full council meeting on 18th February 2019:

Internal Auditor

Mr. R. Symes, auditor had notified the Town Council that he was retiring and would not be auditing the T/C’s accounts in 2019/20.

Auditing Solutions Ltd had been approached and were willing to undertake the auditing work for the Town Council. The maximum annual fee would initially be £1462 + VAT. This would reduce to £1032.00 + VAT for 2020/21 onwards.

The Town Council agreed to appoint Auditing Solutions Ltd to undertake the internal audit work required for Chipping Norton Town Council.

Minute ref: 7209, from 18th Feb 2019 Full Council meeting minutes

The RFO has invited quotes from several experienced professionals to conduct the Town Council’s 2024-25 audit and has secured two quotes.

From the pool of auditors recommended for conducting such audits, many will only audit smaller parish councils and were not able to quote for a town council. Having spoken to one such auditor who is affiliated with the SLCC she noted that there is a shortage of suitably qualified individuals to carry out Town Council audits.

Therefore the following two quotes are to be considered;

Auditor A : Fee of £1,020 plus VAT with any additional fees for extra work charged at £70 per hour plus VAT (by arrangement). Please see covering letter attached.

Auditor B: Fee of £900 (not VAT registered). Emailed quote followed by a verbal conversation to satisfy the RFO of his competence to conduct an internal audit.

Auditor B provided a brief quote by email, followed by a verbal conversation to satisfy the RFO of his competence to conduct an internal audit. He sits on the Board of Directors of a neighbouring ALC and is a parish council representative on the District Council's Audit and Standards Committee.

Both Auditor A and B are known to the RFO in a professional capacity:

Auditor A as the council's current audit company which was appointed in 2019.

Auditor B through previous audit work.

For further detailed information on internal audit please see the JPAG Guide - page 13 – AGAR assertion (paragraphs 1.35 -1.38) and Section 4 Internal Audit Checklist on pages 27-33:

<https://www.nalc.gov.uk/library/our-work/jpag/4040-practitioners-guide-2024/file>

RECOMMENDATION: That the council considers which internal auditor to appoint for the 2024-25 financial year

Mrs A Packer
Responsible Financial Officer
Chipping Norton Town Council
The Guildhall
Chipping Norton,
Oxon OX7 5NJ

12th August 2024

Dear Alison

Internal Audit Service provision 2024-25

Further to your request for a quote for the continued provision of the IA service to your Council for 2024-25, I set out below the terms of our formal quote. By way of background information for you and your members, I set out below some of the company and our consultants together with the formal quote.

I am the owner of this company, which was established to meet the requirements of the revised audit arrangements introduced in 2001-02. I have over 50 years' experience in the audit of public sector bodies, the first twenty-two being spent on the external audit of National Health Service clients across England and Wales, apart from a three-year sabbatical as Chief Internal Auditor of the Hong Kong Urban Council in the mid-1970s. Following the NHS reforms in 1990, I worked for the District Audit Service as an Audit Manager with responsibility for both Local Government District Councils and NHS bodies in Wiltshire, including management responsibility for all the county's parish and town councils prior to my leaving and establishing this company in 2002. We also employ contractors to assist with the workload; details of their experience and qualifications may be found on our website, as below: most have worked with me over several years all having varying levels of audit and accounting experience in a variety of public and private sector bodies. The availability of additional contractors also enables us to meet clients' requirements and ensure continuity of service even where one of us may be suddenly indisposed. I also serve as an advisor on the Internal Audit Working Group of the Joint Practitioner's Accounting Group (JPAG).

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the "limited assurance" arrangements implemented in 2001-02, but also to give elected members and the electorate a high degree of assurance that the Council's affairs are in order. We currently provide a service to over three hundred councils and associated bodies nationally ranging from small Parish Councils to many of the largest councils nationally including Weston-super-Mare, Chippenham, Shrewsbury, Royal Sutton Coldfield, Dunstable, Thame and Witney. As a wholly independent company, it is self-evident that we remain distant from the Council's working procedures and controls thereby ensuring the required degree of "independence" in our approach.

We have deliberately set out to provide a high-quality service to Councils in line with the requirements of the Governance and Accountability Manual – The Practitioner's Guide. On completion of each visit, the Council will receive a detailed report identifying clearly the work undertaken, any areas where we may perceive there to be a need for improved controls and also the dissemination of best practice gleaned from other clients across the country.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. We see it as our role not purely to sign off the Internal Audit Certificate in the Annual Governance and Accountability Return (AGAR), but to provide the Council with a balanced service aimed at assisting the implementation of any new legislation and ensuring that the Council is able to function cost effectively and efficiently.

We strongly believe that for internal audit to be effective, it must be preventative rather than historical. Consequently, as in prior years, Adrian and I consider that two days' annual cover remains appropriate given the Council's level of service provision, etc.

Our daily fee 2024-25 has, in line with our usual arrangements, been reviewed and will be increased (marginally by 2%) in line with movement in the RPI over the past 12 months and will be £510 plus VAT giving an annual fee of £1,020 plus VAT: as you are aware our fees are "all inclusive" with no hidden extras such as mileage, etc. We also consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research and / or work required, the above daily fee will apply. However, should the Council request additional work over and above the basic level of cover, or additional work be required to complete our annual review, any additional fees would be charged at £70 per hour plus VAT and be agreed in advance with the Council before commencement of any such work.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. I would also advise that we have appropriate indemnity insurance in place and are fully GDPR compliant with a raft of relevant and required policies in place: these are posted on our website and can, on request, be provided electronically.

I attach a copy of our Letter of Engagement together with a copy of our basic work programme for 2024-25. This standard format document is adapted and tailored to meet the specific needs of individual clients, taking account of local circumstances, based on our existing knowledge of operative controls and the level of various areas of service provision,

Should the Council determine to reappoint us, I would ask that you sign the second page of the attached "Letter", scan and return a copy to me for our records. I look forward to hearing from you in the near future confirming our reappointment.

Kind regards

[REDACTED]



Our ref: 979/1610753

16 August 2024

Ms L Ashbourne
Chipping Norton Town Council
Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxfordshire
OX7 5NJ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Ms Ashbourne

Annual Governance and Accountability Return for the Year ended 31 March 2024

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2024.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- As part of our intermediate testing, we have noted that the Council have not minuted the reappointment of the internal auditor each year. Whilst we understand that the same auditing company has been used to undertake the internal audit work for several years now, please note that per Paragraph 4.11 of JPAG Practitioners' Guide 2023 that the independence of the appointed firm should be reviewed every year and preferably minuted as part of a Council discussion.

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A handwritten signature in cursive script that reads 'Moore'.

Moore
Encs.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Chipping Norton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2023/24

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "M. Moore".

Date

12/08/2024

Smaller Authority Name: Chipping Norton Town Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for (Smaller Authority Name) Chipping Norton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.

- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Chipping Norton Town Council on application to
 - (a) (Name of Clerk)
Luci Ashbourne

 - (b) (Address of Clerk)
The Guildhall
Chipping Norton
OX7 5HJ

 - (c) (Telephone/email, and hours and arrangements to view)
01608 642341
townclerk@chippingnorton-tc.gov.uk
Mon-Fri 9am-1pm

- 3 Copies will be provided to any person on payment of £_NIL_ for each copy of the Annual Return

Announcement made by (Name of Clerk)

Luci Ashbourne

Date of Announcement

19th August 2024

Agenda item 10 – Retained HR Services

At a meeting in August the Staffing Sub-Committee received a report from the Town Clerk regarding a need for the Council to employ professional retained HR services to ensure the Council has the support it needs, when it needs it – similar to the retained Health and Safety support provided by GH Safety Ltd.

Members discussed and agreed that the fee proposal from Critchley's HR Services, who come highly recommended by several different contacts, was good value for money and provided an appropriate level of support.

The recommendation from the staffing sub-committee is that the Finance and Resources Committee approved the cost of £195 per month excl VAT to employ Critchley's HR Services.

Chipping Norton Town Council

Mayor's Allowance

Statement of Policy

Chipping Norton Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

Background

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility as the Mayor represents the town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

Permitted expenditure

Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its mayor 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other Councillor. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the Mayor in their absence and in this case they will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Small gifts (flowers/cards) where appropriate

It is recognised that the Mayor may be accompanied to many formal engagements by their consort and reasonable expenditure under the above headings represents legitimate expenditure for them also.

The Allowance paid under section 15(5) of the LGA 1972.

If paid as a round sum it will be subject to the usual tax and national insurance deductions allowance to ensure HMRC regulations are adhered to. It will be the responsibility of the Mayor to make a claim for any expenses that are incurred which are tax deductible.

Adopted by The Finance and Resources Committee, June 2022

CHIPPING NORTON TOWN COUNCIL

INVESTMENT STRATEGY

Adopted by the Town Council on 19 October 202

Reviewed, amended and approved July 2022

1. INTRODUCTION

1.1 Chipping Norton Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

1.2 The Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

2. POLICY

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

3. INVESTMENT OBJECTIVES

3.1. The Council’s investment priorities are:

- the security of its reserves,
- adequate liquidity of its investments, and
- the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- Investments will consider lower carbon emissions, ethical labour management, and greater board diversity”.

3.2 All investments will be made in sterling.

3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

3.5 Investments will be spread over different providers where appropriate to minimise risk.

4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Chipping Norton Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

4.3 The choice of institution and length of deposit will be at the approval of the Finance and General Purposes Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. NON SPECIFIED INVESTMENTS 5.1

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and General Purposes Committee in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

7.1 Long term investments are defined in the Guidance as greater than 12 months.

7.2 The Council does not currently hold any funds in long term investments.

8. INVESTMENT STRATEGY 22-23

8.1 For 2022-23 the Council will continue to invest as much of its balances as possible in low risk products in order to achieve its investment objectives. This includes any balances that need to be invested being held in the CCLA Public Sector Deposit Fund.

9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year will be accounted for when the budget is prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Finance and General Purposes Committee.

10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 The Council's Investment Strategy shall be reviewed annually and revised if considered necessary.

10.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public

11. FREEDOM OF INFORMATION

11.1 In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website <https://www.chippingnorton-tc.gov.uk> and is also available as hard copy from the Town Council Offices.



Flag Flying Policy

1. Purpose This policy establishes the guidelines for flying flags at Chipping Norton Town Council. It outlines the standard practices, designated responsibilities, and procedures for raising and lowering flags on the Millennium Garden flagpole, ensuring that flag-flying activities align with national requirements and community expectations.

2. Standard Flag Flying Procedure

- **Timeframe:** Flags will typically be raised at 10:00 AM and will remain flying for 24 hours. If the 24-hour period extends into a weekend or public holiday, flag flying will depend on the availability of staff.
- **Default Flag:** The Union Flag will be flown on all other days, including designated national days as well as other specified occasions, taking precedence over other flags.

3. Authority and Delegation

- The Mayor and Town Clerk have the delegated authority to make decisions regarding the flying of one-off flags for special events or minor adjustments to the standard flag-flying schedule, provided these decisions are within the scope of this policy.
- Decisions involving one-off flags or time changes will be communicated to the relevant committee or council body in a timely manner.

4. Requesting Flag Flying

- Requests to fly a flag other than the Union Flag must be submitted in writing to the Council. Such requests will be reviewed and approved by the relevant committee or the Full Council.
- The Council reserves the right to refuse any flag-flying request, especially if the request is politically motivated, could bring the Council into disrepute, or if it is not in keeping with the Council's politically neutral stance. The decision of the Council on such matters is final.
- The Council will not bear the cost of purchasing flags for third parties. Approved requests may proceed if the applicant provides the flag according to the specified standards.

5. Flag Maintenance

- Flags provided for one-off events can be stored by the Council, but the Council accepts no responsibility for long-term wear and tear or for replacing the flag.

6. Policy Review and Amendments

- This policy will be reviewed periodically to ensure its alignment with current national guidelines and community needs. Any amendments to this policy will be made with the approval of the Finance and Resources Committee.

7. Implementation

- A calendar noting all national and special flag-flying days will be maintained and reviewed regularly to ensure compliance with this policy.

8. Budget

- A modest budget may be allocated for the purchase of new flags as necessary, subject to Council approval.

Item 11A: Grant application report

1. We have recently learned that Christmas in Chippy will not be holding the Christmas event in December 2024. The Finance and Resources Committee had initially approved a £1,000 grant for the event. As this event will no longer take place, this funding will remain in the grants budget for consideration during Round 2 funding in February 2025.
2. The Chipping Norton Music Festival has applied for £1,500 grant funding toward their event in March 2025.
Should their full grant request be granted, £7,500 would remain in the grants budget to be considered at Round 2 funding in February 2025 (including the unspent Christmas in Chippy grant).

The Facilities and Events Officer has confirmed that the Music Fest was charged £1,739.25 for hire of the Town Hall last year. Hire of the Town Hall should be subject to availability after discussion with the Facilities and Events Officer.

RECOMMENDATION: That the committee considers the grant application request from the Chipping Norton Music Festival and decide whether they would like to subsidise some of the Town Hall rental as an alternative to a grant payment.



Chipping Norton Town Council's Grants to Voluntary Bodies Application Form
2024-25

Applications must be received before 5pm on the deadline 24th June 2024 (to be considered at the July meeting) or 20th January 2025 (to be considered at the February meeting)

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.


For more information, please see our guidance which can be found at www.chippingnorton-tc.gov.uk/grants.

Name of Organisation	Chipping Norton Music Festival	
Name of Project or Activity	Annual Festival	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	10/2024	03/2025
Amount of funding requested from CNTC	£1500	

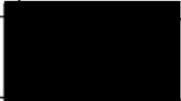

Contact Details

Name of the person making the application	Richard Wood
Position in organisation	Treasurer
Email address	[REDACTED]
Telephone number	[REDACTED]

Organisation details

Address	
Website	www.cnmf.org.uk
Social media links	Facebook/Instagram/TwitterX @chippymusfest
Description of organisational purpose and how it benefits the community	Providing the opportunity to perform music, speech and drama in a non competitive environment but adjudicated by professionals, for all levels and classes across a wide age range. promoting confidence through performance
Please outline any fundraising activities that your organisation has undertaken in the past year	We work with "Friends" who contribute donations annually, and we also did a matched funding appeal with Kingham Lodge (CATS)
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	We are looking to increase the partnership, and other surrounding schools involved in both the Schools workshops and the music classes

Payment details if application is successful

Name of account	Chipping Norton Music Festival
Sort code	
Account number	

Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

The Festival has for the past few years had a Schools Workshop where partnership schools and other local primaries have brought along year 5 and 6 pupils to be involved in a singing workshop. Due to pressure on teaching staff, school budgets and funding for the arts in schools these numbers have declined so we feel that we need to promote and publicise the event before the schools finish in July for summer, to give time for them to plan and budget well in advance. One initiative will be to support school transport costs to bring pupils in to the workshops, with the Festival covering coach and minibus hire charges to the schools.

Each year, apart from entry fees that are kept low to encourage participation from all, we need to raise about £4,000 to break even on the annual event. We currently have regular Friend subscriptions and are talking to local businesses and organisations to raise sponsorship and support to cover our annual costs.

The whole festival is an inclusive event encouraging people from all ethnic groups, schools, individuals, young and old to take part.

We offer free bursary entries to those suffering hardship.

The Festival brings in around 3000 people to the town over the festival fortnight and these visitors are a valuable addition to the towns revenue.

How will you measure the impact of your project?

By the number of schools entering the Schools workshop and the number of new or returning schools to the music classes

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

We received £1200 last year and this was a great help to ensure that we were able to put a session on every day of the two weeks festival period including an opening night at the Theatre. Bringing over 3000 performers, parents, and supporters to the town over the festival. This support ensured that we made a small surplus in the year's accounts

How much will your project cost and how will you use the money?

What is the total cost of your project?	£14000
How much Funding would you like from CNTC?	£1500
Where will the remaining funding come from?	Retained funds, Friends of the Festival, Donations, Ticket sales, Refreshment sales, and Concert revenue

Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	Professional Adjudicators	£3500	
Training			
Office costs (rent, telephone etc)	Website, Print, Promotion etc	£800	
Salaries	Concert Artists	£3000	
Expenses (travel etc)			
Venue hire	Town Hall/Theatre	£3000	
Materials			
Publicity	Advertising etc	£300	
Volunteer expenses	All Voluntary	£0	
Other (please specify)	Piano Hire (Steinway)	£2600	

	Prizes and Awards	£800	
			£1500
	Sub total		
	TOTAL	£14000	£1500

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications. (please click/tick box to agree)

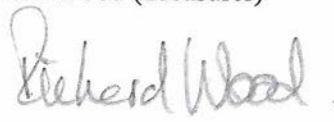
We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts Bank statement or paying-in slip Constitution
 (to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) Typed entries acceptable for email applications Date: 20/06/2024	Richard Wood (Treasurer) 
--	--

Please return your completed application form to:
 Chipping Norton Town Council,
 The Guildhall, Chipping Norton
 OX7 5NJ

deputyclerk@chippingnorton-tc.gov.uk,

16th July 2024

Dear Kathryn,

I just wanted to write with our thanks to you and to all the Town Council for your email with the news that Town Council are going to continue to support the free school meals cultural programme. Thank you for this great news! We are really excited to put some wonderful things in place to support low income families from town this summer 😊

With the reduction in funding to one third of the community committee's previous support I just needed to make you aware that we will need to look at a reduction in the programme, and will deliver as much as possible of our planned activity within the funding. I hope that is okay and the councillors understand that this is a necessity – with such a big community strand of work all our local funding sources are already contributing to our mental health schools groups, SEN and mental health parent groups, adult disability groups, bursaries, HAF programmes and more so sadly we don't have another local source to ask to supplement this funding. Luci kindly suggested a source but they are existing funders of other projects. We will stretch the funding provided absolutely as far as we can and promise to make the most of every penny the Town Council has granted us, to support our wonderful local community.

I look forward to keeping you in the loop with everything we put together over the coming year. If you or any of the councillors want to come along and see any of the work that is going on at the Theatre you are always welcome and we'd love to see you. Thank you so much once again. All of us in Take Part are so grateful for this support.

With all our thanks,



Clare O'Hara

Head of Community

cohara@chippingnortontheatre.com | 01608 649112

Home-Start Banbury, Bicester & Chipping Norton
Britannia Road Children's Centre,
Grove Street,
Banbury,
Oxfordshire
OX16 5DN

louise.sansom@home-startbanbury.org.uk
www.home-startbanbury.org.uk
01295 266358



**Banbury, Bicester &
Chipping Norton**

Katherine Jang,
Deputy Town Clerk and Estates Manager,
Chipping Norton Town Council,
The Guildhall,
Chipping Norton,
Oxfordshire,
OX7 5NJ

23rd July 2024

Dear Katherine and all at Chipping Norton Town Council,

Reference: £1,000 from Chipping Norton Town Council

On behalf of us all at Home-Start Banbury, Bicester and Chipping Norton, I would like to express our sincere thanks to you all at Chipping Norton Town Council for your generous donation to our charity.

Parenting young children is a joy, but comes with its challenges. Your kind grant of £1,000 will go towards our work supporting families of young children when they need us most. Last year through all three service areas, 82 families benefitted from 1:1 home-visiting support and a further 201 attended our Stay & Play sessions. Over 750 individuals were supported by us last year – a significant achievement for a small, local charity. Your investment is building a brighter future for children in their earliest years because childhood can't wait.

Once again, thank you for your support. It is truly appreciated!

Kindest regards,

Louise Sansom

Louise Sansom
Head of Organisational Development and Fundraising

Dear Katherine,
Thank you very much for Chipping Norton Town Council's support of our work. We are looking forward to keeping you updated on the difference your investment is making to local families.
Thank you!
Louise



Patron: Lady Hayter
Registered Charity No. 1114860. Company No. 0565931.
Registered office: Britannia Road Children's Centre, Grove Street, Banbury, OX16 5DN



Luci,

I am writing on behalf of the Management Committee of the CN Local History Society to ask you to pass on our thanks to the Town Council for the payment of this year's Core Funding Grant.

This will make a major contribution to the funding of the running of the museum and our future plans.

Best wishes,

John Graves

Treasurer, Chipping Norton Local History Society