



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

24th February 2025

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: 3rd 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 consider 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 committee meeting held on 20th January 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. Town Hall

- a. To receive a report about the Town Hall restoration project.
- b. To receive a report from the Facilities and Events Officer
- c. To review the Town Hall booking fees

7. Glyme Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To review the Glyme Hall booking fees

8. Events

To receive a report from the Facilities and Events Officer.

9. Play Areas

To receive a verbal update from the Town Clerk.

10. Skatepark Project

To consider forming a Working Group for the Skatepark Project

11. Keep Chippy Beautiful

To receive an update about the next litter pick to be held on the 22nd March.

12. Public Art Project

To receive an update

13. Date of the next meeting – Monday 16th June 2025



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Minutes of a Community Committee meeting held on the 20th January 2025, at 6:30pm at Glyme Hall, Chipping Norton

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe, Jo Graves, Ben Bibby, Dom Rickard and Emily Weaver

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO
Heidi Davies, Customer Services and Admin Assistant
Tania Kirby, Events and Facilities Officer
Paolo Oliveri, Maintenance Operative

2 members of the public

CC42	Apologies for absence None received
CC43	Declaration of interests Cllr Coleman declared an interest in relation to CC48 as an employee of St Mary's Church.
CC44	Minutes RESOLVED: That the minutes of the committee meeting held on the 4 th November 2024 were signed as an accurate record by the Chair.
CC45	Public Participation None
CC46	Committee Action Plan review Members noted the Action Plan.
CC47	Town Hall Members received a report from the Facilities and Events Officer. Cllr Coleman stated that it is good to see capacity of the building improving. Members received an update report from the Facilities and Events Officer regarding the Town Hall restoration project. The Events and Facilities reported on the roof repairs. Contractors have found a possible source of the roof leak, due to evidence of rotten wooden beams. As the extent is currently unknown, the contractors have requested that the scaffolding is extended at an additional cost of £500. This had been authorised by the Town Clerk as an urgent H&S repair.



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	<p>The Events and Facilities Officer reported that the new reception window has made the office much brighter and is more welcoming to visitors. It was also noted that the building feels much more secure.</p> <p>Members discussed the quotations for the repair of the windows. Three quotations had been procured by the Facilities and Events officer to replace two deteriorating windows facing Cattle Market Street.</p> <p>Cllr Akers proposed to accept the quote from CN Glass (£15,560+VAT), seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the committee agrees to accept the quotation from CN Glass, with a total cost of £15,560 plus vat at 20%.</p> <p>Members discussed the quotation for the repairs to the external council chamber doors following recommendations from the fire survey.</p> <p>Cllr Akers proposed to accept the quotation for (£15,560+VAT), seconded by Cllr Cahill.</p> <p>RESOLVED: That the committee agrees to accept the quotation (£15,560+VAT).</p> <p>Members discussed the quotation received from Thames Valley Water Services to continue monthly Legionella testing at the Town Hall. The Events and Facilities Officer suggested that members of staff could take on this task with proper training. Members then discussed the advantages and disadvantages of this proposal.</p> <p>Cllr Ritsperis proposed to extend the Thames Valley Water Service for another year, and to take this year to enquire about Legionella training for Town Hall staff. Seconded by Cllr Rickard.</p> <p>RESOLVED: That the committee agrees to the quotation from Thames Valley Water Services for the year (£1,066+VAT) and will use that time to explore training options for staff to take over testing next year.</p> <p>Members discussed the offer of equipment for the Stage Area donated from old stock at Chipping Norton Theatre. Cllr Coleman expressed thanks towards Cllr Keyser for his valuable input and advice.</p>
CC48	<p>Glyme Hall</p> <p>Members received an update from the Facilities and Events Officer.</p> <p>Cllr Coleman expressed a big thank you to The Facilities and Events Officer, the team, and the cleaner for the deep clean.</p> <p>More work is needed going forward, and a working party will be formed for a business plan. Cllrs Coleman, Bibby, Akers, Rickard and Cahill volunteered to join. It was suggested extending the invitation to other councillors who might want to join the working party. The Events and Facilities advised the committee that the Admin and Customer Service Advisor will assist with marketing events at both venues.</p>



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	<p>Cllr Cahill noted that the Facilities and Events Officer must delegate time to the Town Hall restoration project, taking away capacity to organise events at the Town Hall and Glyme Hall. Members agreed to discuss this further at an upcoming Staffing Sub-Committee meeting.</p> <p>Members discussed the possibility of renaming the individual rooms at Glyme Hall because the current names may limit how potential hirers use the spaces. The Maintenance Operative proposed to rename the rooms using tree names. Cllr Graves proposed the following list of names:</p> <ul style="list-style-type: none">- Oak- Ash- Beech- Willow <p>Cllr Coleman seconded the proposal. All in favour, motion carried. RESOLVED: That the new list of room names for Glyme Hall is adopted as above.</p> <p>Members discussed the role of Youth Work at Glyme Hall. Historically the Remix Youth Club was granted free hire under the previous managing charity for Glyme Hall. Members noted that the original objective of the building was for Youth Work and Adult Education. To ensure that all youth groups are treated fairly, the Town Mayor proposed setting 100 hours available for free hire of Glyme Hall specifically for youth work.</p> <p>Cllr Akers proposed that the 100 hours free hire for the purposes of youth work are given to Remix Youth Club (Jan 2025-2026), with this to be reviewed in Jan 2026. This offer is subject to clarification about Remix's secular status. Cllr Graves seconded the proposal. All in favour, motion carried.</p> <p>RESOLVED: That the Remix Youth Club is given 100 hours of free hire of Glyme Hall, to be used between January 2025-26, and that the agreement will be revisited in January 2026.</p> <p>Members discussed the utility quotes for Gas and Electricity, reiterating their commitment to choosing green and renewable energy when possible. Cllr Coleman proposed to accept the 36-month fixed electricity contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month fixed contract for gas.</p> <p>RESOLVED: That the committee agrees to the 36-month fixed contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month contract for gas.</p> <p>Future consideration: Look at installing solar panels.</p>
CC49	<p>Events</p> <p>Members received a report from the Facilities and Events Officer.</p> <p>Cllr Coleman suggested to the Members that the Charity Mayor event this year will likely be between now and April. Members discussed that the event could be a Quiz Night or Ceilidh dance</p>



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	<p>The Rotary Fire Walk event was discussed by the members. The Events and Facilities Officer suggested that councillors advertise this event through word-of-mouth.</p>
CC50	<p>Play Areas Members received the annual ROSPA reports and Disability Access Audit reports. Cllr Coleman thanked the Maintenance Operative for his work in the playgrounds. It was noted that the reports are quite positive. Cllr Keyser raised concerns about access in and out of play areas, specifically noting that Cornish Road only has one entry and exit point. Cllr Keyser wondered why this had not been highlighted in the ROSPA reports and it was suggested by Cllr Coleman that evaluating the usage of this park in the future would be useful. The previous Town Clerk had noted this issue and had arranged an emergency plan with emergency services should this ever be required.</p>
CC51	<p>Skatepark Project Members noted that the planning application for the skatepark is underway, and that the Acting Town Clerk and Facilities and Events Officer had an upcoming meeting (27th January) with Maverick Industries to discuss potential funding opportunities.</p>
CC52	<p>Keep Chippy Beautiful Members received an update. Saturday 22nd March was suggested for the next big clean up day. It was noted that the Back Alley and Hailey Road should be on the list of locations to clean up.</p>
CC53	<p>Public Art Project Members noted that the installation of the vinyl artwork on the Town Hall windows has been delayed, as the artist requested that these are installed once the replacement Town Hall windows are in place.</p>
CC54	<p>Members considered requests from residents for new wastebins in four locations:</p> <ol style="list-style-type: none"> 1. Outside Costcutter on Hailey Road 2. Burford Road at the cut in to Cottsway Crescent 3. Along Topside between the petrol station and the Crown and Cushion Hotel 4. A fourth request was received during the meeting from the Maintenance Operative, noting that the Veterinary Clinic on Banbury Road had issues with <p>Cllr Akers proposed to accept the bin emptying costs for the 4 locations above, should WODC deem these inessential. Seconded by Cllr Rickard. All in favour, motion carried.</p>



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	<p>RESOLVED: That members agreed to the recommendation of covering the bin emptying at the four stated locations, should WODC deem these inessential (at a cost of £261.44/annum).</p>
CC55	<p>Flag Flying Request Members considered a request from 6th Chipping Norton Scouts to fly the Scout flag on the 22nd February 2025.</p> <p>Cllr Bibby proposed to accept the request, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That members agree to fly the Scout flag at the Millennium Garden on the 22nd February 2025.</p>
CC56	<p>Date of the next meeting: Monday 3rd March 2025</p>

The Chair closed the meeting at 20.09

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Jun 25	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete.</p> <p>Scoping works for solar PV panels has been completed. The interim roof works are now being undertaken (Jan 2025).</p> <p>Quotations to consider replacement of the defective boilers to be considered at this meeting.</p>
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	The annual ROSPA inspections have been completed (to be received at this meeting), with the addition of disability access audits undertaken for each play area. Minor repairs have been noted and are being worked through by the General Maintenance Operative.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three-year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	<p>The 2024 switch took place on Thursday 28th November. An issue with the storage of the lights curtain meant that we had a temporary installation on the Town Hall while the curtain light was remade, as this is a bespoke piece of equipment.</p> <p>The Christmas lights contract has been extended for another year, so tendering will not take place until Summer 2026.</p>
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	<p>Memorial safety survey – Second section complete.</p> <p>Tree Survey complete – Three-year survey coming to an end, will need revisiting March 2025.</p>

					Play Park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event. They have received £1,500 in grant funding from the Town Council plus free hire of the Town Hall for the event.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	April 25	The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns. Next steps will be for Maverick Industries to submit a planning application and for the TC to apply for relevant funding. There have been some setbacks with the planning process. A verbal update will be provided at this meeting.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The Autumn Litter Pick took place on 5 th October 2024 and was well-attended. The Spring litter pick will take place on the 22nd March 2025, all welcome.
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue.
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				The Town Clerk will be meeting with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.

Public Art project	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Embden to delivered workshops to taking place on 21 st and 22 nd September 2024. The next steps will be for the TC to apply for S106 funding for the printing and manufacturing of the mural linocuts. The installation has been delayed as Luke would prefer for the Town Hall windows to be replaced/restored in advance of the artwork being installed.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2024	November 2024	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
Community Awards event	CNTC	£1,500 from events budget	September 2024	September 2024	The Community Awards ceremony were held on the 27 th September 2024. This was a vibrant evening held to celebrate community groups and individuals. To be held again Sept 2025.

This is working document and will be updated for each committee meeting.

Item 6a: Town Hall restoration project

Roof Works – Temporary fix to roof leak

The work on the Town Hall Roof has been completed, the scaffolding removed, and fencing taken away by Tuesday 18/02/2025. All hall users have been informed.

Plumbing

We are now using Cotswold Kitchens and Bathrooms for minor plumbing works in the building, who have been excellent—prompt, efficient, and reliable. They respond quickly, usually within a day or so, and keep us informed about job progress at every stage. Their professionalism stands out, ensuring work is completed on time and to a high standard. Additionally, they're proactive, often taking care of smaller tasks while on-site for larger jobs, which has been incredibly helpful.

Fixed leaking men's toilet, x3 toilet seat fixes, x2 toilet flush fixes, one under the sink fix, 1 x major fix of the urinals flushing system, with help and assistance with regards to the boilers and the immersion heaters.

Windows facing The Fox Pub

CN Glass have been to re assess and measure up for the windows, and they are currently being manufactured with a 9/10 week lead time from order. This would fall within the Music Festival weeks, and as such we do not anticipate the windows being installed until end of March at the earliest.

Doors the Fox End

Attending February 26th 2025 to change the closing / locking mechanism and fire closure.

Heating

Interim fix has been successful, although the contractor has reported that this is likely a temporary measure. Return visits were needed to get air out of the system for the radiators to function properly.

The Facilities and Events Officer has reached out to different companies to resolve this issue, returning 4 quotes to consider below:

Quote 1: Mechanical and Electrical Services Installation

Scope of Work:

- Option 1: Repair or replace the existing boilers.
- Option 2: Replace circulating pumps with energy-efficient models.
- Option 3: Upgrade to a smart control system for remote access and improved efficiency.
- Option 4: Remove stage area radiators to facilitate additional storage.
- Option 5: Full replacement of the boiler plant, pipework, and controls to meet current building regulations, including smart controls and weather compensation.

Cost Breakdown (Excluding VAT):

Replacement of one boiler: **£9,378.27**

Replacement of two boilers (recommended): **£14,820.11**

Replacement of one circulating pump: **£1,792.04**
Replacement of two circulating pumps: **£3,801.49**
Installation of new smart control system: **£7,323.27**
Removal of stage radiators: **£794.98**
Full system replacement (boiler, pipework, controls): **£62,065.28**

Additional Notes:

The provider recommends full system replacement to bring the building up to the latest regulations and maximize energy efficiency.

Work includes commissioning by the manufacturer and ensuring compliance with current electrical and mechanical standards.

Exclusions include scaffolding, builders' works, and asbestos testing/removal.

Quote 2: Boiler Replacement and Smart Control Installation

Scope of Work:

Drain down the existing heating system and remove old boilers.

Install two modern condensing boilers and reconnect to the existing system.

Refill and test the system, add an inhibitor to maintain efficiency.

Upgrade controls to a smart system with remote access and tamper-proof thermostat to optimize energy usage.

Full commissioning, testing, and provision of a 12-month parts and labor warranty.

Cost Breakdown (Including VAT):

Total cost: **£15,274.09**

Additional Notes:

The provider recommends replacing both boilers and implementing a smart control system to enhance efficiency and remote management.

An optional maintenance package is available for ongoing servicing and reliability.

The quote includes all plumbing, gas, and electrical connections.

Maintenance Option: The provider offers a service and maintenance package at £208.30 per month, with a £1,000 excess.

Quote 3: First Stage Boiler Replacement

Scope of Work:

Electrically, gas, and water isolation to boilers.

Remove one boiler from the frame and set aside for disposal.

Supply and install one Remeha Ace Quinta 65 boiler.

Install new pipework to a heat exchanger and connect back to the existing system pipework.

Install a filling loop, filter, and expansion vessel.

Connect to the flue system and install new condense pipework.

Connect to the existing control system.

Test and commission upon completion.

Remove all rubbish upon completion.

Cost Breakdown (Including VAT):

Total cost: **£13,212.00**

Additional Notes:

This quote covers only the first stage of boiler replacement, with a focus on integrating with the existing control system.

No additional upgrades to the control system or full boiler plant replacement are included.

Quote 4: Boiler Replacement, Circulation Pump, and Control Upgrade

Scope of Work:

Remove and dispose of an existing boiler.

Install a new Quinta ACE 65kW natural gas boiler, connecting it to the existing cascaded flue.

Replace a faulty circulation pump with a new Lowara Ecocerc XL 40-120 flanged pump.

Upgrade heating controls to a remote-accessible Heatmiser NeoStat system with three controllers and three diverter valves for zoned heating.

Modify the existing electrical control panel to support the new system and connect controls to the internet.

Cost Breakdown (Excluding VAT):

Replacement of one boiler: **£4,850.00**

Replacement of one circulation pump: **£1,450.00**

Smart heating control system installation: **£2,520.00**

Electrical work for controls upgrade: **£750.00**

Total (Excluding VAT): £9,570.00

Additional Notes:

The proposed smart control system allows for individual room control via an app, improving energy efficiency.

Work includes testing, commissioning, and ensuring the system integrates with existing heating components.

The Committee should be aware that Quote 1 falls above the £25,000 remit for requiring open tender as following the Financial Regulations. Should the Committee wish to choose the option for the whole system replacement, this would need to be taken to formal tender.

For all other quotes, the cost would be taken from the Town Hall restoration EMR.

RECOMMENDATION: That the committee considers the above quotations for replacement of the defective boilers at the Town Hall.

6b. Report from the Facilities and Events Officer

Current capacity of available bookings 2024/25:

	February 2025	March 2025	April 2025	May 2025	All 2025
The Council Chamber	4.88% +1.31%	3.98%	0.89%	0%	1.13% +0.76
Lower Hall	15.83% +0.9%	25.05%	9.22%	6.88%	10.86% -1.73%
The Snug	37.44% +0%	36.18%	34.39%	37.31%	18.56% +1.65%
Upper Hall	16.25% -4.35%	42.42%	12.28%	19.89%	18.56% -1.65%

Note the drop in capacity i due to moves during the works taking place and heating issues.

Projected income from bookings April 01, 2024, to March 31, 2025 = £73,308.96

Projected income from bookings April 01, 2025, to March 31, 2026 = £22,398.96

Ongoing Community / Local Groups

- Community Church Congregation (Moved to Glyme Hall until end of March due to heating problems and Chippy Music Festival)
 - Little Footsteps from the Community Church (Moved to Glyme Hall until end of March due to accessibility and Chippy Music Festival)
 - Muslim Prayers Group
 - Chipping Norton Choral Society & Cotswold Youth Choir
 - Chipping Norton Theatre x2 Singing Groups
 - Chipping Norton Theatre x2 Dance Groups
 - Amnesty Chipping Norton
 - U3A (Temporarily moved to Methodist church due to Ramp works and heating)
 - Chipping Norton Wine Club
 - Chipping Norton Railway Club
 - Age UK fitness classes
 - Fit Active Classes
 - Coffee, Chat and More from the Community Church
 - Turning Point
 - Local Area Coordinator – Free space when needed and available
 - Chipping Norton Branch of Oxfordshire Business Buzz
 - Pranic Healing Meditation Sessions
 - Mental Health Support Worker
- **Stage Area items donated from old stock at Chipping Norton Theatre**

The Facilities and Events Officer, in conjunction with Cllr Keyser, have had conversations with the Theatre and have agreed to take these items on. The items are still with the Theatre until storage can be arranged.

- **Lifting Equipment**

Due to the nature of the Town Hall and the needs to transport chairs, fridges, and other equipment from the Lower Hall to the Upper Hall, the Facilities and Events Officer has investigated sourcing better furniture lifting equipment to support staff.

Prices range from £80-200 for manually operated units, and £1,600k-£6,000k for powered units. The Facilities and Events Officer has sourced quotes from Stanley, which provide a cost-effective option ranging from £1,680-£2,500.

Taking into consideration staff needs, the Facilities and Events Officer would strongly recommend considering a powered unit, as it is a safer option than a manual trolley. The powered units provide caterpillar mechanisms which allow users to transport heavy items safely, up and down stairs.

Stanley - 85kg weight limit, £2,400

Stanley - ex demos £1,680

Stanley – 120kg weight limit, £2.5 k – quite a lot of them in stock so would give a 10% discount

Stanley – 190kg weight limit, £2.5 k

Stanley has visited the Town Hall for a demo on Monday 24th January 2025.

Recommendation: To maintain operational efficiency, meet health and safety obligations, and support existing staff, that the Committee consider the purchase of a powered Stanley lift. This investment represents a sensible, forward-thinking solution that enhances safety, improves productivity, and reduces the likelihood of future staffing issues or injury-related costs.

6c. Reviewing the Town Hall Booking fees

The Town Hall booking fees should be reviewed annually in March. The current booking fees, which were reviewed and increased in March 2024 are attached on the following page.

The Facilities and Events Officer recommends no increase in hire charges for the Town Hall for this year for several reasons.

- The Town Council has recently taken on Glyme Hall, with a new set of fees and charges. Keeping the Town Hall fees and charges stable will help with customer retention with current hirers and keep the venue affordable for local and community groups.
- Having reviewed other similar facilities for hire, the Facilities and Events Officer believes that the current charges are in line with other similar offerings. Keeping the Town Hall charges in line with other similar venues will ensure that the Town Hall remains a competitive venue.
- There may be upcoming roof works and other projects which may cause a disruption to hirers.

RECOMMENDATION: That the Council considers the fees and hiring charges for the Town Hall for 2025-2026.



**CHIPPING NORTON TOWN HALL
HIRE AND FEES**

Town Hall Scale of Charges (2024)

<u>Venue</u>	<u>Standard Hire Charge</u>	<u>Charity & Local Organisations</u>
Whole Building with all facilities 9:00 – Midnight (15 Hours)	£632.00	£316.00
Whole Building with all facilities (8 hours)	£366	£183.00
Whole Building Hourly Rate	£53.00	£26.50
Upper Hall Hourly Rate	£39	£19.50
Upper Hall Bar and Equipment Use Hourly Rate	£2.50	£2.50
Town Hall Run Event Bar Hourly Rate	£40	£40
Lower Hall (Exc. Use of the kitchen) Hourly Rate	£31.00	£15.50
Kitchen Lower Hall High Use (Full Catering facility - Please note the full catering facility without the Lower Hall inc. can only be hired with special permission form Facilities and Events Officer) Hourly Rate	£7.50	£3.75
Kitchen Lower Hall Low Use (Tea and Coffee equipment only) Hourly Rate	£2.50	£2.50
Council Chamber Hourly Rate	£16.00	£8.00
The Snug Hourly Rate	£17.50	£8.75
After Midnight Surcharge (This is in addition to the hourly rate you will be charged for the period; you are still occupying the building) Standard Charge	£30	£30



**CHIPPING NORTON TOWN HALL
HIRE AND FEES**

<u>Venue</u>	<u>Standard Hire Charge</u>	<u>Charity & Local Organisations</u>
<p>Overstay of Occupancy <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i></p> <p>Hourly Rate</p>	<p>£25 each hour or part of an hour</p>	<p>£25 each hour or part of an hour</p>
<p>Serving of Alcohol</p> <p>Hourly Rate</p>	<p>£15</p>	<p>£15</p>
<p>Sound Equipment</p> <p>Standard Charge</p>	<p>£5</p>	<p>£5</p>
<p>Projector and Screen</p> <p>Standard Charge</p>	<p>£10</p>	<p>£10</p>
<p>Coffee making facilities for 12 people. <i>(Duo jug coffee filter machine with Kenco Coffee, milk, sugar. 3.5 litre pump pot available)</i></p>	<p>£8.50 (Per 12 cups)</p>	<p>£8.50 (Per 12 cups)</p>
<p>Tea making facilities for 12 people. <i>(Teapots or single use, Yorkshire Tea Bags, milk, sugar. 3.5 litre pump pot available)</i></p>	<p>£8.00 (Per 12 cups)</p>	<p>£8.00 (Per 12 cups)</p>
<p>Tablecloths <i>(For 6ft x 3ft trestle tables)</i></p>	<p>£3.00 each</p>	<p>£3.00 each</p>
<p>3-in-1 Games Table</p> <p>Standard Charge</p>	<p>£10 per session</p>	<p>£10 per session</p>
<p>After Event Cleans</p> <p>Standard Charge</p>	<p>£60</p>	<p>£60</p>
<p>Let our cleaner's clean-up for you.</p> <ul style="list-style-type: none"> You must empty the building of any items that you bring with you. We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for the caterer. Glasses and crockery must be left in the kitchen / bar areas for cleaning. <p>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</p>		

7a: Glyme Hall
Community Committee Report Glyme Hall – March 2025

Bookings

1) Current capacity of available bookings 2025:

	February 2025	March 2025	April 2025	May 2025	All 2025
Classroom	12.92% +3.1%	12.31% +3.55%	4.67%	9.46%	6.21% +0.79%
Meeting Room	11.37% +3.1%	11.02% +3.65%	3.33%	8.28%	3.83% +0.73%
Main Hall	17.92% +4.91%	15.11% +1.29%	3.33%	9.89%	7.31% +0%

2) Current income expected January 01, 2025, to March 31, 2025, = £5,687.16

3) Projected income from bookings April 01, 2025, to March 31, 2026, = £8,005.20

4) Ongoing Regular Community / Local Groups (Commercial and Charitable Rate)

- a. Chipping Norton AA group
- b. Intune Dance
- c. Abingdon and Witney College
- d. Chipping Norton Trefoil Guild
- e. Willaim Fowler Allotments
- f. Remix Youth Group
- g. New Nortonians
- h. North Cotswold Chamber Choir
- i. Lawrence Home Nurses

5) Enquiries and ad-hoc bookings

A couple more parties have been booked in, and people are enquiring for their parties.

There has been only one enquiry where they were disappointed that the private rate for a party has gone up, however with a private party, we cannot really hire out any other spaces and as such the whole building rate does need to be applied. It is something to consider – but as only one person has queried the ‘up’ in price there probably isn’t a reason to consider changing this at present.

Commercial booking end of February for an energy company solar consultancy event.

Enquiries from one Yoga and one Dance teacher – visits booked in.

Enquiry for hosting a teaching conference.

Mayor has advised the school would be interested in using Glyme Hall for SEND classes.

This report is to note.

7a: Glyme Hall
Community Committee Report Glyme Hall – March 2025

Community Committee Report: Glyme Hall Update

6) Operations and General Management

- Glyme Hall has been under new management for two months.
- Initial feedback from users indicates that the rooms feel strongly tied to their original purpose, which may limit flexible use. For example:
 - The classroom has a distinct classroom setup.
 - The meeting room has a corporate feel.
 - The main hall is well-suited for dance but may require adjustments for other activities.
- The caretaker is currently conducting an inventory check against the list provided by Oxfordshire County Council.
- There have been some discussions with current hirers about the requirement to have staff on site during their bookings, as certain hirers would prefer a confidential setting. However, the Facilities and Events Officer strongly recommends having staff on-site whenever possible, or at least available to open and close the building, due to:
 - Safety and security concerns for those using the building.
 - Ongoing issues with cleanliness following group use.
 - The efficiency of staff completing their necessary duties while the building is in use.
 - The ability to provide assistance as needed.
 - Incidents where staff intervention was required due to misbehaviour and improper use of the halls, which could have resulted in damage.
 - Improved oversight and accountability for the condition of the building and its resources.
- Bins are in progress now that the previous occupants have had their contract ended and been removed.
- Quotes for new signage at Glyme Hall are on their way which will include designs for room names and internal maps.

The Facilities and Events Officer recommends that due to operational needs, staff should be able to have the ability to be on site during any event that takes place at Glyme Hall.

RECOMMENDATION: That the committee considers whether hirers should have the option to request conditions that ensure no staff are present on site during their booking.

7) Facilities and Infrastructure

- The meeting room includes an attached back room with no separate entry, restricting its usability.

7a: Glyme Hall
Community Committee Report Glyme Hall – March 2025

- The main hall's technical equipment setup is awkward due to power outlets being located far from where a projector would be positioned.
- Repairs are needed for the classroom's technical equipment. The speakers are not connecting to the electronic board, and staff require training to use the system effectively.
- A new stand is needed for the projector to be at the correct height for the drop-down screen.
- New small ladders are required for the building, along with a review of a better working-at-height system.
- New equipment is needed for lifting and moving items to improve staff health and safety, as the tables are particularly heavy to move.
- Blinds have been re-fixed in the main hall, but some strips have come apart from their connectors at the top of the rail, so new clips are needed.
- The classroom blinds have also been fixed.
- A new stairgate was donated and has been installed by the caretaker at the kitchen entrance.
- A plumber has been booked to look at one drainage problem in one toilet.
- The Glyme Hall cleaners' cupboard was found in an extremely messy state, with no clarity on why or who was responsible.
- General cleaning at Glyme Hall is not satisfactory. A solution is needed to provide cleaning items without granting full access to the cleaning cupboard—possible options include locked storage boxes within the cupboard.

The Facilities and Events Officer will be working through these snagging issues as the budget allows.

8) Accessibility and Amenities

- The toilets, while designed as individual cubicles, are currently labelled as Gents/Ladies with a separate disabled toilet. Given their self-contained design, these labels are unnecessary.
- PHS have provided quotes on the sanitary provision – which includes male sanitary bins for men who have medical conditions that mean they may have sanitary items to dispose of. They have advised that the bins are quite large, so would recommend using the Disabled toilet as the location for the bin with a sign on the door.
- To accommodate all users, sanitary disposal units will need to be installed in all toilet cubicles.
- Consideration is being given to replacing or adding kitchen equipment. Larger groups have requested a **double coffee filter machine**, like the one at the Town Hall, and improved tea and coffee dispensers.

A hygiene quotation has been attached following this report (£554.40 per annum) to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall.

Recommendation: That the Committee considers the quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall (total cost £554.40 per annum).

9) Security and Safety

7a: Glyme Hall
Community Committee Report Glyme Hall – March 2025

- The Town Hall's existing security company has assessed the fire and security systems (intruder alarm, CCTV system, and Fire alarm).
- Staff have raised concerns about the possibility of unauthorized individuals still having keys. There have been multiple instances suggesting unexplained access, including:
 - An electronic door being activated when the last known staff member on-site was unaware of its existence or function.
 - A recently cleaned space being found dirty and messy, despite no bookings.
 - The back gate being left open at unexpected times when no staff were present. When closed, this gate can only be opened from the garden side.
- Once the contract is completed, the existing alarm code will be changed, and staff will gain full control over the **CCTV system**, which will help monitor and clarify any security concerns.

The quotations attached to this report provide quotations for the intruder alarm (£389 + VAT for one years' monitoring, £199 + VAT for the second years' monitoring, plus an additional £134 + VAT optional sounder), CCTV system (£1,408 + VAT) and Fire alarm (£596+VAT for one years' monitoring, and £504 + VAT for the second years' monitoring).

Recommendation: That the Committee considers the quotations provided regarding the above security measures and considers whether to move forward.

10) Licensing Update

- PRS has been added to the existing council license.
- A Premises License needs to be obtained and has been passed to the RFO for completion.
- Until the Premises License is secured, no events involving the sale of alcohol can be hosted.
- Private parties may provide free drinks as part of their event, but alcohol cannot be sold.
- Bingo cannot be hosted in Glyme Hall due to Licensing

Recommendation: Complete Premises License application to enable alcohol sales at events.

11) Communication with Oxfordshire County Council

- There has been **no response from Facilities Management** at Oxfordshire County Council despite attempts to make contact.

This Report is to Note.

12) Free Puppet show at Glyme Hall

A hirer has requested free hire of Glyme Hall to develop a new puppet show and test technology for his future paid events. The Facilities and Events Officer is proposing that the hirer is given free hire of Glyme Hall in exchange for free performances for children in town. The hirer has requested a number of dates which are currently available.

RECOMMENDATION: That the Committee considers whether to grant free hire of Glyme Hall for these children's puppet shows, in exchange for free performances for children in town.

Products & Services

Product	Postal District	Term (Years)	Service Freq.	Agreement Type	Cost per Unit	Number of Units	Annual Charge
Eclipse and Maxi Bag Dispenser White	OX7	3	13	Service	£46.15	5	£230.75
Liner Service – Eclipse Discreet Grey Base and Lid	OX7	3	13	Service	£17.55	5	£87.75
Male Incontinence Bag Dispenser	OX7	3	13	Service	£55.25	1	£55.25
Male Incontinence Bin - Liner Service	OX7	3	13	Service	£55.25	1	£55.25
Airscent XTRA - White - Clear Sky and Greenleaf	OX7	3	6	Service	£62.70	2	£125.40
Total Annual Charge							£554.40

Supplementary Charges

Should you proceed to contract the following estimated charges will apply:

Charge Type	Amount	Terms and Conditions
Carriage	£0.00	This charge will be added when Carriage is applicable
Installation	£0.00	This charge will be added when Installation is applicable
Hazardous Waste	£0.00	This charge will be added (per visit) when Hazardous Waste is applicable
Duty of Care	£87.04	This charge will be added (per year) when Duty of Care is applicable
Pre-acceptance Audit	£0.00	This charge will be added (per location) when a Pre-acceptance Audit is applicable

Quote Terms

Your quote is valid for 30 days from the date above unless otherwise specified in the terms and conditions of your framework contractual agreement. Prices are exclusive of VAT at the related rates. Electrical installations will be completed up to 20m per unit if no additional specification stipulated. Please note that Rental includes installation and maintenance, and Service includes installation, service, maintenance, all consumables plus free 24-hour emergency call outs.

ACCEPTANCE COPY (Please indicate which option(s) you require (if applicable) and return this complete signed Acceptance to us).

Chipping Norton Town Hall
Glyme Hall
Burford Road
Chipping Norton
Oxon
OX7 5DZ

14th February 2025

Our Ref: MS/TP/54313

Dear Katherine

Maintenance & Service Take-Over - Intruder Alarm System

I write to confirm that we shall be pleased to take-over and provide maintenance for your existing **intruder alarm system**. As a National Security Inspectorate "NSI Gold" accredited installation and maintenance company, all systems installed or maintained by [REDACTED] ty must comply with the current, relevant standards and, therefore, a thorough take-over inspection will be required.

I would propose the following:

- i. Fully inspect, service and document the existing system
- ii. Replace the external Bell box for new
- iii. One year's maintenance contract from date of Take Over visit
Cost £389.00 plus VAT
Annual Central Station monitoring fee Bells only

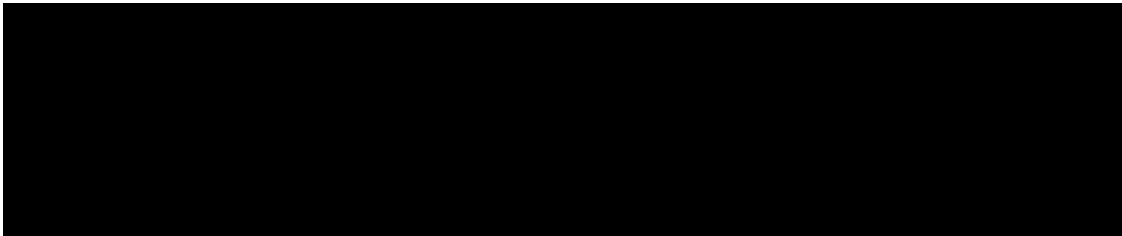
[REDACTED] cannot guarantee any parts installed by a previous company.

12 months from the date of your takeover, we will invoice you **£199.00** which will cover your contract for the following 12 months after that date.

Please note that this Intruder maintenance contract will allow you access to our Duty Engineer 24/7, reduced hourly rate for call outs and one or two preventative maintenance visits per annum (one visit for bells only systems and two visits for monitored systems). Any call-outs are fully chargeable, both parts and labour.

The purpose of my visit was to make a list of the equipment installed and to do a visual inspection. Given the time spent, it was not intended to be a technical inspection but following the proposed inspection of the existing system by our Engineers, it is possible that some remedial action and some replacement parts will be required. If such remedial action is found to be necessary, it will be brought to your attention and an hourly rate of **£67.00** per hour, plus parts, will be charged. If you have experienced any faults in the recent past, it would be useful if you would point these out to our Engineer.

Maintenance Contracts usually rise annually in line with the RPI increase. Please note that the Maintenance contract is for a 12-month period and is non-refundable.



Optional Sounder

As discussed, I would recommend that we install a very loud sounder within the communal area. As this system is a Bells only system it would make life uncomfortable for any intruder should they trigger the alarm.

- i. To install cabling from the control panel to the near wall of the communal area
- ii. Install a internal sounder/Sound bomb
- iii. Making good all connection
- iv. Programme up system and test

Cost £134.00 plus VAT

Future and ongoing running costs

Alarm systems: to ensure continuity of your Security systems, the monitoring & maintenance will automatically renew annually, unless notified by you before the renewal date. We will inform you of this approximately one month before the renewal date. The cost will be as indicated "Annual Monitoring and/or Maintenance fee" in the installation breakdown.

I hope you will find these proposals acceptable but if you do have any queries, please don't hesitate to call.

All prices are subject to VAT at the current rate of 20% and are valid for 60 days

Yours sincerely


Surveyor

Acceptance

To 

I have received and accept your Terms & Conditions & wish to accept your Quotation No: 54313/Chipping Norton Town Hall to the value of £..... plus VAT

Invoice address:

Chipping Norton Town Hall
Glyme Hall
Burford Road
Chipping Norton
Oxon
OX7 5DZ

Signed.....Date.....

Printed.....

A signed Acceptance or email must be received before we are able to book the work in

[REDACTED]

ACCEPTANCE COPY (Please indicate which option(s) you require (if applicable) and return this complete signed Acceptance to us).

Glyme Hall
Burford Road
Chipping Norton
Oxon
OX7 5EF

13th February 2025

Our Ref: MS/ST/54438

Dear Tania

Quotation Number: 54438

Further to our recent meeting, please find the following proposals:

- i. To replace the NVR recorder for new 8 channel unit with 8Tb hard drive
- ii. Reconnect all working cameras programme up and test
- iii. Replace the three damaged cameras for new units
- iv. Programme up and test
- v. Commission and hand over

Cost £1408.00 plus VAT

Digital Recorder: 8 channel NVR, with PoE power and 8Tb hard drive, giving up to 28 days image retention

Located: Office

Cameras 1, 2, & 4: 4 Mega Pixel, Ultra-Low light turret camera, with darkfighter technology, and 30 infra-red range, with 2.8mm wide angle lens

Purpose: General overview

To be Located: Externally to replace camera 1, 2 & 4

To View: As existing

Power supply: PoE from NVR



Future and ongoing running costs

CCTV systems: to ensure continuity of your Security systems, the monitoring & maintenance will automatically renew annually, unless notified by you before the renewal date. We will inform you of this approximately one month before the renewal date. The cost will be as indicated "Annual Monitoring and/or Maintenance fee" in the installation breakdown.

Please note all charges are subject to VAT at the current rate and valid for 60 days

I trust the above is self-explanatory to you, but if you have any queries, please don't hesitate to contact us. If you wish to proceed, please return the signed Acceptance.

Yours sincerely

[REDACTED]
Surveyor



Acceptance

To :

I have received and accept your Terms and Conditions and wish to accept your Quotation No: 54438/Glyme Hall to the value of £..... plus, VAT

Invoice address:

Chipping Norton Town Council
The Guild Hall
Chipping Norton
Oxon
OX7 5NJ

Signed..... **Date**.....

Printed.....

A signed Acceptance or email must be received before we are able to book the work in

ACCEPTANCE COPY (Please indicate which option(s) you require (if applicable) and return this complete signed Acceptance to us).

Chipping Norton Town Hall
Glyme Hall
Burford Road
Chipping Norton
Oxon
OX7 5DZ

14th February 2025

Our Ref: MS/TP/54314

Dear Katherine

Maintenance & Service Take-Over - FIRE alarm system

I write to confirm that we shall be pleased to take-over and provide maintenance for your existing **Fire Alarm System**. All systems maintained by [REDACTED] must comply with the current, relevant standards &, therefore, a thorough take-over inspection will be required.

I would propose the following:

- i. Fully inspect, service and document the existing system
- ii. One year's Fire maintenance contract from date of Take Over visit.
Cost £596.00 plus VAT

12 months from the date of the take over, we will invoice you **£405.00** which will cover your Fire alarm contract for the following 12 months after that date.

[REDACTED] cannot guarantee any parts installed by a previous company.

Please note that this **Fire** maintenance contract will allow you telephone access to our Duty Engineer 24/7, reduced hourly rate for call-outs and two preventative maintenance visit per annum. Should you be required or wish to have more frequent service visits, that can be arranged at extra cost. Any call-outs to the system are fully chargeable, both parts and labour.

The purpose of my visit was to make a list of the equipment installed and to do a visual inspection. Given the time spent, it was not intended to be a technical inspection but following the proposed inspection of the existing system by our Engineers, it is possible that some remedial action and some replacement parts will be required. If such remedial action is found to be necessary, it will be brought to your attention and an hourly rate of **£67.00** per hour, plus parts, will be charged. If you have experienced any faults in the recent past, it would be useful if you would point these out to our Engineer.

Maintenance Contracts usually rise annually in line with the RPI increase.



Please note that the Maintenance contract is for a 12-month period and is non-refundable

Future and ongoing running costs

Fire systems: to ensure continuity of your Security systems, the monitoring & maintenance will automatically renew annually, unless notified by you before the renewal date. We will inform you of this approximately one month before the renewal date. The cost will be as indicated "Annual Monitoring and/or Maintenance fee" in the installation breakdown.

I hope you will find these proposals acceptable but if you do have any queries, please don't hesitate to call.

All prices are subject to VAT at the current rate of 20% and are valid for 60 days

Yours sincerely


Surveyor

Acceptance

To :

I have received and accept your Terms & Conditions & wish to accept your Quotation No: 54314/Chipping Norton Town Hall to the value of £..... plus, VAT

Invoice address:

Chipping Norton Town Hall
Glyme Hall
Burford Road
Chipping Norton
Oxon
OX7 5DZ

Signed.....Date.....

Printed.....

A signed Acceptance or email must be received before we are able to book the work in

Item 7b: Glyme Hall booking fees

The fees and charges for all venues the Town Council manages are annually reviewed in March. The Town Council has only recently taken over management of Glyme Hall, with the fees being set in November 2024. Therefore, the Facilities and Events Officer does not recommend any changes to the current fees.

The current fees and charges are attached to this report.

RECOMMENDATION: That the fees and charges for Glyme Hall remain as they were initially set in November 2024.



**Chipping
Norton**
Town Council

**CHIPPING NORTON COUNCIL
GLYME HALL - HIRE AND FEES**

<u>Venue</u>	<u>Standard Hire Charge</u>	<u>Charity & Local Organisations</u>
Whole Building with all facilities 9:00 – Midnight (15 Hours)	£636.00	£318.00
Whole Building with all facilities (8 hours)	£366.00	£183.00
Whole Building Hourly Rate	£54.00	£27.00
Main Hall Hourly Rate	£36.00	£18.00
Classroom <i>(Exc. Use of the kitchen)</i> Hourly Rate	£21.60	£10.80
Meeting Room Hourly Rate	£16.80	£8.00
Kitchen Hourly Rate	£3.00	£3.00
After Midnight Surcharge <i>(This is in addition to the hourly rate you will be charged for the period you are still occupying the building)</i> Standard Charge	£30	£30
Overstay of Occupancy <i>(This is in addition to the hourly rate you will be charged for the period you are still occupying the building)</i> Hourly Rate	£25 each hour or part of an hour	£25 each hour or part of an hour
Sound Equipment Standard Charge	£5	£5
Projector and Screen Standard Charge	£10	£10
After Event Cleans* Standard Charge	£60	£60

*** We expect all bookers to clean the hall after use – but if you don't want to, you can book our cleaner.**

- You must empty the building of any items that you bring with you.
- We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for the caterer.
- Glasses and crockery must be left in the kitchen / bar areas for cleaning.

Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.

Agenda item 8
Community Committee Report Events – March 2025
(Town Council Events and Events supported by Town Council)

PAST EVENTS 2024

None to report

UPCOMING EVENTS 2024

1. Chipping Norton Music Festival

Dates:

Piano Delivery 7th March 2025

Festival dates: 7th March 2025 to 23rd March 2025

Piano Collection: 24th March 2025

The music festival has booked the Upper Hall with the Lower Hall only been needed on 2 occasions.

They have been informed that they will be unable to use the Lower Hall on Tuesdays when Turning Point are using the building due to the important nature of ongoing support for their members.

2. The Chipping Norton Firewalk from the Rotary Club – has now moved

Date and Time: Friday, 28th March, starting at 6:30 PM.

Location: Glyme Hall, Burford Road, Chipping Norton.

The Firewalk Event has changed location to Glyme Hall due the added costs of a Road Closure from Oxfordshire County Council.

They feel Glyme Hall is an excellent location with the correct facilities, however they have been advised that if they want to sell alcohol at the event that a TENS license will need to be acquired.

We would appreciate councillors taking part in the event and encouraging others to take part. In our last meeting they had approximately 40 people booked on and they would like to reach 70 – 100.

3. Mayors Charity Event is still to be confirmed, decision on the event to be finalised w/c 24th February 2025.

4. Community Art Project Celebration Event

Date and Time: To be confirm following schedule of Window Installation

Facilities and vents officer is planning to organise an open day / evening event for the Art Installation to be enjoyed from inside and outside of the building. If possible, a pre-show of the artwork event may be planned in – if time and space allow.

5. Community Awards 2025

Date and Time: Friday September 26th, 2025, 18:00 – 22:00

To follow the same format as 2025 event, with live pianist and comperes.

Facilities and Events Officer will provide options for the Award 'gifts' at a later Community Committee.

6. Fundraising Events

- i. Fundraising event for the Skatepark project to be developed. The main aim will be to raise awareness for the Skatepark project as well as funds towards the cost of build. Raising awareness for the project will help to spread the call to action for people to be involved.

To be decided in conjunction with the Skatepark user group.

- ii. Fundraising event may be required for additional costs for upgrading theatre stage area for technical equipment. This will be discussed with the Venues Working Group.