



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance and Resources Committee meeting held on the 18<sup>th</sup> November 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Emily Weaver, Alex Keyser (Substituting)

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin & Customer Service Assistant

Paolo Oliveri, Maintenance Operative

No Members of the public were present

<b>FR27</b>	<b>Apologies for absence</b> Apologies received from Cllr Ritsperis, Cllr, Bibby and Cllr Whitmill
<b>FR28</b>	<b>Declaration of interests</b> None
<b>FR29</b>	<b>Minutes</b> <ul style="list-style-type: none"><li>a. <b>RESOLVED.</b> The Chair signed and approved the minutes of the Finance and Resources Committee Meeting as an accurate record held on the 23<sup>rd</sup> September 2024.</li><li>b. Members noted the minutes of the Staffing Sub-Committee held on the 1<sup>st</sup> October 2024</li><li>c. Members noted the minutes of the Staffing Sub-Committee held on 25<sup>th</sup> October 2024</li></ul>
<b>FR30</b>	<b>Public Participation</b> None
<b>FR31</b>	<b>Committee Action Plan</b> Members noted the ongoing committee action plan.  Members discussed investments and would like more information on how investments can be more ethically handled. The Responsible Finance Officer will investigate this and provide a summary for the members at the next meeting.
<b>FR32</b>	<b>Correspondence</b> Members noted correspondence from Chipping Norton Theatre regarding the work being done with the Core Funding provided by the Town Council.



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	<p>The letter comprised all the community work that the Theatre are currently undertaking with the core funding from the Town Council. Members received an indication that Theatre may need more core funding starting financial year 2026/27</p>
<b>FR33</b>	<p><b>Income and Expenditure</b> Members received detailed current income and expenditure reports by budget heading.</p>
<b>FR34</b>	<p><b>Schedule of payments for approval</b> Members received the schedule of payments and did not raise any queries for the RFO</p>
<b>FR35</b>	<p>Forward Work Program Members reviewed the following policy: a. CCTV Compliance <b>RESOLVED:</b> That no further amendments are required.</p> <p>Members received drafts of the following policies to approve: a. Flexible Working Requests Policy b. Hybrid Working Policy c. Maternity Leave Policy d. Paternity Leave Policy e. Shared Parental Leave Policy f. Parental Bereavement Leave Policy g. Adoption Leave Policy</p> <p>Members discussed whether to provide statutory or enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies. <b>RESOLVED:</b> Members agreed to provide enhanced pay for the Maternity, Paternity, Shared Parental Leave, Bereavement, and Adoption Leave policies.</p>
<b>FR36</b>	<p><b>Interim Audit Report</b> Members received the interim audit report from the Council's Internal Auditor The audit report did not raise any concerns.</p>
<b>FR37</b>	<p><b>Committee Budget 2025-26</b> Members received a report from the Responsible Finance Officer and discussed the detailed budget lines. Query raised over the Income over expenditure total – RFO checked master copy and corrected a clerical error shown on printed copy.</p> <p>Members requested that £20,000 to be removed from Town Hall Restoration code (6402) and noted that any works for the Town Hall could be taken from the existing Town Hall EMR.</p>



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<b>FR38</b>	<b>Draft annual budget setting for 2025/26</b> Committee members received a report from the Responsible Finance Officer and agreed spending priorities for 2025/26 to help inform the overall budget.  Members discussed the overall budget and the various options for precept which will be dependent on available reserves and yet to be confirmed Tax Base figures from WODC. The budget and precept will be decided at the Full Council Meeting on 9 <sup>th</sup> December 2024.
<b>FR39</b>	<b>Date of the next meeting</b> Monday 3 <sup>rd</sup> February 2025

The Chair closed the meeting at 7.47pm.

Signed as an accurate record.....

Date.....

DRAFT