



To: all Members of Charlbury Town Council

25th November 2022

**Town Council will meet on Wednesday 30th November 2022 at 7.30pm
in the Green Room, Memorial Hall**

10 minutes are available for members of the public who wish to address the Council

AGENDA

1. To receive Apologies for Absence
2. To receive **Declarations of Interest:** *Members are asked to declare any prejudicial or personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.*
3. Contributions from members of public
4. To receive minutes from the Town Council meeting dated 19th October 2022 and minutes of extraordinary meeting dated 16th November 2022
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. **Communications/Engagement**
 - a. Report from Oxfordshire County Council
 - b. Report from West Oxfordshire District Council
 - c. Update on training/thank you event for members of all working groups and to allocate budget
7. **Finance and Administration**
 - a. To receive Payment schedule and authorise payments (see **Appendix 1**)
 - b. Training
 - c. To receive recommendations from the finance committee
 - d. To adopt volunteer policy and risk assessment
8. **Personnel Committee**
 - a. To receive report and consider recommendation
9. **Correspondence** (see **Appendix 2**)
10. **Community**
 - a. Report on cost-of-living summit
 - b. Staffing at Charlbury railway station
11. **Journeys**
 - a. Promotion of buses
12. **Amenities**
 - a. **Nine Acres**
To consider removal of ivy on the walls by the footpath and the gate at the bottom end of Nine Acres
13. **Town Maintenance**
 - a. Grass at Kendal Piece and The Green
 - b. Graffiti
14. **Trustees**
 - a. Corner House and Memorial Hall CIO
15. **Buildings**
 - a. To consider proposal: To engage with Charlbury residents, WODC Planning Department and local builders to develop the knowledge and skills base to establish an end-to-end supply chain which will facilitate the refurbishment of homes to net zero
 - b. To consider working in partnership with Cosy Homes Oxfordshire (Retrofit Works).
16. **Land and Nature**
 - a. To receive a discussion paper on management of verges owned by OCC
 - b. WODC Waterways day
17. **Energy**
 - a. Update on hydro-electric project

All meetings are open to the public

Clerk to the Council Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

Sole & Sons	Burial fees	£1,800.00
HMRC	VAT reclaim Quarter 2	£1,465.29
Banbury Memorials	Memorial fees	£150.00

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's November salary, allowance & expenses	£2682.88
Nest	Clerk's pension	£200.43
Corner House CIO	Street fair stalls	£20.00
Corner House CIO	Annual grant	£1,200
Basecamp (repay L Reason)	Monthly payment	£86.96
PWLB	Public Works Loan	£4,027.23
OALC	Training(Communication, Social Media & GDPR)	£144.00
Corner House & WMH CIO	Room hire November	£55.00
Playgrade	Trampoline for Nine Acres Recreation Ground	4,134.00
Huck Nets	Rope Net Pyramid for Nine Acres Recreation Ground	£10,622.40
Society of Local Council Clerks	Annual membership	£234.00
Kompan	Bi-annual inspection of playgrounds – 2 sites	£290.40
Cotswold Landscaping	Grass cutting/cemetery & playground maintenance, Mill Field gate	£7,848.79
Friends Meeting House	Room hire	£80.00
Wild Oxfordshire	Hedge workshop	£900.00

c. Charlbury Town Council balances

To 31 st October 2022	
Unity Trust Current Account	£107,086.92
Unity Trust Instant Access Account	£20,031.24

Appendix 2

Correspondence

Date received	Sender	Topic
21/10/2022	Resident of Playing Close	Report an abandoned car
3/11/2022	Dave Harrison	Bus shelters
7/11/2022	Lord Lieutenant	100 Hours Celebration
7/11/2022	Resident	Complaint about burial plot
8/11/2022	Cottsway Housing	'No Mow May' at Kendal Piece
9/11/2022	Commonwealth War Graves Commission	Enquiry regarding installation of sign at entrance to cemetery
14/11/2022	Charlbury Patient Steering Committee	Tree planting on Nine Acres



17/11/2022	Corner House CIO	Invite to users meeting
23/11/22	Resident of The Green	Possible intrusion