



To: all Members of Charlbury Town Council

24th March 2023

**Town Council will meet on Wednesday 29th March 2023 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 22nd February 2023
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. Oxfordshire County Council report
7. West Oxfordshire District Council report
8. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To review standing orders
 - c. To review financial regulations
 - d. To review risk management policy
 - e. To review ICO Publication scheme
 - f. To review asset register
 - g. To propose that Town Council uses name plates during meetings so that Councillors can be identified by guests and members of the public
 - h. To propose that the council purchases a Zettle card reader device (£40) for Council use and to occasionally lend to community groups to facilitate taking electronic payments.
9. **Traffic**
 - a. **Journeys**
 - i. To consider Car Club support/promotion in Charlbury
 - b. Update on Traffic Regulation Order for 20mph and zebra crossing
10. **Energy**
 - a. To note refund of second stage of hydro-turbine feasibility grant to RCEF.
11. **Food Working Group**
 - a. Update on arrangements for Charlbury Market
 - b. To agree new members of Food Working Group
12. **Land and Nature**
 - a. Proposed pollinator patches
13. **Town Maintenance**
 - a. Update on grass cutting at Ticknell Piece
 - b. To approve costs for bus shelter maintenance
 - c. To approve virements to fund this maintenance work
14. **Correspondence** (see **Appendix 2**)
15. **Community**
 - a. To consider Annual Parish Meeting arrangements
 - b. To consider funding room hire for further defibrillator sessions
16. **Engagement/Communication**
 - a. Great Big Green Week
 - b. Coronation events
17. **Building**
 - a. To agree printing costs for Open Homes day
18. **Amenities**



- a. Mill Field**
 - i. Update on Charlbury weir and fish pass feasibility study
 - ii. Request for metal detecting
- b. Nine Acres**
 - i. To agree payment for major ground improvements to the football pitches
 - ii. To note contributions from Charlbury Football Club and Charlbury Football and Social Club towards this work.
- c. Ticknell Piece**
 - i. Request from Charlbury Scouts to erect gazebos on Ticknell Piece field
 - ii. Update on skateboard workshops
- d. Bowls Club**
 - i. To consider planting scheme for bowls club car park
- e. Allotments**
 - i. To consider request for the Oxpens allotments to be included in Open Gardens on 11th June.
- 19. Thomas Gifford Trust**
 - i. Request to appoint Trustee

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Payment Schedule

a. Payments received:

Funeral directors	Burial fees	£1,100.00
Banbury Memorials	Memorial fees	£150.00
Allotment tenants	Allotment rents	£605.00
Charlbury Football & Sports Club	Insurance premium	£1,711.09
Charlbury Bowls Club	Quarterly rent	£77.25
National Lottery	Grant for Coronation events	£2,000.00
Environment Agency	Funding for Fish pass feasibility study	£3,868.50

b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's March salary, allowance & expenses	£1,961.78
Nest	Clerk's pension	£129.10
RCEF	Refund of hydro-turbine feasibility grant 2 nd stage	£13,119.69
Basecamp (Multipay card)	Monthly payment	£80.33
Corner House & WMH CIO	Room hire	£45.00
Travis Perkins (Repay G. Harrison)	Wood for sluice	£22.12
Fasthosts (repay G. Harrison)	Webhosting	£132.00
Oxfordshire Association of Local Councils	Membership renewal	£632.95
Oxfordshire County Council	Annual rent land off The Slade (skateboard park)	£165.00
Oxfordshire County Council	Annual rent land off The Slade (Ticknell Piece play area)	£1,892.00
Oxfordshire County Council	Annual rent car park land adjacent to Charlbury Bowls Club	£231.60
Oxfordshire County Council	Rent increase balance 24/3/2020-24/3/2023	£615.00
Tictac Skate School	Skateboarding workshops	£280.00
Oxfordshire Playing Field Association	Annual renewal	£56.00
House of Tents	Gazebo	£265.00
Ukpos.com	A-board	£197.83
St Marys Church	Distribution of flyers	£60.00
B&Q (Repay C Wilding)	Football goal paint and brushes	£55.00
Rob Jackson	Grass cutting - Mill Field	£100.00
HMRC	Employer contributions	£1,928.43
Tetbury Accounting	Payroll administration	£336.00
WODC	Renewal garden waste licence	£45.00
Ubico	Emptying of dog litter bins 1/10/22-31/3/23	£654.71
Kopyrite	Printing (Events flyer/Coronation posters)	£230.20
Fishtek Consulting	Fish pass feasibility study	£4,642.20

c. Charlbury Town Council balances

To 28 th February 2023	
Unity Trust Current Account	£60,137.15
Unity Trust Instant Access Account	£20,096.16



Appendix 2 Correspondence

Date received	Sender	Topic
3/3/2023	Resident of Church St	Parking for drop-off at Little Monkeys
3/3/2023	Resident of Wychwood Paddocks	Request for 'Keep Clear' sign
3/3/2023	Allotment tenant	Overhanging beech trees
8/3/2023	Resident	Request for Clarendon Court street sign
12/3/2023	Kevin Slevin	FOI request
13/3/2023	Resident	Request to clean graffiti off bus shelter
20/3/2023	Resident	Request for double yellow lines on Church Lane