



To: all Members of Charlbury Town Council

19<sup>th</sup> May 2023

**Annual Meeting of the Town Council  
will be held on Wednesday 24<sup>th</sup> May 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 elect chair of the Town Council and to receive chair's Declaration of Acceptance of Office
2. To elect vice chair of the Town Council and to receive vice chair's Declaration of Acceptance of Office
3. To receive Apologies for Absence
4. 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.*
5. Contributions from members of public
6. Presentation on Charlbury Corner House
7. To receive minutes from the Town Council meeting dated 26<sup>th</sup> April 2023 and Annual Parish Meeting minutes dated 21<sup>st</sup> April
8. **Matters arising from the Minutes** (not elsewhere on the agenda)
9. **County Councillors' report**
10. **District Councillors' report**
11. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)
  - b. To receive internal audit report and note recommendations
  - c. To approve Annual Governance and Annual Return (AGAR)
    - i. To approve section 1 Annual Governance Statement
    - ii. To approve section 2 Accounting Statements
  - d. To elect councillor members of committees and working groups including chairs and team leads:  
**Committees:**
    - i. Finance
    - ii. Planning
    - iii. Traffic
    - iv. Allotments
    - v. Honoured Citizens Awards Panel.  
**Working Groups:**
    - i. Journeys
    - ii. Land and Nature
    - iii. Buildings
    - iv. Evenlode Rock Ramp & Weir replacement
    - v. Food
    - vi. Publications
  - e. To review:
    - i. Health and Safety policy
    - ii. Complaints policy
    - iii. Retention and Disposal of Documents policy
  - f. To elect representatives:
    - i. Corner House and Memorial Hall
    - ii. Chipping Norton School Trust Fund
    - iii. Conservation Area Advisory Committee
    - iv. Day Centre Representative



- v. Wigwell Friends
  - vi. Centenary Woodland
  - vii. Nine Acres Management Committee
  - viii. Street Fair Committee
  - ix. Parish Transport Representative(s)
  - g. To resolve councillor portfolios:
    - i. Town cemetery
    - ii. Mill Field
    - iii. Ticknell Piece playground and skate park
    - iv. Town maintenance
  - h. To authorise due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI and regular maintenance contracts (see **Appendix 2** for list)
  - i. To review bank mandate
  - j. To review Town Council insurance policy
- 12. Food**
- a. To adopt market policy
  - b. To adopt market risk assessment
    - i. To resolve to purchase First Aid kit and market signage as per risk assessment.
- 13. Amenities**
- a. **Ticknell Piece**
    - i. Update on skate park
  - b. **Bowls Club**
    - i. Update on proposed planting scheme for bowls club car park
  - c. **Allotments**
    - i. To review allotment fees
- 14. Nine Acres**
- a. To receive report
  - b. Resurfacing of tennis courts
- 15. Journeys**
- 16. Land & Nature**
- a. To receive a report
    - i. To agree a payment to TVERC of £143 to request species and habitat data for Charlbury parish
- 17. Access to Green Spaces**
- 18. Community**
- a. Proposal for partnership scheme with Slatyne, Ukraine
  - b. To review annual boundary walk
  - c. To approve cost to add Honoured Citizen 2022 to the Honours board
  - d. To consider Parishes Together meeting
- 19. Engagement/Communication**
- a. Feedback on Big Lunch
- 20. Correspondence (see Appendix 3)**

**All meetings are open to the public.**

Clerk to the Council  
Lisa Wilkinson



## Appendix 1 Payment Schedule

### a. Payments received:

Burial fees	Peter Smith & Son	£200.00
-------------	-------------------	---------

### b. Payments:

Lisa Wilkinson	Clerk's May salary, allowance & expenses	£2,054.06
Nest	Clerk's pension	£139.49
Corner House & WMH CIO	May room hire	£120.00
Corner House & War Memorial hall CIO	Annual grant (GPC)	£1200.00
Nine Acres Management Committee	Annual grant (GPC)	£550.00
Riverside Festival	Community grant (GPC)	£5000.00
Community workshop	Community grant (GPC)	£1000.00
Wychwood Forest Trust	Community grant (GPC)	£2000.00
Thomas Gifford Trust	Community grant (GPC)	£800.00
Cornerstone	Community grant (GPC)	£4208.00
Charlbury Lunch Club	Community grant (GPC)	£672.00
Elite Turf Solutions	Reseeding and fertilising football pitches	£3,720
OCC	Rent increase-skate park	£92.00
OCC	Rent increase – bowls club car park	£254.40
Amazon (multipay card)	Coronation resources	£50.72
Amazon (multipay card)	Coronation resources	£15.09
Amazon (multipay card)	Coronation resources	£9.80
Party Packs (multipay card)	Coronation decorations	£79.26
Baker Ross (multipay card)	Big Lunch activities	£90.19
Co-op, Charlbury (repay Paul Jackson)	Refreshments	£27.65
Charlbury Town FC (multipay card)	Refreshments	£94.80
Aldi (Repay Alison Derham)	Refreshments Big Help Out	£39.21
Street fair	Table booking (GPC)	£10.00
WODC (multipay card)	Temporary Event Notice (Big Lunch)	£21.00
Rob Jackson	Mill Field cut	£100.00
Castle Water (allotments)	Water charges (direct debit)	£27.50
Castle Water (cemetery)	Water charges (direct debit)	£25.00
Chipping Norton Event Hire	Coronation items	£49.99
St Johns Ambulance (multipay card)	First Aid Kit (market)	£33.54
Michael Oliver	Nine Acres grass cutting (17.3/19.4/5.5)	£378.00
Square UK Shop (multipay card)	Card reader	£22.80
Fasthosts	Website/Email hosting	£9.34
Amazon (multipay card)	Meeting Minute book	£33.82
Urban Hygiene (multipay card)	Anti graffiti paint	£216.99
Bridget Knight	Internal audit	£200.00
Externiture	Bus shelter maintenance	£3,024
Viking Direct	Ink cartridges	£83.90



**c. Charlbury Town Council balances**

<b>To 30<sup>th</sup> April</b>	
Unity Trust Current Account	£104,333.45
Unity Trust Instant Access Account	£20,190.47

**Appendix 2**

**Due payments arising on regular basis:**

Utilities: Castle Water

Clerk's salary, pension and expenses

Stationery

Christmas tree

Community grants

Audits

Meeting room hire

Playground inspections

Grass cutting contractors

Town maintenance (Cotswold Landscaping)

**Appendix 3 Correspondence**

<b>Date received</b>	<b>Sender</b>	<b>Topic</b>
9/5/23	OALC	Upcoming training
8/5/23	Ashley Beighton	Response to TC planning comments for community gym application
7/5/23	Rue Swabey	Saxifrage at cemetery
15/5/23	Ticknell Piece resident	Dirt bike being ridden through Centenary Wood
15/5/23	Friends of West Oxfordshire Cotswolds	Challenge of the section 73 consent which WODC granted in March
18/5/2023	Ticknell Piece resident	Grass cutting