



To: all Members of Charlbury Town Council

22nd September 2023

**The Meeting of the Town Council
will be held on Wednesday 27th September 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 31st August 2023
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To receive external audit report
 - c. Effectiveness of internal audit
7. **County Councillor's report**
8. **District Councillor's report**
9. **Journeys**
 - a. Walkers are Welcome grant application
10. **Amenities**
 - a. Allotments
 - i. To receive inspection report
 - ii. To consider purchase of allotment markers
11. **Mill Field**
 - a. To consider cutting back brush along river
12. **Town Maintenance**
 - a. Maintenance of bus shelters
13. **Nine Acres**
 - a. To consider request for more 'Dogs on Leads' signs
14. **Community**
 - a. To consider setting up working group for Charlbury Town Youth Council
15. **Food**
 - a. To consider holding a Charlbury Market volunteer thank you event
 - b. To consider holding a market at Christmas. To agree budget for hall hire.
16. **Engagement**
 - a. To finalise the Making Space for Girls survey
 - b. To consider printing updated 'Winter Support in Charlbury' leaflets
 - c. To consider budget for Town Council responsibilities infographic
17. **Correspondence** (see **Appendix 2**)

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Appendix 1 Payment Schedule

a. Payments received:

Peter Smith & Son Funeral Directors	Burial fees	£685.00
WODC	Precept 2 nd instalment	£64,176.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's September salary, allowance & expenses	£2060.88
Nest	Clerk's pension (Direct debit)	£139.49
HMRC	Income tax Quarter 2	£2,132.24
OALC	Councillor training	£60.00
Corner House & WMH CIO	September room hire	£
WODC (multipay card)	Garden bin licence (cemetery)	£45.00
Green Barnes	Citizen Award signwriting	£59.58
Fasthosts	Email account	£9.34
Charlbury Community Centre	Room hire – defib training	£20.00
Michael Oliver	Grass cutting – Nine Acres (July & August)	£666.00
WODC	Emptying waste bins 1/4/2023 – 30/9/2023	£3,133.73
WODC	Commercial waste collection (cemetery)	£32.00`
Castle Water	Water bill (Cemetery)	£10.85
Castle Water	Water bill (Allotments)	£50.09
Windrush Bike Project	E-bike insurance	£54.78
Moore	External audit	£756.00
Kopyrite	Street fair printing	£162.60
Cotswold Landscaping	Grass cutting/maintenance June/July/August	£5,520.00

c. Charlbury Town Council balances

To 31 st August	
Unity Trust Current Account	£48,655.64
Unity Trust Instant Access Account	£20,190.47

Appendix 2 Correspondence

Date received	Sender	Topic
5/9/2023	The Slade resident	Traffic speeds
11/9/23	Resident	Overgrowing Nine Acres
11/9/23	Crawborough resident	Overgrown footpath
19/9/23	Residents	Dogs on Nine Acres