



To: all Members of Charlbury Town Council

13th October 2023

**The Meeting of the Town Council
will be held on Wednesday 18th October 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 27th September 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 appoint an internal auditor for Financial Year 2023-24
 - c. To authorise bank reconciliations
 - d. To receive actual vs budget report
7. **Traffic**
 - a. To approve purchase of Speed Indicator Device (funded by Councillor Priority Fund)
8. **Amenities**
 - a. Allotments
 - i. To consider donation of field gate for the allotments
 - b. **Mill Field**
 - i. To consider proposal for maintenance along the river
9. **Town Maintenance**
 - a. To consider grass management of Ticknell Piece
10. **Nine Acres**
 - a. To receive minutes and audited accounts from Nine Acres Management Committee
 - b. To consider request for more 'Dogs on Leads' signs
 - c. To approve quote for cutting back overgrowth/hedges around perimeter of Recreation Ground
11. **Community**
 - a. Update on set up of Charlbury Town Youth Council
 - b. To consider ad hoc funding request
 - c. To consider proposal that this Council adopts White Ribbon Day / International Day for the Elimination of Violence Against Women and becomes an accredited White Ribbon organisation.
12. **Engagement**
 - a. Feedback from street fair
 - b. To receive proposal for new website
13. **Thomas Gifford Trust**
 - a. To receive report
14. **Correspondence**

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Appendix 1

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial stones	£450.00
A.L. Sole & Son	Burial fee	£250.00
OCC	Councillor Priority Fund	£2875.00
Sustainable Charlbury	Mill Field meadow restoration funding 1 st instalment	£980.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's October salary, allowance & expenses	£2045.38
Nest (direct debit)	Clerk's pension	£139.49
WODC	Emptying bins (adjusted invoice)	£1,566.86
Corner House & WMH CIO	October room hire	£60.00
Fasthosts (multipay card)	Email account	£9.34
Castle Water (direct debit)	Water bill (Cemetery)	£8.82
Castle Water (direct debit)	Water bill (Allotments)	£54.71
Kopyrite	Winter flyers	£55.00
OALC	Planning training	£66.00
TotalAV (multipay card)	Antivirus subscription	£19.00
Royal British Legion	Poppy wreath	£25.00
Society of Local Council Clerks	Membership renewal	£236.00
Windrush Bike Project	E-bike service	£105.00
WODC	Cemetery waste collection	£208.00

c. Charlbury Town Council balances

To 30th September 2023	
Unity Trust Current Account	£87,454.64
Unity Trust Instant Access Account	£20,442.07