



To: all Members of Charlbury Town Council

19<sup>th</sup> January 2024

**The Meeting of the Town Council  
will be held on Wednesday 24<sup>th</sup> January 2024 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 13<sup>th</sup> December 2023
5. **Matters arising from the Minutes** (not elsewhere on the agenda)
6. **Traffic**
  - a. To receive minutes from Traffic Committee meeting held on 17<sup>th</sup> January and consider recommendations.
  - b. To consider purchase of access to the web-based platform to enable download of data from the Speed Indicator Device at cost of £250 every two years.
  - c. To consider request from Speedwatch co-ordinator to fund Microsoft 365 at cost of £59.99.
  - d. To consider cost of printing posters to advertise £2 bus fares.
7. **To receive reports:**
  - a. County Council
  - b. District Council
8. **Finance and Administration**
  - a. To receive payment schedule and authorise payments (see **Appendix 1**)
  - b. To authorise quarterly bank reconciliations
  - c. To receive actual vs budget report for quarter 3 of financial year 2023-24
  - d. To consider request for ad hoc funding from Charlbury Guides
  - e. To consider request for £37.83 by Cotswold Wardens to purchase materials to construct three steps on Gateway Walk 1
9. **Food**
  - a. To consider proposal for the co-ordination of Charlbury market for 2024
10. **Amenities**
  - a. **Allotments**
    - i. To consider proposal that the TC should write to Defra to request that conditions be placed on Defra's agreement to the loss of allotments at Evenlode Close, so that replacement allotments can be provided in future.
  - b. **Cemetery**
    - i. Reservation stones
    - ii. Repair of lych gate
  - c. **Centenary Wood**
    - i. To receive update from the Cotswold Wardens
  - d. **Ticknell Piece**
    - i. To agree a date for the next Ticknell play park and skate park clear up of Sunday 17 March
    - ii. To agree expenditure of up to £30 so that volunteers can replace the gate spring at Ticknell playpark.
  - e. **Mill Field**
    - i. To note slight modification to plans for tree work at the river.
11. **Engagement**



- a. To consider proposal for Councillor surgeries
- b. To consider draft town survey and agree cost of printing town surveys at £170

## 12. Nine Acres Management Committee

- a. Trustees to sign CCLA Charity Deposit Account paperwork to confirm change of Treasurer

## 13. Community

- a. To consider arrangements for the Annual Parish Meeting
- b. Arrangements for Honoured Citizen Awards
- c. To consider appointment of Thomas Gifford Trust trustee

## 14. Correspondence

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

Clerk to the Council  
Lisa Wilkinson

## Appendix 1 Payment Schedule

### a. Payments received:

Charlbury Bowls Club	Bowls Club rent	£77.25
Banbury Memorials	Memorial fees	£185.00
HMRC	VAT refund Q3 2023 2024	£1,552.29

### b. Payments to be authorised:

Lisa Wilkinson	Clerk's January salary, allowance & expenses	£2,209.42
Nest (direct debit)	Clerk's pension	£150.71
Halcyon Honey Farm	Christmas tree at museum	£45.00
Sign Wizzard	Community Speedwatch signs x 2	£290.73
Corner House & WMH CIO	December room hire	£55.00
Fasthosts (multipay card)	Email account	£9.34
ElanCity	Speed Indicator Device	£3,499.99
Zurich Municipal	Local Council insurance	£2,557.53
Castle Water	Cemetery Water supply	£8.99
Castle Water	Allotment water supply	£12.72
B&Q (repay D. Lewington)	Cable ties for SID	£11.97
Walkers are Welcome	Annual subscription	£70.00
Michael Oliver	Nine Acres grass cutting - September 2023	£252.00
Michael Oliver	Nine Acres grass cutting-	£252.00
PWLB	Loan repayment – extension to sports pavillion	£2,182.84

### c. Charlbury Town Council balances

To 31 <sup>st</sup> December 2023	
Unity Trust Current Account	£69,422.97
Unity Trust Instant Access Account	£20,583.76