



To: all Members of Charlbury Town Council

22nd March 2024

**The Meeting of the Town Council
will be held on Wednesday 27th March 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 28th February 2024
5. **To receive minutes from Annual Parish Meeting** dated 15th March 2024
6. **Matters arising from the Minutes** (not elsewhere on the agenda)
7. **To receive reports from:**
 - a. Oxfordshire County Council
 - b. West Oxfordshire District council
8. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To review risk management scheme
 - c. To adopt Communications policy
9. **Biodiversity**
 - a. To adopt biodiversity policy
 - b. To note action already taken to conserve and enhance biodiversity
 - c. To consider further steps to conserve and enhance biodiversity
10. **Traffic**
 - a. Update from Parking Working Group
11. **Amenities**
 - a. Change in circumstances for ground maintenance contractor
 - b. **Mill Field**
 - i. To consider formal tendering process for the design of the rock ramp
 - ii. To note that Evenlode Catchment Partnership has offered to fund an ecological management plan.
12. **Community**
 - a. To consider request from ATIC for ad hoc funding.
 - b. To consider request from Charlbury Museum for funding to cover cost of Beating the Bounds display expenses (£137).
 - c. Nomination of town councillor to steering group for youth ambassador initiative
 - d. To consider noticeboard protocol
13. **Correspondence**

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



Appendix 1 Payment Schedule

a. Payments received:

A. L. Sole & Son Funeral Directors	Burial fees	£500.00
Oliver & James Funeral Directors	Burial fees	£250.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk's March salary, allowance & expenses	£2,274.07
Nest (direct debit)	Clerk's pension	£150.71
HMRC	Income tax/ NI contributions Quarter 4	£2,255.05
Kopyrite	Walkers are Welcome – town trail/Gateway walks printing	£250.00
Kopyrite	Parking questionnaires printing	£100.00
Kopyrite	Town survey/infographic printing	£225.00
Kopyrite	APM printing	£110.50
St Mary's Parish Office	Distribution of survey	£75.00
Corner House & WMH CIO	March room hire	£91.00
Corner House & WMH CIO	Christmas market room hire	£80.50
Fasthosts (multipaycard)	Website hosting	£132.00
Fasthosts (multipaycard)	Email hosting	£12.60
Castle Water	Allotment water supply	£10.25
Castle Water	Cemetery water supply	£0.82
WODC	Commercial waste collection (cemetery) (1 st April 24 – 30 th Sept 24)	£260.00
WODC (multipay card)	Garden waste licences x 2	£100.00
OCC	Annual rent (Ticknell Piece play park)	£1892.00
OCC	Annual rent (Bowls Club car park)	£295.20
OCC	Annual rent (skate park)	£188.00
Cotswold Frames	Framing Honoured Citizen Awards	£254.00
Cotswold Landscaping	Skate park and cemetery work	£1,819.99
Viking Direct	Stationery	£50.92
Kompan	Playground inspection	£450.00
Friend's Meeting House	Room hire (LNG)	£30.00
Tetbury Accounting	Payroll	£336.00
Oxfordshire Playing Fields Association	Annual membership	£59.00
Co-op (multipay card)	APM expenses	£58.45
Chloe Horner	APM expenses	£96.00

c. Charlbury Town Council balances

To 22 nd March 2024	
Unity Trust Current Account	£23,603.88
Unity Trust Instant Access Account	£50,583.76