



To: all Members of Charlbury Town Council

19th April 2024

**The Meeting of the Town Council
will be held on Wednesday 24th April 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 27th March 2024**
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 authorise accounts for financial year 2023-2024
 - c. To receive internal audit report and note recommendations
 - d. To approve Annual Governance and Annual Return (AGAR)
 - i. To approve section 1 Annual Governance Statement
 - ii. To approve section 2 Accounting Statements
 - iii. To note dates of Notice of Public Rights
 - e. To note results of Town Council election
 - f. To review Standing Orders
 - g. To adopt Co-option policy
 - h. To consider setting up account for QR codes at cost of £10 per month
7. **Amenities**
 - a. To receive playground inspections and agree any maintenance required
 - b. To consider repair work at skate park
 - c. To consider adding the area around electricity substation on The Green, to the grass cutting schedule
 - d. Defibrillator at Fiveways
 - e. To receive allotment report
8. **Mill Field**
 - a. To consider request from Cotswold National Landscape to run a primary school session on Mill Field
 - b. Update on rock ramp fish pass
9. **Land and Nature Group**
 - a. To receive report including update on Nature Recovery Framework launch and costs required for event
10. **Community**
 - a. To consider funding request from Cotswold Wardens to improve section on Gateway Walk 1
 - b. To consider presence at Street fair
11. **Charlbury market**
12. **Buildings Working Group**
 - a. To consider submitting an expression of interest to CPRE Oxfordshire to deliver rooftop solar audits
13. **Correspondence**

All meetings are open to the public.

Clerk to the Council Lisa Wilkinson



Appendix 1 Payment Schedule

a. Payments received:

Allotment tenants	Allotment rents	£610.00
A.L. Sole & Son	Burial fees	£590.00
WODC	Precept first instalment	£72,500.00
HMRC	VAT refund – Quarter 4 2023-2024	£1,802.79

b. Payments to be authorised:

Lisa Wilkinson	Clerk's April salary, allowance & expenses (Salary increase as agreed November 2023)	£2383.53
Nest (direct debit)	Clerk's pension	£166.81
ATIC	Ad hoc funding (GPC)	£250.00
Charlbury Museum	Funding for Beating the Bounds display (GPC)	£127.97
OALC	HR Legal Update training	£12.00
Corner House & WMH CIO	Annual grant (GPC)	£1200.00
Nine Acres Management Committee	Annual grant (GPC)	£550.00
Charlbury Community Workshop	Community grant (GPC)	£300.00
Charlbury Lunch Club	Community grant (GPC)	£700.00
Thomas Gifford Trust	Community grant (GPC)	£1200.00
Corner House & WMH CIO	April room hire	£40.00
Fasthosts (multipaycard)	Email hosting	£12.60
Castle Water (direct debit)	Allotment water supply	£10.25
Castle Water (direct debit)	Cemetery water supply	£5.25
Basecamp (multipay card)	Monthly subscription	£94.96
PWLB (direct debit)	Loan repayment – external works to community centre	£4,027.23
Friends' Meeting House	LNG room hire	£30.00
Bridget Knight	Internal audit	£220.00
Rural Market Town Group	Annual membership	£120.00

c. Charlbury Town Council balances

To 31st March 2024	
Unity Trust Current Account	£25,022.42
Unity Trust Instant Access Account	£50,794.95

d. Internal transfer

From	To	Amount
Current Account	Savings account	£50,000.00