



To: all Members of Charlbury Town Council

10th May 2024

**The Annual Meeting of the Town Council
will be held on Wednesday 15th May 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 elect chair of the Town Council** and to receive chair's Declaration of Acceptance of Office
- 2. To elect vice chair of the Town Council** and to receive vice chair's Declaration of Acceptance of Office
- 3. To receive Apologies for Absence**
- 4. 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.*
- 5. To welcome newly elected town councillors** and to receive Declarations of Acceptance of Office
- 6. To co-opt councillors onto Town Council (to fill five vacancies)**
- 7. Contributions from members of public**
- 8. To receive minutes from the Town Council meeting** dated 27th March 2024
- 9. Matters arising from the Minutes** (not elsewhere on the agenda)
- 10. Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To approve updated risk management schedule
 - c. To review earmarked reserves
 - d. To declare General Power of Competence is no longer available and to note S137 expenditure limit (£10.81)
 - e. To agree OALC training (Roles and Responsibilities) for new councillors at cost of £110 (plus VAT) per person
- 11. To elect councillor members of committees and working groups including chairs and team leads:**
 - a. **Committees:**
 - i. Finance
 - ii. Planning
 - iii. Traffic
 - iv. Allotments
 - v. Honoured Citizens Awards Panel.
 - b. **Working Groups:**
 - i. Journeys
 - ii. Land and Nature
 - iii. Buildings
 - iv. Evenlode Rock Ramp & Weir replacement
 - v. Market
 - vi. Engagement
 - vii. Parking
 - c. **Review of committee/working group terms of reference:**
 - i. Finance Committee
 - ii. Land and Nature Working Group
 - iii. Journeys Working Group
 - d. **Policies:**
 - To adopt:**
 - i. Grievance and Disciplinary Procedure
 - To review:**
 - ii. Health and Safety policy



- iii. Complaints policy
 - iv. Dignity at Work policy
 - e. **To elect representatives:**
 - i. Corner House and Memorial Hall
 - ii. Chipping Norton School Trust Fund
 - iii. Conservation Area Advisory Committee
 - iv. Day Centre Representative
 - v. Wigwell Friends
 - vi. Centenary Woodland
 - vii. Nine Acres Management Committee
 - viii. Street Fair Committee
 - ix. Parish Transport Representative(s)
 - x. Youth Ambassador Steering group
 - xi. Charlbury Town Football Club
 - f. **To resolve councillor portfolios:**
 - i. Town cemetery
 - ii. Mill Field
 - iii. Ticknell Piece playground and skate park
 - iv. Town maintenance
 - g. **Other roles:**
 - i. Annual Boundary Walk leader
 - ii. Speedwatch
 - iii. Chronicle article author
 - h. **To authorise due payments** which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI and regular maintenance contracts (see **Appendix 2** for list)
 - i. **To update bank mandate**
- 12. Town Maintenance**
- 13. Ticknell Piece**
- a. Request for permission for group coaching at skate park
- 14. Mill Field**
- a. To consider awarding contract for design of rock ramp fish pass (in partnership with The Environment Agency and Evenlode Catchment Partnership)
 - b. To consider request to site memorial bench
- 15. Community**
- 16. Land and Nature Group**
- 17. Correspondence**

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson



**Appendix 1
Payment Schedule**

a. Payments received:

Peter Smith & Son	Memorial fees	£185.00
Banbury Memorials	Memorial fees	£185.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk’s May salary, allowance, pension & expenses	£2533.04
Charlbury Street Fair	Stall fee	£10.00
Friends Meeting House	Land and Nature Group room hire	£60.00
Corner House & WMH CIO	May room hire	
Fasthosts (multipaycard)	Email hosting	£12.60
Castle Water	Allotment water supply	
Castle Water	Cemetery water supply	
Basecamp (multipay card)	Monthly subscription	£95.48
Rob Jackson	Grass cutting at Mill Field	£200.00
Michael Oliver	Grass cutting at Nine Acres	£252.00

c. Charlbury Town Council balances

To 30th April 2024	
Unity Trust Current Account	
Unity Trust Instant Access Account	

Appendix 2

Due payments arising on regular basis:

- Utilities: Castle Water
- Clerk’s salary, pension and expenses
- Stationery
- Christmas tree
- Community grants (to be resolved at precept meeting)
- Audits
- Meeting room hire
- Playground inspections
- Grass cutting/town maintenance contractors (Cotswold Landscaping, Michael Oliver and Rob Jackson))
- Training (councillors and clerk)