



To: all Members of Charlbury Town Council

21st June 2024

**The Meeting of the Town Council
will be held on Wednesday 26th June 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. To receive **Acceptance of Office forms from Liz Reason and Tom Greenwood**
4. To co-opt councillor onto Town Council
5. **Contributions from members of public**
6. To receive minutes from the Town Council meeting dated 15th May 2024
7. **Matters arising from the Minutes** (not elsewhere on the agenda)
8. To receive report from **Oxfordshire County Council**
9. To receive report from **West Oxfordshire District Council**
10. **Ticknell Piece**
 - a. Vandalised bin
 - b. To consider grass cutting
11. **Finance and Administration**
 - a. To receive payment schedule and authorise payments (see **Appendix 1**)
 - b. To consider request for ad hoc funding for the Scout Hut
 - c. To appoint positions deferred from the Annual Meeting
 - i. Ticknell Piece playground and skate park
 - ii. Youth Ambassador steering group
 - iii. To appoint representatives to Charlbury Exhibition Foundation
 - d. To adopt Personnel terms of reference
 - e. To agree expenditure on repair of printer
12. **Town Maintenance**
 - a. To consider relaunch of initiative (originally called) Town Proud
 - b. To consider grass cutting management across the town
13. **Nine Acres**
 - a. To agree a sign as recommended by playground inspectors at cost of £30
 - b. To award maintenance work to contractor
14. **Walkers are Welcome**
 - a. To consider contribution of £1230 as matched funding in order to access the awarded grant from Cotswold National Landscape.
 - b. To consider paying up front for the Walkers are Welcome project ahead of receiving the agreed funding from Cotswold National Landscape
 - c. To accept revised map for display
 - d. To consider printing copies of Gateway leaflet and town trail
 - e. To set up working group
15. **Engagement**
 - a. To receive paper and agree cost of leaflet printing
 - b. To consider printing for events/engagement for financial year
16. **Parking**
 - a. Update from Parking Working Group



17. Land and Nature Group

- a. To receive a report on the Nature Day event and the Nature Recovery Framework (NRF) consultation
- b. To approve the timetable for the NRF consultation and follow-up

18. Community

- a. To consider request for funding for Youth Ambassador project
- b. To consider arranging an explainer meeting about new traffic scheme in Oxford
- c. To consider memorial to recently deceased resident

19. Thomas Gifford Trust

- a. Nomination of trustee

20. Correspondence

All meetings are open to the public.

Clerk to the Council
Lisa Wilkinson

**Appendix 1
Payment Schedule**

a. Payments received:

Banbury Memorials	Memorials	£335.00
Reeves Memorials	Memorial	£185.00
Thomas Cakebread Memorials	Memorial	£185.00
A.L. Sole & Son	Burial fees	£250.00

b. Payments to be authorised:

Lisa Wilkinson	Clerk’s June salary, allowance, pension & expenses	£2418.64
HMRC	Income tax/ NI contributions Quarter 1	£2,445.74
Oxfordshire Association for Local Councils	New Councillor training	£864.00
Bowards Trees	Work at Mill Field	£3,900.00
Corner House & WMH CIO	June room hire	tbc
Fasthosts (multipaycard)	Email hosting	£2.40
Castle Water	Allotment water supply	£7.38
Castle Water	Cemetery water supply	£5.38
Basecamp (multipay card)	Monthly subscription	£93.81
Rob Jackson	Grass cutting at Mill Field	£400.00
Simon Walker	Repair of leaking tap at allotments	£2.65
Charlbury Scout Hut	Hire of Scout Hut (Nature Day)	£80.00
West Oxfordshire District Council	Emptying waste bins (April to September 2024)	£1,566.86
Viking Direct	Stationery	£20.08
Blueprint Imaging Ltd	Printing (Nature Day – LNG)	£36.00
Evenlode Landscaping	Grass cutting (April, May, June)	£3,260.62

c. Charlbury Town Council balances

To 31st May 2024	
Unity Trust Current Account	£23,961.01
Unity Trust Instant Access Account	£100,794.95