



To: all Members of Charlbury Town Council

12<sup>th</sup> July 2024

**The Meeting of the Town Council  
will be held on Wednesday 17<sup>th</sup> July 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 26<sup>th</sup> June 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 appoint positions deferred from the Annual Meeting:
    - Ticknell Piece playground and skate park
    - Youth Ambassador steering group
  - c. To appoint representatives to Charlbury Exhibition Foundation
  - d. To appoint representative to the Charlbury Day Centre
  - c. To adopt terms of reference for Charlbury Community Works! Working Group
  - d. To adopt terms of reference for Walkers are Welcome Working Group
  - e. Appointment to the Cotswold National Landscape Conservation Board
7. **Mill Field**
  - a. To agree management of hemlock at Mill Field
8. **Town Maintenance**
  - a. Update from Charlbury Community Works! Working Group
  - b. Trees on The Green
  - c. To receive cemetery report and agree course of action
9. **Nine Acres**
  - a. To consider request for £1000 contribution towards cutting back branches overhanging tennis courts
  - b. To agree repair of seesaw
10. **Buildings Working Group**
  - a. Proposal for new project
11. **Engagement**
  - a. To agree leaflet
  - b. To agree delivery of leaflet
12. **Parking**
  - a. Update from Parking Working Group
13. **Community**
  - a. To consider request for funding for Youth Ambassador project
  - b. Request from Sustainable Charlbury to promote the TC Environmental Working Groups' work on their website.
  - c. To consider plans and budget for Charlbury Street Fair
14. **Thomas Gifford Trust**
15. **Correspondence**

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

Clerk to the Council



Lisa Wilkinson

**Appendix 1  
Payment Schedule**

**a. Payments received:**

Charlbury Bowls Club	Quarterly rent	£77.25
Banbury Memorials	Memorial fee	£150.00

**b. Payments to be authorised:**

Lisa Wilkinson	Clerk's July salary, allowance, pension & expenses	tbc
Scribe Accounting Software	Annual renewal	£812.16
Welmedical	Replacement defib battery (surgery)	£275.94
Corner House & WMH CIO	July room hire	£35.00
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	£94.20
Rob Jackson	Grass cutting at Mill Field	£200.00
Evenlode Landscaping	Grass cutting- town & fallen tree removal	£1,300.00
CDS Roofing and Building	Emergency repair of lych gate roof (already paid, authorised by PK & GH)	£250.00

**c. Charlbury Town Council balances**

<b>To 30<sup>th</sup> June 2024</b>	
Unity Trust Current Account	£18,407.22
Unity Trust Instant Access Account	£96,394.10