



**Minutes of the Annual Meeting of the Town Council
held on Wednesday 15th May 2024 at 7.30pm
in the Green Room, Memorial Hall**

Present: Cllrs: Gary Harrison, Peter Kenrick, Frances Mortimer, Tony Vettters, Carl Perkins, **Town Clerk:** Lisa Wilkinson, 11 members of public.

1. To elect chair of the Town Council and to receive chair's Declaration of Acceptance of Office Gary Harrison was nominated. Following a vote, it was **resolved** that Gary Harrison was appointed as chair for the next 12 months. The Declaration of Acceptance of Office was signed.

2. To elect vice chair of the Town Council and to receive vice chair's Declaration of Acceptance of Office

Liz Reason was nominated. Following a vote, it was **resolved** that Liz Reason was appointed as vice chair for the next 12 months. It was also **resolved** that Liz Reason's Declaration of Acceptance of Office as Vice-chair could be received at the June TC meeting.

3. Apologies for Absence were received from Liz Reason and Tom Greenwood. It was **resolved** that Tom Greenwood could complete his acceptance of office form at the June meeting.

4. To receive Declarations of Interest: Gary Harrison declared an interest in item 11aiv, allotment committee.

5. To welcome newly elected town councillors and to receive Declarations of Acceptance of Office Tony Vettters, Tom Greenwood and Carl Perkins were welcomed to the town council having been elected. All councillors present signed their declaration of acceptance of office forms. It was **resolved** that Liz Reason could sign her acceptance of office form at the June Town Council meeting.

6. To co-opt councillors onto Town Council (to fill five vacancies)

Applications have been received from Ed Bradbury, Paul Honey, Arthur Sinclair and Roy Scott. The Council heard from each applicant and asked questions. In accordance with the co-option policy, the clerk affirmed that each applicant was eligible to stand for the Council, then a vote was held whether to offer each candidate a position as town councillor (with a majority vote required for each candidate). Co-option was offered to and accepted by Roy Scott, Paul Honey, Ed Bradbury and Arthur Sinclair. One vacancy remains: this will be advertised and co-option undertaken at the June meeting.

7. Contributions from members of public

None.

8. To receive minutes from the Town Council meeting dated 24th April 2024

These were signed by the chair of the Council.

9. Matters arising from the Minutes (not elsewhere on the agenda)

None.

10. Finance and Administration

a. To receive payment schedule and authorise payments (see **Appendix 1**)

These were approved and authorised by Cllrs Kenrick and Harrison.

b. To approve updated risk management schedule

This was **resolved**.

c. To review earmarked reserves

These were reviewed and it was **resolved** to maintain the reserves as they are. The reserves are:



Bank balance at 31 March 2024	64,327.19
Allocated reserves:	
Skate park sinking fund	2355
Ticknell Piece play equipment	1500
Kilby Garden	2000
Nine Acres play sinking fund	3000
Defibrillator	235
Journeys	3350
L NG	4750
Access to green spaces	1000
Food	290
Mill Field	600
Total allocated reserves	19,080
Total unallocated reserves	45,247.19

- d. To declare General Power of Competence is no longer available and to note S137 expenditure limit (£10.81)

Charlbury Town Council no longer meets the requirements to adopt General Power of Competence (a broad power that allows local authorities to act without needing specific, predefined powers for each action) as two thirds of councillors are required to be elected (there are currently seven out of 12 elected). £25,793 is available to spend for the financial year 2023-2024 on Section 137 expenditure.*

- e. To agree OALC training (Roles and Responsibilities) for new councillors at cost of £110 (plus VAT) per person

It was **resolved** to book training for all new councillors up to the 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

All councillors elected.

- ii. Planning

All councillors elected.

- iii. Traffic

Tom Greenwood, Frances Mortimer, Tony Vettors, Gary Harrison, Ed Bradbury, Arthur Sinclair.

- iv. Allotments

Liz Reason, Ed Bradbury, Arthur Sinclair

- v. Honoured Citizens Awards Panel.

Peter Kenrick, Gary Harrison, Liz Reason.

- vi. Personnel Committee

Frances Mortimer, Gary Harrison, Liz Reason.

These were **resolved**.



b. Working Groups:

i. Journeys

It was agreed that James Styring as a non-councillor would continue to chair this working group.
Council members: Frances Mortimer, Liz Reason, Tom Greenwood, Peter Kenrick.

ii. Land and Nature

It was agreed that Geoff Griffiths as a non-councillor would continue to chair this working group.
Council members: Frances Mortimer, Peter Kenrick.

iii. Buildings

Liz Reason, Arthur Sinclair, Carl Perkins.

iv. Evenlode Rock Ramp & Weir replacement

Gary Harrison, Arthur Sinclair, Peter Kenrick.

v. Market

Tony Vettters.

vi. Engagement

Liz Reason, Tony Vettters, Tom Greenwood, Paul Honey.

vii. Parking

Gary Harrison, Paul Honey, Ed Bradbury, Frances Mortimer.

These were **resolved**.

c. Review of committee/working group terms of reference:

i. Finance Committee

These were reviewed and agreed.

ii. Land and Nature Working Group

These were reviewed and agreed.

iii. Journeys Working Group

These were reviewed and agreed.

d. Policies:

-To adopt:

i. Grievance and Disciplinary Procedure

This was adopted.

To review:

ii. Health and Safety policy

This was reviewed and agreed.

iii. Complaints policy

This was reviewed and agreed with the addition of noting that the personnel committee stands as the complaints panel and the appeal panel will be a councillor(s), acceptable to both parties.

iv. Dignity at Work policy

This was reviewed and agreed.

e. To elect representatives:

i. Corner House and Memorial Hall

There is no requirement for a representative.

ii. Chipping Norton School Trust Fund

It was agreed that there is no requirement for a representative.

iii. Conservation Area Advisory Committee

Tom Greenwood and Roy Scott were elected.

iv. Day Centre Representative

It was agreed that there is no requirement for a representative.

v. Wigwell Friends

Peter Kenrick.

vi. Centenary Woodland

The Land and Nature Group will establish a connection.

vii. Nine Acres Management Committee



Ed Bradbury and Gary Harrison

- viii. Street Fair Committee

There is no requirement for a representative.

- ix. Parish Transport Representative(s)

Frances Mortimer and Gary Harrison

- x. Youth Ambassador Steering group

To be deferred.

f. To resolve councillor portfolios:

- i. Town cemetery

Liz Reason

- ii. Mill Field

Gary Harrison and Frances Mortimer

- iii. Ticknell Piece playground and skate park

To be deferred

- iv. Town maintenance

Gary Harrison, Ed Bradbury

- i. Liaison with Charlbury Town Football and Social Club

Carl Perkins and Janet Burroughs

- j. Nine Acres Recreation Ground

Ed Bradbury

These were **resolved**.

g. Other roles:

- i. Annual Boundary Walk leader

Chris and Aileen Eaton

- ii. Speedwatch

No requirement for a representative

- iii. Chronicle article author

Paul Honey

These were **resolved**.

- 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)

These were agreed.

- i. To update bank mandate**

It was **resolved** to add Ed Bradbury, Arthur Sinclair, Roy Scott, Paul Honey, Tom Greenwood and Carl Perkins to the bank mandate.

12. Town Maintenance

No update.

13. Ticknell Piece

- a.** Request for permission for group coaching at skate park

This was agreed. The relevant insurance and membership documents have been provided.

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)

One tender has been received. This is above the amount expected by Evenlode Catchment Partnership so no decision as the way forward has yet been made.

- b.** To consider request to site memorial bench



This was **resolved**. A location to be agreed. The Town Council will not be responsible for maintenance of this bench.

15. Community

- a. Peter Kenrick reported on this year’s Annual Boundary walk and commemoration service for the centenary of the tragedy of the drowning of three children.
- b. The Walkers are Welcome funding bid to Cotswold National Landscape, which includes a new map and brochures was successful. Funding of £2000 will be received.

16. Land and Nature Group

The Nature Recovery Framework (Charlbury, Finstock and Fawler) consultation is being launched on 15th June with a Nature Day.

17. Correspondence

- Thank you letter from Charlbury Museum for funding
- Scruffy Charlbury
- Parking on Wychwood Paddocks
- Collision on Dyers Hill
- Request for funding for scout hut

Meeting closed: 21.30

* Section 137 of the Local Government Act (LGA) 1972 authorises a local council to spend money (subject to the statutory limit) for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

**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
Fasthosts (multipaycard)	Email hosting	£12.60
Basecamp (multipay card)	Monthly subscription	£95.48
Rob Jackson	Grass cutting at Mill Field	£200.00
Evenlode Landscaping	Grass cutting-town	£1,450.00
Michael Oliver	Grass cutting at Nine Acres	£252.00

c. Charlbury Town Council balances

To 30th April 2024	
Unity Trust Current Account	£31904.22
Unity Trust Instant Access Account	£100,794.95

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)

DRAFT