

Papers and draft policies for Charlbury TC meeting November 2021

Charlbury Town Council

Charlbury Town Council meeting 24th November 2021

Payment Schedule

a. Payments received:

Banbury Memorials	Memorial fees	£360.00
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b. Accounts for authorisation and payment:

Lisa Wilkinson	Clerk's October salary	£151.34
	Clerk's November salary/allowance	£774.86
	ID mobile	£8.00
	Total	£934.20
Ady Podbery Grounds Care	Gang mow Nine Acres Playing field	£141.60
ATG Tickets (repay Liz Reason)	Chair's allowance	£210.00
Systems & Solutions	Laptop for clerk	£755.00
Wild Oxfordshire	Annual membership	£35.00

c. Charlbury Town Council bank balances

To 31st October 2021	
Business Current Account	£100.00
Business Savings Account	£86,180.56

Proposal to change bank accounts

November 2021

I would like to recommend that CTC changes its bank accounts to Unity Trust.

Unity Trust bank is the only online bank that has triple authority banking. This means that the clerk can set up the payments and then 2 councillors (signatories) log on with their own log on details and authorise the payments. A payment is not transferred to the payee until the 2nd signatory has authorised it.

UT are highly recommended by many Local Councils; OALC who are not allowed to recommend businesses, put out a questionnaire and the results were massively in favour of Unity Trust

They are a socially responsible bank. Below is an excerpt from their website:

Unity is the bank that businesses can be proud to bank with. For over 35 years we have been helping organisations to prosper and contribute to positive economic, social and environmental change. Put simply, our purpose is to create a better society.

As an award-winning independent bank, we only lend to organisations that share our values and support local communities. We have a loyal and growing business banking customer base which increased by a further seven per cent during 2020, and our ambition is to become the bank of choice for all socially minded organisations in the UK.

Against a backdrop of Covid-19, Brexit disruption and historically low interest rates, Unity remains financially strong and operationally resilient, growing by over 25 per cent year on year. We will continue to pursue safe, sustainable growth into the future.

We're also proud that throughout the pandemic, our UK-based teams have maintained our high levels of customer service while working remotely, by continuing to answer calls within 15 seconds and resolving more than 98 per cent of queries first time.

We are the first Carbon Literate Bank, achieving a bronze award for improving our carbon footprint.

I have used them at my 3 other Councils for over 5 years now and I find them responsive and helpful.

The Council could hold a current account and an Instant Access deposit account. The current account has a service tariff of £6 per month. The deposit account does not cost anything, but you have to hold a current account to be eligible.

Cheques books/paying in books are still provided. There is also an option of a post office card to pay in cash.

<https://www.unity.co.uk/>

The Charlbury Corner House and Memorial Hall Trust CIO

Ms Liz Reason
Chairman
Charlbury Town Council
The Corner House
Market Street
Charlbury
OX7 3PN

16 November 2021

Dear Liz,

Re: Legal ownership of The Corner House and the Memorial Hall

As I am sure you know, the Town Council is the registered owner on the Land Registry of The Corner House and the Memorial Hall, on behalf of the existing charity that has responsibility for these buildings. At their inaugural meeting last week, the trustees of The Charlbury Corner House and Memorial Hall Trust CIO looked at the various options for the legal ownership of the buildings once responsibility for them has been transferred to the CIO.

The trustees' view is that it would be in everyone's best interests if the Town Council were to retain legal ownership following the transfer, so I am writing to ask whether the Town Council would be prepared to continue in this role. That would be our preferred option, but if the Town Council feels otherwise, then we would obviously have to evaluate the alternatives in more detail.

I look forward to hearing from you shortly.

Yours sincerely,

For and on behalf of The Charlbury Corner House and Memorial Hall Trust CIO,

Simon Walker

Trustee and Honorary Secretary

Traffic Regulation Order: Proposed Contents

A schedule of matters to be included in a proposed Traffic Regulation Order, to be taken forward with Oxfordshire County Council. Consultation or engagement listed is in addition to the item posted on the charlbury.info website in November 2021.

Separately, the Town Council would like to proposed the extension of the current 20mph limit as part of an Oxfordshire County Council initiative for the financial year 2022-23.

Description	Location	Details	Consultation to date
Parking restriction: Nine Acres Lane	Parking prohibition (double yellow lines) from the junction of Nine Acres Lane with Thames Street/Pound Hill to the point where the road widens outside Jeffs Terrace/the access to New Barn Garage, both sides		Consultation carried out by CTC in 2020
Parking alterations: Market Street	Time restriction of 1 hour for spaces outside The Pharmacy during the daytime Remove the parking prohibition (double yellow lines) opposite the former Post Office. Alterations to white line outside The Old Post House	This would affect a small number of spaces and create shoppers' parking Would create approx 3 additional spaces. Council to consider whether these spaces should be 1 hour. [request to OCC; outside scope of TRO. Would create 1 additional space]	Consultation carried out by CTC in 2020
Parking restriction: Church Street	Parking prohibition for one car's length between the Rose & Crown PH and Ceorl House	This is to eliminate a pinch point where buses can get stuck	

Description	Location	Details	Consultation to date
Parking restriction: Grammar School Hill	Parking prohibition [both sides] for approximately 60m into the 20mph limit and 20m in the 30mph limit	To aid visibility at the brow of the hill.	Consultation carried out by CTC in 2020. Further consultation has taken place with Preschool and residents. Preschool would not object to this proposal.
Parking restriction: Browns Lane	Southernmost parking space	This has been requested by Stagecoach and others. If a wide vehicle is parked in this space or a parked vehicle is away from the kerb, this can block a bus from getting through	
Contraflow cycle lane: Browns Lane, Market Street	Cycle contraflow along entire length	Journeys Team is also supportive of contraflows along potentially Sheep Street	-
White line required across access to Cotswold View		[Action for OCC, no formal TRO proposal required]	
30mph limit extension: Spelsbury Road	Extend 30mph restriction along B4026 Spelsbury Road to a point past the entrance to Cotswold Caravan and Camping		Residents have been lobbying the Town Council for this since 2017. Area to be covered has been discussed with residents in 2021. Spelsbury PC has been made aware

Borrow a bike scheme: Journeys team proposal to Charlbury Town Council, November 2021

Proposal:

1. Town Council to submit funding bid for £1390 to our County Councillor's priority fund to cover 50% of the cost of setting up a Charlbury "Borrow an e-Bike" scheme, including purchasing bike and accessories and the first year's running costs.
2. If successful in the bid, the Town Council will provide the remaining funds from the 2021-2 Journeys team budget and will go ahead with setting up the scheme as set out below.

Aim of the scheme:

To promote uptake of electric bikes by

1. having a visible Charlbury shared e-bike, and ongoing promotion of the scheme
2. giving residents the opportunity to trial an e-bike in their everyday lives for up to 2 weeks

Summary

The Town Council will acquire a good quality electric bike and make this available to residents to borrow for up to 2 weeks, upon payment of a deposit.

What sort of bike will we purchase?

A good quality, robust electric bike primarily for on-road use but with hybrid tyres allowing the bike to be ridden on bridleways in dry weather, with a step-through frame that is small enough to fit a rider 5'2" tall (based on Expressions of Interest received) – but extendable seat post will allow it to fit larger riders. Proposed model Forme Morley 1ELS (Bosch motor).

What accessories will we provide?

Power adapter (for recharging the battery), helmet, lock, pump, puncture repair kit +/- spare inner tube, pannier bags x2. (Lights, mudguards, pannier rack and kick-stand are integrated.)

Where will the bike be stored?

To be determined – ideally will be stored with the person responsible for maintenance (see below). Councillors have offered their garage as back-up if needed.

How will it be maintained?

A volunteer will be sought, who will be required to complete bicycle maintenance training from Windrush Bike Project (or equivalent) to enable them to reliably carry out safety checks between loans. If they identify a maintenance issue, the bike will be taken into Witney for servicing by Windrush Bike Project (cost £45 + parts). The bike will be serviced a minimum of once per year.

How will it be insured?

The bike will be included under the insurance policy of the Windrush Bike Project (including liability cover for the volunteer mechanic).

Who will be eligible to borrow the bike?

Residents of Charlbury aged 18 or over. Possibly also individuals who commute into Charlbury for work, or residents of neighbouring parishes.

How will people book?

Bookings will be handled by the Town Clerk. Individuals will need to provide proof of identity and address, and a deposit (amount tbc), which will be refunded on return of the bike undamaged. Individuals booking the bike will be required to sign a waiver of liability for injury or damage resulting from their personal actions while in possession of the bike.

What does the scheme add beyond existing try-out events?

Some people have been convinced to buy their own electric bike after trying one for 5 or 10 minutes at our try-out events. Others have told us that they would welcome the opportunity to try using a bike for a longer period / real journeys before making up their mind, especially given the significant cost involved. Evidence suggests that people buying electric bikes tend to use them more and more over time, as they discover how useful and enjoyable they are to ride.

How will the scheme be promoted?

The e-bike itself could act as a promotion tool, e.g. if we attached a Charlbury CAN sticker. In addition, we could promote the scheme via the Town Council website and Charlbury.info, in the Chronicle and via social media. We could consider putting up posters. The ongoing promotion would itself help to raise awareness of e-bikes and green travel in the Town, and could be linked to further Information/support for residents wishing to purchase bikes (e.g. <https://www.cyclescheme.co.uk>).

How do we know that people will use the scheme?

Despite minimal promotion, we already have expressions of interest (EOIs) from 9 households.

How will we know if the scheme is successful?

Success measures could include:

- Number of individuals using the scheme – aim ≥ 18 in first year
- Increase in bike usage / ownership among those using scheme and their contacts
- Qualitative feedback – did the scheme contribute to any changes noted?

How much will it cost to set up and run the scheme?

Start-up costs:

Item	Cost
Bike (includes mud guards, kick stand, pannier rack, front and rear lights)	£2050
Reinforced tyres x2	£50
Helmet (MIPS)*	£70
D-lock	£85
Bicycle hand-pump	£25
Puncture repair kit	£5
Spare inner tube x2	£10
Pannier bags x2	£65
Basic bike maintenance course (3x 4h, Windrush Bike Project)	£40
Total:	£2400

**Consider buying 2 of different sizes*

Recurring costs:

Item	Cost
Insurance	£100
Maintenance & parts	£250
Posters	£30
Total:	£380

Total costs in first year: £2780

How will it be funded?

A funding proposal will be submitted to Cllr Liz Leffman's Councillor's Priority Fund to cover 50% of the costs of the set up and running costs in the first year, with the Town Council providing the remainder. After the first year, the Town Council could take on ongoing running costs, or could seek external funding to cover these.

How might the scheme be extended in future?

- Additional bikes / e-bikes (possibly cargo bikes, folding bikes)
- Bike trailers
- Donations/fix up bikes

Example schemes in other places:

Sustainable Selkirk: <https://sustainableseelkirk.org.uk/e-bikes/>

Durham County Council: <http://www.durham.gov.uk/borrowabike>

Cambridge University: <https://www.outspokencycles.co.uk/uoc-borrow-a-bike/>

Herefordshire County Council: <https://www.herefordshire.gov.uk/cycling-1/cycling/5>

West of England: <https://betterbybike.info/schemes-and-initiatives/loan-a-bike-scheme/>



Information available from Charlbury Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cos
Class1 - Who we are and what we do	Charlbury Town Council website: Charlburytowncouncil.co.uk	N/A
Who's who on the Council and its Committees	Website	N/A
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	N/A
Location of main Council office and accessibility details: The Town clerk works mainly from home. Postal address is: Corner House, Market Street, Charlbury, OX7 3PN Ground floor of the Corner House has a step up to it.		
Staffing structure		
One employee – Town Clerk		
Class 2 – What we spend and how we spend it	hard copy or website	

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	hard copy or website	
Finalised budget	hard copy or website	
Precept	hard copy or email	
Borrowing Approval letter	hard copy or email	
Financial Standing Orders and Regulations	hard copy or website	
Grants given and received	hard copy or email	
List of current contracts awarded and value of contract	hard copy or email	
Members' allowances and expenses	hard copy or email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	hard copy or website	
Parish Plan	Website	
Annual Report to Town Council Meeting	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions	hard copy or website	

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	email	
Responses to planning applications	website	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy or website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	hard copy or website	

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	hard copy or website	
Information security policy		
Records management policies (records retention, destruction and archive)	hard copy or website	
Data protection policies	hard copy or website	
Schedule of charges (for the publication of information)	hard copy or website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website	
Assets register	hard copy or website	

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy or website; some information may only be available by inspection)	
Allotments	Inspection only	
Burial grounds and closed churchyards	Inspection only	
Community centres and village halls	Inspection only	
Parks, playing fields and recreational facilities	Inspection only	
Seating, litter bins, clocks, memorials and lighting	Inspection only	
Bus shelters	Inspection only	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy or website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

Lisa Wilkinson

Town Clerk

charlburytownclerk@gmail.com

07311 259412

The Corner House, Market Street, Charlbury, OX7 3PN

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Accessibility statement for Charlburytowncouncil.co.uk

This website is run by Charlbury Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email: charlburytownclerk@gmail.com
- call: 07311 259412

We'll consider your request and get back to you in five days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

- email: charlburytownclerk@gmail.com
- call: 07311 259412

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Charlbury Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is fully compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

How we tested this website

This website was last tested on 22nd November 2021. The test was carried out by Charlbury Town Council Webmaster using the Wave Web Accessibility Evaluation Tool.

We tested:

- our main website platform, available at:

<https://www.charlburytowncouncil.co.uk>

CHARLBURY TOWN COUNCIL

Finance Committee Terms of Reference

1. Delegation

Charlbury Town Council will review these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

2.1 The Committee shall consist of a minimum of five Councillors who shall be elected each year at the Annual Parish Council Meeting.

2.2 The quorum of the Finance Committee will be three Members.

3. Procedures

3.1 The Committee will operate within Charlbury Town Council's Standing Orders, Financial Regulations and Local Government Law.

3.2 A Chair for the Committee will be elected at the first meeting of the Committee each year.

3.4 The Committee will submit the minutes from its meetings to the next appropriate meeting of Charlbury Town Council

3.5 The Committee will make recommendations to Full Council on the budget requirements and precept demand each December.

3.6 The Town Clerk will provide administrative support for the Committee.