



# CHILTON TOWN COUNCIL

## NOTICE OF ORDINARY MEETING

6<sup>TH</sup> February 2020

Dear Councillor,

The Ordinary Meeting of Chilton Town Council will be held in The Council Chamber at Hutton house, Durham Road, Chilton, County Durham commencing **at 6pm on Tuesday 11<sup>th</sup> February 2020**, and you are summoned to attend.

This is a public meeting.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact me.

Yours sincerely

Pauline Cant LL.B(Hons) DMS MBA CiLCA

**Town Clerk**

### AGENDA

1. Apologies for absence -to receive any apologies for absence.
2. Declarations of Interests- to receive any declarations of interests as required by the Members Code of Conduct.
3. Members Dispensations – To consider written requests for dispensations from Members who have declared interests.
4. To approve the Draft Minutes of the Ordinary meeting on 14<sup>th</sup> January 2020.
5. To approve the Draft Minutes of the Finance meeting on 15<sup>th</sup> January 2020.
6. To approve the Draft Minutes of The Special Meeting on 28<sup>th</sup> January 2020.
7. To approve the Draft minutes Allotment Committee held on 21<sup>st</sup> November 2019 and on 16<sup>th</sup> January 2020.

8. Presentation from David Banks re – Allotments site measuring (report attached).
9. Mayors Report.
10. Public Participation  

To adjourn the meeting to permit members of the public to make representations or ask questions on any item of business included on the agenda (maximum of 20 minutes). The meeting will then be resumed.
11. Clerks report on actions from last meeting (for information only).
12. County Councillors Report (attached).
13. To authorise the Clerk to make road closure and SAG applications for:-  
Gala- 20<sup>th</sup> June 2020  
Durham Miners Gala 11<sup>th</sup> July 2020  
Remembrance Sunday 8<sup>th</sup> November 2020  
Firework Display 7<sup>th</sup> November 2020  
Christmas Light Switch on 27<sup>th</sup> November 2020  
And **potentially** VE DAY celebrations on Friday 8<sup>th</sup> May 2020.
14. Calendar of Meetings to receive and note the attached calendar of meetings and key dates for the Community (attached)
15. Establishing Town Council Priorities – Corporate Plan and Annual Report Preparation and distribution.
16. HR Committee to reaffirm the membership of the HR Committee and Appeals Committee and agree terms of reference (as per Minutes of Annual meeting 14/05/19, minute ref 10.0/19, see attached extract)
17. Chilton & Windlestone – Horticultural Show (added to the agenda at the request of Councillor Cairns)
18. Chilton in Bloom/Northumbria in Bloom
19. Millwood (added to the agenda at the request of Councillor Davies)
20. Freedom of Information Requests – to note the attached and approve the Model Publication Scheme
21. Website Development.
22. Safeguarding Policy – to approve the attached policy.
23. S106 Monies to receive the current schedule of available funding and to arrange an urgent meeting with DCC officers and County Councillor Potts.
24. Flag Purchase
25. Website Development issues.

26. Grounds Maintenance Services – Playground inspections a) Annual Reports b) Playground Inspection Arrangements.
27. Cemetery- to receive the report of the Working Party and to consider a request for a plaque on a Cemetery seat
28. Planning Applications (1 attached)
29. Bank Reconciliation (attached)
30. Chilton Miners Welfare Recreation Board  
To receive a report from the Chair of the management Board relating to the work of the Charity.

**31. Exclusion of Press and Public**

In accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the Council will be asked to resolve that the public and representatives of the press shall be excluded from the meeting during consideration of the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**1. Establishment –**

HR Matters to be addressed.

FOI requests, website updating, additional staff requirements, data input recommendations.

**2. Fire Alarm**

**3. Fire Safety Risk Assessments**

**4. Electrical Testing**

**5. Christmas lighting**

**6. VE Day Celebrations a) to consider an email from a Member of the public and b) to consider the Town Clerk's proposals.**

**7. Telephone Contract – answering machine**

**8. Grounds Maintenance Contract update.**