



CHILTON TOWN COUNCIL

NOTICE OF ORDINARY COUNCIL MEETING

3rd December 2020

An Ordinary meeting of the Council will take place via Zoom on Tuesday 8th December at 6pm. If you wish to participate in the meeting please contact the Town Council for joining instructions by telephoning 01388 721788 or email info@chiltondurham-tc.gov.uk

Note: if there are any items under **EXCLUSION** on the agenda members of the public at this point would **not** be permitted in the meeting.

This is a public meeting

Yours sincerely

Pauline Cant LL.B(Hons) DMS MBA Solicitor (None Practising) CiLCA

Town Clerk

AGENDA

1. **APOLOGIES** To receive apologies for absence.
2. **DECLARATIONS OF INTEREST** To notify of any items that appear on the Agenda in which you may have a disclosable pecuniary interest and/or any other interest.
3. **DISPENSATIONS** To consider written requests for dispensations from members who have declared interests under Disclosable or Non Disclosable pecuniary interests section 33 Localism Act 2011
4. **COUNCIL MINUTES** To receive and approve as a correct record the Minutes of the undermentioned meeting of the Council:
 - **Finance and Planning, 10th November 2020** (circulated herewith)
 - **Ordinary Council Meeting, 10th November 2020** (circulated herewith)
5. **CO-OPTION TO VACANT COUNCIL SEATS** (in accordance with the attached protocol)
To consider the applications from Pearl Malpas, Maurice Keith Robson, Lucinda Rundle and Helen Taylor
6. **AMENDMENTS TO CO-OPERATIVE BANK ACCOUNTS** To agree that the Town Clerk contacts the bank to have the names of the three members who resigned removed from

the bank mandate and that the newly co-opted members are added to the mandate when they have signed their declaration of office along with Councillor S. Sutherland

7. **EXTERNAL AUDIT REPORT** To consider the report (not yet received – to be circulated)
8. **MEMBER OFFICER PROTOCOL** To reaffirm member officer protocol (circulated herewith)
9. **CDALC** To reaffirm the existing, longstanding Town Council protocol in relation to approaching CDALC for advice
10. **CORRESPONDENCE FROM FERRYHILL TOWN COUNCIL** To consider letter seeking the support of Chilton Town Council to the re-opening of Ferryhill railway station (circulated herewith)
11. **CORRESPONDENCE FROM A RESIDENT** To consider letter seeking requesting support for the creation of two disabled parking bays to the front of Chilton post office
12. **EXCLUSION OF THE PRESS AND PUBLIC – In accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings Act 1960 the press and public shall be excluded from the meeting during the consideration of the remaining items on the Agenda on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.**
13. **TO CONSIDER THE RECOMMENDATIONS OF THE HUMAN RESOURCES COMMITTEE** (to be supplied by the Chair)
14. **MOTION PUT FORWARD BY COUNCILLOR P. DAVIES** To consider the following
“That the present grounds maintenance contracts be extended by a further 12 months, as this small action would help our present administration section overcome their present heavy work commitments due to this devastating pandemic”.
15. **KEY HOLDER PAYMENTS** To consider key holder payments to the office manager and cleaner
16. **ARRANGEMENTS FOR FUNERALS OVER THE CHRISTMAS AND NEW YEAR PERIOD** To agree arrangements during office shut down
17. **GROUNDS MAINTENANCE CONTRACT** to consider the report of the Town Clerk and all related appendices in relation to the Town Council’s ground maintenance contract (to be circulated)
18. **PROPOSED FUTURE CEMETERY EXTENSION** To consider the verbal report of the Town Clerk in relation to dip wells at the proposed future cemetery extension
19. **ALLOTMENT MATTERS**
 - a) **Pest control**
 - b) **Request to take on a vacant allotment as grazing land**
20. **PEAR TECHNOLOGY SOFTWARE** – To consider a request from Councillor J. Cairns made via the Grounds Maintenance Working Party (original email request, members responses and insurers views circulated herewith)
21. **CYBER INSURANCE QUOTE** To consider the attached quotation for Cyber Insurance, in light of the current risk level and related concerns
22. **LAPTOP AND TABLET QUOTES** To consider quotation for a laptop and three tablets to meet the demands of remote working and remote meetings
23. **COMPLAINT** - To consider the attached complaint in line with Council policy