



MEMBERS PRESENT:-

Cllr. Elizabeth Bruce(Chair); Cllr. Alan Bruce; Cllr. Julie Cairns; Cllr. Stephanie Jackson; Cllr. Peter Davies; Cllr. Lenny Potts; Cllr Victor Collinson; Cllr. Lily Dixon; Cllr. David Allanson; Cllr. Stuart Sutherland

IN ATTENDANCE

Pauline Cant (Town Clerk) Mr. David Banks (Northern Counties Allotment Association)

Members of the Public :- Mr. Kevin Tracy

OM 10/03/20 53 APOLOGIES

Apologies were received from Cllr. Michael Young and Cllr. Joe Parker

OM 10/03/20 54 DECLARATIONS OF INTEREST

Cllrs Elizabeth and Alan Bruce and Cllr Stephanie Jackson declared their interest in the Allotment Rent Review item on the agenda, because either they, or their spouse hold an allotment tenancy

OM 10/03/20 55 DISPENSATIONS

None were received.

OM 10/03/20 56 DRAFT MINUTES OF THE ORDINARY MEETING HELD ON 11th FEBRUARY 2020

Following consideration of the previously circulated draft minutes of the Ordinary Council meeting held on 11th February 2020 **IT WAS AGREED** to approve them as a true and correct record.

OM 10/03/20 57 DRAFT MINUTES OF THE FINANCE MEETING HELD ON 19th FEBRUARY 2020

Following consideration of the previously circulated draft minutes of the Finance Meeting held on 19th February **IT WAS AGREED** to approve them as a true and correct record.

OM 10/03/20 58 DRAFT MINUTES OF THE ALLOTMENT MEETING HELD ON 20th February 2020

Following consideration of the previously circulated draft minutes of the Allotment Committee Meeting held on 20th February **IT WAS AGREED** to approve them as a true and correct record.

Prior to the consideration of the next item for discussion the Town Mayor explained that she had chosen to exercise her discretion to include this item on the agenda after the original agenda had been circulated because the Special Council Meeting held to discuss this matter on 4th March 2020 did not have a sufficient quorum of Members who were entitled to vote present, in relation to this item and in order to expedite Council business and provide allotment holders with the necessary notice period a decision needed to be made before the end of March 2020

OM10/03/20 59 ALLOTMENT REVIEW

David Banks from the Northern Counties allotment Association summarised his report making recommendations that a new charging regime be introduced for allotments based on the size of the plot that they occupied. David Banks explained as he had at two previous meetings that he suggested a charging regime based on a banding scheme as presented in his spread sheet. David explained that on the basis of the plot size banding set out in his spread sheet, plot holders would be charged according to the size of their plot, according to his measurements and which banding it fell into.

He advised that this method of charging, based on size, would be more equitable and that there would be some winners and losers. He advised that there would be more winners than losers under this kind of rent charging, and that under the banding system of charging the situation would be that 76 tenants would pay less than they do currently; 107 tenants would pay the same as they do currently and 37 tenants would pay more, he also advised that of those who would pay more, some of them occupied the equivalent of 9 or 10 standard size plots of 10 poles or 250 square meters.

Following discussion and questions to David Banks

IT WAS AGREED

1. To implement a new plot size charging regime based on the band sizes as recommended by David Banks in his report to be implemented from April 1st 2021
2. That the Allotment Committee be invited to make their recommendations to the Council regarding a standard plot size rent, based on the principle that the new charging system was to promote equity and fairness, rather than increase revenue.
3. That all allotment tenants be written to, advising them of the size band category that their plot(s) fall within and that they are invited to one of two consultation events with David Banks to discuss their measurements and banding assessment.
4. That the Town Clerk liaise with David Banks regarding the correspondence to tenants and dates and times for the consultation events.

OM10/03/20 60 MAYORS REPORT

The Mayor advised that she had little to report, other than that her St Valentines Day Charity Night at the Catholic Club had been very well attended and was an enjoyable night and that she had raised £630.00.

OM10/03/20 61 PUBLIC PARTICIPATION

Mr. Kevin Tracey an allotment tenant said that the allotment holders had asked for a fairer system based on size and that it looked like this was going to happen. Mr. Tracy was keen to know how much would be charged for each size band and he said that he hoped that the revenue generated from allotments would be re-invested in improving the allotments.

OM 10/03/20 62 CLERKS REPORT

The Clerk read out her report to the meeting on issues that she had dealt with since the last meeting. Advising the Council that she had attended meetings with the internal auditor about the Miners Welfare Charity and the Police in relation to an issue that was reported previously to Members.

She also outlined the progress that was being made in relation to the planned VE Day celebrations as well as her attendance at the monthly PACT meeting.

In relation to the grounds maintenance contract extension she advised that there had been three meetings with Mr. Ellwood and the Mayor to discuss matters and take them forward but that as a result of the sad passing of his sibling Mr. Ellwood had to take some time off work.

The Clerk also advised that she would before the end of the financial year, need to undertake a full review of all the Council's risks to meet external audit expectations.

Members were updated on the Miners Welfare issues relating to the Charlie Wayman field, in that Addison's of Yarm had inspected and advised that the drainage was inadequate, something that came as no surprise and that having sought FA advice the Council were recommended to engage their own specialist sports drainage contractor to draw up a specification for suitable drainage at a cost of in the region of £2000.

Although initial contact has been made with Thorns to discuss the issue of the tennis court floodlights the contractor suggested had not yet been in touch.

The Town Clerk advised that the HR Committee had met and agreed some priorities for the Town Clerk and Councillor Jackson raised concern that she had not received details of the meeting.

IT WAS AGREED to receive and note the Town Clerks report **AND that** in future all meeting dates should be shared with Members via Outlook so that they were all aware of when meetings were due to take place.

OM 10/03/20 63 COUNTY COUNCILLORS REPORT

IT was AGREED to receive and note the report of County Councillor Potts.

OM 10/03/20 64 CHILTON MINERS WELFARE RECREATION GROUND MANAGEMENT BOARD

IT was AGREED to note the remarks of Councillor Julie Cairns Chair of The Management Board who advised that a meeting with the Tennis Club had taken place but that there were no outcomes to report.

Councillor Cairns also advised that two meetings had taken place with representatives of the Croquet Club, one of which was unfruitful because TurfCare had not attended, she advised that following the meeting of all parties, Turfcare had put forward costings for additional works and that this would have to be considered at a future meeting of the Trustees.

The Town Clerk reminded Members of the report of the internal auditor and that at some stage going forward the Council would need to agree what level of financial support it was prepared to make to support the Charity on an ongoing basis.

OM10/03/20 65 ESTABLISHING TOWN COUNCIL PRIORITIES CORPORATE PLAN & ANNUAL REPORT PREPARATION & DISTRIBUTION

The Town Clerk outlined that best practice was to produce and distribute an Annual report for circulation to every household prior to the Annual Meeting of Electors. Discussion took place as to whether the Town Clerk should produce a draft for members to consider or whether it was something that could/should be taken forward by a working group. The Town Clerk advised that some clarity had been given by the Human Resources Committee in agreeing priorities for herself but she advised that servicing of Committees in the limited time was a challenge to her as well as trying to progress with governance matters and strategic issues that had been ongoing for some time prior to her taking up post.

IT was AGREED

1. That the Town Clerk draft an Annual Report for the year 2019/20 for consideration by Members so that it could be distributed prior to the Annual Meeting of electors.
2. That the Office Manager be approached to see if she would be able to assist the Town Clerk in the servicing and minuting of meetings as overtime, at flat rate time.

OM 10/03/20 66 CHILTON & WINDLESTONE HORTICULTURAL SHOW

IT was AGREED that Councillor Cairns would work up her previous proposal and discuss it with Councillor Allanson and that it would be presented it to a future meeting.

OM 10/03/20 67 BANKING RECONCILIATION

IT was AGREED to receive and note the previously circulated Bank Reconciliation for the period 1st -29th February 2020.

OM10/03/20 68 BUDGETARY CONTROL

Consideration was given to the circulated budgetary control report. A query was raised as to whether this would be the last account from Hampson's and the Town Clerk advised that there would probably be more work for them to undertake given that there was an event of note to inform the Charity Commission about. The Town Clerk also advised members of the uncertainty around the cost of the remedial electrical works required.

IT was AGREED to receive and note the report and the issues highlighted by the Town Clerk.

OM 10/03/20 69 REVIEW OF INTERNAL CONTROL

Members gave consideration to the previously circulated report of the Consultant Accountant, setting out details of the Council's statement of internal control. The Town Clerk reminded Members that the issue of the absence of an anti- fraud and corruption strategy that had been raised by the internal auditor was now agreed and in place. She further advised that prior to the approval of the accounts the Council would need to do a full corporate risk review.

It was AGREED to approve and note the Council's Review of Internal Control.

OM 10/03/20 70 EXCLUSION OF THE PRESS AND PUBLIC

IT WAS AGREED that in accordance with Paragraph1(2) of The Public Bodies (Admission to Meetings) Act 1960 that 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 transacted.

OM 10/03/20 71 STORAGE CONTAINERS AT CHILTON MINERS WELFARE PARK

Following consideration and discussion around the verbal report of the Town Clerk

IT WAS AGREED

1. That the Town Clerk should apply for a Certificate of Lawful use where appropriate.
2. The unused container be removed from the site and weighed in for its scrap metal value.

OM 10/03/20 72 CEMETERY EXTENSION

The Town Clerk advised that the report had been received and that this needed to be considered by the Cemetery Working Group so that their recommendations could be brought to the Council.

IT WAS AGREED to note the position.

OM 10/03/20 73 GROUNDS MAINTENANCE CONTRACT 2020/21

The Town Clerk advised members that three meetings had taken place with the Contractor and the Mayor and that this matter would need to be further considered by the Trustees and the Finance Committee.

IT WAS AGREED to receive and note the report of the Town Clerk.

OM 10/03/20 74 PHOTOCOPIER

The Town Clerk update Members on the action that she had taken in relation to this matter as previously agreed by the Council.

It was AGREED to note the current position.