



# CHILTON TOWN COUNCIL

## ORDINARY COUNCIL MEETING

### PRESENT

Cllr E Bruce (Chair); Cllr Victor Collinson; Cllr Peter Davies; Cllr Michael Young; Cllr Joe Parker; Cllr Stephanie Jackson; Cllr Julie Cairns; Cllr Stuart Sutherland; Cllr Lenny Potts.

**OM 080920 01 APOLOGIES** Cllr Alan Bruce; Cllr Lily Dixon

**OM 080920 02 DECLARATIONS OF INTERESTS** None received.

**OM 080920 03 DISPENSATIONS** None received.

**OM 080920 04 COUNCIL & COMMITTEE MINUTES:-**

**i) Special Council meeting 25<sup>th</sup> August 2020**

**It was AGREED** that the previously circulated minutes of the Special Council Meeting held on 25<sup>th</sup> August 2020 be confirmed as a true and correct record of the meeting subject to the amendments proposed by Councillor Michael Young that the minutes of the meeting incorporated in full all recommendations to Council put forward by the Cemetery Working Group. This being agreed the minutes of the said meeting were amended to reflect this.

**ii) Human Resources Committee held on 1<sup>st</sup> September 2020**

Discussion took place on the minutes and the Town Clerk asked if she should vacate the meeting as some of the issues related to her own employment. **It was AGREED** that the Town Clerk remain in the meeting.

**It was AGREED** that the previously circulated minutes of the Human Resources Committee held on the 1<sup>st</sup> September 2020 be confirmed as a true and correct record. Councillor Stephanie Jackson explained the situation regarding the proposed job evaluation of the Office Manager's post and the suggested appraisal process for all staff and the following matters were **AGREED**

- a)** That the Office Managers Job description and role should be reviewed and evaluated by a suitably qualified job analyst from D.C.C HR department and that the Office Manager should be placed on an incremental salary scale as an aid to her retention and that she be encouraged to undertake CiLCA as there were sufficient funds in the current training budget.

- b) That the Town Clerk should obtain costs for all training required on the IT packages that were in place and report back on the matter to Council.
- c) That the Town Clerk should be awarded a 6-month increment with effect from July 6th 2020.
- d) That the Town Clerk and the Office Manager should have their working hours extended to 35 hours per week and that this should be reviewed on a monthly basis.
- e) That the Human Resources Committee should all be re-furnished with a copy of the Town Clerk's job description.
- f) That the Town Clerk should be subject to a mid-term appraisal which should take place in November.
- g) That Councillor Jackson would design the appraisal stationary which would require the Town Clerk to undertake a self- assessment process and discuss it with the Human Resources Committee who would give her feedback.
- h) That as part of the mid term appraisal the Town Clerk would be required to prioritise the updating of the Town Council's website and the drafting of all outstanding Council policies.

#### **OM 080920 05 COUNCIL & COMMITTEE MEETING SCHEDULE**

Following a long discussion on the issue of meetings and the time drain on the Council's Human Resources in servicing meetings, dispatching agenda's, minutes and papers **it was AGREED** that meetings should be more streamlined and held only when necessary with the emphasis being on the monthly Council meeting, with quarterly meetings of the Finance Committee to consider the budget out-turn position and overall financial health of the Council.

It was further **AGREED that** the Allotment Committee should meet on alternative months and that the Management Committee for the Miners Welfare Charity should generally meet on a quarterly basis.

The issue of granting delegated authority to the major sub committees which included all Councillors, so that decisions could be made without requiring ratification by the Council was also raised and discussed and it was **AGREED that** the Town Clerk would prepare a paper setting out the suggested terms of reference and potential delegated authority for the Council's main Committees.

#### **OM 080920 06 COVID 19 ISSUES**

##### **Remote Meetings**

The Town Clerk explained that there were some issues with the Council using Teams for remote meetings because of limitations with our Microsoft office licence. **IT was AGREED** that the Town Clerk would purchase a ZOOM licence for £11.99 plus VAT per month to enable remote meetings of the Council and its Committees to take place

##### **Remembrance Sunday**

The Town Clerk explained that the Royal British Legion had indicated to the Poppy Appeal organiser locally that there would be fewer local collection tins available and a stricter regime to handle money to avoid transferring the COVID 19 virus.

It was **AGREED that** the Town Clerk would make contact with the Rev. Gary Norman and that the situation would be kept under review, and details sought as to what other towns and villages were doing to pay their respect so that when the position was clearer the Community could be informed.

### **Christmas 2020**

Following a discussion about the Christmas celebrations in Chilton, it was **AGREED that** considering the current COVID 19 restrictions it would not be possible to host the usual Annual Christmas Light switch on event instead it was **AGREED** that a working group similar to that set up for VE Day celebrations be convened to see if we could get Santa's helpers to arrange something extra special for Christmas Eve.

### **OM 080920 07 Budget and Precept 21/22**

The budget setting process and timetable were discussed and it **was AGREED** that the Town Clerk would present full details of the Council's current financial position and projected year end spend to the next Finance Committee meeting.

### **OM 080920 08 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 080920 09 CHILTON CEMETERY**

The Town Clerk outlined the circumstances that had occurred during lockdown in relation to a lady from outside the area who had purchased a marble plinth to mark her late Grandmother and Mother's grave prior to her obtaining of Memorial Consent from ourselves IT was AGREED that in this instance consent would be given to enable her to have the plinth installed.

### **OM 080920 10 PHOTOCOPIER CONTRACT and Related AUDIT Issues**

The Town Clerk updated the meeting in relation to the most recent development and **IT was AGREED** that the Town Clerk would seek quotations for a suitable replacement copier and that the Council should end their relationship with their current supplier.

### **OM 080920 11 PLANNING APPLICATION**

The Town Mayor used her statutory discretion to raise an urgent item of business that was not on the previously circulated agenda in order to expedite Council Business, in relation to the Planning Application for the erection of houses on the

Minutes of the Ordinary meeting of Chilton Town Council held in St Aidan's Church Hall Durham Road, Chilton at 6pm on Tuesday 8<sup>th</sup> September 2020

field below Blue House Farm **IT was AGREED** that the Town Clerk would write to the planning authority repeating the Council's earlier objections to this development

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