

21st April 2021

CHILTON TOWN COUNCIL

ORDINARY COUNCIL MEETING via ZOOM at 6pm on Tuesday 27th April 2021

There will be a remote **ZOOM** meeting of Chilton Town Council on Tuesday 27th April 2021 and you are accordingly summonsed to attend.

If you wish to join in the meeting please contact the Town Council by 2pm for joining instructions by telephoning 01388 721788 or email info@chiltondurham-tc.gov.uk

This is a Public meeting.

Yours sincerely

P. Cant

Pauline Cant LL.B(Hons) DMS MBA Solicitor (Non 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 Members 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 under s33 of the Localism Act 2011
4. **Minutes** to approve as a true and correct record the minutes of the undermentioned meetings.
 - i) January 2021 Ordinary meeting (previously circulated)
 - ii) 9th March 2021 Ordinary meeting (attached)
 - iii) 16th March 2021 Finance meeting (attached)
5. **County Archives.** Permission request from Mr A. Coulthard local resident to have access to any Chilton Town council documents via Durham County Archives to assist in the history of Chilton and Windlestone project
6. **Hutton House Exterior Painting and painting of railings.** To authorise the Town Clerk to seek quotations for this work.
7. **Freedom of Information Request** received relating to IT equipment and costs (attached)
8. **Annual Council Meeting** to agree a date in line with CDALC and current COVID guidance.

9. **Annual Electors Meeting** - to agree a date and venue in line with current COVID guidance.
10. **Honorary Burgess-** to consider this or any other suitable award for Councillors with over 12yrs service.
11. **Finance Reports & Bank Reconciliation to the 31st March 2021** *(to follow if available dependent upon the completion of the Year End)*
12. **Section 106 Application update**
13. **Cemetery Matters.**
 - i) Update on Memorial Safety Inspections
 - ii) Update on land acquisition for proposed cemetery extension.
14. **Re-opening of Council Offices** in line with the Government's Route Map and current Covid guidelines.
15. **Tree Survey** - update
16. **Allotment Matters** – update
17. **Public Interest Disclosure Policy proposal** (to follow).
18. **Consideration of information from Durham County Council Commercial Services** to give consideration to the Services on offer to Local Councils and where they may assist Chilton Town Council.
19. **Communication and Email exchange policy proposal**, (suggested draft to follow)
20. **Completion of the Audit for the year ended 31st March 2020 (AGAR)** – Approval of the Appointment of the Internal Auditor and the Audit Programme.
21. **Biomass Pollution Article and email submitted by a member of the public for Members attention and response** (poor quality newspaper article sent a better copy has been requested in time for the meeting).

22. EXCLUSION OF PRESS AND PUBLIC

To AGREE that in accordance with Paragraph 1(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 to be transacted.

23. **Annual Playground Inspections** (circulated)
24. **Allotment Tenant** issues that are confidential as they may lead to litigation.
25. **Photocopier Update** – commercially sensitive.
26. **Staffing Matters** to consider the ongoing issue of workload and resources in view of recent human resources events and to agree any steps or recommendations

put forward by the H.R. Committee and/or the Council's H.R. Advisor(s), and to consider any suggestions put forward by officers.

27. Workplace Process Improvement Review