



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Policy and Resources Committee
held at Hutton House, Chilton, County Durham, on
Thursday 29th June 2021 at 6.00pm

Chairman: *Councillor E.Bruce (till election of Chairman only)*

Present: *A.Bruce, S.Sutherland, P.Malpas, L.Rundle, V.Collinson*

In attendance: J.Robinson (Acting Town Clerk)

Members of the public: no members of the public present

PR1.0.0/21. APOLOGIES

Cllr. J.Cairns, P.Davies, K.Hornsby, M.Young

PR2.0/21 DECLARATION OF INTERESTS

None

PR3.0/21. MEMBERS' DISPENSATION

None.

PR4.0/21 PUBLIC PARTICIPATION

None

PR5.0/21 ELECTION OF CHAIRMAN

RESOLVED:- Cllr.L.Rundle be Chairman of the Policy and Resources Committee for the 2021/22 Civic Year

PR6.0/21 ELECTION OF VICE CHAIRMAN

RESOLVED:- Cllr.E.Bruce be Vice Chairman of the Policy and Resources Committee for the 2021/22 Civic Year

PR7.0/21 GRANTS TO BUSINESSES

A member of the public had visited the Council offices asking to apply for the £500 Business grant as previously advised by Town Clerk. It was agreed to refer the member of the public to DCC as Chilton Town Council do not give business starter grants.

PR8.0/21 HUTTON HOUSE WORKING PARTY

It was agreed to establish a working party to look at the Hutton House Condition Survey, any potential action from same, as well as redevelopment of the building and its potential use. Cllrs. L. Rundle, E. Bruce, S. Sutherland, P. Malpas, V. Collinson, A. Bruce, to be members under Chairmanship of Cllr. L. Rundle.

Cllr. E. Bruce reminded members the Council had requested the Town Clerk to obtain quotes to re-decorate the front of Hutton House. Acting Town Clerk to obtain the quotes for the July Full Council meeting.

PR9.0/21 BANK MANDATE

It was agreed to add the following members to the Bank mandate:- S. Sutherland, P. Malpas, L. Rundle, K. Hornsby.

PR10.0/21 BBC CHILDREN IN NEED

The Acting Town Clerk advised a member of the public had visited the office and requested if the Town Council would assist residents by applying for the BBC Children in Need emergency funding programme. Cllr. L. Rundle advised she was aware of the programme and would forward the Acting Town Clerk further details on the fund and application process.

PR11.0/21 CCTV SYSTEM

It was agreed Cllrs. E. Bruce and S. Sutherland along with Acting Town Clerk meet CDS engineer to discuss the current system and any proposals for upgrade and report back to the next meeting of the Committee.

PR12.0/21 4 YEAR MTFP

It was agreed to hold a seminar on the evening of 3rd August at 6.00pm to discuss a MTFP for the Council and to present same to September meeting for adoption

PR13.0/21 SPECIAL ASSEMBLY

It was agreed to set a meeting in September for the Special Town Assembly not only for the presentation of the relevant accounts but also to share with members of the public the agreed 4 year MTFP to the public.

PR14.0/21 SECTION 106 FUNDING

Acting Town Clerk advised DCC have applied for the 106 Funding to be used on The Pentland Play area and they are to shortly meet with the Allotment Committee to discuss same. It was agreed to arrange a site visit to all play areas during August for all members to identify what is required on all sites. It was also agreed Acting Town Clerk to write to the local medical centre requesting a meeting with their partners to discuss a possible new play area on the land adjacent to their car park.

PR15.0/21 POLICY REVIEW

It was agreed the Acting Town Clerk provide members with a list and copies of all existing Policies adopted by the Council and to set a review date for them all. A list of all expected/desirable policies to be circulated to members to enable a priority order of policy development to be prepared. The 3 policies tabled on the May Full Council Agenda to be recommended for adoption at the July Full Council.

Recommendation:- Chilton Town Council adopt the E-Mail Protocol, Public Interest Disclosure and Dignity at Work from the May 2021 meeting

PR15.0/21 NOTICEBOARDS

It was agreed to obtain prices to replace the 2 current noticeboards for the next meeting.

PR16/0/21 FREEDOM OF INTERES REQUESTS

Members were advised there were a number of outstanding FOI requests, and also a request for an investigation in regards to a no reply. Advise from legal department at DCC to reply to all asap. It was agreed Acting Town Clerk respond, and apologise for the delay.

PR17.0/21 NEXT MEETING

To be held on Tuesday 27th July 2021 Council Chamber Hutton House Chilton.

The meeting closed at 6.35pm

Signed:-

Mayor of Chilton
13th July 2021