



CHILTON TOWN COUNCIL

Minutes of a meeting of Chilton Town Council Policy and Resources Committee
held at Hutton House, Chilton, County Durham, on
Thursday 28th September 2021

Chairman: *Councillor L.Rundle*

Present: *P.Malpas, P.Davis, E.Bruce, A.Bruce, V.Collinson*

In attendance: J.Robinson (Acting Town Clerk)

Members of the public: no members of the public present

PR36.0/21. APOLOGIES

Cllr. K.Hornsby, M.Young, S.Sutherland.

PR37.0/21 DECLARATION OF INTERESTS

None

PR38.0/21. MEMBERS' DISPENSATION

None.

PR39.0/21 PUBLIC PARTICIPATION

No members of the public present

PR40.0/21 INCOME/EXPENDITURE SINCE FULL COUNCIL

Accounts were read and accepted, and authorised for payment. It was agreed a 5 month reconciliation report be presented to the October Full Council, and to fully monitor the budget report at the next Policy and Resources meeting.

PR42.0/21 ANNUAL AUDIT

The Acting Town Clerk advised the Council had received an unqualified Audit from the External Auditor but a number of issues had been raised in matters to Draw Attention Report. These included references to the last Audit also. (copy of matters to raise circulated to members). It was agreed Acting Town Clerk present an action plan for the October meeting of the Committee.

Resolved:- Proposed Cllr. L.Rundle seconded by Cllr. V.Collinson and carried, to formally advertise both in noticeboard and on website the Conclusion of Audit certificate.

PR43.0/21 BANK MANDATE

Acting Town Clerk and Finance/Admin Officer dealing with Co-operative bank to bring this matter to conclusion.

PR44.0/21 CCTV SYSTEM

The Acting Town Clerk advised an engineer has been to assess the system and what is needed at Hutton House, they are now waiting the cost. A report has also been requested on the burglar alarm at the Miners Welfare building.

PR45.0/21 SPECIAL ASSEMBLY

It was agreed to set a meeting in November 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.

PR46.0/21 COMMUNITY GRANT APPLICATION

2 applications to be made for grants to the October meeting of Full Council. Scouts for assistance towards purchasing a laptop and the detailed application by the Friends of the School for support with Christmas events (the later already agreed by Council in principle).

PR47.0/21 POLICY REVIEW

A Draft Policy priority list tabled jointly by Acting Town Clerk and Finance/Admin Officer was discussed. It was agreed to begin reviewing the Policies in line with the report and to present to the October Committee a list of all current Policies and review dates adopted by the Town Council. A draft Retention and Destruction Policy to be presented to the Committee in October for approval.

PR48.0/21 ARCHIVES

Resolved:- on a proposal by Cllr. V.Collinson seconded by Cllr. E.Bruce and carried, to recommend to Full Council, Acting Town Clerk be granted authority to copy all documents over 5 year old as a record for Council, and to then deposit same original documents in County Archives. To also retrieve all documents deposited at Council Solicitors to draw up a list to deeds etc.

PR49.0/21 ASSET REGISTER

The Finance/Admin Officer presented a report on an App linked to the Rialtas System that will enable us to update and retain the Asset Register linked to all finance package. There is also apps for allotments and cemetery management.

Resolved:- Proposed Cllr. L.Rundle and seconded Cllr. V.Collinson and carried to recommend to Full Council to purchase all 3 apps as part of improving Council Governance.

PR50/21 CARD READER

It was agreed to investigate prices for the purchase/supply and usage of a card reader to assist in Financial Management and to report to the October Committee meeting.

PR51.0/21 NEXT MEETING

To be held on Tuesday 26th October 2021 Council Chamber Hutton House Chilton.

Signed:-

Mayor of Chilton
12th October 2021