



## CHILTON TOWN COUNCIL

### NOTICE OF SPECIAL COUNCIL MEETING

10<sup>th</sup> December 2020

A Special Meeting of the Council will take place via Zoom on Tuesday 15<sup>th</sup> December at 6pm. If you wish to participate in the meeting please contact The Town Council for joining instructions by telephoning 01388 721788 or emailing [info@chiltondurham-tc.gov.uk](mailto:info@chiltondurham-tc.gov.uk) by no later than 3pm on the day of the meeting.

Note:- if there are any items under **EXCLUSION** on the agenda members of the public at this point would not be permitted in the meeting.

Yours sincerely,

**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 you 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. **Bank Reconciliation Statement as at 31/10/2020** - circulated.
5. **Statement of Receipts and Payments for October 2020**
6. **Bank Reconciliation Statement as at 30/11/2020** – circulated
7. **Statement of Receipts and Payments for November 2020**
8. **EXCLUSION OF THE PRESS AND PUBLIC** to agree 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 to be transacted.
9. **BUDGET AND PRECEPT FOR 2021/22 FINANCIAL YEAR**

To consider the previously circulated report of the Town Clerk and the Consultant Accountant regarding proposals for the 2021/22 Budget and Precept.

#### **10. GROUNDS MAINTENANCE CONTRACT FOR CHILTON TOWN COUNCIL**

To consider the draft tender documentation prepared by the Town Clerk (to follow).

#### **11. PLAY AREA & ENVIRONMENTAL CONTRACT FOR CHILTON TOWN COUNCIL**

To consider the draft tender documentation prepared by the Town Clerk (to follow)

#### **12. CHRISTMAS LIGHTS AND EVENTS CONTRACT FOR CHILTON TOWN COUNCIL**

To consider the draft tender documentation prepared by the Town Clerk (to follow)

#### **13. HUMAN RESOURCES MATTERS**

- a) To consider and approve the recommendations of the Human Resources Committee Meetings held on 18<sup>th</sup> November 2020 and December 3<sup>rd</sup> 2020 (circulated herewith)
- b) To consider the report of the Town Clerk in relation to the recruitment of a temporary Clerical Assistant to provide short term cover during the absence of the Office Manager (to follow)