

Chilton Town Council
Hutton House
Durham Road
Chilton
DL17 0HE

12th May 2021

The Annual Meeting of Chilton Town Council to be held at St Aidan's Church Hall, Chilton at 6pm on Tuesday 18th May 2021.

Due to covid and numbers permitted in the venue if you wish to attend please contact the Town Clerk by 12 noon on the date of the meeting by emailing: pauline.cant@chiltondurham-tc.gov.uk or telephone 01388 721788.

If there is anything on the Agenda that you would like further information on or are unclear of, please do not hesitate to contact me.

Yours sincerely

P.Cant

Town Clerk

AGENDA

ANNUAL MEETING OF CHILTON TOWN COUNCIL

1. **Election of Mayor of Chilton Town Council** -Pursuant to section 15(2) of the Local Government Act 1972, to receive nominations for the position of Mayor of Chilton Town Council.
2. **Acceptance of Office**- To sign and deliver a form that confirms the Mayors declaration of acceptance of office in accordance with the Local Government Act 1972s83(4)
3. **Election of Deputy Mayor of Chilton Town Council**, to receive nominations for the position of Deputy Mayor of Chilton Town Council.
4. **Apologies for Absence** – To receive any apologies for absence.
5. **Declarations of Interest** – To receive any declarations of interest (*Members are to be guided in this regard by the attached flowchart*).
6. **Dispensations** – To receive and approve any dispensations.
7. **Public Participation** To adjourn the meeting to permit members of the public to make representations or ask questions on any item of business included on the agenda (maximum time of 20 minutes). The meeting will then be resumed.
8. **Standing Orders, Financial Regulations & Scheme of Delegation** – To receive and agree the Report of The Town Clerk and the associated revised documents: -
 - i) Standing Orders (**attached**)
 - ii) Financial Regulations (**attached**)

- iii) Scheme of Delegation (**attached**) setting out the terms of reference of the Policy and Resources & Planning Committee; Services & Amenities Committee ; Human Resources Committee and Appeals Committee

10. Code of Conduct – In accordance with the Localism Act 2011 to Agree to adopt the Code of Conduct for Chilton Town Council (previously adopted May 2019)

11. Election to Outside Bodies

To include Smaller Councils Forum, CDALC, Residents Forum, Friends of the Park, AAP.

12. Financial and Risk Management Matters

i) Bank Mandate – To agree and confirm the authorised signatories and those with on-line access, in relation to the Council's Bank Mandate.

ii) Asset Register – In accordance with the Accounts and Audit Regulations 2015(SI2015/234), to receive and approve the updated document (**to follow**).

- iii) **Appointment of Internal Auditor** – To agree to the appointment of Mr G Fletcher as the Council's Internal Auditor for the 2021/22 Financial Year.
- iv) **Insurance Arrangements** - In accordance with the Accounts and Audit Regulations 2015(SI2015/234), to receive and approve the details of the Council's insurance arrangements (**to follow**).

13. To Consider Meeting Dates for the 2021/22 Municipal Year-Proposal from Clerk (**attached**).

14. Minutes to receive and agree the minutes and recommendations of the following committee meetings:

- i) Human Resources Committee Monday 27th April 2021(**to follow**)
- ii) Council Meeting on 27th April 2021(**to follow**)

15. Accounts

- i) Statement of Budget and Expenditure – to receive a statement of receipts from 1st March 2021-31st March 2021
- ii) Bank Reconciliation – to receive bank reconciliation as at 28th February 2021 and as at 31st March 2021
- iii) Schedule of Payments Analysis from 1st February 2021 -31st March 2021.

16. Correspondence

- i) increased Memorial Costs (**attached**)
- ii) increased Dog Bag Costs (**attached**)

iii) email correspondence regarding Chilton Cemetery (**attached**) – *The author has indicated that he will be attending the meeting to speak on this matter during the public participation item on the agenda*

17. Policies

Members are asked to consider and agree the following policies:-

- i) Email exchange Protocol (**attached**)
- ii) Public Interest Disclosure Policy (**attached**)
- iii) Dignity At Work Policy (**attached**)

18. Member Training & Development – to receive nominations for attendees on the Schedule of Courses booked (6 available Places on each Schedule to follow).

19. EXCLUSION OF THE 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 grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

20. Hutton House CCTV – to consider the attached invoice and future plans

21. Hutton House Health and Safety Concerns

- a. Asbestos Register – to receive the attached asbestos register in relation to Hutton House and agree a process for the review of matters as recommended.
- b. Electrical Safety (photos attached)
- c. Flooring and Stair well (photos attached)

22. Insurance Claim – to receive information from the Town Clerk regarding an insurance claim we have received.

23. Photocopier Quotation

24. Staffing

- a) -To discuss the Council's intention with regard to arrangements to staff the office following the resignation of the Office Manager.
- b) - Lone Worker risk assessment.