



# CHILTON TOWN COUNCIL

**Minutes of a meeting of Chilton Town Council**  
held at St. Aidens Church Hall, Chilton, County Durham, on  
Tuesday 15<sup>th</sup> June 2021 at 6.00pm

**Chairman:** *Councillor E. Bruce (Mayor)*

**Present:** *S. Sutherland, A. Bruce, J. Cairns, V. Collinson, P. Davies, K. Hornsby, A. Hughes, P. Malpas, L. Rundle, G. Wheadon, M. Young.*

**In attendance:** Mr. J. Robinson

**Members of the public:** *7 members of the public*

## **OM34.0/21. APOLOGIES**

Nil

## **OM35.0/21 DECLARATION OF INTERESTS**

Nil

## **OM36.0/21. MEMBERS' DISPENSATION**

None.

## **OM37.0/21 PUBLIC PARTICIPATION**

The following issues were raised by members of the public:-

- a. Lack of previous minutes or agendas on Council Website, Cllr. E. Bruce advised this is in hand
- b. Facebook, lack of information in this regard, Cllr. E. Bruce advised the administrator is the Town Clerk, and they are currently on sick leave at present so difficulty in accessing.
- c. Noticeboard needs replacing, Cllr. E. Bruce advised this is in hand.

## **OM38.0/21 MINUTES OF ANNUAL TOWN COUNCIL HELD ON 18<sup>TH</sup> MAY 2021**

**RESOLVED:-** Cllr. P. Davies proposed and Councillor J. Cairns seconded and approved by members to accept the minutes as a true record.

## **OM39.0/21 ANNUAL TOWN ASSEMBLY HELD ON 1<sup>ST</sup> JUNE 2021**

Members noted both minutes and the action plan. Report on action plan to be placed on July agenda

## **OM40.0/21 MINUTES OF SPECIAL TOWN COUNCIL HELD ON 1<sup>ST</sup> JUNE 2021**

**Resolved:-** Cllr. J.Cairns proposed and Cllr. A.Bruce seconded and agreed to adopt the minutes of the meeting as a true record.

## **OM41.0/21 ANNUAL ACCOUNTS**

The Chairman welcomed Mr. D.Shingleton to the meeting to report on the Annual Accounts. Mr. Shingleton assisted by the Acting Town Clerk referred to the following:-

AGAR Section 1 Annual Governance Statement. The Internal Audit previously circulated to members raised certain issues in regards to System of Control during the period 20/21. Members were advised by both Officers to declare to questions 2, 4,7 in the declaration as No. An action plan has been drawn up by the Acting Town Clerk to rectify these areas and the comments made by the Internal Auditor. His action plan has a timeline attached and will be forwarded to the External Auditor also

**OM41.10/21 Resolved:-** On a proposal by Cllr. A.Bruce and seconded by Cllr. S.Sutherland it was agreed to adopt the report given by Mr. D.Shingleton and Acting Town Clerk, to declare NO to questions 2,4,7, to adopt the Internal Audit Report and to endorse the action plan submitted by Acting Town Clerk in response to the issues raised. It was also agreed an action plan update to be given to the July Council meeting.

Mr. D.Shingleton then presented the Annual Accounts to members. He advised the accounts need to be restated to accommodate the errors made on the 19/20 AGAR return and to alter the asset register figure to align with the figure supplied by the External Auditor. Mr. D.Shingleton advised members he, the Internal Auditor and Acting Town Clerk had checked and agreed with this figure and also had agreed and responded in the Council report to the issues raised by the External Auditor in their last report. A further action plan to address these concerns has been undertaken. Mr. Shingleton referred to various areas on the AGAR and also final outturn of accounts to members. He advised the surplus was due to COVID and members need to consider the use of these funds over the coming months as they are at present held in Council reserves. Cllr. M.Young asked if the reserves have £50,000 under earmarked reserve for Cemetery extension. Matter to be dealt with.

**OM41.20/21 Resolved:-** On a proposal by Cllr. P.Davies and seconded by Cllr. A.Bruce and carried to agree the Annual Accounting Statement 20/21 and the action plan prepared in response to External Auditors report of 19/20.

Members thanked Mr. D.Shingleton for his support and work undertaken in the preparation of the Annual Audit. The Acting Town Clerk asked if his personal thanks could be minuted to Mr. D.Shingleton and Internal Auditor for the support they had both given him.

## **OM42.0/21 PUBLIC RIGHTS OF INSPECTION**

Members agreed to commence Public Rights of Inspection as soon as possible and to note it is a 30 working day period and will include 1<sup>st</sup> July. All documents for External Audit will go via post as agreed with Mazzars.

## **OM43.0/21 APPOINTMENT OF INTERNAL AUDITOR**

Resolved : On a proposal by Cllr. S.Sutherland ,seconded by Cllr. A.Bruce and agreed to re-appoint Mr. G.Feltcher as Internal Auditor. For 2021/22 Financial year.

#### **OM44.0/21 COMMITTEE MEMBERSHIP AND MEETING DATES 2021**

Members agreed the report and meeting dates as circulated by Acting Town Clerk.

#### **OM45.0/21 NOTICE OF MOTION**

Cllr. S.Sutherland proposed and Cllr. A.Bruce seconded 'Chilton Town Council investigate the ecological value, future opportunities and regeneration of the wildlife garden east of St. Aidens Church.

Cllr. J.Cairns advised that attempts in 2019 to use the land for football had been refused due to Durham County Council having future need for the land.

It was agreed Acting Town Clerk will contact the relevant Director at Durham County Council for confirmation of their future intentions for the land and if any partnership working may be agreed.

#### **OM46.0/21 ARMED FORCES GARDNE OF REMEMBRANCE**

The Mayor welcomed Mr. J.Moffat to the meeting who presented to Council a proposal to establish an Armed Forces Garden of Remembrance in the gareden/wall area of the rear of the war memorial.

Resolved:- It was proposed Cllr. P.Malpas and seconded Cllr. J.Carins to agree to the Garden of Remembrance on this site and Acting Town Clerk to liaise with Mr. Moffat on the detail.

#### **OM47.0/21 DISABLED PARKING POST OFFICE**

A letter had been received by the Council from the Chilton Sub-Postmaster requesting Town Council support in her quest to have 2 disabled parking bays designated outside of the post office.

It was unanimously agreed to support the application and Acting Town Clerk to write to Durham County Council expressing support.

#### **OM48.0/21 Monthly income and Expendiure**

Acting Town Clerk presented monthly accounts for May, and answered members queries. Cllr. J.Cairns asked that in future all income and expenditure for the Miners Welfare be presented separately from the Council account and to the Chairty Trustees directly. This was agreed.

#### **OM49.0/21 EXCLUSION OF PRESS AND PUBLIC**

On a resolution proposed by Cllr. A.Bruce and seconded by Cllr. S.Sutherland in accordance with Paragraph 2 of the 1960 Public Bodies Act the members of the public were excluded from the remainder of the business of the meeting.

#### **OM50.0/21 FRANKING MACHINE**

The Acting Clerk presented a report to members on an issue that had occurred when provider of maintenance was now unable to accept cheques. Agreed to set up annual direct debit.

**OM51.0/21 HEMPSON QUOTE**

Before commencing discussion on the issue Cllr. M.Young asked why the matter was not being taken to the Charity Trustees and wished it to be deferred. The Mayor advised along with Acting Town Clerk the proposal to split the quote into 2, one for Full Council dealing with the sale of the land and the remainder to be dealt with by the Trustees. Cllr. M.Young proposed and Cllr. J.Cairns seconded that the whole quote be deferred to the next meeting of the Trustees. Cllr. A.Bruce proposed and Cllr. S.Sutherland seconded an amendment to deal with part 1 at Full Council and remainder to Trustees. On put to the vote the amendment was carried 7 votes to 5. This then became the substantive motion and carried 7 votes to 5.

Members then considered the quote.

Cllr. A.Bruce proposed and Cllr. S.Sutherland seconded Council accept the £450 quote to carry out legal work required to finalise Charity Commission queries on the sale of the land. This was carried.

**OM52.0/21 INSURANCE CLAIM**

The Clerk advised all information recently received regarding an insurance claim has been forwarded to the Council Insurers.

**OM53.0/21 TREES CEMETERY**

Cllr. M.Young referred to a tree requiring 3 branches removing for safety reasons and asked when quotes will be discussed for a bi-annual tree survey. Clerk agreed to deal with removal of branches and tree survey has been placed on the next Cemetery Committee agenda.

It was agreed in future all health and safety issues to be dealt with by Town Clerk under delegated powers.

**OM54.0/21 PHOTOCOPIER**

Agreed to defer till next meeting, in the meantime Clerk to deal with queries raised by members.

**OM55.0/21 NEXT MEETING**

To be held on Tuesday 13<sup>th</sup> July 2021 St. Aidens Church Hall.

The meeting closed at 8.03pm

Signed:-

Mayor of Chilton  
13<sup>th</sup> July 2021