



# CHILTON TOWN COUNCIL

## **Minutes of a meeting of Chilton Town Council Policy and Resources Committee**

held at Hutton House, Chilton, County Durham, on  
Tuesday 28th June 2022

**Chairman:** *Councillor M.Young, (Chairman)*

**Present:** *Cllrs. J.Cairns, P.Malpas, J.Houlihan, V.Collinson, S.Sutherland, P.Davies, E.Bruce, L.Rundle.*

**In attendance:** J.Robinson (Town Clerk)

**Members of the public:** no members of the public present

### **PR 12.0/22. APOLOGIES**

Cllrs. K.Hornsby, A.Bruce

### **PR 13.0/22 DECLARATION OF INTERESTS**

None

### **PR 14.0/22 MEMBERS' DISPENSATION**

None.

### **PR 15.0/22 PUBLIC PARTICIPATION**

No members of the public present

### **PR 16.0/22 INCOME/EXPENDITURE SINCE FULL COUNCIL**

Accounts were read, accepted and authorised for payment. Current monthly income/expenditure report also noted.

### **PR 17.0/22 ANNUAL AUDIT**

The Town Clerk advised all papers have now been received by external auditors.

#### **PR 18.0/22\_COMMUNTY GRANT POLICY**

Town Clerk had previously circulated the current policy for members to consider and comment upon. It was agreed to defer till July meeting to enable members to advise Town Clerk of any changes they wished to be considered by fellow members.

#### **PR 19.0/22 POLICY REVIEW**

It was agreed the Town Clerk present an up to date report of Policies reviewed, with their individual review date and a list of Policies still required to be adopted to the July meeting. Focus to be on human resources outstanding policies.

#### **PR 20.0/22 RESERVE POLICY**

The Chairman advised there is now a need to review the allocated amounts in the reserve policy for each area as a result of the final turn out of accounts for 2021 civic year.

It was proposed Cllr. S.Sutherland and seconded Cllr. M.Young to equally allocate each area, Cemetery, Hutton House, Allotments, Play areas, £20,000. This was carried. Funding only to be used after full business case and agreement for expenditure by Full Council.

#### **PR21.0/22 BUSINESS CASE FOR RECEPTIONIST**

The Chairman advised members Town Clerk has commenced recruitment process.

#### **PR 22.0/ CO-OPTION TO COUNCIL VACANCY**

The Town Clerk advised he had cancelled the interviews as 2 of the 4 candidates were unable to attend the date scheduled and an extra candidate had come forward after the closing time. It was proposed Cllr. E.Bruce seconded by Cllr.S.Sutherland and agreed to re-arrange the interviews and at this time not to take forward the extra candidate as it was submitted after the deadline.

#### **PR23.0/22 NEXT MEETING**

To be held on Tuesday 26th July 2022 Council Chamber Hutton House Chilton.

Signed:-

Mayor of Chilton  
12th July 2022