



## C H I L T O N   T O W N   C O U N C I L

### **Minutes of a meeting of Chilton Town Council Policy and Resources Committee** held at Hutton House, Chilton, County Durham, on Thursday 24th May 2022

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

**Present:** *Cllrs. J.Cairns, K.Hornsby, V.Collinson, E.Bruce, P.Malpas, J.Houlihan, L.Rundle,*

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

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

#### **PR 1.0/22. APOLOGIES**

Cllrs. P.Davies, S.Sutherland, A.Bruce.

#### **PR 2.0/22 DECLARATION OF INTERESTS**

None

#### **PR 3.0/22 MEMBERS' DISPENSATION**

None.

#### **PR 4.0/22 PUBLIC PARTICIPATION**

No members of the public present

#### **PR 5.0/22 INCOME/EXPENDITURE SINCE FULL COUNCIL**

Accounts were read and accepted, and authorised for payment.

#### **PR 6.0/22 ANNUAL AUDIT**

The Town Clerk advised all Rialtas Annual sign off is being completed, the Annual Internal Audit report is being prepared and accounts will be presented to June Full Council for approval to forward onto Mazars External Auditor.

#### **PR 7.0/22 COMMUNITY GRANT POLICY**

Town Clerk had previously circulated the current policy for members to consider and comment upon. It was agreed to defer till June meeting to give members more time to consider any changes required.

## **PR 8.0/22 POLICY REVIEW**

The Town Clerk had previously circulated draft Policies for consideration of alteration/adoption. It was agreed to adopt the following Policies with a review date of May 2024:-

Co-option Policy and Procedure  
Freedom of information  
Press and public attending meetings  
Operation London Bridge

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 June meeting.

## **PR 9.0/22 BUDGET REVIEWS FOR COMMITTEES**

The Chairman advised he had asked the Town Clerk and Finance Officer to present each Committee with a monthly statement from Rialtas of their current spend and budget available. This they had done and commenced with May Committee meetings.

Members considered the spend to date in respect of the Committee areas and report both noted and received.

## **PR10.0/22 BUSINESS CASE FOR RECEPTIONIST**

The Chairman advised members of the current position in regards to the potential recruitment of this post.

The Town Clerk answered members questions prior to leaving the meeting to enable members to discuss.

The Chairman asked members if anyone would like to put forward any closing statements on the Clerks Business Plan for an additional member of staff. No closing statements were put forward.

The Chairman proposed a motion to accept the Clerks Business Plan to employ an additional member of staff for Chilton Town Council, with the following conditions

- a. Temporary contract initially for 6 months
- b. 20 hour flexible working hours
- c. A monthly review of the position and its requirements
- d. The job title along the lines of Community Support Assistant

The motion was seconded by Cllr. J.Cairns, and a vote was taken by a show of hands and unanimous.

The Clerk was invited back into the room and advised of the outcome and agreed to proceed to advertise the role.

## **PR11.0/22 NEXT MEETING**

To be held on Tuesday 24th June 2022 Council Chamber Hutton House Chilton.

Signed:-

Mayor of Chilton  
14th June 2022