



Minutes of the proceedings of the **CHILTON TOWN COUNCIL MEETING** held at  
Hutton House, Chilton on Tuesday 11<sup>th</sup> June 2024.

**Present: -- Chair** Cllr. S. Sutherland (Mayor)  
**Cllrs: -** E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan,  
P. Malpas, S. Reece,  
**Locum Town Clerk:** - Mrs. Joanne Dickinson- left the meeting at 7.26pm  
**Responsible Financial Officer** – Mrs Anne Hall- left the meeting at 7.25pm  
**Town Council Accountant-** Mr Derek Shingleton- left the meeting at 6.48pm  
**Member of the public-** one in attendance, left the meeting at 7.04pm

**FC1.6.24- Apologies for Absence** – Cllrs C. Kipling and M. Young- accepted by Members

**FC2.6.24- Declarations of Interest-** Cllr English and Cllr Herbert declared an interest on agenda item 18,  
minute number FC16.6.24

**FC3.6.24- Member Dispensations-** None received

**FC4.6.24- Public Participation-** the member of the public asked Members to consider individual circumstances to provide permission for tenants to keep bees on their plot and provided members with information about the potential location of the hive and the insurance/qualification that the tenant will hold to become a Beekeeper.

**FC5.6.24- Mayors Report- Proudly Attended** -D Day proclamation, D Day Tribute, D Day Tribute Celebration Event & Role of Civic Head Training

**Civic Year Plan 2024-** Rather than a single charity I will support local causes through the civic year, by fundraising and also seeking to support local volunteering and community engagement efforts.

I would theme this work around History, Sport and a greener Chilton.

I will set up a Cans For Chilton campaign, collecting excess aluminium cans to recycle for scrap value, promoting recycling, environmental protection and in partnership with Chilton Eco Champions.

I hope my Civic guests will not just be fellow Civic heads but those who give their time and care to Chilton such as local volunteer groups.

I will ensure that we hold a Civic Campaign that will support and recognise the incredible effort and value our young people bring to our home and will work with Chilton Youth Council to achieve this.

I would like to hold a themed Civic event and a number of smaller morning events throughout the year.

I intend to hold a Civic service towards the end of the year as thanksgiving to all those who have supported Chilton.

Signed by Mayor ----- 9<sup>th</sup> July 2024

Civic invitations will be open to all members. I believe Cllr Houlihan should wear the consort chain for the 2024 Civic Year for his fundraising efforts on behalf of the full council. I hope members will approve this plan and measure my success.

**Members accepted the recommendations in the Report-**

Members to consider where the aluminium cans could be stored prior to recycling. The Livin garages could be considered as a storage place. To be discussed at a future meeting.

**FC6.6.24- Minutes of Annual Town Council Meeting held on 14<sup>th</sup> May 2024-** Minute number 4- Election of Deputy Mayor – voting included an abstention. Cllr English should not be included in the Allotment Committee but should be included in the Cemetery Committee.  
Members approved the minutes subject to the aforementioned updates to the minutes.

**FC7.6.24- Minutes of May Council Meeting held on 14<sup>th</sup> May 2024-** Minute number 15- the following to be included within the minute. Cllr Reece read out the information that had been asked to be included in the minutes- *The general DCC planning email was circulated earlier in the day.*

*With regard to the Community Hub Cllrs Malpas and Bruce asked it to be minuted that they were concerned they not seen any detailed plans of the proposal. This was supported by other council members.*

*Cllr Reece also asked that it be recorded that she was concerned that the Plans had been published on the public planning portal ahead of Trustees being notified. Also that as a trustee she had not seen a copy of the Plans or the associated business case for the development, operation and maintenance of the proposal. She was concerned that the scale of the proposal would fundamentally change the nature of the charity as outlined in the instrument and articles lodged with the Charity Commission. Without involvement Members felt that no contribution could be made to any Charity Commission investigation. It was AGREED that details of the plan and business case be provided for the next meeting of the council.*

*Note: abstention from Cllr Young.*

Members approved the minutes subject to the aforementioned update to the minutes.

**FC8.6.24- Minutes of Cemetery Committee held on 4<sup>th</sup> June 2024**

**RESOLVED-** Cllr Malpas proposed the minutes be accepted as a true record. Seconded by Cllr Houlihan.

**FC9.6.24- Minutes of Allotment Committee held on 20<sup>th</sup> May 2024**

**RESOLVED-** Cllr Malpas proposed the minutes be accepted as a true record. Seconded by Cllr Reece.

**FC10.6.24- Minutes of Community Committee held on 4<sup>th</sup> June 2024**

**RESOLVED-** Cllr Reece proposed the minutes be accepted as a true record. Seconded by Cllr Bruce.

**FC11.6.24- Minutes of Policy and Resources Committee held on 4<sup>th</sup> June 2024**

**RESOLVED-** Cllr Reece proposed the minutes be accepted as a true record. Seconded by Cllr Malpas. All agreed.

**FC12.6.24- Minutes of Junior Town Council held on 7<sup>th</sup> June 2024- meeting deferred until 14<sup>th</sup> June 2024.**

**FC13.6.24- Presentation of Annual Accounts**

**FC13.6.24- Approval of Annual Accounts 2023/2024**

**FC13.6.24- Confirm date of public examination of accounts**

**FC13.6.24- Confirm documentation to be sent to Mazars External Auditor-** Mr Shingleton informed Members of the documents that will be submitted.

Signed by Mayor ----- 9<sup>th</sup> July 2024

Mr Shingleton and the Responsible Financial Officer provided an overview of the process and documents providing information for agenda items 12, 13, 14 & 15 as required for the Annual Audit. The report was completed by Mr Shingleton and not Mr John Robinson, Town Clerk as stated on the document. Please see the attached report for the information provided to Members. Members queried an overspend of £48k and funding of £50k that is anticipated towards the professional fees for the Trust. Budget monitoring is important at future meetings. The General Reserves policy was discussed and a budget of £10k for the Cemetery Extension to be placed into Ear Marked Reserves was considered by Members. Ear Marked Reserves can be reviewed and if required can be utilised for other expenditure if circumstances/priorities change. There could be scope to apply for a Public Works Loan for a cemetery extension. A specific process would need to be followed on this option. Members considered placing some monies into a higher interest rate account.

**RESOLVED- Cllr Malpas proposed that £10k is placed into the Cemetery Extension Ear Marked Reserve Fund, and that the Internal Audit Report, Annual accounts for 23/24, Section 1 and Section 2 of the AGAR be approved. Seconded by Cllr Sutherland. All agreed.**

**FC14.6.24- Correspondence-** The Mayor informed Members that Cllr J. Cairns has resigned from the Town Council. A Member asked if a written monthly County Councillors Report could be provided. All agreed to this request.

**FC15.6.24- Planning-** No new planning applications

**FC16.6.24- Request to keep bees on allotments-** received as a correspondence item- Cllr English and Cllr Herbert declared an interest in this agenda item. The Mayor informed Members that there is a Model Beekeeping Policy by the National Allotment Society which details all requirements for insurance, qualifications etc. The decision is time sensitive to ensure bees can be sustained in the winter period. Members discussed the option of considering any future requests on an individual basis/forming part of the allotment rules.

**RESOLVED- Cllr Malpas proposed that the request be agreed, public notification should be provided that permission has been given. Any future request should be on an individual basis following the Model Documentation from the National British Beekeepers Society and following the administration process of the Town Council. Seconded by Cllr Reece. All agreed.**

Member of the public left the meeting at 7.04pm

**FC17.6.24- Monthly financial reconciliation and budget review of year to date spend/available funds for each committee-** Responsible Financial Officer (RFO) informed Members that the account information was within their paperwork. Currently finalising several payments and copies of invoices are available if required to view. £232 spent on a defibrillator battery which should last 4 years. Bins for Junior Council have been delivered and the community grants agreed last month with one exception have been paid. RFO was asked in the future for the report to be broken down against allocated budget headings to provide greater clarity to Members. RFO advised that Members will be provided with information on the budget spend to date at the next monthly meeting which will be the quarterly report.

Members accepted the information from the RFO.

**FC18.6.24- Neighbourhood Plan-** No further information since the Policy and Resources Committee Meeting on 4.6.24, The next step would be to register the Neighbourhood Area and carry out community engagement which will be carried out after the Pre-Election Publicity Period.

**FC19.6.24- Tree Management Policy-** Cllr Collinson, Cllr Sutherland and RFO to arrange a meeting for the information to be updated. To be discussed at a future meeting.

Signed by Mayor ----- 9<sup>th</sup> July 2024

**FC20.6.24- Standing Orders-**

**RESOLVED-** Cllr Malpas proposed that the Standing Orders be accepted. Seconded by Cllr Colinson. All agreed.

**FC21.6.24- Financial Regulations-** RFO has checked with the Co-op Bank and a two-step payment online banking payment authorisation can be agreed. Current signatories can only be considered for the 2-step process. RFO asked Members to consider if there should be a Member who is a financial representative who reviews the accounts with the RFO.

**RESOLVED-** Cllr Reece proposed that a 2-step online payment process be agreed and the existing three signature paper payment system also to be continued. Seconded by Cllr Sutherland. All agreed.

RFO to contact existing signatories to seek volunteers for the 2-step online payments. Cllr Bruce volunteered.

**FC22.6.24- Scheme of Delegation-** Previously discussed at the Policy and Resources Committee and several older Town Council areas of responsibility were allocated to current committees.

**RESOLVED-** Cllr Collinson proposed the Council adopt the Scheme of Delegation. Seconded by Cllr Bruce. All agreed.

**FC23.6.24- Charity Report-** Mayor informed Members that discussions around grounds maintenance and the planning application were carried out. Recommendation to take forward the Cutting Edge Report which will have accompanying costs. The Mayor advised that in the future he will aim to provide a written report.

**FC24.6.24- Website-** RFO advised that it should be up and running tonight. There are a few issues, but it will be live for the account publications. Accessibility policy can now be included. Members considered that there should be governance around the administration of the website. Policy and Resources Committee to consider a website policy at a future meeting to consider who would be the editor and the authoriser of the website.

**FC25.6.24- Date of next meeting-** 9<sup>th</sup> July 2024

Mrs Anne Hall left the meeting at 7.25pm

Mrs Joanne Dickinson left the meeting at 7.26pm after Members agreed they would take minutes for the next agenda item.

Exclusion of Press and Public- No public present. Locum Town Clerk and Responsible Financial Officer left the meeting prior to discussion on the following item-

**FC27.6.24- Staffing Structure-** Cllr Reece, on behalf of the HR committee tabled the Paper on “**Chilton Town Council Structural Review to support the recruitment of the Town Clerk**”

The Council received the paper, reviewed the outcome of the Members and Staff Survey, and discussed options for a new staffing structure to address the key recommendations from the survey.

The Council noted the proposed schedule and agreed that Option 4 should be progressed with an initial costing to determine if this would be covered within the current budget allocation.

This will include drafting job descriptions and working with DCC on a job evaluation exercise to determine comparative pay scales followed by the launch of a staff consultation process.

Meeting Closed at 8.05pm.

Cllr S. Sutherland, Mayor of Chilton Town Council, 9<sup>th</sup> July 2024

Signed by Mayor ----- 9<sup>th</sup> July 2024