



CHILTON TOWN COUNCIL

Mayor Cllr. P. Malpas

Minutes of a meeting of Chilton Annual Town Council
held at Hutton House, Chilton, County Durham, on
Tuesday 13th June 2023.

Chairman: *Councillor P. Malpas (Mayor)*

Present: *E. Bruce, J. Cairns, L. Rundle, S. Sutherland, K. Hornsby, V. Collinson, P. Davies, J. Houlihan, P. Herbert.*

In attendance: Mr. J. Robinson Town Clerk and Mr. Shingleton Accountant

Members of the public: no members of the public present

FC30.0/23. APOLOGIES

Cllr. A. Bruce (ill health), M. Young (work commitments)

FC31.0/23 DECLARATION OF INTERESTS

Nil

FC32.0/23 MEMBER DISPENSATION

None.

FC33.0/23 REPORT FROM MAYOR

Cllr. P. Malpas reported on the following: -

She had attended 1 event since election, had presented the former Cllr. P. Davies with his gift from members. She is also holding her first fundraising event on 17th June 2023, a Coffee morning in Hutton House

FC34.0.23 MINUTES OF ANNUAL TOWN MEETING HELD ON 9TH MAY 2023

Cllr. V. Collinson proposed seconded Cllr. S. Sutherland the minutes and recommendations with the following alterations 'Cllr. V. Collinson proposed Cllr. S. Sutherland as Deputy Mayor and this was seconded by Cllr. P. Malpas,' and Cllr. J. Cairns proposed Community Grant to Chilton Academy and not Cllr. S. Sutherland. The minutes were carried with this alteration.

FC35.0/23 MINUTES OF CEMETERY COMMITTEE HELD ON 23RD MAY 2023

Cllr. S. Sutherland proposed, seconded by Cllr. P. Herbert and carried to endorse both minutes and recommendations therein.

FC36.0/23 MINUTES OF COMMUNITY MEETING HELD ON 23RD MAY 2023

Cllr. K. Hornsby proposed, seconded Cllr. J. Cairns and carried to endorse both minutes and recommendations therein.

FC37.0/23 MINUTES OF POLICY AND RESOURCES HELD ON 23RD MAY 2023

Cllr. S. Sutherland proposed Cllr. J. Cairns seconded and agreed to endorse both minutes and recommendations therein.

FC38.0/23 MINUTES OF ALLOTMENT COMMITTEE HELD ON 15TH MAY 2023

Cllr. J. Cairns proposed, seconded by Cllr.

FC39.0/23 ASSET REGISTER

Town Clerk presented the 2022/23 Asset Register. Proposed Cllr. J. Cairns seconded Cllr. S. Sutherland and agreed to endorse the Register.

FC40.0/23 INTERNAL AUDIT REPORT

The Town Clerk presented an Internal Control /Review for the 2022/23 Civic Year. This was agreed proposed Cllr. J. Cairns and seconded Cllr. M.Young.

FC41.0/23 AGAR PART 1

Mr. D. Shingleton, Council Accountant along with the Town Clerk presented a report covering Part 1 of the AGAR covering the Governance Statement and Internal Audit. It was noted the Internal Auditor had declared no to the section 9, Local Charities. The Town Clerk explained in the return the Council will need to declare No to this Section as the assurance for this area is not there. Members attention was drawn to the issues during the year in obtaining separate bank accounts for the Charity. This is resolved and from 1st April 2023 the Charity Accounts will be with Unity Bank. This will then mean for future years the Charity would not be an issue.

Cllr. J. Cairns proposed, seconded by Cllr. S. Sutherland and agreed to declare yes to items 1 to 8 but no to item 9 on AGAR Part 1 and for the Mayor and Town Clerk to sign the relevant document.

FC42.0/23 AGAR PART 2

Mr. D. Shingleton and the Town Clerk presented an in-depth report covering the draft accounts to be submitted to the external auditor. The report also covered balances as of 31st March 2023, Asset Register and detailed explanation of variances.

It was proposed Cllr. J. Cairns seconded Cllr. S. Sutherland and agreed to agree to the acceptance of Part 2 of the AGAR return and for the Mayor and Town Clerk to sign the relevant document.

Members also note external auditors have requested, copy of September meeting, bank statements of 31st March 2023, bank reconciliation as of 31st March 2023, agreed to supply as requested.

FC 43.0/23 ASSET REGISTER

Members noted that only the new dog bins were added for 202/23 year. Total to declare £588,472.

FC 44.0/23 EXERCISE OF PUBLIC RIGHTS

It was agreed to place the notice of appointment for exercise of public rights as soon as practicable on the website and for it to be for a period of 30days.

FC45.0/23 FINANCIAL RISK AUDIT

Mr. D. Shingleton and Town Clerk presented the 2023 Financial Risk audit and answered members queries. Proposed Cllr. J. Cairns seconded by Cllr. S. Sutherland and agreed to note the audit and receive a 6-month update.

FC46.0/23 EAR MARKED RESERVES

Mr. D. Shingleton and Town Clerk presented report on Council Reserves. It was moved Cllr. J. Cairns seconded Cllr. S. Sutherland and agreed: -
£10,000 to be ear marked Reserve for the new cemetery.
£10,000 to be ear marked Reserve for Playgrounds (underspend from 2022/23 financial year)
£5,000 to be ear mark reserve for allotments to allow them to complete fencing project phase 1.

FC47.0/23 PLANNIN

There were no matters for consideration.

FC48.0/23 MONTHLY INCOME/EXPENDITURE

Town Clerk circulated monthly financial reconciliation documents; It was moved Cllr. J. Cairns seconded Cllr. S. Sutherland and agreed to endorse same.

FC49.0/23 CORRESPONDENCE

Various items of correspondence were received and noted no action required as for information only.

FC50.0/23 DATE OF NEXT MEETING

Tuesday 11th July 2023

Signed: -

Mayor of Chilton
11th July 2023