



CHILTON TOWN COUNCIL

Mayor Cllr. S. Sutherland

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend a Meeting of Chilton Town Council to be held in Hutton House, Chilton on Tuesday 11th February 2025 commencing at 6pm.

AGENDA

1. To receive apologies for absence
 2. To receive Declarations of Interest
 3. To receive Member dispensations
 4. Public Participation
 5. Mayors Report
 6. To approve minutes of the following meeting and recommendations there in –
 - a. Special Council Meeting held on 7th January 2025
 - b. Chilton Town Council meeting held on 14th January 2025
 - c. Special Council Meeting held on 20th January 2024
 7. To receive minutes of the following committee meetings
 - a. Human Resources Committee Meeting held on 22nd October 2024
 - b. Allotments Committee Meeting held on 25th November 2024
 - c. Policy and Resources Committee Meeting held on 26th November 2024
 - d. Cemetery Committee Meeting held on 26th November 2024
 - e. Community Committee Meeting held on 26th November 2024
 - f. Human Resources Committee Meeting held on 6th January 2025
 8. County Councillors Report
- Correspondence**
- Financial Matters**
9. To agree the information required to open a bank account with Hinckley and Rugby Building Society
 10. Monthly Financial Reconciliation and Budget Review of year to date spend/available funds for each committee.
- Policy and Procedural Matters**
11. To adopt the Cemetery Regulations– this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025
 12. To adopt the Headstone Inspection Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025
 13. To adopt the Transfer and Ownership Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025
 14. To adopt the Allotment Inspection Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025
 15. To adopt the Whistleblowing Policy- this policy was reviewed and recommended by the Policy and Resources Committee at a meeting held on 28th January 2025
 16. To adopt the Cemetery Grave Measurements Policy- this policy was reviewed and recommended by the Cemetery Committee at a meeting held on 28th January 2025
 17. To receive and discuss the quotation for the new alarm system at Hutton House
 18. To agree the best way to remove wreaths from the cemetery after 3rd March 2025
 19. To consider lighting options for outside of the building for various events and occasions
 20. To discuss if the number of planters maintained by Chilton Town Council are required
 21. To review the fencing options for allotment fencing- this matter was discussed at the Allotment Committee Meeting and recommended for review at Full Council

22. To update the council with the agreed office opening hours for 17th Feb 2025 to 4th March 2025 and 18th December 2025 to 5th January 2026- agreed by HR Committee on 3.2.25
23. To update the council regarding an eye test policy that was agreed by the HR Committee on 3.2.25
24. To consider installing a larger noticeboard outside Hutton House

Standing agenda items

25. To receive an update on the Neighbourhood Plan
26. To receive the Charity Report
27. To receive an update on the Website
28. To receive and consider if any actions required from the Playground Inspection Reports.

Exclusion of Press and Public

To **RESOLVE** that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

29. To consider if the Town Council will extend the lease with Durham County Council for the playground next to Chilton Academy.
30. To receive an update regarding the disputed land.
31. To receive a Staffing update.



Joanne Dickinson,
Town Clerk,
5th February 2025