



Minutes of the proceedings of the **POLICY AND RESOURCES COMMITTEE** held at

Hutton House, Chilton on Tuesday 18th March 2025 commencing at 6.00pm

Present:-- Chair - Cllr. S. Reece

Cllrs:- D. Bright, E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan & S. Sutherland (Mayor)

Town Clerk:- Mrs. Joanne Dickinson (JD)

131. Apologies for Absence – Cllr P. Malpas may attend the meeting late

132. Declarations of Interest- Cllr Reece for agenda item 7a, minute number 138a

133. Member Dispensations – None received

134. Public Participation- None present

135. Approve and accept the recommendations therein-

a. Minutes of Policy and Resources Committee Meeting held on 28th January 2025

RESOLVED- Cllr Sutherland proposed the minutes were accepted as a true record. Seconded by Cllr Bright. All agreed.

136. Review the Resolution Log- JD highlighted the issues highlighted in amber which were outstanding-

- **Cllr Cairns-** questions outstanding minute number FC99.0/24
- **Disputed Land-** to be discussed at next TC Meeting on 8.4.25
- **Woodland Trust Trees-** It was agreed to discuss at the next TC meeting on 8.4.25 after discussion about the deadline to plant them.
- **Training Plan for Councillors-** agreed at HR Committee Meeting on 17.3.25 to set up a training plan with dates from mid-May onwards and circulate asap.
- **Modern Slavery Statement-** It was agreed to discuss at the next TC meeting on 8.4.25 for the agreed statement
- **Lone Working Policy-** Cllr Collinson and Town Clerk to arrange a meeting asap.
- **Safeguarding Policy-** Town Clerk has submitted this to the trainer from Durham Community Action as she offered to take a look at the policy. Training will also be arranged as part of this action.
- **Rushyford roundabout-** Town Clerk to circulate information from Windlestone Parish Council with an update from their last meeting in February 2025.
- **First Aid Training-** Funding available from Police and Crime Commissioner to be reviewed to ascertain if available to Chilton
- **Hutton House-** Awaiting quote for roof works
- **Energy Audit-** Town Clerk has received the Energy Audit and will circulate to Councillors
- **Outdoor lights** – Received
- **Outdoor noticeboards-** To be installed on 22.3.25
- **Alarm installation--** To be installed on 22.3.25

Members accepted the report and noted that there are a significant number of actions that have been actioned and are highlighted in green.

137. Approve the financial transactions for February 2025 and March 2025 – Appendix 1. Members were advised that an additional amount of £12058 had been sent to the Miners Welfare Trust as agreed at the Town Council Meeting on

12.11.24. This payment will be taken from general reserves. This was due to an FA funding rule that the 25% deposit had to be paid prior to them releasing the funds.

RESOLVED- Cllr Sutherland proposed the committee approve Appendix 1. Seconded by Cllr Bright. All agreed.

- 138. Receive the year to date Financial Report and budget spend year to date-** JD had previously circulated to Members and advised that those cost centres over budget had been discussed at previous meetings.

Members accepted the report

The following agenda item was added after publication- Cllr Reece left the meeting prior to this agenda item being discussed and returned after the agenda item had been discussed.

The Vice Chair- Cllr Collinson chaired this agenda item after Cllr Reece left the room

- 138a. Consider the offer of a reduced price Smart TV (Samsung Oled Smart TV 190cm length x 108cm depth plus stand for portable use from Bishop FM.**

The Town Clerk had circulated the following information from Cllr Reece- *As mentioned previously Bishop FM have offered the Council first option on a new Samsung Oled Smart TV 190cm length x 108cm depth plus stand for portable use, ideal for presentations as bigger than the one we currently use. The TV was purchased by Talk Radio to use for sports commentary but never used. Price as new approx. £2K but they are looking for a donation of £500. Bishopfm is a community radio/ registered charity, and the donation will be used to support the station to continue to broadcast to the South Durham community.*

Members measured the space that the TV would be in and considered whether there was a need for the TV by the council.

Members agreed that it was a generous offer but there was not a requirement for a TV of that size and there would be issues in storing the TV.

- 139. Review the information added to the External Funding Log-** Town Clerk went through the current funding pots available which are more relevant for the Miners Welfare Trust and the Church. Town Clerk will circulate the information to Councillors by email. Virtual funding information sessions had been circulated to Members. The funding application for Welcome Spaces was not successful and one of the reasons was a monitoring form for funding received in 2014 for £15500 had not been completed. Town Clerk reviewed older minutes, completed and submitted the monitoring form to Point North.

Members accepted the information and thanked the Town Clerk for completing a monitoring form to Point North for funding received in 2014.

- 140. Receive an update on the Neighbourhood Plan-** Cllr Reece informed members of the following information- 2 residents have received their prize draw prize. The Business Survey has been circulated. The finding of the report with all of the community engagement feedback will be published in May 2025. A Housing Needs Assessment will most likely be required.

Members accepted the report

- 141. Website Governance-** JD advised that the council website had been out of action that morning but was back online again. The terms and conditions of the contract were discussed along with the requirements of the council for their website.

Members agreed to review the google analytics to look at usage of the website at the next P&R meeting on 15.4.25

- 142. Policy Review-**

- **Procedure for Approving Headstones** – previously circulated to members. Town Clerk gave background as to the reason this procedure is important to put in place. Members asked that an addition to the policy should include the following statement for consistency to all headstone installations- 'If the Memorial exceeds the measurements that are provided they will be required to remove the headstone.' **This information to be cascaded to all the Stonemasons.**

RESOLVED- Cllr Sutherland proposed the policy be recommended for adoption at the next full council meeting with the aforementioned addition included. Seconded by Cllr Herbert. All agreed.

- **Council Risk Register** previously circulated to members. Town Clerk informed Members it is a work in progress as risks should be reviewed regularly and formally on an annual basis. Members discussed the frequency for reviewing the risk register and agreed it would be beneficial to be included as an agenda item at each committee meeting to review in sections by each committee.

RECOMMENDATION- Members have viewed the Risk Register and are aware that it is a work in progress to be updated regularly. The process will be for the register to be reviewed as a standing agenda item at committee meetings.

143. Items to be taken to next council meeting- Appendix 1, Financial Report and budget spend year to date, and the Procedure for Approving Headstones to be adopted

144. Date of next meeting – 15th April 2025- Cllr Bright submitted apologies for the next meeting.

Exclusion of Press and Public- No public present.

145. Street Lighting- The DCC officer has no further update since the last meeting. Street lights on this section are missing parts. 732 isn't working and to be reported by Town Clerk.

146. FOI Requests- None received as at 18.3.25

Meeting Closed at 6.55pm

Cllr Sue Reece,
Chair of the Committee,
15th April 2025