



Minutes of the proceedings of the **CHILTON TOWN COUNCIL SPECIAL MEETING** held at Hutton House, Chilton at 6pm on Tuesday 7<sup>th</sup> January 2025

**Present: -- Chair -** Cllr. S. Sutherland (Mayor) (entered the meeting at 6.20pm)

**Cllrs:** - E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan, P. Malpas (Acting Chair from 6pm To 6.20pm), S. Reece & M. Young

**Member of the public-** None

**Town Clerk –** Joanne Dickinson

1. **Apologies for Absence –**None
2. **Declarations of Interest-** Councillors as Trustees to the Miners Welfare Trust. Cllr Herbert for allotment matters. Cllr Collinson for matters discussed relating to Durham County Council HR Service level Agreement.
3. **Member Dispensation –** None
4. **Preparation and finalising of Budgets for year April 2025 – March 2026-** Members had been provided with a Financial Report for discussion as part of the Budget Planning for 2025/2025, Draft Budget by Cost Centre Document (Appendix 1) and Budget Notes (Appendix 2).

**Members reviewed each cost centre allocation working through the aforementioned documents and the following amendments/actions were put forward-**

- a. Town Clerk to provide the amounts that would be required in General Reserves for 3 months net expenditure and 6 months net expenditure for the council to agree a General Reserves Policy.
- b. HR Committee recommended that an amount of £7675 is added to the salaries budget whilst the position of Helpdesk Assistant is reviewed and that the SLA with DCC be terminated. Council to continue with the NEREO contract.
- c. Staffing Professional fees- cost centre 4272 to reduce from £1050 to £450.
- d. Administration- Bank Charges- cost centre 4227 to be increased from £90 to £150 as council to open another bank account where service charges may be incurred.
- e. Office accommodation- Defibrillator- cost centre 4112 to be increased from £250 to £1000 to take into consideration the running costs of 2 defibrillators. Town Clerk to seek options for external funding for a display cabinet for the second defibrillator.
- f. Town Clerk to ask the website developer for the google analytics detailing the website traffic data.
- g. Grant for Miners Welfare Trust is currently in accounts system as 2 payments – 1 for £25k for the Miners Welfare Trust Building and 1 for £8k for the Charlie Wayman Football Field. Town Clerk to amend and include the grant of £33k as one payment under one heading.
- h. Grounds Maintenance- extra works – cost centre 4052 to be increased from £500 to £1500.
- i. Playgrounds- Play equipment upgrade- cost centre 4157- current allocation of £2500 to leave and then be reviewed when setting the precept.
- j. Events and Other Services- Sales/Income – VE Day – cost centre 1158 to be increased from £100 to £200 as part of the planning ahead for VJ Day.
- k. Town Clerk to arrange a meeting with Thinford Nurseries to discuss the plants and plant watering options.

- I. Town Clerk asked to look into setting up linked income and expenditure codes for each regular council event.

**RESOLVED- Cllr Sutherland proposed the council suspend Standing Orders 3(w) to extend the meeting duration. Seconded by Cllr Bruce. All agreed.**

The Town Clerk to circulate the updated budget information prior to the next meeting.

Members agreed to defer the following agenda item for discussion at the next Town Council Meeting.

**Agenda item 6- To set the precept for Chilton Town Council for April 2025- March 2026**

Meeting closed at 8.10pm

Cllr S. Sutherland  
Mayor of Chilton Town Council  
11<sup>th</sup> February 2025