



## CHILTON TOWN COUNCIL

Mayor Councillor S. Reece

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972,  
I hereby summon you to attend the Annual and Ordinary Meeting of Chilton Town Council  
to be held at 6.15pm OR directly following the Annual Town Assembly (which begins at 6.00pm)  
in Hutton House, Chilton on Tuesday 12 May 2026

### AGENDA

1. Election of Mayor for the 2026 to 2027 Civic Year
2. To receive the Mayor's Acceptance of Office
3. Election of Deputy Mayor for the 2026 to 2027 Civic Year
4. To receive the Deputy Mayor's Acceptance of Office
5. Mayor will undertake a presentation and thank you to the retiring Mayor (if required)
6. To receive apologies for absence
7. To receive declarations of interest  
state nature of interest
8. To receive member dispensations on any agenda item
9. Public participation
10. To approve minutes of the following meetings and recommendations therein:
  - a) Chilton Town Council Meeting held on 14 April 2026
  - b) Chilton Town Council Special Meeting held on 28 April 2026
11. County Councillor's Report
12. To review the Resolution Log

#### Correspondence

13. To consider correspondence received:
  - a) To consider Chilton Traffic Regulation Order including Avenue 4 (Chilton Industrial Estate); Chilton Way; Durham Road; Norman Terrace; South View; The Crescent

#### Financial Matters

14. To approve the payment schedule, including:
  - a) Payroll Service Level Agreement for 2026 to 2027
15. To note the detailed income and expenditure

#### Policy and Procedural Matters

16. To receive minutes from the following meetings and approve actions therein:
  - a) Allotment, Open Spaces and Cemetery Committee 20 April 2026
  - b) Financial, Audit, Risk and Health and Safety Committee 22 July 2025
  - c) Junior Town Council 24 April 2026

17. Awards and Gifts Policy including review of grant criteria
18. To agree the process for Community Champions' Nominations

#### **Annual Review of Town Council Governance**

19. To approve Town Council policies and governance
  - a) Standing Orders
  - b) Financial Regulations
  - c) Scheme of Delegation
  - d) Code of Conduct
  - e) Asset Register
  - f) Confirmation of arrangements for insurance cover
  - g) Review the Council's expenditure under Section 137 of the Local Government Act 1972
  - h) Review of subscriptions to other bodies
  - i) Complaints Policy
  - j) Review of data protection policies
  - k) Approve a Policy for Dealing with the Press and Media
  - l) Approve a Policy for the Recording of Meetings
  - m) Approve a review of the Council's employment policies and procedures
  - n) To review the Mayor's Handbook
20. Meeting dates and Appointment of Committees
  - a) Appointment of Committees, membership and Committee dates until May 2026
  - b) Election of Chair and Vice Chair for each Committee
  - c) Approve Terms of Reference for Committees
  - d) Approve Town Council Meeting Dates until May 2027
21. Election to outside bodies and approve arrangements for reporting back
  - a) County Durham Association of Local Councils (two Councillors and Clerk)
  - b) Larger Local Council Forum (two Councillors and Clerk)
  - c) Residents' Forum
22. Review of arrangements with other bodies
  - a) Report on advice provision from Ferryhill Ladder Centre

#### **Planning**

23. None received

#### **Standing agenda items**

- a) To receive an update on the Neighbourhood Plan, including an update on the registration of the Church building and the Pavilion as a Non Designated Heritage Asset
24. To receive the Miners' Welfare Charity Report
25. To approve decisions and expenditure on contractors and events in the Community and Events Working Group action log

#### **Community Matters**

26. To receive draft proposals regarding the future of St Aidan's Church building and consider a response to the proposed closure of St Aidan's Church building by the Parochial Church Council
27. To consider a request from the Parochial Church Council for Town Council involvement in discussions regarding St Aidan's Church Hall

28. To consider expenditure towards the repair of Chilton Miners' Memorial

29. To consider any update on the permission provided for an event on Joe's Field in Summer 2026

**Exclusion of Press and Public**

30. 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

31. To receive any update about the disputed land and consider associated expenditure

32. To receive an update about the Livin Garages



Claire Llewelyn

**Town Clerk**

6 May 2026

**To: All Members of Chilton Town Council**