



Minutes of the proceedings of the **CHILTON TOWN COUNCIL SPECIAL MEETING**  
held at Hutton House, Chilton, on Tuesday 25 March 2026

**Present:**           **Chair:** Councillor S. Reece (Mayor)  
                         **Councillors:** P. Malpas (Vice Chair), D. English, R. Hirst, M. Smith, S. Zapert  
                         **In attendance:** C. Llewelyn, Town Clerk  
                         **Members of the public:** None

The meeting commenced at 6.00pm.

**234. To receive apologies for absence**

Apologies received from Councillors D. Bright, E. Bruce, P. Herbert.

**Resolved: to receive the apologies. All agreed.**

**235. To receive Declarations of Interest**

None received.

**236. To receive Member Dispensations**

None received.

**237. Public Participation**

No members of the public were present.

**238. To consider action and expenditure to meet new Governance Assertion 10 requirements**

a) **Website**

The Clerk provided a report which included advice and guidance on accessibility requirements, and that the website provider has confirmed the site's current compliance with the legal requirements.

**RESOLVED: to note the report and the website compliance with the legal requirements. All agreed.**

b) **Accessibility Statement**

The website provider has updated the Accessibility Statement.

**RESOLVED: to approve the Accessibility Statement. All agreed.**

c) **To approve data audit and data processing procedures**

The Clerk explained the updated data audit which includes data processing procedures.

**RESOLVED: to approve the data audit and processing procedures. All agreed.**

d) **Data Protection Policy**

A draft policy was presented.

**RESOLVED:**

**(1) to approve the Data Protection Policy. All agreed.**

**(2) a training schedule is to be added to the agenda for the May meeting. All agreed.**

e) **Approve Publication Scheme**

The Council had an existing Publication Scheme. The Clerk had reported which information the Council should publish on its website.

**RESOLVED: to note and approve the Publication Scheme, and that the Clerk review and confirm the publication of all information set out in the report. All agreed.**

f) **Approve Privacy Notices**

The Clerk has revised the Privacy Notice by amalgamating the three former Notices.

**RESOLVED: to approve the updated Privacy Notice, to be displayed on the website and noticeboard. All agreed.**

**239. To approve the asset register**

The Clerk and Members discussed the asset register and a separate inventory.

**Resolved: to note the asset register, and that an inventory is being updated. All agreed.**

**240. To review Council risk assessments**

Members discussed the Council's intention to review the risk register quarterly at both Committee and full Council.

**Resolved: to note the risk register and asset risk assessments, for full review at a full Council meeting. All agreed.**

**241. To consider a request for an event on Joe's Field in Summer 2026**

The Clerk had provided a report. Members discussed the responses from residents and the PCSO.

**Resolved: the Clerk to contact the Showman to ask that they respond to all the matters raised, to discuss further at the Council's meeting in April. All agreed.**

Meeting Closed at 6.50pm.

Signed:

Councillor Sue Reece, Mayor of Chilton Town Council

Dated: