



## **CHILTON TOWN COUNCIL**

Minutes of a Special Council Meeting of Chilton Town Council  
Held at Hutton House, Durham Road, Chilton, Co. Durham on  
Tuesday 28<sup>th</sup> January 2020 at 6.00pm

### **PRESENT**

Cllr. Elizabeth Bruce(Chair); Cllr Lily Dixon; Cllr Julie Cairns; Cllr Stephanie Jackson; Cllr Peter Davies; Cllr Lenny Potts; Cllr Alan Bruce; Cllr Joe Parker

### **ALSO IN ATTENDANCE**

Town Clerk

### **OM 28/01/20/19 APOLOGIES**

Cllr Michael Young

### **OM 28/01/20/20 DECLARATIONS OF INTERESTS**

None received.

### **OM 28/01/20/21 DISPENSATIONS**

None received.

### **OM 28/01/20/22 WELCOME TO COUNCILLOR STUART SUTHERLAND**

The Mayor, Councillor Elizabeth Bruce opened the meeting by welcoming Councillor Sutherland to his first Council meeting following his recent co-option on to the Council. This was echoed by all present.

### **OM 28/01/20/ 23 GROUNDS MAINTENANCE CONTRACT**

Members gave due consideration to the previously circulated report of the Town Clerk and the Town Clerk advised that given the recommendations of both the internal and external auditor it was essential that any future grounds maintenance contract must separate the work undertaken on behalf of the Council from that undertaken on behalf of the Miners Welfare Charity.

The Town Clerk shared with Members the information that she had received from the County Council's Strategic Highway Engineers in relation to the stress testing of lighting columns and given the 6 month lead in time and the detailed forms that are required to be completed for each column, citing the dimensions and weight of each light motif, Members shared the Town Clerk's view that it would be difficult to meet the timescale needed to appoint a new Christmas Lighting Contractor. Members were

also made aware of correspondence received in December 2019 from the current contractor, seeking a one year extension to the existing contract as is provided for.

Following further consideration of the issues regarding Christmas lighting and the likely timescale required to go out to tender at this late stage **IT WAS AGREED :-**

1.To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor, Chair and Vice Chair of Finance Committee to commence negotiations with the Council's existing contractor for the extension of the Council only elements of the existing Grounds Maintenance contract, ( to include meeting all of the requirements of Durham County Council, Strategic Highways team in relation to the stress testing of lighting columns and installation of timers).

2. That the discussion in relation to recommendation 1. above should also reflect the Council's desire to have more detailed and meaningful weekly reports from the contractor, especially in relation to play area inspections.

3.That Standing Orders be waived to allow the immediate implementation of the recommendations set out within this report in order to expedite urgent Town Council business and ensure that immediate progress on these recommendations can be made without the need for these recommendations and associated resolutions to be ratified at the next Ordinary Council Meeting.

4. That progress in relation to these matters be reported on a monthly basis hereinafter to the Ordinary Council meeting with a view to ensuring that the formal tendering process for a revised Grounds Maintenance contract can begin in October 2020.

#### **OM 28/01/20/24 BANK MANDATE**

Following a report from the Town Clerk on matters relating to the Town Council's Bank accounts and further discussion from Members as to the best way to proceed in relation to this longstanding issue **IT WAS AGREED**

1. That in relation to the Town Council's Co-operative Bank current account, ending in 2637 the Town Clerk be authorised to take urgent steps to have the names of any former Councillors and Officers removed from the bank mandate forthwith.
2. That the Town Council's Co-operative Bank current account mandate for the account ending in 2637 be altered to include all Councillors who are not already on the bank mandate who wish to be included on the Mandate. *(Cllrs Dixon, Parker and Sutherland indicated that they did not wish to be included on the mandate and the Town Clerk committed to check with Cllr Young what his preference was)*
3. That the Town Council's Co-operative Bank Current account mandate for the account ending in 2637 be altered to include the Town Clerk Ms. P. Cant.
4. That all statements on the Co-operative Bank account ending in 2637 be addressed to the Town Clerk (job title rather than named individual) as the Council's Responsible Finance Officer.
5. That the Town Clerk Ms.Pauline Cant be named as the key contact on the Council's Cooperative Bank account ending in 2637.

6. That the Office Manager Mrs Vicky Nelson be named as an authorised user on the Council's Cooperative Current account ending in 2637 mandate.
7. That the bank mandate for the Cooperative Bank account ending in 2637 require that any three signatories on the account must sign any cheque that is to be drawn on the account.
8. That the Town Clerk report to the next Council Meeting with an update as to what was happening in relation to the other Town Council Co-operative bank account that has been largely underused for some time.
9. That the Town Clerk make enquiries as to whether a representative of The Public Works Loan Board can attend a Council meeting to explain their fund and how it is protected.
10. That in relation to the Barclays reserve account that the mandate be changed to include Councillors Elizabeth Bruce; Peter Davies and the Town Clerk.
11. That the Town Clerk write to all those who are to be new on the mandate, requesting sight of their appropriate ID material, in order that it can be photocopied and certified as a true copy of the original by a suitably qualified counter signatory as required.

**OM 28/01/20/25 IT UPDATE**

The Town Clerk explained her exasperation at the fact that the Apple in her office did not work quickly and efficiently and that she had been advised by the IT team at Durham County Council that it was probably down to the age of the machine, which probably needed a new hard drive installing by Apple.

In order to make matters simpler by ensuring that the Town Clerk's machine was compatible with that of the Office Manager the Town Clerk requested authority to by a new desktop at an estimated cost of £1200 (the new desktop would cost £800 but there had been a variation in the prices quoted for the software license)

**IT was AGREED** that the Town Clerk be authorised to purchase a new computer from Durham County Council's IT team at an estimated cost of no more than £1200.

Signed .....

Date .....