

CHILTON TOWN COUNCIL



MINUTES OF SPECIAL MEETING

Tuesday 2nd March 2021 at 6pm by Zoom

PRESENT: Cllr E Bruce (Chair) Cllr A Bruce, Cllr V Collinson, Cllr P Davies
Cllr P Malpas, Cllr L Potts, I Rundle and Cllr S Sutherland

ALSO IN ATTENDANCE: Town Clerk and Mr Derek Shingleton (Accountant)

SM020321 1. APOLOGIES

Apology received from Cllr Young and Cllr Cairns.

Cllr Dixon telephoned before meeting that she was going to phone in but assume she had difficulties doing so.

After the meeting the Chair was informed that Cllr H Taylor had been in waiting room and was not admitted.

SM020321 2.DECLARATION OF INTEREST None received

SM020321 3. DISPENSATIONS None received

SM020321 4. PUBLIC PARTICIPATION No members of public

SM020321 5. ORDINARY COUNCIL MINUTES OF 9TH FEBRUARY 2021

Agreed as true record except to take out the word Trustees out of the following:

We have enquiry for a football team to use our fields next season
RESOLVED to discuss at next Trustees Management Board.

SM020321 6. GROUND MAINTENANCE

a) Response from SE Landscaping

A discussion took place on the response from SE Landscaping about extending his contract for either 6 months or to accept his offer for the contract to be extended for another year at the same price as before. If we accepted the contract for 6 months it would be at extra costs as all plants etc. are bought at beginning of season and the contract at the moment is paid by 12 equal payments. 6 month contract would be approx. 2/3 of the yearly contract costs. Most ground maintenance contracts start April when grass cutting and planting etc. begin and end March 31st of the following year.

Cllr A Bruce proposed and was seconded by Cllr Davies that we extend SE Landscaping contract for another year but to ask him to give more detailed signed and dated reports. We would supply documents for him to complete.

A vote was taken on the only proposal and it was agreed to extend SE Landscaping contract for a year with more detailed reports. Votes 7 for and 1 against.

Paperwork to be drafted by Council for SE Landscaping to sign.

Timescale suggested for grounds maintenance contract is to have all paperwork ready for end of September, for adverts to go out by the end of October and to be able to award the contract by the end of the year, so that new contractor is ready to start on 1st April 2022.

Extending the contract would give us time to work within the suggested timescale and have document etc. brought up to date. These dates may need to be reviewed because of any future COVID restrictions, the election in May and possibly staffing issues as who will do this work.

Councillors should give broad principals of what is required within a contract, then officer's work to produce documents with maybe help from a quantity surveyor.

AGREED

To extend Ground Maintenance Contract for another year and ask for more detailed paperwork and if possible work to the timescale suggested.

b) Confirmation of Delegated Power

A discussion took place about delegated powers to individual Councillors.

A Council has the legal power to delegate any functions to a committee, a sub-committee or an officer but NOT to individual Councillors or working groups (Local Government Act 1972, Section 101). If any decisions made by Councillors as individuals were to be implemented they would be ultra vires (outside the law) and any resulting expenditure could be disallowed by the external auditors. It is acceptable for individual Councillors to work on a specific issue, but any decision on that issue must be approved by the Council or a Committee or Sub-Committee with the delegated authority to make the relevant decision.

AGREED

In the absence of Town Clerk, Councillors can look at the day to day needs of the council but any decisions needed must be taken back to full council for approval and to be minuted.

It was suggested we look at standing orders and make any amendments ready for approval at the May meeting.

c) Current position of Contract Specifications

No discussion took place as Cllr Cairns was not at the meeting so could not give an update as to where we are with the specifications she had been working on.

SM020321

The Chair exercised her discretion to add the following additional items to the agenda for discussion by reason of their exceptional urgency in order to expedite council business and protect the Council's assets and resources.

a) Shutter On Hutton House

The shutter at Hutton House today has broken and the Clerk needed council mandate to repair or replace it.

AGREED

It was agreed that the Clerk need not get quotes, but to have work done as soon as possible with the company who has been out today.

It was also suggested that the Clerk be allowed to spend an agreed sum of monies on the day to day running of the Council. It was agreed we look at standing orders and financial regulations to include this when reviewing policies in May 2021.

b) Return To Work Interview With Town Clerk Via Zoom

At this point the Town Clerk left the meeting, Cllr E Bruce did minutes from here.

On Monday 1st of March members of the HR committee conducted a return to work interview with the Town Clerk under the protocol prescribed. Consideration of the sensitive nature of the meeting being taken into account it was found to be appropriate to seek the advice of an outside body. This guidance was secured via an established and agreed means.

AGREED

Everyone agreed for Cllrs Sutherland, E Bruce and Mr Shingleton to continue with a weekly meeting with the Town Clerk and if necessary the Office Manager to help with priorities and workplace adjustments. Code of conduct policy to be re-distributed to every Councillor.
Meeting ended 7-10pm

Signed