



**Durrington Town Council  
Town Council Office, Village Hall, High Street, Durrington, SP4 8A**

All Town Council Meetings are open to the public and the media

Dear Councillor,

You are summoned to attend the Annual Meeting of Durrington Town Council to be held in the Robinson Room at 7pm on Tuesday the 31st of May 2022, the agenda is set out below, dated and signed the 24th of May 2022.

*J Tudor* – Clerk to the Council

**AGENDA**

- 12/22 ELECTION OF THE CHAIRMAN**
- 13/22 CHAIRMANS ADDRESS**
- 13/22 ELECTION OF THE VICE CHAIRMAN**
- 14/22 ACCEPTANCE OF APOLOGIES**
- 15/22 PUBLIC PARTICIPATION** – To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The Clerk will read any statements submitted. To accept any applications for co-option.
- 16/22 CONFIRMATION OF CREATION OF SEPARATE HR AND FINANCE COMMITTEES AND THE CREATION OF A NEW STAFFING SUB-COMMITTEE**
- 17/22 CONFIRMATION OF ADOPTION OF ATTACHED TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES**
  - Planning Committee**
  - New HR Committee**
  - New Finance Committee**
  - Policy Committee**
  - Staffing Sub-committee**

**18/22 APPOINTMENT OF MEMBERS TO THE FOLLOWING COMMITTEES –**  
(including a Chair and Vice Chair for each)

**Planning 3 – 6 Councillors**

**HR 3 – 6 Councillors**

**Finance 3 – 6 Councillors**

**Policies 3 – 6 Councillors**

**Staffing sub-committee - 3 councillors (not members of the HR committee)**

**Amenities – (non-committee)** – a Lead Councillor is allocated to each Amenity in the village as an initial point of contact for the public and staff;

- A) Village Hall
- B) Pavilion
- C) Recreation Ground
- D) Fargo Road Play Park
- E) Avon Fields Amenity area to include Play Park
- F) Allotments
- G) Youth Services
- H) Speedwatch
- I) Cemetery
- J) River Park

Lead Councillors are encouraged to report back as and when required with new ideas, possible projects, and major issues.

**19/22 APPOINTMENT OF REPRESENTATIVES TO EXTERNAL MEETINGS/ORGANISATIONS**

**Stonehenge Area Board x 2 Councillors**

**Community Area Transport Group now LHFIG x 2 Councillors**

**World heritage Site Management Committee x 2 Councillors**

**Larkhill Community Partnership x 2 Councillors**

**20/22 APPOINTMENT OF APPROVED SIGNATORIES FOR BANKING INCLUDING ONLINE ACCESS/PAYMENTS AND THE NEW HIGH INTEREST ACCOUNT to include the Chairman and the clerk and members of the Finance committee**

- 21/22 CONFIRMATION OF ADOPTION OF THE CODE OF CONDUCT**
- 22/22 DECLARATION OF INTERESTS**
- 23/22 TO APPROVE THE MINUTES** of the meeting of the 26<sup>th</sup> of April 2022. Copies of these minutes have been circulated and Standing Order 12.a provides that they may therefore be taken as read.
- 24/22 TO ACKNOWLEDGE MINUTES** of the Planning committee meeting of the 8<sup>th</sup> of March 2022 and the Finance and HR committee of the 15<sup>th</sup> of December 2022
- 25/22 ACCOUNTS** to review and approve the following:
- a. The bank reconciliation for the current account for April 2022.
  - b. The cheques and debits for April 2022
  - c. The end of year Accounts as of 31<sup>st</sup> March 2022 following the internal audit of the 9<sup>th</sup> of May 2022.
- 26/22 PROPOSALS**
- To review the Internal Auditor's 2021-22 Final Report and note any recommendations
- a. To complete and Sign Section 1 of the AGAR Part 3 for the external auditor.
  - b. To complete and sign Section 2 of the AGAR Part 3 for the external auditor.
  - c. To review and approve the Financial Regulations.
  - d. To review and approve the Financial Risk Assessment.
  - e. To review and approve the Investment Strategy.
  - f. To note the remaining funds in the account after accounting for earmarked reserves as of the 31<sup>st</sup> of March are now general reserves.
  - g. To approve the spine, point increase for the Clerk following her appraisal in May 2022.
  - h. To confirm annual subscriptions to other bodies as follows: -
    - i. National/Wiltshire Association of Local Councils (NALC/WALC is the national and regional organisations that represent local councils, providing support and advice and promoting the work of Councils – £1,089.39)

- ii. Society of Local Council Clerks (SLCC is a professional body for clerks, providing advice and guidance on all council matters approx. £215.00)
  - iii. Community First – (Wiltshire’s Rural Community Council that works towards enhancing rural life through various projects – approx. £40)
  - iv. GROOP – Youth support (approx. £120)
  - v. ICCM annual membership (approx. £95)
- i. To approve the following Earmarked Reserves for 2022/23 in accordance with the agreed budget
  - i. Recreation Ground play park £4,000 (from the £5,000 yearly set aside leaving £1,000 available for this years anticipated repairs)
  - ii. Riverbank Project £25,000 (for this year’s project)
  - iii. Pavilion changing room refurbishment and decoration £15,000
  - iv. Tree surgery - £11,000 – (£9,000 remaining funds to come from Avon fields account)
  - v. Jubilee fete - £5000 – to match fund the Area Board grant
  - vi. Outdoor gym and Zip Wire - £10,500 (remaining funds to come from Contractor fund and CIL)
  - vii. Recreation ground playpark fencing - £11,500 (to join currently earmarked playpark funds)
- j. To approve the following events that may incur Town Council expenditure in 2021/22
  - i. Annual Parish Meeting April 2023 (approx. £100)
- k. To approve in principle the use of the Robinson Room as a library for the village
- l. To approve the proposed riverbank project and quote from Eco Librium – notwithstanding 3 quotes have not been obtained for this project
- m. To approve the 25% payment for Local Highways and Footpath Improvement Group recommendations to Wiltshire Council for local road and footpath improvements.
- n. To confirm whether or not the council support, in principle, the proposal by the owners, to build a maximum of 14 houses on Millennium Field and, if planning is approved for this restricted development, to confirm the council would in principle accept the transfer of the remaining part of the field to the council for use as amenity land for the benefit of the local community in perpetuity

- 27/22**      **FETE UPDATE**
- 28/22**      **CORRESPONDENCE** to the Chairman or Clerk
- 29/22**      **CONFIDENTIAL BUSINESS** – to move into confidential Business under section 100 (4) of the Local Government Act 1972 to discuss the next items on the grounds that it involves the disclosure of exempt information as defined in part 1 of schedule 12A of the Act.
- 30/22**      **THE DATE OF THE NEXT MEETING** – 28<sup>th</sup> June 2022