



TOWN COUNCIL OFFICE, VILLAGE HALL, HIGH STREET, DURRINGTON, SP4 8AD

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

Dear Councillor,

You are summoned to attend the Town Council to be held in the **Robinson Room** at **7pm** on **Tuesday the 30th of May 2023**, the agenda is set out below, dated and signed the 23rd of May 2023.

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@durringtontowncouncil.gov.uk or phone 01980 654772. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you may have.

J Tudor – Clerk to the Council

AGENDA

Public Meeting

7.00pm Public Question time

This section (at the Chairmans discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 as amended by the LG Act 1972 s 100.

Introduction of co-option Candidates - An opportunity for co-option candidates to introduce themselves and add any other information to support their application.

Report from Unitary Councillor

Closure of Public Participation

Council Meeting

AGENDA

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|-------------|--------------------------------------|
| 1/23 | ELECTION OF THE CHAIRMAN |
| 2/23 | CHAIRMANS ADDRESS |
| 3/23 | ELECTION OF THE VICE CHAIRMAN |
| 4/23 | ACCEPTANCE OF APOLOGIES |

5/23 REVIEW AND APPROVAL OF THE AMENDED PLANNING COMMITTEE TERMS OF REFERENCE

6/23 APPOINTMENT OF MEMBERS TO THE FOLLOWING COMMITTEES – (including a Chair and Vice Chair for each)

Planning All Councillors.

HR 3 – 6 Councillors

Finance 3 – 6 Councillors

Policies 3 – 6 Councillors

Staffing sub-committee – 3 - 6 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.

7/23 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

8/23 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.

9/23 REVIEW AND CONFIRM THE CODE OF CONDUCT

10/23 REVIEW THE TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES

- a. The Policy Committee
- b. The HR Committee
- c. The Staffing Sub-committee
- d. The Finance Committee

11/23 DECLARATION OF INTERESTS

12/23 TO APPROVE THE MINUTES of the meeting of the 25th of April 2023. Copies of these minutes have been circulated and Standing Order 12.a provides that they may therefore be taken as read.

13/23 TO ACKNOWLEDGE MINUTES of the Finance committee of the 19th of December 2022

15/23 ACCOUNTS to review and approve the following:

- a. The bank reconciliation for the current account for April 2023.
- b. The cheques and debits for April 2023
- c. The end of year Accounts as of 31st March 2022 following the internal audit of the 9th of May 2023.

16/23 PROPOSALS

To review the Internal Auditor's 2022-23 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 31st of March are now general reserves.

- g. 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 – £1,326.24)
 - ii. Society of Local Council Clerks (SLCC is a professional body for clerks, providing advice and guidance on all council matters approx. £222.00)
 - iii. Community First – (Wiltshire’s Rural Community Council that works towards enhancing rural life through various projects – approx. £40)
 - iv. GROOP – Youth support (approx. £120pa)
 - v. ICCM annual membership (approx. £95)
- h. To approve the following Earmarked Reserves for 2022/23 in accordance with the agreed budget
 - i. Recreation Ground play park £1,000 (from the £5,000 yearly set aside leaving £4,000 available for the years anticipated repairs)
 - ii. Energy saving projects a new EMR putting £25,000 in now and £25,000 in October.
 - iii. Cemetery work a new EMR (including trees) £5000.
 - iv. Fargo Road Play Park a new EMR £7500.00.
- i. To move from Ear-marked Reserves back to the general fund
 - i. £300 – from the 20mph zone EMR – now completed.
 - ii. £990 – from Tree surgery EMR now completed.
 - iii. £23836.90 – from the Riverbank EMR to pay the contractors invoice and for installation of the new fence with the balance (approx. £10,000) to return to the general fund
- j. To approve the amended Cemetery Regulations.
- k. To approve a quote to repair and re polish and re seal the Village Hall floor – funds for this item to be taken from the general fund.
- l. To approve the following events that may incur Town Council expenditure in 2023/24
 - i. Annual Parish Meeting April 2023 (approx. £150)

- 17/23** To agree a rota for all Councillors excluding the Finance committee members, to inspect and review the monthly invoices.
- 18/23** To open an Instant Access Deposit Account with Lloyds Bank and to transfer £70,000 from the current account to the new deposit account.
- 19/23** **PLANNING** – No applications have been brought to the attention of the Clerk by the Councillors this month for discussion.
- 20/23** **DISCUSSION** – To consider funding a defibrillator in Avondown Road.
- 21/23** **FETE UPDATE**
- 22/23** **CORRESPONDENCE** to the Chairman or Clerk
- 23/23** **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.
- 24/23** **THE DATE OF THE NEXT MEETING** – 28th June 2022