



Bishop Auckland Town Council

Kingsway Court, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF

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Website: www.bishopauckland-tc.gov.uk

Mayor: Cllr Sam Zair

Town Clerk: Sarah Harris

30 October 2023

Members of the Policy and Resources Committee

Cllr David Wilson – Chair

Councillors Mike Harker, Michael Siddle, Jamie Blackburn, and Adam Zair

Dear All

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council Policy and Resources Committee** on **Tuesday 7th November 2023 at 5pm, the Council Offices, 54 Kingsway, Bishop Auckland.**

It is requested that attendance needs to be registered with the Town Clerk prior to attending to ensure that the meeting space is large enough to accommodate everyone safely. To register attendance please call 01388 207110 or email council@bishopauckland-tc.gov.uk by 4pm on Monday 2nd October 2023.

The Chairman advises members of the Council and the public that the meeting or part of the meeting may be recorded by audio and may be by video.

Yours sincerely

Sarah Harris, Clerk to the Council

AGENDA

1. **Apologies for absence** - To receive apologies and approve reasons for absence.
2. **Declarations of interest** - To record declarations of interest from members on any item on the agenda, including any interest prejudicial or personal as recorded on the Members register of interests.
3. **Minutes of the policy and resources committee 3rd October 2023.**
4. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)¹.
5. **Finance**
 - a. Account Balances
 - b. Budget Preparation & Precept 2024
 - c. Interim Audit 2023

¹ The policy is available on the website at <https://bishopauckland-tc.gov.uk/council/constitution-and-policies/>

- d. Authorisation of Payments
 - i. Written under delegated powers
 - ii. Presented for authorisation

6. IT

- a. Website provision 2024 onwards

7. Asset Management

- a. VAT Advice from Parkinson Partnership
- b. Update on Building Signage
- c. Additional Christmas Activity 2023
- d. Quotations for works at allotment sites including:
 - i. Fencing
 - ii. Tree works

8. Planning

- a. **Durham County Council:** **Planning Applications** - To consider the attached report.
- b. **Durham County Council:** **Under Delegated Authority** - To note the attached report.

DO I HAVE AN INTEREST?

DISCLOSABLE PECUNIARY INTERESTS
Does the matter to be discussed affect:-

1. You, or your spouse's/partner's, business, employment or profession
2. Anyone that employs or has appointed you or your spouse/partner
3. Anyone that you or your spouse/partner has received sponsorship from.
4. A contract with the Council, land or licence in the Councils area, corporate tenancy or securities in which you or your spouse/partner has an interest.

NO

OTHER REGISTERABLE INTERESTS
Does the matter to be discussed affect:-

1. A body where you are in a position of general control or management and to which you have been appointed or nominated by your Council.
2. Any body which
 - (a) exercises functions of a public nature
 - (b) is directed to charitable purposes or
 - (c) whose principal purpose include the influence of public opinion or policy (including any political party or trade union) of which you are a member in a position of general control or management
3. Any gifts or hospitality with more than an estimated value of £50

NO

OTHER NON-REGISTERABLE PERSONAL INTERESTS
Does the matter to be discussed affect:-

1. A financial interest of a friend, relative or close associate.

YES

NO

YES

YES

YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

You should take no part in the discussion or vote

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.
Do not try to influence the decision.

SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so.

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so. If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

You can participate in the meeting and vote

This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.