



# Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,  
Bishop Auckland, Co. Durham DL14 7EH

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**Town Clerk:** David Anderson

**TO: ALL MEMBERS OF THE COUNCIL**

9<sup>th</sup> January 2018

Dear Councillor,

I hereby give you notice that the next meeting of **Bishop Auckland Town Council** will be held in the **Wesley Room** at **The Four Clocks Centre** on **Tuesday, 15<sup>th</sup> January 2019 at 6.00 p.m.**

Yours sincerely

**David Anderson**  
Clerk to the Council

## AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**  
To invite members to declare any interest they may have.
3. **Public Participation**  
(Subject to Public Participation Policy)

### Presentations

*\*The Mayor will be flexible with the amount of time allocated where it is helpful to the debate.*

*Time  
Allocation\**

4. **The Auckland Project**  
Liz Fisher, Engagement Director, The Auckland Project will give a presentation in relation to:-

*10 mins  
presentation  
5 mins  
questions*

1. Incredible Edible
2. Woodhouse Close Land Proposal

5. **Town Team**
  1. Core Team (Chairman, Nigel Bryson)
  2. Events Team (Chairman, Clive Auld)

*10 mins  
presentation  
5 mins  
questions*

6. **Minutes**  
To approve the Minutes of the following meetings:-

Town Council  
Planning Committee  
Finance Committee

11<sup>th</sup> December 2018  
11<sup>th</sup> December 2018  
8<sup>th</sup> January 2019

**7. Matters Arising**

To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).

**8. Report of Mayor**

To receive a report from the Mayor detailing activities attended to represent the Council since the last meeting.

**9. Report of Town Clerk**

1. Bishop Auckland Town Team - Request for funding to support events to be held in the town centre.
2. New Licensing Application, Tap and Tun 23 Newgate Street Bishop Auckland
3. Review of Local Councils Charter
4. Review of Allotment Rent
5. Medium Term Financial Plan 2019/20 to 2021/22 and Council Tax 2019/20

**10. Topics for Future Discussion**

To consider topics for future presentations and discussions which are of relevance to the town.

- Bishop Auckland Masterplan (Special meeting)
- Debbie Connell, Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

**Exclusion of Press and Public**

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

**11. Report of Town Clerk**

4. Council Accommodation. (A report will be circulated at the meeting)

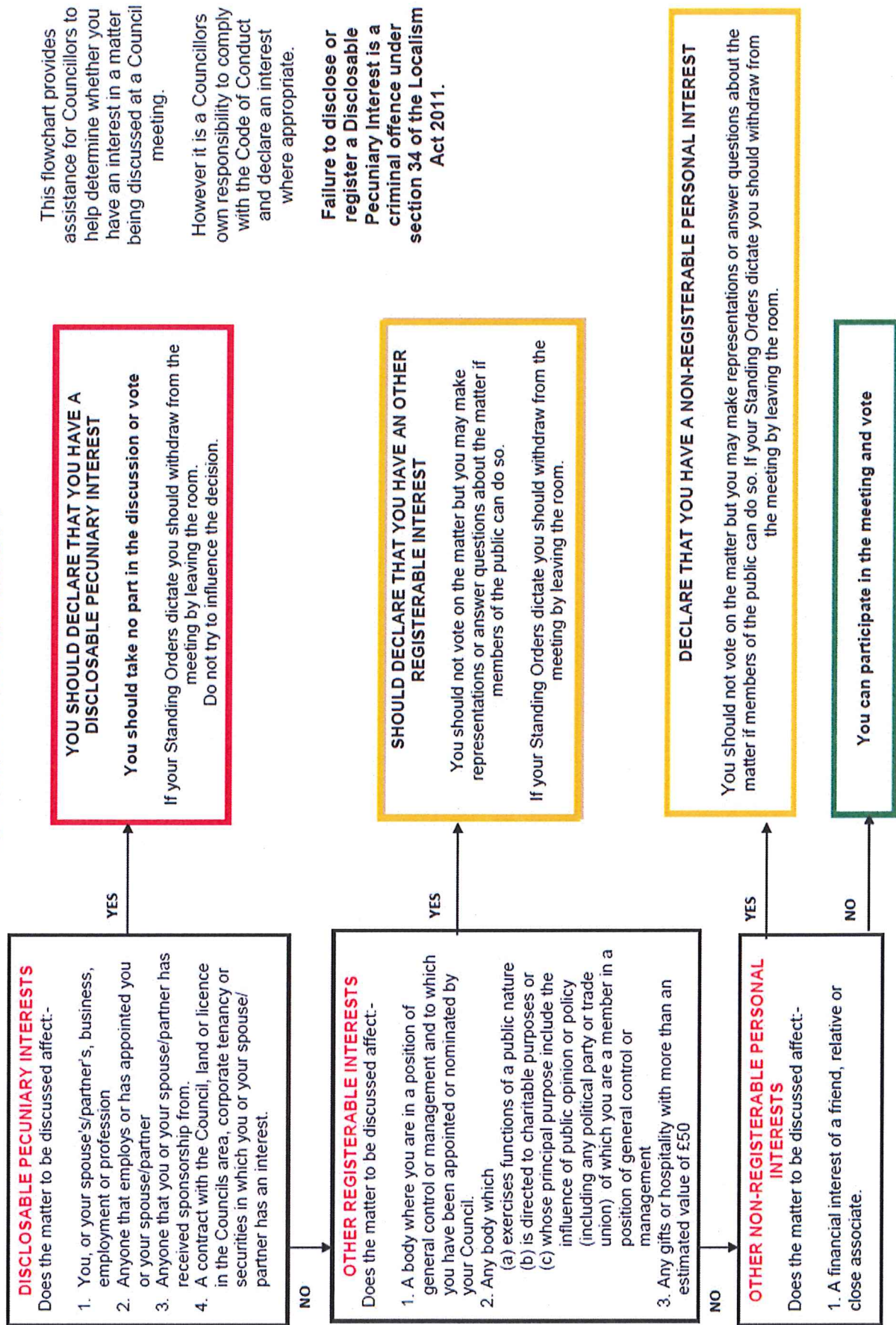
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**Item for information**

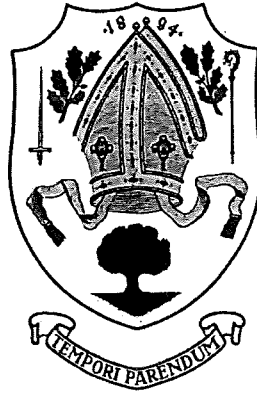
**13. Delegated Decisions Under Financial Regulation 4.5**

None

## DO I HAVE AN INTEREST?







# **BISHOP AUCKLAND TOWN COUNCIL**

## **MINUTES 2018/19 Book 6**

### **Contents**

Town Council	11th December 2018
Planning Committee	11th December 2018
Finance Committee	8th January 2019



Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 11<sup>th</sup> DECEMBER 2018** at 6.00 p.m.

**Present:** Councillor Fleming (Mayor), and Councillors Allen, Blackburn, Brownson, Chappell, Cullen, Tucker, Wilson. A Zair and L Zair

**Also Present:** Jill Wood (Durham County Council)  
Rev Eileen Harrop (Diocese of Durham)  
C.S. Auld and N Bryson (Bishop Auckland Town Team)  
David Anderson (Town Clerk)

**Public in Attendance:** A. Anderson

#### **TC.105/18 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillor S. Zair.

#### **TC.106/18 DECLARATIONS OF INTEREST**

##### **Item No 10.2 Council Forward Plan**

Councillors Blackburn declared a 'disclosable pecuniary interest' in respect of Aim CYP2 Action 16 and withdrew from the meeting for the duration of the discussion on that proposed action.

#### **TC.107/18 PUBLIC PARTICIPATION**

No questions were raised by members of the public

#### **PRESENTATIONS**

#### **TC.108/18 BISHOP AUCKLAND FOOD FESTIVAL**

Jill Wood, Events Officer, Durham County Council was present at the meeting to update members on arrangements for the 2019 Food Festival.

Members noted details of the proposed footprint for the event together with details of the planned activities, workshops, live music schools outreach and celebrity chef's.

Members thanked Jill for her attendance at the meeting and for the hard work in putting together an impressive programme for the event.

**RESOLVED:** That the information be noted

#### **TC.109/18 BISHOP AUCKLAND CELEBRATING TOGETHER PAINTING COMMISSION**

Rev Eileen Harrop, Entrepreneurial Priest, was present at the meeting to discuss a proposal for the Town Council to become the custodian of a painting that had been commissioned from Jayne Parker Johnson, a local artist, to represent various individuals, groups and organisations working together to create something special in the town.

Rev Eileen explained that hidden within the depths of the painting's layers, were metaphors to link the past and present of Bishop Auckland's Heritage. The painting was about capturing a moment in Bishop Auckland's history. Some areas were defined and detailed, where as other parts of the painting were impressionistic and expressive marks. Just as in at this moment in Bishop Auckland's journey not all paths are well defined they are still developing.

**Signed:** .....  
**Town Mayor**

The initial intention was for the painting to be sold with any surplus funds, after expenses had been deducted, being donated to the Mayors Charity. Rev Harrop reported that the painting had been sold and a donation would be made to the Mayor's charity in due course.

The painting had been purchased by a local person who had requested it to be hung in the Town Council's new premises as this represented Bishop Auckland past and aspirations for the future.

Members thought the painting, together with its interpretation, captured the essence of Bishop Auckland working together to create a positive future. They thought it was truly inspirational and that the new Council offices, as the place where the wellbeing of the town and its people is foremost, would be the ideal place for the painting to be on display.

The Council agreed unanimously to accept your kind offer to become the custodian of the painting.

The painting would need to be framed, at the Council's expense. Certain formalities would need to be agreed with regard to the responsibilities and expectations of the Councils being custodian of the painting.

- RESOLVED:**
1. That the Council graciously accept the offer to become the custodian of the painting.
  2. That necessary formalities regarding responsibilities and expectations of the Councils being custodian of the painting be discussed via Rev Harrop.

## **TC.110/18 BISHOP AUCKLAND TOWN TEAM**

### **Core Team**

Nigel Bryson, Chairman of the Town Team, gave an overview of the activities of the Town Team and its partner members during the previous twelve months.

It was noted that in particular the Town Team were working to improve communications with businesses so that they had the opportunity to support initiatives in the town and also to maximise opportunities presented by regeneration projects.

The Heritage Action Zone and much awaited Masterplan for the regeneration of the town centre would have a key influence in the future of the town.

### **Events Team**

Clive Auld, Chairman of the Events Team, gave an overview of recent activities of the Events Team.

It was noted that Bishop Celebrates Together had taken place on 29<sup>th</sup> September, which coincided with the Town Council's Horticultural Show and a preview of Auckland Tower. The event had been very successful. Turnout had been magnificent.

Monster Saturday had taken place in the Newgate Centre on 27<sup>th</sup> October.

Advent Window project was being organised to run from 1<sup>st</sup> December through to 24<sup>th</sup> December. It was noted that there had been a great deal of interest from retailers

**Signed:** .....  
**Town Mayor**



wishing to be involved in the project. With only 24 days available the project was oversubscribed. There were new shops involved although around 90% had also supported the project the previous year.

An evaluation had been undertaken of Town Team events which showed 90% of businesses surveyed had increased takings on days that events were held.

**RESOLVED:** That the information be noted

#### **TC.111/18 MINUTES OF PREVIOUS MEETINGS**

Town Council	30 <sup>th</sup> October 2018
Planning Committee	30 <sup>th</sup> October 2018
Finance Committee	4 <sup>th</sup> December 2018

**RESOLVED:** That the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no further matters arising

#### **TC.112/18 REPORT OF MAYOR**

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

**RESOLVED:** That the information be noted.

#### **REPORT OF TOWN CLERK**

#### **TC.113/18 ROYAL GARDEN PARTY**

Consideration was given to making a nomination to CDALC for a representative to attend the Royal Garden Party 2019.

**RESOLVED:** That Councillor Chappell be nominated to attend the Royal Garden Party 2019.

#### **TC.114/18 COUNCIL FORWARD PLAN**

Consideration was given to a report regarding the formation of a Forward Plan in response to the parish planning exercise. (For copy see file of Minutes).

Detailed consideration was given to a schedule proposing aims and actions for each of the Councils aspirations. The schedule included activities currently being undertaken by the Council together with proposed new actions which would enhance what the Council was currently doing to achieve the aspirations.

Members considered whether the current actions should be continued and whether proposed new actions should be prioritised low, medium or high. With the exception of the provision of free dog bags (ref G1 - 39) all current activities were to continue. Members were of the view that the provision of free dog bags did not contribute encouraging owners to clean up after their dogs. Actions 36, 37 and 38 were to be pursued instead.

The schedule attached to the minutes at Appendix 1 details the agreed action plan, which would inform the Council's budget setting which would take place in January 2019.

Signed: .....  
Town Mayor

Councillor Chappell wished it to be noted that she did not support the following actions: -

- W1, Action 6 to consider the introduction of Town Cryer
- CYP2, Action 18 to Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund).

**RESOLVED:** That the Action Plan attached to the Minutes at Appendix 1 be agreed.

**TC.115/18 TOPICS FOR FUTURE DISCUSSION**

The following would be invited to attend an appropriately timed meeting to update the Town Council on their activities:

- Liz Fisher, The Auckland Project ((15<sup>th</sup> January 2018)
- Bishop Auckland Masterplan (special meeting January / February 2019)
- Debbie Connell, Feedback on Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

**TC.116/18 EXCLUSION OF PRESS AND PUBLIC**

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

**REPORT OF TOWN CLERK (CONTINUED)**

**TC.117/18 OFFICE ACCOMMODATION**

Consideration was given to a report of the Town Clerk updating members on progress made in relation to the purchase of office accommodation.

**RESOLVED:** 1. That the information be noted and the action taken be endorsed.

Signed: .....  
Town Mayor

## ASPIRATIONS FOR BISHOP AUCKLAND

### A WEALTHIER BISHOP AUCKLAND

- a vibrant and thriving town that provides opportunities for businesses, training, and employment. A place where people realise and maximise their potential.

Aim	Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
W1. Regeneration of the Town Centre	1. Continue to work within established partnerships, e.g. Brighter Bishop Auckland, Heritage Action Zone, Bishop Auckland Town Team and with Durham County Council, Bishop Auckland and Shildon AAP, The Auckland Project and Kynren, and will seek new partners wherever appropriate and practical to positively influence regeneration of the town centre.	⌚⌚⌚ £	✓	✓	✓	✓
	2. Continue to deliver current events that increase footfall in the town centre. (Horticulture and Produce Show, Christmas event)	⌚⌚⌚ ££	✓	✓	✓	✓
	3. Continue to help fund events provided by partner organisations that increase footfall in the town centre. (Food Festival, Summertime Activities, 1940's event)	⌚ ££	✓	✓	✓	✓
	4. Deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre	⌚⌚⌚ £	Medium Priority			
	5. Administer Community Toilet Scheme	⌚	✓	✓	✓	✓
	6. Consider introduction of Town Cryer	⌚	Low Priority			
	7. Introduction of community WiFi in the town Centre	⌚ £	High Priority			
	8. Use membership of the Bishop Auckland and Shildon AAP's Employment, Enterprise and Training Task Group to positively influence outcomes for Bishop Auckland.	⌚	✓	✓	✓	✓
W2. To promote the availability and accessibility of apprenticeships and training for local people						

Signed: .....  
Town Mayor

Aim	Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
W3. To influence development within Bishop Auckland	9 Respond to consultations that develop planning policies, eg Durham County Plan, Sustainable Transport Plan.	⌚	✓	✓	✓	✓
	10. Consider each planning application affecting the town on its merits and make appropriate comments to Durham County Council (the Planning Authority) that seeks to achieve maximum benefit to Bishop Auckland and its residents, businesses and visitors.	⌚	✓	✓	✓	✓
	11. Highlight relevant consultations, including planning applications, affecting the town on the Town Council's website.	⌚	✓	✓	✓	✓
W4. To influence decisions over transport and parking	12. Comment appropriately on issues during the development of Bishop Auckland Masterplan, and further town centre plans, so that decisions affecting transport and parking have maximum benefit to Bishop Auckland and its residents, businesses and visitors.	⌚	✓	✓	✓	✓
	13. Lobby for free parking within the Town Centre.	⌚	High Priority			

Signed: .....  
Town Mayor

## A BETTER FOR BISHOP AUCKLAND CHILDREN AND YOUNG PEOPLE

- A place where children and young people realise and maximise their potential, make healthy choices and have the best start in life.

Aim	Proposed Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
CYP1. Support development of young people	14. Consider the creation of a fund to provide each secondary school with a grant of £2,000 to support a student led project that supports the development of young people. (Menu of suitable projects / topics may be developed)	⌚ ⌚ £			High Priority	
	15. Create a Youth Forum to engage with young people about the issues that are important to young people.	⌚ £			Low Priority	
CYP2. Tackle child poverty and disadvantage	16. Contribute financial support to Citizens Advice Durham (Bishop Auckland)	£	✓	✓	✓	✓
	17. Tackle child poverty and disadvantage in areas of deprivation by working with established organisations	⌚ £			High Priority	
	18. Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund).	⌚ £			High Priority	
	19. Consider establishing a policy so that at least a proportion of the funds raised by the Mayor during his/her term of office contributes to a fund set up to tackle disadvantage within the town (possible link to 17 above)	⌚			Mayor's charity to continue to be nominated at the Mayor discretion	

Signed: .....  
Town Mayor

## A HEALTHIER BISHOP AUCKLAND

- A place where people make healthy choices, live long and happy lives.

Aim	Proposed Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
H1 Support and promote healthy lifestyles, healthy eating and exercise	20. Continue to provide and manage allotments	⌚⌚⌚⌚ ££	✓	✓	✓	✓
	21. Continue to provide a Community Fund to support groups providing benefit to local residents	⌚⌚⌚⌚ £	✓	✓	✓	✓
	22. Continue to provide lighting for town rec skatepark	⌚ £	✓	✓	✓	✓
	23. Support operation Aries to tackle underage drinking, drugs and substance abuse	⌚	High Priority			
H2. Improve social wellbeing, sense of belonging and social inclusion	24. Contribute to initiatives that promote healthy eating, such as 'Little Chef, Big Chef'.	⌚ £	Medium Priority			
	25. Continue to deliver current events that increase footfall in the town centre. (Horticulture and Produce Show, Christmas event). (See 2 above)	⌚⌚⌚⌚ ££	✓	✓	✓	✓
	26. Continue to help fund events provided by partner organisations that increase footfall in the town centre. (Food Festival, Summertime Activities, 1940's event). (See 3 above)	⌚ ££	✓	✓	✓	✓
	27. Deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre. (See 4 above)	⌚⌚⌚⌚ £	Medium Priority			
H3. Improve health provision	28. Highlight relevant consultations, including planning applications, affecting the town on the Town Council's website.	⌚	✓	✓	✓	✓
	29. Actively engage in consultations regarding reviews of health provision that affects Bishop Auckland	⌚	✓	✓	✓	✓

Signed: .....  
Town Mayor

## A SAFER BISHOP AUCKLAND

- A safe place to live, work and visit.

Aim	Proposed Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
S1 Support social inclusion and diversity	30. Celebrate social inclusion and identity	⌚ £		High Priority		
	31. Engage with Young People's Forum to identify and debate issues that are important to young people. (see 14 above)	⌚ £		Low Priority		
S2. Support Neighbourhood Policing	32. Consider contribution to purchase of Neighbourhood Police Car for use within the Bishop Auckland and Shildon AAP area	⌚ £		Low Priority		
S3. Reduce crime / anti-social behaviour	33. Consider contribution to youth crime prevention initiatives such as 'Prison Me! No Way!' (possible link to 13/14 above)	⌚ £		Medium Priority		
	34. Promote Selective Licensing Scheme	⌚		High Priority		
S4. ??	35. Leaflet of helpful services / contacts??	⌚ £		Low Priority		
S5. Transport	36. Engage with Durham County Council (Highways) regarding the operation of traffic lights in the town centre.	⌚		Delete from Plan		

Signed: .....  
Town Mayor

## GREENER

A clean and attractive place to live, work and visit. A place that makes the most of its natural environment and built heritage.

Aim	Proposed Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
G1. Tackle issues of littering, dog fouling and fly tipping	37. Work with agencies such as Durham County Council to help tackle environmental issues. (e.g. funding of enhanced Neighbourhood Warden provision)	⌚ £££		High Priority		
	38. Support Civic Pride initiatives	⌚ £		Medium Priority		
	39. Seek innovative solutions to tackle littering and dog fouling.	⌚ £		High Priority		
	40. Provision of free dog bags	⌚ £	✓		Discontinue	
G2. Protect green areas in the town	41. Consider each planning application affecting the town on its merits and make appropriate comments to Durham County Council (the Planning Authority) where necessary to protect green spaces from development.	⌚ £		High Priority		
G3. Enhance environment, green spaces, flowerbeds etc	42. Work with Durham County Council (Clean and Green) and other established organisations wherever possible and practical to enhance our green spaces	⌚ £	✓	✓	✓	✓
	43. Continue to provide hanging baskets in town centre.	£	✓	✓	✓	✓
G4. Protect the environment from damage to air quality caused by traffic congestion	44. Promote sustainable transport initiatives	⌚		High Priority		

## OVERARCHING

Aim	Proposed Actions	Resources Required (pa)	2018/19	2019/20	2020/21	2021/22
O1. Enhance democratic representation	45. Seek boundary changes so that Etherley Moor and Etherley Dene are included in BATC area	⌚		High Priority		

Signed: .....  
Town Mayor



Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 11<sup>TH</sup> DECEMBER 2018** at 8.15 p.m.

**Present:** Councillor Tucker (Chairman) and Councillors Cullen, Wilson, A. Zair and L Zair

**Also Present:** Councillor Fleming and David Anderson (Town Clerk)

**PL.21/18 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Allen

**PL.22/18 DECLARATIONS OF INTEREST**

No declarations were made.

**PL.23/18 PUBLIC PARTICIPATION**

There were no members of the public present.

**PL.24/18 DURHAM COUNTY COUNCIL: PLANNING APPLICATIONS**

Consideration was given to a schedule of planning applications received since the last meeting. (For copy see file of Minutes).

Detailed consideration was given to application no DM/18/03568/FPA in respect to the proposed car park to the west of 28 McCullagh Gardens, Bishop Auckland. It was noted that local residents felt strongly that the proposal should not go ahead as it would result in the loss of a green area that was used as an informal play area.

Members were of the opinion that the proposal, if approved, would result in the loss of important open amenity space.

- RESOLVED:**
1. That the Town Council's objections in relation to application no DM/18/03568/FPA be forwarded to Durham County Council.
  2. That the Town Council has no objections to the remainder of the planning applications detailed on the schedule.

**PL.25/18 DURHAM COUNTY COUNCIL – PLANNING DECISIONS**

Consideration was given to schedule of planning decisions that had been determined under delegated authority. (For copy see file of Minutes)

**RESOLVED:** That the schedule be noted.

Signed: .....  
Chair



Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 8<sup>TH</sup> JANUARY 2019 AT 5.00 P.M.**

**Present:** Councillor Wilson (Chairman) and Councillors, Blackburn, Brownson, Chappell and S. Zair

**Also Present:** Councillors Cullen, Fleming and Tucker  
and David Anderson (Town Clerk)

**FIN.41/18 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Allen, A Zair and L. Zair

**FIN.42/18 DECLARATIONS OF INTEREST**

**Item No 4.4 Authorisation of Cheques, a. Written Under Delegated Powers**

Councillor S. Zair declared a 'disclosable pecuniary interest' in respect of cheque no 1720 and withdrew from the meeting for the duration of the discussion thereon.

**Item No 4.5 Bishop Auckland Town Team - Request for Funding to Support Events in the Town Centre**

Councillor Blackburn, Brownson and Tucker declared an 'other registerable interest' in respect of this item and took no part in the voting thereon.

Councillor S. Zair declared a 'disclosable pecuniary interest' in respect of this item and withdrew from the meeting for the duration of the discussion thereon.

**FIN.43/18 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**REPORT OF TOWN CLERK**

**FIN.37/18 ACCOUNT BALANCES AS AT 8<sup>TH</sup> JANUARY 2019**

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£41,657.22
Lloyds Current Account	£6,681.52
Darlington Building Society	£85,000.12
Nationwide	£85,000.58
Santander	£85,000.00

It was noted that the Santander 31 day notice account had expired. Options for a new product with Santander would be investigated.

**RECOMMENDED:** That the information be noted.

**FIN.38/18 BANK RECONCILIATIONS AT END OF QUARTER 3**

Members noted and confirmed that accounts held by the Council had been reconciled and signed by the Chairman of Finance Committee.

**RECOMMENDED:** That the bank reconciliations be noted and confirmed.

**FIN.39/18 SPEND AGAINST BUDGET AS AT 31<sup>ST</sup> DECEMBER 2018 (QUARTER 3)**

A schedule detailing spend against budget as at 31<sup>st</sup> December 2018 (end of Quarter 3) was circulated and considered. (For copy see file of Minutes).

**RECOMMENDED:** That the information be noted.

**Signed:** .....  
**Chair**

**FIN.40/18 AUTHORISATION OF CHEQUES – DELEGATED POWERS**

In accordance with delegated powers, payments totalling the amounts below had been made as detailed in the report. (For copy see file of Minutes).

Current Account                      £16,220.84

**RECOMMENDED:**                      That the action taken be confirmed.

**FIN.41/18 CHEQUES PRESENTED FOR AUTHORISATION**

No cheques were presented for authorisation.

**FIN.42/18 BISHOP AUCKLAND TOWN TEAM - REQUEST FOR FUNDING TO SUPPORT EVENTS IN THE TOWN CENTRE**

Due to the number of Declarations of Interest made in relation to this item the meeting became inquorate.

This item was therefore deferred to the meeting of Council to take place on 15<sup>th</sup> January 2019.

**FIN.43/18 REVIEW OF MEMBERS ALLOWANCES**

Consideration was given to a report regarding recommendations relating to parish councils members' allowances made by Durham County Council's Independent Remuneration Panel. (For copy see file of Minutes).

The Local Authorities (Members' Allowances) (England) Regulations 2003 introduced a provision for parish councils to provide members with a basic allowance. In setting an allowance the parish council must have regard to the recommendations of an Independent Remuneration Panel (IRP) established by the principal authority.

The payment of Members Allowances at Bishop Auckland Town Council was introduced in 21<sup>st</sup> April 2009 following consideration of a report of an IRP established by Wear Valley District Council. (Minute No TC.223/09 refers). Durham County Council (DCC) has been the principal authority since local government reorganisation in 2009. However, its IRP has not made recommendation on allowances for parish and town councillors until recently.

DCC's IRP met on 24<sup>th</sup> October 2018 to review allowances for County Councillors and at that meeting also reviewed parish and town councillors' allowances. The IRP recommended an allowance for parish and town councillors as a proportion of the basic allowance paid to County Councillors based on population bands. As parish allowances had not been reviewed since 2009, the Panel's considerations included the effect of inflation since that time.

In addition, the IRP also made recommendations relating to travelling and substance allowances.

It was noted that with a population of 16,296 Bishop Auckland was in the top band, for which a basic allowance of £1,330 had been recommended by the IRP. The current basic members allowance was £440.

Members felt that that the current basic allowance was adequate at the current time as a nominal amount to help cover expenses. However, it was acknowledged that some people may be put off seeking to become a councillor due to the relatively low rate of basic allowance. This would particularly relate to those that may be subject to additional expenses due to a disability.

Signed: .....  
Chair

It was suggested that enquires be made as to what assistance the Council could give to support councillors with disabilities.

- RECOMMENDED:**
1. That the basic members allowance remain at £440.
  2. That recommendations of the Independent Remuneration Panel relating to travel and subsistence be agreed and the Members' Allowance Scheme be revised accordingly.
  4. That investigations be made to ascertain options available to include an allowance to support councillors with disabilities.

**FIN.44/18 MEDIUM TERM FINANCIAL PLAN 2019/20 – 2021/22, COUNCIL TAX 2018/19**

Consideration was given to a report relating to the Medium Term Financial Plan 2019/20 – 2021/22 and Council Tax 2019/20. (For copy see file of Minutes).

Members noted details of the Tax Base and the Local Council Tax Reduction Scheme (LCTR) Grant for 2019/20. The Tax Base (i.e. number of Band D equivalent properties) had risen by 43.90, increasing the Council Tax Yield by £2,031.69. LCTR Grant had however reduced by £2,030. The net position was therefore an increase in revenue of £1.69 for 2019/20. The MTFP has been revised to take this information into account.

Council, at its meeting held on 11<sup>th</sup> December 2018, agreed a Forward Plan, detailing actions to help achieve a number of aspirations that had been developed taking into account the key outcomes of consultation. (minute No TC.114/18 refers). The list of actions had been included in the MTFP to enable consideration to be given to the allocation of funds.

As well as allocating adequate funds to resource actions the Council also needed to consider resources in terms of staff to deliver projects. The Council currently had 2.6 FTE (full time equivalent) employees who were fully occupied and therefore additional resources would be required in order for the action plan to be delivered. An amount has been included in the MTFP to reflect the cost of employing an additional member of staff.

Members noted that the Government had advised that referendum principles would not be extended to town and parish councils for 2019/20. Members were however advised to be mindful of the principles whilst considering the council tax and budget for 2019/20, which stated that a referendum would be triggered if council tax increases were 2% or above or over £5.00, whichever was higher. If referendum principles were applicable the Town Council would therefore be able to increase Council Tax by up to £5.00 without triggering a referendum.

Following detailed consideration of budgetary requirements, the Committee made the recommendation as detailed at Appendix 1 of these minutes.

- RECOMMENDED:**
- That the initial budget proposals (Appendix 1) be submitted to Council for consideration.



Notes	Code	Description	Centre	2018/19	2019/20	2020/21	2021/22
				Agreed	Finance Cttee Recommendations		
1	4000	Salaries	101 - Administration	55,500	57,304	58,450	59,619
1	4001	HMRC	101 - Administration	16,500	17,036	17,377	17,725
1	4002	Pensions	101 - Administration	17,500	18,069	18,430	18,799
	4003	Training - Staff	101 - Administration	320	320	320	320
	4006	Travel & Subsistence - Staff	101 - Administration	500	500	500	500
2	4010	Rent	101 - Administration	8,040		0	0
	4011	Photocopier - Lease	101 - Administration	278	278	278	278
	4012	Photocopier - Usage	101 - Administration	420	420	420	420
2	4035	Room Hire	101 - Administration	960		0	0
	4039	Postage	101 - Administration	650	650	650	650
	4040	Stationery	101 - Administration	2,312	2,312	2,312	2,312
	4042	Legal and Professional Fees	101 - Administration	4,190	4,190	4,190	4,190
	4043	Audit Fees	101 - Administration	810	810	810	810
	4044	Subscriptions & Membership	101 - Administration	2,360	2,360	2,360	2,360
3	4045	Insurance	101 - Administration	840	1,190	1,190	1,190
	4049	Citizens Advice Durham	101 - Administration	3,000	3,000	3,000	3,000
	4051	Engagement	101 - Administration	2,000	2,000	2,000	2,000
	4059	Parish Plan - Delivery Fund	101 - Administration	29,610		0	0
4	4060	Capital Programme (Office)	101 - Administration	3,256		0	0
5	New	Loan Repayment	101 - Administration		7,904	7,904	7,904
5	New	Gas/Electricity	101 - Administration		2,195	2,195	2,195
5	New	Water	101 - Administration		397	397	397
5	New	Telephone	101 - Administration		1,837	1,837	1,837
5	New	Broadband	101 - Administration		228	228	228
5	New	Waste/Recycling	101 - Administration		1,200	1,200	1,200
5	New	Maintenance / Repairs (EMF)	101 - Administration		3,000	3,000	3,000
5	New	Cleaning	101 - Administration		1,440	1,440	1,440
	4001	HMRC	102 - Democracy	600	600	600	600
	4004	Training - Members	102 - Democracy	320	320	320	320
	4005	Allowances	102 - Democracy	4,700	4,700	4,700	4,700
	4007	Travel & Subsistence - Members	102 - Democracy	700	700	700	700
	4036	Civic & Approved Duties	102 - Democracy	1,000	1,000	1,000	1,000
	4048	Elections	102 - Democracy	4,000	4,000	4,000	4,000
	4061	Youth Engagement	102 - Democracy	2,000		0	0
6	4010	Rent	103 - Allotments	376	376	376	376
	4031	Skips	103 - Allotments	750	750	750	750
	4032	Water	103 - Allotments	5,500	5,500	5,500	5,500
	4033	Pest Control	103 - Allotments	3,000	3,000	3,000	3,000
	4044	Subscriptions/membership	103 - Allotments	55	55	55	55
	4046	Repairs & Maintenance	103 - Allotments	1,000	1,000	1,000	1,000
	4060	Capital Projects	103 - Allotments	1,319	1,319	1,319	1,319
	4080	Christmas	104 - Events	8,000	8,000	8,000	8,000
	4081	Food Festival	104 - Events	10,000	10,000	10,000	10,000
	4082	Horticultural Show	104 - Events	3,500	3,500	3,500	3,500
	4083	Remembrance Day Ceremony	104 - Events	1,000	750	750	750
	4084	Summertime Activities	104 - Events		2,000	2,000	2,000
	4085	Youth Awards	104 - Events	5,000	5,000	5,000	5,000
	4086	Contingency	104 - Events	5,500	3,500	3,500	3,500
	4015	Electricity - Skatepark	105 - Leisure	500	500	500	500
	4016	Community Toilet Scheme	105 - Leisure	2,520	2,520	2,520	2,520
	4070	Floral Displays	105 - Leisure	2,000	2,000	2,000	2,000
	4050	Grants / Donations	107 - Community Sup	5,000	5,000	5,000	5,000

Notes	Code	Description	Centre	2018/19 Agreed	2019/20	2020/21	2021/22
					Finance Cttee Recommendations		
	7	<b>Proposed Projects</b> Additional Member of Staff			32,647	33,997	34,708
		<b>High Priority</b>					
	Wealthier Bishop Auckland	6a. Introduction of community WiFi in the town Centre	⌚ £		3,000	3,000	3,000
		12. Lobby for free parking within the Town Centre.	⌚			0	0
	Better Bishop Auckland for Children and Young People	13. Consider the creation of a fund to provide each secondary school with a grant of £2,000 to support a student led project that supports the development of young people. (Menu of suitable projects / topics may be developed)	⌚⌚ £		5,000	5,000	5,000
		16. Tackle child poverty and disadvantage in areas of deprivation by working with established organisations.	⌚ £		2,000	2,000	2,000
		17. Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund).	⌚ £		2,000	2,000	2,000
	Healthier Bishop Auckland	22. Support operation Aries to tackle underage drinking, drugs and substance abuse	⌚			0	0
		29. Celebrate social inclusion and identity	⌚ £		1,000	1,000	1,000
	Safer Bishop Auckland	33. Promote Selective Licensing Scheme	⌚			0	0
	Greener Bishop Auckland	36. Work with agencies such as Durham County Council to help tackle environmental issues. (e.g. funding of enhanced Neighbourhood Warden provision)	⌚⌚ £££			0	0
		38. Seek innovative solutions to tackle littering and dog fouling.	⌚ £		1,000	1,000	1,000
		40. Consider each planning application affecting the town on its merits and make appropriate comments to Durham County Council (the Planning Authority) where necessary to protect green spaces from development.	⌚ £			0	0
		43. Promote sustainable transport initiatives	⌚			0	0
	Enhance Democratic Representation	44. Seek boundary changes so that Etherley Moor and Etherley Dene are included in BATC area	⌚			0	0



Notes			2018/19	2019/20	2020/21	2021/22
Code	Description	Centre	Agreed	Finance Cttee Recommendations		
	<b>Medium Priority</b>				0	0
	4. Deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre	⊕⊕⊕ £		1,500	1,500	1,500
	23. Contribute to initiatives that promote healthy eating, such as 'Little Chef, Big Chef'.	⊕ £		5,000	5,000	5,000
	26. Deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre. (See 4 above)	⊕⊕⊕ £		300	300	300
	32. Consider contribution to youth crime prevention initiatives such as 'Prison Me! No Way!' (possible link to 13/14 above)	⊕ £			0	0
	37. Support Civic Pride initiatives	⊕ £		200	200	200
				1,500	1,500	1,500
	<b>Low Priority</b>				0	0
	6. Consider introduction of Town Cryer	⊕ £			0	0
	14. Create a Youth Forum to engage with young people about the issues that are important to young people.	⊕ £			0	0
	30. Engage with Young People's Forum to identify and debate issues that are important to young people. (see 14 above)	⊕ £			0	0
	31. Consider contribution to purchase of Neighbourhood Police Car for use within the Bishop Auckland and Shildon AAP area	⊕ £			0	0
	34. Leaflet of helpful services / contacts??	⊕ £			0	0
			217,386	249,877	253,075	255,671
	<b>INCOME</b>					
1000	Income - Allotments	103 - Allotments	12,000	12,000	12,000	12,000
1020	Income - Community Toilet Scheme	105 - Leisure	2,520	2,520	2,520	2,520
1077	Income - LCTS Grant	101 - Administration	14,095	12,065	12,065	12,065
	Income - Rent	101 - Administration		10,000	10,000	10,000
	<b>Sub Total</b>		28,615	36,585	36,585	36,585
1076	Income - Precept	101 - Administration	188,771	213,292	216,490	219,086
	<b>Total Income</b>		217,386	249,877	253,075	255,671
Council Tax Base			4,122	4,165.9	4,165.9	4,165.9
Council Tax for Band			£46.28	£51.20	£51.97	£52.59
+/- previous year £			£5.00	4.92	0.77	0.62
+/- previous year %			12.12%	10.63%	1.50%	1.20%

Notes			2018/19	2019/20	2020/21	2021/22
Code	Description	Centre	Agreed	Finance Cttee Recommendations		

**Notes**

- 1 3.25% total increase pa
- 2 Anticipating that we will be moved into new offices from April 2019 (fingers crossed) therefore no rent or room hire charges
- 3 Increased insurance based on estimates from Zurich Municipal
- 4 Earmarked funds for new offices
- 5 Estimated costs associated with new offices
- 6 Lease of Edge Hill Allotments. Reviewed every 3 years. Next due 2020/21
- 7 Cost of additional member of staff including on costs
- 8 Anticipated income including service charges

## BISHOP AUCKLAND TOWN COUNCIL

15<sup>TH</sup> JANUARY 2019

## REPORT OF MAYOR

The Mayor and/or Deputy Mayor has represented the Town Council at the following engagements since the last Council meeting.

Date of Event	Event Detail	Mayor Attendance	Deputy Mayor Attendance
07-Dec-18	Spennymoor Town Council Mayor's Civic Dinner	Y	
07-Dec-18	NSPCC Fundraiser Be A Star Get Together Event Hewitts Solicitors, Bishop Auckland		Y
08-Dec-18	Auckland Youth and Community Centre (AYCC) Walker Drive, Bishop Auckland	Y	
09-Dec-18	Civic Carol Service Woodhouse Close Church, Bishop Auckland	Y	
09-Dec-18	Spennymoor Town Council Civic Carol Service		Y
10-Dec-18	Ferryhill Town Council Mayor's Civic Carol Service	Y	
12-Dec-18	Durham Alliance for Community Care (DACC) Christmas Lunch Celebration Cornwall Place Community Centre, Henknowle	Y	
13-Dec-18	Chilton Town Council Civic Carol Service	Y	
14-Dec-18	Bishop Auckland Town Team Advent Window Unveiling Nip & Tuck, Fore Bondgate, Bishop Auckland	Y	
14-Dec-18	Shildon Town Council Mayor's Charity Evening	Y	
17-Dec-18	Interview with Gary Burgham Bishop FM, South Church, Bishop Auckland	Y	
19-Dec-18	Christmas Performance Woodhouse Community Primary School, Walker Drive	Y	
19-Dec-18	Bishop Auckland Fellowship of Christian Churches Donation to Christmas Lunch Project	Y	
20-Dec-18	Woodhouse Community Food Bank Woodhouse Close Church	Y	
22-Dec-18	Christmas Message Soundbyte Bishop FM, South Church, Bishop Auckland	Y	
22-Dec-18	Spennymoor Town Council Town Mayor's Charity Night	Y	
12-Jan-19	Sedgefield Town Council Charity Evening	Y	

**RECOMMENDED:** That the information be noted



**BISHOP AUCKLAND TOWN COUNCIL**

**COUNCIL MEETING**

**15<sup>th</sup> JANUARY 2019**

**REPORT OF TOWN CLERK**

**1. BISHOP AUCKLAND TOWN TEAM - REQUEST FOR FUNDING TO SUPPORT EVENTS TO BE HELD IN THE TOWN CENTRE.**

*N.B. This item was submitted to the meeting of Finance Committee held on 8<sup>th</sup> January 2019. However, due to the number of declarations of interest the item could not be considered. The item has therefore been referred to Council for a decision.*

A request has been received from Bishop Auckland Town Team for financial support to help fund events to be held in the Town Centre during 2019/20 financial year.

The request is attached at **Appendix 1** for consideration.

**RECOMMENDED**                      That the request be considered.

**2. NEW LICENSING APPLICATION, TAP AND TUN, 23 NEWGATE STREET BISHOP AUCKLAND**

Notification has been received of a new licensing application proposing new licensed premises be created at 23 Newgate Street, Bishop Auckland. Working title 'Tap and Tun'.

Further details are awaited and will be circulated as soon as received.

Durham County Council is responsible for making a decision on the application. The deadline for comments is 4<sup>th</sup> February 2019.

**RECOMMENDED**                      That the application be considered and comments submitted to Durham County Council.

**3. REVIEW OF LOCAL COUNCILS CHARTER**

The Town Council considered a draft Local Charter prepared by County Durham Association of Local Councils (CDALC) and Durham County Council at its meeting held on 25<sup>th</sup> July 2017 (Minute No TC.75/17 refers).

The Charter aimed to set out the basis of the relationship with the County Council and Local Councils within the county and how all parties could work together for mutual benefit. Following consideration of the draft Charter Members felt that greater emphasis should be put on the two tiers of local government working together on the basis of mutual respect to deliver better services and outcomes for local people.

The Charter has been revised based on comments submitted by this and other parish and town councils within County Durham. The revised version (attached at **Appendix 2**) includes the following paragraph which incorporates this Council's suggestion.

"The Charter is founded on mutual respect of all member councils and between the two tiers of local government as democratically accountable bodies. By working together Durham County Council and local councils aim to strengthen our special relationship in order to act in partnership for the benefit of our local communities."

Comments have been requested by CDALC by the end of January 2019 with the aim of formally agreeing the Charter in April 2019.

**RECOMMENDED:** That consideration be given to the revised Local Councils Charter.

## 2. ALLOTMENT RENT REVIEW 2020/21

In accordance with allotment regulations the Council must give tenants 12 months notice of an increase in rent. Notification is therefore given when invoices are issued in March each year.

Allotments are not uniform in size and therefore rent is changed on a square meter basis. Individual plots vary in size from 74 sq m (Toronto) to 525 sq m (West Mills).

To encourage cultivation a 50% discount is applied if over half of an allotment is cultivated. The discount does not apply where there are horses on the plot as the whole of the plot should be used for the welfare of the animals.

The table below sets out the rent history from 2010/11 to 2019/20. It also sets out the rent for an average size plot (220 sq m).

Year	Rent per sq m	% increase of previous year	Cost of average plot (220)	
			Uncultivated	Cultivated (50% discount)
2010/11	£0.34		£74.80	£37.40
2011/12	£0.42	23.53%	£92.40	£46.20
2012/13	£0.42	0.00%	£92.40	£46.20
2013/14	£0.42	0.00%	£92.40	£46.20
2014/15	£0.50	19.05%	£110.00	£55.00
2015/16	£0.50	0.00%	£110.00	£55.00
2016/17	£0.50	0.00%	£110.00	£55.00
2017/18	£0.50	0.00%	£110.00	£55.00
2018/19	£0.50	0.00%	£110.00	£55.00
2019/20	£0.50	0.00%	£110.00	£55.00

### Comparison with Durham County Council

The rent charged varies widely between neighbouring parish/town councils and reflects the services offered, e.g. supply of water, improvements to allotment sites. This makes a rent comparison quite difficult.

A comparison has however been made with Durham County Council.

Band	Plot Size (Sq M)	Rent 2019/20	BATC	
			Uncultivated	Cultivated
1	150 and under	£46.00	Up to £75.00	Up to 37.50
2	151 - 200	£48.00	£75.50 - £100	£37.75 - £50
3*	201 – 250	£50.00	£100.50 - £125	£50.25 - 62.50
4	251 – 300	£52.00	£125.50 - £150	£62.75 - £75.00
5	301 – 350	£54.00	£150.50 - £175	£75.25 - £87.50
6	351 and above	£56.00	From £175.5	From £87.75

\*Average Plot 220 sq meters

The comparison indicates that the cost of an average seized cultivated plot rented by the Town Council is higher than one rented from the County Council. It therefore suggested that the Town Council should not increase its rent for 2020/21.

**RECOMMENDED:** That allotment rent for 2020/21 remain at 50p per square meter, with a 50% discount applied if the plot is more than half cultivated.

**3. MEDIUM TERM FINANCIAL PLAN 2019/20 TO 2021/22 AND COUNCIL TAX 2019/20**

Finance Committee considered the Medium Term Financial Plan 2019/20 – 2021/22 and Council Tax 2019/20 at its meeting held on 8<sup>th</sup> January 2019. (Minute No FIN.44/18 refers).

A copy of the report considered by the Finance Committee has been circulated to all members of the Council and in line with normal practice all members of the Council were invited to attend the meeting.

Recommendations of the Finance Committee are contained in Minute Book 6 (attached at item 6), which result in a Council Tax of £51.20 (Band D) and increase of £4.92 (10.63%). Almost two thirds of properties within the Town Council area fall within Band A and therefore the increase for the majority of households would be 27p per month.

In making its recommendations the Finance Committee noted a small increase in the Council Tax Base and a reduction in the Local Council Tax Reduction Scheme Grant which had a net effect of the increasing total revenue by £1.69 if there was no increase in Council Tax.

The MTFP had been amended to reflect anticipated changes in relation to purchase of new accommodation for the Council offices. For budgeting purposes, it was assumed that the Council will have relocated to the new office on 1<sup>st</sup> April 2019.

**Council Forward Plan**

Council, at its meeting held on 11<sup>th</sup> December 2018, agreed a Forward Plan, detailing actions to be taken to help achieve a number of aspirations that were developed taking into account the key outcomes of consultation.

Given the Council's limited resources it is not possible to allocate sufficient funds to achieve all actions. Finance Committee has therefore made recommended to allocate funds to high priority actions.

An allocation has also been recommended to fund an additional member of staff so that actions can be delivered.

**Referendum Principles**

The Government has advised that referendum principles will not be extended to town and parish council for 2019/20.

In making recommendations to increase Council Tax, the Finance Committee mindful of the referendum principles which state that a referendum would be triggered if council tax increases were 2% or above or over £5.00 whichever is higher.

**RECOMMENDED:** That consideration be given recommendations of the Finance Committee.







## 2019 EVENTS SUB-GROUP FUNDING SUBMISSION

### Summary

Over recent years the Town Team has extended the number of events included in the annual programme. While we have been able to generate more income, we are looking to improve the quality of the entertainment and safety of the Market Place as a venue.

During 2019 and in future years, to enable us to attract good quality acts and improve the facilities during events in the Town Centre, we need a secure income to pay for good quality acts and show staging. For example, we have used a main stage twice this year: it costs around £800.00 to set up. It costs around £500.00 to close the road in the Market Place.

The Town Team Events Sub-Group are requesting that the Town Council allocate an annual contribution of £5,000.00 to our annual budget. This will allow an improvement in both the quality and range of entertainment and facilities to stage the events. While the Events Team can get some financial support from businesses for specific events, this cannot be guaranteed.

The Town Council funding, will assist the Town Team Events Sub-Group to:

- Provide a range of events that attract increased footfall into the Town Centre.
- Promote the Town Council on all our printed materials and social media advertising. This means the Town Council will be promoted throughout the year.
- Improve the reach of our communications and promotional materials, thereby promoting the Town Council to a wider audience.

The Town Team Events Sub-Group will review the programme each year to ensure we are fulfilling the requirements of the Town Council.



Picture 1

Bishop Celebrates Together was a major success:

91,000 hits on Social Media posts of the day

## Background

The aims of our events are to:

- Help increase the footfall in the Town centre on the days of the events.
- Promote activity to help identify Bishop Auckland Town Centre as a place to visit.
- Encourage businesses to make use of events to promote their businesses.
- Co-ordinate activity with other organisations to encourage people to visit the Town Centre.



Picture 1 The first 1940s Day was a great success in June 2018

A programme of activity for 2019 is being drafted and will be published in January 2019. Some of the events require a significant amount of funding to organise and the costs associated with these events in 2018 are identified below. The 2019 programme will include:

- The Easter Extravaganza - £531.76
- 1940s Saturday - £1,741.89
- Classic Car Show
- New Car Show
- Bishop Celebrating Together £2,019.00
- Monster Saturday - £808.00
- Advent Windows [24 days in December] - £2,325.00
- Christmas Entertainment [over 3 Saturdays in December]

Some of the most popular events were:

**1940s Saturday:** This was the first time we held the event and it proved very popular. Many people asked for it to be an annual feature and we will be organising it again. However, when in 2018 it was organised, funding was agreed late in the planning and several acts and vehicles were already booked as a result. This year we are already enquiring about acts for June and we need to spend more to get the range of 1940s type acts that such an event requires.

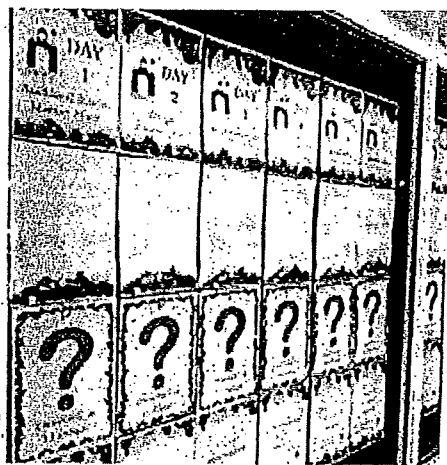
**Bishop Celebrates Together:** This was a great success and attracted around 3,000 people into the Market Place on the day. Around 91,000 hits were registered on the posts circulated on social media during the event. It requires the co-ordination of Auckland Projects, the Town Council, St Anne's Church, No 42 and the Town Hall. During 2019 we are looking to improve the quality of the acts and atmosphere in the Market Place. These plans will require additional funding on the 2018 budget due to several performers requiring fees.

**Monster Saturday:** This year Monster Saturday was held inside the Newgate Centre. A variety of acts performed in the Centre. The first magician, the Sandra Welsh Dancers and the Spectrum Roller Skaters proved very popular. We are looking to improve the themed decorations in the Centre at the event in 2019, as well as the acts.

**Advent Windows:** The event is proving as popular this year as the first time we held it in December 2017. We retain David and Pam Pott to manage the event, which is organised over 24 days in December. 24 shops/businesses are linked with a school or other social organisation who provide a festive decoration for the window.

This year we have also put a central exhibit in the Newgate Centre that identifies each shop; the story of the display; a photograph of the opening; and the organisation that created the window display. As each window is opened, a photograph is put in the display of the relevant shop. The full display is in the window of the ex-Argos shop in the Newgate Centre.

In addition, two 65" television screens have also been put in the ex-Argos window. They have been provided on loan by Cello, the only TV manufacturer in the UK and is based in Bishop Auckland. These are running displays Town Team events, to provide information to people as they pass by. We are looking to secure at least one television to provide background information, advertising and promotional information daily in the Newgate Centre.



Picture 3: Advent Windows in the Newgate Centre – Countdown to Christmas!

Overall, if we consider the income/expenditure for 2018 up to the 14<sup>th</sup> November the Town Team Events Sub Group had an income of £17,488.89 and an expenditure of £16,165.56. With the costs of printing a 2019 events programme A5 booklet, running the Christmas events and Advent Windows, we are likely to enter 2019 with a financial shortfall.

If we consider the beginning of 2018, we had a shortfall of £1,179.85. As we have £9,400.00 of the Mary Portas money in our account, the shortfall was absorbed until we were able to generate some income. However, in 2019 we will start paying the Portas money to the free WiFi project. While this money will be paid over 3 years, the Town Team needs to build up some reserve income to balance out the cash flow over the year. In the future, we will not be able to use the Portas money as a 'buffer'.

We anticipate that in 2019, we will require the following additional expenditure for:

- The 1940s Saturday – 8<sup>th</sup> June 2019. Improve the quality of the entertainment and promote the event to a wider audience: £1,000.00
- Bishop Celebrating Together. Improve the range of entertainment; promote the event to a wider audience and decorate the Market Place. £1,000.00
- Advent Windows – 1<sup>st</sup> to the 24<sup>th</sup> December 2019: help fund the management of the event. £1,000.00
- Monster Saturday – 26<sup>th</sup> October 2019: £1,000.00
- Advertising and promoting all events to a wider audience: £1,000.00

During 2018 we generated more income than in previous years. However, as we lose the Portas funding to support the free WiFi system, our ability to cover cash flow 'gaps' will reduce. More importantly, the events that have been put on in 2018 have been successful and the Town Team are looking to build on this success. This means improving the presentation of events and securing more professional acts. This will invariably cost more to deliver.

There is an expectation from businesses in the Town, that the programme of events will run throughout the year. Several businesses took the opportunity to sponsor or advertise at specific events during 2018.

# Durham Local Councils Charter

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## Background

The County of Durham is a unitary authority area, with a secondary tier of town and parish councils (known as local councils) which serve their communities at a very local level, funded through precepts and governed by locally elected representatives. Both tiers of local democracy in the county work to the principle that the public resource for which they are accountable should be used to help enhance the quality of life for the people and communities that they serve. By working closely together with other community and voluntary groups they provide a powerful mechanism for engaging with local people and delivering service improvements.

Following Local Government re-organisation in 2009, a Local Councils Charter was developed to support the relationship between the 106 local councils in the county and the new Durham County Council.

The Charter outlined the ways in which the two tiers would work together effectively to strengthen communities and improve people's lives. Whilst the new authority was reformed and developed, the charter offered a model for partnership working which was appropriate for its time.

## Review

A review of the Charter has been undertaken and three guiding principles have emerged that guide the working relationship between Durham County Council and the local councils. These new principles are based on **Communication**, **Co-operation** and **Consultation** and strengthen the partnership working to address the changing landscape in which the public sector operates, including the significant reduction in public sector funding and resources.

The Charter is founded on mutual respect of all member councils and between the two tiers of local government as democratically accountable bodies. By working together Durham County Council and local councils aim to strengthen our special relationship in order to act in partnership for the benefit of our local communities.

The Charter and its principles will be disseminated throughout member councils as the basis for working together to achieve greater efficiencies and better outcomes for our local communities.

## Structures

To support the Charter, there are three key ways in which the two tiers engage and interact with each other. The current partnership working arrangements are:

### Local Councils Working Group

In 2012, a new working group was formed to enhance and support the working relationship between DCC and local councils for the benefit of the community. The group, made up of a select number of Elected Members and Senior Officers from both tiers, focusses on the development of a shared understanding of the needs of local communities and how those

can be addressed through future ways of working together. The group enhances the relationship between the two tiers, Council Service Groupings, Partners and the County Durham Partnership (CDP) thematic groups whilst ensuring a strong voice on the CDP.

The Working Group provides an opportunity to build on the positive partnership working that exists and identify further opportunities for the future. It is also an opportunity to shape positive future relationships across the wider Partnership.

### **AAP Boards and Forums**

The County Durham Association of Local Councils (CDALC) is involved in the CDP through the Forum meetings which take place three times a year and involve the CDP Board as well as representatives from all 14 Area Action Partnerships (AAPs). Local Councils have places on 13 Area Action Partnership Boards (Derwent Valley is unparished), in order to encourage AAP involvement, CDALC has established Local Area Forums in some areas that are co-terminus with AAPs.

### **CDALC**

Officers from DCC's Partnerships and Community Engagement Service Grouping work with CDALC through the Executive Officer with this relationship acting as a conduit, both into DCC Service Groupings and into local councils. This covers a range of enquiries and issues including neighbourhood services, local democracy, consultation and engagement and communications.

## **Key Principles**

### **1. Communication**

- 1.1 Seek to ensure continued appropriate and effective representation for the dissemination of information from the range of partnership meetings including the Local Councils Working Group; the County Durham Partnership Forum and the Area Action Partnerships. The Local Councils Working Group will be attended by representatives from CDALC's Larger Local Councils Forum and the Smaller and Medium Councils Forum to ensure effective communication with the wider local councils who feed into these groups.
- 1.2 Minutes of meetings of the County Durham Partnership will be made available to meetings of the County Durham Association of Local Councils (CDALC) Executive on request. In addition regular meetings between representatives of both tiers and senior Partnership officers will support effective liaison at the Countywide level.
- 1.3 Town and Parish council representation on Area Action Partnerships (AAPs) should be safeguarded by means of having a minimum of one of the Elected Member Board positions where they exist in an AAP area. (Where an AAP has more than six Unitary Councillors they would have one position, but where there are less, they would make up the remaining places).
- 1.4 Effective local information sharing will also be supported by the relationships between AAPs and the co-terminus CDALC area forums, which will involve the

Elected Members of that area. Information from the Local Councils Working Group will be shared with these forums.

- 1.5 Provide dates of meetings of CDALC and copies of agendas and minutes on request to a nominated officer within Durham County Council.

## **2. Co-operation**

The principle of co-operation is to maximise a joint approach of local councils and the County Council working together for the benefit of local people. Principles of co-operation will include:

- 2.1 Ensure a joint approach working to shared principles as set out in the County Vision.
- 2.2 In developing Neighbourhood and Parish Plans, have regard to the broader County Durham Partnership principles and priorities set out in the Vision and relevant AAP Area Plans, so as to support and add value to the themes and outcomes which have been identified.
- 2.3 Ensure that Elected Members maintain links to the County Council, local councils and parish meetings within their area through regular contact and by providing regular information on the activities of their Councils.
- 2.4 Encourage local councils to develop innovative local projects and support them to develop Neighbourhood and Parish Plans and pilot new ideas which will, when adopted by the County Council, become part of the development plan for the area alongside the local plan.
- 2.5 Both tiers will work in partnership to support and develop appropriate local community projects. This includes use of the Durham Ask, which offers opportunities for local people, including local councils to take on services and buildings valuable to their community.
- 2.6 Both tiers will work together to seek the views of residents on matters of mutual interest.

## **3. Consultation**

- 3.1 Develop joint approaches, where appropriate, to consulting with the public and partners.
- 3.2 Involve CDALC in appropriate discussions and consultation relevant to the local councils tier, recognising the strategic consultative role of CDALC and its committees. In turn town and parish council will endeavour to take part in consultations and respond within the given period.

- 3.3 Involve Durham County Council in the preparation of Town or Parish Plans or Village Design statements, or in the development of any relevant local initiatives where Durham County Council may have an interest
- 3.4 Allow a minimum of six weeks for responses or explain if not able to do so, and be prepared to negotiate appropriate timescales with local councils where there is the flexibility to do so.
- 3.5 Support local councils in their role as statutory consultees in all planning matters. Appendix 1 refers.



## **Appendix 1**

### **Planning Protocol**

#### **Statement of Community Involvement**

1. The role of local councils is embodied in the Council's Statement of Community Involvement (SCI). This document sets out how local councils will be consulted on planning documents and planning applications. The SCI also reflects the need for developers undertaking pre-application community consultation to ensure local councils are fully involved as key stakeholders. It also sets out how local councils can become actively involved in plan-making. A new Local Plan for the county is currently being prepared, known as the County Durham Plan. This includes a vision, strategic objectives and a delivery strategy which will set out how much development is intended, where, when and how. The timetable for the production of this and other planning documents are set out in the Local Development Scheme.

#### **Neighbourhood Planning**

2. In relation to any neighbourhood planning activity being considered or undertaken by local councils, the SCI sets out in detail the support that they can seek from the County Council. A local council will be expected to enter into a Memorandum of Understanding with the council when deciding to access this support. The County Council will host the Submission consultation as well as meeting the costs of holding the necessary independent examination and referendum for the neighbourhood plan or order.

#### **Consultation**

3. Local councils will function as statutory consultees in all planning matters.
4. The County Council will consult local councils at all stages in the preparation of planning policy, both at a strategic and locality level, and positively encourage and engage such councils in helping to shape and guide development and environmental protection policies.
5. The County Council will formally consult all local councils on all planning applications. The Development Management function of the new authority will notify all councils promptly upon receipt of all planning applications inviting comments within 21 days. Such notification will provide a link through to the Authorities Public Access Website providing details of the application. Paper copies will be provided upon request. For applications of a large or potentially contentious nature, the County Council will encourage developers to consult with town and parish councils at the pre-planning stage.
6. The Council will notify/re-consult if material modifications are made to planning applications, and of decisions made.

#### **Representation**

7. Local councils will have formal speaking rights at Planning Committee, designed to reflect the special status of such councils; and when considered appropriate will be granted additional speaking rights over and above the general public / applicants.
8. The scheme of delegation for the new Authority will be tailored to provide the local councils with the right to request applications are sent to Planning Committee for determination. The final decision to report applications to committee will rest with the Council.

9. The Council will, at the discretion of the Head of Planning / Development Management Manager, ensure Officers attend Town and Parish Council meetings upon request, to explain contentious applications (or enforcement issues).

## **Parish and Town Plans and Proposals**

10. The Council will support, when resources are available, local councils in the preparation and production of parish plans where the content is not appropriate to a neighbourhood plan. These documents can then be used as informal planning guidance and will be a material consideration in the determination of planning applications. See also Section 1 of the Charter on the Sustainable Community Strategy and the Local Strategic Partnership. In light of the introduction of the neighbourhood planning process for local councils it is unlikely that Parish Plans will be adopted as Supplementary Planning Documents.

## **Training**

11. The Development Management service will facilitate training sessions for Town and Parish Council members when required to provide them with general knowledge in regard to how the planning system operates and how planning decisions are made.