



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

27th November 2019

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, 3rd December 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. Bishop Auckland Food Festival

Jill Wood will be in attendance to update Members on proposals for the 2020 Food Festival.

*10 mins
presentation
5 mins
questions*

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	29 th October 2019
Planning Committee	29 th October 2019
Finance Committee	26 th November 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 Annual Meeting.

9. Report of Town Clerk

1. Royal Garden Party 2020

10. Topics for Future Discussion

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

- Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust, regarding proposed changes to services at Bishop Auckland Hospital

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 continued

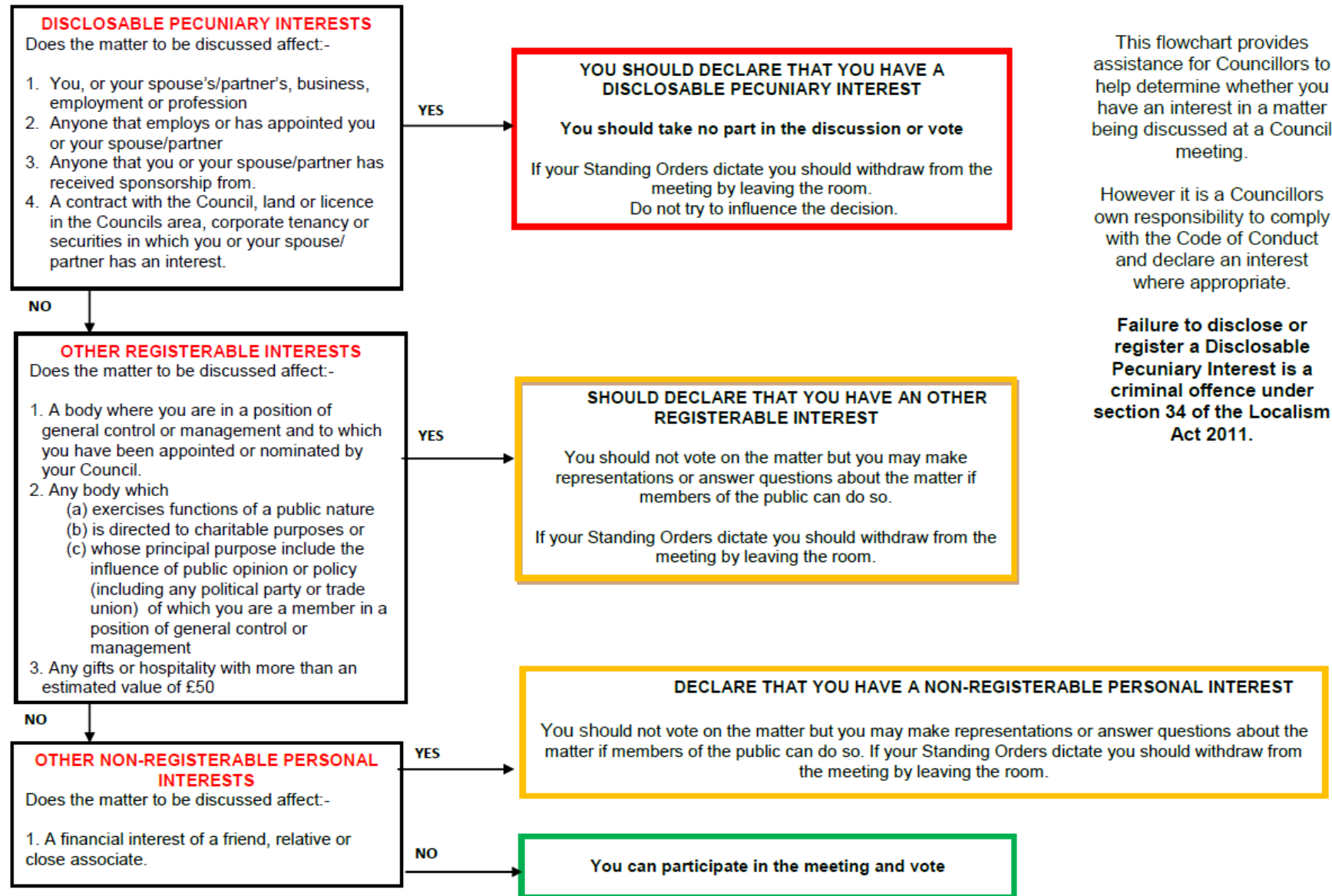
2. Office Accommodation. (Report to follow)

Item for information

12. Delegated Decisions Under Financial Regulation 4.5

None

DO I HAVE AN INTEREST?





BISHOP AUCKLAND TOWN COUNCIL

MINUTES 2019/20 Book 5

Contents

Town Council
Planning Committee
Finance Committee

29th October 2019
29th October 2019
26th November 2019

A meeting of Bishop Auckland Town Council was held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on Tuesday, 29th October 2019 at 6.00 p.m.

Present: Councillor Allen (Mayor) and Councillors Blackburn, Brownson, Chappell, Cullen, Wilson, L. Zair and S Zair.

Also Present: Clive Auld and Nigel Bryson (Bishop Auckland Town Team)
David Anderson (Town Clerk)

Public in Attendance: None

TC.79/19 APPOINTMENT OF CHAIRMAN, PRO TEM

Councillor Allen (Mayor) had indicated that she would be late to the meeting. In the absence of the Mayor and Deputy Mayor, nominations were sought for a chair, pro tem.

RESOLVED: That Councillor Brownson be appointed chairman of the meeting, pro tem.

TC.80/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Blackburn, Fleming, Newton Woods and A Zair.

TC.81/19 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

TC.82/19 PUBLIC PARTICIPATION

No public were in attendance

N.B. Councillor Allen, (Mayor) in the chair

PRESENTATIONS

TC.83/19 BISHOP AUCKLAND TOWN TEAM

Core Team

Nigel Bryson, Chairman of the Town Team, gave an overview of various regeneration activities within the town centre which were being undertaken by partner organisations, Including: -

- **Kynren** The final Kynren show was held on 14th September. The shows had been well attended throughout the season and had continued to received excellent reviews and was still listed in the top 5 performances in the UK on TripAdvisor.

A 'pyromusical' fireworks display would be held on 2nd November. It was understood that 95% of tickets had been sold.

- **Auckland Castle** would be opening on 2nd November 2019
- **Free Public WiFi** was progressing. Access points had been installed and would be tested in the next few weeks. Members were reminded that DCC were leading the project and funding capital costs of the project. The Town Team and Town Council were helping to fund the revenue costs.

Signed:
Town Mayor

- **Northumbria in Bloom** - noted that Bishop Auckland had won the 'Town' category of the competition. The Kynren site had won the 'Best Tourist or Visitor Attraction, or Country Estate' category. The Auckland Project won silver gull in the best conservation category.
- **Environment Awards** - Bishop Auckland had also featured heavily in the Environment Awards hosted by County Durham Environment Partnership. The Auckland Project's Auckland Tower was one of the top three projects. Volunteers for Eleven Arches had been awarded outstanding status. The Park Head Hotel, was judged outstanding in recognition of its environmental initiatives. Cultivate 4 Life won the Volunteer Group of the Year category.

Events Team

Clive Auld, Chairman of the Events Team, gave an update with regard to recent activity of the Events Team.

Spooky Saturday was held on 26th October 2019. A number of performances were held in Newgate Centre and various locations in the town centre. A pumpkin parade had also been held in the town centre.

The Events Team were assisting with electric vehicle roadshow which was being held in the Market Place on Monday 4th November.

Arrangements were being made for this year's Advent Windows project, which would be based on models of the Joseph and his twelve sons depicted in Zurbaran's paintings. The project would culminate in a parade to St Peter's Chapel to form a nativity scene.

Small Business Saturday would also be promoted by the Town Team.

RESOLVED: That the information be noted

TC.84/19 MINUTES OF PREVIOUS MEETINGS

Town Council	10 th September 2019
Planning Committee	10 th September 2019
Events Committee	17 th September 2019
Human Resources Committee	23 rd September 2019
Allotments & Environment Committee	8 th October 2019
Finance Committee	22 nd October 2019

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

There were no matters arising

TC.85/19 REPORT OF MAYOR

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

It was noted that the Mayor had not been able to attend the Shildon Town Council's event held on 24th October 2019 or the presentation to Tindale Crescent Homing Society on 26th October 2019.

RESOLVED: That the information be noted.

Signed:
Mayor

REPORT OF TOWN CLERK

TC.86/19 INSURANCE COVER 2019/20

Consideration was given to a report giving details of quotations received in relation to the Council's current and future insurance requirements for 2019/20. (For copy see file of Minutes)

Members noted that Council, at its meeting held on 9th September 2019, agreed to authorise the Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, to accept the most appropriate quotation received in respect of insurance cover for 2019/20. (Minute No TC.74/19 refers). It was noted that the lowest quotation was received from CAS Ltd. This quotation was therefore accepted.

The Council's insurance requirements would be reviewed in relation to the new premises.

RESOLVED: That the action of the Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, be endorsed.

TC.87/19 ICT EQUIPMENT

Consideration was given to a report regarding the purchase of ICT equipment. (For copy see file of Minutes).

Members noted that ICT equipment was procured via Durham County Council (DCC) in June 2018 following consideration of three quotations. The cost of the equipment was cost effective at that time and given that ICT support was provided by DCC it was proposed that equipment should be procured via them.

An order for the purchase of a new desktop computer had been placed with DCC by the Town Clerk, in consultation with the Chairman of Finance Committee, to ensure the desktop was installed prior to the Events and Projects Officer being in post.

Members considered two options for the purchase of a laptop.

- RESOLVED:**
1. That the actions of the Town Clerk, in consultation with the Chairman of Finance Committee, placing an order with Durham County Council to purchase a desktop be endorsed.
 2. That an order be placed with Durham County Council to purchase the laptop identified as option 1 in the report.

TC.88/19 NEW PREMISES APPLICATION, 17 CHESTER STREET, BISHOP AUCKLAND REVIEW OF ASSET REGISTER

Consideration was given to an application for a new premises licence at 17 Chester Street, Bishop Auckland. (For copy see file of Minutes)

Members expressed concern about the opening hours, in particular potentially operating from 8.00 am in the vicinity of a school. It was considered that operating from 5.00 pm until midnight would be preferable to avoid the ability of selling alcohol in close proximity of a school during school hours and also to minimise potential disturbance to local residents after midnight.

Members were also of the opinion that a temporary licence should be granted until the full impact of a new licenced premises in that location could be assessed.

Signed:
Mayor

RESOLVED: That the above comments be submitted to Durham County Council.

TC.89/19 BISHOP AUCKLAND FOOD FESTIVAL

Consideration was given to a request by Durham County Council, organiser of Bishop Auckland Food Festival, for the Town Council to confirm its financial contribution for 2020. (For copy see file of Minutes).

RESOLVED: That The Town Council confirm its £10,000 contribution to Bishop Auckland Food Festival 2020 and appropriate budget provision be allocated in the 2020/21 budget.

TC.90/19 COUNTY DURHAM CLIMATE CHANGE EMERGENCY

Consideration was given to the Town Council's response to the climate emergency declared by Durham County Council. (For copy see file of Minutes).

- RESOLVED:**
1. That the Town Council endorses the Climate Emergency declared by Durham County Council for County Durham.
 2. That the Town Council signs up to the Investors in the Environment scheme and makes the following pledge:-

Bishop Auckland Town Council endorses the climate emergency declared for County Durham and adopts the target of being 60% carbon neutral by 2030 and will investigate what further actions the Town Council can adopt to help make the County carbon neutral by 2050.

TC.91/19 TRAINING EVENT - PLANNING

Consideration was given to attendance at a training event regarding the planning process which was to be held on 26th November 2019 at 6.00 p.m. (For copy see file of Minutes).

It was noted that a Finance Committee was scheduled to be held on 26th November at 5.00 pm.

RESOLVED: That any member wishing to attend the training session contact the Town Clerk so that arrangements can be made.

TC.92/19 CHRISTMAS CLOSURE

Consideration was given to Christmas closing for 2019. (For copy see file of Minutes).

RESOLVED: That the Town Council office be closed from Monday 23rd December 2019 and reopen on Thursday, 2nd January 2020.

TC.93/19 TOPICS FOR FUTURE DISCUSSION

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

- Jill Wood, Bishop Auckland Food Festival (3rd December 2019)
- Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust, regarding proposed changes to services at Bishop Auckland Hospital

Informal briefing

- Public WiFi Demonstration (2nd December 2019)

Signed:
Mayor

TC.94/19 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.95/19 OFFICE ACCOMMODATION

Consideration was given to a report updating members on the current situation regarding the purchase of office accommodation. (For copy see file of Minutes)

RESOLVED: That the information be noted and the actions taken be endorsed.

TC.96/19 CODE OF CONDUCT - MONITORING OFFICER'S DECISION NOTICES

Members noted the Monitoring Officer's decision notices. (For copy see file of Minutes).

RESOLVED: That the information be noted.

Signed:
Mayor

A meeting of the Planning Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 29th October 2019 at 7.10 p.m.

Present: Councillor Cullen (Chairman) and Councillors Allen, Wilson and L. Zair

Also Present: David Anderson (Town Clerk)

PL.16/19 APOLOGIES FOR ABSENCE

Councillors Newton Woods and A. Zair

PL.17/19 DECLARATIONS OF INTEREST

No declarations were made.

PL.18/19 PUBLIC PARTICIPATION

There were no members of the public present.

PL.19/18 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).

RESOLVED: That the Town Council has no objections to the planning applications detailed on the schedule.

PL.20/18 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:
Chairman

A meeting of the Finance Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 26th November at 5.00 p.m.

Present: Councillor Wilson (Chairman) and Councillors Allen, Blackburn and Brownson.

Also Present: David Anderson (Town Clerk)

FIN.27/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Chappell and S. Zair

FIN.28/19 DECLARATIONS OF INTEREST

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

Councillors Allen, Blackburn and Brownson declared an 'other registerable interest' in respect of cheque number 1850.

Councillors Allen, Blackburn declared an 'other registerable interest' in respect of cheque numbers 1845, 1865 and 1873.

FIN.29/19 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK

FIN.30/19 ACCOUNT BALANCES AS AT 26th NOVEMBER 2019

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£259,680.49
Lloyds Current Account	£1,970.36
Darlington Building Society	£85,234.18
Nationwide	£85,550.65
Santander	£85,000.00
NE First Credit Union	£85,000.00

RECOMMENDED: That the information be noted.

FIN.31/19 BANK RECONCILIATIONS AT END OF QUARTER 2

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.32/19 SPEND AGAINST BUDGET AS AT 30TH SEPTEMBER 2019 (QUARTER 2)

A schedule detailing spend against budget as at 30th September 2019 (end of Quarter 2) was circulated and considered. (For copy see file of Minutes).

RECOMMENDED: That the information be noted.

FIN.33/19 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	£30,197.80
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RECOMMENDED: That the action taken be confirmed.

Signed:
Chair

FIN.34/19 CHEQUES PRESENTED FOR AUTHORISATION

No cheques were presented for authorisation.

FIN.35/19 APPLICATIONS FOR COMMUNITY FUND / DONATIONS

Consideration was given to a report regarding a request for a donation to the Bishop Auckland Fellowship of Christian Churches. (For copy see file of Minutes).

Members were reminded that in the period prior to an election, known as 'Purdah', the Council must ensure that public money and resources were not used to promote or give any political party, political campaign or candidate an advantage.

Community Fund applications and requests for donations had therefore been suspended until after the election period, unless there were exceptional circumstances, such as the timescale of projects. Where applications or requests were considered during the purdah period no publicity would be given until purdah had expired. That advice was in line with Durham County Council's advice relating to Neighbourhood Budgets and Member Initiative Funds.

Giving the timescales involved in Bishop Auckland Fellowship of Christian Churches' project, which sought to provide a Christmas dinner for any person or couple who would otherwise have no company on Christmas Day, the request was considered by the Committee.

RECOMMENDED:

That a donation of £150 be made to the Bishop Auckland Fellowship of Christian Churches' project to provide a Christmas dinner for any person or couple who would otherwise have no company on Christmas Day.

Signed:
Chair

Bishop Auckland Town Council

Council Meeting

3rd December 2020

Item No 8. Mayor's Report

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	Deputy Mayor
30 Oct 2019	Sunderland City Council Charity Curry Night Yuvraaj Restaurant, Sunderland		Y
31 Oct 2019	2505 Bishop Auckland ATC Squadron Community Fund Cheque Presentation Eden Armoury, Bishop Auckland	Y	
01 Nov 2019	The Auckland Project Lunch to celebrate the reopening of Auckland Castle Auckland Castle, Bishop Auckland	Y	
02 Nov 2019	Clair's Gluten Free Bakery Official Opening and Open Day 82 Newgate Street, Bishop Auckland	Y	
02 Nov 2019	The Auckland Project Official reopening of Auckland Castle Auckland Castle, Bishop Auckland	Y	
04 Nov 2019	Durham County Council Launch of EV Roadshow Market Place, Bishop Auckland	Y	
09 Nov 2019	House of Smudge Official Opening 46 Fore Bondgate, Bishop Auckland	Y	
09 Nov 2019	A SSAFA led Remembrance Ceremony War Memorial, St Andrews Church, South Church	Y	
10 Nov 2019	Bishop Auckland Town Council Remembrance Sunday & Parade Market Place, Bishop Auckland	Y	
15 Nov 2019	Breathe Easy Durham Dales Sound Waves Community Choir Bishop Auckland Methodist Church	Y	
22 Nov 2019	Hartlepool Borough Council Mayor's Charity Civic Dinner Grand Hotel, Hartlepool	Y	
27 Nov 2019	Greater Wellington Town Council Town Mayor's Civic Carol Service Our Lady & St Thomas Roman Catholic Church, Wellington		Y
29 Nov 2019	Bishop Auckland Town Council Christmas Festivities Market Place, Bishop Auckland	Y	
30 Nov 2019	Shildon Town Council Mayor's Charity Evening Civic Hall off Main Street, Shildon	Y	
01 Dec 2019	Spennymoor Town Council Carol Service Town Hall, Spennymoor		Y

RECOMMENDED: That the information be noted

Bishop Auckland Town Council

Council Meeting

3rd December 2020

Item No 9. Report of Town Clerk

1. Royal Garden Party

A letter has been received from County Durham Association of Local Councils (CDALC) regarding an invitation for people to attend a Royal Garden Party at Buckingham Palace. The date is to be confirmed.

CDALC is seeking nominations from constituent local councils to be entered into a draw to allocate places. It is expected that CDALC will be allocated four places at the Garden Party, which will be allocated to two Councillors and one companion each.

RECOMMENDED: That nominations be sought from Members who wish to attend the Royal Garden Party.

Royal Garden Party

Matters highlighted by the Lord Chamberlain:

- Invitations are in recognition of PAST service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Guests should NOT have previously attended a Garden Party. This must be emphasised to potential guests.
- It is essential that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. For example, if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.
- Ensure all nominated guests are accompanied, with each guest ideally being accompanied by one guest only.
- All names submitted must number within your overall quota. (Therefore a guest and companion are 2 guests).
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
- Guests who require assistance MUST be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance. If disabled parking is required, this must be made clear to me.
- All nominated guests must be British or European Union citizens, although their companion may be of other nationalities. However, all guests, nominated or accompanying, must be resident in the United Kingdom.
- Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore, once details have been submitted to the Palace by NALC this cannot be changed.
- Please remind your guest(s), that in the event they are unable to attend a Garden Party for whatever reason they will not be invited again.
- Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link to the [Royal Garden Parties website](#)
- If a guest has not received their invitation within three weeks of the date of the garden party, please contact me directly.
- All communications to Buckingham Palace should carried out via myself rather than directly.
- If your County Association does not intend to use the full allocation, please let me know as soon as possible so that those unused places can be re-allocated.
- There will be no parking facilities available for guests with the exception of disability badge holders (blue badge holders) which should be noted on the form. The palace will contact that guest requesting details of the disability badge.
- This year, to comply with data protection legislation, each individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party. Each county association will need to obtain and store this consent, which should be made available to NALC or Buckingham Palace should it be required. Please obtain the following consent from each of your nominees.

"I consent to my personal data being processed for the purpose of issuing invitations to this event and to cater for guests with special needs. I understand that my personal data will be processed by the county association, NALC and The Keeper of the Privy Purse on behalf of the Royal Household.