



Bishop Auckland Town Council

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

Tel: 01388 207110 Email: council@bishopauckland-tc.gov.uk

Website: www.bishopauckland-tc.gov.uk

Town Clerk: Sarah Harris

14 May 2024

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Bishop Auckland Town Council** on **21 May 2024 at 6.30pm**. The Meeting will take place at **Town Council Offices, Kingsway Court, 54 Kingsway, Bishop Auckland**. The Meeting will follow the Annual Parish Meeting.

Members of the Public and Press are welcome to attend. However, in light of coronavirus restrictions, it is requested that attendance is registered with the Town Clerk prior 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 Monday 20 May 2024.

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

Vicki Booth

Acting Clerk to the Council

AGENDA

1. **Election of Mayor** - To elect a Mayor for the 2024-5 Municipal Year.
2. **Declaration of Acceptance of Office** - The Mayor will sign a declaration of acceptance of office.
3. **Presentation to Retiring Mayor** - A vote of thanks will be taken for the retiring Mayor, who will then be presented with a medal to commemorate his term of office.
4. **Apologies for absence** – to receive and consider acceptance of any apologies received.
5. **Declarations of Interest** - To invite members to declare any interest they may have.
6. **Election of Deputy Mayor** - To elect a Deputy Mayor for the 2024-5 Municipal Year.

- 7. Declaration of the Acceptance of Office for the Deputy Mayor** - The Deputy Mayor will, to sign a declaration of acceptance of office.
- 8. To re-confirm the Articles and, Responsibilities Rules of Procedure, Codes and Protocols of, Members Allowances of Bishop Auckland Town Council Constitution and General Power of Competence.**
To Consider the Constitution and any changes, this includes the adoption of the Members Code of Conduct, to include the Declaration of Pecuniary Interests.
- 9. Appointments to Committees, Panels, Outside Bodies and Working Parties -**
To appoint Members to serve on Committees, Panels, Outside Bodies and Working Groups.
- 10. Diary of Meetings 2024-25** - To consider a diary of meetings for 2024-25
- 11. Bishop Auckland Town Council End of Year Finance Report – including AGAR and Internal Audit Report**
- 12. Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)
- 13. Minutes** - To approve the Minutes of the following meetings:
 - Town Council 23 April 2024
- 14. Matters Arising** - To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).
- 15. Report of Acting Town Clerk**
 - a. Finance
 - i. Payments for authorisation
 - ii. Borrowings and Savings
 - b. Events update
 - c. Allotment & Environment Update
- 16. Correspondence** – to consider items of correspondence received by the Council, including draft recommendations for new electoral arrangements (standard item)
- 17. 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.
- 18. Correspondence** - details of any Correspondence (letters or email received) (standing Item)
- 19. HR Update (standing Item)**

DO I HAVE AN INTEREST?

