



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

27 February 2025

Dear Councillor

You are hereby summoned to attend an **Extra Ordinary** meeting of **Bishop Auckland Town Council** on **Tuesday 4th March at 6.00pm**. The Meeting will take place at **54 Kingsway, Bishop Auckland, DL14 7JF**.

Members of the Public and Press are welcome to attend. However, it is recommended that attendance is registered with the Town Clerk prior to attending to ensure that the meeting space is large enough to accommodate everyone safely. To register attendance please call 01388 207110 or email council@bishopauckland-tc.gov.uk by noon on Monday 3rd March 2025.

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

1. **Apologies for absence** - To receive apologies and approve reasons for absence.
2. **Declarations of interest** - To record declarations of interest from members on any item on the agenda, including any interest prejudicial or personal as recorded on the Members register of interests.
3. **Minutes** - To approve the Minutes of the following meeting:

Policy and Resources Committee 18 February 2025
Full Council 25 February 2025
4. **Matters Arising** - To from the above Minutes which are not included elsewhere on the agenda (for information only).
5. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy¹](#).

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

6. **Reports**
 - a) Durham County Council
 - b) Outside bodies representation feedback such as the AAP, Stronger Towns Board and Larger Council Forum, etc.
7. **Report of Mayor** To receive a report from the Mayor detailing activities attended to represent the Council since the Annual Meeting.
8. **Report of the Clerk**
 - I. Woodhouse Allotment Update
 - II. DCC response to Letter Issued in Oct 2025
 - III. Contract re Floral Provision
 - IV. Transfer of Funds
9. **Pre-Election Period (Purdah)**
10. **Boundary Review Brief**
11. **Correspondence** - details of any Correspondence (letters or email received)

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.

12. **HR Update (standing item)**
13. **Town Centre**
14. **Appeal Update**

DO I HAVE AN INTEREST?

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

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

YES

YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

You should take no part in the discussion or vote

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

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

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

NO

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

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

YES

SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

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

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

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

NO

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

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

YES

DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

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

NO

You can participate in the meeting and vote