

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

6th June 2023

Held at 6pm in Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Cllr D Wilson (Chair), Councillors M Siddle, L Zair, A Zair

Also In attendance: Mrs Sarah Harris, Town Clerk and Assistant Clerk Vicki Booth.

PR001/23 Apologies for absence – J Blackburn

Resolved: apologies accepted

PR002/23 - Declaration of Interests – none declared

PR003/23 – Terms of Reference –

Resolved: that members adopted the terms of reference

PR004/23 Minutes of the Finance meeting 11th April 2023

Resolved: members agreed these were a true record

PR005/23 Public Participation – no members of the public were in attendance.

PR006/23 – Finance Report

PR006.1/23 Account Balances - current and deposit over £85k but still money to move to Unity and car park bill to pay.

1. Lloyds - Current Account	£24,198.65	Balance from Online Banking
2. Lloyds - Deposit Account	£154,186.57	Balance from Online Banking
3. Darlington Building Society	£85,000.00	
4. Nationwide Building Society	£85,512.31	
5. Santander Account	£85,000.00	
6. North East First Credit Union	£85,085.00	
7. Unity Trust Bank	£45,000.00	
Total in Banks	£563,982.53	

Resolved: that members noted the balances

PR006.2/23 Additional accounts update – Nat West not suitable as personal banking customers who are account signatories can access BATC account so it is recommended not to apply for this account

Resolved: that members agreed not to get a NatWest account.

PR006.3/23 Bank account signatories are still being updated with some delays from the Banks themselves. Darlington Building Society have requested a letter via the only remaining signatory Cllr Wilson to confirm that the account signatories need to be changed. Therefore, to confirm, David Fleming, Leanda Chappell and Lee Brownson are to be removed due to leaving the council, and Cllr Adam Zair, Cllr Jamie Blackburn and Mrs Sarah Harris to be added in replacement.

Resolved: Agreed that the Letter be dropped off by Cllr Wilson, signed by Cllr Wilson, Cllr S Zair as Mayor and Mrs Harris as Clerk and RFO

PR006.4/23 Authorisation for Payments – The payments presented in appendix 1 were presented.

Resolved: that members agreed for the payments in appendix 1 to be authorised

PR006.5/23 Community Fund Applications –

Resolved: no applications received

PR007/23 – Audit – AGAR approved at last TC meeting, other required information is obtained and ready to be submitted.

Resolved: that members agreed for the submission of the documents and the access of public rights 30 days to start from 9th June 2023

PR008/23 – Asset Management – Car park works coming on and door will be fitted by the end of June.

Resolved: that members are happy with the progress and updates from the contractor

PR009/23 – Planning

i) Darlington Building Society

Resolved: that members had no objection to application letter of support to be sent

ii) Bus Station

Resolved: that members agreed for TC to write to DCC regarding the concerns of the flow of traffic temporarily down Tenters Street. Draft to be circulated so that a response can be submitted by the deadline of the 15th June.

iii) 11 Arches Avery

Resolved: that members agreed for TC to send a letter of support

SR010/23 – HR/Personnel –

Assistant Clerk now completed ILCA.

Town Clerk completed 4 of 5 units of CiLCA and will have final unit submitted by deadline at end of June

Resolved: that members noted the qualification progress.

Item 6c - Monthly Payments & Payments for Authorisation – 31 st May 2023						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)						
EP	National Society of Allotment & Leisure Gardeners Ltd. (NSALG)	NSALG Membership Renewal 25/06/2023-24/06/2024	£55.00	£11.00	£66.00	
EP	Makepeace Landscapes	8 Tonnes of Grey Type 1 Stone and Repairs to Internal Road at Pollards Allotments	£900.00	£180.00	£1,080.00	
Civic and Approved Duties (Local Government Act 1972, Section 111)						
2265	Ferryhill Town Council - Mayor's Charity Account	2x Tickets, Surtees Arms & Yard of Ale Brewery Tour - 19th April 2023	£30.00		£30.00	Previously presented for authorisation by EP. Was unable to process as name on the account does not match.
Events – Youth Awards Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)						
EP	Lintons Printers	50x 4 Page A5 Double Sided Cards - Youth Awards 2023	£28.00	£5.60	£33.60	
EP	Lintons Printers	26x A4 Certificates for Youth Awards 2023	£52.00	£10.40	£62.40	
DC	Goof Booth (PayPal)	Novelty Photobooth Hire for Youth Awards 2023	£70.00		£70.00	Payment via PayPal
EP	Elaine Vizer Photographer	Event Photography for Youth Awards 2023	£250.00		£250.00	
Events – Kings Coronation Celebrations (Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)						
DC	Aldi Stores Ltd.	5x Heavy Duty Shopping Bags - King's Coronation Celebrations	£2.71	£0.54	£3.25	
DC	Heron Foods	77x Multipacks of Assorted Crisps - King's Coronation Celebrations	£77.00		£77.00	
DC	Lidl	42x Packs of Raisin Snacks - King's Coronation Celebrations	£37.38		£37.38	

Kingsway – Capital Programme (Local Government Act 1972, Section 133 Community Centres)						
EP	My Civil Engineers Ltd.	Supply and Fit Aluminium Power Assisted Door with External Access Ramp, Car Park Levelling and Resurfacing, Drainage, Fencing and Associated works at Town Council Offices as listed in MYCE - May Application Rev A	£42,078.27	£8,415.65	£50,493.92	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)						
EP	Gordon Fletcher (C.M.I.I.A.) Internal Auditor	Internal Audit Works for 2022/23 Accounts	£200.00		£200.00	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Durham County Council	Procurement Services SLA 2023/24 (Year 1 of 2 Agreement)	£590.00	£118.00	£708.00	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - April 2023	£118.80	£23.76	£142.56	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - May 2023	£118.80	£23.76	£142.56	
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/05/23-23/06/23	£82.59	£16.52	£99.11	
EP	Salaries, Superannuation	May 2023	£6,150.14		£6,150.14	
EP	HMRC - Tax and NI, Salaries	May 2023	£2,142.75		£2,142.75	
EP	D.C.C. Pension Scheme	May 2023	£2,031.25		£2,031.25	
EP	Members Allowances	May 2023	£307.90		£307.90	
EP	HMRC - Tax and NI, Members Allowance	May 2023	£59.20		£59.20	
DD	EDF Energy	Skatepark: Electricity 01/04/23-30/04/23	£23.78	£1.19	£24.97	
EP	Total Business Group	Printing Costs: May 2023	£20.54	£4.11	£24.65	

Consumables/Supplies (Local Government Act 1972, Section 111)						
EP	Amazon Business	ABUS Armoured Cable Lock and Q-Connect A4 Spiral Notebooks (5 Pack)	£32.86	£6.57	£39.43	
EP	Amazon Business	Box of C5 White Self-seal Envelopes (100 Pack)	£7.46	£1.49	£8.95	
EP	Amazon Business	Logitech MK270 Wireless Keyboard and Mouse - Black	£16.66	£3.33	£19.99	
EP	Amazon Business	1.8M HDMI to DVI Cable	£4.92	£0.98	£5.90	
EP	Amazon Business	Microsoft Wired Keyboard 600	£8.32	£1.67	£9.99	
Other (Local Government Act 1972, Section 111)						
DC	Screwfix Direct Ltd.	6x Melba Swintex 50cm Cones, Yellow Twisted Rope and Assorted Bungee Cord Set	£53.56	£10.72	£64.28	Purchased for Security of Town Council Offices during Food Festival, to be repurposed after event.
DC	Heron Foods	Refreshments for Annual Council Meeting - 16th May 2023	£14.47		£14.47	
Total:			£55,564.36	£8,835.29	£64,399.65	

Internal Transfer for information:

Internal Transfer						
2264	Bishop Auckland Town Council	Transfer from Lloyds Bank Current Account to Darlington Building Society (2023/24 Precept)	£4,259.40		£4,259.40	Cheque 002264 to transfer part of the 2023/24 Precept and spread across all held bank accounts.
Total:			£4,259.40	£0.00	£4,259.40	