

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

11th July 2023

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

In attendance: Cllr D Wilson (Chair), Councillors M Siddle, M Harker, A Zair, and J Blackburn

Also In attendance: Mrs Sarah Harris, Town Clerk

PR0011/23 Apologies for absence – no apologies were received

Resolved: apologies accepted

PR0012/23 - Declaration of Interests – none declared

PR0013/23 – Terms of Reference – this has accidentally been left on the agenda from the previous meeting.

Resolved: that members adopted the terms of reference at last meeting and this was accidentally left on.

PR0014/23 Minutes of the Finance meeting 6th June 2023

Resolved: members agreed these were a true record

PR0015/23 Public Participation – no members of the public were in attendance.

PR0016/23 – Finance Report

PR0016.1/23 Account Balances - current and deposit over £85k but still money to move to Unity and car park bill to pay.

1. Lloyds - Current Account	£19285.04	Balance from Online Banking
2. Lloyds - Deposit Account	£139,792.50	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	£544,674.85	

Resolved: that members noted the balances

PR0016.2/23 bank rec – has been completed.

Chair

June Town Council 2023

Resolved: that the bank rec and the chair to sign.

PR0016.3 – Q1 Report – the Clerk went through the Q1 report (see file copy).

Resolved: that the report was approved and noted.

PR0016.4/23 Authorisation for Payments – The payments presented in appendix 1 were presented.

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

PR0016.5/23 Community Fund Applications – Darlington and Stockton Youth Team – have requested funding to clear the ground next to the Station to make an attractive welcome garden. They are requesting £190 for clearance and for a contribution towards a lawn mower. The project is being used as an 'In Bloom' improvement.

Resolved: that the application is supported subject to receiving a copy of the bank statement, and that the amount agreed is up to £500. The council will support to arrange clearance of the plot directly, leaving £400 for lawn mower and plants or other items needed to progress the project.

PR0017/23 – Asset Management –car park work is progressing well.

Resolved: that members noted the report and welcomed the works being completed.

PR0018/23 – Planning

[DM/23/01745/FPA Kingsway Square](#)

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

[DM/23/01885/FPA](#) Leisure Centre –

Resolved: that members had no objection to application letter of support to be sent, however questions to be asked regarding how the impact on centre users will be managed during the building works and if they are to be displaced what alternative arrangements are being made, and what the timeline for the building works would be.

PR0019/23 – update on staff training / qualifications

Town Clerk has submitted her CILCA, and 4 of 5 units marked and completed with positive feedback. One unit has three referrals which the Clerk is working on.

Resolved: that members noted the qualification progress and will address the implications of the completion when it is received.

Policy and Resources 11 th July 2023			
Action	Commentary	Status	
PR0016.4/23	Authorisation for Payments – The payments presented in appendix 1 were presented.	Payments made and remittance sent	Complete
PR0017/23	Car park works	Ongoing door letter box due to complete early august	Ongoing
PR0018/23	<p>DM/23/01745/FPA Kingsway Square Resolved: that members had no objection to application letter of support to be sent</p> <p>DM/23/01885/FPA Leisure Centre – Resolved: that members had no objection to application letter of support to be sent, however questions to be asked regarding how the impact on centre users will be managed during the building works and if they are to be displaced what alternative arrangements are being made, and what the timeline for the building works would be.</p>	Responses submitted to DCC	Complete
PR0019/23	Awaiting outcome of Clerk CILCA	Awaiting final unit to be marked	Ongoing

Appendix 2 - payments approved

Item 7d - Monthly Payments & Payments for Authorisation – 6 th July 2023							
Paid	Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)							
	EP	A. Breeze Pest Control Ltd.	6 Months Pest Control at Edge Hill, Tindale Crescent and Woodhouse Close Allotments	£1,350.00		£1,350.00	£450 - Edge Hill Allotment £450 - Tindale Crescent Allotment £450 - Woodhouse Close Allotment
	DC	Toolstation	1M Water Stopcock Key	£4.32	£0.87	£5.19	
	EP	JT Atkinson & Sons Ltd. (Secretary Reimbursement)	1/2" Hose Union Bibtap, Floplast Saddle Clip 32mm, Len 2Mx28mm Climaflex 13mm Wall	£12.72		£12.72	Repairs to Water Taps at Woodhouse Close Allotments
	EP	JT Atkinson & Sons Ltd. (Secretary Reimbursement)	Plasson reducing Coupler 25x20mm, Plasson Pipe Liner 25mm, Plasson Pipe Liner 20mm	£10.37		£10.37	Repairs to Water Taps at Woodhouse Close Allotments
	EP	Sam Turner & Sons Ltd. (Secretary Reimbursement)	Plas Wrench, Plas Pipe Liner 25mm, Elbow Wallplate, Biptap 3/4" Hose Union, Plas Straight Coupling 25mm	£41.90		£41.90	Repairs to Water Taps at Woodhouse Close Allotments
Events – Youth Awards (Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)							
	2268	Stockton & Darlington Railway - Cancelled	Cancelled	£0.00		£0.00	Requested Electronic Transfer
	EP	Stockton & Darlington Railway	Team of the Year Prize, Youth Awards 2023	£100.00		£100.00	
	DC	ASDA Stores Ltd.	15x Boxes of Tissues, Youth Awards 2023	£12.50	£2.50	£15.00	

	DC	Card Factory	Gold and Navy Helium Filled Balloons with Ribbon and Weights, Youth Awards 2023	£22.55	£4.51	£27.06	
	EP	Durham County Council	Room Hire with Setup, Welcome Drinks Reception and Catering for 140 People, Youth Awards 2023	£1,651.66	£303.33	£1,954.99	
Events – Kings Coronation Celebrations (Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)							
	EP	Amazon Business	Merry Movers, Union Jack Paper Packing Tape, 50M	£7.49	£1.50	£8.99	
Events - Green Fair 2023 (Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)							
	2272	Bishop Auckland Baptist Church	Use of Building for Green Fair Event, 24th June 2023	£225.00		£225.00	
Events – Summertime Activities (Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)							
	EP	Durham County Council	Contribution towards Bishop Auckland Town Hall Summertime Activity Programme 2023	£2,000.00		£2,000.00	
Kingsway – Furniture (Local Government Act 1972, Section 133 Community Centres)							
	DC	Homebase	3x Lifetime 4ft Folding Trestle Tables	£125.00	£25.00	£150.00	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)							
	EP	Total Business Group	Print/Scan Network Charges 01/07/2023-30/06/2024	£100.00	£20.00	£120.00	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Total Business Group	Printing Costs: June 2023	£33.79	£6.76	£40.55	

	EP	D.C.C. Pension Scheme	April 2023 (Amended, £51.18 increase)	£2,031.25		£2,031.25
	EP	Salaries, Superannuation	June 2023	£6,149.94		£6,149.94
	EP	HMRC - Tax and NI, Salaries	June 2023	£2,142.95		£2,142.95
	EP	D.C.C. Pension Scheme	June 2023	£2,031.25		£2,031.25
	EP	Members Allowances	June 2023	£278.63		£278.63
	EP	HMRC - Tax and NI, Members Allowance	June 2023	£51.60		£51.60
	EP	Staff Travel & Subsistence (T&S)	Assistant Town Clerk Mileage Claim 08/03/2023-27/06/2023 48 Miles @ £0.45p	£21.60		£21.60
	EP	Staff Travel & Subsistence (T&S)	Admin Assistant - Eye Examination, June 2023 (Occupational Health and Safety)	£10.00		£10.00
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/06/23-23/07/23	£84.34	£16.87	£101.21
	EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - June 2023	£240.00		£240.00
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - July 2023	£118.80	£23.76	£142.56
	DD	Grenke Leasing Ltd.	Photocopier Lease 01/07/23- 30/09/23	£101.79	£20.36	£122.15
Consumables/Supplies (Local Government Act 1972, Section 111)						
	DC	Wilko	12x Packs of Cable Ties	£17.50	£3.50	£21.00
	EP	Amazon Business	Amazon Basics 3 Button USB Mouse	£6.28	£1.26	£7.54
	DC	The Works	2x Packs of C6 Envelopes and 1x Pack of 5"x7" White Card	£5.42	£1.08	£6.50

	DC	Post Office Ltd.	48x 2nd Class Stamps	£36.00		£36.00
Total:				£19,024.65	£431.30	£19,455.95

Councillor Mileage (Local Government Act 1972, Section 111) NEED SECTION						
	EP	Members Travel & Subsistence (T&S)	Councillor Mike Harker, Larger Council Forum Meeting, 25th May 2023, 48 Miles @ £0.45p	£21.60		£21.60
	EP	Members Travel & Subsistence (T&S)	Councillor Mike Harker, CDALC Board Meeting, 7th June 2023, 28 Miles @ £0.45p	£12.60		£12.60
Total:				£32.40		£32.40

Action Log – Policy and Resources 11.07.2023			
Action	Commentary	Status	