

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

5th September 2023

Held at 5pm in Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Cllr A Zair (Vice Chair), Councillors M Siddle, M Harker, A Zair,

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

PR0020/23 Apologies for Absence – no apologies were received from Cllr Wilson or Cllr Blackburn

Resolved: that members did not accept any apologies as none had been received.

PR0021/23 - Declaration of Interests – Michael Siddle declared interest of Cost of Living Alliance steering group.

PR0022/23 Minutes of the Finance meeting 11th July 2023

Resolved: that members agreed these were a true record

PR0023/23 Public Participation – no members of the public were in attendance.

PR0024/23 – Finance Report

PR0024.1/23 Account Balances

1. Lloyds - Current Account	£9,367.35	Balance from Online Banking
2. Lloyds - Deposit Account	£76,583.49	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	£45,186.86	

Total in Banks **£471,735.01**

Resolved: that members noted the balances and confirmed move of £512 from Nationwide and £85 from First Credit and move these to the deposit account.

PR0024.2/23 Bank Account Update – re change of names on accounts

Resolved: members noted the bank account details have been updated finally with Darlington Building Society, after over 9 months of paperwork back and forth.

PR0024.3–Budget Preparation Timeline for 2024-25 budget.

Resolved: that members noted that a paper will be brought to the next meeting and that a discussion was needed at full council for members to agree priorities for 2024 onwards in order for budget preparation to take place.

PR0024.4i/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

PR0024.5/23 Community Fund Applications – Cost of Living Summit Alliance

Resolved: that this application needed to be referred to the meeting of full council as not quorate due to declaration of interest made by Cllr Siddle.

PR0025/23 – AGAR 2022-23 External Audit Report – the External audit report has been received and the conclusion of audit published.

Resolved: that members noted the return of the external audit report and welcomed and positive response from the auditor.

PR0027/23 – Asset Management

PR0027.1/23 Car Park Works Update was provided. External works are now complete as per the contract.

Resolved: that members noted the final payment to My Civil Engineering can be made. Members agreed for the car park works by the gas building to go ahead but declined the installation of a flag pole and exploration of the installation of a notice board. Flag Pole item to be raised at full council.

PR0027.1i/23 Roof Works – due to a leaking chimney stack, an emergency quote had been sought to fix the issue.

Resolved: that members agreed for the repair works to take place for like for like re-build at a cost of £. The Town Clerk to action the urgent repair.

PR0027.2/23 Use of Meeting Space by Third Parties – Citizens advice and the Christian Debt Management Service have confirmed that they will use the meeting space from mid September onwards, they have thanked the Town Council for the complimentary use of the room.

Resolved: that members noted the third parties that going to be using the premises on an appointment basis and welcome feedback on its success.

PR0027.3/23 Lighting Columns Skate Park – ownership has been confirmed, and a rolling licence is in place with DCC and inspection is overdue.

Resolved: that members agreed for the columns to be inspected at a cost of £ and structural tests also be carried out. That the Clerk to explore the possibility of gifting them via assets back to DCC as they are on DCC land, but the Town Council will continue to pay for the electricity.

PR0027.4/23 Allotments – the water charge was previously agreed at full council (April 2023) was confirmed and recommended that this charge is per plot and not per tenant, to ensure that it is fair. The charge is £15 up to 150sqm and £25 for anything over 150sq meters.

An update on the tenancies for 2023-24 was given.

Confirmation was sought regarding the percentage payment to allotment associations for the activity in which they support the town council with on sites.

An update on essential maintenance was provided.

Resolved: that members confirmed that the charge is per plot for fairness.

That members requested that a card payment facility was now needed to ensure that tenants have an option to pay via card. Therefore a machine to be priced and brought to full council.

That the members recommend to full council that 10% of total allotment rent per site is given back to the associations. give back to associations should be considered.

That asbestos works to the sum of £ are carried out at the Pollards allotment site ASAP for safety reasons.

That Gravel works to be carried out at Woodhouse Close and Tindale sites to the sum of £160 plus VAT.

PR0027.5/23 Remembrance 2023 – update on pricing for a PA system was raised, as

Resolved: that members recommend that whilst slightly more costly the original contractor be used, as they have experience of supporting the event and they council are aware of the quality of the system provided all of which takes pressure off staff at the event. The cost of £ was agreed.

PR0028/23 – Planning

PR0028.1/23 Planning Applications – were discussed. The Clerk confirmed that a support comment for the viaduct had been submitted on behalf of the council.

Resolved: that members noted the reports.

PR0028.2/23 Under Delegated Authority

Resolved: that members noted the reports.

Appendix 1 - Monthly Payments & Payments for Authorisation – 29th August 2023 – as per PR0024.4i/23 above.

Paid	Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)							
	EP	Wave (NWG Business)	Water: Broken Banks 01/05/2023 - 31/05/2023	£22.71		£22.71	
	EP	Wave (NWG Business)	Water: Broken Banks 01/06/2023 - 30/06/2023	£69.10		£69.10	
	EP	Wave (NWG Business)	Water: Broken Banks 01/07/2023 - 31/07/2023	-£14.82		-£14.82	Customer reading used on latest bill. Account is now £14.82 in credit.
	EP	Wave (NWG Business)	Water: Edge Hill 01/07/2023 - 31/07/2023	£51.03		£51.03	Account is still £14.67 in credit.
	EP	Wave (NWG Business)	Water: Tindale Crescent 17/03/2017- 31/05/2023	-£37.01		-£37.01	Credit adjustment from 17th March 2017 to 31st May 2023. Account is now £37.01 in Credit.
	EP	Wave (NWG Business)	Water: Tindale Crescent 01/06/2023 - 30/06/2023	£34.25		£34.25	Account is still £2.76 in credit.
	EP	Wave (NWG Business)	Water: Tindale Crescent 01/07/2023 - 31/07/2023	£60.15		£60.15	Payment of £57.39 on 24/08/2023 - Account is cleared and up to date.
	EP	Post Office Ltd. (Reimbursement - Assistant Town Clerk)	12x 2nd Class Stamps	£12.00		£12.00	Required stamps to issue Allotment Letters while Town Clerk was on Annual Leave.
	EP	B&Q (Reimbursement - Chairman, Edge Hill Allotment)	22mm Straight Coupler and Pack of 22mm Olives	£4.17		£4.17	Repairs to Water Pipe at Edge Hill Allotment. Reimbursement (Can't reclaim VAT).
	EP	B&Q (Reimbursement - Chairman, Edge Hill Allotment)	Pack of Assorted O Rings and Pack of 3/4" Tap Washers	£6.87		£6.87	Repairs to Water Pipe at Edge Hill Allotment. Reimbursement (Can't reclaim VAT).
	EP	Amazon Business	DECTEAM Laser Measuring Device with LCD Screen	£24.16	£4.83	£28.99	

	EP	Amazon Business	Duracell Plus AAA Batteries (12 Pack)	£6.25	£1.25	£7.50	
	2273	Mr. Lumsden	Half Yearly Rent for Edge Hill Allotment 09/09/2023 - 07/03/2024	£486.32		£486.32	
Events – Youth Awards (Local Government Act 1972, Section 145)							
	DC	Evri - Hermes Parcelnet Ltd.	Postage of Replacement Youth Award	£2.49	£0.50	£2.99	
Events – Green Fair (Local Government Act 1972, Section 145)							
	EP	Bishop Auckland Methodist Church	Use of Building for Green Fair Event, 24th June 2023	£335.00		£335.00	
Events – Heritage Action Zone (HAZ) (Horticultural Show) - (Local Government Act 1972, Section 145)							
	DC	Post Office Ltd.	4x £50 Gift Cards, Allotment of the Year Awards 2023	£200.00		£200.00	
	EP	Amazon Business	4x Triniton A2 Standalone Double-Sided Poster Boards	£119.96	£24.00	£143.96	
Events – Ward and In-Year Events (Local Government Act 1972, Section 145)							
	EP	Amazon Business	4x Morices Table Cloth Clips, Clear	£3.00	£0.60	£3.60	
	EP	Amazon Business	Ohuhu 63" Adjustable Easel Stand, Black	£15.73	£3.15	£18.88	
	EP	Amazon Business	5x WENYA A4 Clear Acrylic Sign Holders	£17.49	£3.50	£20.99	
Mayor – Mayor's Irish Night (Local Government Act 1972, Section 137)							
	EP	Amazon Business	30x Lucky Clover Foil Balloons, Mayor's Irish Night 2024	£12.48	£2.50	£14.98	

	EP	Amazon Business	61x Pack of Assorted St. Patricks Day Decorations, Mayor's Irish Night 2024	£4.99	£1.00	£5.99	
	EP	Amazon Business	5x 7ft Round Plastic Table Cloths, Green	£8.35	£1.70	£10.05	
	EP	Amazon Business	5x 7ft Round Plastic Table Cloths, Orange and 5x 7ft Round Plastic Table Cloths, White	£17.50	£1.65	£19.15	
Mayor – Mayor ‘At Home’ (Local Government Act 1972, Section 137)							
	EP	Durham County Council	Room Hire (3Hrs) and Catering for 80 for Mayor ‘At Home’ Event, 10th July 2023	£1,201.66	£213.34	£1,415.00	
Community Support – Community Fund Grants (Local Government Act 1972, Section 137)							
	EP	Bishop Trains (Screwfix Direct)	Community Fund Grant - Mountfield HP185 Hand-Propelled Rotary Petrol Lawnmower	£239.48		£239.48	
Community Support – Bishop Auckland Food Festival (Local Government Act 1972, Section 145)							
	EP	Durham County Council	Contribution towards Bishop Auckland Food Festival 2023	£10,000.00		£10,000.00	
ICT – (Local Government Act 1972, Sections 111)							
	EP	Amazon Business	Logitech M185 Wireless Optical Mouse with Mini Receiver, Grey	£8.32	£1.67	£9.99	
	EP	Amazon Business	1x HP M27F 27" Ultraslim Monitor, 1080p	£124.17	£24.83	£149.00	
Kingsway – Furniture (Local Government Act 1972, Section 133 Community Centres)							
	DC	Argos Limited	1200L Keter Store It Out Max Storage Box, Grey/Black	£110.00	£22.00	£132.00	
Kingsway – Car Park and Main Entrance (Local Government Act 1972, Section 133 Community Centres)							
	DC	R. Defty	4x Key Cuts for Main Entrance Door	£12.00	£0.00	£12.00	

Kingsway – Maintenance and Repairs (Local Government Act 1972, Section 133 Community Centres)							
	EP	Cathedral Locks and Safe Services	Kingsway: Callout and Repair to French Door onto Courtyard	£72.50	£14.50	£87.00	
Civic and Approved Duties – (Local Government Act 1972, Section 111)							
	DC	Bellas Blooms	Bouquet of Flowers for Town Councillor	£27.00		£27.00	
	EP	Great Aycliffe Town Council	2x Tickets to Mayor's Charity Night, 8th September 2023	£8.00		£8.00	
	EP	Sunderland City Council	2x Tickets to Mayor's Spanish Tapas Evening, 25th September 2023	£60.00		£60.00	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)							
	EP	Corona Energy Retail 2 Limited	Kingsway: Gas June - July 2023	£54.12	£2.71	£56.83	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Corona Energy Retail 2 Limited	Kingsway: Gas July - August 2023	£48.38	£2.42	£50.80	
	EP	Total Business Group	Printing Costs: July 2023	£20.42	£4.08	£24.50	
	EP	Total Business Group	Printing Costs: August 2023	£12.68	£2.53	£15.21	
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - August 2023	£118.80	£23.76	£142.56	
	EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services, April - July 2023	£366.00	£73.20	£439.20	
	EP	Wave (NWG Business)	Water: Kingsway 01/07/2023 - 31/07/2023	£15.00		£15.00	
	DD	EDF Energy	Skatepark: Electricity 01/07/2023-31/07/2023	£28.30	£1.42	£29.72	
	EP	Twinkle Cleaning Services	Office Cleaning (2.5 hrs) - July 2023	£270.00		£270.00	
	EP	Salaries, Superannuation	August 2023	£6,150.14		£6,150.14	
	EP	HMRC - Tax and NI, Salaries	August 2023	£2,142.75		£2,142.75	

	EP	D.C.C. Pension Scheme	August 2023	£2,031.25		£2,031.25	
	EP	Members Allowances	August 2023	£278.43		£278.43	
	EP	HMRC - Tax and NI, Members Allowance	August 2023	£51.80		£51.80	
	EP	Mazars LLP	External Audit of 2022/23 Accounts	£630.00	£126.00	£756.00	
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/08/23-23/09/23	£83.13	£16.63	£99.76	
	DD	EDF Energy	Kingsway: Electricity 01/05/23-31/05/23	£93.41	£4.67	£98.08	
	EP	Arthur J. Gallagher Insurance	Insurance and Public Liability (PLI) Policy 21/09/2023-30/09/2024	£3,550.94		£3,550.94	
Consumables/Supplies (Local Government Act 1972, Section 111)							
	EP	Amazon Business	20x UTAQT Desk Tidy Cable Clips, Black	£5.82	£1.17	£6.99	
	EP	Amazon Business	Replacement Set of 2x RONIS Office Desk Drawer Keys FM001-FM400	£2.46	£0.49	£2.95	
	EP	Amazon Business	10x Plastic Door Stop Wedge, Black	£4.99	£1.00	£5.99	
	EP	Wilko (Reimbursement Assistant Town Clerk)	Jersey Gloves (3 Pack)	£1.00		£1.00	Clear Weeds in Courtyard and Car Park. Reimbursement (Can't reclaim VAT).
	EP	Boyes (Reimbursement Assistant Town Clerk)	Weedol Pathclear Weedkiller, 1L	£5.49		£5.49	Clear Weeds in Courtyard and Car Park. Reimbursement (Can't reclaim VAT).
Total:				£29,290.61	£581.10	£29,871.71	

