

## Bishop Auckland Town Council

### Minutes of the Policy and Resources Committee

7 November 2023

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

**In attendance:** Cllr D Wilson (Chair) Cllr A Zair, Cllr M Siddle, Cllr Blackburn

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

**PR0037/23 Apologies for Absence** – Cllr M Harker

Resolved: that the apologies were accepted.

**PR0038/23** - Declaration of Interests - no declarations were made.

**PR0039/23 Minutes of the Policy and Resources Committee meeting 03 October 2023**

**Resolved:** that the members noted the minutes for reference purposes as ratified at Full Council

**PR0040/23 Public Participation** – no members of the public were in attendance.

**PR0041/23 – Finance Report**

**PR0041.1/23 Account Balances (see file Copy) were presented.**

Lloyds Current Account	£14968.68 – balance from Online Banking
Lloyds - Deposit Account	£19, 858.39 – balance from Online Banking
Darlington Building Society	£85,000.00
Nationwide Building Society	£85,512.31
Santander Account	£85,000.00
North East First Credit Union	£85,085.00
Unity Trust Bank	£45,186.86
<b>Total</b>	<b>£420,611.41</b>

**Resolved:** members Reviewed and noted the balances, and agreed to the movement still to commence to move £512 from Nationwide to deposit account. Members agreed that £45,085 to be moved to the Deposit account from the Credit union account as it does not generate any interest. The Clerk to action these movements.

**PR0041.2/23 Budget Preparation Timeline for 2024-25 budget.** Last years agreed budget was shown, asking Members to consider areas where they would like adjustments. Ready reckoner received today regarding precept. **Full report to be presented at full council.**

**Resolved:** that members agreed that this is a work in progress and hopefully by December Full council meeting the precept decision can be made, update report is to be given to the November Meeting.

**PR0041.3/23 Interim Audit 2023** - the income and expenditure has been looked at as a mid-year audit, the results are still pending.

**Resolved:** that the members noted the update, and welcomed the outcome from the internal auditor.

**PR0041.4/23 Authorisation of Payments** - payment report (see file Copy) was presented

**Resolved:** that members approved the payment as attached in appendix 1.

**PR0042/23 – IT Website provision 2024 onwards** - DCC are not renewing the contracts for parish websites, Team have been working with DCC and CDALC to establish alternative providers and obtain quotes.

**Resolved:** that members agreed that this needs to be looked into further as a priority and the website we have is easy to navigate and flows well. Future report to be brought to full council.

**PR0043/23 – Asset Management**

**PR0043.1/23 VAT Advice from Parkinson Partnership**

**Resolved:** that members noted more information has been requested as the Parkinson Partnership are going to write the report, which is hoped to be received for Full Council.

**PR0043.2/23 Update on Building Signage** - that members noted that the planning application has not yet been submitted as waiting on application information from the supplier, and costs of lighting.

**Resolved:** Agreed that Members would feedback regarding if they felt the signage should be illuminated when costs received. .

**PR0043.3/23 Additional Christmas Activity** - update on the progress with supporting other groups were made, with up to 7 other activities being able to be supported, taking Christmas Activity into January.

**Resolved:** that members noted they activities to support the local communities.

**PR0044/23 Quotations for works for allotment sites including:**

Fencing Tree Works on some sites are urgently needed. Quotes being sought but this is becoming more of a challenge.

**Resolved:** noted the update, and asked for quotes where possible to be brought to full council.

**PR0051/23 – Planning**

**PR0051.1/23 Planning Applications.** Members commented that the felt that they are able to respond to applications better.

**Resolved:** that members agreed on the response re 7 Kensington, Cockton Hill application be submitted.

**PR0051.2/23 Under Delegated Authority**

**Resolved:** that members note the delegated list

**Appendix 1 - Monthly Payments & Payments for Authorisation – 31<sup>st</sup> October 2023**

Paid	Ref	Supplier	Detail	Net	VAT	Gross	Notes
<b>Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)</b>							
	DC	Premier - News On The Street	50x Large 2nd Class Stamps for 2023/24 Allotment Tenancy Packs	£77.50		£77.50	
	EP	Post Office Ltd. (Reimbursement - Assistant Town Clerk)	4x 2nd Class Stamps, Allotment Letters	£3.00		£3.00	
	DC	Post Office Ltd.	24x 2nd Class Stamps, Allotment Letters	£18.00		£18.00	
	DC	Premier - News On The Street	20x Large 2nd Class Stamps, Allotment Tenancy Packs	£31.00		£31.00	
<b>Events – Christmas (Local Government Act 1972, Section 145)</b>							
	EP	Santa's Village Entertainment Ltd. T/A Let It Snow Globe Events	Giant Snow Globe Hire, Bishop Auckland Christmas Town 2023	£3,585.00	£717.00	£4,302.00	
	EP	Active Hire (Leeds) Ltd.	Ice Skating Ring Hire, Bishop Auckland Christmas Town 2023 (25% Deposit)	£1,623.75	£324.75	£1,948.50	25% Deposit of £1,948.50 paid. 75% Balance of £5,845.50 outstanding. Total: £7,794.00
<b>Events – Events Contingency (Local Government Act 1972, Section 145)</b>							
	DC	Screwfix Direct	3x Pairs of Safety Boots	£128.97		£128.97	No VAT. Same code used previously for other personnel protective equipment (PPE).
<b>Leisure – Skatepark (Local Government Act 1972, Section 145)</b>							
	EP	Durham County Council	Cable Investigation, Testing and Documentation for Skate Park Lighting at Town Recreation Ground	£882.02	£176.40	£1,058.42	
<b>ICT – (Local Government Act 1972, Sections 111)</b>							

	EP	Phoenix Software Limited	4x Microsoft Office 365 Licences and 11x Microsoft Office Exchange Online Licences 04/09/2023-03/09/2024	£1,565.16	£313.03	£1,878.19	
<b>Kingsway – Car Park and Main Entrance (Local Government Act 1972, Section 133 Community Centres)</b>							
	EP	My Civil Engineers	Additional Paving and Fencing Works, Bottom of Car Park	£3,736.17	£747.23	£4,483.40	
<b>Civic and Approved Duties – (Local Government Act 1972, Section 111)</b>							
	EP	Shildon Town Council	2x Tickets to Mayor's Civic Dinner, 1st December 2023	£70.00		£70.00	
<b>Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)</b>							
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - October 2023	£118.80	£23.76	£142.56	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Salaries, Superannuation	October 2023	£6,150.34		£6,150.34	
	EP	HMRC - Tax and NI, Salaries	October 2023	£2,142.55		£2,142.55	
	EP	D.C.C. Pension Scheme	October 2023	£2,031.25		£2,031.25	
	EP	Members Allowances	October 2023	£279.43		£279.43	
	EP	HMRC - Tax and NI, Members Allowance	October 2023	£50.60		£50.60	
	EP	D.C.C. Pension Scheme	May 2023 - Amendment Underpayment of £35.47	£35.47		£35.47	
	EP	D.C.C. Pension Scheme	July 2023 - Amendment Underpayment of £35.47	£35.47		£35.47	
	EP	Corona Energy Retail 2 Limited	Kingsway: Gas September - October 2023	£63.76	£3.19	£66.95	
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/10/2023-23/11/2023	£77.58	£15.52	£93.10	
	EP	Anderson & Co. Accountancy & Taxation	Payroll Services: July, August, September and October 2023	£220.00	£44.00	£264.00	
	EP	Total Business Group	Printing Costs: October 2023	£25.86	£5.17	£31.03	

Consumables/Supplies (Local Government Act 1972, Section 111)							
	DC	Boyes	Extension Lead with USB and 4x Raffle Ticket Books	£18.30	£3.66	£21.96	
	DC	The Works Stores Ltd.	2x Packs of Ballpoint Pens (10 Pack)	£1.67	£0.33	£2.00	
	EP	Amazon Business	3x 3XIndex 1-50 Dividers with Tabs (5 Pack)	£74.85	£14.95	£89.80	
	EP	Amazon Business	1x Pack of Schneider Slider Memo Ballpoint Pens (10 Pack)	£23.30	£4.66	£27.96	
	EP	Amazon Business	2x Boxes of A4 80gsm Copier Paper, White	£33.14	£6.62	£39.76	
Members – Travel and Subsistence (T&S) (Local Government Act 1972, Section 111)							
	EP	Members Travel & Subsistence (T&S)	Councillor Mike Harker Mileage Claim, CDALC Larger Council Forum and CDALC Executive Board Meetings, 7th October 2023. 28 Miles @ £0.45p	£12.60		£12.60	
<b>Total:</b>				<b>£23,115.54</b>	<b>£2,400.27</b>	<b>£25,515.81</b>	

