

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

5 December 2023

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

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

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

PR0052/23 Apologies for Absence – Cllr K Lawson, Cllr A Zair,

Resolved: that the apologies were accepted.

PR0053/23 - Declaration of Interests - Cllr Blackburn declared and interest in the Four Clocks Centre

PR0054/23 Minutes of the Policy and Resources Committee meeting 07 November 2023

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

PR0055/23 Public Participation – no members of the public were in attendance.

PR0056/23 – Finance Report

PR0056.1/23 Budget Preparation – (see file copy) To remove room hire from the budget planning as still waiting for confirmation from the Parkinson partnership regarding Tax repayment before a decision can be made on renting out rooms. Changes to funding allocation areas suggested were discussed.

Deficit discussed and the requirement to increase the precept in order to protect the reserves.

Ready reckoner detailed **an increase of:**

Band A increase of £14.07 per year (27p per week increase)

Band D £21.10 (40p per week increase)

Overall this is £5.52 increase per head of population

Resolved: that members agreed that the budget preparations and precept preparations had been well done, with a view to present two options at full council on 12th December as

Option 1 – to present the increase to cover the deficit

Option 2 – to present an increase above this with options as to what additional benefit it will give. Such as additional monies to community support such as grants, events, or providing additional services to support communities etc.

PR0056.2/23 – Community Fund Application – Item deferred due to declaration of interest makes this item not quorate

Resolved: To be discussed at full council

PR0056.3/23 Authorisation of Payments - payment report (see file Copy) was presented

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

PR0057/23 – I.T.

PR0057.1/23 - Website provision 2024 onwards - Further information has been sought in order to establish a new provider to host out website and domain information.

Resolved: that members noted that capacity is an issue and moving the website we currently have is a priority and further down the line dependent upon earmarked reserves to plan that. They agreed that that up to £2000 be spent from the Website EMR to ensure security of the website, and to go with trusted supplier of D Dove designs. They agreed that the future a full overhaul of the website to be considered once capacity is established.

PR0057.2/23 – Social Media Update – Increased numbers discussed. (see file copy)

Resolved: That members noted the social media numbers are increasing and this is helping promote the work the Town Council undertake and partner in.

PR0058/23 – Asset Management – Still awaiting VAT information from the Parkinson partnership regarding the VAT implications for room hire. Room users still able to continue use as per current arrangements.

Resolved: that members noted this is still ongoing.

PR0059/23 – Planning - Outstanding planning applications reviewed currently pending with Durham County Council were reviewed. Only 4 applications are pending for the Town Council area. (See file Copy)

Resolved: That the Council had no objections to any of the applications presented.

Item 5c- Monthly Payments & Payments for Authorisation – 29th November 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	AK Garden Maintenance & Waste Removal	Removal of General Waste from Woodhouse Close Allotments	£240.00		£240.00	
	DC	Screwfix Direct Ltd.	Armoured Cable 22mm with Integrated Key Lock	£11.66	£2.33	£13.99	
	DC	Premier - News On The Street	50x 1st Class Stamps	£62.50		£62.50	Formal Warning Letters
Events – Christmas (Local Government Act 1972, Section 145)							
	EP	Border Group Ltd.	Hire and Service of Portable WC Trailer and Accessible WC for Bishop Auckland Christmas Town, 24th-26th November 2023	£600.00	£120.00	£720.00	
	DC	ALDI Stores	2x Packs of Duracell AA Batteries	£10.82	£2.16	£12.98	
	EP	Bishop Auckland Town Hall	101x Tickets to 'Twinkle' Performances, 30th November and 1st December 2023	£643.43	£128.57	£772.00	
	DC	Boyes	2x Packs of Battery-Operated LED Christmas Lights, 2x Packs of Chunky Silver Tinsel 2x Fluffy Baubles, 2x Packs of Jingle Bells etc.	£36.33	£7.27	£43.60	
	DC	B&M Retail Ltd.	10x Tubs of Quality Streets 8x Packs of Marzipan Fruits, 8x Packs of Jelly Slices, 4x Boxes of Victoria McVities Biscuits 4x Packs of Highland Shortbread and 1x Pack of 3M Command Hooks	£108.99		£108.99	
	EP	AK Garden Maintenance & Waste Removal	Removal of General Waste from Market Place, Bishop Auckland Christmas Town 2023	£200.00		£200.00	Overflow of waste generated from the event.

Events – Remembrance (Local Government Act 1972, Section 145)							
	EP	Barrier TM Ltd.	Road Closure and Advanced Notice Road Signs for Remembrance Sunday Service, 12 th November 2023	£526.30	£105.26	£631.56	
	DC	Greggs Plc.	£20 Gift Voucher	£20.00		£20.00	Volunteer Support.
Community Support – Citizen’s Advice Bureau (General Power of Competence - Localism Act 2011, Sections 1-8)							
	EP	Citizen’s Advice County Durham	Contribution towards Bishop Auckland Branch 2023/24	£3,000		£3,000	
	EP	Woodhouse Close Community Centre	Contribution to Christmas Activities	£200		£200	
	EP	AYCC	Contribution to the AYCC Christmas Wonderland	£2000		£2000	
	EP	AYCC	For Panto contribution for hard to reach families (100 tickets)	£800		£800	
	EP	Wear Valley Community Action Group	Contribution Towards Halloween Party and Christmas Fayre, Henknowle Ward	£250.00		£250.00	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)							
	DD	EDF Energy	Kingsway: Electricity 01/09/2023-30/09/2023	£118.16	£5.91	£124.07	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Evolve	Telephone and broadband	£118.8	£23.76	£142.56	
	EP	Corona Energy	Gas: October/November 2023	£153.62	£7.68	£161.30	
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/11/2023-23/12/2023	£76.66	£15.33	£91.99	
Kingsway – Maintenance/Repairs (Local Government Act 1972, Section 133)							
	EP	R. Lightfoot Limited	Replace Accessible WC Pull Cord Alarm Unit	£147.00	£29.40	£176.40	
	EP	Uppertier Roofing Services Ltd.	Installation of Scaffolding, Removal and Rebuild of Chimney Stack, Installation of New Soaker System and Lead Flashing at 54 Kingsway.	£3,400.00	£680.00	£4,080.00	
Total:				£12,724.27	£1,127.67	£13,851.94	