

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

9th January 2024

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

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

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

PR0060/23 Apologies for Absence –Cllr M Siddle

Resolved: that the apologies were accepted.

PR0061/23 - Declaration of Interests - Cllr Blackburn declared and interest in the Citizen Advice Bureau

PR0062/23 Minutes of the Policy and Resources Committee meeting 05 December 2023

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

PR0063/23 Public Participation – no members of the public were in attendance.

PR0064/23 – Finance Report

PR0064.1/23 Budget & Precept 2024 – Budget was agreed at full council and additional funds debated by members asked the Clerk to give a more informative paper on what an extra £100,000 would be used for. The paper attached shows how the extra funds would be used for.

Resolved: that members agreed with the additional proposals.

PR0064.2/23 –Allotment Association Payments – the Clerk advised that now Allotment Rents had been paid the 10% payments to the Edgehill and Pollards Associations needed to be paid. Along with the £5 per tenant association fees for Edgehill as the Council had collected on their behalf. The fees are included on the payment report.

Resolved: that the payments were agreed and authorised.

PR0064.3/23 Authorisation of Payments – Payment report as per appendix A were presented.

Resolved: that members were satisfied with the payment report and authorised for payment

PR0065/23 – I.T. –Website Transition – the website has now been transitioned to new host and running fine, this had happened in the last couple of days.

Resolved: that members noted the transition and commented on the prompt response from the provider and are pleased that it is sorted ahead of the March deadline. The Payment of £250 for the hosting and transition was agreed.

PR0065.2/23 – Asset Management – The Clerk advised that now the the VAT advice was back the council were able to progress with the rental of office space. An approach had been made from one organisation, and an approach from another regarding meeting space.

Resolved: that members agreed that a report would be brought to the full council next week and they were in support of the rental of the office accommodation and meeting space.

PR0067/23 – Planning - Outstanding planning applications reviewed currently pending with Durham County Council were reviewed. (See file Copy)

The Town Council signage application has now been submitted and will be determined early March.

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

Appendix A- Monthly Payments & Payments for Authorisation – 3rd January 2024

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: Kingsway 01/11/2023 - 30/11/2023	£35.46		£35.46	
	EP	Wave (NWG Business)	Water: Broken Banks 01/11/2023 - 30/11/2023	£27.79		£27.79	
	EP	Wave (NWG Business)	Water: Edge Hill 01/11/2023 - 30/11/2023	£8.42		£8.42	
	EP	Wave (NWG Business)	Water: Tindale Crescent 01/11/2023 - 30/11/2023	-£62.58		-£62.58	Actual Read provided on 24/11/23 takes account into Credit.
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 01/11/2023 - 30/11/2023	£85.21		£85.21	
	EP	Wave (NWG Business)	Water: Woodhouse Close 01/11/2023 - 30/11/2023	£204.66		£204.66	
	EP	Jeff Dobson Marquee Hire Specialist	1 Additional Week Hire of 1x Portable Toilet, Woodhouse Close Allotment	£25.00	£5.00	£30.00	
	DC	Timpson Ltd. (Reimbursement - Assistant Town Clerk)	Key Cut for Plot 17, Woodhouse Close Allotment	£7.50	£1.50	£9.00	
	EP	Edge Hill Allotment Association	Association Membership Fees Received 01/11/23-31/10/24	£135.00		£135.00	Association Fees collected on behalf of Edge Hill Allotment Association via invoice.
	EP	Edge Hill Allotment Association	10% Contribution of Allotment Rent Received 01/11/23-31/10/24	£138.27		£138.27	
	EP	Pollards Allotment Association	10% Contribution of Allotment Rent Received 01/11/23-31/10/24	£312.68		£312.68	
Leisure – Skatepark (Local Government Act 1972, Section 145)							

	DD	EDF Energy	Skatepark: Electricity 01/11/2023-30/11/2023	£40.32	£2.02	£42.34	
Mayor – Mayor’s Quiz Night (Local Government Act 1972, Section 137)							
	DC	Heron Foods	2x Swizzels Sweet Treats Tubs, 600g. Mayor's Quiz, 11th December 2023	£5.83	£1.17	£7.00	
	EP	Bishop Auckland Golf Club	69x Pie & Peas Suppers for Mayor's Quiz Night, 11th December 2023	£316.25	£63.25	£379.50	69 Covers @ £5.50 Per Person
Democracy - Civic and Approved Duties – (Local Government Act 1972, Section 111)							
	EP	Sedgefield Town Council	2x Tickets to Mayor's Race Night, 3rd February 2024	£25.00		£25.00	
	DC	Morrisons	Flower Bouquet for Town Councillor	£25.00	£5.00	£30.00	
Events – Christmas (Local Government Act 1972, Section 145)							
	EP	Complete Event Safety Ltd.	Event, Health & Safety and Security Staff for Bishop Auckland Christmas Town, 24-26th November 2023	£4,223.13	£844.63	£5,067.76	
	EP	Roadsafe Traffic Management Ltd.	Road Closure and Signage Infrastructure for Bishop Auckland Christmas Town, 24th-26th November 2023	£2,250.00	£450.00	£2,700.00	
	EP	RC Event Services Ltd.	Christmas Town 2023 as per Quotation. Generator and 259 Litres of Fuel	£4,584.80	£916.96	£5,501.76	
	EP	Jeff Dobson Marquee Hire Specialist	Hire of 50 Folding Chairs for Bishop Auckland Christmas Town 2023	£90.00	£18.00	£108.00	
	EP	Weardale Travel Ltd.	Transport from St Anne's Primary School to Woodhouse Close Church – Winter Wonderland at AYCC.	£295.00		£295.00	Auckland Youth and Community Centre (AYCC)
	EP	Lintons Printers Limited	8x Correx Boards, 11x A1 Poster and 2000x Beer Mats for Christmas Town 2023	£676.00	£135.20	£811.20	

	2278	Roadsafe Traffic Management Ltd.	Road Closure and Signage Infrastructure for Bishop Auckland Christmas Town, 24th-26th November 2023	£2,250.00	£450.00	£2,700.00	Unable to process Electronic Payment. To re-authorise and pay by cheque.
	DC	ALDI Stores	5x Tubs of Quality Streets	£22.45		£22.45	
	DC	The Works Stored Ltd.	4x Christmas Heavy Duty Gift Bags	£8.00		£8.00	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)							
	EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - November 2023	£240.00		£240.00	Council Financial Regulation 5.6 list of going contracts and obligations.
	DD	EDF Energy	Kingsway: Electricity 01/11/2023-30/11/2023	£140.42	£7.02	£147.44	
	EP	Corona Energy Retail 2 Ltd.	Kingsway: Gas November - December 2023	£248.25	£12.41	£260.66	
	EP	Total Business Group	Printing Costs: November 2023	£16.30	£3.26	£19.56	
	EP	Salaries, Superannuation	December 2023	£6,782.67		£6,782.67	
	EP	HMRC - Tax and NI, Salaries	December 2023	£2,569.01		£2,569.01	
	EP	D.C.C. Pension Scheme	December 2023	£2,281.13		£2,281.13	
	EP	Members Allowances	December 2023	£278.63		£278.63	
	EP	HMRC - Tax and NI, Members Allowance	December 2023	£51.60		£51.60	
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/12/2023-23/01/2024	£76.66	£15.33	£91.99	
	DC	Durham County Council	Planning Application Fee – External Signage for Town Council Offices	£82.50		£82.50	
	EP	The Parkinson Partnership LLP	7 Year VAT Partial Exemption Calculation	£500.00	£100.00	£600.00	
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - January 2024	£118.80	£23.76	£142.56	

	DD	Grenke Leasing Ltd.	Photocopier Lease 01/01/2024-31/03/2024	£101.79	£20.36	£122.15	
Kingsway – Cleaning/Consumables (Local Government Act 1972, Section 133)							
	DC	Savers	3x Packs of Microban Cleaning Rubber Gloves	£3.73	£0.74	£4.47	
Admin – Stationery (Local Government Act 1972, Section 111)							
	DC	The Works Stored Ltd.	4x Red/Black 2024 Wall Planners	£3.33	£0.67	£4.00	
Admin – Membership (Local Government Act 1972, Section 111)							
	EP	Society of Local Council Clerks (SLCC)	SLCC Membership Renewal 2024/25	£432.00		£432.00	Tier is determined by the salary of the Town Clerk.
Community Support – Citizen’s Advice Bureau (General Power of Competence - Localism Act 2011, Sections 1-8)							
	2279	Citizens Advice County Durham	Bishop Auckland Branch Donation 2023/24	£3,000.00		£3,000.00	Unable to process Electronic Payment. To re-authorise and pay by cheque.
Staff – Travel and Subsistence (T&S) (Local Government Act 1972, Section 112)							
	EP	Staff Travel & Subsistence (T&S)	Assistant Town Clerk Mileage: November-December 2023, 50 Miles @0.45p	£22.50	£0.00	£22.50	
Total:				£32,678.51	£3,076.28	£35,754.79	

