

**Bishop Auckland Town Council**

**Minutes of the Policy and Resources Committee**

**13<sup>th</sup> February 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, Cllr M Siddle

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

**PR0068/23 Apologies for Absence – nil**

**PR0069/23 - Declaration of Interests -** Cllr Blackburn declared and interest in the Citizen Advice Bureau and Cultivate for Life, Cllr Zair declared an interest in Smith-Roddam,

**PR0070/23 Minutes of the Policy and Resources Committee**

**Resolved:** that the members noted there were no outstanding minutes to approve as resolved at full council

**PR0071/23 Public Participation –** no members of the public were in attendance.

**PR0072/23 – Finance Report**

**PR0072.1/23 Account Balances –** Clerk advised members of current account balances and the requirement to move money in Santander in order to keep the account active

- Lloyds treasurers account £5907.53
- Lloyds deposit account £6860.76
- Darlington building society £85000.00
- Nationwide £85512.31
- Santander £85,000.00
- North East Credit Union £40167.02
- Unity Trust £45186.86
- Total in banks £353,634.48

**Resolved:** that members noted the current balances, and agreed to move £30,000 from North East Credit Union to keep accounts topped up to year end, and pay £1 into Santander to keep the account active.

**PR0072.2/23 –Bank Accounts and Future Investments –** The Clerk gave an overview of options of banks and building societies are suitable for future investment.

**Resolved:** that members noted the CCLA was a sensible option but with caution and it needs to be watched regularly so it would be suitable to have as a standing item each month. Clerk to obtain more information from Kelly from CCLA this week and give an update at full council.

**PR0072.3/23 Q3 report –** the Clerk discussed the Q3 paper and various code balances and highlighted any overspends and reasons for the overspends. (see file copy)

**Resolved:** that members noted the update

**PR0072.4/23 – Authorisation for payment, written under delegated powers and presented for authorisation** as attached in appendix 1.

**Resolved:** that members noted and approved the items on the payment report

**PR0072.5/23 – Community Fund Applications**

**Resolved:** that members noted the aim to review applications in June & December each year, however in light of any underspend in this year, they will be brought forward monthly.

**PR0072.6/23 – Grant payments 2024-25** Increase community grants to £10,000 and therefore the policy needs to be reviewed. How can we accommodate donations better. The Clerk will look to bring the revised policy to committee in April.

**Resolved:** that members agreed that applications should be a standing item and they are reviewed as and when they arrive. An enquiry form may be suitable for groups to apply to for an initial decision before going to full application.

**PR0073/23 – IT** – The new website is up and running and it was complete within a 24 hour window

**Resolved:** that members note the update

**PR0074/23 Asset management**

- a) **Rent of Office Accommodation Update** – The Clerk advised that Smith-Roddam solicitors have drafted the licence agreement and this was deemed more appropriate than a tenancy agreement.

**Resolved:** that members noted the report and thanked the clerk for getting the licence sorted swiftly.

- b) **Asset Register** – the Clerk advised of the updated asset register and

**resolved:** that members agreed to dispose of the old obsolete PC

**PR0075/23 – Planning** – an update was given regarding the outstanding planning applications and the status of the BATC application for signage.

**Resolved:** that the applications are noted, and that they were pleased that the issue with the signage had been promptly resolved.

Exclusion of Press and Public In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest

**PR0076/23 – Asset Management** – the clerk requested BATC refund an allotment tenant who had his fence stolen as he lost his faith in the allotments and does not want to be reallocated.

**Resolved:** that members agreed to refund the payment due to the nature of the issue.

**PR0077/23 – HR Update** – that the clerk was still working on the review of where capacity was needed.

## Appendix 1

**Item 5d- Monthly Payments & Payments for Authorisation – 7<sup>th</sup> February 2024**

<b>Paid</b>	<b>Ref</b>	<b>Supplier</b>	<b>Detail</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Notes</b>
<b>Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)</b>							
	-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close 01/06/2023-30/06/2023	£0.00		£0.00	Blank invoice received.
	-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close 01/07/2023-31/07/2023	£0.00		£0.00	Blank invoice received.
	-	Wave Utilities - West Mills Allotment	Water: Mill Race (West Mills) 01/06/2023-30/06/2023	£0.00		£0.00	Blank invoice received.
	EP	AK Garden	Removal of Flytipping on Empty Plot at Woodhouse Close Allotment	£190.00		£190.00	
	EP	Durham County Council	Legal Fees, Plot at Edge Hill Allotments	£480.00	£96.00	£576.00	
	EP	John Holliday	Repairs to Gates and 8x Fencing Posts at Former West Mills Allotment Site and Removal of Wire on Gate at Woodhouse Close Allotments	£111.00	£22.20	£133.20	
	2280	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.
	2280	Edge Hill Allotment Association	10% Contribution of Allotment Rent Received 01/11/23-31/10/24	£138.27		£138.27	
	2281	Pollards Allotment Association	10% Contribution of Allotment Rent Received 01/11/23-31/10/24	£312.68		£312.68	
	EP	Slater's Gardening Services	Felling of Perimeter Trees and Waste Removal at Tindale Crescent Allotments	£375.00		£375.00	
	EP	Notice Board Company (UK) Ltd.	3x Traditional Post Mounted Notice Boards, 750mm x 750mm for Allotment Sites	£1,429.00	£285.80	£1,714.80	
	EP	AK Garden Maintenance & Waste Removal	Removal of General Waste and Green Waste from Woodhouse Close Allotments	£220.00		£220.00	

	EP	Trevor Burns Fencing Contractors Ltd.	16 Metres of Palisade Fencing, Repairs to Existing Palisade Fencing and Perimeter Fencing, Woodhouse Close Allotments	£3,650.00	£730.00	£4,380.00	
<b>Mayor – Mayor’s Quiz Night (Local Government Act 1972, Section 137)</b>							
	EP	Amazon Business	12" Gold Confetti Latex Balloons, 50 Pack	£6.66	£1.33	£7.99	
	EP	Amazon Business	2x Pack of Rose Gold Balloons for Arch Kits, 102 Pieces	£16.64	£3.34	£19.98	
<b>Democracy - Civic and Approved Duties – (Local Government Act 1972, Section 111)</b>							
	EP	Great Aycliffe Town Council	2x Tickets for Mayor's Civic Dinner, 16th February 2024	£85.00		£85.00	
<b>Events – Ward In Year Events (Local Government Act 1972, Section 145)</b>							
	EP	Amazon Business	Reusable Gold Metal Balloon Arch Kit	£35.82	£7.17	£42.99	
	EP	Amazon Business	2x Packs of Gold Foil Curtain Decorations	£9.98	£2.00	£11.98	
	EP	Amazon Business	Supernic Adjustable Backdrop Stand Kit with Carry Bag	£19.49	£3.90	£23.39	
	EP	Amazon Business	Pecehom Reusable Custom Banner Kit, 72 Pieces	£14.98	£3.00	£17.98	
	EP	Amazon Business	Helium King Canister, Vinsani Electric Balloon Inflation Pump and Spool of Transparent Fishing Wire	£49.96	£9.99	£59.95	
<b>Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)</b>							
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - February 2024	£118.80	£23.76	£142.56	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services, November, December 2023 and January 2024	£273.75	£54.75	£328.50	

	EP	Twinkle Cleaning Services	Office Cleaning (17.5 hrs) - December 2023	£210.00		£210.00	
	EP	Corona Energy Retail 2 Limited	Kingsway: Gas December 2023 - January 2024	£291.11	£14.56	£305.67	
	DD	EDF Energy	Kingsway: Electricity 01/11/2023-30/11/2023	£136.69	£6.83	£143.52	
	EP	Salaries, Superannuation	January 2024	£6,889.66		£6,889.66	
	EP	HMRC - Tax and NI, Salaries	January 2024	£2,462.02		£2,462.02	
	EP	D.C.C. Pension Scheme	January 2024	£2,281.13		£2,281.13	
	EP	Members Allowances	January 2024	£279.43		£279.43	
	EP	HMRC - Tax and NI, Members Allowance	January 2024	£50.80		£50.80	
	DD	O2 (Telefonica Ltd.)	Mobile Phones 24/01/2024-23/02/2024	£76.66	£15.33	£91.99	
	EP	Total Business Computers Ltd.	Printing Costs: January 2024	£12.48	£2.50	£14.98	
	EP	Anderson & Co. Accountancy & Taxation	Payroll Services: November, December 2023, January, February and March 2024	£275.00	£55.00	£330.00	
	EP	R. Lightfoot Electrical & Alarm Engineers	Removal and Refit of Ajax Door Contact at Main Entrance	£65.00	£13.00	£78.00	
<b>Leisure – Skatepark (Local Government Act 1972, Section 145)</b>							
	DD	EDF Energy	Skatepark: Electricity 01/01/2024-31/01/2024	£42.63	£2.13	£44.76	
<b>Kingsway – Waste/Recycling (Local Government Act 1972, Section 133)</b>							
	DC	HomeShred UK	Delivery of 10x EcoShred Secure Waste Sacks	£22.49	£4.50	£26.99	
	DC	HomeShred UK	Collection and Disposal of 15x EcoShred Secure Waste Sacks	£93.63	£18.72	£112.35	
<b>Kingsway – Furniture (Local Government Act 1972, Section 133)</b>							

	DC	Boyes	Wham 3 Tier Plastic Drawer Tower, Grey	£16.66	£3.33	£19.99	
<b>Kingsway – Car Park (Local Government Act 1972, Section 133)</b>							
	EP	Swift Engraving Services Ltd.	Push/Pull Self Adhesive Signs for Main Entrance Door	£19.36	£3.88	£23.24	
	EP	Amazon Business	Outdoor Solar Lights for Fence Posts (4 Pack)	£47.49	£9.50	£56.99	
	EP	Amazon Business	Ontwie Self Adhesive Reflective Tape 32ft, Silver	£10.82	£2.17	£12.99	
<b>Admin – Stationery (Local Government Act 1972, Section 111)</b>							
	EP	Amazon Business	A4 180gsm Card, White	£7.99	£1.60	£9.59	
	EP	Amazon Business	Q-Connect Storage Boxes, Brown (10 Pack)	£18.99	£3.80	£22.79	
	EP	Amazon Business	Q-Connect Storage Boxes, Brown (10 Pack)	£18.99	£3.80	£22.79	
<b>Admin – Membership (Local Government Act 1972, Section 111)</b>							
	EP	Durham County Council	Small Society Lotteries Licence 04/02/24-03/02/25	£20.00		£20.00	
	DD	Information Commissioner's Office (ICO)	GDPR/Data Protection Renewal 17/03/24-16/03/25	£35.00		£35.00	£5 Discount for Direct Debit renewal. £40 Standard Fee
<b>Admin – ICT (Local Government Act 1972, Section 111)</b>							
	EP	Starboard Systems Limited. T/A Scribe Accounts	Scribe Accounts Annual Subscription 01/04/24-31/03/25	£745.20	£149.04	£894.24	
<b>Total:</b>				<b>£21,801.26</b>	<b>£1,552.93</b>	<b>£23,354.19</b>	