

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

12th March 2024

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

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

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

PR0078/23 Apologies for Absence – Cllr M Harker, Cllr A Zair

PR0079/23 - Declaration of Interests - Cllr Blackburn declared and interest in the Citizen Advice Bureau

PR0080/23 Minutes of the Policy and Resources Committee 13th February 2024

Resolved: that members noted they had previously been approved at full council

PR0081/23 Public Participation – no members of the public were in attendance.

PR0082/23 – Finance Report

PR0082.1/23 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 –£2884.61
- Lloyds deposit account £15149.85
- Darlington building society £85000.00
- Nationwide £85512.31
- Santander £85,000.00
- North East Credit Union £10167.02
- Unity Trust £458009.10
- Total in banks £323,754.67

Resolved: that members noted the balances

PR0082.2/23 – Cost Codes – The Clerk gave an update of the remaining funds and the allocation of community funds of the monies remaining from the 2023/24 ward and in year events budget. St Andrew's bells £750 which is an additional £250, £1000 towards summer activity programme, £1000 to street art/craft providers via Debbie Connell DCC, £500 via AYCC for the girls group for International Women's Day event & £381.43 for Easter holiday activities at Woodhouse Close Community Centre & AYCC.

Resolved: that members noted the update

PR0082.3/23 – Authorisation for payment, written under delegated powers and presented for authorisation . The Clerk advised that the cheque for £450 to SLCC for Vicki's CiLCA training has not been received by SLCC therefore the cheque has been cancelled with the bank and a request for payment to be made by electronic transfer.

Resolved: that members approved the authorisation for payments as well as Northern Counties Allotment Society, The Blarney Boys, Refund from DCC regarding overpayment from 2018 to the value of £10.40.

PR0082.4/23 – Community Fund Applications

Kinect- Low Etherley Cricket Club - rejected on ground out of area and is limited company

Woodhouse Close Community Centre – Woodhouse Close – accepted to make room suitable for 1:1 support, mentoring

Lavender Club (bi weekly stroke support) – Woodhouse Close Community Centre – accepted to keep group running for 1 year and members agreed that budget allowing grant them the full £750 they require

Resolved: that members considered the above application

PR0083/23 – IT – Tablet Cases and other IT Equipment

Resolved: that members noted the updates

PR0084/23 – Asset Management – Toilet Repair

Resolved: that members noted the Kingsway repairs

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

PR0085/23 – Asset Management – Room Hire

Resolved: that members noted this item needed to be deferred as item is not quorate due to Cllr Blackburn declaring interest in Citizen Advice Bureau

PR0086/23 – HR Update – Clerk requested approval to seek temporary staffing cover for 6 months fixed-term

Resolved: that members noted the staffing capacity issue and approved the idea and requested the clerk to look at other options as well such as an apprenticeship

Bishop Auckland Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

11 March 2024 (2023-2024)

				Cheque No	Description	Supplier			
536	Photocopier – Usage	27/02/2024	1.	DD	Mobile Phones	O2 – Telefónica UK S	78.66	15.73	94.39
531	Salaries	29/02/2024	1.	EP	Staff Salaries - February	Bishop Auckland Town X	6,889.86		6,889.86
532	HMRC	29/02/2024	1.	EP	HMRC, Tax & NI, Staff	Bishop Auckland Town X	2,461.82		2,461.82
533	Pensions	29/02/2024	1.	EP	Staff Pensions - February	Bishop Auckland Town X	2,281.13		2,281.13
535	HMRC - Members	29/02/2024	1.	EP	HMRC, Tax & NI, Members	Bishop Auckland Town X	51.80		51.80
534	Member Allowances	29/02/2024	1.	EP	Members	Bishop Auckland Town X	278.43		278.43
537	Consumables/ Supplies	06/03/2024	1.	DC	4x L&L Door Pocket	Boyces S	21.89	4.38	26.27
538	Consumables/ Supplies	06/03/2024	1.	DC	4x Boxes of Mini Cream	Heron Foods X	5.50		5.50
553	Electricity	06/03/2024	1.	DD	Electricity	EDF Energy (54 L	139.70	6.99	146.69
539	Travel &	31/03/2024	1.	EP	Mileage, Assistant Town	Bishop Auckland Town X	21.60		21.60
540	Photocopier – Usage	31/03/2024	1.	EP	Printing - 30/01/2024-28/0	Bishop Auckland Town S	12.82	2.57	15.39
543	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	-37.24		-37.24
544	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	-40.64		-40.64
545	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	56.28		56.28
541	Telephone & Broadband	31/03/2024	1.	EP	Telephone &	Bishop Auckland Town S	118.80	23.76	142.56
546	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	231.84		231.84
547	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	52.32		52.32
548	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	53.69		53.69
549	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	52.32		52.32
550	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	8.51		8.51
551	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	56.28		56.28
552	Water	31/03/2024	1.	-	Water: Pollards	Wave Utilities - Pollards Z	-88.54		-88.54
558	Water	31/03/2024	1.	-	Water: Broken Banks	Wave Utilities - Broken Z	-59.92		-59.92
559	Water	31/03/2024	1.	-	Water: Broken Banks	Wave Utilities - Broken Z	3.34		3.34
560	Water	31/03/2024	1.	-	Water: Broken Banks	Wave Utilities - Broken Z	-45.01		-45.01
557	Electricity – Skatepark	31/03/2024	1.	DD	Electricity	EDF Energy L	37.48	1.87	39.35
554	Water	31/03/2024	1.	-	Water: Kingsway	Wave Utilities - Town Z	-29.36		-29.36
555	Water	31/03/2024	1.	-	Water: Kingsway	Wave Utilities - Town Z	17.61		17.61
556	Water	31/03/2024	1.	-	Water: Kingsway	Wave Utilities - Town Z	-36.11		-36.11
556	Water	31/03/2024	1.	-	Water: Kingsway	Wave Utilities - Town S		-12.15	-12.15
582	Travel &	31/03/2024	1.	EP	Mileage, Admin Assistant,	Bishop Auckland Town X	19.35		19.35
578	Stationery	31/03/2024	1.	EP	1x Box of NESCAFÉ Gold	Amazon EU S.a.r.l. UK S	6.64	1.34	7.98
569	Stationery	31/03/2024	1.	EP	KAV Cork Notice Board	Amazon EU S.a.r.l. UK S	10.82	2.16	12.98

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11 March 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
574	Stationery	31/03/2024		1.	EP	USB C to USB C Charger	Amazon Services	S	7.49	1.50	8.99
577	Stationery	31/03/2024		1.	EP	ADDTOP USB Power Bank,	Amazon Services	S	16.66	3.33	19.99
573	ICT	31/03/2024		1.	EP	11x Samsung Galaxy Tab	Amazon Services	S	186.56	37.29	223.85
583	Travel &	31/03/2024		1.	EP	Mileage, Councillor M.	Bishop Auckland Town	X	27.00		27.00
560	Water	31/03/2024		1.	-	Water: Broken Banks	Wave Utilities - Broken	S		-12.48	-12.48
561	Water	31/03/2024		1.	-	Water: Edge Hill	Wave Utilities - Edge	Z	-7.19		-7.19
562	Water	31/03/2024		1.	-	Water: Tindale Crescent	Wave Utilities - Tindale	Z	-48.50		-48.50
563	Water	31/03/2024		1.	-	Water: Mill Race (West	Wave Utilities - West	Z	-200.10		-200.10
564	Water	31/03/2024		1.	-	Water: Mill Race (West	Wave Utilities - West	Z	55.51		55.51
565	Water	31/03/2024		1.	-	Water: Mill Race (West	Wave Utilities - West	Z	77.46		77.46
566	Water	31/03/2024		1.	-	Water: Woodhouse Close	Wave	Z	-351.69		-351.69
567	Water	31/03/2024		1.	-	Water: Woodhouse Close	Wave	Z	771.49		771.49
568	Water	31/03/2024		1.	-	Water: Woodhouse Close	Wave	Z			
581	Maintenance/ Repairs	31/03/2024		1.	EP	Replace Syphon in	A Walton Property	X	40.00		40.00
579	Cleaning	31/03/2024		1.	EP	Office Cleaning (20	Twinkle Cleaning	X	240.00		240.00
578	Consumables/ Supplies	31/03/2024		1.	EP	1x Box of NESCAFÉ Gold	Amazon EU S.a.r.l. UK	X	18.49		18.49
575	Consumables/ Supplies	31/03/2024		1.	EP	1x Pack of Eco-friendly	Cathy Marie Sheppard	S	3.62	0.73	4.35
570	Consumables/ Supplies	31/03/2024		1.	EP	1x Box of Lakeland Dairies	Amazon EU S.a.r.l. UK	X	5.49		5.49
571	Consumables/ Supplies	31/03/2024		1.	EP	Catering Bag of Tetley One	WowBoxME (Amazon	S	22.77	4.55	27.32
572	Consumables/ Supplies	31/03/2024		1.	EP	1x Box of Tate & Lyle	Universal Product	S	8.40	1.68	10.08
576	Furniture/ Equipment	31/03/2024		1.	EP	2.3 Litre Stainless Steel	Amazon Services	S	14.16	2.83	16.99
580	Loan Repayment Interest	31/03/2024		1.	DD	PWLB Interest 01/04/2024	Public Works Loan	X	3,178.57		3,178.57
Total									16,697.86	86.08	16,783.94

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role