

Minutes of a **MEETING** of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY, 22ND FEBRUARY 2011** at 6.00 p.m.

Present: Councillor L. Zair (**in the Chair**) and Councillors Anderson, Fleming, Golightly, Huntington, Kay, Laurie, Lee, Lethbridge and S. Zair.

Also Present: Duncan Leatherdale (Northern Echo)

TC 165/10 PRESENTATION – DURHAM DALES DRUG OUTREACH, CASTLEBRIDGE CENTRE

The Mayor welcomed Michael Crawford, Substance Misuse Outreach Worker, DISC who had been invited to the meeting to talk about the Community Drug Service which was available in County Durham.

Michael gave brief details regarding the following:-

(a) Functions of the Service

- **Engagement and Retention**
Harm reduction, activities, outreach, advice and information and community work;
- **Care Co-ordination**
Specialist prescribing, therapies, PSI (Counselling);
- **Stabilisation and Resettlement**
Structures day programme, education, qualifications

(b) Who can refer into the Service?

With consent:

- Self
- Partner agencies (housing)
- GP
- Carer/Parent
- Mental Health
- Community Agencies
- Job Centre
- Education establishments
- Essentially anyone with a vested interest

(c) Contact Details

There are seven centres in County Durham:

- **Dales – 01388 609221 – 42 Market Place, Bishop Auckland, DL14 7DP**
- Sedgefield
- Derwentside
- Chester-le-Street
- Durham
- Peterlee
- Seaham

After the presentation, Michael answered various questions put to him by members.

The Mayor thanked Michael for his informative presentation, after which he then left the meeting.

Signed:
Town Mayor

TC 166/10 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Wilson.

TC 167/10 DECLARATIONS OF INTEREST

Councillors Golightly and Lesley Zair declared a personal interest in Item 8 on the Town Clerk's report relating to funding towards the Butterwick Hospice Twilight Walk.

TC 168/10 PUBLIC PARTICIPATION

There were no members of the public present.

TC 169/10 MINUTES OF THE COUNCIL MEETING HELD ON 25TH JANUARY 2011

RESOLVED: That the Minutes of the Council Meeting held on 25th January 2011 be approved and adopted.

TC 170/10 MATTERS ARISING

There were no matters arising.

TC 171/10 MINUTES OF COMMITTEES

(a) Finance Committee - 15th February 2011

RESOLVED: That the Minutes of the Finance Committee held on 15th February be approved and adopted.

There were no matters arising

TC 172/10 REPORT OF TOWN MAYOR

During the month, the Town Mayor reported that she had:-

- 26th January – Attended Asda in Bishop Auckland for the cutting of a cake for the Family Fun Day
- 26th January – Attended the Chairman of Durham County Council's fund raising event at the Town Hall in Durham
- 5th February – Opened a new pet grooming parlour in North Bondgate
- 5th February – Hosted the Town Council's first Charity Ball held in the Town Hall which proved a great success
- 9th February – Attended Shildon Town Council's Sid Chaplin Short Story Writing Competition at Shildon Civic Hall
- 11th February – The Deputy Mayor attended a fundraising evening at Chilton hosted by the Mayor of Chilton
- 18th February – Attended the Mayor of Great Aycliffe Charity Ball at the Hallgarth Hotel

TC 173/10 UNITARY AUTHORITY UPDATE

Councillors Lee, Lethbridge and Sam Zair informed members that 23rd February was the day the County Council was to agree details of the expected cutbacks.

Signed:
Town Mayor

Report of Town Clerk. The Town Clerk reported as follows:-

TC 174/10 BISHOP AUCKLAND TOWN COUNCIL WEBSITE DEVELOPMENT - UPDATE

The Town Clerk had attended a website development meeting together with Councillors Anderson and Golightly and Michael Armstrong (Temporary Admin Assistant) on Thursday, 27th January with Linda Buchanan from Durham County Council Web Team.

Linda demonstrated how the website would work and what format it would take. Work was progressing and the welcome page had now been designed. The content of the other pages was being developed in consultation with Linda Buchanan, Councillor Golightly and the Town Clerk. It was hoped that the website would go live on 1st April.

RESOLVED: That the information be noted.

TC 175/10 YOUTH AWARDS COMPETITION WORKING PARTY

The Town Clerk had attended a Youth Awards Competition Working Party meeting together with Councillors Anderson, Golightly, Laurie and Lesley Zair on Tuesday, 1st February when discussion took place regarding this year's Youth Awards Competition.

It was **AGREED:** (i) That the three prizes to be given would be up to an amount of £2,000.

(ii) That the closing date for receipt of applications would be Friday, 6th May.

(iii) That the presentation evening would be held in the Town Hall on Friday, 27th May.

RESOLVED: That the report be noted.

TC 176/10 ROYAL GARDEN PARTY – TUESDAY, 12TH JULY – NOMINATIONS

The County Durham Association of Local Council had been allocated four spaces for the Royal Garden Party to be held on Tuesday, 12th July, subject to certain conditions and nominations were requested.

RESOLVED: That Councillor Lesley Zair be nominated as the Town Council's representative to attend the Royal Garden Party.

TC 177/10 CHANGE OF MEETING DATES –

(a) Planning Committee

The April Planning Committee had been scheduled to be held on Monday, 25th April which was Easter Monday.

RESOLVED: That the Planning Committee be now held on Monday, 18th April.

(b) Council Meeting

The April Council meeting had been scheduled to be held on Tuesday, 26th April. However, due to the Town Clerk being on holiday that day it was suggested that it be held on Tuesday, 3rd May. Councillor Laurie pointed out that various Town Council members had another meeting on this day and therefore, the suggested date was not convenient.

RESOLVED: That the Town Clerk arrange an alternative date which is suitable to all members and report back to the March meeting.

Signed:
Town Mayor

**TC 178/10 BISHOP AUCKLAND TOWN RECREATION GROUND –
WHEELED SPORTS FACILITY - UPDATE
(Minute No. TC 125/10 1st November 2010 refers)**

The Town Clerk had met with Oliver Graham, Area Programme Manager of Groundwork North East on Monday, 14th February to discuss an update on how the wheeled sports facility was progressing.

The Contractors were expected on site during March, after which a launch event involving partners was to be organised.

The next step would be for the Town Council to apply for planning permission for the lighting after which an Awards for All application would be submitted for its provision with match funding of £7,500 being previously agreed by the Town Council. Details were still awaited from the County Council with regards to the revenue costs which the Town Council had previously agreed to enter into by way of a 25 year Contract for the provision of approximately £500 per annum for lighting bills.

RESOLVED: That the report be noted.

TC 179/10 FUTURE ARRANGEMENTS FOR REMEMBRANCE DAY SERVICE

A letter had been received from the County Council regarding future arrangements for the Remembrance Day Service in Bishop Auckland. Due to budget restraints it had been necessary to review the level of support which it was able to provide. Apart from Consett and Bishop Auckland, the County Council did not provide this level of support to other Towns across County Durham and was considering a proposal to reduce the level of provision of this service.

The County Council was asking if this event could be taken over by the Town Council with assistance being given during the first transitional year.

The event involved a lot of admin work e.g. a Road Closure Order together with liaising and meeting with various organisations, printing etc. The cost of making a Road Closure Order was approximately £182.00.

RESOLVED: That the County Council be informed that the Town Council is prepared to take over the organisation of the Remembrance Day Service with assistance from them during the first transitional year.

**TC 180/10 APPOINTMENT OF WORKING PARTY –EMPLOYMENT OF PART-TIME
PARK WARDEN
(Minute No. FIN 102/10 Finance Committee, 15th February 2011 refers)**

Arising out of discussion at the Finance Committee in connection with the possible employment of a Part-time Park Warden, it had been recommended that the Council appoint a Working Party to meet with relevant partners, i.e. the Police and Mark Farren, Education & Enforcement Manager (South), Durham County Council to discuss the issue in more details.

Concerns were raised by various Councillors regarding the implications involved relating to the employment of a Park Warden but agreed to appoint a Working Party to discuss the issue in more detail.

RESOLVED: That the Working Party consist of Councillors Anderson, Laurie, Lee and Sam Zair and arrangements be made as soon as possible to meet with relevant partners.

Signed:
Town Mayor

**TC 181/10 BUTTERWICK HOSPICE, BISHOP AUCKLAND – TWILIGHT WALK –
SATURDAY, 21ST MAY 2011 – SPONSORSHIP
(Minute No. FIN 101/10 (a) Finance Committee, 15th February 2011 refers)**

Note: Councillors Golightly and Lesley Zair declared a personal interest in the above item and withdrew from the meeting.

Councillor Lethbridge (in the Chair)

In accordance with the above Minute, this item had been referred to Council for consideration.

A letter had been received from the Butterwick Hospice, Bishop Auckland asking if the Council would consider sponsoring t-shirts for the above event to the value of £500 for which the Town Council logo would be printed on each one and also as marketing material.

Last year, the walk raised in excess of £20,000 and was the biggest event in the Butterwick Hospice calendar.

RESOLVED: That a donation of £500.00 (L.G.A. 1972 – Section 137) be given to the Butterwick Hospice towards this venture.

Councillor Lesley Zair (in the Chair)

TC 182/10 DISCIPLINARY PROCEDURE

A draft copy of a Disciplinary Procedure had been circulated for approval.

RESOLVED: That the Disciplinary Procedure as submitted be approved and adopted but further consideration be given to its content after the appointment of a Human Resources Sub-Committee at the Annual Council Meeting to be held in May.

TC 183/10 GRIEVANCE PROCEDURE

A draft copy of a Grievance Procedure had been circulated for approval.

RESOLVED: That the Grievance Procedure as submitted be approved and adopted but further consideration be given to its content after the appointment of a Human Resources Sub-Committee at the Annual Council Meeting to be held in May.

TC 184/10 ASSET REGISTER

In accordance with audit procedure, an updated copy of the Asset Register had been circulated.

RESOLVED: That the minor amendment as suggested be agreed and, subject thereto, the Asset Register be approved and adopted.

TC 185/10 TOPICS FOR FUTURE DISCUSSION

There were no topics put forward for future discussion.

Signed:
Town Mayor