

Minutes of the **MEETING** of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 6TH MARCH 2018** at 6.00 p.m.

Present: Councillor Fleming (Deputy Mayor in the Chair), and Councillors Allen, Blackburn, Brownson, Chappell, Tucker, Wilson and L. Zair

Also Present: J. Wood (Durham County Council), C. Auld and N. Bryson (Bishop Auckland Town Team) and David Anderson (Town Clerk)

Public in Attendance: None present

TC.159/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Zair and S. Zair

TC.160/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

TC.161/17 PUBLIC PARTICIPATION

None queries were raised.

PRESENTATIONS

TC.162/17 BISHOP AUCKLAND FOOD FESTIVAL

Jill Wood, Durham County Council Events Team, was present to update members on preparations for the Food Festival which would be held on 21st and 22nd April 2018.

Members considered a briefing note which had been prepared for the meeting. (For copy see file of Minutes).

Members queried whether McIntyre's vacant retail unit would be used in the forthcoming festival as it had been successful in integrating the festival with the town centre businesses the previous year. It was noted that this was not possible this year. Consideration was given to the use of the empty Homebargain's store however this was not feasible.

It was also noted that the Newgate Centre would not be used as stall holders in the Centre the previous year had felt isolated from the main festival.

Ms Wood was to forward the evaluation for the 2017 festival for distribution to members.

RESOLVED: That the information be noted

TC.163/17 TOWN (CORE) TEAM

Nigel Bryson (Chairman of the Town Team) updated members with regard to a meeting of the Town Team held on 22nd February 2018.

The meeting, which had been well attended, had received presentations from Durham County Council Regeneration Services, the Town Council, The Auckland Project and Kynren within the theme of achievements during 2017 and plans for 2018.

A copy of the presentations was available from the Town Clerk.

RESOLVED: That the information be noted.

Signed:
Town Mayor

TC.164/17 TOWN (EVENTS) TEAM

Clive Auld, Chairman of the Town (Events) Team, gave an update of the activities of the Events Team, including additional events that were planned to be held in 2018 such as a commemoration of the centenary of WW1 and a 1940's event. The Town Team operated within a tight budget. Further information was to be presented at the next Council meeting with regard to the Town Teams financial position.

It was also noted that a Town Team events booklet was being produced for distribution around the town. The booklet had been funded through advertising.

RESOLVED: That the information be noted.

TC.165/17 MINUTES

Town Council	23rd January 2018
Planning Committee	23rd January 2018
Town Council	30th January 2018
Events Committee	5th February 2018
Finance Committee	27th February 2018

RESOLVED: That the Minutes be approved as a correct record and recommendations contained therein be adopted.

MATTERS ARISING**Events Committee, Minute No EC.30/17, 'Christmas 2018'**

The Chairman of the Events Committee advised that he had made further investigations into the options for the delivery of the event. It appeared that there was no alternative local events organiser that could deliver the event. Further consideration was given to delivery of the event.

RESOLVED: That Stanley Events Ltd be appointed as delivery partner for the Christmas event to be held in 2018.

TC.166/17 REPORT OF THE MAYOR

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

RESOLVED: That the information be noted.

TC.167/17 REPRESENTATIVES ON OUTSIDE BODIES AND TRAINING COURSES

No reports were given

REPORT OF TOWN CLERK**TC.168/17. COMMUNITY FUND APPLICATION – 2505 (BISHOP AUCKLAND) SQUADRON, AIR TRAINING CORPS**

Consideration was given to an application from 2505 (Bishop Auckland) Squadron, Air Training Corps, who were seeking financial support in order to hold events to celebrate the centenary of the RAF. (For copy see file of Minutes)

RESOLVED: That a donation of £540 be made to the 2505 (Bishop Auckland) Squadron, Air Training Corps

Signed:
Town Mayor

TC.169/17. PROPOSED TOWN TWINNING ARRANGEMENTS WITH OROSO, SPAIN

Consideration was given to a report regarding a proposal for the Town Council to be involved with a proposal to develop links with Oroso, Spain. (For copy see file of Minutes).

The report set out the background to the proposal together with the various connections between the two towns. The report also set out a suggestion as to the Council's involvement with twinning arrangements, which had been drafted following consultation with a number of Councillors.

RESOLVED: That the Town Council agree in principle to being involved in twinning arrangements with Oroso, Spain as set out in the report.

TC.170/17. ACCOUNTING SYSTEM

Consideration was given to a report regarding the purchase of the Rialtis Business System's (RBS) Omega Financial software package. (For copy see file of Minutes).

RESOLVED: That the purchase of the RBS Omega Financial software package be agreed.

TC.171/17. GENERAL DATA PROTECTION REGULATIONS.

Consideration was given to a report setting out the background and implications of the General Data Protection Regulations. The report included a schedule detailing the main changes between the Data Protection Act 1998 and GDPR together with an action plan which were included in a toolkit obtained from NALC. (For copy see file of Minutes).

RESOLVED: 1. That the information be noted
2. That the Action Plan be adopted.

TC.172/17 RISK MANAGEMENT

Consideration was given to a report regarding Risk Management. (For copy see file of Minutes)

Members noted that the Council was required to assess its risks and put in place controls to mitigate any significant risk. Failure to manage risk effectively could be expensive in terms of litigation, reputation and the ability to achieve desired targets.

Consideration was given to a Risk Assessment. Potential risks had been reviewed against a risk matrix to measure the level of risk taking into account the likelihood of an event and its consequences. Controls had been identified to reduce the likelihood or consequence of the event.

RESOLVED: That the Risk Assessment be approved.

TC.173/17 AUDIT PLANNING DIARY 2018/19

Consideration was given to a report setting out an audit planning diary and plan for the 2018/19 financial year. (For copy see file of Minutes).

RESOLVED: That the Audit Planning Diary 2018/19 be approved.

Signed:
Town Mayor

TC.174/17 THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Consideration was given to a report regarding a review of the effectiveness of the system of internal audit. (For copy see file of Minutes).

RESOLVED: That the Review of the Effectiveness of the System of Internal Audit be noted and approved.

TC.175/17 TOPICS FOR FUTURE DISCUSSION

The following would be invited to attend an appropriately timed meeting to update the Town Council on their activities:

- John Wiseman, Auckland Youth and Community Centre (March 2018)
- Mick Irwin, Drug and Alcohol Reduction Unit
- Barbara Slasor, Gaunless Gateway Partnership
- John Brannan and Paul Watson, Wannasee

TC.176/17 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 excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

REPORT OF TOWN CLERK

TC.177/17 OFFICE ACCOMMODATION

This item was deferred to a special meeting of the Council to enable detailed consideration to be given.

RESOLVED: 1. That a special Council be arranged to consider office accommodation.

Signed:
Town Mayor