



## Bishop Auckland Town Council

### Council Meeting

21<sup>st</sup> November 2023

### Minutes

**Present:** Cllr S Zair (Chair), Cllr Harker, Cllr L Zair, Cllr A Zair, Cllr M Siddle, Cllr D Wilson

**Also Present:** Sarah Harris -Town Clerk, Vicki Booth-Assistant Town Clerk

**TC068/23      Apologies for absence** – Cllr K Lawson, Cllr J Blackburn, Cllr K Eliot, Cllr A Legge,

**Resolved:** That the absences be noted and accepted.

**TC069/23      Declarations of Interest** – Members were invited to declare any interest they may have.

**Resolved:** No declarations of interest were made

**TC070/23      Minutes** - To approve the Minutes of the following meetings:

- 17<sup>th</sup> October 2023 – Full Council
- 14<sup>th</sup> November 2023 - Community Committee
- 7<sup>th</sup> November 2023 – Policy and Resources Committee

**Resolved:** That the above Minutes have been received, and that the Town Council agreed to adopt all recommendations contained within them.

**TCC71/23      Matters Arising** – Action log from all meetings to be discussed by Town Clerk at each meeting going forward. Michael Siddle to substitute for Kim Lawson on the community committee until her return.

**Resolved:** Members noted the actions in progress

**TC072/23      Public Participation** – no members of the public were present

**TC073/23      Guest Speaker** – Sutherland Forsyth, Associate Director of Heritage and Engagement for The Auckland Project re Henry VIII Lost Tapestry. Who gave an informative update.

**Resolved:** that the members noted the update, and thanked Sutherland for his time, they were in support of the campaign.

**TC074/23      Reports**

- a) Durham County Council – CAT team still in Cockton Hill regarding cleaning up the area.

**Resolved:** that members noted the reports have been noted.

b) Outside Bodies –

Stronger Towns Update a brief update had been given that the projects had all been approved by government. A Governance review of the Board is likely to be pending. The Town Council still wished to be included in the Art Hub event based strategy.

Brighter Bishops Board – attended by the Clerk yesterday. Governance review will take place as Bishop of Durham (Chair) is stepping down, and Future Highstreet Fund is in implementation phase.

- c) Cost of living alliance (Cllr Siddle)– video nearly made and leaflet made for signposting for help and will be available to hand out to people over Christmas Town weekend.
- d) Bishop in Bloom (Cllr Siddle) – Kynren received gold, market place silver and rest of town bronze.
- e) Green Fair(Cllr Siddle) – now called Green Matters, were demotivated by footfall last year so now reforming and reenergising to do smaller works going forward.
- f) River Wear’s Trust (Cllr Siddle) – booked for 7<sup>th</sup> July 2024 which will be a weekend and should be better than last year.
- g) Edge Hill Allotment AGM attended by Cllr Siddle

**Resolved:** That members noted the updates.

**TC075/23 Mayor’s Report** – The Mayor gave an update of his events over the last month.

Attended:

- Henknowle Community Centre Halloween party,
- Sunderland Charity Greek Evening,
- Woodhouse Close Leisure Centre Amateur Swimming Awards,
- Stockton Charity Curry Night,
- Town Hall International Men’s Days (Leading by Example),
- Lumiere Spotlight Event,
- Town Remembrance Event

**Resolved:** Members noted the update on events.

**TC076/23 Use of meeting room by third parties and VAT advice from Parkinson partnership** –

Update given by the Clerk, they have requested more information such as the previous tender, how the rooms have been used prior to now and other information.

**Resolved:** Members noted the progress being made and will remain as a standing item until resolved.

**TC077/23 Christmas – Additional Activities Christmas**– Clerk gave an update on the wider additional activities planned across the various community groups in the town for all ages. (see file copy)

**Resolved:** that members noted the updated and how the funds will be distributed and welcomed the diverse programme.

**TC078/23 Allotment Works required** – Clerk gave an update regarding the quotes received for various works that are required for various sites. (see file copy)

**Resolved:** members noted the update

## **TC079/23 - Finance –**

**TC079.1/23** Interim audit report stated the internal controls are satisfactory and no recommendations noted.

**Resolved:** members noted the update and welcomed the good report.

**TC079.2/23** Payment Report copy attached in appendix 1 were presented.

**Resolved:** That members approved the payments

**TC079.3/23** Budget and Precept 2024/25 – (see file copy) Clerk gave a comparison base for neighbouring and similar size councils for members to get a better indication of where BATC stood amongst neighbouring parishes. The working budget was presented.

**Resolved:** that members noted the cost of living increase of £1925 had been agreed, and impacted upon salaries for 2023-24 onwards. They also agreed to try and establish an extraordinary meeting if, closed session at 5pm before town council meeting at 6pm on the 12<sup>th</sup> December 2023 to finalise the budget and precept.

**TC80/23 Correspondence** - the items of correspondence such as CDALC notices had been sent to members

**Resolved:** that members noted the update.

**Item 13c- Monthly Payments & Payments for Authorisation – 14<sup>th</sup> November 2023**

Payment Ref	Supplier	Detail	Net	VAT	Gross	Notes
<b>Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)</b>						
	EP	Wave (NWG Business)	Water: Broken Banks 01/10/2023 - 31/10/2023	£30.46		£30.46
	EP	Wave (NWG Business)	Water: Edge Hill 01/09/2023 - 30/09/2023	£7.14		£7.14
	EP	Wave (NWG Business)	Water: Edge Hill 01/10/2023 - 31/10/2023	£7.22		£7.22
	EP	Wave (NWG Business)	Water: Tindale Crescent 01/10/2023 - 31/10/2023	£49.81		£49.81
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 16/03/2017 - 30/04/2023 (Credit Note)	-£496.48		-£496.48
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 01/05/2023 - 31/07/2023	£284.02		£284.02
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 01/08/2023 - 31/08/2023	£87.79		£87.79
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 01/09/2023 - 30/09/2023	£83.92		£83.92
	EP	Wave (NWG Business)	Water: West Mills/Mill Race 01/10/2023 - 31/10/2023	£87.79		£87.79
	EP	Wave (NWG Business)	Water: Woodhouse Close 01/10/2023 - 31/10/2023	-£611.18		-£611.18

Account was £6.11 in credit.  
£1.03 Account Balance.

£8.25 To Pay.

Credit adjustment from 16th  
March 2017 to 30th April  
2023. Account is now  
£496.48 in credit.

Account is still £212.46 in  
credit.

Account is still £124.67 in  
credit.

Account is still £40.75 in  
credit.

£47.04 To Pay.

£821.08 Credit Applied to  
Account (Complex Billing).  
£1,890.08 Paid 08/11/2023  
£209.90 Usage for Period.  
Payment Due 20/11/23

<b>Leisure – Skatepark (Highways Act 1980, Section 301)</b>							
	DD	EDF Energy	Skatepark: Electricity 01/10/2023-31/10/2023	£38.83	£1.94	£40.77	
<b>Events – Christmas (Local Government Act 1972, Section 145)</b>							
	EP	Active Hire (Leeds) Ltd.	Ice Skating Ring Hire, Bishop Auckland Christmas Town 2023 (75% Balance)	£4,871.25	£974.25	£5,845.50	75% Outstanding Balance of £5,845.50. 25% Deposit of £1,948.50 previously paid. Total: £7,794.00
	EP	NEOffers.co.uk Ltd.	Full Network Advert for Bishop Auckland Christmas Town 2023	£260.00	£52.00	£312.00	
<b>Events – Ward and In Year Events (Local Government Act 1972, Section 145)</b>							
	EP	Henknowle Community Association	Venue Hire for Halloween Party, 31st October 2023	£50.00		£50.00	
<b>Events – Remembrance (Local Government Act 1972, Section 145)</b>							
	DC	British Heart Foundation	Ottoman Storage Box, Remembrance Sunday 2023	£30.00		£30.00	
	DC	Heron Foods	2x Multipacks of Still Water (6x 500ml) and 2L Semi Skimmed Milk	£3.50		£3.50	
<b>Civic and Approved Duties – (Local Government Act 1972, Section 111)</b>							
	EP	Stockton Borough Council	2x Tickets to Mayor's Charity Curry Night, 13th November 2023	£50.00		£50.00	
	EP	Durham County Council	2x Tickets to Chair's Civic Dinner, 27th October 2023	£90.00		£90.00	
<b>Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)</b>							
	EP	Wave (NWG Business)	Water: Kingsway 01/10/2023 - 31/10/2023	£80.22		£80.22	Council Financial Regulation 5.6 list of going contracts and obligations.
	DD	EDF Energy	Kingsway: VAT Adjustment Note 01/09/2023-30/09/2023	-£118.16	-£5.91	-£124.07	
	DD	EDF Energy	Kingsway: Electricity 01/09/2023-30/09/2023	£120.08	£6.00	£126.08	

	DD	EDF Energy	Kingsway: Electricity 01/10/2023-31/10/2023	£137.00	£6.85	£143.85	Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	Twinkle Cleaning Services	Office Cleaning (22.5 hrs) - October 2023	£270.00		£270.00	
	EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - November 2023	£118.80	£23.76	£142.56	
	EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services, August - October 2023	£273.75	£54.75	£328.50	
	EP	Members Allowances	November 2023	£278.43		£278.43	
	EP	HMRC - Tax and NI, Members Allowance	November 2023	£51.80		£51.80	
	EP	Salaries, Superannuation	November 2023	£9,216.65		£9,216.65	Includes Backdated Pay Award. Council Financial Regulation 5.6 list of going contracts and obligations.
	EP	HMRC - Tax and NI, Salaries	November 2023	£4,038.92		£4,038.92	
	EP	D.C.C. Pension Scheme	November 2023	£3,183.57		£3,183.57	
Floral Displays (Open Spaces Act 1906, Section 9-10) or (Localism Act 2011, Sections 1-8)							
	EP	Durham County Council	Supply and Service of Hanging Baskets in Newgate Street 2023/24	£2,000.00	£400.00	£2,400.00	
Consumables/Supplies (Local Government Act 1972, Section 111)							
	DC	Premier - News On The Street	8x 1st Class Stamps	£10.00		£10.00	
	EP	Amazon Business	Astroplast Mezzo HSE First Aid Kit (50 Person)	£18.74	£3.75	£22.49	
Staff – Travel and Subsistence (T&S) (Local Government Act 1972, Section 112)							
	EP	Staff Travel & Subsistence (T&S)	Assistant Town Clerk Mileage: October 2023, 52 Miles @0.45p	£22.95	£0.00	£22.95	
Total:				£24,626.82	£1,517.39	£26,144.21	