



Bishop Auckland Town Council

Council Meeting

16th January 2024

Minutes

Present: Cllr S Zair (Chair), Cllr Harker, Cllr L Zair, Cllr J Blackburn, Cllr A Zair, Cllr A Legge, Cllr K Lawson

Also Present: Sarah Harris -Town Clerk, Vicki Booth-Assistant Town Clerk, Audrie Christie Executive Officer CDALC, Cllr David Bell Chair CDALC,

TC089/23 Apologies for absence – Cllr M Siddle, Cllr D Wilson, Cllr K Fryatt (nee Eliot)

Resolved: Members noted and accepted the absences

TC090/23 Declarations of Interest – Members were invited to declare any interest they may have.

Resolved: Cllr Blackburn declared an interest in the CAB & For Clocks Centre

TC091/23 Minutes - To approve the Minutes of the following meetings:

- 12th December 2023 – Full Council
- 9th January 2024 – 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.

TCC92/23 Matters Arising – no matters discussed

TC093/23 Public Participation – No items raised

TC094/23 Reports

TC094.1/23 Durham County Council –

- Members asked about the timeline of the bus station redevelopment, this is estimated for completion in Spring 2025.
- McIntyres work seems to be static – The approved contractor was due on-site January and completion is estimated by June.
- The Future High Street funds end date is March 2024 but an extension of 6 months has been granted
- The Stronger Towns Fund is due to be used by March 2026
- Planning permission of Canny Hill roundabout application has lapsed and the funds were allocated to this so a question needs to be asked of what is happening with those funds.
- Newgate Centre – need to establish what is going to happen to it long term

Resolved: that members request that the Town Clerk raise the question regards the Canny Hill funding and how it will be reallocated.

TC094.2/23 Outside Bodies –

No update on Stronger Towns Board since the last meeting. It has been 1 year since the last public engagement event and should another one be held to keep the community informed. Public consultation on public realms works due in March 2024 and Clerk requested this be brought to the next Town Council meeting.

Resolved: that the update be noted.

TC095/23 Report of the Mayor – The Mayor gave a summary of the events he has attended in the community.

Resolved: that the update be noted.

TC096/23 Finance -

- a) **TC096.1/23** Budget Planning and Precept for 2024-25 The Clerk presented the revised budget plan proposal (See file report) which incorporates the additional pound amount agreed by members at December 2023 meeting. Outlined was the breakdown of how funds would be spent in order to support the community, community events and improve council services.

Resolved: that members agreed to the report and the recommendations be adopted, they welcome the additional community support, and event programme. The council also agreed that where possible it needs to be maximised publicity to ensure that the community are aware of the support that the council provides including council crest on likes of street lighting columns at the skate park, hanging baskets, press releases on the funding support, and logo on event materials for those supported. Council also to support national awareness day programmes with community activities such as international Women's day, mental health support etc.

- b) **TC096.2/23** Statement of Payments (copy attached)

Resolved: That members agreed for the payments to be made and noted the transactions made as per Appendix 1 attached.

TC097/23 – Appointment of Chair of General Appeals Panel

Resolved: that members agreed Cllr Harker to chair the appeal panel

TC098/23 – Event Update – The clerk gave an update including St Andrew's Church 750th Anniversary Celebration event, the Rock Choir and the Rededication of the Church Bells. St Anne's Church involvement in the Food Festival and looking to do a secondary school photography course.

Resolved: that members agreed to donate a prize to the St Anne's Photography competition from the ward and in year events to the sum of £100 and are happy for the Town Council to support the St Andrew's celebration events as it is outside the parish boundaries but is important to the parish and local community to the sum of £500 to cover programme printing and light refreshments.

TC099/23 – Correspondence –

CDALC president nomination of candidates had been requested.

Resolved: that members agreed to nominate Mary Foy

CDLAC had also requested a call for nominations to attend the Royal Garden Party

Resolved: that members nominated Cllr Adam Zair to be put forward

CDALC has some bespoke training available for Town Councils at £10 per session

Resolved: that members noted the training and happy for relevant courses to be attended as per the report.

Procurement gone from £25,000 to £30,000 so standing orders need to reflect the change
Change in financial support for churches and this is now a possibility

Resolved: that members noted the report and that the town clerk is to update the standing orders accordingly.

TC099.1/23 CDALC Presentation to Town Clerk – Cllr David Bell Chair of the CDALC Executive, and Audrey Christy CDALC Executive Officer attending the meeting to formally present the Town Clerk, Sarah Harris, with the CILCA Certificate. Having formally passed the qualification in early Autumn, the certificate had now been received.

The CDALC representatives conveyed their congratulations to Mrs Harris and the Town Council on having a CILCA Qualified Clerk. The CILCA qualification was regraded in 2015, and the level of attainment upped to a level 3, which requires 200-250 hours of work to complete, and less than 150 per year successfully complete the qualification.

Resolved: that the members of the Council also passed their congratulations to Mrs Harris, and thanked her for the time and effort taken to achieve the qualification, with 4 out of 5 units marked as exemplary submissions.

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.

TC100/23 – HR Update – Capacity moving forward is an issue, due to the additional projects and planning for the future, allotments remains an issue in relation to the amount of time needed to effectively manage and improve sites. Staffing priorities and gaps in resource need to be identified, as well as upskilling and staff capabilities.

Resolved: that members noted the need to address staffing issues, and the gap analysis is needed to effectively move forward and they task the Clerk with undertaking this activity and bringing a report to a future meeting.

TC101/23 – Room Usage –

English As a Second Language have been using the room two mornings per week and now BATC have confirmation that charges can be made and they have been invoiced for this and will be using it for the rest of the academic year.

An approach has been made from Citizens Advice Service for another morning per week and their lease is coming to an end at the Four Clocks Centre.

Baccanalia CIC have approached BATC to rent an office room in the BATC building on a full-time basis.

Resolved: that members discussed a tier rate for lower for charities and Community Interest Groups but more for businesses

- Lower Tier - £20 per hour
- Upper Tier - £30 per hour

Members agreed that English classes can continue and that from April their room hire rate will be £20 per hour.

Member agreed that Citizens Advice can use a meeting space for one additional session per week at a charge of £20 per hour.

Members agreed to offer on licence office one, first floor for an initial term of 12 months to Bacchanalia CIC. the Clerk to negotiate the fee per month of £225 with parking for one car or £200 for no car parking. The Clerk to arrange the suitable licence document with the Council solicitor.

Item 9b- Monthly Payments & Payments for Authorisation – 9 th January 2024							
Paid	Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)							
	EP	A. Breeze Pest Control Ltd.	6 Months Pest Control at Edge Hill, Tindale Crescent and Woodhouse Close Allotments	£1,125.00	£225.00	£1,350.00	£450 - Edge Hill Allotment £450 - Tindale Crescent Allotment £450 - Woodhouse Close Allotment
	DC	Screwfix Direct Ltd.	S&L Security Chain, 8mm	£11.24	£2.25	£13.49	Woodhouse Close Allotments
Leisure – Skatepark (Local Government Act 1972, Section 145)							
	DD	EDF Energy	Skatepark: Electricity 01/12/2023-31/12/2023	£43.41	£2.17	£45.58	
Admin – ICT (Local Government Act 1972, Section 145)							
	EP	Amazon Business	Universal AC Laptop Charger, Black	£14.53	£2.91	£17.44	
	EP	Dove Design Ltd.	Transfer of Website Database and Website Annual Hosting 2023/24	£450.00		£450.00	
Admin – Stationery (Local Government Act 1972, Section 111)							
	EP	Amazon Business	Q-Connect Sticky Notes, 127mm x 76mm Yellow (12 Pack)	£6.96	£1.39	£8.35	
	EP	Amazon Business	KAV Cork Pin Notice Board, 60cm x 90cm	£10.82	£2.17	£12.99	
	EP	Amazon Business	Q-Connect A4 Ruled Spiral Notebooks (5 Pack)	£10.50	£2.10	£12.60	
	EP	Amazon Business	Tempered Glass Screen Protectors, Samsung Galaxy A41 (3 Pack)	£4.96	£0.99	£5.95	
Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)							
	EP	Total Business Group	Printing Costs: December 2023	£15.35	£3.07	£18.42	

	EP	Gordon Fletcher (C.M.I.I.A.) Internal Auditor	Interim Internal Audit of 2023/24 Accounts	£50.00		£50.00	Council Financial Regulation 5.6 list of going contracts and obligations.
Events- Christmas – (Local Government Act 1972, Sections 145)							
	EP	Baccanalia For Culture CIC	Performances at Bishop Auckland Christmas Town 2023	£510.00		£510.00	
Kingsway – Furniture (Local Government Act 1972, Section 133)							
	EP	Amazon Business	Shoze Large Metal Wall Clock, 60cm Black	£32.98	£6.60	£39.58	
	EP	Karl Warriner	Build Outdoor Storage Unit Kit and Repair Leaking Tap in Kitchenette	£110.00		£110.00	
Kingsway – Cleaning/Consumables (Local Government Act 1972, Section 133)							
	EP	Amazon Business	2x Northwood 2 Ply Hygiene Paper Rolls, Blue (6 Pack)	£11.58	£2.32	£13.90	
	EP	Amazon Business	Scott Essential Paper Hand Towels, McKlarks 5L Washing Up Liquid, Avery A4 Address Labels, Snopake Sticky Notes etc.	£63.22	£12.65	£75.87	Single invoice received split over Cleaning Supplies and Stationery.
Total:				£2,470.55	£263.62	£2,734.17	