



Bishop Auckland Town Council

Council Meeting

27th February 2024

Minutes

Present: Cllr S Zair (Chair), Cllr Harker, Cllr L Zair, Cllr A Legge, Cllr K Lawson, Cllr M Siddle, Cllr D Wilson, Cllr K Fryatt (nee Eliot)

Also Present: Sarah Harris -Town Clerk, Vicki Booth-Assistant Town Clerk, Craig MacLennan – Durham County Council Officer

TC102/23 Apologies for absence – Cllr H Balmer-Howieson, Cllr J Blackburn, Cllr A Zair

Resolved: Members noted and accepted the absences

TC103/23 Declarations of Interest – Members were invited to declare any interest they may have.

Resolved: None declared

TC104/23 Minutes - To approve the Minutes of the following meetings:

- 16th January 2024 – Full Council
- 13th February 2024 – Allotment Committee
- 13th February 2024 – Policy and Resources Committee
- 13th February 2024 – Community Committee

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

TC105/23 Matters Arising – Precept submission was sent as requested and a key fact sheet and precept press release had been prepared.

TC106/23 Public Participation – No members of the public raised any questions.

TC107/23 Reports

TC107.1/23 Durham County Council – Cllr Sam Zair reported that there were no updates at this time.

Resolved: that members noted the updated

TC107.2/23 Larger council forum – series of training modules that were available as previously reported including social media strategy and social media skills for staff. CCLA presentation which has information relating to investments later in the agenda.

Resolved: that members noted the updated, and noted that the staff were booked on to some of the breakthrough communications sessions.

TC107.3/23 Outside Bodies – Conservation area Panel – are hosting a drop in relating to the conservation area boundaries next BATC next Wednesday 6th March members encouraged to attend on the afternoon.

Resolved: that the report be noted, and requested the Clerk to establish the extent of the advertising for the drop in so the public are aware and have the opportunity to visit and discuss.

TC107.4/23 Stronger Towns Board - Craig MacLennan DCC Highways Officer was welcomed to the meeting he gave a presentation (see file copy) in relation to public realm works associated with Fore Bondgate North Newgate St, North Tenters St, Finkle St & Market place with funds from the Future High Street Funds and Stronger Towns Funds. This is pre planning consultation, and the actual planning applications and Road Traffic Orders would be submitted shortly.

Resolved: that members thanked Craig for his attendance, and noted the updates and agreed that a formal response be submitted once the applications and orders are formally submitted.

TC108/23 Report of the Mayor – The Mayor gave a summary of the events he has attended in the community. which included, attending a meeting with the scouts, Sedgefield Race Night, King James School Prize Giving, Thanks Giving service for the retirement of Paul Butler Bishop of Durham. Deputy Mayor had kindly attended the AYCC 60th Birthday, and the Mayor Had hosted his Civic dinner and raised over £1000 for his chosen charities.

Resolved: that the update be noted

TC109/23 Report of the Town Clerk –

TC109.1/23 Publicity during pre-election (Purdah) period for Mayoral & Police and Crime Commissioner Elections 2nd May 2024 – an information report was supplied to members in their pack for them to note the pre-election period restrictions for the up and coming elections.

Resolved: that members note the report.

TC109.2/23 Review of Effectiveness of Internal Controls report was presented (see file Copy)

Resolved: that members note the report and accept its recommendations, including the appointment of the auditor and Mr Shingleton for year- end accounts.

TC109.3/23 Audit Planning Diary was presented (see file Copy)

Resolved: that members note the report, and adopt the diary.

TC109.4/23 Risk Management was presented (see file Copy)

Resolved: that members note the report, and the risk matrix.

TC110/23 Finance -

a) **TC110.1/23** Accounts and Future Investments – The Clerk advised that from April the Council will no longer be eligible for the Financial Regulations Compensation Scheme as we will be above that limit. CCLA investment fund discussion took place – current rate 5.26% and is an instant access account without penalties. Recommended by Policy and Resources Committee to open this type of account.

Resolved: that members considered the report, and agreed that a CCLA account to the sum of £100,000 should be set up now with some funds from the other accounts now in preparation for April (Santander,

Darlington Building Society and the Nationwide Accounts) to maximise the potential interest. Once the precept is received the accounts be topped back up.

- b) **TC110.2/23** Statement of Payments (copy attached) was presented, it was reported that Item no 488 £2.46 for Sellotape and balloon ribbon has gone missing but an email to this effect is in with the report and this has been signed by the Clerk & Assistant Clerk for confirmation this was a true purchase.

Resolved: That members agreed for the payments to be made and noted the transactions.

- c) **TC110.3-23** Community Fund Applications

Resolved: that members agreed for the two outstanding applications be viewed at the next policy and resources meeting and then to address them more frequently.

TC111/23 – Correspondence – nothing to discuss

Resolved: that members noted there was no correspondence to discuss at this time

TC112/23 - Exclusion of the Press and Public

Resolved: that members agreed that the resolution be moved

TC113/23 - Outcome of General Appeals Panel – the clerk advised that the Panel had agreed to let the tenant keep the plot due to extenuating circumstances, on the provision that the rent was paid within 7 days and a co-worker added to the plot. This has been actioned and all conditions met.

Resolved: that members noted the update from the appeals panel

TC114/23 Allotment Tenancy issue Woodhouse Close – The Clerk outlined the issue of concern (see file copy) and made several recommendations and requested full council to consider the recommendations as recommended by the Allotment and Environment Committee.

Resolved: that all members agreed with the sanctions proposed and that the final warning would remain on file, and failure to meet any of the conditions imposed would result in a notice to quit.