

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

18 February 2025

Held at 5.00pm in Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Cllr David Wilson (chair), Cllrs Harker, Siddle

Also In attendance: Mrs Vicki Booth, Acting Town Clerk

PR020/24 Apologies for Absence – Cllr A Zair

Absence - Cllr J Blackburn

PR021/24 - Declaration of Interests - No declarations of interest were made.

PR022/24 No previous minutes to ratify

Resolved: that members noted they had previously been approved at full council

PR023/24 Public Participation – no members of the public were in attendance.

PR024/24 – Finance Report

a. Account Balances

Resolved: that members noted the update

b. Authorisation of Payments

Resolved: that members authorised the payment report

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|--------------------------------|------------|----------|-----------------------|-----------|--------------------------------|------------------------------|----------|----------|--------|----------|
| 426 | Photocopier Lease | 06/01/2025 | | 1. Lloyds - Current A | DD | Photocopier Lease 01/01/2025 | Grenke Leasing Ltd. | S | 101.79 | 20.36 | 122.15 |
| 373 | ICT | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | DC | website annual hosting fees | Dove Designs Ltd | Z | 150.00 | | 150.00 |
| 378 | Mobiles | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | | mobile phones | O2 - Telefónica UK Limited | S | 123.05 | 24.61 | 147.66 |
| 376 | Waste Management | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | | allotment clearing | AK Garden Maintenance & | Z | 260.00 | | 260.00 |
| 377 | Kingsway - Gas | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | DC | gas charge | Corona Energy Retail 2 Lim | S | 358.27 | 71.65 | 429.92 |
| 375 | Kingsway - Telephone / broadb | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | DC | Phone and Broadband | Bluecom Services Ltd. | S | 118.80 | 23.76 | 142.56 |
| 381 | Kingsway - Cleaning | 07/01/2025 | TC121/24 | 1. Lloyds - Current A | DC | Kingsway Cleaning | Twinkle Cleaning Services | Z | 292.50 | | 292.50 |
| 438 | Kingsway - Maintenance / Rep | 08/01/2025 | | 1. Lloyds - Current A | DC | shed for courtyard | willko.com | S | 262.50 | 52.50 | 315.00 |
| 398 | Kingsway - Maintenance / Rep | 09/01/2025 | | 1. Lloyds - Current A | DC | 2x Grey Oak Folding Tables (M | Furniture @ Work Ltd. | S | 624.00 | 124.80 | 748.80 |
| 397 | Kingsway - Furniture and equip | 09/01/2025 | | 1. Lloyds - Current A | DC | 4x Black/Chrome Conference C | Furniture @ Work Ltd. | S | 137.00 | 27.40 | 164.40 |
| 385 | ICT | 10/01/2025 | | 1. Lloyds - Current A | | usb charger | Amazon Business EU S.á r. | S | 6.66 | 1.33 | 7.99 |
| 382 | Mobiles | 10/01/2025 | | 1. Lloyds - Current A | | mobile phone cases | Amazon Business EU S.á r. | S | 6.64 | 1.34 | 7.98 |
| 383 | Sundries | 10/01/2025 | | 1. Lloyds - Current A | | batteries | Amazon Business EU S.á r. | S | 1.92 | 0.38 | 2.30 |
| 384 | Sundries | 10/01/2025 | | 1. Lloyds - Current A | | screen protection | Amazon Business EU S.á r. | S | 2.91 | 0.58 | 3.49 |
| 388 | ICT | 10/01/2025 | | 1. Lloyds - Current A | EP | website annual hosting fees | Dove Designs Ltd | Z | 150.00 | | 150.00 |
| 386 | Mobiles | 10/01/2025 | | 1. Lloyds - Current A | DC | 2 x mobile phones for OR & FC | Amazon Business EU S.á r. | S | 185.84 | 37.16 | 223.00 |
| 387 | Pest Control | 10/01/2025 | | 1. Lloyds - Current A | EP | Pest Control | A. Breeze Pest Control Ltd. | S | 750.00 | 150.00 | 900.00 |
| 389 | Christmas | 10/01/2025 | | 1. Lloyds - Current A | | donation | Bishop Auckland Communi | Z | 150.00 | | 150.00 |
| 390 | Kingsway - Telephone / broadb | 10/01/2025 | | 1. Lloyds - Current A | | new extension for phone line f | Bluecom Services Ltd. | S | 12.86 | 2.57 | 15.43 |
| 403 | Pensions | 17/01/2025 | | 1. Lloyds - Current A | EP | Staff Pensions - Jan 2025 | Bishop Auckland Town Cou | Z | 2,498.52 | | 2,498.52 |
| 391 | Stationary | 17/01/2025 | | 1. Lloyds - Current A | | stationary items | Amazon Business EU S.á r. | S | 118.69 | 23.75 | 142.44 |
| 392 | Stationary | 17/01/2025 | | 1. Lloyds - Current A | EP | 4x A2 Wall Planners 2024/25 | Amazon Business EU S.á r. | S | 16.48 | 3.32 | 19.80 |
| 399 | Legal & Professional Fees | 17/01/2025 | | 1. Lloyds - Current A | DC | temp cover | Fiona Clark | Z | 469.00 | | 469.00 |
| 400 | Website Development | 17/01/2025 | | 1. Lloyds - Current A | DC | 10% website | Curious 12 | S | 750.00 | 150.00 | 900.00 |
| 394 | Event equipment / contingency | 17/01/2025 | | 1. Lloyds - Current A | | cable ties | Amazon Business EU S.á r. | S | 3.82 | 0.77 | 4.59 |
| 380 | Kingsway - Electricity | 17/01/2025 | TC121/24 | 1. Lloyds - Current A | DD | Electricity Kingsway | EDF Energy (54 Kingsway) | L | 108.51 | 5.43 | 113.94 |
| 393 | Kingsway - Maintenance / Rep | 17/01/2025 | | 1. Lloyds - Current A | | SONGMICS Executive Office Ch | Amazon Business EU S.á r. | S | 64.39 | 12.88 | 77.27 |
| 395 | Kingsway - Cleaning | 17/01/2025 | | 1. Lloyds - Current A | | washing up liq | Amazon Business EU S.á r. | S | 7.75 | 1.55 | 9.30 |
| 396 | Kingsway - Health Safety and S | 17/01/2025 | | 1. Lloyds - Current A | | salt spreader for car park | Amazon Business EU S.á r. | S | 9.99 | 2.00 | 11.99 |
| 409 | ICT | 23/01/2025 | | 1. Lloyds - Current A | EP | SSL Certificate | Dove Designs Ltd | Z | 55.00 | | 55.00 |
| 407 | Legal & Professional Fees | 23/01/2025 | | 1. Lloyds - Current A | EP | Accountancy fees for payroll | Anderson & Co. Accountan | S | 275.00 | 55.00 | 330.00 |
| 411 | Legal & Professional Fees | 23/01/2025 | | 1. Lloyds - Current A | EP | slcc membership | Society of Local Council Cle | Z | 475.00 | | 475.00 |
| 406 | Water | 23/01/2025 | | 1. Lloyds - Current A | EP | water Woodhouse | Wave Utilities - Woodhous | Z | 272.75 | | 272.75 |

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|---------|--------------------------------|------------|--------|-----------------------|---------------|----|-----------------------------------|-------------------------------|----------|----------|--------|----------|
| | | | | | Cheque No | EP | | | | | | |
| 408 | Allotment repairs and maintena | 23/01/2025 | | 1. Lloyds - Current A | EP | | ground stakes for numbering p | Amazon Business EU S.á r. | S | 42.48 | 8.49 | 50.97 |
| 412 | Sundries | 23/01/2025 | | 1. Lloyds - Current A | EP | | logo on OR's workwear | Cre8ive Graphics Ltd. | S | 12.00 | 2.40 | 14.40 |
| 410 | Kingsway - Gas | 23/01/2025 | | 1. Lloyds - Current A | | | gas charge | Corona Energy Retail 2 Lim | S | 390.80 | 78.16 | 468.96 |
| 405 | Kingsway - Water | 23/01/2025 | | 1. Lloyds - Current A | DD | | kingsway water | Wave Utilities - Town Coun | Z | 33.90 | | 33.90 |
| 421 | Capital Projects | 28/01/2025 | | 1. Lloyds - Current A | EP | | insulation, drill, saw, screwdriv | Screwfix Direct Ltd. | S | 184.09 | 36.83 | 220.92 |
| 422 | Kingsway - Maintenance / Rep | 28/01/2025 | | 1. Lloyds - Current A | EP | | rock salt for carpark | B&Q Limited | S | 7.25 | 1.45 | 8.70 |
| 401 | Salaries | 30/01/2025 | | 1. Lloyds - Current A | EP | | staff salaries Jan 2025 | Bishop Auckland Town Cou | Z | 8,319.05 | | 8,319.05 |
| 404 | HMRC | 30/01/2025 | | 1. Lloyds - Current A | EP | | HMRC, TAX & NI for staff and | Bishop Auckland Town Cou | Z | 2,895.80 | | 2,895.80 |
| 404 | HMRC - NI Contributions | 30/01/2025 | | 1. Lloyds - Current A | EP | | HMRC, TAX & NI for staff and | Bishop Auckland Town Cou | Z | 58.00 | | 58.00 |
| 402 | Allowances | 30/01/2025 | | 1. Lloyds - Current A | EP | | members allowance - Jan 2025 | Bishop Auckland Town Cou | Z | 272.23 | | 272.23 |
| 424 | Allotments postage | 30/01/2025 | | 1. Lloyds - Current A | EP | | stamps | Post Office Ltd. | Z | 40.00 | | 40.00 |
| 425 | Capital Projects | 30/01/2025 | | 1. Lloyds - Current A | EP | | Allotment Keys for OR | Timpson Ltd. | Z | 27.00 | | 27.00 |
| 413 | Staff Training | 31/01/2025 | | 1. Lloyds - Current A | EP | | SLCC training event - strategic | Society of Local Council Cle | S | 30.00 | 6.00 | 36.00 |
| 414 | Staff Training | 31/01/2025 | | 1. Lloyds - Current A | EP | | SLCC training event -local elect | Society of Local Council Cle | S | 15.00 | 3.00 | 18.00 |
| 415 | Staff Training | 31/01/2025 | | 1. Lloyds - Current A | EP | | SLCC training event -local elect | Society of Local Council Cle | S | 30.00 | 6.00 | 36.00 |
| 416 | Staff Training | 31/01/2025 | | 1. Lloyds - Current A | EP | | SLCC training event -powers & | Society of Local Council Cle | S | 45.00 | 9.00 | 54.00 |
| 417 | Staff Training | 31/01/2025 | | 1. Lloyds - Current A | EP | | SLCC training event -local elect | Society of Local Council Cle | S | 15.00 | 3.00 | 18.00 |
| 423 | Allotment repairs and maintena | 31/01/2025 | | 1. Lloyds - Current A | EP | | pipe insulation for site taps | Screwfix Direct Ltd. | S | 6.20 | 1.24 | 7.44 |
| 418 | Kingsway - Maintenance / Rep | 31/01/2025 | | 1. Lloyds - Current A | EP | | replace second carpark LED flo | R. Lightfoot Electrical & Ala | S | 155.00 | 31.00 | 186.00 |
| 419 | Kingsway - Health Safety and S | 31/01/2025 | | 1. Lloyds - Current A | EP | | adjustable underdesk footrest | Amazon Business EU S.á r. | S | 32.48 | 6.50 | 38.98 |
| 419 | Kingsway - Health Safety and S | 31/01/2025 | | 1. Lloyds - Current A | EP | | adjustable underdesk footrest | Amazon Business EU S.á r. | X | 1.00 | | 1.00 |
| 420 | Kingsway - Health Safety and S | 31/01/2025 | | 1. Lloyds - Current A | EP | | desk, floor protector, laptop st | Amazon Business EU S.á r. | S | 118.25 | 23.64 | 141.89 |
| 435 | Allotment repairs and maintena | 05/02/2025 | | 1. Lloyds - Current A | EP | | fence materials | Screwfix Direct Ltd. | S | 13.32 | 2.67 | 15.99 |
| 436 | Allotment repairs and maintena | 05/02/2025 | | 1. Lloyds - Current A | EP | | fence protector | Screwfix Direct Ltd. | S | 21.24 | 4.25 | 25.49 |
| 445 | Allotment repairs and maintena | 05/02/2025 | | 1. Lloyds - Current A | DC | | 4x Kiln Dried Timber, 3.6M x 5 | Travis Perkins Trading Com | S | 27.12 | 5.42 | 32.54 |
| 429 | Staff Travel & Subsistence | 07/02/2025 | | 1. Lloyds - Current A | EP | | ID tag for OR | Swift Engraving Services Lt | S | 7.57 | 1.51 | 9.08 |
| 431 | Legal & Professional Fees | 07/02/2025 | | 1. Lloyds - Current A | EP | | temp cover | Fiona Clark | Z | 707.00 | | 707.00 |
| 439 | Staff Travel & Subsistence | 07/02/2025 | | 1. Lloyds - Current A | EP | | Allot Officer travel expenses | Bishop Auckland Town Cou | Z | 23.20 | | 23.20 |
| 441 | ICT | 07/02/2025 | | 1. Lloyds - Current A | EP | | annual scribe accounts subscri | Starboard Systems Limited | S | 745.20 | 149.04 | 894.24 |
| 442 | ICT | 07/02/2025 | | 1. Lloyds - Current A | EP | | annual scribe allotment subscri | Starboard Systems Limited | S | 660.00 | 132.00 | 792.00 |
| 437 | Mobiles | 07/02/2025 | | 1. Lloyds - Current A | DD | | mobile phones | O2 - Telefónica UK Limited | S | 116.44 | 23.29 | 139.73 |
| 430 | Allotment repairs and maintena | 07/02/2025 | | 1. Lloyds - Current A | EP | | 1-55 Number Tags for Plots, Ti | Swift Engraving Services Lt | S | 247.50 | 49.50 | 297.00 |
| 427 | Christmas | 07/02/2025 | | 1. Lloyds - Current A | EP | | Donation Christmas Communit | Durham County Council | S | 333.33 | 66.67 | 400.00 |
| 434 | Ward and in-year events | 07/02/2025 | | 1. Lloyds - Current A | EP | | gambling licence | Durham County Council | Z | 20.00 | | 20.00 |
| 432 | Kingsway - Telephone / broadb | 07/02/2025 | | 1. Lloyds - Current A | EP | | Phone and Broadband | Bluecom Services Ltd. | S | 134.75 | 26.95 | 161.70 |

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| 440 | Kingsway - Cleaning | 07/02/2025 | | 1. Lloyds - Current A | EP | Kingsway Cleaning | Twinkle Cleaning Services | Z | 273.00 | | 273.00 |
| 433 | Kingsway - Health Safety and S | 07/02/2025 | | 1. Lloyds - Current A | EP | security | Vinovium Associates Ltd. | S | 273.75 | 54.75 | 328.50 |
| 428 | Kingsway - Furniture and equip | 07/02/2025 | | 1. Lloyds - Current A | EP | SH chair for WFH | Amazon Business EU S.á r. | S | 183.32 | 36.66 | 219.98 |
| 446 | Photocopier Usage | 13/02/2025 | | 1. Lloyds - Current A | EP | Photocopier Usage 31/12/2024 | Totals Business Computers | S | 15.05 | 3.01 | 18.06 |
| 448 | Allotment repairs and maintena | 13/02/2025 | | 1. Lloyds - Current A | EP | No. 56 Number Tag for Plot, Ti | Swift Engraving Services Lt | L | 4.50 | 0.23 | 4.73 |
| 449 | Allotment repairs and maintena | 13/02/2025 | | 1. Lloyds - Current A | DC | 1x 28mm Pipe Insulation, 1M | Screwfix Direct Ltd. | S | 1.74 | 0.35 | 2.09 |
| 443 | Skatepark - electricity | 13/02/2025 | | 1. Lloyds - Current A | DD | skatepark | EDF Energy (Skatepark) | L | 70.78 | 3.54 | 74.32 |
| Total | | | | | | | | | 25,428.98 | 1,569.69 | 26,998.67 |

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- c. **Remaining Cost Centre Funds** – an update was given with regards to the cost codes and cost centres. That all but the Kingsway budget remained within the cost centre budget and this exception was due to the overpayment to the Public Works Loan Board.

Resolved: that members noted the update and were satisfied that the cost centres were aligned and no virement adjustments were required for the individual cost codes.

- d. **Lloyds Bank Closure and how it affects the Council** – Members were advised that the local branch of Lloyds will close in may 2025. Currently the Council accept cash payments from allotment tenants. The means of payment need to be considered before the summer so that tenancy agreements and rules can reflect any changes required.

Resolved: that members noted the closure and were keen to keep cash payments as an option and for the Clerk to establish if the depositing of funds can be made through the Post Office and for an update to be taken to Full Council.

- e. **Asset register for 2025** – An updated asset register was presented.

Resolved: that members noted the items added/removed from the asset register.

- f. **Community Events** – That the air cadets were having a full family day out over half term and the air cadets were visiting the Dambuster RAF site. That a donation to both would be beneficial to make the young people and families build memories and support the community groups.

Resolved: that members approved the donations to the army and the air cadets.

PR025/24 Community Fund Applications – A summary was given for the community group applications received.

Resolved: that members approved the following –

Woodhouse Close Church Community centre – Christmas Lunch £1000

Woodhouse Close Church Community Centre – Additional CCTV £1000

Auckland Youth and Community Centre – Adult Support Group £1000

Auckland Youth and Community Centre – Man Health Group £1000

Four Clocks Centre – Trips for Dementia and Alcohol Support Services approved £1000