

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

7th October 2025

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

In attendance: Cllr Harker (Deputy Chair), Cllrs Gray, Siddle, Wilkinson & Wilson

Also, In attendance: Mrs Sarah Harris, Town Clerk & Mrs Vicki Booth, Assistant Town Clerk

PRC028/25 - Apologies for Absence – Cllr S Zair

PRC029/25 - Declaration of Interests - No declarations of interest were made.

PRC030/25 - Action Log from Previous Meeting – each action was reviewed and discussed as required

Resolved: that members noted the update.

PRC031/25 Public Participation – no members of the public were in attendance.

Resolved: that no members of the public were present.

PRC032/25 – Finance

i. **Bank Account Update** – some funds are still required to be moved and another bank signatory needs to be added. NE Credit Union account now closed. Hinckley & Rugby account is now open. Paperwork has been submitted to Darlington Building Society.

Resolved: that members note the update and requested a signatory request to be heard at full council in October.

ii. **Six Monthly Budget Monitoring Report Including Q1 & Q2 data** – the Clerk gave an update and summary of the paper regarding budget to date.

Resolved: that members note the update and requested an end of year forecast to be brought to the next meeting.

iii. **Budget Planning Preparation for 2026/27** – the Clerk gave a summary of the preparations that have been made already for the next financial year and await the ready reckoner to review the financial budget.

Resolved: that members note the update.

iv. **Authorisation of Payments** – the payment report was discussed

Resolved: that members authorise the payments.

PRC033/25 – Audit – the Clerk is currently seeking quotes to appoint a new internal auditor for

Resolved: that members note the update and welcome quotes to a future meeting.

PRC034/25 – Corporate

a) DCC Consultation

- a. Budget proposal 2026/27 & Medium-Term Financial Plan 2026/27 – 2029/30
- b. Exceptions to the empty and unfurnished properties and second homes council tax premium

Resolved: that members noted the update and agreed that the Clerk email Citizen Advice Bureau to advise their services are no longer required as agreed by full council in Sept 2025 not Groundworks have confirmed they will be in attendance from next week. The empty and unfurnished properties proposed response needed to be reworded regarding vulnerable people. Request the Clerk to write to Cllr L Fox to update council on empty shops.

b) Correspondence – standing item, nothing to discuss

Resolved: that members noted there was nothing to discuss

c) Communication Plan – was presented.

Resolved: that the plan and methods be adopted.

PRC035/25 – Planning – that members reviewed the application for Greggs on Newgate Street. Reviewed the licence application for the Sportsman pubs request to remove the restriction of polycarbonate glasses.

Resolved: that members approved the response for Greggs. That members agreed that a response should be submitted to object in lifting the restriction on the Sportsman's application.

PRC036/25 – Asset Management

a) Sale of De-designated Land Update – the Clerk gave an update on the current situation and that the land agent has been appointed and letters sent to tenants. There is a discrepancy on measurements and this is being investigated as present.

Resolved: that members noted the update, and to use the new measurements and alter guide prices if necessary.