

## Bishop Auckland Town Council

### Minutes of the Policy and Resources Committee

3<sup>rd</sup> March 2026 at 4.30pm

Town Council Offices, Kingsway Court, Bishop Auckland

**In attendance:** Cllr Harker (Chair), Gray, Siddle, Wilkinson, Wilson & S Zair

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

**PRC077/25 - Apologies for Absence –**

**PRC078/25 - Declaration of Interests** - declarations made by Cllr Wilkinson re Bishops Press

**PRC079/25 - Action Log from Previous Meeting** – each action was reviewed and discussed as required.

**Resolved:** that members noted the update, members requested that should there be no response via Cllr Gray with Michael Turnbull then this needs to be escalated to Helen Bradbury.

**PRC080/25 Public Participation**

**Resolved:** that no members of the public were present.

**PRC081/25 – Finance**

a) **Bank Balances** - the Clerk gave an update of the account balances

**Resolved:** that members noted the current balances

b) **Authorisation of Payments** – that members reviewed the payment list (See Appendix 1)

**Resolved:** that the payment list was approved for payments

c) **Request for unpaid grant funds** – for unpaid authorised community fund payments

**Resolved:** that members agreed for the funds to be moved to Ear Marked Reserves for when they can be paid once receipts are received.

d) **VAT126 Reclaim** – the Clerk advised that BATC is not VAT registered and claim VAT via VAT126 quarterly. That following an issue with the Q2 reclaim that has now been resolved and Q3 will be claimed as soon as possible now it has been resolved.

**Resolved:** that members noted the HMRC update and the new processes put in place internally. That the suspended penalty of £610 is suspended for 2 years from the date of issue.

e) **Procurement** – an update was given regarding the new procurement guidance, the BATC current position and the additional security level of an SLA with DCC procurement services.

**Resolved:** that members agreed the SLA is worth renewing in order to be able to use their services for capital projects and contractor lists. That members discussed reviewing our own procurement

processes going forward with regards to local suppliers and the requirement to obtain three quotes. To be an agenda item on a quarterly basis. That due diligence is used to ensure the contractors have the required insurance etc required.

**PRC082/25 – IT Equipment** – the Clerk advised of the options for a bigger screen in the conference room and the revised quotes are too hefty.

**Resolved:** that members noted the costs and requested the possibility of other options.

#### **PRC083/25 – Corporate**

- a) **Town of Culture 2028 Bid** – that an update was given and a formal registration has been made that Bishop Auckland wish to make a submission.

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

- b) **DCC Consultations** – that no new consultations have been issued.

**Resolved:** that members noted the update and that BATC were the only town council who responded to the allotment consultation.

- c) **Kingsway Maintenance Update** – that the doors and decorating contractors have been appointed and work will be carried out in March.

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

**PRC084/25 Planning** – that members were advised no applications for comment at present.

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

*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.*

**PRC085/25 – Council Strategy and Action Plan Development** – that the sub strategies were reviewed by all relevant committees and that the timescale is on track for completion to go live in May.

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

**PRC086/25 – HR & Resourcing Update** – the Clerk gave an update of the positions that are currently advertised and the closure date is the end of this week.

**Resolved:** that members noted the update and that interviews were to take place week commencing 16<sup>th</sup> March, and the Chair of Policy and Resources would join the Clerk and Deputy Clerk on the interview panel, and the recommended appointments would be brought to full council at the end of March. Members agreed that a teams call be had in relation to the contract proposer for a demonstration of what is proposed for the potential bespoke form for Youth Awards.

**PRC087/25 – Asset Management -**

- a) **Sale of De-designated Land Update** – first set of paperwork has been issued. That plot 6 & 7 and remainder of plot 4 will be advertised as agreed. Plots are going without water supply.

**Resolved:** that members noted the update, and welcomed the sales progressing. That members requested the advertising of venue space on the website.

**Appendix 1 PRC081/25b**

Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Power Used for Spend	Column1
ADMIN									
606	10.03.2026	£187.07	£37.41	£224.48	Mobile Phones	O2 - Telefónica UK Limited	DD	Local Government Act 1972 s.111	Contract
605	31.03.2026	£149.12	£29.82	£178.94	2x Mouse, 4x Print Label, Table No, Toilet Rolls, Cleaning etc.	Amazon Business EU S.á r.l. UK Branch	EP	Provision of Parish and Community Buildings - LGA 1972, s.133	Paid
601	24.02.2026	£2.67	£0.53	£3.20	refreshments for TOC meeting	Heron Foods	DC		Paid
599	24.02.2026	£83.50	£16.70	£100.20	Rialtas Software, Setup on Data Transfer	Rialtas Business Solutions Ltd	EP	Local Government Act 1972 s.111	Paid
590	26.02.2026	£2,685.87	£0.00	£2,685.87	Staff Pensions - Feb 2026	Durham County Council	EP	Local Government Act 1972 s 112 (1)	Contract
589	26.02.2026	£87.80	£0.00	£87.80	HMRC, Tax & NI - Members Feb 2026	Bishop Auckland Town Council (BATC)	EP	The Local Authorities Regs 2003, Part 5, s.26	Contract
588	26.02.2026	£3,381.08	£0.00	£3,381.08	HMRC, Tax & NI for Staff - Feb 2026	Bishop Auckland Town Council (BATC)	EP	Local Government Act 1972 s 112 (1)	Contract
587	26.02.2026	£388.91	£0.00	£388.91	Members Allowance - Feb 2026	Bishop Auckland Town Council (BATC)	EP	The Local Authorities Regs 2003, Part 5, s.26	Contract
586	26.02.2026	£8,534.00	£0.00	£8,534.00	Staff Salaries - Feb 2026	Bishop Auckland Town Council (BATC)	EP	Local Government Act 1972 s 112 (1)	Contract
580	11.02.2026	-£7.66	-£1.53	-£9.19	Refund: Plastic Pipe Cutter, 3-28mm	Screwfix Direct Ltd.	DC		Refund
579	11.02.2026	£150.00	£30.00	£180.00	2 x roller banners logo	Lintons Printers Limited	EP	Entertainment and the Arts - LGA 1972, s.145	Paid
578	17.03.2026	£52.00	£0.00	£52.00	Info Commissioners Office Renewal	Information Commissioner's Office (ICO)	DD		Contract
576	10.02.2026	£50.00	£10.00	£60.00	scribe - prof services	Starboard Systems Limited T/A Scribe Accounts	EP	Small Holdings and Allotments Act 1908 s26	Contract
572	10.02.2026	£175.50	£35.10	£210.60	VAT Training Part 2 VB	Society of Local Council Clerks (SLCC)	EP	Local Government Act 1972 s.111	Paid
571	10.02.2026	£175.50	£35.10	£210.60	MA Training VAT	Society of Local Council Clerks (SLCC)	EP	Local Government Act 1972 s.111	Paid

570	10.02.2026	£85.00	£17.00	£102.00	SLCC Regional Training Seminar	Society of Local Council Clerks (SLCC)	EP	Local Government Act 1972 s.111	Paid
569	10.02.2026	£85.00	£17.00	£102.00	SLCC Regional Training Seminar	Society of Local Council Clerks (SLCC)	EP	Local Government Act 1972 s.111	Paid
566	06.02.2026	£28.00	£0.00	£28.00	flowers for FC	M&S - Marks and Spencer	EP	Localism Act 2011 s1-8	Paid
565	06.02.2026	£6.00	£0.00	£6.00	forum membership	County Durham History & Heritage Forum	EP	Entertainment and the Arts - LGA 1972, s.145	Paid
562	05.02.2026	£20.00	£0.00	£20.00	Gambling & Small Society Lotteries Licence	Durham County Council	EP	Localism Act 2011 s1-8	Paid
561	05.02.2026	£17.87	£0.00	£17.87	OR mileage Jan	Boody Spelk	EP		Outstanding
558	28.02.2026	£14.21	£2.84	£17.05	Photocopier Usage	Totals Business Computers Ltd.	EP	Local Government Act 1972 s.111	Contract
555	17.02.2026	£17.08	£0.00	£17.08	Lloyds Banking Fees	Lloyds Bank Plc.	DD	Localism Act 2011 s1-8	Contract
551	07.02.2026	£186.00	£37.20	£223.20	Mobile Phones	O2 - Telefónica UK Limited	DD	Local Government Act 1972 s.111	Contract
549	27.02.2026	£1,703.28	£340.66	£2,043.94	Scribe Accounts and Scribe Allotments Renewal, 2026	Starboard Systems Limited T/A Scribe Accounts	EP	Local Government Act 1972 s.111	Contract
507	10.12.2025	-£10.62	-£2.12	-£12.74	Credit: Diaclara iPhone case	Amazon Business EU S.á r.l. UK Branch	-	Local Government Act 1972 s.111	Refund
506	10.12.2025	-£12.74	-£2.55	-£15.29	Credit: Diaclara iPhone Case	Amazon Business EU S.á r.l. UK Branch	-	Local Government Act 1972 s.111	Refund
504	10.12.2025	-£15.82	-£3.16	-£18.98	Credit: Samsung Galaxy Tab S22 Case	Amazon Business EU S.á r.l. UK Branch	-	Local Government Act 1972 s.111	Refund
ALLOTMENTS									
596	23.02.2026	£74.17	£14.83	£89.00	Round Wooden Fence Posts(10 Pack)	Wilko.com	DC	Small Holdings and Allotments Act 1908 s26	Paid
595	23.02.2026	£49.99	£10.00	£59.99	Fence Post Hammer	Screwfix Direct Ltd.	DC	Small Holdings and Allotments Act 1908 s26	Paid
592	26.02.2026	£431.74	£0.00	£431.74	Edge Hill Association 10% contribution	Edge Hill Allotment Association	EP	Smallholdings & Allotments Act 1908, s.23	Outstanding
600	28.02.2026	£26.17	£5.23	£31.40	potato seed for food fest activity	The Pollards Allotment Association	EP		Outstanding
591	26.02.2026	£325.55	£0.00	£325.55	Pollards Association 10% Contribution	The Pollards Allotment Association	EP	Small Holdings and Allotments Act 1908 s26	Outstanding

574	10.02.2026	£100.00	£0.00	£100.00	Cut steel gate cover, grinder and labour	S&P Landscapes/Groundworks & Fencing Contractors	EP	Small Holdings and Allotments Act 1908 s26	Paid
573	17.02.2026	£0.00	£0.00	£0.00	Half Yearly Lease of Edge Hill Allotments	Bishop Auckland Town Council (BATC)	DD	Small Holdings and Allotments Act 1908 s26	Outstanding
557	20.01.2026	£9.29	£0.00	£9.29	wafer screws	Screwfix Direct Ltd.	EP	Small Holdings and Allotments Act 1908 s26	Paid
556	20.01.2026	£7.66	£1.53	£9.19	faithful plastic pipe cutter	Screwfix Direct Ltd.	EP	Small Holdings and Allotments Act 1908 s26	Paid
597	23.02.2026	£40.45	£0.00	£40.45	Wool, WI for poppies	Boyes	DC	Entertainment and the Arts - LGA 1972, s.145	Paid
541	15.01.2026	£7.49	£1.50	£8.99	Minotaur Cable/Wire Cutter 200mm	Toolstation Ltd.	DC	Small Holdings and Allotments Act 1908 s26	Paid
540	15.01.2026	£20.26	£4.06	£24.32	Plastic Pipe Cutter, MDPE Compression Stop Fitting and 30m Galvanised Wire	Screwfix Direct Ltd.	DC	Small Holdings and Allotments Act 1908 s26	Paid
575	09.02.2026	£455.50	£91.10	£546.60	Water application for Mill Race	Northumbrian Water	EP	Small Holdings and Allotments Act 1908 s26	Paid
KINGSWAY									
602	31.03.2026	£360.00	£0.00	£360.00	Kingsway Cleaning	Blitzed 24/7 Cleaning	EP	Provision of Parish and Community Buildings - LGA 1972, s.133	Paid
593	03.03.2026	£257.87	£51.57	£309.44	Kingsway Gas Jan-Feb 2026	Corona Energy Retail 2 Limited	EP	Parish/ Community Buildings - LGA 1972, s.133	Contract
585	16.02.2026	£12.46	£2.49	£14.95	blue roll	Luxtrous Ltd	EP	Parish/ Community Buildings - LGA 1972, s.133	Paid
584	13.02.2026	£75.49	£15.10	£90.59	grit box	Roadware Ltd	EP	Parish/ Community Buildings - LGA 1972, s.133	Paid
MAYOR									
598	24.02.2026	£3,495.43	£0.00	£3,495.43	Mayors fundraising to Butterwick	Butterwick Hospice	EP		Outstanding
594	19.02.2026	£90.00	£0.00	£90.00	Mayor of Durham City Civic Dinner	The Charter Trusts for the City of Durham (Durham County Council)	EP	Localism Act 2011 s1-8	Paid

COMMUNITY SUPPORT									
577	10.02.2026	£1,000.00	£0.00	£1,000.00	Donation to Bishop Trains DM bench	Bishop Trains Limited	EP		Paid
583	19.02.2026	£1,000.00	£0.00	£1,000.00	Comm Funds - trips for BACP groups	Bishop Auckland Community Partnership	EP	Localism Act 2011 s1-8	Paid
581	19.02.2026	£1,000.00	£0.00	£1,000.00	Comm Funds - mens group	Woodhouse Close Church Community Centre	EP	Localism Act 2011 s1-8	Paid
563	06.03.2026	£51.25	£2.56	£53.81	Skatepark, Electricity	EDF Energy (Skatepark)	DD	Highways - Parish Councils Act 1957 s.3	Contract
471	31.03.2026	£770.00	£0.00	£770.00	Pending receipts of community grant approved applications	Comm Funds - BACP - Bloom	EP	Localism Act 2011 s1-8	Outstanding
604	31.03.2026	£18.85	£0.00	£18.85	Phoenix Toilet Rolls (St Anne's Ffest)	Alta & Co. Trading Ltd (Amazon Business)	EP	Entertainment and the Arts - LGA 1972, s.145	Paid
603	31.03.2026	£18.85	£0.00	£18.85	Z Fold Paper Towels (St Anne's Ffest)	We Can Source It Ltd. (Amazon Business)	EP	Entertainment and the Arts - LGA 1972, s.145	Paid