

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

7th April 2026 at 4.30pm

Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Cllr Siddle (Deputy Chair) Gray, Siddle, Wilson & S Zair

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

PRC088/25 - Apologies for Absence – were received and accepted from Cllr Harker & Wilkinson

PRC089/25 - Declaration of Interests - no declarations of interest were made

PRC090/25 - Action Log from Previous Meeting – each action was reviewed and discussed as required including the boundary review request and lack of response from DCC.

Resolved: that members noted the update. That Cllr Gray will take the boundary review matter forward with Helen Bradbury, and the Clerk to resend and email copying him in.

PRC091/25 Public Participation

Resolved: that no members of the public were present.

PRC092/25 – Finance

- a) **Bank Balances** - the Clerk gave an update of the account balances but they are not currently accurate due to awaiting the year end statements.

Resolved: that members noted the current balances, and that the full year end balances would be brought to full council at the end of the month.

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

Resolved: that members approved the he list for payment

- c) **Quarter 4 Report – end of year report 2025-26** – the Clerk presented a report for the end of the full financial year without some minor adjustments that are yet to be reconciled as they took place over the financial year end. The funds which Council agreed at the end of March, have not all been allocated to Ear Marked Reserves yet.

Resolved: that members enquired why historically no assumptions were made regarding interest on accounts and room hire. That the Clerk explained these are not a certainty and therefore have not previously been considered. That members agreed that a year end report to full council to clearly show the differences and EMR's. That the council are in a positive position at the end of the year.

PRC093/25 – IT Equipment – the Clerk advised the Ipads requested for members has been purchased, that sourcing of a larger monitor is still ongoing.

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Resolved: that members noted the update, and welcomed the revised quote for the screen.

PRC094/25 – Corporate

a) Town of Culture 2028 Expression of Interest

- I. Working group notes were presented for committee to review
- II. EOI summary and proposal for Annual Meeting of the Parish

Members noted that the Expression of Interest submission is now complete. It was agreed that the Clerk will circulate a copy of the full submission to Members, the summary had been agreed by full council at their meeting at the end of March but some changes had been made as final tweaks.

Members recognised that the submission has generated momentum for continued and enhanced community engagement, to be reframed as strategic consultation. The Committee discussed the advantages and disadvantages of progressing engagement activity at this stage and agreed that there was no strong appetite at present to commit expenditure of the allocated funds.

Resolved: Members agreed that the EOI process had been well managed, and a robust document was submitted, they thanked the partners for pulling together. Members felt that engagement activity would be more effective if held later in the summer, rather than being incorporated into the Annual Meeting of the Council, to allow for a more considered and community-focused approach.

b) DCC Consultations – that DCC have issued a new draft planning policy based on the previous consultation regarding county wide HMO's.

Resolved: that members reviewed the proposed response and members agreed on the response to DCC in support of the proposal.

c) Kingsway Maintenance Update – that the doors have been replaced and communal areas repainted. Guttering clearing was to be undertaken to stop the water running down the back of the building.

Resolved: that members noted the update.

PRC095/25 Planning – that there are no new planning applications. That the Durham Dales Gateway Stronger Towns Board application has been submitted and is being validated and is not yet available for viewing and commenting and will be brought to the next available meeting.

The Etherley Dene proposed development has currently received 201 objections and the LLFA have refrained from approving or objecting due to the lack of detailed information to give a clear indication regarding flooding. This is outside of the parish boundary, but is within view of the boundary.

Resolved: that members noted the update and agreed that any planning application be responded to as per proposed recommendations for the Etherly Deane application. That members agreed that any relevant applications within the boundaries or very close to the boundaries should be responded to for consistency regardless of support or objection.

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

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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.

PRC096/25 – Council Strategy and Action Plan Development – that the Clerk gave a summary of the strategy development and that while there may be some slight slippage the plan is still to have this complete and delivered at the annual meeting in May. That members were in support of holding another workshop reflecting on the feedback from the ToC consultations and is there any areas that have not been covered that could now be added into the strategy.

Resolved: that members were in agreement that the Clerk circulate the strategy and its sub-strategies and ask for member comment. Any suggestions be looked at the revised document brought to full council on the 28th April, with a view that final tweaks be made and consultation launched in line with the annual meeting.

PRC097/25 – HR & Resourcing Update – the Clerk gave an update of the recruitment. That the Community Development Officer role is still awaiting references, however, the Governance Support Officer's reference are complete and will start with BATC next week.

Resolved: that members noted the update, and looked forward to having additional capacity within the team.

PRC098/25 – Asset Management -

- a) **Sale of De-designated Land Update** – first set plot has been sold. The proposed sales of the remainder plots are underway with only plots 6&7 to be going on the open market for sale. That the support of the NAS has been received for the 3 plots at Toronto and the information has now been submitted to the Secretary of State.

Resolved: that members noted the update.

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Appendix 1 – Authorisation of Payments

Minute Reference: PRC092/25

Scribe Ref	Date	Net	VAT	Gross	Description	Supplier	Payment Type	Status
KINGSWAY								
664	27.03.2026	£66.66	£13.32	£79.98	2x Door Canopies, Anthracite Black	ManoMano.co.uk	DC	Paid
655	25.03.2026	£40.00	£0.00	£40.00	Window Cleaning, 18/02/2026 and 17/03/2026	AIWC Commercial and Business Cleaning Ltd.	EP	Contract
652	23.03.2026	£3,816.67	£763.33	£4,580.00	Supply & Installation of 2x Composite Stable Doors	QVS Windows and Conservatories Ltd.	EP	Contract
649	23.03.2026	£360.00	£0.00	£360.00	Kingsway Cleaning	Blitzed 24/7 Cleaning	EP	Contract
EVENTS								
644	20.03.2026	£350.00	£0.00	£350.00	Social Media Campaign - Youth Awards 2026 (1st Installment)	Imbrand Ltd.	EP	Contract
647	23.03.2026	£3.32	£0.67	£3.99	ZHIYE Fine Point Cotton Swabs (400 Pack)	Amazon Business EU S.á r.l.	EP	Paid
646	23.03.2026	£3.32	£0.67	£3.99	Ziyuhao Florists Tape, Green (4 Pack)	Amazon Business EU S.á r.l.	EP	Paid
645	23.03.2026	£5.82	£1.17	£6.99	ASDIRINE Scissors, Grey Soft Grip Handles (4 Pack)	Amazon Business EU S.á r.l.	EP	Paid
ALLOTMENTS								
653	25.03.2026	£3.09	£0.62	£3.71	Culpitt 30 Gauge Florist Wire, White (50 Pack)	My Cake Supplies Limited (Amazon business)	EP	Paid
651	23.03.2026	£143.01	£0.00	£143.01	Dewalt XR Pole Hedge Trimmer, 18V Bare Unit	MisterWorker.com	EP	Paid
650	23.03.2026	£360.00	£0.00	£360.00	Remove Tree Stumps, Larger Stumps, Weeds/Debris, SC Allots	S&P Landscapes/Groundworks & Fencing Contractors	EP	Contract
573	17.02.2026	£0.00	£0.00	£0.00	Half Yearly Lease of Edge Hill Allotments 08/09/2025-07/03/2026 (awaiting acceptance of offer)	Bishop Auckland Town Council (BATC)	DD	Outstanding
642	31.03.2026	£329.59	£0.00	£329.59	Install Two Fences&Gate Posts, Plots 45-46, Tin Allots	Boody Spelk (Owen Richardson)	EP	Contract
COMMUNITY								
472	31.03.2026	£1,000.00	£0.00	£1,000.00	Pending receipts of community grant approved applications	Bishop Auckland Choral Society	EP	Outstanding
616	31.03.2026	£340.00	£0.00	£340.00	Community Fund - DAFT Exhibition Materials (Pending Receipts)	Durham Amateur Football Trust (DAFT)	EP	Outstanding
657	17.03.2026	£20.00	£0.00	£20.00	2x £10 Gift Cards - Food Festival 2026	Post Office Ltd.	DC	Paid
656	17.03.2026	£180.00	£0.00	£180.00	4x £30 Gift Cards and 6x £10 Gift Cards - Food Festival 2026	Post Office Ltd.	DC	Paid

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615	18.03.2026	£750.00	£0.00	£750.00	Community Fund - NPORS Accreditation - paid £750, await further receipt of pay remainder £150	Renaissance NE CIC	EP	Partially Outstanding
ADMIN								

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