



Bishop Auckland Town Council

Kingsway Court, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF

Tel: 01388 207110 Email: council@bishopauckland-tc.gov.uk

Website: www.bishopauckland-tc.gov.uk

Town Clerk: Sarah Harris

19 May 2026

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Bishop Auckland Town Council on 28 May 2026 at 6.30pm**. The Meeting will take place at **Town Council Offices, Kingsway Court, 54 Kingsway, Bishop Auckland**. The Meeting will follow the Annual Parish Meeting.

Members of the Public and Press are welcome to attend. However, in light of room capacity restrictions, it is requested that attendance is registered with the Town Clerk prior to ensure that the meeting space is large enough to accommodate everyone safely. To register attendance please call 01388 207110 or email council@bishopauckland-tc.gov.uk by noon on Tuesday 28th May 2026.

The Mayor advises members of the Council and the public that the meeting or part of the meeting may be recorded by audio and may be recorded by video.

Yours sincerely

Sarah Harris
Clerk to the Council

AGENDA

- 1. Election of Mayor** - To elect a Mayor for the 2026-27 Municipal Year.
- 2. Declaration of Acceptance of Office** - The Mayor will sign a declaration of acceptance of office.
- 3. Presentation to Retiring Mayor** - A vote of thanks will be taken for the retiring Mayor, who will then be presented with a medal to commemorate his term of office.
- 4. Apologies for absence** – to receive and consider acceptance of any apologies received.
- 5. Declarations of Interest** - To invite members to declare any interest they may have.
- 6. Election of Deputy Mayor** - To elect a Deputy Mayor for the 2026-27 Municipal Year.

7. **Declaration of the Acceptance of Office for the Deputy Mayor** - The Deputy Mayor will, to sign a declaration of acceptance of office.
8. **Minutes** - To approve the Minutes of the following meetings:
 - Town Council 28 April 2026
 - Policy and Resources Committee 12 May 2026
9. **Matters Arising** - To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).
10. **To re-confirm the Constitution of the Council its Articles and, Responsibilities, along with Policy Framework including Rules of Procedure, Codes and Protocols, Members Allowances and the General Power of Competence.**
To Consider the Constitution and Policy Framework and any changes, this includes the adoption of the Members Code of Conduct, to include the Declaration of Pecuniary Interests.
11. **Appointments to Committees, Panels, Outside Bodies and Working Parties** -
To appoint Members to serve on Committees, Panels, Outside Bodies and Working Groups.
12. **Diary of Meetings 2025-26** - To consider a diary of meetings for 2025-26
13. **Finance**
 - a. **Appointment of Bank Signatories**
 - b. **Re-confirm Contracts and ongoing obligations**
 - c. **Internal Audit Report**
 - d. **Bishop Auckland Town Council Annual Governance and Accountability Return (AGAR)**
 - e. **Finance - Payments for authorisation**
14. **Town Council Strategy 2026-2031 and Sub Strategies and Action Plan Consultation**
15. **Correspondence** – to note any correspondence received
16. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)

DO I HAVE AN INTEREST?

DISCLOSABLE PECUNIARY INTERESTS
Does the matter to be discussed affect:-

1. You, or your spouse/s/partner's, business, employment or profession
2. Anyone that employs or has appointed you or your spouse/partner
3. Anyone that you or your spouse/partner has received sponsorship from.
4. A contract with the Council, land or licence in the Councils area, corporate tenancy or securities in which you or your spouse/partner has an interest.

NO

YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

You should take no part in the discussion or vote

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.
Do not try to influence the decision.

This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

Failure to disclose or register a Disclosable Pecuniary interest is a criminal offence under section 34 of the Localism Act 2011.

OTHER REGISTERABLE INTERESTS
Does the matter to be discussed affect:-

1. A body where you are in a position of general control or management and to which you have been appointed or nominated by your Council.
2. Any body which
 - (a) exercises functions of a public nature
 - (b) is directed to charitable purposes or
 - (c) whose principal purpose include the influence of public opinion or policy (including any political party or trade union) of which you are a member in a position of general control or management
3. Any gifts or hospitality with more than an estimated value of £50

NO

SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so.

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so. If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

OTHER NON-REGISTERABLE PERSONAL INTERESTS
Does the matter to be discussed affect:-

1. A financial interest of a friend, relative or close associate.

NO

You can participate in the meeting and vote