



## Bishop Auckland Town Council

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

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Mayor: Cllr Sam Zair

Town Clerk: Sarah Harris

27 August 2025

### Members of the Policy and Resources Committee

Cllr Mike Harker – Chair, Councillors Michael Siddle, Stephen Gray, David Wilson, Dickie Wilkinson and Sam Zair

Dear All

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council Policy and Resources Committee** on **Tuesday 2<sup>nd</sup> September 2025 at 5:00pm**, the **Council Offices, 54 Kingsway, Bishop Auckland**.

It is requested that attendance needs to be registered with the Town Clerk prior to attending 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](mailto:council@bishopauckland-tc.gov.uk) by noon on Monday 1 September 2025.

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

Yours sincerely

S Harris

Sarah Harris  
Clerk to the Council

### AGENDA

1. **Apologies for absence** - To receive apologies and approve reasons for absence.
2. **Declarations of interest** - To record declarations of interest from members on any item on the agenda, including any interest prejudicial or personal as recorded on the Members register of interests.
3. **Action Log from previous meeting** – to track agreed actions and activity.
4. **Public Participation** – To hear from any members of the public subject to [Public Participation Policy](#)<sup>1</sup>.

<sup>1</sup> The policy is available on the website at <https://bishopauckland-tc.gov.uk/council/constitution-and-policies/>

**5. Finance**

- a. Bank Accounts Update - including signatory changes – verbal update
- b. Stripe online payments for allotment rent – tabled
- c. Proposed Grant Agreement for Christmas Town
- d. Payment to Citizens Advice Co Durham – Community Support
- e. Authorisation of Payments – see report

**6. Audit**

- a. Appointment of Internal Auditor 2025-26 - verbal report
- b. External audit 2024-25 Update
- c. AGAR 2025-26 – Assertion 10

**7. Asset Management**

- a. Sale of De-designated Land
- b. Kingsway Building Maintenance

**8. IT**

- a. ICT

**9. Corporate**

- a. Insurance Renewal - tabled
- b. DCC Strategic Place Plan Consultation - <https://letstalkcountydurham.co.uk/en-GB/projects/ba-strategic-place-plan-copy>
- c. Parish Plan Development – tabled
- d. Correspondence – potential purchase of a painting which is a Town Council Asset
- e. Communication Plan - tabled

**10. Planning**

- a. Consider any planning applications as necessary.

**11. *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.***

**12. HR**

- a. Remuneration

## 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.

YES

### 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.

NO

**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

YES

### 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.

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

NO

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

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

YES

### 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.

NO

**You can participate in the meeting and vote**