

Bishop Auckland Town Council

Minutes of the Policy and Resources Committee

2nd June 2026 at 4.30pm

Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Chair S Zair, Deputy Chair M Harker, Cllr M Siddle, Cllr D Wilkinson, Cllr D Wilson,

Also, In attendance: Mrs Sarah Harris, Town Clerk & Mr John Turnock Governance Support Officer

PRC001/26 - Apologies for Absence – were received and accepted from Cllr S Gray

PRC002/26 - Declaration of Interests –

Resolved: that Cllr D Wilkinson declared an interest in Bishop Press, potentially companies providing quotes for PR support

PRC003/26 - Action Log from Previous Meeting – Log Noted

Resolved: that members noted the log.

PRC004/26 Public Participation

Resolved: that no members of the public were present.

PRC005/26 – Finance

PRC005a/26 Bank Balances and Transfer of Funds

- i. Balances Noted Transfer of money -initially agreed to raise CCLA and H & R to £300,000 each,

Resolved: That members noted the updated and agreed that the CCLA account and H&R account balance be increased to £300,000

PRC005b/26 Budget Update - the Clerk explained the budget report (see file) to members

Resolved: That members noted the updated pay off a third of the Public Works outstanding balance, and to review spending throughout the year, with a view to clear the liability within next 2 years the sooner the better. They also agreed for the Clerk to provide a forecast and spending review and projections for subsequent meetings as standing item.

PRC005c/26 Choral Society –

- i. The choral event was now taking place outside of the Town Council area.

Resolved: That member agreed that the funding would still be provided, subject to conditions detailing specific thanks to the Town Council and that the wording on the policy be updated.

PRC005d/26 Payment report payments –

Resolved: that members agreed and approved the payments as set out in appendix 1 – attached report to the minutes

PRC006/26 – IT Equipment – the costs for an appropriate screen are still to be further addressed.

Resolved: that members agreed that the Clerk to look at cost of projector, tv/Bluetooth also to quote to see if wall can be removed with partition to make more useable space

PRC007/26 – PR and Media – members considered the report on PR and Media support which had been agreed as part of the budget and precept setting. The report gave three options for consideration.

Resolved:

- i. that it was agreed by members that based on the costs that the council would work with Contractor 1 and Contractor B, to develop a social media and PR campaign. This would initially cover the launch of the Town Councils Strategy Consultation, and activity to the end of Q2 so that analysis of impact can be given, and effectiveness of the content evaluated.
- ii. Member stated that Town of Culture – a decision on the next round should be made and the decision communicated end July

PRC008/26 DCC Consultations – Financially resilient Communities be submitted

Resolved: that members agreed that the provided draft response proposed be approved and submitted by the council on this consultation

PRC009/26 Planning – that there was no new planning applications discussed.

Resolved: that members agreed that there were no new planning applications that at this time required their comment.

Appendix 1 – payment report as approved at PRC005d/26

Date	Supplier and Description	Type	Money Out	Powers	Payment Arrangement
Admin					
22/05/2026	Phoenix Software Limited 7x Office 365 E3 Licences, 29/04/2026-28/04/2024	EP	£2,552.58	LGA 1972, S111	Annual - Outstanding
28/05/2026	Amazon Business 2x Boxes of A4 White Copier Paper (5 Reams)	EP	£32.54	LGA 1972, S111	Outstanding
29/05/2026	Total Business Computers Ltd Photocopier Usage, 30/04/2026-30/05/2026	EP	£64.77	LGA 1972, S111	Outstanding - Contract
29/05/2026	County Durham Association of Local Councils (CDALC) Reimburse of Train Tickets for NALC Conference, 23 rd -24 th June 2026	EP	£185.40	LGA 1972, S111	Outstanding
Allotments					
27/05/2026	National Allotment Society Affiliation Membership Fee, 24/06/2026-23/06/2027	EP	£84.00	Smallholdings and Allotment Act 1908, S23	Outstanding
Community Support					
22/05/2026	Amazon Business Epson EcoTank ET15000 A3 Printer & 4x Lenovo Tab Cases, 10.1" (Community Support - Cadets)	EP	£451.39	Localism Act 2011, S1-S8 (General Power of Competence)	Outstanding
Democracy					
26/05/2026	ADSA Stores Ltd. Ex Barolo and Gift Bag, (Gift for Outgoing Mayor)	DC	£16.00	Localism Act 2011, S1-S8 (General Power of Competence)	Paid
Events					

22/05/2026	Lintons Printers Limited Youth Awards Invitation Cards 2026	EP	£28.80	LGA 1972, S145	Outstanding
Kingsway					
01/05/2026	Vinovium Associates Ltd. Provision of Quarterly Keyholding Services	EP	£328.50	LGA 1972, S133	Contract

Kingsway (Continued)					
14/05/2026	Durham County Council Building Compliance, Asbestos Management, Compliance Activities and Management Fee 2026/27	EP	£3,026.62		
26/05/2026	Blitzed 24/7 Cleaning Office Cleaning, May 2026	EP	£500.00		
01/06/2026	Bluecom Services Limited Telephone and Broadband, June 2026	EP	£180.84		