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

Mayor: Michael Siddle **Town Clerk:** Sarah Harris

To: Cllr S Zair (Chairman), Cllrs M Harker, M Siddle, S Gray D Wilkinson and D Wilson

28 October 2026

Dear Councillor

You are hereby summoned to attend a meeting of **Bishop Auckland Policy and Resources Committee** on **3rd November 2026 at 4.30pm**. The Meeting will take place at **54 Kingsway, Bishop Auckland, DL14 7JF.**

Members of the Public and Press are welcome to attend. However, it is recommended that attendance is 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 by noon on Monday 2nd November 2026.

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

Sarah

Sarah Harris
Clerk to the Council

1. Welcome 4.30pm

2. **Apologies for absence -** To receive apologies and approve reasons for absence.

3. **Declarations of interest -**To record declarations of interest from members on any item on the agenda, including. any interest prejudicially or personal as recorded on the Members register of interests.

4. **Matters Arising & Action Log update** - To from the above Minutes which are not included elsewhere on the agenda (for information only)

5. **Corporate**
    a) **Policy Framework Review** – adoption of updated policies
        - Equality and Diversity Policy
            - Dignity at Work Policy
        - Data Protection Policy

- Document Retention Policy
- Privacy Notices

b) IT update - Verbal

6. **Planning –** consideration of any planning applications

7. **Town Council Strategy Development –** Corporate and Strategic Strategy update

8. **Finance –**

   i. Budget and Precept for 2027-28 preparation and planning

9. **Public Participation** - To hear from any members of the public, subject to the Public Participation Policy[1]

10. **Exclusion of Press and Public** - 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.

11. **HR update –** Verbal

[1] The policy is available on the website at www.bishopauckland-tc.gov.uk/council/constitution-and-policies

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.

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.

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

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.