

# Bishop Auckland Town Council

## Minutes of the Policy and Resources Committee

1<sup>st</sup> September 2026 at 16.30

### Town Council Offices, Kingsway Court, Bishop Auckland

**Cllr Present:** Chair S Zair, Cllr Mike Harker, Cllr D Wilkinson and Cllr S Gray

**Also, present:** S Harris Town Clerk and V Booth Deputy Clerk

**PRC011/26 Apologies for Absence** – Cllr Siddle & Cllr Wilson

**Resolved:** that members agreed and accepted the apologies

**PRC012/26 Declaration of Interests**

**Resolved:** that Cllr Wilkinson declared an interest in The Bishops Press

**PRC013/26 Matters Arising and Action Log from Previous Meeting** – action log presented with an overview, that most outstanding items are on the agenda today and the updates were accepted.

**Resolved:** that the members noted the action log and members agreed that it was accurately updated.

**PRC014/26 Finance**

- a. Account Balances & Bank Signatories update
  - i. Lloyds Current Account - £11,428.95
  - ii. Lloyds Deposit Account - £593,123.20
  - iii. CCLA Account - £210,000.00
  - iv. Hinkley & Rugby - £10,000.00
  - v. Unity Trust Account - £56,693.78

**PRC014a/26 Resolved:** that members noted the report and balances as they stand today, and note that there will be fund transfers this week, and work is underway to add Cllr S Zair to bank accounts.

- b. Q1 Report and Forecasting

**PRC014b/26 Resolved:** that members noted updates and that by Q2 the forecasting report will be available to bring to October's meeting.

- c. Payments for Authorisation

**PRC014c/26 Resolved:** that members noted the report and authorised the payments listed.

- d. NJC 2026-27 -Pay Award

Signed:

**PRC014d/26 Resolved:** that members note the award and that the Clerk is to instruct the payroll provider to backdate the increase from 1<sup>st</sup> April on the next payroll (September).

e. Milage Rates

**PRC014e/26 Resolved:** that Members noted the report and agree to adopt the newly increased national rate in line with employee terms and conditions and that the mileage allowance rate for employees and members from 1<sup>st</sup> April 2026 of 55p per mile, and agree to backdate claims made from 1<sup>st</sup> April 2026, and that necessary budget adjustments being made when planning for 2027-28.

**PRC015/26 Corporate**

a. Insurance Renewal

**Resolved:** that the members noted the report; and agree the renewal; and agree that the Clerk is to undertake request a desk top valuation using the Insurance companies recommended agent.

**PRC016/26 IT**

b. Telecoms and Internet

**Resolved:** that members consider the updated report, and agree for an alternative contractor to be contacted. That consideration be given to getting fibre installed and have a separate contract for the telephone contract. To also consider looking at other local providers to provide quotations once a specification developed.

**PRC017/26 Planning**

- a) To consider any planning applications for which the Town council may wish to make representations.

**Resolved:** that members noted that the latest weekly report circulated by the Deputy Clerk did not have any applications for which they wished to make representation.

**PRC018/26 Policies**

- a) Policy Review Cycle and Policies for review
- Co-option Policy
  - Comments, Compliments and Complaints Procedure

**Resolved:** that the members noted the report and agree to the suggested review schedule as per appendix 1, which sees a number of policies brought each month for review until the end of the year.

That members agreed that the policy attached in appendix 3 - Comments, Compliments and Complaints be readopted, and that they agreed that appendix 2 – Co-option policy be re-adopted provided that the person specification be more inclusive and reads that all persons who fit the eligibility criteria be welcome to apply not just white collar workers.

Signed:

## PRC019/26 Strategy

- a. Town Council Strategy update
- b. Media report

**Resolved:** that members note the strategy update and look forward to receiving the analysis at the next brought to the next committee. That members discussed the data and noted the report.

## PRC020/26 Public Participation

**Resolved:** that no members of the public were present.

## 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.*

## PRC021/26 Human Resources Report

- a. Job Vacancy

**Resolved:** That Members note the resignation of the Governance Support Officer, Members considered the possibility of replacing the role with administration apprentice however they agreed that this would be something that they would consider in the future to go along side future town council strategy and delivery plans. They felt that it was more important to get some administration support in place to replace the Governance Support Officer.

Members considered the replacement and agreed that the role title should be changed to Admin Support Officer with some small changes to the job description and person specification, as they wished to recruit an experienced administrator. Members agreed that they wished desirable of level 2 or 3 in business admin on the specification. Interview process to be brought to the next full council for consideration.

- b. Conference – SLCC National Conference 12& 13 October 2026.

**Resolved:** That members permit the Clerk to attend the conference as it will be beneficial to the business, and to book train and accommodation.