



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**

20st July 2022

To all Members of the Allotment and Environment Committee
Cllr J Blackburn (Chair), Cllr S Zair, Cllr K Eliot, Cllr A Zair and Cllr H Balmer -Howison

Dear Councillor

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council** on **Tuesday 26th July 2022 at 5pm**. The Meeting will take place at **Town Council Offices, 54 Kingsway, Bishop Auckland, DL14 7JF**. Please note that this meeting will finish at 6pm in order for the Full Town Council Meeting to start.

Members of the Public and Press are welcome to attend. However, in light of coronavirus concerns 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 5pm on Friday 22nd July 2022.

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 Harris

Clerk to the Council

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. **Public Participation - To hear from any members of the public subject to [Public Participation Policy](#)¹.**
4. **Report of the Town Clerk:** Report from the Town Clerk to cover:
 - General Allotment updates, including
 - Allotment Mapping
 - Maintenance and Work Programmes
 - Service standards, contact arrangements & Association relationships
 - Allotment Tenancies
 - Allotment Waiting Lists & Plot Allocations
 - Rules and regulations Consultation
 - Horticulture Show 2022

¹ The policy is available on the website at <https://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.

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.

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.

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

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