



Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,
Bishop Auckland, Co. Durham DL14 7EH

Tel: 01388 609852 **Email:** council@bishopauckland-tc.gov.uk

Website: www.bishopauckland-tc.gov.uk

Town Clerk: David Anderson

TO: Members of the **FINANCE COMMITTEE**

Councillor David Wilson (Chairman)
Councillor Lee Brownson (Vice-Chairman) and Councillors Joy Allen, Jamie Blackburn,
Leanda Chappell and Sam Zair

Please note that budget proposals for 2020/21 are to be considered at this meeting and therefore all Members of the Council are invited to attend.

7th January 2020

Dear Councillor,

I hereby give you notice that a meeting of the **Finance Committee** will be held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **Tuesday, 14th January 2020 at 5.00 p.m.**

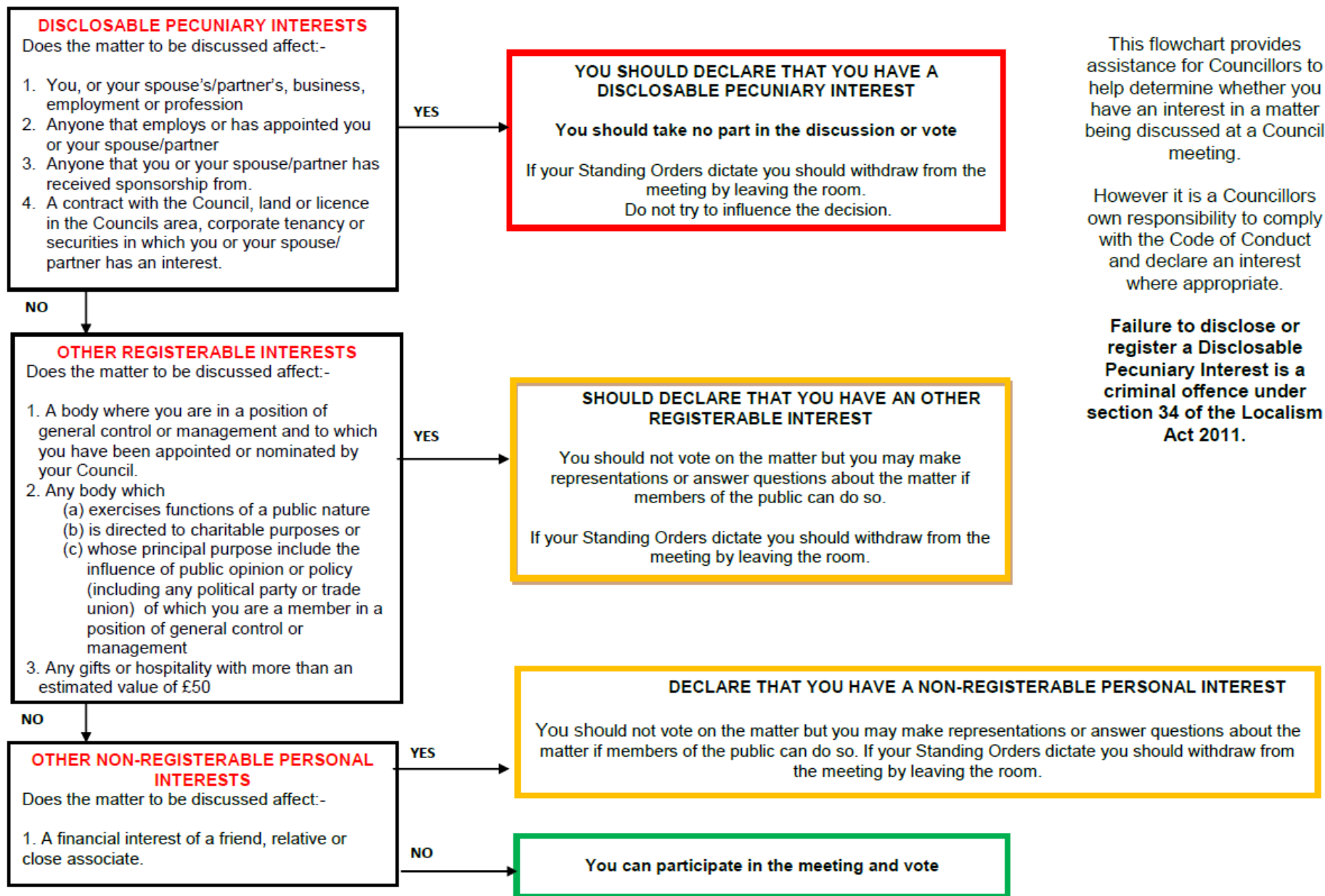
Yours sincerely,

David Anderson
Town Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To invite members to declare any interests they may have in any matter identified for discussion in the meeting.
- 3. Public Participation**
To hear from any members of the public subject to Public Participation Policy
- 4. Report of Town Clerk**
 - 1. Account Balances**
 - 2. Bank Reconciliations at end of Quarter 3**
 - 3. Spend Against Budget as at 31st December 2019 (Quarter 3)**
 - 4. Authorisation of Cheques**
 - a. Written under delegated powers
 - b. Presented for authorisation
 - 5. Applications for Community Fund / Donations**
 - 6. Medium Term Financial Plan 2019/2020 to 2021/22**
Council Tax 2019/20

DO I HAVE AN INTEREST?



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.

BISHOP AUCKLAND TOWN COUNCIL

FINANCE COMMITTEE

14TH JANUARY 2020

Item 4: REPORT OF TOWN CLERK

1. ACCOUNT BALANCES

The balance on the following accounts as at 14th January 2020 will be circulated at the meeting:-

- a. Lloyds Deposit Account
- b. Lloyds Current Account
- c. Darlington Building Society
- c. Nationwide Building Society
- d. Santander
- e. NE First Credit Union

RECOMMENDED: 1. That the account balances be noted.

2. BANK RECONCILIATIONS AT END OF QUARTER 3

To note and confirm the most up to date bank reconciliations for all accounts held by the Town Council (as listed in 1 above) at the end of quarter 3.

RECOMMENDED: That the bank reconciliations be noted and confirmed.

3. SPEND AGAINST BUDGET AS AT 31ST DECEMBER 2019 (QUARTER 3)

To consider spend against each budget head as at 31st December 2019. All figures are net of VAT. (See Appendix 1).

RECOMMENDED: That the information be noted.

4. AUTHORISATION OF CHEQUES

a. Delegated Powers

In accordance with Delegated Powers, the Mayor and Chair of Finance have authorised the following payments: -

| Chq | Current Account (Delegated Powers) | Detail | £ |
|------|---------------------------------------|--|-----------|
| 1882 | Cre8ive Graphics Ltd. | Personal Protective Equipment (PPE) | £74.04 |
| 1883 | Bishop Auckland Community Partnership | Community Toilet Scheme 01/09/19 - 30/11/19 | £90.00 |
| 1884 | Frazer Kidd LLP | Community Toilet Scheme 01/09/19 - 30/11/19 | £90.00 |
| 1885 | Zair's Cafe | Community Toilet Scheme 01/09/19 - 30/11/19 | £90.00 |
| 1886 | Cancelled | | £0.00 |
| 1887 | Fifteas Vintage Tearooms | Community Toilet Scheme 01/09/19 - 30/11/19 | £90.00 |
| 1888 | The Auckland Project | Community Toilet Scheme 01/09/19 - 30/11/19 | £90.00 |
| 1889 | Total Business Group Ltd. | Printing Costs, November 2019 | £22.74 |
| EP | Salaries, Superannuation | November 2019 | £6,382.94 |

| Chq | Current Account (Delegated Powers) | Detail | £ |
|------|---|---|-----------|
| EP | Travel & Subsistence Staff | November 2019 | £18.45 |
| EP | HMRC - Tax and NI, Salaries | November 2019 | £1,606.14 |
| EP | D.C.C. Pension Scheme | November 2019 | £1,991.50 |
| EP | Members Allowances | November 2019 | £393.24 |
| EP | HMRC - Tax and NI, Members Allowance | November 2019 | £46.80 |
| 1890 | Advantage Utilities Services Limited | 2 Day Leak Detection at Mill Race Allotment | £1,560.00 |
| 1891 | Durham County Council | Desktop PC and Software | £1,322.97 |
| 1892 | Durham County Council | Occupational Health Referral | £60.00 |
| 1893 | JAK HQ Limited | A5 Christmas Flyers | £90.00 |
| 1893 | JAK HQ Limited | Extra A5 Christmas Flyers | £44.00 |
| DC | WM Morrisons Supermarkets Plc. | Sweets for Santa's Grotto, Christmas Countdown Event | £68.00 |
| DC | WM Morrisons Supermarkets Plc. | Sundry items for Christmas Countdown event | £19.00 |
| 1894 | Bishop Auckland Community Partnership | Office Rent and Room Hire, November 2019 | £698.00 |
| 1895 | John Alderson Photography | Professional Photographs of Christmas Countdown Event | £120.00 |
| 1896 | Bishop Auckland Fellowship of Christian Churches | Donation towards Christmas Lunch Project | £150.00 |
| 1897 | Citizens Advice County Durham | Donation to Bishop Auckland Branch of Citizens Advice | £3,000.00 |
| DC | WM Morrisons Supermarkets Plc. | 96x 2 nd Class Stamps | £58.56 |
| 1898 | Advantage Utilities Services Limited | Installation of 26m of Water Pipe, Mill Race Allotment | £1,524.00 |
| 1899 | St. Andrew's PCC | Donation towards Christmas Events at St Anne's Church | £50.00 |
| EP | Salaries, Superannuation | December 2019 | £6,161.74 |
| EP | HMRC - Tax and NI, Salaries | December 2019 | £1,827.34 |
| EP | D.C.C. Pension Scheme | December 2019 | £1,991.50 |
| EP | Members Allowances | December 2019 | £393.44 |
| EP | HMRC - Tax and NI, Members Allowance | December 2019 | £46.60 |
| DD | British Gas Trading Ltd. | Electricity: Skate Park 25/10/19 25/11/19 | £10.73 |
| DD | Grenke Leasing Ltd. | Photocopier Lease: 01/01/20 to 31/03/20 | £107.89 |
| EP | Wave Utilities | Water: Broken Banks Allotment 02/10/19 to 09/12/19 | £55.76 |
| EP | Wave Utilities | Water: Edge Hill Allotment 01/09/19 to 30/11/19 | £112.65 |
| EP | Wave Utilities | Water: Pollards Allotment 03/10/19 to 09/12/19 | £65.66 |

| Chq | Current Account (Delegated Powers) | Detail | £ |
|------|---------------------------------------|---|-------------------|
| EP | Wave Utilities | Water: Tindale Crescent Allotment 02/10/19 to 09/12/19 | £55.76 |
| 1900 | Spennymoor Town Council | 2x Tickets, Mayor's Civic Dinner 24 th January 2020 | £52.00 |
| 1901 | Darlington Borough Council | 2x Tickets, Mayor's Afternoon Tea 28 th January 2020 | £32.00 |
| 1902 | North Tyneside Council | 2x Tickets, Chairman's Charity Dinner 15 th February 2020 | £60.00 |
| 1903 | Total Business Group Ltd. | Printing Costs – December 2019 | £31.09 |
| | Total | | £30,754.54 |

DC - Debit Card

DD – Direct Debit

EP - Electronic Payment

RECOMMENDED: That the action taken be confirmed.

b. Presented for Authorisation

No cheques presented for authorisation.

RECOMMENDED That the information be noted.

5. APPLICATIONS FOR COMMUNITY FUND / DONATIONS

Members will be aware that due to the purdah period applications for Community Fund and donations, which are usually considered at the Finance Committee meeting held in December, were deferred until the January meeting.

The Council has allocated £5,000 to a Community Fund to award grants to organisations and activities which contribute constructively to, and enhance, the life or community of the town and benefit the people of Bishop Auckland.

These grants are limited and are made available to organisations that can demonstrate a need for assistance that fall in the following categories:-

- a. A new group/organisation that would bring direct benefit to the Town and its inhabitants.
- b. Existing groups/organisation that would bring direct benefit to the Town and its inhabitants which are experiencing financial hardship.
- c. Existing groups/organisation wishing to set up a new project that would bring a direct benefit to the Town and its inhabitants.

Grants may also be awarded to an organisation if they can demonstrate that there are special circumstances that justify funding from the Town Council.

Applications are to be considered twice a year, June/July and December, although consideration of applications in December 2019 was postponed until January 2020 due to the general; election purdah period.

The following donations have been agreed for the current financial year and therefore there is £1,349.32 available for allocation.

| | | |
|--|---------|-------------------------|
| Budget | | £5,000 |
| <i>Less grants awarded</i> | | |
| 2nd Bishop Auckland Scout Group | £486.00 | |
| 2505 (Bishop Auckland) ATC Sqn | £500.00 | |
| Bishop Auckland Fellowship of Christian Churches - Christmas Lunch Project | £150.00 | |
| Bishop Auckland Fellowship of Christian Churches - Outdoor Production (Good Friday) | £500.00 | |
| Bishop F.M. (Prince Bishop Community Broadcasting) | £500.00 | |
| Butterwick Hospice | £483.68 | |
| Durham Miners Gala Association | £45.00 | |
| King James Women's Institute | £486.00 | |
| Tindale Crescent Homing Society | £500.00 | |
| <i>Total grants awarded</i> | | <u>£3,650.68</u> |
| Balance to be awarded | | <u>£1,349.32</u> |

A schedule summarising applications is attached at **Appendix 2** from the following groups for consideration.

Bishop Auckland Golf Club
Bishop Auckland Community Partnership
Bishop United CIC

RECOMMENDED That consideration be given to applications for financial assistance.

6. MEDIUM TERM FINANCIAL PLAN 2019/20/21 – 2021/22 COUNCIL TAX 2020/21

Council Tax Base and Local Council Tax Reduction Scheme (LCTR) Grant

Confirmation of the Council's Tax Base and Local Council Tax Reduction Scheme Grant has been received from Durham County Council together with a request to submit the Council's precept by Friday 24th January 2020.

Figures for 2020/21 are as follows:-

| | | |
|---|---------------------------------------|------------------|
| a | Current Council Tax Base 2019/20 | 4,165.9 |
| b | Tax Base for 2020/21 | <u>4,251.0</u> |
| c | Increase (b - a) | 85.1 |
| d | Current Band D Council Tax 2019/20 | £51.20 |
| e | Increase in Council Tax Yield (c x d) | £4,357.12 |
| f | LCTRS Grant 2019/20 | £12,065.00 |
| g | LCTRS Grant 2020/21 | <u>£8,889.00</u> |
| h | difference (g - f) | -£3,176 |
| i | Net position (e + h) | £1,181.12 |

Medium Term Financial Plan (MTFP)

The MTFP (attached at **Appendix 3**) has been revised to take into account the above information.

In addition, the MTFP has been amended to reflect increases in salaries and on costs, provision of a budget to provide a fund for the replacement of ICT equipment and anticipated changes in relation to purchase of new accommodation for the Council offices. For budget purposes it is anticipated that the Council will have relocated to the new office on 1st April 2020.

A 'ready reckoner' is also set out at Appendix 3 showing the effect of increases in council tax from 1% - 5% and also from £1.00 to £5.00.

Referendum Principles

The Government has advised that referendum principles will not be extended to town and parish council for 2020/21. It may however be advisable for members to be mindful of the principles whilst considering the council tax and budget for the forthcoming year, which state that a referendum would be triggered if council tax increases are 2% or above or over £5.00 whichever is higher. If referendum principles were applicable the Town Council would therefore be able to increase Council Tax by up to £5.00 without triggering a referendum.

RECOMMENDED: That consideration be given to the MTFP and budget proposals for 2020/21.

SPEND AGAINST BUDGET AS AT 31ST DECEMBER 2019 (QUARTER 3)

| | Brought Forward | Agreed | Total | Quarter 3 | | 2019/20 | |
|---------------------------------------|-----------------|----------------|----------------|----------------|---------------|---------------------|------------------------|
| | | | | Budget YTD | Actual YTD | Anticipated Outcome | Underspend / Overspend |
| INCOME | | | | | | | |
| 101 Administration | | | | | | | |
| 1015 Income - Interest | 0 | 0 | 0 | | 414 | | |
| 1076 Income - Precept | 0 | 213,292 | 0 | | 213,292 | | |
| 1077 Income - LCTS Grant | 0 | 12,065 | 0 | | 12,065 | | |
| 1078 Public Works Loans Board | 0 | 207,161 | | | 207,161 | | |
| Total Income: Administration | 0 | 432,518 | 0 | 0 | 432,932 | | |
| 105 Leisure | | | | | | | |
| 1020 Income - Community Toilet Scheme | 0 | 2,520 | 0 | | 828 | | |
| Total Income: Leisure | 0 | 2,520 | 0 | 0 | 828 | | |
| EXPENDITURE | | | | | | | |
| 101 Administration | | | | | | | |
| 4000 Salaries | 0 | 81,617 | 81,617 | 61,213 | 43,676 | 63,046 | 18,571 |
| 4001 HMRC | 0 | 20,062 | 20,062 | 15,047 | 12,328 | 16,924 | 3,138 |
| 4002 Pensions | 0 | 22,719 | 22,719 | 17,039 | 13,941 | 19,916 | 2,803 |
| 4003 Training - Staff | 0 | 320 | 320 | 240 | 0 | 320 | 0 |
| 4006 Travel & Subsistence - Staff | 0 | 500 | 500 | 375 | 32 | 100 | 400 |
| 4010 Rent | 0 | 8,040 | 8,040 | 6,030 | 5,360 | 8,040 | 0 |
| 4011 Photocopier - Lease | 0 | 360 | 360 | 270 | 220 | 340 | 20 |
| 4012 Photocopier - Usage | 0 | 500 | 500 | 375 | 240 | 360 | 140 |
| 4035 Room Hire | 0 | 960 | 960 | 720 | 464 | 748 | 212 |
| 4039 Postage | 0 | 650 | 650 | 488 | 425 | 628 | 22 |
| 4040 Stationery | 0 | 500 | 500 | 375 | 339 | 509 | -9 |
| 4041 ICT | 0 | 2,500 | 2,500 | 1,875 | 3,172 | 4,500 | -2,000 |
| 4042 Legal & Professional Fees | 0 | 4,190 | 4,190 | 3,143 | 1,200 | 1,200 | 2,990 |
| 4043 Audit Fees | 0 | 810 | 810 | 608 | 786 | 786 | 24 |
| 4044 Subscriptions/Membership | 0 | 2,500 | 2,500 | 1,875 | 2,371 | 2,371 | 129 |
| 4045 Insurance | 0 | 840 | 840 | 630 | 913 | 913 | -73 |
| 4049 Citizens Advice Durham | 0 | 3,000 | 3,000 | 2,250 | 3,000 | 3,000 | 0 |
| 4051 Engagement | 0 | 2,000 | 2,000 | 1,500 | 150 | 150 | 1,850 |
| 4059 Parish Plan - Delivery Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4060 Capital Projects | 2,473 | 0 | 4,946 | 3,710 | 673 | 600 | 4,346 |
| 4099 Miscellaneous Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Loan Repayment | 0 | 0 | 0 | 0 | 0 | 3,918 | -3,918 |
| New Gas/Electricity | 0 | 0 | 0 | 0 | 0 | 549 | -549 |
| New Water | 0 | 0 | 0 | 0 | 0 | 99 | -99 |
| New Telephone | 0 | 0 | 0 | 0 | 0 | 459 | -459 |
| New Broadband | 0 | 0 | 0 | 0 | 0 | 57 | -57 |
| New Waste/Recycling | 0 | 0 | 0 | 0 | 0 | 300 | -300 |
| New Maintenance / Repairs Fund | 0 | 0 | 0 | 0 | 0 | 750 | -750 |
| New Cleaning | 0 | 0 | 0 | 0 | 0 | 360 | -360 |
| Total Administration | 2,473 | 152,168 | 157,114 | 117,836 | 89,290 | 130,943 | 26,171 |
| 102 Democracy | | | | | | | |
| 4001 HMRC | 0 | 600 | 600 | 450 | 397 | 525 | 75 |
| 4004 Training - Members | 0 | 320 | 320 | 240 | 0 | 0 | 320 |
| 4005 Members Allowances | 0 | 4,700 | 4,700 | 3,525 | 3,564 | 4,755 | -55 |
| 4007 Travel & Subsistence - Members | 0 | 700 | 700 | 525 | 0 | 0 | 700 |
| 4036 Civic & Approved Duties | 0 | 1,000 | 1,000 | 750 | 741 | 1,000 | 0 |
| 4048 Elections | 0 | 4,000 | 11,922 | 8,942 | 6,293 | 6,293 | 5,629 |
| 4061 Youth Engagement | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4099 Miscellaneous Costs | 0 | 0 | 0 | 0 | 59 | 59 | -59 |
| Total Democracy | 0 | 11,620 | 19,542 | 14,657 | 11,054 | 12,632 | 6,910 |

| | | | | Quarter 3 | | 2019/20 | |
|--------------------|--|--|--|-----------------|------------|---------------------|--------------------------------|
| | | | | Budget YTD | Actual YTD | Anticipated Outcome | Underspend / Overspend |
| | | | | Brought Forward | Agreed | Total | |
| 103 | Allotments (Ringfenced Budget) | | | | | | |
| 1000 | Income - Allotments | | | 10,134 | 13,463 | 23,597 | 23,875 |
| 4010 | Rent | | | 0 | 713 | 713 | 535 654 654 59 |
| 4031 | Allotment Skips | | | 0 | 750 | 750 | 563 570 570 180 |
| 4032 | Water | | | 0 | 5,500 | 5,500 | 4,125 2,301 5,500 0 |
| 4033 | Pest Control | | | 0 | 3,000 | 3,000 | 2,250 2,854 3,000 0 |
| 4039 | Postage | | | 0 | 0 | 0 | 0 0 0 0 |
| 4044 | Subscriptions/Membership | | | 0 | 55 | 55 | 41 55 55 0 |
| 4046 | Repairs & Maintenance | | | 0 | 1,000 | 1,000 | 750 3,807 3,800 -2,800 |
| 4060 | Capital Projects | | | 0 | 982 | 982 | 737 0 0 982 |
| | Total Allotments | | | 0 | 12,000 | 12,000 | 9,000 10,241 13,579 -1,579 |
| | Balance (Income less Expenditure) | | | | | | 13,634 |
| 104 | Events | | | | | | |
| 4080 | Christmas | | | 990 | 8,000 | 8,990 | 6,743 1,605 8,990 0 |
| 4081 | Food Festival | | | 0 | 10,000 | 10,000 | 7,500 10,000 10,000 0 |
| 4082 | Horticultural Show | | | 0 | 3,500 | 3,500 | 2,625 2,351 2,351 1,149 |
| 4083 | Remembrance Day | | | 0 | 750 | 750 | 563 700 700 50 |
| 4084 | Summertime Activities | | | 0 | 2,000 | 2,000 | 1,500 2,000 2,000 0 |
| 4085 | Youth Awards | | | 0 | 5,000 | 5,000 | 3,750 1,319 1,319 3,681 |
| 4086 | Contingency | | | 0 | 3,500 | 3,500 | 2,625 1,878 5,000 -1,500 |
| | Total Events | | | 990 | 32,750 | 33,740 | 25,305 19,853 30,360 3,380 |
| 105 | Leisure | | | | | | |
| 4015 | Electricity - Skatepark | | | 0 | 500 | 500 | 375 75 120 380 |
| 4016 | Community Toilet Scheme | | | 0 | 2,520 | 2,520 | 1,890 1,530 2,070 450 |
| 4060 | Capital Projects | | | 0 | 0 | 0 | 0 0 0 0 |
| 4070 | Floral Displays | | | 0 | 2,000 | 2,000 | 1,500 1,793 1,793 207 |
| | Total Leisure | | | 0 | 5,020 | 5,020 | 3,765 3,398 3,983 1,037 |
| 107 | Community Support & Donations | | | | | | |
| 4050 | Grants & Donations | | | 2,607 | 5,000 | 7,607 | 5,705 2,745 7,607 0 |
| | Total Community Support & Donations | | | 2,607 | 5,000 | 7,607 | 5,705 2,745 7,607 0 |
| 108 | Forward Plan | | | | | | |
| 4086 | Contingency | | | 0 | 1,500 | 1,500 | 1,125 0 0 1,500 |
| 4100 | Wealthier BA | | | 0 | 8,000 | 8,000 | 6,000 0 0 8,000 |
| | Better BA For Children Young | | | | | | |
| 4101 | People | | | 0 | 9,000 | 9,000 | 6,750 0 0 9,000 |
| 4102 | Healthier BA | | | 0 | 1,300 | 1,300 | 975 0 0 1,300 |
| 4103 | Safer BA | | | 0 | 200 | 200 | 150 0 0 200 |
| 4104 | Greener BA | | | 0 | 2,500 | 2,500 | 1,875 0 0 2,500 |
| | Total Forward Plan | | | 0 | 22,500 | 22,500 | 16,875 0 0 22,500 |
| SUMMARY | | | | | | | |
| Income | | | | | | | |
| | Total Income: Administration | | | 0 | 432,518 | 0 | 0 432,932 |
| | Total Income: Leisure | | | 0 | 2,520 | 0 | 0 828 |
| | Income - Allotments | | | 10,134 | 13,463 | 23,597 | 0 23,875 |
| | Total Income | | | 10,134 | 448,501 | 23,597 | 0 457,635 |
| Expenditure | | | | | | | |
| | Total Administration | | | 2,473 | 152,168 | 157,114 | 117,836 89,290 130,943 26,171 |
| | Total Democracy | | | 0 | 11,620 | 19,542 | 14,657 11,054 12,632 6,910 |
| | Total Allotments | | | 0 | 12,000 | 12,000 | 9,000 10,241 13,579 -1,579 |
| | Total Events | | | 990 | 32,750 | 33,740 | 25,305 19,853 30,360 3,380 |
| | Total Leisure | | | 0 | 5,020 | 5,020 | 3,765 3,398 3,983 1,037 |
| | Total Community Support & Donations | | | 2,607 | 5,000 | 7,607 | 5,705 2,745 7,607 0 |
| | Total Forward Plan | | | 0 | 22,500 | 22,500 | 16,875 0 0 22,500 |
| | Total Expenditure | | | 6,070 | 241,058 | 257,523 | 193,142 136,581 199,104 58,419 |

| | | | | |
|--|---|------------------------|--------------|-------------------------|
| Organisation Name: | Bishop Auckland Golf Club (BAGC) | | | |
| Description of Project | | | | |
| Any funding received will be used to support the cost of the 5 man team, reserve team member and team manager to the 5 day / 4 night trip. | | | | |
| If successful, BAGC will be crowned UK Golf Club Champions | | | | |
| Although accommodation is provided, flights are not included and only half board is included by the organisers. As can be seen in Section 3.1, the additional costs to the club are considerable. | | | | |
| Without the help of donations, BAGC would face further expenses in a year when a deficit has identified in our annual accounts. | | | | |
| How will it benefit Bishop Auckland Town Council area and / or its residents? | | | | |
| Reaching the final stages of this prestigious National competition enhances the growing reputation of BAGC. The quality of the gold has helped to attract new members and the men's team have enjoyed amazing success in this and many other competitions. This all makes BAGC a very attractive venue for visiting parties, some of whom stay at local hotels and spend money in the local economy. | | | | |
| How many people living in Bishop Auckland Town Council area will benefit from the project | | | | |
| This is very difficult to assess / estimate. | | | | |
| Funding is requested for: | | | | |
| a. A new group/organisation that would bring direct benefit to the town and its inhabitants | | | | |
| b. An existing group/organisation that brings direct benefit to the town and its inhabitants but are experiencing financial hardship | | | | |
| c. An existing group/organisation that wishes to set up a new project that would bring a direct benefit to the town and its inhabitants. | | | | |
| d. Other: BAGC entered a men's team into the Annodata Matchplay Competition, the only National Golf Club team competition in the UK. After winning 6 matches the club now qualifies for the finals at the Montecastillio Golf Resort in Cadiz, Spain. | | | | ✓ |
| Cost of Project | | | | |
| Item or Activity | Cost | VAT | Total | Amount Requested |
| Flights | | | £1372 | |
| Transportation to UK Airport | | | £200 | |
| Car Hire | | | £160 | |
| Meals | | | £500 | |
| Refreshments | | | £100 | |
| | | | | |
| Total | | | £2332 | |
| Applied for funding from other sources? | | | | |
| Durham County Golf Union | £200 | Amount awarded: | | Not yet known |
| Checks | | | Yes | No |
| Does the organisation have a bank account requiring 2 or more signatures? | | | ✓ | |
| Most recent income / expenditure or financial statement received? | | | ✓ | |
| Constitution or rules of organisation received? | | | ✓ | |
| Amount awarded | | | | |

| | |
|--|--------------------------|
| Organisation Name: | Bishop United CIC |
| Description of Project | |
| <p>The project aims to bring to the attention of local people and the wider community an historic event involving Bishop Auckland Football Club and is in the form of a play. The play describes the time when Bishop Auckland FC rescues the Greater Manchester United FC after losing the 'Busby Babes' in the Munich air disaster on 6th February 1968. The script has been co-authored by Mr. Roy Cavanagh M.B.E. and Mr. Stephen Newcomb and is to be performed live on Bishop FM Radio on the anniversary of the air disaster, 6th February 2020.</p> <p>The performance will take place at Heritage Park and will be presented to people of the local community / media representatives. There will be a further performance at this venue and subject to the play being well received will move to phase 2 of the project. This will incorporate delivering performances of the play to many football clubs throughout England. This tour will promote Bishop Auckland to the public at large.</p> <p>Initially the majority of the seven actors will be sourced from their local community and they will support a countrywide tour depending on their work commitments.</p> | |
| How will it benefit Bishop Auckland Town Council area and / or its residents? | |
| <p>The expectation is that by presenting some of the history of this famous amateur football club to the wider community, seeing the play will encourage people from both within and outside of County Durham to come and visit Bishop Auckland.</p> <p>The play will encapture a piece of famous local history for all to remember. Even now the Manchester United Football club has a great affinity for Bishop Auckland because of the unique support the Club gave in their hour of need.</p> | |
| How many people living in Bishop Auckland Town Council area will benefit from the project | |
| The whole town will benefit in that the story of this historic event will not be lost forever. | |
| Funding is requested for: | |
| a. A new group/organisation that would bring direct benefit to the town and its inhabitants | ✓ |
| b. An existing group/organisation that brings direct benefit to the town and its inhabitants but are experiencing financial hardship | |
| c. An existing group/organisation that wishes to set up a new project that would bring a direct benefit to the town and its inhabitants. | |
| d. Other | |

| Cost of Project | | | | |
|---|--------|------------------------|-------------|------------------|
| Item or Activity | Cost | VAT | Total | Amount Requested |
| *See spreadsheet for full breakdown* | | | | |
| Quote: Brotherton's Music (Bishop Auckland) | | | | |
| Twin Radio Mic System, Active Speakers with stand | | | £499 | £499 |
| Quote: Phase ONE (Darlington) | | | £484 | |
| Twin Radio Mic System, Active Speakers with stand | | | | |
| Total | | | £499 | £499 |
| Applied for funding from other sources? | | | | |
| Gaunless Project – Not Yet Known | £3,000 | Amount awarded: | | Not yet known |
| Checks | | | Yes | No |
| Does the organisation have a bank account requiring 2 or more signatures? | | | ✓ | |
| Most recent income / expenditure or financial statement received? | | | ✓ | |
| Constitution or rules of organisation received? | | | ✓ | |
| Amount awarded | | | | |

| | | | | |
|--|--|------------------------|----------------|-------------------------|
| Organisation Name: | Bishop Auckland Community Partnership | | | |
| Description of Project | | | | |
| <p>The Four Clocks Centre opened in 2002, with a mixture of permanent tenants and rooms for hire by the hour. This followed a complete refurbishment of a previously redundant and empty Methodist Church.</p> <p>Nearly 18 years later, various aspects of the refurbishment are wearing out or breaking down and need replacement.</p> <p>At the moment we need to replace two under-the-sink heaters. These are in the Wesley Room kitchen and the toilet of the first floor, as either leaking or broken.</p> <p>This application this therefore to cover the cost of two water heaters and labour charge. An application has been made to the Norther Echo Gannet Foundation to fund the replacement of the remainder of the water heaters.</p> | | | | |
| How will it benefit Bishop Auckland Town Council area and / or its residents? | | | | |
| The centre is used by around 20,000 people in any one year, visiting either the projects we operate, or those provided by our tenants and organisations hiring rooms. | | | | |
| How many people living in Bishop Auckland Town Council area will benefit from the project | | | | |
| As above. | | | | |
| Funding is requested for: | | | | |
| a. A new group/organisation that would bring direct benefit to the town and its inhabitants | | | | |
| b. An existing group/organisation that brings direct benefit to the town and its inhabitants but are experiencing financial hardship | | | | ✓ |
| c. An existing group/organisation that wishes to set up a new project that would bring a direct benefit to the town and its inhabitants. | | | | |
| d. Other | | | | |
| Cost of Project | | | | |
| Item or Activity | Cost | VAT | Total | Amount Requested |
| 2 Under-sink Water Heaters | £223.98 | - | £223.98 | £223.98 |
| Labour installation | £160.00 | - | £160.00 | £160.00 |
| Total | £383.98 | - | £383.98 | £383.98 |
| Applied for funding from other sources? | | | | |
| Northern Echo Gannet Foundation | £783.93 | Amount awarded: | | Not yet known |
| Checks | | | Yes | No |
| Does the organisation have a bank account requiring 2 or more signatures? | | | ✓ | |
| Most recent income / expenditure or financial statement received? | | | ✓ | |
| Constitution or rules of organisation received? | | | ✓ | |
| Amount awarded | | | | |

Appendix 3

| | Code | Description | Centre | 2019/20 Budget | 2019/20 Anticipated Outcome | 2020/21 | 2021/22 | 2022/23 |
|---|------|--------------------------------|------------------|----------------|-----------------------------|---------|---------|---------|
| 1 | 4000 | Salaries* | 101 - Admin | 82,103 | 63,046 | 83,928 | 86,163 | 88,461 |
| 1 | 4001 | HMRC* | 101 - Admin | 20,147 | 16,924 | 20,595 | 21,144 | 21,708 |
| 1 | 4002 | Pensions* | 101 - Admin | 22,806 | 19,916 | 23,318 | 23,939 | 24,578 |
| | 4003 | Training - Staff | 101 - Admin | 320 | 320 | 320 | 320 | 320 |
| | 4006 | Travel & Subsistence - Staff | 101 - Admin | 500 | 100 | 500 | 500 | 500 |
| 2 | 4010 | Rent | 101 - Admin | | 8,040 | 0 | 0 | 0 |
| | 4011 | Photocopier - Lease | 101 - Admin | 278 | 340 | 278 | 278 | 278 |
| | 4012 | Photocopier - Usage | 101 - Admin | 420 | 360 | 420 | 420 | 420 |
| 2 | 4035 | Room Hire | 101 - Admin | | 748 | 0 | 0 | 0 |
| | 4039 | Postage | 101 - Admin | 650 | 628 | 650 | 650 | 650 |
| | 4040 | Stationery | 101 - Admin | 2,312 | 509 | 2,312 | 2,312 | 2,312 |
| 3 | 4041 | ICT | 101 - Admin | | 4,500 | 2,000 | 2,000 | 2,000 |
| | 4042 | Legal and Professional Fees | 101 - Admin | 4,190 | 1,200 | 4,190 | 4,190 | 4,190 |
| | 4043 | Audit Fees | 101 - Admin | 810 | 786 | 810 | 810 | 810 |
| | 4044 | Subscriptions & Membership | 101 - Admin | 2,360 | 2,371 | 2,360 | 2,360 | 2,360 |
| 3 | 4045 | Insurance | 101 - Admin | 1,190 | 913 | 1,200 | 1,200 | 1,200 |
| | 4049 | Citizens Advice Durham | 101 - Admin | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | 4051 | Engagement | 101 - Admin | 2,000 | 150 | 2,000 | 2,000 | 2,000 |
| | 4059 | Parish Plan - Delivery Fund | 101 - Admin | 0 | 0 | 0 | 0 | 0 |
| 5 | 4060 | Capital Programme (Office) | 101 - Admin | 0 | 600 | 0 | 0 | 0 |
| 6 | New | Loan Repayment | 101 - Admin | 7,904 | 3,918 | 8,302 | 8,302 | 8,302 |
| 6 | New | Gas/Electricity | 101 - Admin | 2,195 | 549 | 2,195 | 2,195 | 2,195 |
| 6 | New | Water | 101 - Admin | 397 | 99 | 397 | 397 | 397 |
| 6 | New | Telephone | 101 - Admin | 1,837 | 459 | 1,837 | 1,837 | 1,837 |
| 6 | New | Broadband | 101 - Admin | 228 | 57 | 228 | 228 | 228 |
| 6 | New | Waste/Recycling | 101 - Admin | 1,200 | 300 | 1,200 | 1,200 | 1,200 |
| 6 | New | Maintenance / Repairs (EMF) | 101 - Admin | 3,000 | 750 | 3,000 | 3,000 | 3,000 |
| 6 | New | Cleaning | 101 - Admin | 1,440 | 360 | 1,440 | 1,440 | 1,440 |
| | 4001 | HMRC | 102 - Democracy | 600 | 525 | 600 | 600 | 600 |
| | 4004 | Training - Members | 102 - Democracy | 320 | 0 | 320 | 320 | 320 |
| | 4005 | Allowances | 102 - Democracy | 4,700 | 4,755 | 4,700 | 4,700 | 4,700 |
| | 4007 | Travel & Subsistence - Members | 102 - Democracy | 700 | 0 | 700 | 700 | 700 |
| | 4036 | Civic & Approved Duties | 102 - Democracy | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | 4048 | Elections | 102 - Democracy | 4,000 | 6,293 | 4,000 | 4,000 | 4,000 |
| | 4061 | Youth Engagement | 102 - Democracy | | | | | |
| | 4099 | Miscellaneous | 102 - Democracy | | 59 | 0 | 0 | 0 |
| 7 | 4010 | Rent | 103 - Allotments | 713 | 654 | 770 | 770 | 770 |
| | 4031 | Skips | 103 - Allotments | 750 | 570 | 750 | 750 | 750 |
| | 4032 | Water | 103 - Allotments | 5,500 | 5,500 | 5,500 | 5,500 | 5,500 |
| | 4033 | Pest Control | 103 - Allotments | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | 4044 | Subscriptions/membership | 103 - Allotments | 55 | 55 | 55 | 55 | 55 |
| | 4046 | Repairs & Maintenance | 103 - Allotments | 1,000 | 3,800 | 1,000 | 1,000 | 1,000 |
| | 4060 | Capital Projects | 103 - Allotments | 1,035 | 0 | 1,035 | 1,035 | 1,035 |
| | 4080 | Christmas | 104 - Events | 8,000 | 8,990 | 8,000 | 8,000 | 8,000 |
| | 4081 | Food Festival | 104 - Events | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | 4082 | Horticultural Show | 104 - Events | 3,500 | 2,351 | 3,500 | 3,500 | 3,500 |
| | 4083 | Remembrance Day Ceremony | 104 - Events | 750 | 700 | 750 | 750 | 750 |
| | 4084 | Summertime Activities | 104 - Events | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | 4085 | Youth Awards | 104 - Events | 5,000 | 1,319 | 5,000 | 5,000 | 5,000 |

| Code | Description | Centre | 2019/20 Budget | 2019/20 Anticipated Outcome | 2020/21 | 2021/22 | 2022/23 |
|---|---|-------------------------|----------------|-----------------------------|---------|---------|---------|
| 4086 | Contingency | 104 - Events | 3,500 | 5,000 | 3,500 | 3,500 | 3,500 |
| 4015 | Electricity - Skatepark | 105 - Leisure | 500 | 120 | 500 | 500 | 500 |
| 4016 | Community Toilet Scheme | 105 - Leisure | 2,520 | 2,070 | 2,520 | 2,520 | 2,520 |
| 4070 | Floral Displays | 105 - Leisure | 2,000 | 1,793 | 2,000 | 2,000 | 2,000 |
| 4050 | Grants / Donations | 107 - Community Support | 5,000 | 7,607 | 5,000 | 5,000 | 5,000 |
| Council Forward Plan - Proposed Projects | | | | | | | |
| HIGH PRIORITIES | | | | | | | |
| Wealthier Bishop Auckland | | | | | | | |
| | 6a. Introduction of community WiFi in the town Centre ☺ £ | | 3,000 | 0 | 3,000 | 3,000 | 3,000 |
| | 12. Lobby for free parking within the Town Centre. ☺ | | | | | | |
| Better Bishop Auckland for Children and Young People | | | | | | | |
| | 13. Consider the creation of a fund to provide each secondary school with a grant of £2,000 to support a student led project that supports the development of young people. (Menu of suitable projects / topics may be developed). ☺☺ £ | | 9,000 | 0 | 9,000 | 9,000 | 9,000 |
| | 16. Tackle child poverty and disadvantage in areas of deprivation by working with established organisations. ☺ £ | | | | | | |
| | 17. Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund). ☺ £ | | | | | | |
| Healthier Bishop Auckland | | | | | | | |
| | 22. Support operation Aries to tackle underage drinking, drugs and substance abuse. ☺ | | 1,000 | 0 | 1,000 | 1,000 | 1,000 |
| | 29. Celebrate social inclusion and identity. ☺ £ | | | | | | |
| Safer Bishop Auckland | | | | | | | |
| | 33. Promote Selective Licensing Scheme. ☺ | | | | 0 | 0 | 0 |
| Greener Bishop Auckland | | | | | | | |
| | 36. Work with agencies such as Durham County Council to help tackle environmental issues. (e.g. funding of enhanced Neighbourhood Warden provision) ☺☺ £££ | | 1,000 | 0 | 1,000 | 1,000 | 1,000 |
| | 38. Seek innovative solutions to tackle littering and dog fouling. ☺ £ | | | | | | |
| | 40. Consider each planning application affecting the town on its merits and make appropriate comments to Durham County Council (the Planning Authority) where necessary to protect green spaces from development. ☺ £ | | | | | | |
| | 43. Promote sustainable transport initiatives. ☺ | | | | | | |
| Enhance Democratic Representation | | | | | | | |
| | 44. Seek boundary changes so that Etherley Moor and Etherley Dene are included in BATC area. ☺ | | | | 0 | 0 | 0 |
| MEDIUM PRIORITIES | | | | | | | |
| (Contingency) | | | | | | | |
| Wealthier Bishop Auckland | | | | | | | |
| | 4. Deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre. ☺☺☺ £ | | 1,500 | 0 | 1,500 | 1,500 | 1,500 |
| | | | 5,000 | 0 | 5,000 | 5,000 | 5,000 |
| Healthier Bishop Auckland | | | | | | | |
| | 23. Contribute to initiatives that promote healthy eating, such as 'Little Chef, Big Chef'. ☺ £ | | 300 | 0 | 0 | 0 | 0 |
| Safer Bishop Auckland | | | | | | | |
| | 32. Consider contribution to youth crime prevention initiatives such as 'Prison Me! No Way!' (possible link to 13/14 above) ☺ £ | | 200 | 0 | 200 | 200 | 200 |
| Greener Bishop Auckland | | | | | | | |
| | 37. Support Civic Pride initiatives ☺ £ | | 1,500 | 0 | 1,500 | 1,500 | 1,500 |
| Low Priority | | | | | | | |
| | 6. Consider introduction of Town Cryer ☺ £ | | | | 0 | 0 | 0 |
| | 14. Create a Youth Forum to engage with young people about the issues that are important to young people. ☺ £ | | | | 0 | 0 | 0 |

| Code | Description | Centre | 2019/20 Budget | 2019/20 Anticipated Outcome | 2020/21 | 2021/22 | 2022/23 |
|--------|--|------------------------|----------------|-----------------------------|----------------|----------------|----------------|
| 30. | Engage with Young People's Forum to identify and debate issues that are important to young people. (see 14 above) | | | | 0 | 0 | 0 |
| 31. | Consider contribution to purchase of Neighbourhood Police Car for use within the Bishop Auckland and Shildon AAP area. Ⓣ £ | | | | 0 | 0 | 0 |
| 34. | Leaflet of helpful services / contacts. Ⓣ £ | | | | 0 | 0 | 0 |
| | | | 249,877 | 199,164 | 254,880 | 258,284 | 261,786 |
| 8 | Earmarked Funds / General Reserves | | | 50,713 | | | |
| | Total | | 249,877 | 249,877 | | | |
| | INCOME | | | | | | |
| 1000 | Income - Allotments | 103 - Allotments | 12,000 | | 12,000 | 12,000 | 12,000 |
| 1020 | Income - Community Toilet Scheme | 105 - Leisure | 2,520 | | 2,520 | 2,520 | 2,520 |
| 9 1077 | Income - LCTS Grant | 101 - Admin | 12,065 | | 8,889 | 8,889 | 8,889 |
| 10 | Income - Rent | 101 - Admin | 10,000 | | 10,000 | 10,000 | 10,000 |
| | Sub Total | | 36,585 | | 33,409 | 33,409 | 33,409 |
| 1076 | Income - Precept | 101 - Admin | 213,292 | | 221,471 | 224,875 | 228,377 |
| | Total Income | | 249,877 | | 254,880 | 258,284 | 261,786 |
| 11 | | Council Tax Base | 4,165.9 | | 4,251.0 | 4,251.0 | 4,251.0 |
| | | Council Tax for Band D | £51.20 | | £52.10 | £52.90 | £53.72 |
| | | +/- previous year £ | 4.92 | | 0.90 | 0.80 | 0.82 |
| | | +/- previous year % | 10.63% | | 1.76% | 1.54% | 1.56% |

Notes

- 1 Updated to reflect new member of staff and anticipated wage inflation
- 2 For budget purposes I've anticipated relocation to new offices from 1st April 2020.
- 3 Need to allocated a budget to build up a fund for replacement of ICT equipment. Suggest £2,000 pa
- 4 Increased insurance based on estimates from current insurer (CAS Ltd)
- 5 Budget for new offices now held as earmarked funds
- 6 Estimated costs associated with new offices. 10% increase budgeted pa
- 7 Lease of Edge Hill Allotments. Reviewed every 3 years. Next due 2020/21. Estimating £770 pa
- 8 Anticipated surplus from 2019/20. Need to allocate to Earmarked Funds or General Reserve
- 9 LCTS Grant updated for 2020/21
- 10 Anticipated income including service charges
- 11 Council Tax Base updated for 2020/21

Ready Reckoner 2020/21

| % increase p.a. | £ increase p.a. | Council Tax (Band D) | Additional cost/month (Band D) (6.75% properties) | Additional cost/month (Band A) (61.81% properties) | Additional revenue |
|-----------------|-----------------|----------------------|---|--|--------------------|
| 1.00% | £0.51 | £51.71 | £0.04 | £0.03 | £2,132.92 |
| 2.00% | £1.02 | £52.22 | £0.09 | £0.06 | £4,265.84 |
| 1.95% | £1.00 | £52.20 | £0.08 | £0.06 | £4,165.90 |
| 3.00% | £1.54 | £52.74 | £0.13 | £0.09 | £6,398.76 |
| 4.00% | £2.05 | £53.25 | £0.17 | £0.11 | £8,531.68 |
| 3.91% | £2.00 | £53.20 | £0.17 | £0.11 | £8,331.80 |
| 5.00% | £2.56 | £53.76 | £0.21 | £0.14 | £10,664.60 |
| 5.86% | £3.00 | £54.20 | £0.25 | £0.17 | £12,497.70 |
| 7.81% | £4.00 | £55.20 | £0.33 | £0.22 | £16,663.60 |
| 9.77% | £5.00 | £56.20 | £0.42 | £0.28 | £20,829.50 |