



# **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

19<sup>th</sup> February 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, 25<sup>th</sup> February 2020 at 5.00 p.m.**

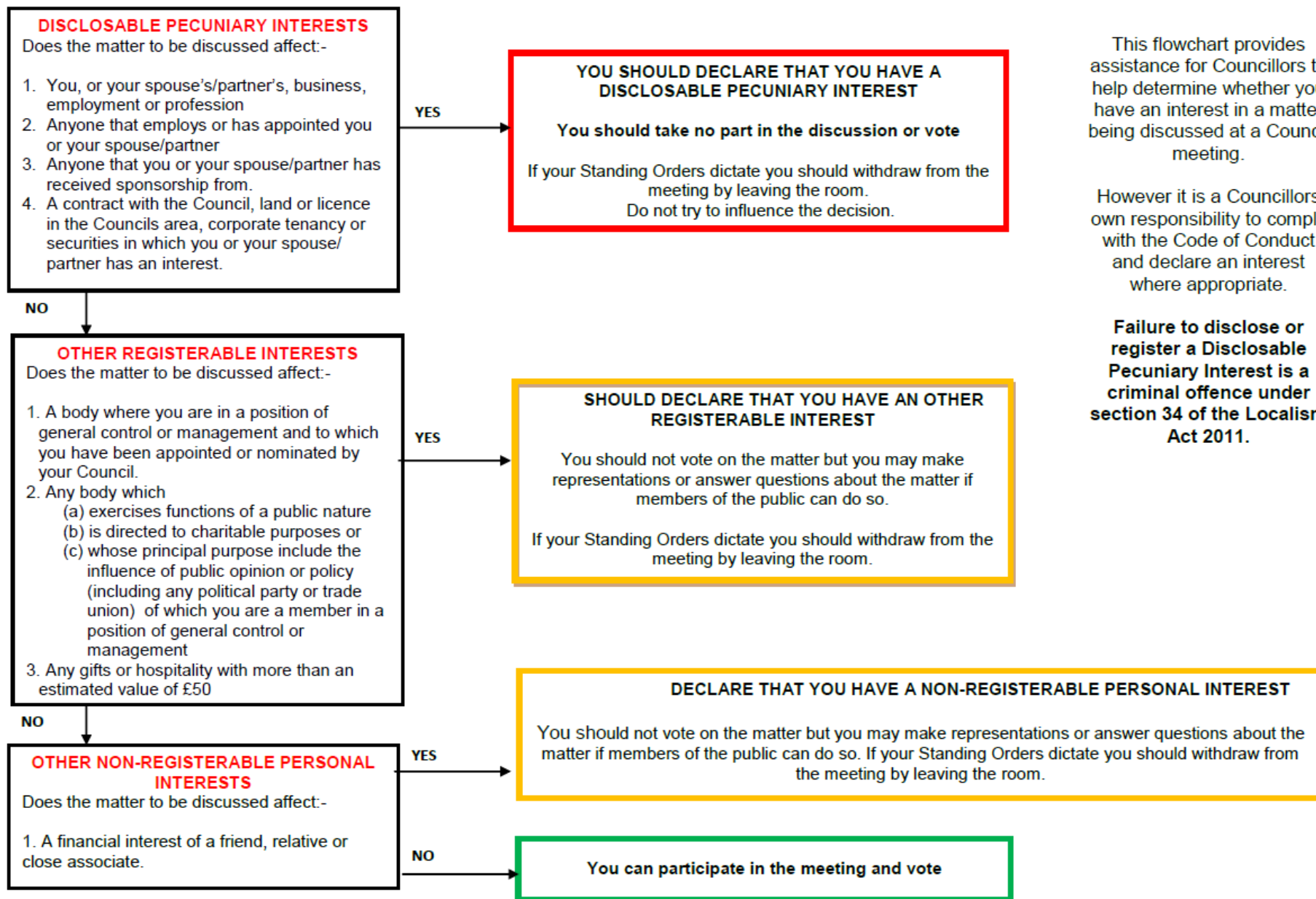
Yours sincerely,

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. Authorisation of Cheques**
    - a. Written under delegated powers
    - b. Presented for authorisation
  - 3. Applications for Community Fund / Donations**
  - 4. Bishop Auckland Town Team - Request to Draw Down Funds**

## 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

25<sup>th</sup> FEBRUARY 2020

### Item 4: REPORT OF TOWN CLERK

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#### 1. ACCOUNT BALANCES

The balance on the following accounts as at 25<sup>th</sup> February 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:** That the account balances be noted.

#### 2. 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	£
DD	British Gas Trading Ltd.	Electricity: Skate Park 25/11/19-28/12/19	£10.31
EP	SLCC Enterprises	ILCA Registration Fee	£118.80
1904	Bishop Auckland Community Partnership	Office Rent and Room Hire, December 2019	£771.75
1905	A. Breeze Pest Control Ltd.	Pest Control at Tindale Crescent Allotment, 01/01/20-30/06/20	£450.00
1906	Total Business Group Ltd.	Various Office Stationery	£57.65
1907	Ramside Event Catering	2x Tickets, The New Jersey Tones Event, 14 <sup>th</sup> February 2020	£24.00
1908	Great Aycliffe Town Council	2x Tickets, Charity Civic Dinner, 28 <sup>th</sup> February 2020	£50.00
DC	Snowballs (Railway Street) Ltd.	Gorilla Tape, White	£10.00
DC	WM Morrison Supermarkets Plc	60x 2 <sup>nd</sup> Class and 12x 1 <sup>st</sup> Class Stamps	£45.00
EP	Wave Utilities	Water: West Mills Allotment 09/10/19-08/01/20	£1,215.25
1909	Bishop Auckland Fellowship of Christian Churches	Community Fund Grant	£500.00
1910	Durham County Council	Acer Office Laptop	£600.60
1911	Durham County Council	Lotteries Licence Registration Fee	£40.00
EP	Salaries, Superannuation	January 2020	£6,161.54
EP	HMRC - Tax and NI, Salaries	January 2020	£1,827.54

Chq	Current Account (Delegated Powers)	Detail	£
EP	D.C.C. Pension Scheme	January 2020	£1,991.50
EP	Members Allowances	January 2020	£394.04
EP	HMRC - Tax and NI, Members Allowance	January 2020	£46.00
DD	British Gas Trading Ltd.	Electricity: Skate Park 25/11/19-24/01/20	£11.25
1912	Allan Hillary Events Ltd.	Event Management Services for Christmas Event 2019	£8,065.20
DC	Carol Gittins Florists	Flowers for a 104 <sup>th</sup> Birthday Celebration	£27.00
1913	Bishop Auckland Community Partnership	Office Rent and Room Hire January 2020	£790.00
1914	Information Commissioner's Office (ICO)	Data Protection Renewal Fee	£40.00
1915	Bishop Auckland Golf Club	Community Fund Grant	£200.00
1916	Darlington Town Council	2x Ticket to Mayor of Darlington's Eurovision Song Contest, 28 <sup>th</sup> February 2020	£14.00
1917	Brandon & Byshottles Borough Council	2x Tickets to Chairman's Charity Evening, 13 <sup>th</sup> March 2020	£10.00
1918	Sedgefield Town Council	2x Tickets to Annual Civic Ball, 6 <sup>th</sup> March 2020	£70.00
1919	Bishop United CIC	Community Fund Grant	£499.00
1920	Roadsafe Traffic Management Limited	Reissued: Road Closure for Remembrance Sunday 2019 (Cheque 1879 cancelled)	£408.00
	<b>Total</b>		<b>£24,448.43</b>

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.

**3. APPLICATIONS FOR COMMUNITY FUND / DONATIONS**

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. However, an application was received from Bishop Auckland Table Tennis Club which is time critical and therefore has been submitted to this meeting for consideration.

The following donations have been agreed for the current financial year and therefore there is £466.34 available for allocation.

<b>Community Donations 2019/20</b>	<b>£</b>	<b>£</b>
<b>Budget</b>		£5,000
Less grants awarded		
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	
Bishop Auckland Golf Club	£200.00	
Bishop Auckland Community Partnership	£383.98	
Bishop United CIC	£299.00	
<b>Total grants awarded</b>	<b>£4,533.66</b>	
<b>Balance to be awarded</b>		<b>£466.34</b>

A summary of the application from Bishop Auckland Table Tennis Club is attached at **Appendix 1** for consideration.

**RECOMMENDED**                      That consideration be given to application for financial assistance.

#### **4. BISHOP AUCKLAND TOWN TEAM - REQUEST TO DRAW DOWN FUNDS**

Members will be aware that the Town Council allocated £5,000 to Bishop Auckland Town Team to help fund events to increase footfall in the town centre. (Minute No TC.125/18 refers).

The Town Team has previously drawn down £1,878.14 to cover costs associated with the 1940's event scheduled to be held on 8<sup>th</sup> June 2019. (Minute No TC.70/19 refers)

A request has been received to draw down the remaining £3,121.86 towards costs of the Bishop Celebrates Together event held on Saturday 28<sup>th</sup> September 2019. A schedule detailing income and expenditure for the event is attached at **Appendix 2**.

**RECOMMENDED:**                      That the request to draw down funds be considered

<b>Organisation Name:</b>	<b>Bishop Auckland Table Tennis Club</b>
<b>Description of Project</b>	
<p>Bishop Auckland Table Tennis Club working in partnership with the Bishop Auckland Heritage Action Zone are seeking funding for the establishment of a temporary Table Tennis Centre in the town centre. The project would run from End March to either early May or end May subject to funding.</p> <p>The centre would be established in an empty building in the heart of the town. (25 Newgate, The McIntyre Building). The building is currently vacant but has in the past been used by Bishop Auckland College for art exhibitions, by the Angel Trust as a temporary fundraising shop and by the Town Council for the 2019 Horticultural Show. The building is in a high footfall area of the town and has a substantial frontage making it very visible as a vacant premises'.</p> <p>The temporary Table Tennis Centre would be run by the club utilising the resources of their volunteer coaches. The Centre would provide the following opportunities:</p> <ul style="list-style-type: none"> <li>• bookable or walk in play use of a table</li> <li>• corporate or group events</li> <li>• demonstration events</li> <li>• drop-in coaching sessions</li> <li>• Tournament inviting players from other local areas?</li> </ul> <p>The Centre will be open weekdays during the holidays and at Weekends the remainder of the time. It would be opened on other occasions for a group or corporate event.</p> <p>Bishop Auckland Table Tennis Club are currently fundraising for the development of a purpose-built centre at their current base at Bishop Barrington School. The temporary centre in the heart of the town will provide a good opportunity to raise awareness of the sport, the local club and its future plans.</p> <p>The project would have support from Table Tennis England who have a Ping Pong Parlour Project nationwide. They will provide support for the design of marketing materials.</p> <p>The grant would support the overall costs of running the project, including equipment for use, marketing hire and utilities.</p>	
<b>How will it benefit Bishop Auckland Town Council area and / or its residents?</b>	
<p>The project will benefit the area in the following ways:</p> <ol style="list-style-type: none"> <li>1. Utilising an empty building in the town centre will bring additional footfall and make the space more attractive and vibrant. Other meanwhile use projects have enabled owners to attract new tenants as they see the building in use. The Heritage Action Zone is keen to get buildings back into long term use.</li> <li>2. The location of the centre in the heart of the town will improve accessibility to a sport and leisure activity and will engage new users.</li> <li>3. Physical Activity improves wellbeing.</li> <li>4. The project will raise awareness of the club and support their strategy to build the club membership and support for the new centre.</li> </ol>	
<b>How many people living in Bishop Auckland Town Council area will benefit from the project</b>	
100 people per week average split across holiday and non-holiday weeks when we may not be open as much. We can then multiple up for our 6 or 9 week operation.	
<b>Funding is requested for:</b>	
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:	

<b>Cost of Project</b>				
<b>Item or Activity</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	<b>Amount Requested</b>
<b>6 Weeks</b>				
Marketing	202		202	
Equipment	150		150	
Rent for 6 Weeks	1500		1500	
Heating Costs (estimate) 6 weeks	450		450	
<b>Total</b>	<b>2302</b>		<b>2302</b>	
<b>9 Weeks</b>				
Marketing	202		202	
Equipment	150		150	
Rent for 9 weeks	2250		2250	
Heating Costs (estimate) 9 weeks	675		675	
<b>Total</b>	<b>3277</b>		<b>3277</b>	
				<b>500</b>
<b>Applied for funding from other sources?</b>				
Angel Trust	£400		<b>Amount awarded:</b>	Not yet known
DCC Neighbourhood Funds			<b>Amount awarded:</b>	Not yet known
<b>Checks</b>			<b>Yes</b>	<b>No</b>
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?			✓	
<b>Amount awarded</b>				

**Bishop Auckland Town Team**  
**Bishop Celebrating Together - Saturday 28th September 2019**  
**Income & Expenditure**

Date Raised	Trans No	Supplier	Item	Income	Expend
3-Jun-19	EP	Breaking Bread	Stall fee	£30.00	
13-Aug-19	EP	D. Stewart Scaffolding Ltd.	Donation towards event	£200.00	
19-Aug-19	EP	Bracken Hill gifts - A. Fielding	Stall fee	£30.00	
19-Aug-19	EP	Barista Sisters	Stall fee	£30.00	
28-Aug-19	100214	Paul Anderson Accountants	Donation towards event	£200.00	
2-Sep-19	EP	Supreme Coffee - Mark Riley	Stall fee	£30.00	
3-Sep-19	EP	Fire & Earth Pizza	Stall fee	£30.00	
11-Sep-19	EP	Smokiedokies - Michael Brown	Stall fee	£30.00	
16-Sep-19	402	Taylored Signs	8' x 2' Correx Signs		£108.00
19-Sep-19	Deposit	Deposit @ Houghton Le Spring - Frankies Teacups	Stall fee	£25.00	
20-Sep-19	EP	Mandy's Kitchen	Stall fee	£30.00	
23-Sep-19	EP	Vinovium Associate	Donation towards event	£200.00	
24-Sep-19	403	Cash	Entertainment for event <ul style="list-style-type: none"> <li>• Jenna Highfield (£75)</li> <li>• Steven Berry (£75)</li> <li>• Ami Leigh Boorman (£75)</li> <li>• Saved By The Belles (£75)</li> <li>• Yvonne Slater (£75)</li> <li>• Gosling Raptors (£75)</li> <li>• Phill Short (£75)</li> <li>• Jack Drum Arts (£75 - returned see slip 100215 and chq 407)</li> </ul>		£600
24-Sep-19	405	Community Newspaper Support CIC - Bishop Press	Full Page Advert		£288.00
24-Sep-19	406	JAK HQ Limited	10,000x A3 Folded to A5 Flyers, 50x A3 Posters		£515.00
26-Sep-19	EP	J. Wilson - Toy Stall	Stall fee	£30.00	
26-Sep-19	407	Jack Drum Arts CIC	Runaway Samba entertainment		£80.00
27-Sep-19	100215	Cash - Jack Drum Arts	Returned: Entertainment for event - See Chq 407		-£75.00
27-Sep-19	EP	GB Event Ice Cream	Stall fee	£30.00	
1-Oct-19	100216	Cash	Lottery Income	£110.00	
1-Oct-19	409	Northern Productions Ltd.	Supply of event Production - 28th September		£2,220.00
8-Oct-19	411	Sarah Dainty	Facepainting		£120.00
10-Oct-19	412	Paul Anderson Accountant (Sandra Welsh School of Dance)	Entertainment		£75.00
15-Nov-19	422	Premier Traffic Management Limited	Road Closure and Diversion		£912.00
19-Nov-19	423	St Johns Ambulance	First Aid Cover for event		£103.68
				<b>£1,005.00</b>	<b>£4,946.68</b>

**Balance -£3,941.68**