

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

Web: www.bishopauckland-tc.gov.uk

Town Clerk: David Anderson

TO: ALL MEMBERS OF THE COUNCIL

31st July 2018

Dear Councillor,

I hereby give you notice that the next meeting of **Bishop Auckland Town Council** will be held in the **Wesley Room** at **The Four Clocks Centre** on **Tuesday, 6th August 2019 at 6.00 p.m.**

Yours sincerely

David Anderson
Clerk to the Council

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**
To invite members to declare any interest they may have.
3. **Public Participation**
(Subject to Public Participation Policy)

Presentations

**The Mayor will be flexible with the amount of time allocated where it is helpful to the debate.*

*Time
Allocation**

4. **Town Hall Refurbishment Scheme**
Janet Strong and Emma Wyndham, Business Development Officer, Durham County Council will be in attendance to update members on the refurbishment of Bishop Auckland Town Hall.
*10 mins
presentation
5 mins
questions*
5. **Town Team**
 1. Core Team (Chairman, Nigel Bryson)
 2. Events Team (Chairman, Clive Auld)*10 mins
presentation
5 mins
questions*
6. **Minutes**
To approve the Minutes of the following meetings:-

Town Council	25 th June 2019
Planning Committee	25 th June 2019
Finance Committee	30 th July 2019

7. Matters Arising

To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).

8. Report of Mayor

To receive a report from the Mayor detailing activities attended to represent the Council since the Annual Meeting.

9. Report of Town Clerk

1. Events and Projects Officer - Selection Process

10. Topics for Future Discussion

To consider topics for future presentations and discussions which are of relevance to the town.

- Jill Wood, Bishop Auckland Food Festival
- WiFi Demonstration - informal sessions to be arranged

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 Report of Town Clerk continued

2. Office Accommodation. (Report to follow)
3. Code of Conduct - Monitoring Officers Decision Notice

Item for information

12. Delegated Decisions Under Financial Regulation 4.5

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.

OTHER NON-REGISTERABLE PERSONAL INTERESTS
Does the matter to be discussed affect:-

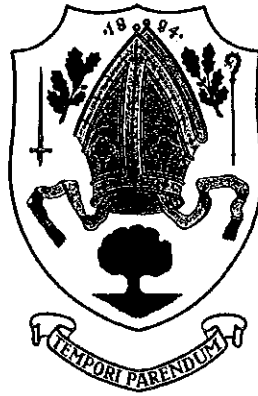
1. A financial interest of a friend, relative or close associate.

NO →

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.

You can participate in the meeting and vote



BISHOP AUCKLAND TOWN COUNCIL

MINUTES 2019/20 Book 2

Contents

Town Council	25th June 2019
Planning Committee	25th June 2019
Finance Committee	30th July 2019

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 25TH JUNE 2019** at 6.00 p.m.

Present: Councillor Allen (Mayor), and Councillors Blackburn, Chappell, Fleming, Wilson, A Zair, L. Zair and S Zair.

Also Present: Nigel Bryson (Bishop Auckland Town Team), Debbie Connell (Durham County Council) and David Anderson (Town Clerk)

Public in Attendance: None

TC.33/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Brownson, Cullen and Newton Woods

TC.34/19 DECLARATIONS OF INTEREST

Item No 10.4 Bishop Auckland HAZ Project: Public Realm Work to Gib Chare

Councillors J Allen and J Blackburn declared an 'other registerable interest' in respect of this item and did not take part in the voting thereon.

TC.35/19 PUBLIC PARTICIPATION

No public were in attendance

PRESENTATIONS

TC.36/19 SUMMERTIME ACTIVITIES

Debbie Connel, Community Culture Development Co-ordinator, Durham County Council gave an overview of the programme of summertime activities at Bishop Auckland Town Hall, which included

- Secret Garden interactive gallery
- Planetarium & Space Art
- Story Time
- Music and Drama workshops
- Curious Cavern Art Workshop
- Lego Workshop
- Teddy Bears Picnic

Debbie thanked the Town Council for the financial contribution which enabled the activities to be held.

RESOLVED: That the information be noted.

TC.37/19 BISHOP AUCKLAND TOWN TEAM

Core Team

Nigel Bryson, Chairman of the Town Team, gave an overview of various regeneration activities within the town centre which were being undertaken by partner organisations, Including the following:-

- **Free Public WiFi** - progress was being made on the installation of the Wi-Fi equipment, which would be installed and tested in the coming months, before being made available to the public. Members were reminded that DCC were

Signed:
Town Mayor

leading the project and both the Town Team and Town Council were helping to fund the revenue costs.

- **Kynren** - a press preview had been held with approx. 500 people from various media attending. Approximately 7,200 tickets had been sold for the first show.
- **Bishop Trevor Gallery** had opened in Auckland Castle with an exhibition of landscape paintings.
- **West Mural Tower** works had been completed. Tours were to be organised by The Auckland Project
- **Heritage Action Zone** had completed its first year. The HAZ programme included 50 projects and initiatives. A Heritage Festival Week would be held in mid-September.

Events Team

Clive Auld, Chairman of the Events Team, gave an update with regard to recent activity of the Events Team.

It was noted that the 1940's event had to be cancelled due to severe weather. This was the first event that had been cancelled due to weather since 2012. Other events in the region had also been cancelled due to the storms, including Seaham Food Festival and Durham Regatta. Discussions were ongoing with suppliers with regard to costs for the event.

Forthcoming events included:-

- Buskers Day - 6th July
- Vintage and Classic Car show - 14th July
- Busses through the Ages - 28th July

Members thanked the Town Team and volunteers for their continued hard work contributing to the events programme held in the town centre.

RESOLVED: That the information be noted

TC.38/19 MINUTES OF PREVIOUS MEETINGS

Town Council	16 th April 2019
Town Council	7 th May 2019
Human Resources Committee	11 th June 2019
Finance Committee	18 th June 2019

Councillor S. Zair requested that the following paragraph be included in the Minutes of the Human Resources Committee held on 11th June 2019

'Councillor Zair raised concerns regarding the capacity of the current office to accommodate an additional member of staff.'

RESOLVED: That, with the inclusion of the above paragraph, the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no matters arising

Signed:
Town Mayor

TC.39/19 REPORT OF MAYOR

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

RESOLVED: That the information be noted.

TC.40/19 INTERNAL AUDITORS REPORT 2018/19

Detailed consideration was given to the report of the Internal Auditor for the financial year ending 31st March 2019, together with a proposed action plan prepared by the Town Clerk. (For copies see file of Minutes).

Members noted that by the very nature the audit was a critical process, however this was welcomed as it helped the Council make further improvements to its systems and procedures.

RESOLVED:

1. That the Internal Auditor's report be received
2. That the proposed responses to the Internal Auditors recommendations and comments be agreed.

REPORT OF TOWN CLERK

TC.41/19 ASSET REGISTER

Consideration was given to the Asset Register which had been updated to include 3 PC's purchased in May 2018. (For copy see file of Minutes)

RESOLVED: That the amended Asset Register as at 31st March 2019 be approved.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 (PART 3)

TC.42/19 SECTION 1 ANNUAL GOVERNANCE STATEMENT 2018/19

Consideration was given to the Section 1, Annual Governance Statement, for the year ended 31st March 2019. (For copy see file of Minutes).

RESOLVED: That Section 1, Annual Governance Statement 2018/19, be approved.

TC.43/19 SECTION 2 ACCOUNTING STATEMENT 2018/19

Consideration was given to the Section 2, Accounting Statements for the year ended 31st March 2019. (For copy see file of Minutes).

RESOLVED: That Section 2, the Accounting Statements, be approved.

TC.44/19 VE DAY 75

Consideration was given to a report regarding commemorations and celebration of the 75th anniversary of VE Day, 8th May 2019. (For copy see file of Minutes).

RESOLVED: That the Town Council contribute to the VE Day 75 commemorations.

TC.45/19 BISHOP AUCKLAND HAZ PROJECT: PUBLIC REALM WORK TO GIB CHARE

Consideration was given to a proposal by Bishop Auckland Heritage Action Zone to carry out public realm works to Gib Chare to improve access by carrying out repairs, implementing traffic controls, improving surfacing and providing interpretation

Signed:
Town Mayor

signboards. It was noted that funding was to be drawn down from Section 106 monies which had been allocated to safeguard heritage assets in the town.

RESOLVED: That the proposal be supported and a letter of support be forwarded to Bishop Auckland HAZ.

TC.46/19 TOPICS FOR FUTURE DISCUSSION

The following would be invited to attend an appropriately timed meeting to update the Town Council on their activities:

- Chris Myers, Overview of Free Public WiFi
- Jill Wood, Bishop Auckland Food Festival 2019 (evaluation)
- Debbie Connell, Durham County Council, Summertime Activities (evaluation)

- WiFi Demonstration - informal sessions to be arranged

TC.47/19 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 excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

REPORT OF TOWN CLERK (CONTINUED)

TC.48/19 PHOTOCOPIER LEASE

Consideration was given to a report detailing quotations obtained from three suppliers to replace the photocopier. (For copy see file of Minutes).

RESOLVED: That the quotation from Total Business Group for the lease of a refurbished Tosheba e-studio 455CSEC for a period of three years be approved.

TC.49/19 REVIEW OF STAFFING STRUCTURE

Consideration was given to a report reviewing the Town Council's staffing structure. (For copy see file of Minutes).

RESOLVED: That the proposals contained in the report be adopted.

TC.50/19 OFFICE ACCOMMODATION

Consideration was given to a report updating members with regard to the purchase of office accommodation. (For copy see file of Minutes).

RESOLVED: That the information be noted.

Signed:
Town Mayor

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 25th JUNE 2019** at 8.00 p.m.

Present: Councillor Wilson (Vice-Chairman in the Chair) and Councillors Allen, A. Zair and L. Zair

Also Present: David Anderson (Town Clerk)

PL.1/18 APOLOGIES FOR ABSENCE
Councillors Cullen, Newton Woods.

PL.2/18 DECLARATIONS OF INTEREST
No declarations were made.

PL.3/18 PUBLIC PARTICIPATION
There were no members of the public present.

PL.4/18 DURHAM COUNTY COUNCIL: PLANNING APPLICATIONS
Consideration was given to a schedule of planning applications received since the last meeting. (For copy see file of Minutes).

RESOLVED: 1. That the Town Council has no objections to the planning applications detailed on the schedule.

PL.5/18 DURHAM COUNTY COUNCIL – PLANNING DECISIONS
Consideration was given to schedule of planning decisions that had been determined under delegated authority. (For copy see file of Minutes)

RESOLVED: That the schedule be noted.

Signed:
Chair

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 23rd JULY 2019 AT 5.00 P.M.**

Present: Councillor Wilson (Chairman) and Councillors Allen, Blackburn, Brownson, and Chappell

Also Present: David Anderson (Town Clerk)

FIN.9/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor S. Zair

FIN.10/19 DECLARATIONS OF INTEREST

No declarations of interest were made.

FIN.11/19 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK

FIN.12/19 ACCOUNT BALANCES AS AT 23rd JULY 2019

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£117,174.64
Lloyds Current Account	£4,273.96
Darlington Building Society	£85,234.18
Nationwide	£85,550.65
Santander	£85,000.00
NE First Credit Union	£85,000.00

Members noted that an additional account had been opened in response to the Internal Auditor's recommendation to reduce balances in each account to below £85,000 to that funds were covered by the Financial Services Compensation Scheme.

It was felt that it was unnecessary to pursue the opening of another account for the following reasons:-

- it was anticipated that the balance in the Lloyds accounts would be below £85,000 by the next meeting of the Finance Committee
- the difficulty experienced in opening suitable accounts
- the Council would soon be utilising earmarked funds in association with the purchase of its own office accommodation

RECOMMENDED: 1. That the information be noted.

FIN.13/19 BANK RECONCILIATIONS AT END OF QUARTER 1

Members noted and confirmed that accounts held by the Council had been reconciled and signed by the Chairman of Finance Committee.

RECOMMENDED: That the bank reconciliations be noted and confirmed.

FIN.14/19 SPEND AGAINST BUDGET AS AT 30TH JUNE 2019 (QUARTER 1)

A schedule detailing spend against budget as at 30th June 2019 (end of Quarter 1) was circulated and considered. (For copy see file of Minutes).

RECOMMENDED: That the information be noted.

Signed:
Chair

FIN.15/19 AUTHORISATION OF CHEQUES – DELEGATED POWERS

In accordance with delegated powers, payments totalling the amounts below had been made as detailed in the report. (For copy see file of Minutes).

Current Account £12,368.27

RECOMMENDED: That the action taken be confirmed.

FIN.16/19 CHEQUES PRESENTED FOR AUTHORISATION

No cheques were presented for authorisation.

FIN.17/19 LOCAL COUNCIL TAX REDUCTION SCHEME GRANT FORECAST 2020/21

Consideration was given to a report regarding information received from Durham County Council regarding the Local Council Tax Reduction Scheme Grant forecast for 2020/21. (For copy see file of Minutes).

RECOMMENDED: That the information be noted.

BISHOP AUCKLAND TOWN COUNCIL

6TH AUGUST 2019

REPORT OF MAYOR

The Mayor and/or Deputy Mayor has represented the Town Council at the following engagements since the last Council meeting.

Date of Event	Event Detail	Mayor	Deputy Mayor
26 Jun 2019	The Auckland Project Worldhost Photoshoot Bishop Auckland	Y	
26 Jun 2019	Durham County Council Velo29 Photoshoot Bishop Auckland Market Place	Y	
27 Jun 2019	Stockton-on-Tees Borough Council Armed Forces Day Town Hall, Stockton-on-Tees	Y	
28 Jun 2019	Sunderland City Council Armed Forces Day Flag Raising Ceremony Civic Centre, Sunderland	Y	
28 Jun 2019	Bishopgate Lodge Care Home Celebrating Art in Care	Y	
28 Jun 2019	Eden House Care Home Open Day - Celebrating Art in Care	Y	
29 Jun 2019	Cultivate 4 Life - Open Day Woodhouse Close Allotment	Y	
29 Jun 2019	Spennymoor Town Council Mayor at Home Town Hall, Spennymoor	Y	
09 Jul 2019	Great Aycliffe Town Council Mayor 'At Home' Council Chambers, Great Aycliffe	Y	
10 Jul 2019	2nd Bishop Auckland Beaver Colony Fundraising Event Kingsway, Bishop Auckland		Y
15 Jul 2019	Wear Rivers Trust River Gaunless Celebration Event Bishop Auckland Community Fire Station	Y	
17 Jul 2019	Pioneering Care Partnership Annual General Meeting Pioneering Care Centre, Newton Aycliffe	Y	
18 Jul 2019	Butterwick Hospice Bishop Auckland Official Opening of New Shop Newgate Street, Bishop Auckland	Y	
25 Jul 2019	100th Birthday Celebration Eden House Care Home, Bishop Auckland	Y	
30 Jul 2019	Durham County Council 30 Year Environmental Awards Exhibition Bishop Auckland Town Hall	Y	
01 Aug 2019	Sunderland City Council Mayoress 'At Home' & Washington Mind Summer Fayre Washington Mind Office, Grasmere Terrace, Washington NE38 7LP	Y	
02 Aug 2019	Shildon Town Council Locomotion Event National Railway Museum, Shildon	Y	

RECOMMENDED: That the information be noted

BISHOP AUCKLAND TOWN COUNCIL

COUNCIL MEETING

6TH AUGUST 2019

REPORT OF TOWN CLERK

1. EVENTS AND PROJECTS OFFICER - SELECTION PROCESS

The appointment of an Events and Projects Officer was agreed by Council at its meeting held on 25th June 2019. (Minute No TC.49/19 refers). An advert was subsequently placed on the North East Jobs website, circulated by CDALC to other town and parish councils and posted on Durham County Council's intranet.

63 applications have been received.

Due to the number of candidates applying for the post it is suggested that on this occasion the usual shortlisting by the Human Resources Committee would not be feasible. In addition, it has been suggested by the Chairman of the Human Resources Committee that two panels should be established from the Committee, one to shortlist, one to interview. This is based on the commonly held belief that interviews are best conducted by a small number of people rather than a committee. It is therefore proposed that: -

- 1 **Longlisting.** The Chairman and Vice-Chairman of Human Resources together with the Town Clerk undertake a first sift and prepare a longlist of candidates which best meet the person specification. The target would be to get the applicant list to 15 - 20.
2. **Shortlisting.** Panel A drawn from members of the Human Resources Committee to shortlist 6 - 8 candidates for interview.
3. **Interview.** Panel B drawn from members of the Human Resources Committee conduct interviews with a view to offering the position to the best candidate.

Timescales

It is anticipated that long listing and shortlisting could be undertaken during August with interviews being held in September.

RECOMMENDED: That the proposals set out in the report be considered.

