



# 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: ALL MEMBERS OF THE COUNCIL**

23<sup>rd</sup> October 2019

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, 29<sup>th</sup> October 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 Team**
  1. Core Team (Chairman, Nigel Bryson)
  2. Events Team (Chairman, Clive Auld)

*10 mins  
presentation  
5 mins  
questions*

5. **Minutes**  
To approve the Minutes of the following meetings:-

Town Council	10th September 2019
Planning Committee	10th September 2019
Human Resources Committee	23rd September 2019
Allotments & Environment Committee	8th October 2019
Finance Committee	22nd October 2019

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

**7. Report of Mayor**

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

**8. Report of Town Clerk**

1. Insurance Cover 2019/20
2. ICT Equipment
3. New Premises Application, 17 Chester Street, Bishop Auckland
4. Bishop Auckland Food Festival
5. County Durham Climate Change Emergency
6. Training - Planning Applications
7. Christmas Closure

**9. 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 (3<sup>rd</sup> December 2019)
- Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust, regarding proposed changes to services at Bishop Auckland Hospital

**Informal briefing**

- Public WiFi Demonstration (5<sup>th</sup> November 2019)

**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.

**10 Report of Town Clerk continued**

8. Office Accommodation. (Report to follow)
9. Code of Conduct - Monitoring Officers Decision Notices. (For information only)

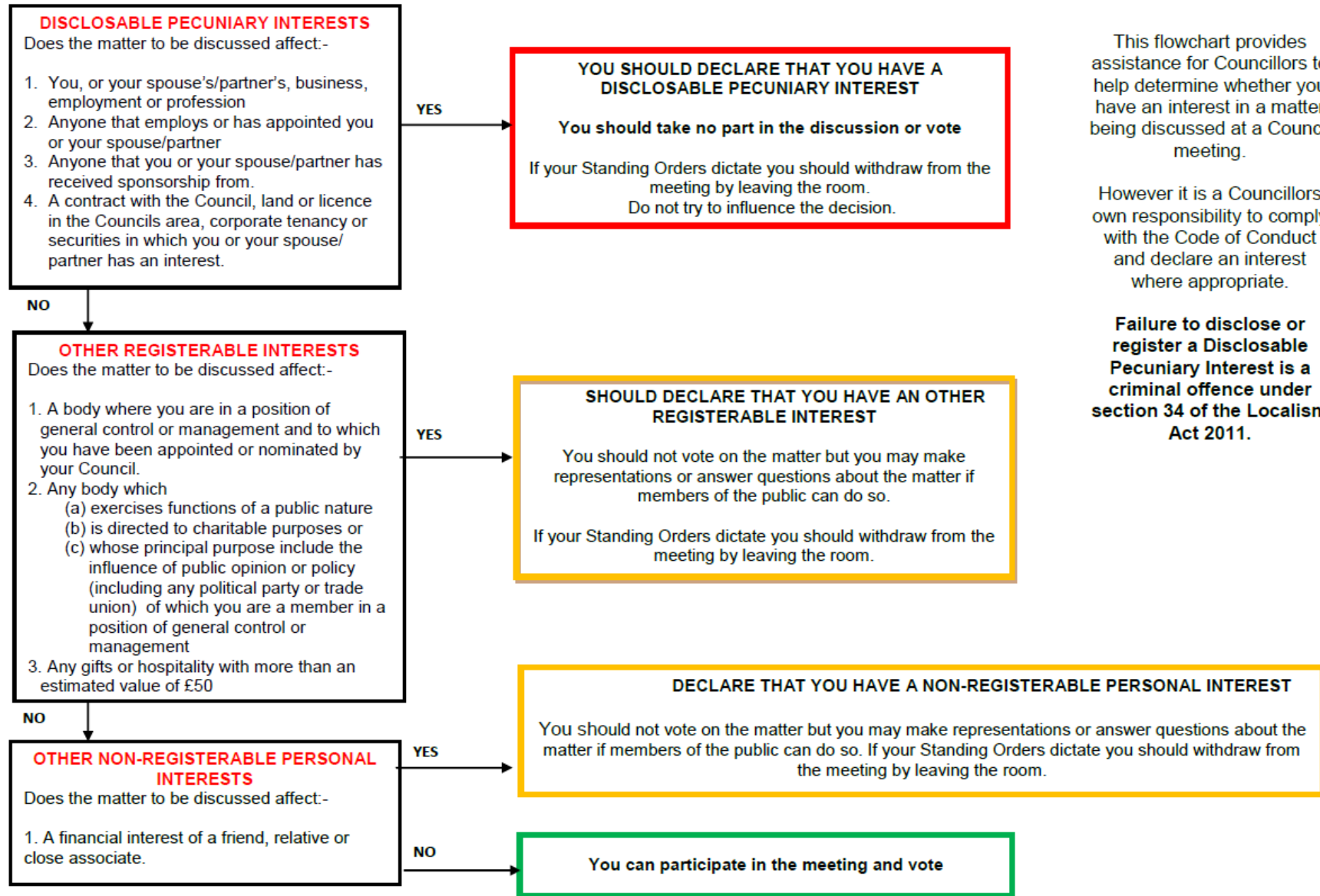
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**Item for information**

**11. Delegated Decisions Under Financial Regulation 4.5**

None

## 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

## MINUTES 2019/20 Book 4

### Contents

Town Council	10 <sup>th</sup> September 2019
Planning Committee	10 <sup>th</sup> September 2019
Events Committee	17 <sup>th</sup> September 2019
Human Resources Appointments Panel	23 <sup>rd</sup> September 2019
Allotments & Environment Committee	8 <sup>th</sup> October 2019
Finance Committee	22 <sup>nd</sup> October 2019



Minutes of the meeting of **Bishop Auckland Town Council** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **Tuesday, 10<sup>th</sup> September 2019** at 6.00 p.m.

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

**Also Present:** Chris Myers and Sabina McGing (Durham County Council)  
Nigel Bryson (Bishop Auckland Town Team)  
David Anderson (Town Clerk)

**Public in Attendance:** J. Nicholson, D. Tully and J. Tully

**TC.63/19 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Brownson, Chappell, Fleming and Newton Woods

**TC.64/19 DECLARATIONS OF INTEREST**

**Item No 4. King James' School Foundation**

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

**Item No 9.1 Bishop Auckland Town Team, Event Funding**

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.65/19 PUBLIC PARTICIPATION**

No public were in attendance

**PRESENTATIONS**

**TC.66/19 TOWN HALL REFURBISHMENT**

Chris Myers, Sabina McGing, Regeneration Services, Durham County Council, gave a presentation regarding proposed change to the King James' School Foundation Trust as detailed below to allow the trustees to look at alternative uses to the building.

- Change the governing document to give the trustees power of sale
- Separate the building from the Trust
- Allow the Trustees to dispose of designated land without replacing it

**RESOLVED:** That the Town Council has no objection to the proposals, subject to any assets held by the Trust being used for the benefit of the Trust's designated area.

**TC.67/19 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: -

**Signed:** .....  
**Town Mayor**

- **Kynren** The final show of the current season would be held on 14<sup>th</sup> September. The shows had been well attended throughout the season and had continued to receive excellent reviews. The addition of the Viking village had been a great success.

It was noted that a 'pyromusical' fireworks display would be held at the Kynren site on 2<sup>nd</sup> November.

- **Auckland Castle** would be opening on 2<sup>nd</sup> November
- **Heritage Action Zone** a heritage festival would be held from 13<sup>th</sup> to 28<sup>th</sup> September.
- **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 leading the project and funding capital costs of the project. The Town Team and Town Council were helping to fund the revenue costs.

### Events Team

Nigel Bryson also gave an update with regard to recent activity of the Events Team.

The Events Team had helped the 'Future of Fore Bondgate' group organise a street party on 31<sup>st</sup> August. The event had been successful with an increase in footfall in Fore Bondgate. It was hoped that this would be the first of many events in the street.

Arrangements were being made for the Bishop Celebrates Together to be held on 28<sup>th</sup> September, which would coincide with the Town Council's Horticultural and Produce Show and other attractions.

**RESOLVED:** That the information be noted

### TC.68/19 MINUTES OF PREVIOUS MEETINGS

Town Council	6 <sup>th</sup> August 2019
Planning Committee	6 <sup>th</sup> August 2019
Human Resources Committee	29 <sup>th</sup> August 2019
Finance Committee	3 <sup>rd</sup> September 2019

**RESOLVED:** That the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no matters arising

### TC.69/19 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.

### REPORT OF TOWN CLERK

### TC.70/19 BISHOP AUCKLAND TOWN TEAM - EVENT FUNDING

Consideration was given to a request from Bishop Auckland Town Team to draw down £1,878.14 in relation to the 1940's event from an allocation made by the Town Council

Signed: .....  
Town Mayor

to help fund Town Team events to increase footfall in the town centre. (For copy see file of Minutes)

Members noted that although the event had to be cancelled on the day due to health and safety concerns relating to severe weather conditions costs had still been incurred.

**RESOLVED:** That the request from Bishop Auckland Town Team to draw down £1,878.14 in relation to the 1940's event be approved.

**TC.71/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 - EXTERNAL AUDITOR'S REPORT**

Consideration was given to the certified Annual Governance and Accountability Return 2018/19 which included the External Auditor's Certificate and Report. (For copy see file of Minutes).

There were no significant matters arising from the audit.

Members also noted progress on action taken in relation to the Internal Auditors recommendations. Consideration was given to actions which had not yet been completed relating to allotments, and a review of staff salaries.

**RESOLVED:**

1. That the Annual Governance and Accountability Return 2018/19 and External Auditors Report be noted.
2. That progress in relation to the Internal Auditors recommendations be noted.

**TC.72/19 REVIEW OF ASSET REGISTER**

Consideration was given to a review of the Council's Asset Register. (For copy see file of Minutes)

**RESOLVED:**

1. That the obsolete office equipment be disposed of responsibly taking into account the requirements of GDPR.
2. That the serviceable Christmas decorations be offered to a local charitable organization, with those that are no longer fit for purpose being disposed of.
3. That the Mayoral framed photographs be removed from the asset register.
4. That the Asset Register be amended appropriately.

**TC.73/19 TRAINING EVENT - VAT**

Consideration was given to attendance at a VAT training event. (For copy see file of Minutes).

**RESOLVED:** That The Town Clerk attend the training event

**TC.74/19 INSURANCE COVER 2019/20**

Consideration was given to quotations received in relation to insurance cover for 2019/20. (For copy see file of Minutes).

Three insurance companies had been requested to each provide two quotes. One based on the Council's current requirements, the other based on requirements following purchase of premises.

Signed: .....  
Town Mayor



It was noted that only 2 quotations had been received and therefore it was suggested that the Town Clerk be authorised, in consultation with the Mayor and Chairman of Finance Committee, to accept the most appropriate quotation.

**RESOLVED:** That The Town Clerk be authorised, in consultation with the Mayor and Chairman of Finance Committee, to accept the most appropriate quotation

**TC.75/19 TOPICS FOR FUTURE DISCUSSION**

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

- Jill Wood, Bishop Auckland Food Festival 2019 (evaluation)
- Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust, regarding proposed changes to services at Bishop Auckland Hospital

**Informal briefing**

- Public WiFi Demonstration (5<sup>th</sup> November 2019)

**TC.76/19 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.77/19 TOWN CLERK'S WORKLOAD**

Members noted a position statement prepared by the Town Clerk setting out his current workload, the number of additional hours being worked and amount of annual leave being accrued. (For copy see file of Minutes).

**RESOLVED:** That the situation be noted.

**TC.78/19 OFFICE ACCOMMODATION**

Consideration was given to a report updating members on the current situation regarding the purchase of office accommodation. (For copy see file of Minutes)

The report particularly dealt with tenders received in relation to the building of an extension and other work. A revised financial appraisal was considered which confirmed the business case for the Council purchasing the premises.

- RESOLVED:**
1. That VEST (Construction (LIVECO Ltd) be appointed as contractor.
  2. That discussions take place with VEST (Construction (LIVECO Ltd) with a view to value engineer the contact.
  3. That arrangements be made to draw down a loan of £207,161 from the Public Works Loans Board payable at a fixed rate of interest over a 50 year period.

**Signed:** .....  
**Town Mayor**

**Bishop Auckland Town Council**

Minutes of the Meeting of the **Planning Committee** held in the Four Clocks Centre, Bishop Auckland on **Tuesday, 10<sup>th</sup> September 2019** at 7.00 p.m.

**Present:** Councillor Cullen (Chairman) and Councillors, Wilson, A. Zair and L. Zair

**Also Present:** Councillor Blackburn and David Anderson (Town Clerk)

**PL.11/19 APOLOGIES FOR ABSENCE**

Councillors Allen, Newton Woods.

**PL.12/19 DECLARATIONS OF INTEREST**

No declarations were made.

**PL.13/19 PUBLIC PARTICIPATION**

There were no members of the public present.

**PL.14/18 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:** That the Town Council has no objections to the planning applications detailed on the schedule.

**PL.15/18 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**

**Bishop Auckland Town Council**

Minutes of the meeting of the **Events Committee** held at the Four Clocks Centre, Bishop Auckland on **Tuesday, 17<sup>th</sup> September 2019** at 5.00 p.m.

**Present:** Councillor Brownson (Chairman), and Councillors Allen, Blackburn, Chappell and L. Zair

**Also Present:** David Anderson (Town Clerk)

**EC.1/19 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillor Newton Woods.

**EC.2/19 DECLARATIONS OF INTEREST**

There were no declarations of interest

**EC.3/19 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**EC.4/19 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.

**EC.5/19 CHRISTMAS EVENT 2019**

Detailed consideration was given to proposals received from event providers to deliver the Town Council's Christmas event for 2019. (For copy see file of Minutes).

**RESOLVED:** That AH Events be appointed to deliver the Town Council's Christmas event for 2019.

**Bishop Auckland Town Council**

Minutes of the Meeting of the **Human Resources Appointments Panel** held at Kingsway Court, Bishop Auckland on **Monday 23<sup>rd</sup> September 2019** at 9.00 am

**Present:** Councillor Cullen (Chairman) and Councillors Allen and S. Zair

**Also Present:** David Anderson (Town Clerk).

**AP.1/19 APOLOGIES FOR ABSENCE**

All members were present.

**AP.2/19 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

**AP.3/19 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.

**AP.4/19 EVENTS AND PROJECTS OFFICER – INTERVIEWS**

Shortlisted candidates were interviewed for the post of Events and Projects Officer. It was noted that candidate No 4 had withdrew their application.

- RESOLVED:**
1. That the post of Events and Projects Officer be offered to Applicant No 2, subject to satisfactory references being received.
  2. That Applicant No 1 be held as reserve.

**Signed:** .....  
**Chair**

## Bishop Auckland Town Council

Minutes of the Meeting of the **Allotments and Environment Committee** held in the Four Clocks Centre, Bishop Auckland on **Tuesday, 8<sup>th</sup> October 2019 at 6.00 pm**

**Present:** Councillor Fleming, (Chair) and Councillors Blackburn, Cullen and Newton Woods

**Also Present:** David Anderson (Town Clerk)

**AE.1/19 APOLOGIES FOR ABSENCE**  
All members were present

**AE.2/19 DECLARATIONS OF INTEREST**  
No declarations of interest were submitted.

**AE.3/19 PUBLIC PARTICIPATION**  
There were no members of the public in attendance.

**AE.4/19 REVIEW OF INCOME AND EXPENDITURE**  
Consideration was given to a report of the Town Clerk responding to a recommendation of the Internal Auditor to prepare a report on the income and expenditure for Woodhouse Close allotments and compare this with similar costs on other sites. (For copy see file of Minutes).

It was noted that allotment rents were pooled and ring-fenced with any surplus after general running costs being used to fund capital improvements where necessary. Consideration was given to a schedule comparing income and expenditure for all allotment sites over a five-year period from 2014/15 to 2018/19. Members noted that whilst Woodhouse Close site was a net recipient over the five-year period it compared favourably with other sites.

With regard to pest control on the site, a quote had been received from Durham County Council to continue with the current treatment regime at a cost of £2,263 which included 2 riddance visits if required. An alternative quote had been obtained not including riddance visits at a cost of £1,538, however additional costs would be incurred if additional visits or intensive treatment was required.

It was suggested that the quotation from Durham County Council that did not include the riddance visits be accepted as an ongoing contract, and that advice be re-issued to tenants regarding their role in limiting rat activity, such as:-

- Keeping allotments tidy and removing any stored materials such as timber and sheet materials that may harbour rats
- Not to put down their own poisons as this may have a detrimental effect on overall treatment regime
- Storing food, seed and bulbs in rodent proof containers
- Use of compost bins
- Disposal of hen/pigeon waste

**RECOMMENDED:**

1. That the quotation from Durham County Council not including riddance visits be accepted.
2. That advice be re-issued to tenants of Woodhouse Close allotment site regarding their role in limiting rat activity.

**Signed:** .....  
**Chair**

**Bishop Auckland Town Council**

Minutes of the Meeting of the **Finance Committee** held in the Four Clocks Centre, Bishop Auckland on **Tuesday, 22<sup>nd</sup> October 2019 AT 5.00 P.M.**

**Present:** Councillor Councillors Allen

**Also Present:** David Anderson (Town Clerk)

**FIN.25/19 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Blackburn, Brownson, Chappell, Wilson and S. Zair

**FIN.26/19 INQUORATE MEETING**

Due to the number of members in attendance the meeting was declared inquorate.

Item no 4.5 'ICT Equipment' was to be deferred to the next Council meeting. The remaining items would be considered at the next scheduled meeting of the Committee.

**Signed:** .....  
**Chair**

## Bishop Auckland Town Council

10<sup>th</sup> September 2019

### Item 7 Report of Mayor

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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
17 Sep 2019	Auckland Castle Trust Lunch at the Castle Lodge	Y	
22 Sep 2019	Spennymoor Town Council Civic Service St. Pauls Church, Spennymoor	Y	
26 Sep 2019	Stockton-on-Tees Borough Council Murder Mystery Night Preston Hall Museum, Stockton-on-Tees	Y	
28 Sep 2019	Bishop Auckland Town Council Horticultural Show 2019	Y	
01 Oct 2019	Sedgefield Town Council Mayor 'At Home' Sedgefield Cricket Club	Y	
12 Oct 2019	Bishop Auckland Baptist Church & Community Hub Exhibition of Biblical Stories - 31 Tableaux Westfield Road, Bishop Auckland	Y	
24 Oct 2019	Shildon Town Council Benidorm Quiz Night Civic Hall, Shildon		Y
26 Oct 2019	Tindale Crescent Homing Society Community Fund Cheque Presentation Tindale Crescent Workingmen's Club	Y	
28 Oct 2019	Bishop Auckland Town Council Curry & Quiz Night Spice Lounge, Bishop Auckland	Y	

**RECOMMENDED:** That the information be noted





## Bishop Auckland Town Council

29<sup>th</sup> October 2019

## Item 8 Report of Town Clerk

## 1. Insurance Cover 2019/20

Council, at its meeting held on 9<sup>th</sup> September 2019, agreed to authorise the Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, to accept the most appropriate quotation received in respect of insurance cover for 2019/20. (Minute No TC.74/19 refers).

Quotations were requested from the following insurance companies (alphabetical order): -

Came and Company Local Council Insurance  
CAS Ltd  
Zurich Municipal

The following quotations were received (numerical order):-

Quote Number	Current requirements	With Building Cover
1	537.60	£997.36
2.	£895.31	£1,400.00*
3.	Did not quote	

\* Telephone quotation

The quotation from CAS Ltd was therefore accepted.

**RECOMMENDED:** That action of eth Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, be endorsed.

## 2. ICT Equipment

(This item was deferred from Finance Committee)

Members will recall that 3 desktops and software were procured via Durham County Council (DCC) in June 2018 following consideration of 3 quotes. The equipment was cost effective and the County Council also provide a high level of support. It is therefore proposed that new equipment be procured via DCC.

1. A new desktop computer is required for the Events and Projects Officer who will take up post her on 1<sup>st</sup> November 2019. DCC lead in timescales is 10 days.

Due to the time scales involved the Town Clerk, in consultation with the Chairman of Finance Committee, placed the order with Durham County Council for this equipment. Costs are detailed below.

ITEM	COST
<b>Viglen Desktop PC</b> Core i5 9600K 8GB (2X4GB) 1600 MHz DDR3 Non-ECC 240GB SSD Hard drive DVDRW 3 year warranty Win 10 Pro	£538.11

ITEM	COST
19" Widescreen Monitor PROLITE B2083HSD-B1	£88.00
Office Standard 2019 Single Licence	£363.15
Panda Adaptive Defense 360 – Anti Virus (3 year licence)	£8.25
Office 365 Enterprise E1 (annual subscription) *	£104.97
<b>Total</b>	<b>£1,102.48</b>

2. Members will recall that the office laptops were declared obsolete at the Council meeting held on 10<sup>th</sup> September 2019. Minute No TC.72/19 refers.

A replacement laptop is required for the office. The following quotes have been obtained from DCC.

### Laptop

ITEM	COST Option 1	Cost Option 2
<b>Option 1 - Acer TM P259 – NX.VEPEK.023</b> 7th Generation Intel(R) Core(TM) i5-7200U processor 8GB Memory 128GB Solid State Hard drive 15.6" Screen DVDRW Win 10 Pro 3 year pick up and deliver warranty	£500.50	
<b>Option 2 - Dell Latitude E5490</b> Intel Core i5-8250U Processor 14.0 inch HD (1366x768) Anti-Glare LCD 8GB (1x8GB) 1600MHz DDR3L Memory 128GB 2.5 inch Serial ATA Solid State Drive Windows 10 Professional (64Bit Windows 8.1 License, Media) 3Yr ProSupport warranty No optical drive		£574.34
Office Standard 2019 Single Licence	£363.15	£363.15
Panda Adaptive Defense 360 – Anti Virus (3 year licence)	£8.25	£8.25
<b>Total</b>	<b>£871.90</b>	<b>£945.74</b>

- RECOMMENDED:**
1. That the actions of the Town Clerk, in consultation with the Chairman of Finance, placing an order for a desktop computer via Durham County Council be endorsed.
  2. That consideration be given to options to purchase a laptop computer.

### 3. New Premises Application, 17 Chester Street, Bishop Auckland

Durham County Council has received an application for a new premises licence as follows

**Application Type:** Application for a new Premises Licence

**Applicant:** Bishop Brewing Ltd

**Premises:** 17 Chester Street, Bishop Auckland

#### Application details:

Sale of Alcohol 08:00 – 00:00 Monday to Sunday.

Activities to be extended to 01:00 from the 1st June to 30th September to cater for the Kynren Show.

Good Friday plus one hour, for all other bank holidays an additional hour to be added to the terminal hours of the day preceding the bank holiday

The deadline for responses is 29th October.

**RECOMMENDED:** 1. That the application Council considers a response to the application.

#### 4. **Bishop Auckland Food Festival**

Durham County Council (DCC) has announced the dates of the 15<sup>th</sup> annual Food Festival as Saturday 18 and Sunday 19 April 2020.

A request has been made by DCC, as the organiser of the Festival, for the Town Council to confirm its contribution for the 2020 Festival.

Members will be aware that the Town Council has supported the Food Festival since its establishment in 2007 and has been the major sponsor since, donating £10,000 each year.

If the Council confirms its contribution for the 2020 Festival its logo can be included on marketing material. It is important that the Town Council receives recognition for its contribution to the Food Festival.

A provisional amount of £10,000 is included in the Council's Medium Term Financial Plan for the Food Festival for the 2020/21 financial year.

**RECOMMENDED:** That the request be considered.

#### 5. **County Durham Climate Change Emergency**

Members may be aware that Durham County Council (DCC) has declared a 'climate emergency' for County Durham and has adopted a target of being 60% carbon neutral by 2030 and to investigate what further actions are necessary to make the County carbon neutral by 2050.

Within the context of DCC's climate emergency declaration for County Durham, and the wider activity taking place nationally, the Town Council may wish to consider its impact on the environment and how it can contribute to making the County carbon neutral by 2050, with a focus on activity in the Town Council's area.

It is suggested that the Town Council can make a contribution in the following ways: -

1. Reduce the Town Council's Environmental Impact.
2. Raise profile of climate change and highlight positive activity taking place.
3. Encourage others (individuals and businesses) to make positive changes.

The Town Council has made decisions recently to minimise its carbon footprint, such as installing low energy LED lights at the skatepark, ensuring that the lights operate only in hours of darkness and turn off at 8.00 pm. It has also made arrangements to replace windows with double glazing in its new office premises.

The Town Council may wish to sign up to the Investors in the Environment System and Accreditation, which is designed to help organisations reduce their environmental impact and gain accreditation. Further information is attached at Appendix 1. This will help the Council to better understand its resource use, consumption, carbon emissions etc, and the actions needed to mitigate the impact. The measurement of the Council's impact should be undertaken as soon as practical after moving to its new offices.

In the meantime, it is suggested that the Council show its commitment to the climate agenda by signing up to the Investors in the Environment by making a pledge, such as:-

Bishop Auckland Town Council endorses the climate emergency declared for County Durham and adopts the target of being 60% carbon neutral by 2030 and will investigate what further actions the Town Council can adopt to help make the County carbon neutral by 2050.

- RECOMMENDED:**
1. That the Town Council endorses the Climate Emergency declared by Durham County Council for County Durham.
  2. That the Town Council signs up to the Investors in the Environment scheme and makes the following pledge

Bishop Auckland Town Council endorses the climate emergency declared for County Durham and adopts the target of being 60% carbon neutral by 2030 and will investigate what further actions the Town Council can adopt to help make the County carbon neutral by 2050.

## 6. Training Event - Planning Applications

The County Training Partnership has commissioned a Planning Consultant to give an overview of the Planning Process including details of how to respond and object to planning applications. This training course will touch on the following: -

- A summary of the planning application process
- The role of the parish/town council
- How planning applications are assessed (including an understanding of 'material planning considerations')
- Practical advice on responding to applications (including do's and don'ts, and reference to typical application scenarios)
- How a Planning Committee works, including tips for speaking at Planning Committee

The training will take place on Tuesday, 26th November 2019 at 6.00 pm at County Hall. The cost of the training is £30 per head.

N.B. Finance Committee is scheduled to be held on 26<sup>th</sup> November 2019 at 5.00 pm

**RECOMMENDED:** That consideration be given to attendance at the training.

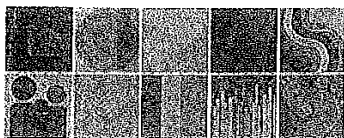
## 7. Christmas Closure

The Four Clocks Centre will be closing the building for Christmas on Tuesday, 24<sup>th</sup> December 2019 and reopen on Thursday, 2<sup>nd</sup> January 2020.

It is suggested that the Town Council office close from Monday, 23<sup>rd</sup> December 2019 and reopen on Thursday, 2<sup>nd</sup> January 2020.

Staff have been consulted on this and are in favour of the proposal and all have sufficient annual leave to cover the period.

**RECOMMENDED:** That the Town Council office close from Monday, 23<sup>rd</sup> December 2019 and reopen on Thursday, 2<sup>nd</sup> January 2020



CAPABILITY NORTH EAST

## Notes on the Investors in the Environment system and accreditation

### Responding to the Climate Emergency

#### Introduction

The Climate Emergency has brought the environmental agenda to fore however the challenge is significant and where to start and with what can be challenging. Several months ago, through our Investors in the Environment work with Durham County Council we met with Cllr John Clare to discuss how it supports the Council's Carbon Management Plan and is an immediate action in response the Climate Emergency. He then thought sharing our work and the iIE system with CDALC would be helpful and identify the different activities that can be taken to account for and reduce the environmental impact of delivering services to communities.

#### Background

The North East England Nature Partnership (NEENP) of which the regions 7 councils are members welcomes the various steps taken by many public sector organisations in their journey to reduce emissions.

As mentioned in the Elected Members Guide we launched last year, the NEENP created Capability North East to work with partners and other organisations to support them to integrate sustainability as a means to reduce resource use in all operations and service delivery, thereby reducing carbon footprints and saving money at the same time. This independent and holistic approach to carbon reduction is a useful asset and an excellent action to the Climate Emergency that can be easily implemented and is perfect complement/ addition to Carbon Management Plans. Working collaboratively to lower emissions through a user-friendly system is one of the main reasons Capability North East was created.

The project is Greening the Economy of North East England (GENEE) built around the nationally recognised Investors in the Environment (iIE) system (delivered locally by us). The system is suitable for organisations of all types and sizes and supports the development of an Environmental Management System to:

- Plan
- Measure
- Set targets against all resource use (water, waste, paper, energy etc)
- Continually improve to reduce environmental impact and carbon footprints
- Engagement and communications
- Independent validation
- Accreditation

Several of our region's Councils and NHS organisations have and are signing up to GENEE packages which includes Investors in the Environment and we would like to extend this opportunity to Parish Councils. The NEENP is keen for a consistent approach (iIE) to measuring public sector plans and progress as this gives a rich data set on which to set baselines and targets which could be used to inform many aspects of operational and service delivery for the benefit of local communities.





CAPABILITY NORTH EAST

## More on Investors in the Environment

Investors in the Environment is a system designed to help organisations save time and money by reducing their environmental impact and gaining accreditation at the same time. For most organisations this will mean a better understanding of resource use, consumption, carbon emissions etc and the actions needed to mitigate the impact.

### Accreditation

The scheme has 3 levels of accreditation bronze, silver and green. Bronze is entry level for those new to developing an environmental Management System (EMS) with green accreditation being awarded to those that have more established/ advanced approaches to reducing their company's/ organisation's impact on the environment. Most importantly iIE is flexible and adaptable, makes integrating sustainability simple and creates a shared responsibility to deliver on green ambitions and can save money too.

### The process

We support and guide clients throughout the process of developing their EMS with ideas on engagement to create behaviour change, identify different ways of recording and using their key resources to achieve continuous improvement and cascading ambitions with those they work and interact with. Once the EMS is complete an on-site audit is performed to ensure the policies and actions are part of daily activities and are living in the organisation. iIE is an excellent way to tell your organisations environmental sustainability journey in response to the Climate Emergency.

### Reviews

Importantly, it allows efforts to be independently verified via an audit process. iIE has also been positively reviewed by the NHS Sustainable Development Unit, with many of the Royal Colleges signing up to the Investors in the Environment system too and is referred to as an example of green sector innovation in the Government's Industrial Strategy.

### Options

- Larger Parish Councils may want to review iIE further and become accredited.
- Smaller Parish Councils may want to consider our Green Shoots questionnaire to help them identify what can be done.
- CNE could run a series of workshops for CDLAC on topics such as Climate Emergency, sustainability and developing a plan.

### Additional information

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## Get Certified

There are three Investors in the Environment (iIE) accreditation levels that your organisation will be working towards, starting with Bronze and aiming towards Green, meaning that you are guided through the first steps of environmental improvement right the way through to becoming a more sustainable business. Once you have achieved Green, you will need to maintain this level through demonstrating continual improvement against the criteria.



### Bronze

- Have an environmental policy in place
- Environmental champion appointed
- Monitor gas, electricity and water use
- Monitor use of one other resource
- Take quarterly resource readings
- Set targets for improved energy efficiency
- Action plan in place
- Recycling system in place
- Present progress annually, and submit evidence pack for assessment



### Silver

- Have an environmental policy in place
- Environmental champion appointed
- Monitor gas, electricity and water use
- Monitor use of two other resources
- Take quarterly resource readings
- Set targets for improved energy efficiency
- Progress towards targets demonstrated
- Action plan in place
- Recycling system in place
- Adopt a travel plan
- Undertake two additional essential actions
- Present progress annually, and submit evidence pack for assessment



### Green

- Have an environmental policy in place
- Environmental champion appointed
- Monitor gas, electricity and water use
- Monitor use of three other resources
- Actual meter readings taken at least monthly
- Set targets for improved energy efficiency
- Annual 2% minimum reduction in resource use
- Progress towards targets demonstrated
- Action plan in place
- Recycling system in place
- Adopt a travel plan
- Calculate carbon footprint and set targets to reduce
- Undertake three additional essential actions
- Present progress
- Undergo a site audit through iIE