



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

26th February 2020

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, 3rd March 2020 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	21 st January 2020
Planning Committee	21 st January 2020
Human Resources Committee	11 th February 2020
Town Council	18 th February 2020
Finance Committee	25 th February 2020
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. Bishop Auckland Town Team, Request to Draw Down Funds
2. Bishop Auckland Town Team, Request for Funding
3. Community Fund Application, Bishop Auckland Rugby Union Football Club
4. Stronger Towns Board, Appointment of Representative
5. Payment of Continuing Contracts and Obligations
6. Risk Management
7. Audit Planning Diary 2020/21
8. Review of Effectiveness of the System of Internal Audit

9. Topics for Future Discussion

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

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

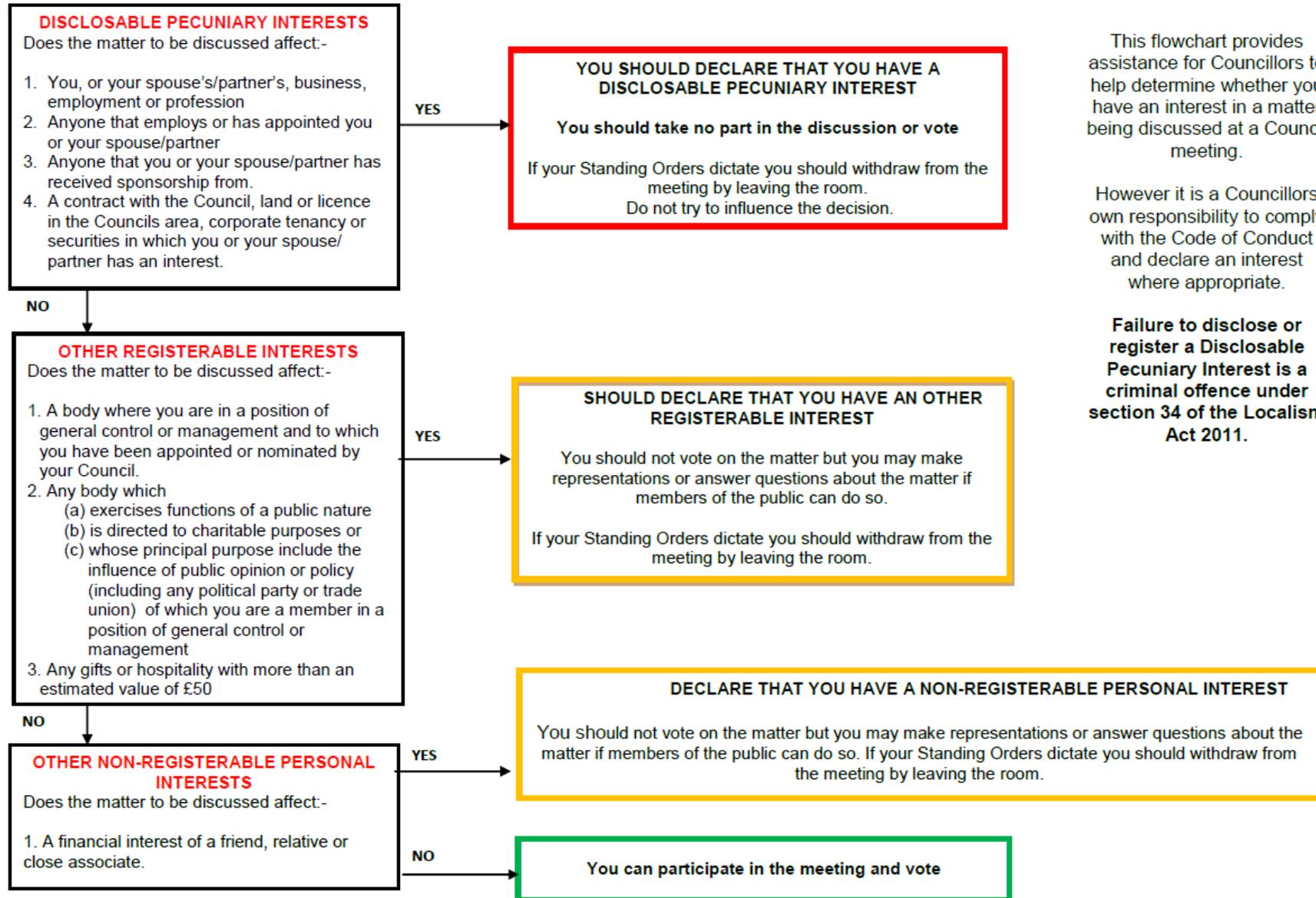
9. Office Accommodation. (Report to follow)

Item for information

12. 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 7

Contents

Town Council	21 st January 2020
Planning Committee	21 st January 2020
Human Resources Committee	11 th February 2020
Town Council	18 th February 2020
Finance Committee	25 th February 2020

Signed:
Town Mayor

A meeting of Bishop Auckland Town Council was held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on Tuesday, 21st January 2020 at 6.00 p.m.

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

Also Present: Clive Auld and Nigel Bryson (Bishop Auckland Town Team) and David Anderson (Town Clerk).

Public in Attendance: A. Anderson.

TC.107/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Fleming, Newton Woods and L. Zair

TC.108/19 DECLARATIONS OF INTEREST

Item No 8.1 Review of Allotment Rent

Councillor Blackburn declared a 'disclosable pecuniary interest' in respect of this item and did not take part in the discussion or voting thereon.

TC.109/19 PUBLIC PARTICIPATION

None.

PRESENTATIONS

TC.110/19 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: -

Kynren - it had been announced that there would be 7 Kynren shows taking place during August - September 2020. A park had been created on the Kynren site which included a children's' activity area, an entertainment stage, 30 minute horse stunt show and an enhanced food offer on site.

Auckland Castle had attracted almost 20,000 visitors since opening in November 2019. 7,000 annual tickets had been sold during the same period.

Fore Bondgate Traders had formed a group to promote the business in the street and to organise events to increase footfall in that area of the town.

Community WiFi was close to being activated. It was understood that footfall data would be available from February 2020.

New Businesses were opening in the town including an new café/restaurant (The Foxes Tail), an orthodontist and a nail bar.

Town Hall it was understood that renovations were going well.

Durham County Council Regeneration were leading on bids for significant grants to help with the delivery of the masterplan.

Signed:
Town Mayor

Gib Chare Water Fountain - work would start on the water fountain shortly. Barbara Lawrie had provided information for an interpretation board which would tell the history of the structure.

A **Town Team Annual Report** was being produced which would be reported to the next Council meeting and would support a request for funding from the Town Council to help finance events in the town.

Events Team

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

Advent Windows had been a great success receiving positive feedback from participating schools, retailers and wider public.

An Events Brochure was being put together for 2020 which would be financed through adverts.

It was reported that social media through December had achieved a reach of 72,000.

It was confirmed that Bishop Auckland Town Council's support would be acknowledged in the brochure.

Arrangements were also being made for the Eggs-travaganza and 1940's day, which had been moved to Saturday 9th May 2020 to contribute to Bishop Auckland's VE75 celebrations.

RESOLVED: That the information be noted

TC.111/19 MINUTES OF PREVIOUS MEETINGS

Town Council	3 rd December 2019
Planning Committee	3 rd December 2019
Events Committee	13 th January 2020
Finance Committee	14 th January 2020

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

There were no matters arising

TC.112/19 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.113/19 REVIEW OF ALLOTMENT RENT

Consideration was given to a report regarding a review of allotment rent. (For copy see file of Minutes).

Members noted that 12 months notice had to be given of a rent increase. Any increase in allotment rent would therefore take effect from 1st April 2021.

It was noted that allotment rent had not increased since April 2014.

Signed:
Chair

- RESOLVED:**
1. That allotment rent be increased to 54p per square meter from April 2021.
 2. That the cultivation discount continues to apply.

TC.114/19 MOBILE PHONE

Consideration was given to a report regarding the purchase of a mobile phone. (For copy see file of Minutes).

RESOLVED: That a mobile phone be purchased as outlined in the report.

TC.115/19 MEDIUM TERM FINANCIAL PLAN 2019/20 TO 2022/23 AND COUNCIL TAX 2020/21

Members noted that the Finance Committee had considered the Medium Term Financial Plan 2019/20 – 2022/23 and Council Tax 2020/21 at its meeting held on 14th January 2020. (Minute No FIN.45/19 refers).

A copy of the report considered by the Finance Committee had been circulated to all members of the Council and in line with normal practice all members of the Council had been invited to attend the meeting.

Recommendations of Finance Committee

Consideration was given to the recommendations of the Finance Committee, held on 14th January 2020, which resulted in a Council Tax of £52.10 (Band D) an increase of 90p (1.76%).

- RESOLVED:**
1. That the Council's budget for 2020/21 be set at £254,880 resulting in a precept of £221,471 equivalent to a Band D Council Tax of £52.10 representing increase of £0.90 (1.76%) on the previous year.
 2. That the resulting Medium Term Financial Plan 2019/20 – 2022/23 be agreed

TC.116/19 TOPICS FOR FUTURE DISCUSSION

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

- Sue Jacques, Chief Executive, County Durham & Darlington NHS Foundation Trust, regarding proposed changes to services at Bishop Auckland Hospital. Arrangements were to be made for a special meeting to be held for this item. Requests for availability had been made, but no dates had yet been received.

TC.117/19 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.

Signed:
Chair

REPORT OF TOWN CLERK (CONTINUED)

TC.118/19 OFFICE ACCOMMODATION

The Town Clerk gave a verbal update on the current situation regarding the new office accommodation.

It was noted that the Town Clerk had attended two meeting earlier that day to discuss progress on the purchase of the building and also progress on the building work contract. It was anticipated that the remaining issues would be concluded in the near future which would allow a special Council meeting to be held to complete the purchase and agree the final contract sum for the building work.

RESOLVED: That the information be noted.

Signed:
Chair

A meeting of the Planning Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 21st January 2020 at 7.10 p.m.

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

Also Present: David Anderson (Town Clerk)

PL.26/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Newton Woods, L. Zair.

PL.27/19 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

PL.28/19 PUBLIC PARTICIPATION

There were no members of the public present.

PL.29/19 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).

With regard to application numbers

DM/19/03733/FPA, 16 no bungalows, partial demolition of Former King James School and construction of 12 no apartments retaining front façade and alterations to listed boundary wall, and

DM/19/03734/LB, partial demolition of Former King James School and construction of 12 no apartments retaining front façade and alterations to listed boundary wall

The Committee was in support of the applications as they would resolve a long standing issue of the fire damaged derelict building and provide social housing in the town centre. Members were also pleased to see that the application would retain the front façade of the building.

- RESOLVED:**
1. That in respect of application numbers DM/19/03733/FPA and DM/19/03734/LB (listed above) the Committee was in support of the applications as they would resolve a long standing issue of the fire damaged derelict building and provide social housing in the town centre. Members were also pleased to see that the application would retain the front façade of the building.
 2. That the Town Council has no objections to the remainder of the planning applications detailed on the schedule.

PL.30/19 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

Signed:
Chair

A meeting of the Human Resources Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 11th February 2020 at 6.00 p.m.

Present: Councillor Blackburn (Chairman) and Councillors Brownson, Cullen and S. Zair
Also Present: David Anderson (Town Clerk).

HR.11/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Allen.

HR.12/19 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

HR.13/19 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.

HR.14/19 RESIGNATION OF TOWN CLERK AND RESPONSIBLE FINANCE OFFICER

The resignation of the Town Clerk and Responsible Finance Officer, giving two months notice expiring on 31st March 2020, was noted. (For copy see file of Minutes)

HR.15/19 APPOINTMENT PROCESS FOR TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND INTERIM ARRANGEMENTS

Consideration was given to a report of the Town Clerk which proposed a process for the appointment of a new Town Clerk and Responsible Financial Officer and considered interim arrangements to fill the gap until a successful applicant was able to take up the post. (For copy see file of Minutes)

Members also considered the recommendations of the internal auditor made in his report for years ending March 2018 and March 2019 that staff salaries should be reviewed.

- RESOLVED:**
1. That the proposed process for appointing a new Town Clerk and Responsible Financial Officer, be agreed together with the job advert, job description and person specification.
 2. That longlisting, if required, be undertaken by the Assistant Town Clerk, in consultation with the Chairman and Vice Chairman of Human Resources Committee.
 3. That shortlisting be undertaken by the Human Resources Committee.
 4. That interviews be undertaken by the Human Resources Committee.
 5. That arrangements be made to seek the appointment of a locum Town Clerk.
 6. That the appointment of a locum Town Clerk be made by the Town Clerk, in consultation with the Mayor and Chairman of Human Resources Committee.
 7. That a review of staff salaries be considered.

Signed:
Chair

Signed:
Chair

A meeting of Bishop Auckland Town Council was held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on Tuesday, 18th February 2020 at 6.00 p.m.

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

Also Present: David Anderson (Town Clerk).

Public in Attendance: None

TC.119/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor L. Zair.

TC.120/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

REPORT OF TOWN CLERK

TC.121/19 RESIGNATION OF COUNCILLOR NEWTON WOODS

Members noted that Darren Newton Woods resigned from the Town Council with effect from 30th January 2020. Durham County Council's Electoral Services had been informed. A Notice of Vacancy had been prepared by DCC and had been posted on the Town Council's website and physically posted in the notice board and within the ward.

RESOLVED: That the information be noted.

TC.122/19 VACANCIES ON COMMITTEES

Consideration was given to a report highlighting vacancies on a number of committees, which had increased as a result of the resignation of a councillor. (For copy see file of Minutes).

Seats had been allocated in accordance with political balance rules as agreed at the Council meeting held on 7th May 2019. (Minute No's TC.9/19 to TC.17/19 refer). Vacancies detailed in the report identified where nominations were sought. Vacancies which had arisen from the resignation of the councillor were to be allocated to the new councillor, when elected, to ensure that seats on committees continued to reflect political balance.

- RESOLVED:**
1. That Councillor S. Zair be appointed to the Allotments & Environment Committee.
 2. That Councillor Leanda Chappell be appointed to the Human Resources Committee.
 3. That Councillor A Zair be appointed to the Policy and Strategy Committee.
 4. That Councillor S. Zair be appointed to the Youth Council Committee.

Signed:
Chair

TC.123/19 WATER SUPPLY, MILL RACE ALLOTMENTS

Consideration was given to a report setting out quotations received to replace a leaking water supply pipe to Mill Race Allotments. (For copy see file of Minutes).

RESOLVED: That the quotation from Teesdale Building and Construction be accepted.

TC.124/19 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.125/19 OFFICE ACCOMMODATION

Consideration was given to a report of the Town Clerk updating Members on the current situation regarding the purchase of premises and lease of offices. A risk assessment and financial appraisal was distributed at the meeting for consideration. (For copies see file of Minutes).

It was noted that due to changes in circumstances the company that currently occupied the premises no longer required to lease office space. Concerns were expressed that the anticipated rental income of £5,813 would now not be realised immediately after purchase of the property. It was however noted that income would still be achieved from the office to be rented to Durham County Council.

Members noted that the office space that would now not be let to the company would allow the Town Council to occupy the premises during the construction of the extension. Work was underway to identify alternative tenants for the surplus office space following completion of the extension.

- RESOLVED:**
1. That the Council confirms its decision to purchase the property identified in the report, subject to the vendor continuing to provide or fund professional planning and architectural services to the completion of the building work.
 2. That solicitors be instructed to complete the purchase of the property on 28th February 2020.
 3. That notice be given to Bishop Auckland Community Partnership that the current office rental at the Four Clocks Centre be terminated on 31st March 2020.

Signed:
Chair

A meeting of the Finance Committee was held in the Four Clocks Centre, Bishop Auckland on Tuesday, 25th February 2020 at 5.00 p.m.

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

Also Present: David Anderson (Town Clerk)

FIN.46/19 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Chappell

FIN.47/19 DECLARATIONS OF INTEREST

Item No 4.3 Applications for Community Fund / Donations

Councillors Allen and Blackburn declared an 'other registerable interest' in respect of this item and took no part in the discussion or voting thereon.

Item No 4.4. Bishop Auckland Town Team - Request to Draw Down Funds

Councillors Allen, Blackburn and Brownson declared an 'other registerable interest' in respect of this item and indicated that they would take no part in the discussion or voting thereon.

The meeting was inquorate for this item and it was therefore deferred to the next Council meeting.

FIN.48/19 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK

FIN.49/19 ACCOUNT BALANCES AS AT 25TH FEBRUARY 2020

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£229,795.81
Lloyds Current Account	£1,501.30
Darlington Building Society	£85,234.18
Nationwide	£85,550.65
Santander	£85,000.00
NE First Credit Union	£85,000.00

RECOMMENDED: That the information be noted.

FIN.50/19 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	£24,448.43
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RECOMMENDED: That the action taken be confirmed.

FIN.51/19 CHEQUES PRESENTED FOR AUTHORISATION

No cheques were presented for authorisation.

Signed:
Chair

FIN.52/19 APPLICATION FOR COMMUNITY FUND AND DONATIONS

Members considered applications for grants under the Community Fund from Bishop Auckland Table Tennis Club. (For copy see file of Minutes).

- RECOMMENDED:**
1. That a grant of £500 be made to Bishop Auckland Table Tennis Club, subject to the remainder of the funds being obtained.

All grants and donations are made under the Localism Act 2011 (Power of Competence).

FIN.53/19 BISHOP AUCKLAND TOWN TEAM, REQUEST TO DRAW DOWN FUNDS

Owing to declarations of interest set out above the meeting became inquorate for this item. It was therefore agreed that the item be deferred to the next Council meeting.

Signed:
Chair

Bishop Auckland Town Council

21st January 2020

Item No 7. Mayor's Report

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
24 Jan 2020	Spennymoor Town Council Civic Dinner Town Hall, Spennymoor	Y	
28 Jan 2020	Darlington Borough Council Tour & Afternoon Tea Darlington Hippodrome, Parkgate, Darlington	Y	
04 Feb 2020	Eden House Care Home 104th Birthday Party Cockton Hill Road, Bishop Auckland	Y	
07 Feb 2020	Stockton-on-Tees Borough Council Mayor's Charity Dinner Dance The Grand Marquee, Wynyard Hall, Billingham	Y	
12 Feb 2020	Bishop Auckland Golf Club Community Fund Cheque Presentation Golf Club, Bishop Auckland	Y	
25 Feb 2020	Bishop United CIC Community Cheque Presentation Heritage Park, Bishop Auckland	Y	
28 Feb 2020	Darlington Borough Council Darlington Primary Schools Eurovision Song Contest Dolphin Centre Sports Hall, Market Place, Darlington	Y	
28 Feb 2020	Great Aycliffe Town Council Mayor's Charity Civic Dinner Woodham Golf and Country Club, Newton Aycliffe		Y

RECOMMENDED: That the information be noted

Bishop Auckland Town Council

3rd March 2020

Item No 8. Report of Town Clerk

1. 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 8th 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 28th September 2019. A schedule detailing income and expenditure for the event is attached at **Appendix 1**.

RECOMMENDED: That the request to draw down funds be considered

2. BISHOP AUCKLAND TOWN TEAM, REQUEST FOR FUNDING 2020/21

A request has been received from Bishop Auckland Town Team for financial support to help fund events to be held in the Town Centre during 2020/21 financial year.

The request is attached at **Appendix 2** for consideration.

Members will be aware that £5,000 was awarded to the Town Team to support events held in 2019/20. In return for the financial assistance and general administration support provided by the Council, due recognition was given on all marketing and publicity material for all events taking place within the funding year.

Provision has been made in the budget for 2020/21 under the Wealthier Bishop Auckland budget to 'deliver and / or contribute where possible and practical to new events and initiatives to increase footfall in the town centre', which could support the application by the Town Team.

RECOMMENDED That the request be considered.

3. COMMUNITY FUND APPLICATION, BISHOP AUCKLAND RUGBY UNION FOOTBALL CLUB

An application has been received from Bishop Auckland Rugby Union Football Club requesting financial support to help clean up and restore playing pitches and training areas following recent storms that have resulted in the river bursting its banks causing flooding of the Club's land. Details of the application are attached at **Appendix 3**.

The Community Fund budget for 2019/20 has been allocated, however members may wish to consider this application in the current financial year due to the nature and urgency of the request.

RECOMMENDED That the application be considered.

4. STRONGER TOWNS BOARD, APPOINTMENT OF REPRESENTATIVE

With significant programmes of investment for Bishop Auckland already underway Durham County Council (DCC) has been invited to participate in the Stronger Towns programme to ensure that growth and access to opportunity continue to be delivered across the town as a whole.

DCC want to ensure that these plans can be brought together quickly and reflect the needs and opportunities for all communities. An invitation has been extended to the Town Clerk to become a member of the Bishop Auckland Stronger Town Board.

This new Board is being formed to develop an investment plan for the town so that DCC can begin discussions with the Government to secure a town deal and up to £25 million of funding to continue the regeneration and growth efforts. The Board will include a range of partners and stakeholders representing the interests of business, community and investors along with some key service providers. Proposed membership is as follows:-

Representing	Representative
Durham County Council Cabinet Member, Portfolio Holder for Neighbourhoods and Local Partnerships	Cllr Brian Stephens
Chairman, Bishop Auckland and Shildon Area Action Partnership	Cllr Shirley Quinn
Member of Parliament for Bishop Auckland	Dehenna Davison
Chief Executive, The Auckland Partnership	David Madden
Business Representative	Johnathan Ruffer
Business Representative	Rob Yorke
Business Representative	Michael Matthews
Bishop of Durham	Rt Revd Paul Butler
Principal, Bishop Auckland College	Natalie Davison-Terranova
Job Centre Plus	Paul Robson
Interim Director, Regeneration and Local Services, Durham County Council	Geoff Paul
Town Clerk, Bishop Auckland Town Council	

- RECOMMENDED:**
1. That the Town Clerk be appointed to represent the Town Council on the Stronger Town Board.
 2. That the locum Town Clerk or Assistant Town Clerk act as substitute until a new Town Clerk is in post.

5. **PAYMENT OF CONTINUING CONTRACTS AND OBLIGATIONS**

In accordance with Financial Regulation No 5.6 authorisation is sought for the Town Clerk to authorise the following regular payments of 'continuing contracts, statutory duties or obligations'.

Organisation	Payment Description
Auckland Castle Trust	Community Toilet Scheme - No 42
Bishop Auckland Partnership	Office rent and room hire. Community Toilet Scheme - Four Clocks Centre
British Gas (Lite)	Electricity supply to Skatepark - direct debit
Durham County Council	Pension scheme - electronic payment
Durham County Council	Community Toilet Scheme - Town Hall
Frazer Kidd LLP	Community Toilet Scheme - Newgate Centre
Grenke Leasing Limited	Photocopier/printer lease - direct debit

Organisation	Payment Description
HMRC	NI and Income Tax - electronic payment
Jude Richardson	Community Toilet Scheme - Fiteas Vintage Tearoom
Members Allowances	Electronic payment
Mr J. Lumsden	Rent of Edge Hill Allotments
NGW Business (Wave)	Metered water supply at allotments - electronic payment
Salaries	Electronic payment
Total Business Group	Photocopier/printer usage Stationery
Woodhouse Close Church Food Bank	Donations from Members Allowances. Electronic payment
Zair's Café	Community Toilet Scheme

The following payments associated with the new premises have been added

Organisation	Payment Description
Abel Alarm	Security and Fire alarms
British Gas	Supply of electricity and gas
Wave	Supply of water
Classic Cleaning	Cleaning services
Chubb Fire and Safety	Testing of fire extinguishers
Veolia	Waste collection

A record of regular payments made under this provision will be drawn up and signed by the two members on each and every occasion when payment is authorised to control the risk of duplicated payments being authorised and / or made, in accordance with Financial Regulation No 5.7.

In accordance with Financial Regulation 6.4 a dispensation is sought to allow account signatories to countersign the payment schedule in respect to the payment of Members Allowances due to their pecuniary interests.

RECOMMENDED: That the list of continuing contracts and obligations be approved

6. RISK MANAGEMENT

The Council is required to assess its risks and put in place controls to mitigate any significant risk. Failure to manage risk effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets.

Potential risks have been reviewed against a risk matrix to measure the level of risk taking into account the likelihood of an event and its consequences. Controls are identified to reduce the likelihood or consequence of the event.

The Risk Assessment, together with the matrix is attached at **Appendix 4**. A full risk assessment of the purchase of premises for council office accommodation was considered by Council at its meeting held on 18th February 2020 (Minute No TC.125/19 refers)

RECOMMENDED: That the Risk Assessment be approved.

7. AUDIT PLANNING DIARY 2020/21

The Council is required to approve an audit planning diary on an annual basis. The Audit plan for 2019/20 financial year is detailed below for consideration.

TOPIC	DATE
Reclaim VAT (quarterly)	Q1 - July 2020 (March – June) Q2 - October 2020 (July – Sept) Q3 - January 2021 (Oct – Dec) Q4 - March 2021 (Jan – Mar)
Review spend against budgets (quarterly)	Q1 - July 2020 (April – June) Q2 - October 2020 (July – Sept) Q3 - January 2021 (Oct – Dec) Q4 - April 2021 (Jan – Mar)
Allotment Rents	1 st April 2020
Full Internal Audit	April 2020
Councillor / Staff Training Review	August 2020
Insurance	August 2020
P.A.T. Testing (Electrical Appliances)	August 2020
Budget/Precept	January 2021
Allotment Inspections	February / March 2021
Effectiveness of Internal Audit	March 2021
Risk Assessment and Financial Risk Assessment Review	March 2021

RECOMMENDED: That the Audit Planning Diary be approved.

8. THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The Council is required to review the effectiveness of the system of internal audit on an annual basis.

The review is attached at **Appendix 5** for consideration.

RECOMMENDED: That the Review of the Effectiveness of the System of Internal Audit be noted and approved.

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	Taylorod 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"> • Jenna Highfield (£75) • Steven Berry (£75) • Ami Leigh Boorman (£75) • Saved By The Belles (£75) • Yvonne Slater (£75) • Gosling Raptors (£75) • Phill Short (£75) • Jack Drum Arts (£75 - returned see slip 100215 and chq 407) 		£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
				£1,005.00	£4,946.68

Balance -£3,941.68



2020 EVENTS SUB-GROUP FUNDING SUBMISSION

SUMMARY

Last year, Bishop Auckland Town Council awarded the Town Team a grant of £5,000.00 towards our events programme for 2019. Overall the events programme was successful although the 1940s event had to be cancelled due to inclement weather.

We are requesting a grant of £5,000.00 again from the Town Council to assist in:

- Providing a range of events that attract increased footfall into the Town Centre.
- Promoting the Town Council on all our printed materials and social media advertising. This means the Town Council will be promoted throughout the year.
- Improving the reach of our communications and promotional materials, thereby promoting the Town Council to a wider audience.

The Town Team Events Sub-Group will review the programme each year to ensure we are fulfilling the requirements of the Town Council. We will publish an Annual Report in March 2020 and should be available for the Town Council meeting in March.



Picture 1

Bishop Celebrates Together was a major success: Over 51,000 hits on Social Media posts of the day

BACKGROUND

The aims of our events are to:

- Help increase the footfall in the Town centre on the days of the events.
- Promote activity to help identify Bishop Auckland Town Centre as a place to visit.
- Encourage businesses to make use of events to promote their businesses.
- Co-ordinate activity with other organisations to encourage people to visit the Town Centre.

A programme of activity for 2020 has been drafted and should be available at the beginning of March 2020. Some of the events require a significant amount of funding to organise and the costs associated with these events in 2019 are identified below. The 2020 programme will include:

- The Easter Extravaganza - £482.00
- 1940s Saturday - £1,741.89
- Buses Thru the Ages - £778.00
- Bishop Celebrating Together £3,700.00
- Advent Windows [24 days in December] - £7,000.00

Some of the most popular events were:

1940s Saturday: This event was cancelled and – as a result – some sponsorship was lost. The Town Council contributed £1,878.14 to the day.

Bishop Celebrates Together: This is the 4th year we have organised and held this event. As in previous years, it was another great success with estimated figures of around 2,500 people coming into the Market Place throughout the day.

The main stage entertainment was varied with local buskers, singers, the St John's Brass Band and Innovations. Jack Drum Arts returned with their Runaway Samba and the is always popular with the crowds.

Over the weekend a total of around 51,000 people was reached on the town team social media from the various posts and live feed videos.

The main focus of this event is to bring all organisations together and requires the co-ordination of The Auckland Project, the Bishop Auckland Town Council, St Anne's Church and No 42. The event also involves the Fore Bondgate businesses and traders and the Newgate Shopping Centre.

With the funding available in 2019 we were able to improve the stage which the performers and Town Team really appreciated.

Monster Saturday: Monster Saturday was held inside the Newgate Centre and we linked up with the Fore Bondgate Traders to have events in the street as well. The event proved popular again and entertainment was centred in the Newgate Centre and Fore Bondgate.

Advent Windows: This year's Advent Windows featured an alternative nativity scene, using the Zurbaran Painting characters as part of the scene. We received a grant of £5,000.00 from Northern Heartlands and donations of £2,000.00, so the event broke even in terms of cost.

Working with the artist Laura Bletchley, 24 life sized models were made and displayed in 24 windows throughout the Town Centre. Feedback from the schools involved indicated that the children loved being involved with this Christmas event. On the 24th December, the models were taken from the windows and paraded down Newgate Street, through the Newgate Centre and into Fore Bondgate, where the parade continued down the Street into the Market Place and onto the final 'resting place' in St Peter's Chapel at Auckland Castle. Here the models were displayed until February 2020.



Picture 2

Advent Display in St Peter's Chapel, Auckland Castle – Countdown to Christmas!

Again we put a central exhibit in the Newgate Centre that identified each shop; the story of the model; a photograph of the opening; and the organisation that created the window display. As each window was opened, a photograph was put in the display of the relevant shop. The full display was in the window of the ex-Argos shop in the Newgate Centre. This again proved popular and many people stopped to read the information.

The stage now costs around £1,600.00 and will be requiring it for the 1940s Day and the Bishop Celebrates Together events. These two events also require road closures that will cost around £1,000.00 at each event.

Monday 4th December	
Saturday 7th December	Small Business Saturday
Saturday 7th December	Santa and Christmas Entertainment
Saturday 14th December	Santa and Christmas Entertainment
Saturday 21st December	Santa and Christmas Entertainment

Sponsored by Bishop Auckland Town Council

2019 Meetings

The Bishop Auckland Town Team hold public meetings throughout the year where local people have the opportunity to find out what's happening in the town and have their say. Guest speakers will also be in attendance giving updates on projects and developments taking place.

Thursday 28th February Thursday 22nd August

As well as promoting the Town Council support in publicity related to individual events, the support of the Town Council was clearly identified in our main printed 2019 Programme booklet.

APPLICATION FOR GRANT: 2020 PROGRAMME

We anticipate that in 2020, we will require the following additional expenditure, in addition to the money we raise through sponsorship for:

- **The VE Day Saturday – 9th May 2020:** to improve the quality of the entertainment, hire an adequate stage, instigate a road closure plan for the Market Place and Fore Bondgate and promote the event to a wider audience: £2,000.00
- **Bishop Celebrating Together – Saturday 26th September 2020.** Improve the range of entertainment; promote the event to a wider audience, instigate a road closure order for the Market Place and Fore Bondgate, and decorate the Market Place. £2,000.00
- **Advent Windows – 1st to the 24th December 2020:** help fund the management of the event. £1,000.00

While we were successful in generating sponsorship money during 2019, we cannot guarantee this for 2020. As the WiFi system is now up and running, the Town Team will be contributing a minimum of £3,000.00 each year for three years into the project, starting in 2020.

There continues to be an expectation from businesses in the Town, that the programme of events will run throughout the year. Several businesses took the opportunity to sponsor or advertise at specific events during 2019.

Organisation Name:	Bishop Auckland RUFC			
Description of Project				
<p>Our rugby pitches have flooded due to the 2 storms we have had over the last 2 weekends. The river has burst its banks, forcing water onto our pitches.</p> <p>This has left 2 pitches and all training areas unable to be used. They are unsafe due to contamination from the flood water and covered in debris.</p> <p>All our junior players are now having to train and play off site, as well as our senior men and ladies.</p> <p>There is a massive cost implication. The work to get the pitches playable again will cost £3,000. We are paying to hire other facilities in town and losing considerable revenue from the Clubhouse.</p>				
How will it benefit Bishop Auckland Town Council area and / or its residents?				
We are a hub for the local community, providing positive social development opportunities for all people from the town. With the pitches remaining unavailable, we are unable to function fully.				
How many people living in Bishop Auckland Town Council area will benefit from the project				
We have over 600 local people involved every week.				
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
Grounds maintenance	£3,000	£600	£3,600	£250
Total			£3,600	
Applied for funding from other sources?				
Sport England	£2,500	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				

**BISHOP AUCKLAND TOWN COUNCIL
RISK MANAGEMENT**

Area	Potential Risk	Score	Level High Medium Low	Controls
Assets				
	Protection of physical assets	D2	L	Assets insured. Cover reviewed annually Land (allotments) registered with Land Registry
	Security of buildings, equipment etc	E3	L	Four Clocks Centre protected by alarm and shutters when closed. Office has door entry code and locked with a key. Assets insured against loss. New premises covered by intruder and fire alarms which are monitored by Abel Alarm Co Ltd. Officers are to be secured by door entry code and locked with a key.
	Maintenance of buildings	D2	L	Work done to refurbish property will minimise unscheduled maintenance. Contingency included in budget for planned and unplanned maintenance.
	Maintenance of allotments	E2	L	Inspected annually. Public liability insurance – reviewed annually
	Risk or damage to third party property or individuals	D4	M	Review adequacy of Public Liability Insurance
	Skatepark lighting	D3	M	Lighting units included on DCC weekly inspection list for play equipment.
Finance				
	Banking	D5	M	Banking arrangements with high street bank. Investments all low risk with a number of providers to spread risk further.
	Risk of loss of income	E2	L	Allotment rent collected annually (due 1 st April each year). Procedure in place to identify correct level of rent, invoicing, collection and monitoring.
	Loss of cash through theft or dishonesty	E2	L	Cash not usually kept in office. No petty cash Allotment rents banked frequently during collection period.

Area	Potential Risk	Score	Level High Medium Low	Controls
				Any other income, e.g. Mayor charity raffles etc, banked when received.
	Financial controls and records	E4	M	Monthly bank reconciliations Balance reported to Finance Committee at each meeting Quarterly reports submitted to Finance Committee to monitor spend against budget, forecast outturn and investments
	Comply with HMRC Regulations	D3	M	Sage Payroll used for salaries and submissions to HMRC Use Sage helpline when necessary Use of HMRC helpline when necessary
	Sound budgeting to underlie annual precept	E4	M	Monthly bank reconciliations Balance reported to Finance Committee at each meeting Quarterly reports submitted to Finance Committee to monitor spend against budget, forecast outturn and investments.
	Complying with borrowing restrictions	E3	L	Borrowing approval obtained to draw funds down from Public Works Loans Board for the purchase of new premises. Town Clerk to ensure any additional borrowing complies with relevant regulations.
Income				
Precept	Not submitted	E5	M	Precept request emailed to named contact at DCC to provide audit trail
	Not paid by DCC	D3	M	Check & report to Finance Cttee
	Precept not adequate	E4	M	Balances reported to Finance Committee each meeting. Quarterly budget monitoring report submitted to Finance Committee. Projected outcome taken into account when setting budget and precept.
Localisation of Council Tax Support Grant	Sudden withdrawal of grant by Durham County Council	C4	M	Any changes to current Durham County Council forecasts to be reported to Finance Committee. Consider efficiencies, use of balances, increase precept
Charges – Allotments	Rental income	E2	L	Allotment rent collected annually (due 1 st April each year). Procedure in place to identify correct level of rent, invoicing, collection and monitoring. Rent reviewed annually
	Cash Handling	D3	M	Cash taken during office hours by a member of staff.

Area	Potential Risk	Score	Level High Medium Low	Controls
				Receipt given to tenant with BATC stamp and initialled by person collecting payment. Control sheet signed by second member of staff to confirm receipt
	Cash Banking	C3	M	Cash to be kept in a cash box in a lockable cabinet and banked as soon as practicable.
	Rent not paid	E2	L	Payments regularly monitored during rent period Reminder to be issued if not paid by due date. Final reminder followed by Notice to Quit if invoice remains unpaid.
Investment Income	Interest not paid on due date	E2	L	Monitored on a quarterly basis and reported to Finance Committee
	Investment not repaid on maturity	E2	L	Checks to be done on maturity date for any investments held.
	Investment policy becoming inappropriate	D2	L	Review policy at least annually or as circumstances require
Expenditure				
Legal Powers	Illegal activity or payment	E3	M	Decisions to be taken by Council or appropriate Committee based on information and recommendation provided by Town Clerk. Advice to be sought from appropriate source when necessary
Salaries	Wrong payments/deductions being made	E2	L	Sage Payroll used to calculate salaries. Sage Helpline to be used as and when necessary. Payments signed off by appropriate Members (Mayor and Chairman of Finance Committee) Any underpayments/overpayments will be corrected on the next pay run. If a relatively large amount has been overpaid over a long period it may be recovered over a number of months.
Cllrs Allowances	Wrong payments/deductions being made	E2	L	Sage Payroll used to calculate salaries. Sage Helpline to be used as and when necessary. Payments signed off by appropriate Members (Mayor and Chairman of Finance Committee)

Area	Potential Risk	Score	Level High Medium Low	Controls
				Any underpayments/overpayments will be corrected on the next pay run. If a relatively large amount has been overpaid over a long period it may be recovered over a number of months.
Best Value	Overspend on service	C2	M	Ensure value for money by obtaining quotes/tenders in line with Council's policy.
Direct Costs and Overhead expenses	Invoice incorrectly calculated	E2	L	Check arithmetic
	Cheque payable is excessive	E2	L	Checks to be done
	Cheque payable to wrong party	E2	L	Signatory initials etc Stub and Voucher
	Goods not supplied to Town Council	E2	L	Monitoring via order system.
Grants & support	Ability to provide grant for required purpose	B2	M	Power under which grant is issued to be minuted
	Agreement of Council to pay	E2	L	Applications considered by Finance Committee
	Grant not used for purpose requested	E2	L	Invoices to be requested prior to issuing cheque
Election Costs	Recharge excessive	D2	L	Compare with previous costs Consult/compare with other local councils
	Inadequate Provision	D2	L	Budget Annually
VAT recoverable	VAT paid on good purchased not reclaimed	E1	L	Reclaim to be submitted on a quarterly basis
Reserves - General	Insufficient reserves	E2	L	Consider within budget setting process
Reserves - Earmarked	Insufficient reserves	E2	L	Consider within budget setting process
	Earmarked or Contingent liability	E2	L	Reported to Finance Committee on a quarterly basis
Liability	Risk to third party, property or individuals	C3	M	Risk assessments of individual events as necessary Insurance in place
	Legal liability as consequence of asset ownership	C3	M	Allotments - Regular inspections carried out – at least annually Insurance in place.
Employer Liability	Comply with Employment Law	C2	L	Membership of various national and regional bodies including County Durham Association of Local Councils, affiliated to National Association of Local Councils

Area	Potential Risk	Score	Level High Medium Low	Controls
				Clerk is member of Society of Local Council Clerks
	Comply with Inland Revenue requirements	D2	L	Regular advice from HMRC and Sage. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	D2	L	Visitors seen in reception area. CCTV camera installed. Reception manned at all times. Enforcement visits to allotments to be done in pairs. Individual risk assessments to be done where deemed necessary.
Staff	Loss of key personnel	C3	M	Interim measures to be put in place during notice period Assistance available from CDALC. Consider appointment of temporary/locum staff
	Fraud by staff	E3	L	Fidelity Guarantee included in insurance
Legal Liability	Ensuring activities are within legal powers	D2	L	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting	E2	L	Council meets on a 6 weekly basis. Committees report to Council via minutes. Minutes made available to press and public at the Town Council offices and via the web site.
	Proper document control	E1	L	Documents are kept within parameters of regulations and best practice guidance
Minutes	Accurate and legal	E1	L	Agreed at the next Council meeting as accurate record.
Councillors propriety	Registers of Interests and gifts and hospitality in place	D2	L	Members requested to update Register of Interests/gifts and hospitality on an annual basis or as circumstances change
Members Interests	Conflict of interest	D2	L	Members to be requested to update Register of Interests on an annual basis or as circumstances change. 'Do I have an interest' flowchart included in every agenda

Qualitative Risk Analysis Matrix - Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	M	M	H	H	H
B (Likely)	M	M	M	H	H
C (Possible)	L	M	M	M	H
D (Unlikely)	L	L	M	M	M
E (Rare)	L	L	L	M	M

Key	
H	High Risk - Detailed action/plan required
M	Medium Risk – Appropriate controls to be identified
L	Low Risk - Manage by routine procedures

BISHOP AUCKLAND TOWN COUNCIL

25th MARCH 2019

THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Expected Standard	Evidence of Achievement	Areas for development
1. Scope of Internal Audit	<p>Appointment and terms of reference to be agreed by Council (March)</p> <p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud</p>	<p>To be approved by Council</p> <p>Internal control is to be further improved by adoption and annual updating of the Audit Planning Diary. (3rd March 2020)</p> <p>Council's Risk Assessment Statement to be updated annually. (3rd March 2020)</p>
2. Independence	<p>Internal Auditor has direct access to those charged with governance (as per Financial Regulations).</p> <p>Reports are made in own name to Council.</p> <p>Auditor does not have any other role within the Council</p>	<p>Always ensure the Chair/or Vice-Chair of Finance Committee is available for any meetings with the Town Clerk and Internal Auditor when discussing any audit policy issues.</p> <p>Ensure this is always done.</p> <p>Always check that this criteria is met.</p>
3. Competence	<p>No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.</p>	<p>Ensure that any reports indicated that consultation has taken place with Responsible Officer.</p>
4. Relationships	<p>Responsible Officers (Clerk, RFO, CFO, CEO etc) are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).</p>	<p>Ensure that any reports indicate that consultation has taken place with responsible officer.</p> <p>Adoption and annual updating of the Audit Planning Diary.</p> <p>Ongoing training.</p>
5. Audit Planning and Reporting	<p>The Audit Plan properly takes account of corporate risk.</p> <p>The plan is to be approved by Council ((3rd March 2020)</p> <p>Internal Audit is to report in accordance with the plan.</p>	<p>To be updated annually</p>