



# Bishop Auckland Town Council

Kingsway Court, 54 Kingsway, Bishop Auckland, Co. Durham DL14 7JF

**Tel:** 01388 207110 **Email:** council@bishopauckland-tc.gov.uk

**Website:** www.bishopauckland-tc.gov.uk

**Mayor:** Cllr Joy Allen **Town Clerk:** Sarah Harris

15 October 2020

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council** via Zoom on Thursday **22 October 2020 at 6pm**. Members of the Public and Press are welcome to attend. The Chairman advises members of the Council and the public that the meeting or part of the meeting may be recorded by audio and may be by video.

You can access the meeting via the following link:

<https://zoom.us/j/99503746799?pwd=RXlJbzdIMGxKWlJXY2t6Nk4xMXFndz09>

**Meeting ID:** 995 0374 6799 **Passcode:** 230932

## AGENDA

1. **Notice of Meeting** – Public Notice of the meeting has been given in accordance with Paragraph 7 & 10 (2)(b) of Schedule 12a of the Local Government Act 1972.
2. **Agree Notice of Motion** - to call the meeting to be held on 22<sup>nd</sup> October 2020.
3. **Apologies for absence** - To receive apologies and approve reasons for absence.
4. **Declarations of interest** - To record declarations of interest from members on any item on the agenda, including any interest prejudicial or personal as recorded on the Members register of interests.
5. **Minutes** - To approve the Minutes of the following meetings:
  - Town Council 15 September 2020
6. **Matters Arising** - To from the above Minutes which are not included elsewhere on the agenda (for information only).
7. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)<sup>1</sup>.
8. **Reports**
  - a. Town Team Update Report
  - b. County Council Report
  - c. Mayors Report
9. **Town Clerk Reports**
  - a. Training Report
  - b. Covid-19 Update
  - c. Forward Planning

---

<sup>1</sup> The policy is available on the website at <https://bishopauckland-tc.gov.uk/council/constitution-and-policies/>

d. Insurance 2020-21

**10. Finance**

- a. Monthly Accounts
- b. Payments
- c. Mid-year Financial Reconciliation (April – September 2020)
- d. Precept setting 2021-22

**11. Correspondence** – details of any Correspondence (letters or email received)

- a. Public Footpath no 37 – Diversion and Statement Modification Order 2018
- b. Planning White Paper

**12. Planning Applications** - To consider any planning applications

*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.*

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

- Accommodation Committee 3 August 2020
- Accommodation Committee 14 October 2020
- Event Committee 12 October 2020
- Town Council 7 October 2020

**14. Matters Arising** - To from the above Minutes which are not included elsewhere on the agenda (for information only).

**15. Reports of the Town Clerk**

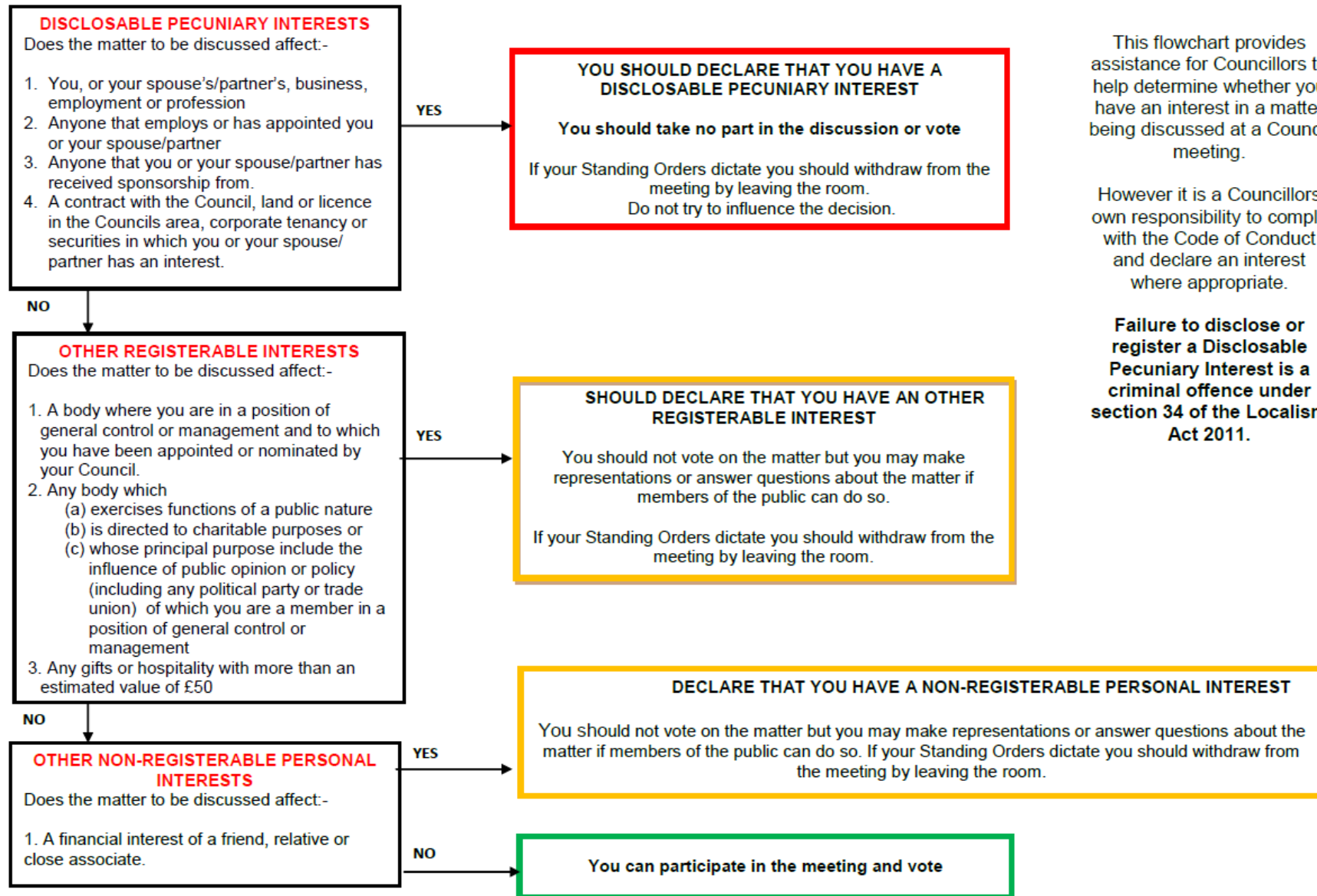
- a. Payroll Services
- b. Human Resources Report



Sarah Harris  
**Town Clerk**



## 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 of a meeting of Bishop Auckland Town Council held on Thursday 15<sup>th</sup> September 2020 at 6.00pm via Zoom**

**Present:** - Cllrs. J. Allen (Mayor), L. Brownson, L. Chappell, J. Cullen, D. Flemming, D. Wilson, A. Zair.

**In attendance:** - Ms. S. Harris Town Clerk, Mr. N. Bryson, Mr. J. Robinson

#### **F.C.40.0/2020 Apologies**

Cllr. L. and S. Zair, Cllr. J. Blackburn

#### **F.C. 41.0/2020 Declaration of Interest**

There were no declarations of interest noted.

#### **F.C. 42.0/2020 Public Participation**

There were no members of the public present.

#### **F.C. 43.0/2020 2020 Town Team Report**

The Mayor welcomed Mr. N. Bryson to the meeting. Mr. Bryson reported on the following: -

- a. All events for 2020 have been cancelled due to the Pandemic
- b. He gave an in-depth report on the Bishop Auckland Wi-Fi App, and how an increase in foot fall in the Town has been increased. The project is to be monitored
- c. They are trying to establish a Contact Directory using Wi-Fi
- d. The Town Team website also contains a directory of all the businesses within the Town
- e. Wi-fi also allows free access for the public
- f. Cllr. L. Brownson had been involved along with DCC in the publicity.

#### **F.C. 44.0/2020 County Councillor Report**

Cllr. J. Allen reported on the following:

- a. Concern continues that the Covid figures will continue to rise
- b. She has attended meetings of the Alcohol Harm Reduction Team and a focus on the issue will be held in late October/early November
- c. Members of the public have expressed concern regarding cars joy riding through the Town and she has referred the matter to the Police
- d. 29 of the 39 Libraires across the County are now open

#### **F.C. 45.0/2020 Minutes of previous meetings**

**Resolved:** -On a proposal from Cllr. L. Brownson and seconded by Cllr. D.Flemming to agree both the minutes and recommendations of the meetings held on

Full Town Council 28<sup>th</sup> July 2020

Full Town Council 27<sup>th</sup> August 2020

Events Committee 19<sup>th</sup> August 2020

#### **F.C. 46.0/2020 Mayors Report**

The Mayor, Cllr. J. Allen advised members she had laid 2 wreaths across the town to commemorate V.J. Day. No other Civic events across the Region have taken place.

#### **F.C.47.0/2020 Annual Accounts**

Officers advised the Annual Accounts have been submitted and the public access has begun. The Internal Audit Plan has been actioned upon and final quarter VAT submitted.

#### **F.C 48.0/2020 Monthly Accounts**

The Town Clerk advised the change of signatories is being processed for the accounts. Members were presented with the current income/Expenditure Accounts and 5-month Bank Reconciliation.  
**Resolved: - To agree payment of all Invoices and to note the bank Reconciliation.**

#### **F.C. 49.0/2020 Mid-year Financial Report**

Officers presented the mid-term report and answered members queries. Clearly due to the Covid pandemic Events have been cancelled along with food festival, and as a result funding saved. Due to not paying for a Town Clerk for a period of 5 months this funding has also been saved. Members were also advised PWLB re-payment and costings for the new Offices has begun, and a full projected costing regime will be presented to the October meeting. Members agreed to virement from Events Budget to cover these areas.

DCC have sent to all Councils the projected 2021/22 Budget (income). Budget Planning will commence in November via the Finance Committee,

**Resolved: -** On a proposal by Cllr. D.Wilson and seconded by Cllr. L. Brownson to accept the report from the Officers and relevant sub-committee meetings and follow up to be implemented.

#### **F.C. 50.0/2020 Accommodation Committee**

The Town Clerk advised that due to staff illness she has taken over the implementation of the project herself. A snagging list has been agreed and being implemented with VEST. The Town Clerk is concentrating on a cleaning contract, car park and fire panel. Members agreed to this approach. The Council have served notice to Four Clocks of their intention to terminate the tenancy of office accommodation from the end of September.

#### **F.C. 51.0/2020 Correspondence**

- a. Armed Forces Covenant, to discuss in October
- b. CDALC AGM has been cancelled.

#### **F.C. 52.00/2020 Website**

The Town Clerk advised she is in negotiations with DCC to review the Website and to ensure it conforms with the new regulations. Town Clerk agreed to report back to October meeting to confirm actions taken.

#### **F.C. 53.00/2020 Planning Applications.**

It was agreed to hold Planning Committees separate to Full Council meetings, Town Clerk to agree with Committee Chair meeting dates in respect of current applications, no comments made.

#### **F.C. 54.00/2020 Allotment Committee**

**No report, a Committee meeting to be arranged for late September.**

#### **F.C. 55.00/2020 Events Committee**

The Town Clerk advised a limited service is to be held on Remembrance Day involving the Mayor.

#### **F.C. 56.00/2020 Standards Board**

The Town Clerk advised the Standards Board have notified the Council of complaints made against a member to which they are investigating.

The meeting finished at 19.34pm

Signed: -

Cllr. J. Allen

Mayor at Full Council meeting held 21<sup>st</sup> October 2020

## Matters Arising

Ref	Item	Status
F.C. 48.0/2020	<p><b>Monthly Accounts</b></p> <p><b>Resolved:</b> - To agree payment of all Invoices and to note the bank Reconciliation.</p>	Payments have been made
F.C. 49.0/2020	<p><b>Mid-year Financial Report</b></p> <p>Officers presented the mid-term report and answered members queries. Clearly due to the Covid pandemic Events have been cancelled along with food festival, and as a result funding saved. Due to not paying for a Town Clerk for a period of 5 months this funding has also been saved. Members were also advised PWLB repayment and costings or the new Offices has begun, and a full projected costing regime will be presented to the October meeting. Members agreed to virement from Events Budget to cover these areas.</p> <p>DCC have sent to all Councils the projected 2021/22 Budget  income. Budget Planning will commence in November via the Finance Committee,</p> <p><b>Resolved:</b> - On a proposal by Cllr. D.Wilson and seconded by Cllr. L. Brownson to accept the report from the Officers and relevant sub-committee meetings and follow up to be implemented.</p>	Not all virements have been amended due to not being able to access all of the RBS system from home. This is being actively addressed and will be in place for the next meeting.
F.C. 51.0/2020	<p><b>Correspondence</b></p> <p>a. Armed Forces Covenant, to discuss in October</p>	Events officer is looking into this on behalf of the Council.
F.C. 52.00/2020	<p><b>Website</b></p> <p>The Town Clerk advised she is in negotiations with DCC to review the Website and to ensure it conforms with the new regulations. Town Clerk agreed to report back to October meeting to confirm actions taken.</p>	This is an ongoing project. The Events Officer is being trained on the website by the Admin Assistant to ensure that there is resilience within the team.
F.C. 54.00/2020	<p><b>Allotment Committee</b></p> <p>No report, a Committee meeting to be arranged for late September.</p>	Committee scheduled for 3 <sup>rd</sup> November 2020

**Public Participation**

To hear from any members of the public who wish to speak subject to the Public Participation Policy



**Reports**

Verbal reports on the following:

- Town Team Update
- County Council Report
- Mayors Report

**BISHOP AUCKLAND TOWN COUNCIL  
TOWN COUNCIL MEETING  
22 October 2020  
Training Report**

---

## 1. Training Feedback

At the last meeting Members agreed for the Town Clerk to attend training provided by the County Training Partnership for new clerks. Three of the four sessions have been undertaken, via Zoom. The training has so far covered:

- Time management and the Annual Calendar for Clerks
- Agendas and Minutes
- Roles and Responsibilities and Code of Conduct

The final session will cover, Powers and Duties and Finance. The Clerk has found the training very useful and has already started to update working practices to reflect learning from the training and to ensure that the Council are adopting methods of best practice.

**Recommendation:** For members to note the information.

## 2. CILCA

The Events and Projects officer has undertaken her first training session for CILCA and has started to work on the portfolio. As agreed at the last meeting and in line with the terms of employment the Town Clerk will be starting to work towards CILCA from November 2020.

**Recommendation:** For members to note the information.

## 3. Training Opportunities – Budgeting, finance and VAT

**The Council have received information from CDALC regarding online training for budgeting, finance and VAT.** The Parkinson Partnership who have provided VAT training for CDALC previously and with whom they have a retainer for providing this advice have organised some online **financial** training between now and Christmas. The training is suitable for councillors and/or council staff. Each session will be 90 minutes and there are limited places available. The training cost is £30 per delegate per session.

**Budgeting** - is recommended for: Officers and councillors that want to get to grips with preparing a budget. This session is aimed at those involved in preparing, approving and monitoring budgets, as well as those involved in the day to day financial management of a council. Topics include:

- preparing a budget
- setting a precept
- allowing for Inflation
- contingencies and reserves
- how the council tax base affects the budget
- budget monitoring

Sessions are available on:

Tuesday	20 October	1.30pm
Tuesday	3 November	10am
Thursday	12 November	10am
Thursday	19 November	10am
Tuesday	24 November	1.30pm
Thursday	26 November	6.30pm

**Finance for councillors – is recommended for** all councillors. This session gives councillors a greater understanding of their duties regarding the council's finances. Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- Year end and accounts
- Internal and external audit

Sessions are available on:

Tuesday	3 November	1.30pm
Tuesday	10 November	6.30pm
Tuesday	24 November	10am
Wednesday	2 December	1.30pm

**Introduction to VAT** - is recommended for Clerks and Finance Officers, essential for any council contemplating building projects. This session explains how VAT affects local councils, with exercises to help develop your understanding. Topics include:

- What law and guidance applies to councils
- business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- Partial exemption

Sessions are available on:

Tuesday	10 November	10am
Thursday	26 November	10am
Wednesday	2 December	10am
Tuesday	15 December	1.30pm

If these sessions are successful it is proposed to continue with training including internal control, year-end and internal audit (Jan – March), transparency and external audit (April onwards) and procurement (once Brexit changes become apparent).

**Recommendation:**

- a. That members agree for the Town Clerk and Administration Assistant to undertake Budget and VAT training.
- b. Members consider and agree if they wish to attend the Finance for Councillors session.

**BISHOP AUCKLAND TOWN COUNCIL  
TOWN COUNCIL MEETING  
22 October 2020  
COVID 19 Update**

---

1. The Town Council Staff are currently at home as per the guidance issued from the Government. Bishop Auckland is in a 'high' Local Covid Alert level. It has been asked that to help to contain the virus, office workers who can effectively work from home do so over the winter. Staff each have a laptop and work mobile phone.
2. To ensure staff welfare when working at home a 'check in' system has been developed, so all staff have a morning email chat to check in and update. There is a weekly work planning meeting to plan what needs to be achieved across the week. The team as a whole link together on certain projects, and use MS Teams to video call etc to help break down the barriers of the isolation which can occur when working at home.
3. To ensure that the building is COVID-secure risk assessments, procedures etc are all being updated to ensure that they are reflective of all issues, and where possible risks are mitigated. However, it is essential that the building works and contracts are commissioned as soon as possible, further information on these are in the Accommodation report.
4. The good will of Council staff has seen them attend and work from the office if necessary to enable contractors to complete works or for the finance system to be accessed. However, as a Council we are not operating a COVID-secure workplace, due to Kingsway not yet being complete, and building procedures, and services have not yet been commissioned, including a cleaning contract.
5. When having to visit the office for a specific task, staff have all been issued with hand sanitiser and are expected to ensure that they maintain social distancing when undertaking the specific task. They are expected to only be on site to complete the task which they are unable to do from home.
6. In line with government advice and as the Kingsway works are not complete, the Council building remains closed to the public and visitors.

**RECOMMENDED:** That Members note the content of the report.

**BISHOP AUCKLAND TOWN COUNCIL**  
**TOWN COUNCIL MEETING**  
**22 October 2020**  
**Forward Planning**

---

7. The Town Clerk has been looking at developing an overall work schedule to enable the necessary work of the Council to be, planned, undertaken and effectively reported to the Members. The schedule is broken into a planning schedule, calendar of meetings, and work plans for key areas of council business.

**Planning Schedule**

8. The planning schedule is included in appendix one. It is a living document, so more activities can be included to make it comprehensive and a key planning tool for activities for the staff to undertake.
9. It includes, standardised monthly items which must be undertaken, plus additional one-off tasks which need to be completed at certain points within the year such as VAT returns, and the accounts and AGAR. Quarterly reporting cycle has been added to ensure that members get detailed updates on key work areas of the council, such as events and allotment activities.

**Calendar of meeting**

10. Usually at the start of the year a full calendar of meeting is published on the Council website and issued to all Members. For 2020-21 this has not been done. The Town Clerk is developing this calendar and a draft version is included in appendix 2. It too is a working document, as ideally committee meeting dates also need to be plotted on to that calendar. Moving forward the Town Clerk would like to include meetings of the committees on the calendar, not just the Finance meetings.

**Work Plans**

11. The Town Clerk is developing work plans for each of the key activities and responsibilities of the Council. This includes Events, Allotments and Accommodation. These work plans will be presented to each of the subsequent committees for feedback. They will be living documents, and will be used to enable the Members to see the progress achieved towards delivering activities and services and what tasks are outstanding. They will include tasks and calendars. A working template is included in appendix 3.

**RECOMMENDED:** That Members note the content of the report.

**Annual Planning Schedule**

Month	Qtr	Key Events	Standard Agenda Items to be prepped:	Additional items:
April	Quarter 1	Annual Parish Meeting - Pubic meeting of electors <ul style="list-style-type: none"> <li>• Annual report</li> <li>• Various updates</li> <li>• Hand over mayor fundraising</li> <li>• Make it more than a boring meeting</li> </ul>	<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Annual report</li> <li>• Quarter 4 VAT Return</li> <li>• Q4 allotment report</li> <li>• Event report – year in review Q4</li> </ul>
May			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<b>AGM</b> Must take place and Must cover <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Power of competence</li> <li>• Financial regs</li> <li>• Appointment of Auditor</li> <li>• Financial Risk Assessment</li> </ul>
June			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> Town Clerk Reports	<ul style="list-style-type: none"> <li>• final Accounts &amp; AGAR</li> <li>• HMRC Return</li> <li>• P60s</li> <li>• Internal audit report</li> <li>• Q1 VAT Return</li> <li>• Town Plan report Q1</li> </ul>
July	Quarter 2		<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> <li>• Town Clerk Reports</li> </ul>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Q1 financial reconciliation</li> <li>• Q1 allotment report</li> <li>• Event report –Q1</li> </ul>
August			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	Recess?
Sept			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Insurance</li> <li>• Q2 VAT Return</li> <li>• Town Plan report Q2</li> </ul>

			<ul style="list-style-type: none"> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	
<b>Oct</b>	<b>Quarter 3</b>	Q2 Vat Return	<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Precept</li> <li>• Q2 Financial Reconciliation</li> <li>• Q2 allotment report</li> <li>• Event report –Q1</li> </ul>
<b>Nov</b>			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Precept</li> </ul>
<b>Dec</b>			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Set precept</li> <li>• Allotment rent review</li> <li>• Town Plan report Q3</li> <li>• Q3 VAT Return</li> </ul>
<b>Jan</b>	<b>Quarter 4</b>		<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Notify DCC of Precept</li> <li>• Q3 allotment report</li> <li>• Event report –Q1</li> </ul>
<b>Feb</b>			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	
<b>March</b>			<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Spend/ reconciliation</li> <li>• Purchase orders</li> <li>• Monthly payroll</li> </ul> <b>Town Clerk Reports</b>	<ul style="list-style-type: none"> <li>• Must appoint Internal Auditor</li> <li>• Complete financial Risk Assessment</li> <li>• Town Plan report Q4</li> <li>• Q4 VAT Return</li> </ul>

# 2020/21

May 2020						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
M	T	W	T	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Finance Committee  
5.00 p.m.
- Council 6.00 p.m. immediately followed by Planning Committee, but not before 7.00 p.m.
- Annual Town Meeting 6.00 p.m.
- Annual Council Meeting 6.00 p.m.
- Bank Holidays / office closures

The following Committees will meet as and when required:

- Policy and Strategy Committee
- Accommodation Committee
- Allotments and Environment Committee
- Disciplinary and Grievance Appeals Panel
- Events Committee
- Human Resources Committee
- Youth Council Committee

All meetings are taking place virtually due to COVID-19 joining details will be on the Notice and Agenda.

Formal notices of meetings will be posted on the Town Council's Notice Board located outside Newgate Centre, Bishop Auckland giving at least 3 clear days notice. Notices, and Agendas will also be posted on the Town Council's website [www.bishopauckland-tc.gov.uk](http://www.bishopauckland-tc.gov.uk) within the same timescale.

May 2021						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Draft - ALLOTMENTS WORK PLAN 2020-21

April	May	June	July	August	September
Rent collections		Q1 meter readings	Inspections	Inspections	Q2 meter readings Town show
October	November	December	January	February	March
Inspections	Inspections	Q3 meter readings		Renew pest control contracts	Issue rent agreements and bills Q4 meter readings

Work Plan

Task	Comments	Esti. Completion Date	Officer	Status
<b>Rent</b>				
Rent collection letters for 2020-21 and notice of rent increase or 2021-21 issued	Letters issued to tenants	March 2020	MA	Green
Notice regarding COVID-19 Hold for Rent Collection to tenants	Letters issued	March 2020	MA	Green
Notice that rent can now be paid	Letters issued with notice that they must pay by end of September	Sept 2020	MA/ SLH	Green
Rents collected		30 September 2020	MA	Amber
Outstanding debtors identified		20 October 2020	MA	Amber
Debtors letters issued		22 <sup>nd</sup> October 2020	MA	Red
Final notice and termination of tenancy issued to outstanding debtors			MA	Red
<b>Maintenance &amp; Pest Control</b>				
Schedule Inspections				Red
Develop inspection check list				Red
Revisit Pest Control Agreements				Red
Skip and waste needs assessments and plan development				Red
Agree 6 month pest control from Woodhouse Close				Red
Price removal of dangerous structure at Woodhouse close				Red
Gravel for road at woodhouse close				Red
Meter readings				Red
Winter prep for water supplies				Red

**Monthly Accounts**

**Please see separate PDF Documents**

**Report of payments to be made and cheques signed under  
Delegated Powers & To be Authorised**

Chq no / type	Current Account (To be authorised)	Detail	£
1977	Bishop Auckland Community Partnership	Office Rent - August 2020	£670.00
1978	Mike Ackroyd	Internal Audit of Accounts 2019/20	£230.00
1979	Derek Shingleton	Year End Accounts 2019/20	£150.00
1980	Total Business	Various Office Stationery & Postage Stamps	£293.87
1981	Abel Alarm Company Ltd.	Intruder Alarm Kingsway: Service and Callout	£204.00
1982	Durham County Council	ICT - Service Level Agreement	£550.32
1983	Mr. J. Lumsden	Edge Hill Allotment Lease: 01/04/20-30/09/20 & 01/10/20-31/03/21	£775.00
1984	British Gas	Gas Kingsway: 12/08/20-17/09/20	£54.73
1985	British Gas	Electricity Kingsway: 12/08/20-17/09/20	£99.27
1986	South Durham Enterprise Agency	Office Furniture for Kingsway	£168.00
1987	Sarah Harris (Reimbursement)	Hand Sanitisers, Cleaning Supplies & Storage Boxes	£69.72
EP	Salaries, Superannuation	September 2020	£6,876.13
EP	HMRC - Tax and NI, Salaries	September 2020 (Adjustment)	£0.00
EP	D.C.C. Pension Scheme	September 2020	£1,452.20
EP	Members Allowances	September 2020	£384.27
EP	HMRC - Tax and NI, Members Allowance	September 2020 (Adjustment)	£0.00
DD	Public Works Loan Board	Repayment 01/10/20 - 31/03/21	£4,151.01
DD	Grenke Leasing Ltd.	Photocopier Lease: 01/10/20-31/12/20	£107.89
DC	Zoom Video Communications Inc.	Standard Pro – Monthly	£14.39
EP	Wave (NWG Business)	Water: Tindale Crescent 16/03/20	£125.92
EP	Wave (NWG Business)	Water: Broken Banks 16/03/20-09/06/20	£16.43
EP	Wave (NWG Business)	Water: Edge Hill 16/03/20-31/08/20	£90.44
Cash	John Wade Group	8 Cubic Yard Skip - Edge Hill Allotment	£284.00
Cash	John Wade Group	8 Cubic Yard Skip - Pollards Allotment	£284.00
1988	Bishop Auckland Community Partnership	Office Rent - September 2020	£670.00
1989	JLA Limited	Kingsway: Fire Safety Service Contract 01/09/20-30/09/20	£31.00
1990	Parkinsons Removals & House Clearance	Equipment Removal - Four Clocks to Kingsway	£250.00
		<b>Total</b>	<b>£18,002.59</b>

DC – Debit Card

DD – Direct Debit

EP – Electronic Payment

**Mid-year Financial Reconciliation Report  
Month 6**

**Please see separate PDF Report**

**Item 11 A**

**Public Footpath no 37 Diversion and statement of modification**

Verbal update based on letter from Durham County Council

**Planning for the Future Govt White Paper August 2020**  
**CDALC – briefing/discussion note for parish and town councils**

- 1 In August 2020 the government launched a major white paper 'Planning for the Future' <https://www.gov.uk/government/consultations/planning-for-the-future>.
- 2 The consultation proposes an overhaul to the planning system and is part of a bigger aspiration to deliver the building of 300,000 homes a year, invigorate home ownership and boost the contribution that new developments make to the economy and infrastructure. The consultation ends on 29th October. See below on how to respond.
- 3 The proposals have attracted a lot of media attention and gov.uk describes the proposals aims: 'to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed'.
- 4 A main theme of the proposals is a move to centralise the planning system, in contrast to the localism agenda developed in the early years of the Cameron govt.
- 5 Fundamental changes are proposed and this briefing does not attempt to cover every issue but focusses on two main area which are considered to be most significant for parish and town councils. These are around the issues of local participation and democracy (**Zoning/new local plans and Neighbourhood Plans**) and the contributions by developers to local infrastructure including affordable housing (**Replacement of CIL/S106 with an infrastructure levy**)

**Zoning and Neighbourhood Plans**

- 6 Possibly the most significant proposal is the designation in local plans of three zones:
  - Growth zones will be areas suitable for substantial development, and where the local plan would grant outline planning permissions subject to compliance with, to be introduced, design standards. These will be national and also locally prepared. The usual applications for planning permission will be removed, meaning that the right to comment on specific proposals will not exist.
  - Renewal areas will include areas where smaller development would be appropriate and enabled through a complex mix of permitted development, permission in principle and conventional planning.
  - Protected areas will have least threat of development but some development may be possible as set out in the National Planning documents.
- 7 It is anticipated that Local Plans will be significantly shorter in length and produced within a 30 month period. They wouldn't contain a long list of 'policies' just a core set of standards and requirement for development and the scope for public participation beyond this stage will be very reduced.
- 8 Although there is an expression to retain Neighbourhood Plans it is unclear how they will fit within the proposed system.

**Issues for local councils**

- 9 The proposed Local Plans will mean there is little scope to influence development proposals thereafter and development management will be rationalised through a stronger set of national criteria. Community participation will need to be effective at the plan making stage and in connection with the designation of areas and this level of engagement may not be realistic for some local councils and their communities.
- 10 How Neighbourhood Plans fit in needs to be clearer and more assurance of their influence. If there is a stronger national influence over planning it is arguable that they may become weaker and less relevant.
- 11 There is some reassurance that areas will continue to be protected against development although it isn't clear how specific areas eg green belt, AONBs and national parks will actually be treated.

**Replacement of CIL/S106 with an infrastructure levy**

- 12 Instead of negotiated S106 obligations and/or locally set CIL (latter not in County Durham), the govt proposes to create a single nationally set 'infrastructure levy'. The White Paper says 'We will deliver more of the infrastructure existing and new communities require by capturing a greater share of the uplift in land value that comes with development'. The levy would be applied to the final value of a development, above a specified threshold and payable at the end. Current S106 agreements have helped guarantee affordable housing but the proposals are less clear as to how.

### Issues for local councils

- 13 Whilst the simplicity of a national system is attractive there is insufficient information as to how the levy will cater for circumstances across the country. The threshold may disadvantage areas where land values are lower. The consultation maintains a commitment to affordable housing to at least current levels but nothing else.

### Other issues

- 14 The consultation makes much reference to better digitisation of the planning system including being easier to access for all users, contributing to mitigating climate change by new homes being 'zero carbon ready' and an emphasis on 'beautiful' buildings with a strong focus on agreed design guidance/pattern books.

**Responses to Planning for the Future can be submitted in 3 different ways:  
Closing Date Thurs 29<sup>th</sup> October 11.45pm**

- Input directly online at <https://www.smartsurvey.co.uk/s/MHCLG-Planning-for-the-Future/>
- Emailing  
[Planningforthefuture@communities.gov.uk](mailto:Planningforthefuture@communities.gov.uk)
- Writing to: Planning for the Future Consultation  
Ministry of Housing, Communities and Local Government  
3rd Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF

Note an additional 'shorter' consultation with a tighter closing date for consultations.

### Changes to the Current Planning System

The govt has also published a more drably titled

'Changes to the current planning system' <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system> which is proposing short term measures and largely appear to be attempting to try and kickstart the building industry by: changing the standard method of assessment of local housing needs; encouraging small and medium size builders by only requiring contributions for affordable housing on larger site; extension of permission in principle; and securing of developer contributions for First Homes, sold at a discount for first time buyers.

Closing date for this consultation is Thurs 1st October 2020 at 11.45pm

Prepared by County Durham Association of Local Councils  
Executive Officer 24 September 2020

**Planning Applications**

**Please see separate report**



## **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.

*Therefore: the following reports are private and confidential – ordinarily these would be printed on different coloured paper to indicate this however as this meeting is taking place paperless and electronically this is not possible.*

## Bishop Auckland Town Council

### Minutes of a meeting of the Accommodation Committee held on Monday 3<sup>rd</sup> August 2020 at 3.30pm by Zoom.

**Present:** - Cllr. S. Zair (Chairman) Cllrs. L. Brownson, L. Chappell, D. Fleming.

**In attendance:** - Mr. J. Robinson, Interim Town Clerk, Mrs. S. Horner, Assistant Town Clerk.

#### **AC 1.0/2020 Apologies**

There were no apologies submitted.

#### **AC 2.0/2020 Declaration of Interest**

Cllr. S. Zair declared an interest in the following items of Town Clerks report: -

- 7. Sanitary bins, as his son works for one of the contractors involved
- 8. Fire and Safety order 2005, due to the fact via his business he uses one of the suppliers

Before beginning the meeting Cllr. S. Zair thanked everyone for the work they had undertaken in purchasing the property and for work undertaken to date in preparing it for use.

#### **AC 3.0/2020 Exclusion of Press and Public**

In accordance with the provision 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.

#### **AC 4.0/2020 Office Accommodation.**

Members considered the report submitted by the Interim Town Clerk and Assistant Town Clerk. (copy on file). Members agreed to the following: -

##### **1. Purchase of 54 Kingsway, Bishop Auckland.**

The report identified the final purchase price and legal fees for the building purchase. Members were also advised of the Vest Approved Contract sum. Included within the figures a contingency spends of £11,819.52 had been agreed. To date the fund has been used to a figure of £1669.00. The Deputy Town Clerk advised that this equated to an actual saving of £1776.23 on the original spending estimates for these areas.

##### **2. Timeline dates for the project: -**

Build start date	Monday 8 <sup>th</sup> June 2020
Projected end date	Friday 18 <sup>th</sup> September 2020
Agreed end date	Monday 28 <sup>th</sup> September 2020

However, Vest had agreed to the Council having access and use of the upper floor early. However, staff and visitors to the floor must be made aware to Vest for Insurance and health and safety purposes.

##### **3. Interim Certificate**

Vest have submitted their Interim Certificate, at a cost of £42,108.42, for payment as per the contract. This is in line with agreed payment regime. Members noted Full Council had agreed at its July meeting to transfer £50,000 to the current account in expectation of the invoice.

**Resolved:** On a proposal by Cllr. S. Zair and seconded by Cllr. L. Brownson and agreed the payment of the invoice to be undertaken.

##### **4. Contingencies spend**

The Interim Town Clerk advised that following consultation with members he had agreed the following spend from the contingency fund under delegated authority: -

- i. Gas pipe, Northern Gasworks to undertake capping of pipe and Vest Construction to dig trench total cost £1599.10
- ii. Induction Loop, Vest Construction to provide and install at a cost of £2183.08
- iii. Boiler, Baxi Boiler 30kw to be purchased and installed by Vest Construction cost £2169.31

## **5. Ventilation/Damp Report**

The Assistant Town Clerk reported on the work she had undertaken on the issues regarding the cellar, and the contents of a report she had obtained into the issue. Members queried if air bricks were required. However, the report advised that as it is a damp area the Council consider providing ventilation.

**Resolved:** Members agreed to obtain a quote from VEST Construction to provide ventilation whilst they are on site.

## **6. Window Blinds.**

Members were advised that the new windows as per contract are currently being installed. However, the current blinds were either broken or not fit for purpose.

**Resolved:** To obtain quotes for the provision of Window Blinds for all windows in the building.

## **7. Office Re-location**

The Assistant Town Clerk presented members with the details of the agreed office re-location and costings for equipment re-location. Members also confirmed the delegated decision undertaken by the Mayor and Chair of Finance to purchase 3 laptops to enable staff to work from home as well as in the office. Quote from DCC of £2833.24.

## **8. Sanitary bins**

Cllr. S. Zair declared an interest and Cllr. L. Brownson took the Chair.

**Resolved:** - On a proposal by Cllr. L. Brownson and seconded Cllr. D.Flemming to enter into a contract with Rentokil to provide and monthly empty same, £132.00 P/A.

## **9. Health and safety Order 2005**

Cllr. S. Zair declared an interest and Cllr. Brownson took the Chair.

Members considered the report from the Interim Town Clerk in respect of Fire Risk Assessment and Advise.

**Resolved:** On a proposal by Cllr. L. Brownson and seconded by Cllr. L. Chappell to contract with JLA to provide a 3-year service provision of inspection, assessment and advice at an Annual cost of £310.00 per year.

The Interim Town Clerk requested and supported by all members that Council minute their thanks to the Assistant Town Clerk for all the continued work she undertook on the Accommodation Project during Lockdown. This was unanimously agreed.

Meeting closed 4.20pm.

**Bishop Auckland Town Council**  
**Minutes**  
**Accommodation Committee, 14<sup>th</sup> October 2020**

Item 13 b

A meeting of the Accommodation Committee was held via Zoom on Wednesday 14<sup>th</sup> October 2020 at 4.00 p.m.

---

**Present:** Councillor S Zair (Chair), Brownson (Vice -Chairman), and Councillors Chappell and Fleming.

**Also Present:** Sarah Harris (Town Clerk) and Caitlin Boylan (Events & Projects Officer)

**AC.5/20 APOLOGIES FOR ABSENCE**  
No apologies for absence were received.

**AC.6/20 DECLARATIONS OF INTEREST**  
Cllr Zair declared an interest in Item 5 and item 6, of the Town Clerk Report. Cllr Brownson agreed to take the chair for those two items.

**AC 7/20 Minutes of the previous meeting held on 3<sup>rd</sup> August 2020**

*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.*

**AC 8/20 Report of the Town Clerk**

**1. Office Accommodation**

Members discussed the work schedule and noted that the handover had been delayed.

**Resolved:** 1. That the information be noted.

**2. Snagging and Building Handover**

An update on the snagging list was provided to Members. The largest issue is regarding the privacy glass in the toilets. The original contract and work plan had provision for privacy glass top and bottom in the newly made disabled WC, however this had been missed and an opaque film added to the bottom of the window. This was not satisfactory; therefore, this was being rectified.

The existing toilets had partial privacy glass in majority the lower portion of the windows (5 of 8 panes). The same white opaque film had also been applied to these windows, however upon inspection Neil Box, architect, the Chair of the Committee and Town Clerk, did not think that this was a satisfactory fix to the privacy problem. The film does not stick to the textured glass, and looks quite unsightly. The contractors were asked to provide prices for alternative options

- Option A - replacing the clear glass (11 panes – 8 at the top & 3 at the bottom) with privacy glass.
- Option B – replace the clear glass (3 panes) at the bottom with privacy glass and privacy film on the top.

**Resolved:** Members recommended that Option A, subject to approval by the Council.

### 3. Office Relocation

Members noted that all remaining Council Items have now been relocated.

**Resolved:** 1. That the information be noted.

### 4. Ventilation/Damp Report

Members confirmed that they had agreed to wait to see if the damp became an issue before costing this work.

**Resolved:** 1. Members agreed that no further action be taken on this on this at this time.

Cllr Zair had declared an interest so Cllr Brownson took the chair or the next two items.

### 5. Window Blinds

Three quotes were presented to members.

**Resolved:** 1. Cllr Brownson, Chappell and Fleming were in agreement to proceed with Homefair Blinds (shop in Bishop Auckland, based in Seaham) and their quotation of £1,105.00 including VAT, as it was the most cost-effective quotation.

### 6. Waste Removal

Three quotes were presented.

**Resolved:** 1. Cllr Brownson, Chappell and Fleming were in agreement to contract Durham County Council at a cost of £322.40 per annum Two x 360 litre bins, as it was the most cost-effective quotation.

Cllr Zair took back the Chair of the meeting.

### 7. Cleaning Contract

Three quotations were presented to members. After some discussion, and the need to ensure that cleaning could be maintained during the ongoing pandemic, the members agreed for the Town Clerk to seek further information from the companies who have quoted for the works.

**Resolved:** 1. Town Clerk to seek further information from those who have provided quotes.

### 8. Fixtures and fittings and consumables

Members were updated about the necessary consumable items and fixtures and fittings which would be needed to get the building fully operational and COVID secure consumables of this nature.

It was agreed that the That the Town Clerk produce a list of essential consumable items, and get quotations from suppliers and then report back to a future meeting.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

## **9. Signage**

Members were advised that the building still needs appropriate signage to show that it is Bishop Auckland Town Council. The Town Clerk had met with the Local Conservation Officer to discuss what signage types would be appropriate.

Members agreed for the Town Clerk to obtain signage options, and quotations in line with Conservation Officer recommendations. These options will be brought back to a future meeting.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

## **10. Car park**

Members were advised that whilst Kingsway comes with car parking, it needs significant remedial works to make it safe and usable. The site needs new fencing, gates, and a new top surface to ensure that no slips, trips and claims are made. The front step and ramp also need some attention to ensure that it is suitable for all visitors to access. This may include the need for grab rails, additional ramp and possibly an electronic push button door opener to ensure wheelchair users are able to access the building.

Members agreed that the Town Clerk seeks options for the remedial works to the car park and presents them back to Members for consideration.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

## **11. Maintenance contract**

Within the building items will need to be tested and or regularly serviced such as the boiler, PAT testing etc. Members were asked to consider the opportunity of incorporating all of these items into an annual maintenance contract with a supplier to ensure that they are always compliant with required legislation. They were also asked to consider widening the scope of such a provider to ensure that if large items of furniture need to be moved, or if pictures or notice boards needed hanging on walls, or if the paths need gritting or snow needs clearing in the winter these things are automatically covered.

Members agreed that the Town Clerk obtain quotations for such a service.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

## **12. Out of hours – Key holders alarms**

Information on keyholders for the building and alarm system. Information was provided on the lack of clear responsibility for out of hours requirements, i.e. if the alarm sounds at 2am and it needs to be investigated and turned off etc. Cllr Fleming asked it to be noted that he no longer wished to be an out of hours contact for the alarm company.

Members agreed that in line with the quotations for a maintenance contract, the Town Clerk should include the costs for the inclusion of an out of hours contract for the Alarm system.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

### **13. Fire and Safety**

Members were advised the fire risk assessment has been undertaken taken and returned. It highlights that we are 'Moderate Risk' and essential action must be taken to reduce the risk. It highlights 23 actions, 1 is short term immediate, 15 are medium term and 7 are long term.

The short-term immediate action is in relation to the current fire panel, smoke detection and sounder. The current fire panel is un useable as there are no keys. A quotation had been obtained from the same company who had provide the assessment to provide replacement panel, smoke detection and sounders to bring the system up to what they deem as appropriate. Members felt that this cost was quite excessive and therefore have asked the Town Clerk to seek another two quotations for the replacement panel, smoke detection and sounders.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

### **14. Electricity Meter**

Members were advised that the electricity meter is being changed to a new style smart meter on 15 October 2020. The new meter will allow the more efficient tracking of electricity usage much more efficiently.

Members noted the information.

**Resolved:** 1. Town Clerk to report back to next meeting.

### **15. Heating and Radiators**

Members were advised that the current contractor had provide a quote has been obtained to replace/ install 12 thermostatic valves throughout the building. This will enable the regulation of temperature more effectively and be more energy efficient by reducing the temperature in rooms not used.

Members agreed that the Town Clerk should obtain two more quotations for this work.

**Resolved:** 1. Town Clerk to obtain quotes and report back to next meeting.

A meeting of the Events Committee was held via Zoom on Monday 12<sup>th</sup> October 2020 at 3.00 p.m.

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

**Also Present:** Sarah Harris (Town Clerk) and Caitlin Boylan (Events & Projects Officer)

**EC.8/20 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Blackburn and L.Zair.

**EC.9/20 DECLARATIONS OF INTEREST**

There were no declarations of interest

**EC.10/20 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**EVENTS PROGRAMME**

**EC.11/20 YOUTH AWARDS**

Consideration was given to a report reviewing the 2019 Youth Awards and examined options for the 2020 event. (For copy see file of Minutes, Events Committee 2020-08-19).

Members noted that the Town Awards was an ongoing project and will be flexible to meet the needs of schools.

Members were in agreement that the Town Awards should distance themselves from any Business or Civic Awards to avoid confusion but ensure local businesses are aware they can be nominated or enter.

- RECOMMENDED:**
1. That the Town Awards be flexible with dates
  2. That communications with local schools be ongoing

**EC.12/20 HALLOWEEN**

Consideration was given to promoting Halloween in Bishop Auckland to engage the community and create virtual events for members of the public.

Members were in agreement that monetary support can be given to Angel Trust for the Halloween Hampers to the value of £100.00.

- RECOMMENDED**
1. That funds be provided to Angel Trust with the agreement that BATC named as supporting partner
  2. That businesses of Bishop Auckland be approached to share pictures and/or business promotion that relates to Halloween that we will share on social media
  3. That allotment growers be approached to share pumpkin pictures

**EC.13/20 REMEMBRANCE SUNDAY**

Consideration was given to a report reviewing arrangements for 2019 and considering arrangements for 2020. (For copy see file of Minutes, Events Committee 2020-08-19).

It was noted that the 2020 Remembrance Sunday event cannot take place as planned due to Covid-19 restrictions and that Bishop Auckland Town Council will not be a partner in the planned Royal British Legion event.

It was agreed that Bishop Auckland Town Council will still provide a service to council members to order wreaths for them to lay privately.



Consideration was given to the project run by South Durham Enterprise Agency for a monetary donation to the value of £700.00 for the project taking place from the 6<sup>th</sup> to the 8<sup>th</sup> November to project poppies from Number 42 Market Place, Bishop Auckland to St Anne's Church, Bishop Auckland. It has also been confirmed that Durham County Council will be lighting in red DCC owned buildings including Bishop Auckland Town Hall but this would have no impact on the plans of South Durham Enterprise Agency.

As with previous Remembrance Sunday events, the Poppy Banner created by the local WI will also be on display from the Town Hall balcony, weather permitting.

- RECOMMENDED:**
1. That a press release share publicly information on the cancellation of Remembrance Sunday 2020
  2. That approval be given to providing funds to South Durham Enterprise Agency

**EC.14/20 CHRISTMAS CELEBRATIONS**

Consideration was given to a report reviewing the 2019 Christmas event and also considering arrangements for 2020. (For copy see file of Minutes).

It was noted that we would continue with AH Events should the government restrictions be lifted but source quotes for alternative options. Alternative options include but not limited to visits to each ward of Bishop Auckland rather than focusing the event on Bishop Auckland Market Place.

It was considered that the current Christmas 2020 plan of a 'santa sleigh' through the town may not be achievable during Covid-19 restrictions due to crowds gathering and lack of stewarding or policing of the event. Alternative plans have been discussed to include videos to schools and activity packs families can print or complete from home.

- RECOMMENDED:**
1. That the Christmas event become a virtual event
  2. That AH Events be advised that a Santa Sleigh event is now unlikely for 2020 due to Covid-19 restrictions
  3. That costings sourced from video companies to create Santa videos
  4. That schools be contacted to find out the level of engagement with proposed Santa videos
  5. That businesses of Bishop Auckland be promoted during the Christmas shopping season
  6. That Durham County Council is contacted regarding use of empty shop fronts to decorate for Christmas to improve the look and feel of quieter streets in Bishop Auckland

**EC.15/20 TOWN RAFFLE**

Consideration was given to the Town Raffle project and how it may not be suitable to promote at this time.

Members were in agreement that responsibility be passed to Angel Trust if they are happy to raffle the prizes on our behalf and credit the funds raised to Bishop Auckland Town Council.

- RECOMMENDED**
1. That the prize donated by Cello be allocated directly to Angel Trust to raffle

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held via ZOOM on **WEDNESDAY 7<sup>th</sup> October 2020** at 6.00 p.m.

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

**Also Present:** Sarah Harris (Town Clerk) and John Robinson (former Interim Town Clerk)

**Public in Attendance:** None

**F.C 57.00 APOLOGIES FOR ABSENCE**

No Apologies for absence received

**F.C58.00 Notice of Motion**

Notice of motion to call the meeting on 7<sup>th</sup> October 2020 was agreed.

**F.C 59.00 DECLARATIONS OF INTEREST**

No Declarations of interest.

**F.C 60.00 PUBLIC PARTICIPATION**

No public were in attendance

**F.C 61.00 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.

**F.C 62.00 Human Resources Report**

The Grievance Panel presented a verbal report to Council Members regarding a grievance which they had received in June 2020 and the subsequent actions which had been taken to date.

**RESOLVED:** That the Town Clerk and Grievance Panel should seek legal advice on the matter from the County Solicitor and report back to the Members of the Council as soon as possible, members agreed that this could be a special meeting of the Council to ensure that actions are taken swiftly.

**BISHOP AUCKLAND TOWN COUNCIL**  
**TOWN COUNCIL MEETING**  
**22 October 2020**  
**Matters Arising Log**

Ref	Recommendation	Status
<b>Accommodation Committee 14.10.2020</b>		
AC 8.20-2	<p><b>Snagging List</b> - Replace clear glazing with privacy glass in the toilets.</p> <p>Members recommended that they wished to proceed and replace the clear glass with privacy glass in the existing toilets at Kingsway. This will cost £1251.12</p> <p>Privacy glass in the new accessible WC had been included, however the existing WCs had only partial privacy glass, in the lower half of the sash window. One toilet currently only has one pane of 8 as privacy glass. Opaque film had been applied to the lower portion of the windows but the architect and Chair of Accommodation Committee agree that it looked unsightly and not practical as it did not stick to the existing privacy glass well.</p>	Seeking approval from Town Council on 22.10.20
AC 8.20-5	<b>Blinds</b> – Members considered quotations for blinds, and agreed to that the quote of £1,105.00 including VAT from Homefair Blinds be approved.	Seeking approval from Town Council on 22.10.20
AC 8.20-6	<b>Bins</b> – Members agreed to award the bin contract to Durham County Council	Seeking approval from Town Council on 22.10.20
AC 8.20-7	<b>Cleaning Contract</b> – Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-8	<b>Fixtures Fittings and Consumables</b> Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-9	<b>Signage</b> - Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-10	<b>Car Park</b> - Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-11	<b>Maintenance Contract</b> - Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-12	<b>Out of Hours Alarms</b> Members agreed for the Town Clerk to seek further information and report back to the committee	Next Acc Committee
AC 8.20-13	<b>Fire Safety</b> - Members agreed that the Town Clerk seek additional quotations for the replacement fire panel, sounders and detection	Next Acc Committee
AC 8.20-14	<b>Electric Meter</b> – has been installed. However, a safety note has been added, stating that the earth cables are too small. Therefore, the Clerk is asking approval to obtain quotations for carrying out this important safety work.	Seeking approval from Town Council on 22.10.20
AC 8.20-15	<b>Heating</b> – Members agreed that the Town Clerk would obtain quotations from two local contractors for replacement radiator thermostats.	Next Acc Committee
<b>Events Committee 12.10.2020</b>		
EC 12.20	Members agreed to give monetary support to Angel Trust for the Halloween Hampers to the value of £100.00 (\$137 money)	Seeking approval from Town Council on 22.10.20
EC 13.20	Projected Poppies Project - where poppies will be projected on to St Anne's Church between 6-8 <sup>th</sup> November. Members agreed that a monetary donation be given to South Durham Enterprise Agency to the value of £700.00 for the Council to be a partner in this project.	Seeking approval from Town Council on 22.10.20
<b>Town Council 7.10.2020</b>		
FC	Legal advice to be sought from Durham County Council	Town Clerk approached and submitted information to DCC 13.10.2020

## IN PRIVATE

This report contains information of a confidential nature and 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, should not be divulged to the press or public.

**BISHOP AUCKLAND TOWN COUNCIL  
TOWN COUNCIL MEETING  
22 October 2020  
Payroll Services**

---

1. In September the Clerk, sought and was granted approval from the Mayor and Chair of Finance to I to procure the services a company to undertake payroll services for the Council. Quotations were received from three local companies and one was selected, and their services have been used to rectify payroll anomalies on the April – August 2020 payroll, issue payslips to staff and members, complete HMRC returns and pension returns to DCC. The payroll system is now fully up to date, and the Clerk is confident that the Council is now compliant with all required legislation.
2. The former Clerk, used to process the Staff Payroll, and member allowances used the SAGE System. The March 2020 payroll was completed by the former Clerk before he departed, and P60 certificates were prepared. The Former Clerk had put in place and exit plan which included banking and payroll arrangements, as per appendix four, of the Clerk's report to the HR Committee on 11<sup>th</sup> February 2020.
3. However, this exit plan has not fully followed as the full arrangements for banking and payroll were not acted upon immediately which meant that when the Council were affected by the full lockdown due to Covid-19 in March 2020, the appropriate systems and procedures could not be followed. This resulted in no formal payroll and allowances system being undertaken or recorded for the staff or members for April, May, June, July and August. The reasons payroll and allowances were not undertaken and no formal records kept:
  - The SAGE Software being only licenced on the former Clerks desktop computer, and it had not been transferred into another name, therefore it should not be used by other persons, it was also linked to the former Clerks email address, which had been disabled when they left the organisation.
  - No staff member within the Council was registered as an administrator for online banking to enable the payment to be made to staff, officers and likes of HMRC and DCC for pensions. Therefore, to ensure that these payments were still made, the Deputy Clerk made the payments, via online banking using the former Town Clerk's bank card and using their authorisations. Whilst this was an extreme situation, and payments needed to be made. The use of a persons authorisations is potentially fraudulent activity and should not be encouraged, and a full explanation will need to be given in the 2020-21 internal audit report.
4. The September payroll has added complications as at the September 2020 meeting of the Town Council Members received and agreed a report to add annual increments for a staff member the staff pay award issued by National Joint Council, needed to be back dated to April 2020.
5. To ensure that we safeguard council interests and avoid having similar issue in the future I the Clerk recommended to the Mayor and Chair of Finance that the council enter an agreement with an accountant to run the monthly payroll/ allowance payments for the Council. This will provide safeguards and guarantees to Members that staff pay and member allowances are being paid correctly, and mitigates the risk of someone overpaying themselves etc. It provides assurance that all HMRC legislation is being complied with and that all necessary payments are being made on time. This will ensure that staff pay and allowances are paid even if a staff member is absent, or if the office is in quarantine or if COVID-19 causes other lockdowns, etc.
6. It was estimated that the pervious way of undertaking the payroll system was costing the organisation approx. £60 per month and was very onerous on one individual. The use of the selected company will cost £50 per month with greater safeguards for the Council.

**RECOMMENDED:**

- a. That Members to note the information.
- b. That Members agree to cost of £50 per month for payroll services.

**IN PRIVATE**

This report contains information of a confidential nature and 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, should not be divulged to the press or public.

**Item 15 b**

**Human Resources Report**

**Verbal Update**