



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

Town Clerk: Sarah Harris

23 November 2022

Dear Councillor

You are hereby summoned to attend a meeting of **Bishop Auckland Town Council** on **Tuesday 29th November 2022 at 6.00pm**. The Meeting will take place at **Town Council Offices, 54 Kingsway, Bishop Auckland, DL14 7JF**.

Members of the Public and Press are welcome to attend. However, in light of coronavirus concerns it is recommended that attendance is registered with the Town Clerk prior to attending to ensure that the meeting space is large enough to accommodate everyone safely. To register attendance please call 01388 207110 or email council@bishopauckland-tc.gov.uk by noon on Monday 28th November 2022.

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.

Yours sincerely

Sarah Harris

Clerk to the Council

1. **Apologies for absence** - To receive apologies and approve reasons for absence.
2. **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.
3. **Minutes** - To approve the Minutes of the following meeting:
 - Planning Committee 18th October 2022
 - Town Council 18th October 2022
 - Finance Committee 22 November 2022
 - Allotment & Environment Committee 22nd November 2022
 - Extra Ordinary meeting of the Town Council 16th November 2022
4. **Matters Arising** - To from the above Minutes which are not included elsewhere on the agenda (for information only).

5. **Public Participation** - To hear from any members of the public subject to [Public Participation Policy](#)¹.
6. **Co-option of a Councillor** – to consider the application to the vacancy in the Cockton Hill Ward
7. **Reports**
 - a. Durham County Council
 - b. Mayors Report
 - c. Outside bodies representation feedback including the AAP, HAZ, Stronger Towns Board and Lager Council Forum
8. **Appointment to Committees, Panels, Outside Bodies and Working Groups**
9. **Boundary Commission Review**
10. **Strategy review update**
11. **Civility and Respect Pledge**
12. **Town Clerk Report**
 - a. Christmas Town Feedback
 - b. Car Park Update
13. **Finance –**
 - a. Budget & precept 2023-24 - Preparations
 - b. Statement of Payments for authorisation
14. **Correspondence** – details of any Correspondence (letters or email received)
 - a. Approach re- mini kickstart commissions

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

DO I HAVE AN INTEREST?

DISCLOSABLE PECUNIARY INTERESTS
Does the matter to be discussed affect:-

1. You, or your spouse's/partner's, business, employment or profession
2. Anyone that employs or has appointed you or your spouse/partner
3. Anyone that you or your spouse/partner has received sponsorship from.
4. A contract with the Council, land or licence in the Councils area, corporate tenancy or securities in which you or your spouse/partner has an interest.

YES

YOU SHOULD DECLARE THAT YOU HAVE A DISCLOSABLE PECUNIARY INTEREST

You should take no part in the discussion or vote

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.
Do not try to influence the decision.

This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

NO

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

1. A body where you are in a position of general control or management and to which you have been appointed or nominated by your Council.
2. Any body which
 - (a) exercises functions of a public nature
 - (b) is directed to charitable purposes or
 - (c) whose principal purpose include the influence of public opinion or policy (including any political party or trade union) of which you are a member in a position of general control or management
3. Any gifts or hospitality with more than an estimated value of £50

YES

SHOULD DECLARE THAT YOU HAVE AN OTHER REGISTERABLE INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so.

If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.

NO

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

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

YES

DECLARE THAT YOU HAVE A NON-REGISTERABLE PERSONAL INTEREST

You should not vote on the matter but you may make representations or answer questions about the matter if members of the public can do so. If your Standing Orders dictate you should withdraw from the meeting by leaving the room.

NO

You can participate in the meeting and vote