



## Bishop Auckland Town Council

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

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**Town Clerk: Sarah Harris**

10 March 2023

Dear Councillor

You are hereby summoned to attend an ordinary meeting of **Bishop Auckland Town Council** on **Tuesday 21st March 2023 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](mailto:council@bishopauckland-tc.gov.uk) by noon on Monday 20th March 2023.

The Chairman advises members of the Council and the public that the meeting or part of the meeting may be recorded by audio and or 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 meetings:
  - 7<sup>th</sup> March 2023 – Extra Ordinary Meeting
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](#)<sup>1</sup>.
6. **Reports**
  - a. Durham County Council
  - b. Mayors Report
  - c. Outside bodies representation feedback such as the AAP, HAZ, Stronger Towns Board and Lager Council Forum, etc
7. **Finance – a. Statement of Payments for authorisation**
8. **Report of the Town Clerk**
  - a. Internal Audit update – verbal update
  - b. Car Park Update – verbal update
  - c. Heritage Festival
  - d. Youth Awards Update

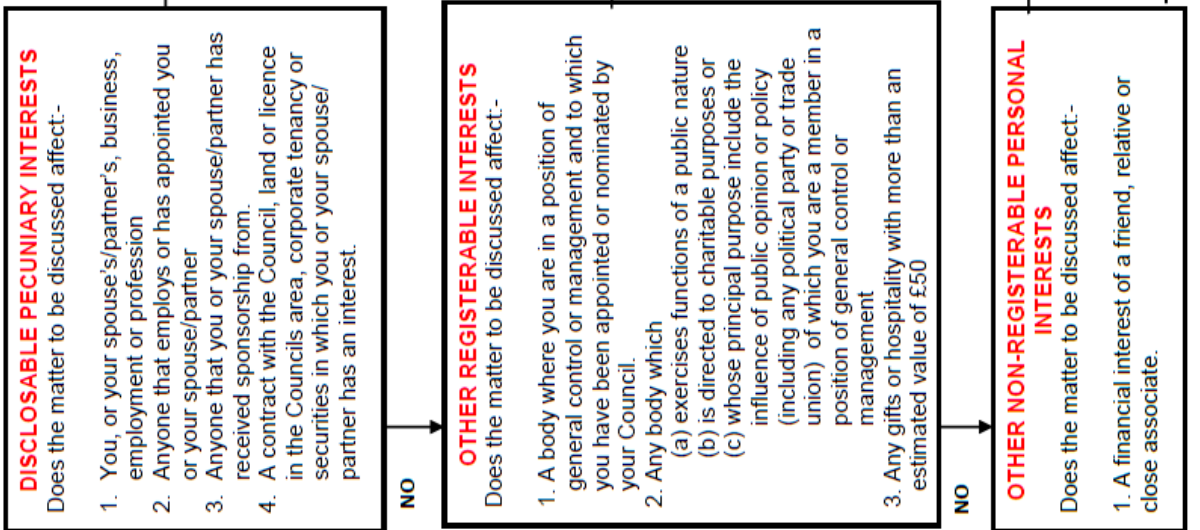
<sup>1</sup> The policy is available on the website at <https://bishopauckland-tc.gov.uk/council/constitution-and-policies/>

- e. DCC SLA procurement contract agreement
- f. Green Fair Event
- g. Festive Lighting
- h. Website news feed

**9. Correspondence – details of any correspondence received**

- a. Thanks from Steve Ragg CDALC

# 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.**

Minutes of the meeting of 7<sup>th</sup> March 2023

Held at 6pm in Town Council Offices, Kingsway Court, Bishop Auckland

**In attendance:** Cllr M Siddle (Mayor – Chair), Cllr Harker, Cllr A Legge, Cllr K Lawson, Cllr D Wilson, Cllr A Zair, Cllr L Zair and Cllr S Zair

**Also In attendance:** Mrs Sarah Harris, Town Clerk and Assistant Clerk Vicki Booth.

**TC93/22 Apologies for absence** - apologies were received and noted from Cllr K Eliot and Cllr Balmer Howieson both due to illness.

**Resolved:** That the Members noted and accepted their apologies.

**TC 94/22 - Declaration of Interests** – No declarations made

**TC95/22 – Minutes** the minutes of the meeting of the 21<sup>st</sup> February 2023 were presented.

**Resolved:** That the above Town Council Minutes have been received, and that the Town Council agreed to adopt all recommendations contained within them. Copies of the minutes will be available on the town council website.

**TC96/22 Matters Arising** - To from the above Minutes which are not included elsewhere on the agenda (for information only). The Clerk provided updates on:

- **Minute no TC89.6/22 Telephone and Broadband** – that the price given was the 3 year discount, but the contract term is 1 year.  
**Resolved:** that Members noted the update and thanked the clerk for the savings made.
- **Minute no TC89.7/22 Bank** – An additional account was being opened at Unity at 2.1AER, Cllr Harker was being added to the Accounts.  
**Resolved:** that the Members noted the updated and progress.
- **Minute no TC90.1/22 – Boundary Court Correspondence** – a response had been received from conveying dissatisfaction with the Town Council Response.  
**Resolved:** that a final response be sent confirming that DCC are now acting upon their request and the Town Council can do no more.
- **Minute no TC92/22 Eviction of Allotment Tenant – Update** – That a quotation for clearance and removal of personal items and storage had been sought.  
**Resolved:** That the members agreed another quote be sought for a comparisons. That another email be sent to the former tenant to confirm that the clearance costs could be in excess of £800. No storage fees to be imposed.
- **Minute no TC93/22 Co-opted member payment issue** – that CDALC would be raising with their executive and if it is an issue across the county would then be taken to NALC for debate.  
**Resolved:** that Members noted that whilst it doesn't fix the issue that the best outcome and the progress would be monitored.

TC97/22 Public Participation -no members of the public were in attendance.

*TC98/22 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 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.*

**TC98/22 Car Park** - Update on the Car Parking Procurement process (see report). 4 Quotes received, one discounted based upon not quoting for whole of works. Cllr Wilson and Clerk took part in the scoring process which then brought two options forward.

**Resolved:** That Members agreed with Quote 1 on the condition that they visit the site if not already done so before committing to the works required. Also a caveat over the possibility of an increase in price on the front door.

**TC99/22 Coronation** – a report (see file) was presented. Members debated the options presented.

**Resolved:** That Members unanimous agreed that option 2 was most fitting to stay within budget and to reach all areas of the communities.

**TC100/22 Bus station Consolation** – from DCC is available for comment. Members viewed the plans and proposals.

**Resolved:** That Members agreed with the overall plans to the bus station but had asked for comments on the security mechanisms in place to combat anti-social behaviour, provisions for the residents of Clayton Court while the work is underway and would like to see better provisions for the bike lock ups. These would be preferred to be proper secured bike stores so cycles cannot be interfered with, also there is no canopy over the cycle part and this would be advantageous to maintain the cycles and help the cyclists. The flower beds to be wild flowers would be preferable to shrubs that collect litter whereas wild flowers encourages bees and wildlife. The Clerk to formulate the comments into a response to DCC.

21 March 2023

Heritage Festival

For the last four years the Heritage Action Zone have ran a heritage festival in September each year. They have a one day festival planned for this year, however the HAZ is now ending, with the wind down period coming to a close at the end of September.

The one day event is planned for 23 September. As the HAZ is ending they have created a working group with heritage organisations, and the HAZ officer until their tenure ends, and the council have been included. The majority of funding for the event in 2023 has been found with support from Heritage England, however they need an accountable body for the festival to oversea the event and bring the legacy and partners of the HAZ together. the Town Council have been approached to fulfil this role.

The working group are looking at how to make the event self-funding, however they do have some small gaps. A range of partners are involved, and many elements of the event are acts in kind. It is hoped to attract over 1000 people to the festival through talks, activities and family focused sessions.

**Recommendations:**

- that the members consider becoming the accountable body and lead agency for the festival and if they do wish to do this, have the working group report to the Events Committee.
- Consider if they wish to provide some funding from the 'ward and in year events' budget to secure the future of the festival.

Item 8D

Bishop Auckland Town Council

21 March 2023

Youth Awards Update

Date: 19<sup>th</sup> June 2023 6-8pm

Venue: Town Hall

Age Categories: KS2 (aged 7-11 years) KS3, 4 & 5 (11-18 years)

Awards: 9 categories (we hope to get sponsorship for each of the categories)

Format of the evening: Arrive to walk the red carpet then up to the Laurel Room where the round tables will seat up to 8 people. The Mayor will open the event and the compare will set the tone for the evening and introduce the presenter for each category. They will also sing a few songs towards the end of the event.

Awards will be presented to the winner of each category by a dignitary e.g. Lord Lieutenant, PCSO's, Robert Proud, Previous Youth Award winners.

Nomination Forms: These will go live next week and the closing date for nominations will be 5<sup>th</sup> May.

Panel: A panel made up of councillors will be required to short list nominations and then to pick a winner for each category. The winners plus 2 escorts will be invited to the presentation evening.

Promotion: This will be done via social media, emailing groups and schools, posters in community centres and shops.

We are looking into the possibility of community journalism to cover the event and have a professional photographer. Vicki has more in-depth information about nomination rules, a draft of the nomination form etc should members wish to have more insight.

21 March 2023

Green Fair Event

2022 saw the first Bishop Auckland Green Fair. This is a community event bringing people together how ant to learn more of how they can do their bit to help the environment. BATC were due to attend with visuals and information of how to apply for an allotment but the death of the Queen hindered our presence. The event was very successful although it had been scaled down to the original plan.

This year's event is due to take place on the 24<sup>th</sup> June (one week after the national Big Green Week). Both the Methodist & Baptist churches will be used to host the event. Confirmed organisations including Wear river Trust, Wildlife Trust, DCC, Inspiral Cycles, The Auckland Project, Bishop FM & Big Chef Little Chef.

The event will cover all aspects of green issues including wildlife, upcycling, mindfulness, transport and much more.

BATC can get involved in three ways –

- 1 – for keen allotment holders to hold interactive activities such as planting seeds and talk about how easy it can be to grow vegetables in window boxes or gardens etc.
- 2 – Town Council to discuss about garden vacancies, application process etc.
- 3 – The morning of the event a litter pick will take place and this would be a great opportunity for councillors to get involved.

**Recommendation:** This event will have no financial cost to BATC and Town Clerk recommends we support and take part in the green fair.



21 March 2023

**Festive Lights Update****Background**

For some time the BATC have been researching the possibility of having additional festive lights in the town, BATC has earmarked reserves for Festive Lighting of £20,000. It was hoped to have had these in place for 2022 but capacity issues caused delays. The additional lighting would be to incorporate lights along Proudfoot Drive and Cockton Hill Road as it spans Henknowle and Cockton Hill Ward. It was hoped that that BATC could purchase the lights and gift them to DCC for use in the Town in a similarly way as previous years.

It was deemed that the same decorations as the town centre would be most appropriate – to give a seamless display. Initially 20 posts were identified as potential sites for decorations to hang These (as with the existing ones) are manufactured from eco-friendly Bio-Print which are completely bio-degradable at the end of life. These utilise 80% less aluminium and emit 10 x less carbon than traditional motifs.

An additional 20 lights with a range of 7 red, 7 green and 6 blue would enhance the display.

- If the Council would like to proceed with lights in this area we will need to seek permission to occupy with motif dimensions and weights to strategic highways there is a cost associated with this.
- Following this Strategic Highways will advise if the columns we have identified can take the weight, if not a structure stress test would need to be carried out by DCC at a cost to BATC
- A right to occupy application needs to be submitted at a cost to BATC
- Once the right to occupy is approved then 20 commando (Power) boxes would need to be installed at a cost of approx. £8,000 however due to Cockton Hill Road being notorious for access this may need to be done on a weekend which will come at an extra cost.
- The decorations would then need to be purchased
- Mounting brackets are also required.

As per previous lights purchased these would then be gifted to Durham County Council to store and erect and maintain to limit the Town Councils ongoing costs. Enquires were made with DCC re accepting the lights as a gift. The detail which came back advised they would fund the supply of electricity for the items but we would have to pay £1,500 for the installation of the lights on yearly basis, plus the initial set up costs. This charge could go up year on year.

**Costs Summary**

- **Initial set up**
  - Light purchase cost **£12,555.20**
  - Stress testing unknown at this time
  - Commando Boxes approx.. **£8,000.00 likely to be more.**
  - Brackets **£680.00**
  - Permission to occupy

Overall initial set up cost would initially be in excess of £30,000 (purchase of 20 motifs, brackets, structural stress tests, commando boxes, right to occupy)

- Ongoing Costs

- £1500 for year 1 for installation, with this likely to rise year on year.

BATC has earmarked reserves for Festive Lighting of £20,000 therefore current proposals are in excess of allocated EMR.

**Recommended:** That Members consider the report, and based on the financial viability of this project, and ongoing costs which do not fit within existing EMR allocation, the recommendation is not to proceed with the project due to it being in excess of the allocated reserve budget.

## Appendix 1

**List of Historical Payments for Authorisation – 15<sup>th</sup> March 2023**

Ref	Supplier	Detail	Net	VAT	Gross	Notes
<b>Allotments (Power to provide allotments Smallholding and Allotments Act 1908 S 23, 26 and 42)</b>						
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close Allotment 10/12/2021-09/03/2022 (Credit)	-£235.82		-£235.82	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close Allotment 10/03/2022-09/06/2022 (Credit)	-£408.15		-£408.15	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Refund of disconnection charge from Invoice 9852371. Woodhouse Close Allotment (Credit)	-£190.00	£0.00	-£190.00	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close 10/12/2021-09/03/2022	£294.09	£0.00	£294.09	
DC	Mole Country Stores (Piercebridge)	20L of Rosate TF 201 Weed killer	£180.80	£36.16	£216.96	
<b>Events – Provision of entertainment of the arts including festivals and celebrations (LGA 1972, Section 145)</b>						
EP	Amazon Business	3 Metres of Platinum Jubilee Garland/Bunting Decorations	£14.99	£3.00	£17.99	
EP	Amazon Business	1440x Queen's Platinum Jubilee Round Stickers	£25.85	£5.20	£31.05	
EP	Amazon Business	140x 500ml Bottled Mineral Water for Volunteers	£39.92	£7.98	£47.90	
EP	Amazon Business	12x Table Cloth Clips, Silver	£4.57	£0.92	£5.49	
EP	Amazon Business	Retevis Walkie Talkies with Earpiece, 6 Units with Base	£109.32	£21.87	£131.19	
EP	Amazon Business	10x Safety Lanyards with ID Holders	£10.82	£2.17	£12.99	
EP	Amazon Business	10x Orange High Vis Vests	£39.96	£8.00	£47.96	
EP	Amazon Business	10x Yellow High Vis Vests	£24.60	£4.90	£29.50	
EP	Amazon Business	6x Navy/Yellow Hi Vis Vests	£34.92	£7.02	£41.94	
EP	Amazon Business	6x Toilet Rolls (9 Packs)	£13.32	£2.67	£15.99	

<b>Events – Provision of entertainment of the arts including festivals and celebrations (LGA 1972, Section 145)</b> (Continued)						
EP	Amazon Business	3L Stainless Steel Water Dispenser with Manual Pump	£25.26	£5.05	£30.31	
DC	B&M Retail Ltd.	Refund: Embroidered Tree Skirt	-£4.17	-£0.83	-£5.00	
EP	Sarah Cave (Sarah Cave)	Entertainment and Performance Package for Bishop Auckland Christmas Town, 18-20th November 2022	£1,800.00	£0.00	£1,800.00	
<b>Mayors Activities</b>						
DC	Card Factory	Birthday Card, Helium Balloon and Box for 102nd Birthday	£5.64	£1.13	£6.77	
<b>Stationery – (Local Government Act (LGA) 1972, Section 111)</b>						
EP	Amazon Business	4x Rapesco Black A4 Fold-over Clipboards	£7.48	£1.48	£8.96	
EP	Amazon Business	12x A4 Plastic Folders	£10.82	£2.17	£12.99	
DC	W. Boyes	Refund: Red Gorilla Glue Tub	-£22.48	-£4.49	-£26.97	
EP	Wilko	A4 Copier Paper	£3.50	£0.70	£4.20	
EP	Amazon Business	Q Connect A1 Flipchart Pad (5 Pack)	£20.05	£4.01	£24.06	
<b>Ongoing Contracts and Obligations</b>						
DD	EDF Energy (54 Kingsway)	Electricity 01/02/2022-28/02/2022	£41.49	£2.07	£43.56	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Twinkle Cleaning Services	Office Cleaning (22.5Hrs) - April 2022	£270.00	£0.00	£270.00	
EP	Evolve Group Ltd.	Telephone & Broadband Line - November 2022	£118.80	£23.76	£142.56	
EP	Vinovium Associated Ltd.	Keyholding Services 01/08/2022-31/08/2022	£93.00	£18.60	£111.60	

<b>Ongoing Contracts and Obligations</b> (Continued)						
EP	Bishop Auckland Town Council (BATC)	Staff Salaries - June 2022	£5,505.40	£0.00	£5,505.40	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Bishop Auckland Town Council (BATC)	HMRC, Tax & NI, Staff Salaries - June 2022	£1,991.75	£0.00	£1,991.75	
EP	Bishop Auckland Town Council (BATC)	Staff Pensions - June 2022	£1,786.66	£0.00	£1,786.66	
EP	Bishop Auckland Town Council (BATC)	Members Allowance - June 2022	£329.90	£0.00	£329.90	
EP	Bishop Auckland Town Council (BATC)	HMRC, Tax & NI, Members Allowance - June 2022	£37.00	£0.00	£37.00	
<b>Other</b>						
DC	ASDA Stores Ltd.	George Home, Kettle - Yellow	£13.33	£2.67	£16.00	
DC	Wilko	Kingsway: Medium Picture Hooks and Picture Hanging Pack	£10.83	£2.17	£13.00	
DC	Wilko	Kingsway: Decorating Clips and Medium Hooks	£7.50	£1.50	£9.00	
<b>Total:</b>			<b>£12,010.95</b>	<b>£159.88</b>	<b>£12,170.83</b>	

Appendix 2

List of Payments for Authorisation – 15 <sup>th</sup> March 2023						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
<b>Allotments (Power to provide allotments Smallholding and Allotments Act 1908 S 23, 26 and 42)</b>						
EP	Amazon Business	No Flytipping Sign 400mm x 300mm (Allotments)	£9.23	£1.85	£11.08	
2261	Edge Hill Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£109.85		£109.85	
2262	Cancelled		£0.00		£0.00	See Cheque 002263
2263	Tindale Crescent Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£249.06		£249.06	
EP	Pollards Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£248.85		£248.85	
EP	Wave (NWG Business)	Water: Edge Hill 01/12/22-28/02/23	£17.30		£17.30	
<b>Mayors Activities</b>						
EP	JD & The Woodsmen	Performance at Mayor's Valentine's Ball, 10th February 2023	£500.00		£500.00	
EP	DJAM Kitchen	Catering by Mike Bartley at Mayor's Valentine's Ball, 10th February 2023	£1,298.00		£1,298.00	
2256	The Charter Trust for the City of Durham	2x Tickets to Mayor's Civic Dinner	£90.00		£90.00	
EP	Great Aycliffe Town Council	2x Tickets to Mayor's Civic Dinner, 24th March 2023	£80.00		£80.00	
<b>Community Fund</b>						
EP	Bishop Auckland RUFC Ltd.	Community Fund Grant - Premier Aluminium Rugby Posts	£500.00		£500.00	Supporting invoice received dated 17/06/2022. Community fund application originally made in November/December 2022.

<b>ICT – (Local Government Act (LGA) 1972, Section 111)</b>						
EP	Amazon Business	11x Samsung Galaxy Tab A8 Protective Cases	£82.39	£16.50	£98.89	
EP	Amazon Business	3x Samsung Galaxy Tab A8 Glass Screen Protectors (Packs of 3)	£33.16	£6.64	£39.80	
<b>Ongoing Contracts and Obligations</b>						
EP	S. Reed Plumbing & Heating	Kingsway: Repair to Accessible Toilet	£84.00		£84.00	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	S. Reed Plumbing & Heating	Kingsway: Replace 2 Way Zone Valves on Heating System	£161.00		£161.00	
DD	EDF Energy	Kingsway: Electricity 01/12/22-31/12/22	£106.77	£5.34	£112.11	
EP	Corona Energy Retail 2 Limited	Kingsway: Gas January - February 2023	£561.45	£112.29	£673.74	
EP	Twinkle Cleaning Services	Office Cleaning (22.5hrs) - January 2023	£270.00		£270.00	
EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - February 2023	£240.00		£240.00	
EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - March 2023	£240.00		£240.00	
EP	Salaries, Superannuation	February 2023	£6,042.52		£6,042.52	
EP	HMRC - Tax and NI, Salaries	February 2023	£2,070.09		£2,070.09	
EP	D.C.C. Pension Scheme	February 2023	£1,941.53		£1,941.53	
EP	Members Allowances	February 2023	£315.10		£315.10	
EP	HMRC - Tax and NI, Members Allowance	February 2023	£73.74		£73.74	
EP	Assistant Town Clerk	Mileage Claim 12/11/22-28/02/23 32 Miles @ £0.54p	£14.40		£14.40	
EP	Admin Assistant	Mileage Claim, 01/04/22-01/03/23 52 Miles @ £0.54p	£24.30		£24.30	

**Ongoing Contracts and Obligations** (Continued)

EP	Total Business Group	Printing Costs: February 2023	£45.94	£9.18	£55.12	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Total Business Group	Printing Costs: March 2023	£2.41	£0.49	£2.90	
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/02/23-23/03/23	£70.44	£14.09	£84.53	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - January 2023	£93.00	£18.60	£111.60	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - February 2023	£84.00	£16.80	£100.80	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - March 2023	£93.00	£18.60	£111.60	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - February 2023	£118.80	£23.76	£142.56	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - March 2023	£118.80	£23.76	£142.56	
EP	Adrian's Handyman Services	Assembly of 3x Shelving Units, 2x Cupboards and installation of 2x Large Pictures, 2x Wall Clocks and White Board.	£150.00		£150.00	
EP	Adrian's Handyman Services	Installation of Disability Door Handle for Accessible Toilet	£120.00		£120.00	
2257	Cancelled		£0.00		£0.00	
2258	Durham County Council	Room Hire and Corkage, Mayor's Civic Dinner, 10th February 2023	£370.00		£370.00	
2258	Durham County Council	Kingsway PAT Testing carried out 3rd October 2022	£110.76	£22.15	£132.91	
2259	Cancelled		£0.00		£0.00	
2260	Durham County Council	Disposal of Obsolete ICT equipment	£71.00	£14.20	£85.20	
2255	Durham County Council	Design for Car Park Layout and 2. No Trial Holes to inform the Design (Returned payment)	-£4,750.00	-£950.00	-£5,700.00	



<b>Ongoing Contracts and Obligations</b> (Continued)						
2255	Durham County Council	Small Society Lotteries Licence 04/02/23-03/02/24 (Returned payment)	-£20.00		-£20.00	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Durham County Council	Design for Car Park Layout and 2. No Trial Holes to inform the Design (Reissued payment)	£4,750.00	£950.00	£5,700.00	
EP	Durham County Council	Small Society Lotteries Licence 04/02/23-03/02/24 (Reissued payment)	£20.00		£20.00	
DD	EDF Energy	Skatepark: Electricity 01/02/23-28/02/23	£20.25	£1.01	£21.26	
DD	EDF Energy	Kingsway: Electricity 01/01/23-31/01/23	£96.69	£4.83	£101.52	
EP	Anderson & Co. Accountancy & Taxation	Payroll Services: January - March 2023	£155.00	£31.00	£186.00	
EP	Abel Alarm Company Ltd.	Kingsway: 90 Day Notice Period, Intruder Alarm Support 2023	£106.03	£21.21	£127.24	
DD	Public Works Loan Board (PWLB)	Kingsway: Repayment 01/04/23 - 30/09/23	£4,151.01		£4,151.01	
DD	Grenke Leasing Ltd.	Toshiba e-Studio 2505AC Photocopier - Documentation Fee	£120.00	£24.00	£144.00	
DD	EDF Energy	Kingsway: Electricity 01/02/23-28/02/23	£94.01	£4.70	£98.71	
<b>Other</b>						
EP	Swift Engraving Services Ltd.	11x Identity Cards with Card Holder and Breakaway Lanyards for Town Councillors	£83.27	£16.65	£99.92	
DC	Heron Foods	Tea & Coffee Refreshments for Meetings	£13.77	£2.76	£16.53	
<b>Total:</b>			<b>£21,650.92</b>	<b>£410.41</b>	<b>£22,061.33</b>	