

Minutes of the **ANNUAL MEETING** of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 14TH MAY 2013** at 6.00 p.m.

Present: Charlie Kay (in the Chair) and Councillors Anderson, Blackburn, Brownson, Fleming, Lethbridge, Race, Wilson, A. Zair, L. Zair and S. Zair.

Also Present: David Anderson (Town Clerk), Michael Armstrong, Linda Goldie, Fiona Turner (British Heart Foundation)

Prior to the formal business of the meeting the retiring Mayor, Charlie Kay, welcomed Fiona Turner, who had been invited to accept a cheque on behalf of the British Heart Foundation.

The British Heart Foundation had been the chosen charity of the Mayor who had raised funds over the year for this very worthwhile cause.

The retiring Mayor then took great pleasure in handing over a cheque for £875 to Fiona for the British Heart Foundation.

Fiona thanked the Mayor and everyone who had supported the fundraising. The funds would be used to purchase defibrillators which would be used to help save lives.

TC.1/13 ELECTION OF MAYOR

Councillor Lethbridge proposed and Councillor Wilson seconded a nomination for Councillor David A Fleming to be elected Mayor for the ensuing year. There being no further nominations, Councillor Fleming was duly elected Mayor for 2013/14.

RESOLVED: That Councillor David A. Fleming be elected Mayor for the 2013/14 municipal year.

TC.2/13 DECLARATION OF ACCEPTANCE OF OFFICE

The newly appointed Mayor made and signed the Declaration of Acceptance of Office and expressed his appreciation.

The Mayor announced that he would be supporting the Butterwick Hospice during his term of office.

TC.3/13 PRESENTATION TO RETIRING MAYOR

Councillor Lethbridge thanked the retiring Mayor on behalf of the Town Council for the time and effort he had given to raising the profile of the Town Council during his year of office, describing him as ebullient, effervescent and spontaneous in his extemporising.

Councillor Lethbridge then presented him with a leaving gift on behalf of the Town Council and also his retiring mayor's medal.

Charlie expressed his thanks to his fellow Councillors saying that he had enjoyed his year as Mayor. He had met a lot of people from all walks of life and had forged many new friendships. He was also delighted that he was able to raise funds for the British Heart Foundation and thanked everyone who had supported him in these fundraising events. He also wished all Members of the Town Council every success in their new terms of office.

TC.4/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Golightly.

Signed:
Town Mayor

TC.5/13 DECLARATIONS OF INTEREST
No declarations of interest were made

TC.6/13 ELECTION OF DEPUTY MAYOR
Councillor Wilson proposed and Councillor Lethbridge seconded the nomination for Councillor Colin Race to be elected Deputy Mayor for the ensuing year. There being no further nominations, Councillor Race was duly elected Town Mayor for 2013/14.

RESOLVED: That Councillor Colin Race be elected Deputy Mayor for the 2013/14 municipal year.

TC.7/13 DECLARATION OF ACCEPTANCE OF OFFICE
The newly appointed Deputy Mayor made and signed the Declaration of Acceptance of Office and expressed his appreciation.

TC.8/13 ELECTION OF TOWN COUNCILLORS 2ND MAY 2013 – RESULTS OF POLL
The results of the election of Town Councillors held 2nd May 2013 was received.

RESOLVED: That the results of the election of Town Councillors held on 2nd May 2013 be noted.

APPOINTMENTS TO COMMITTEES, PANELS AND WORKING 2013/14

TC.9/13 FINANCE COMMITTEE

RESOLVED: That the following members be appointed to the Finance Committee.

Councillor A. Anderson, (Chairman).
Councillor D. Wilson, (Vice-Chairman)
Councillor L. Brownson
Councillor J. Blackburn
Councillor A Golightly

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

TC.10/13 POLICY AND STRATEGY COMMITTEE

RESOLVED: That the following members be appointed to the Policy and Strategy Committee.

Councillor A. Golightly (Chairman),
Councillor A. Anderson (Vice Chairman)
Councillor J. Blackburn
Councillor J. Lethbridge

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

Signed:
Town Mayor

TC.11/13 PLANNING COMMITTEE

RESOLVED: That the following members be appointed to the Planning Committee.

Councillor D. Wilson, (Chairman)
Councillor A. Anderson, (Vice Chairman)
Councillor L. Brownson
Councillor D. Fleming
Councillor A Golightly

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

TC.12/13 ALLOTMENTS AND ENVIRONMENT COMMITTEE

RESOLVED: That the following members be appointed to the Allotments and Environment Committee.

Councillor A. Anderson (Chairman)
Councillor J. Blackburn
Councillor C. Race

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

TC.13/13 HUMAN RESOURCES COMMITTEE

RESOLVED: That the following members be appointed to the Human Resources Committee.

Councillor A. Anderson
Councillor J Blackburn
Councillor L Brownson
Councillor C. Race

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

TC.14/13 DISCIPLINARY AND GRIEVANCE APPEALS PANEL

RESOLVED: That the following members be appointed to the Disciplinary and Grievance Appeals Panel.

Councillor A Golightly
Councillor D. Wilson

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Panel at this time.

Signed:
Town Mayor

TC.15/13 EVENTS COMMITTEE

RESOLVED: That the following members be appointed to the Events Committee.

Councillor A. Golightly (Chair)
Councillor A. Anderson (Vice-Chair)
Councillor J. Blackburn
Councillor L. Brownson
Councillor J. Lethbridge

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

TC.16/13 YOUTH COUNCIL COMMITTEE

RESOLVED: That the following members be appointed to the Youth Council Committee.

Councillor L. Brownson (Chair)
Councillor J. Blackburn (Vice-Chair)
Councillor A. Anderson
Councillor A. Golightly

It was noted that the Wear Valley Independent Group did not wish to make an appointment to this Committee at this time.

REPRESENTATION ON OUTSIDE BODIES 2013/14

TC.17/13 BISHOP AUCKLAND AND SHILDON LOCAL COUNCIL'S COMMITTEE

RESOLVED: That Councillors D. Fleming and A. Anderson, together with Town Clerk, represent the Town Council on The Bishop Auckland and Shildon Local Council's Committee

TC.18/13 BISHOP AUCKLAND STATION TRUST

RESOLVED: That Councillors A. Golightly and J. Lethbridge represent the Town Council on the Bishop Auckland Station Trust

TC.19/13 BISHOP AUCKLAND TOWN TEAM

RESOLVED: That Councillor L Brownson be appointed as Town Council representative. All other members were encouraged to attend.

TC.20/13 CDALC LARGER LOCAL COUNCIL'S FORUM

RESOLVED: That the Town Council be represented by 2 Members and the Town Clerk.

Invitations to attend meetings would be forwarded to all Members. Representation would be dependent on availability.

TC.21/13 COMMUNITY RAIL PARTNERSHIP

RESOLVED: That the Town Clerk represent the Town Council on the Community Rail Partnership

Signed:
Town Mayor

TC.22/13 COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS (A.G.M.)

RESOLVED: That Councillor A. Anderson represent the Town Council at the A.G.M. of County Durham Association of Local Councils

TC.23/13 DURHAM POLICE AND CRIME COMMISSIONER – BISHOP AUCKLAND COMMUNITY PANEL

RESOLVED: That Councillor A. Anderson represent the Town Council on the Durham Police and Crime Commissioner’s Bishop Auckland Community Panel

TC.24/13 WEAR VALLEY CITIZENS ADVICE BUREAU TRUSTEE BOARD

RESOLVED: That Councillor J. Lethbridge represent the Town Council on the Wear Valley Citizens Advice Bureau Trustee Board

TC.25/13 DIARY OF MEETINGS 2013/14

Consideration was given to a number of options for the diary of meetings for the 2013/14 municipal year.

RESOLVED: That Option ‘A’, a 6 weekly cycle of meetings with an August recess, be agreed.

TC.26/13 PUBLIC PARTICIPATION

No issues were raised under this item.

TC.27/13 MINUTES OF THE COUNCIL MEETING HELD ON 23RD APRIL 2013

RESOLVED: That the Minutes be approved as a correct record.

There were no matters arising

TC.28/13 MINUTES OF THE MEETING OF PLANNING COMMITTEE HELD ON 23RD APRIL 2013

RESOLVED: That the Minutes be approved as a correct record.

There were no matters arising

REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES AND TRAINING EVENTS

TC.29/13 TOWN TEAM

Clive Auld reported on recent activities associated with the Town Team.

It was noted that arrangements were being made to hold a ‘Fashion Show with a Twist’ on 17th June in the Newgate Centre. All retailers in the Town had been invited to take part in the show to demonstrate their merchandise.

This year’s Car Show would be held in August. Car retailers in the area had been approached to take part.

It was noted that the Weardale Railway was not supporting the War on the Line event and therefore this would not go ahead.

Signed:
Town Mayor

The Christmas Lights Appeal was continuing with approximately £11,000 raised to date. An approach was to be made for a donation from Durham County Councillors from their Member Initiative Funds. It was suggested that the Town Councillors relinquish their Members Allowance this financial year and donate the funds to the Christmas Lights Appeal.

- RESOLVED:**
1. That the information be noted.
 2. That Members Allowances be suspended for the current financial year and the funds be donated to the Town Team's Christmas Lights Appeal.

TC.30/13 THE BIG LOCAL

Clive Auld and Councillor Anderson had attended a recent meeting of the Big Local. The Group were seeking additional public representatives and were considering the best approach to utilising the funding to ensure the maximum benefit was gained for the designated area. The seemingly arbitrary nature of the area identified was causing a degree of concern for the Group.

RESOLVED: That the information be noted.

TC.31/13 WEAR VALLEY CITIZENS ADVICE BUREAU TRUSTEE BOARD

Councillor Lethbridge reported that due to funding constraints the Wear Valley CAB was to merge with others in the County to form a County-wide Bureau. This would enable efficiencies to be made to ensure the continuance of the service throughout the County.

REPORT OF TOWN CLERK

TC.32/13 BISHOP AUCKLAND IN BLOOM COMPETITION 2013

Members noted that the Bishop Auckland in Bloom Working Party met on Wednesday, 10th April and to consider arrangements for this year's Bishop Auckland in Bloom Competition.

At that meeting it was agreed that:-

- the Competition be opened up to all residents/businesses in Bishop Auckland;
- the category of Novelty Plants be deleted;
- prize money be:
 - 1st Prize - £50.00
 - 2nd Prize - £30.00
 - 3rd Prize - £20.00
 - Overall Prize Winner: £100.00.
- enquiries be made to appoint a suitable judge and a fee of £150.00 be paid.

A presentation evening would be held in the Town Hall, Bishop Auckland on Wednesday, 28th August from 7.30pm to 9.30pm. All Members were to be invited to attend.

RESOLVED: That the information be noted and action endorsed.

TC.33/13 YOUTH AWARDS COMPETITION 2013

Members noted that the Youth Awards Working Party had met on Tuesday, 23rd April and considered 8 applications received for the Awards.

Signed:
Town Mayor

After careful consideration Members agreed the 3 winners and also to award them the full amounts requested.

All entrants would be invited to attend an awards evening on Friday, 7th June (6.00pm – 8.00pm) in the Town Hall, Bishop Auckland, where the winners would be announced. In line with normal practice winners of the 2012 competition would be in attendance to make presentations on their winning projects detailing how the prize money was used.

All Members were to be invited to the presentation evening.

RESOLVED: That the information be noted and action endorsed.

TC.34/13 MUSIC AND ARTS FESTIVAL, BISHOP AUCKLAND – SATURDAY AND SUNDAY, 29TH AND 30TH JUNE 2013

Members noted that the Town Council's representatives for the Music and Arts Festival, Councillor Anderson and the Assistant Town Clerk, had attended a Music Festival meeting at the College on Wednesday, 27th March at which various representatives of the College were present.

Kevin Burns, Marketing Director at the College reported that because of the condition of St. John's School field, which had still not recovered from last year's extreme weather, they were unable to host the event outdoor on the field.

Discussion took place as to whether the event should be cancelled altogether for this year or whether to stage a smaller event indoors in order to continue the momentum of this annual event.

Following detailed discussion it was agreed to hold a smaller event over 2 days rather than the usual 3. There was a possibility of the fairground being in the college grounds over 3 days.

On the Saturday, from 12 noon until 9.00pm a full programme of live bands would perform. There would, however be no headline act. A bar would be available but people would not be allowed to take their own drinks.

The Sunday Proms event would take place inside the College Sports Hall where up to 500 people would be able to bring their own alcohol, picnics and chairs. Chairs would be available for hire at a cost of £1.00.

Quotations received from 4 orchestras to perform at the Proms event were considered. After detailed consideration, it was agreed that The Cobweb Orchestra be the chosen orchestra.

RESOLVED: That the information be noted and action endorsed.

TC.35/13 ANNUAL AUDIT 2012/13 – ANNUAL RETURN

Consideration was given to the Annual Return for the year ended 31st March 2013. The Return required Council approval prior to submission to the Auditors.

RESOLVED: That the Annual Return be approved and submitted to the Auditors.

TC.36/13 ANNUAL INTERNAL AUDIT 2012/13 – REPORT OF INTERNAL AUDITOR

Detailed consideration was given to the report of the Internal Auditor for 2012/2013 and a summary of the issues highlighted by the Internal Auditor, together with a suggested response to each issue.

Signed:
Town Mayor

In respect of Minor Issues 'No. 4. Public Liability', and 'No 5. Council Equipment', it was noted that enquiries had been made with the Council's insurer, Zurich Municipal, who had confirmed that insurance cover included the Council's allotments and events arranged by the Town Council. In addition the Council's equipment was covered on a 'new for old basis'.

In respect of Major Issues 'No 3, Bishop Auckland Food Festival', a letter had been received from Mr Evans, Carnival Fun Fairs, requesting that the Town Council make a formal complaint to Durham County Council regarding a number of issues. It was noted that the Town Clerk was seeking an invitation to the post event review meeting where issues raised by Mr Evans and the auditor could be raised and addressed. It was also suggested that Kate James and Melanie Sensicle be invited to a future Town Council meeting.

RESOLVED: That the report by the Internal Auditor for 2012/13 and response be approved

TC.37/13 ASSET REGISTER

Consideration was given to The Council's Asset Register as at 31st April 2013.

RESOLVED: That the Asset Register be approved

TC.38/13 MEMBER TRAINING

Members had noted details of a training session aimed for Councillors and Chairmen which was to be held on 9th July 2013.

The cost for each course is £30 per Councillor, plus travelling costs.

Members were invited to put themselves forward to attend the training.

RESOLVED: That Councillor L Brownlow attend the training.

TC.39/13 SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) REGIONAL SEMINAR, 5TH JUNE 2013

Members considered attendance at a regional SLCC seminar which was to be held at Gateshead on 5th June 2013.

The cost of the seminar was £49 per member

RESOLVED: That Councillor Anderson and the Town Clerk attend the seminar.

TC.40/13 TOPICS FOR FUTURE DISCUSSION

The following topics for future discussion were noted.

- Beryl Anderson/John Thurlbeck, Durham County Council – Velo 29
- Sarah Robson, Head of Economic Development and Chris Myers, Regeneration Projects Manager from Durham County Council.
- Martin Peace, Neighbourhood Inspector
- Kate James and Melanie Sensicle, Bishop Auckland Food Festival

Signed:
Town Mayor