

Minutes of the **MEETING** of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 4th MARCH 2014** at 6.00 p.m.

Present: Councillor Fleming (Mayor), and Councillors Anderson, Blackburn, Wilson, L. Zair and S. Zair.

Also Present: Clive Auld (Bishop Auckland Town Team) and David Anderson (Town Clerk) and Sheila Horner (Assistant Town Clerk).

TC.129/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brownson, Golightly, Lethbridge Race, and A. Zair.

TC.130/13 DECLARATIONS OF INTEREST

No declarations of interest were submitted

TC.131/13 PUBLIC PARTICIPATION

No issues were raised under this item.

TC.132/13 FOOD FESTIVAL

Beryl Anderson and John Thurlbeck, Durham County Council Events Team, were in attendance to update Members on arrangements for the 2014 Food Festival, which would be held on 26th and 27th April 2014.

It was noted that preparations were at an advanced stage and that particular attention had been given to suggested improvements recommended in the Miller Report on the 2013 Festival.

The 2014 Festival would be held in the Market Place and Auckland Castle and would include over 150 stalls each day, a number of food demonstrations would be on offer free of charge, including Simon Rimmer, Stafan Gates and Richard Fox. Children's' activities would also be provided, including CBeebies presenter Kate Ashworth with a number of workshops being held in the Town Hall. A number of street artists would also be present.

A bistro area would be provided on Auckland Castle bowling green where visitors could consume picnics or food purchased from the Festival. Children's entertainment, including face painting, would also be provided on the bowling green area.

The Festival was being promoted widely, including a 12 page pull out in the Darlington and Stockton Times. The Food Festival website was being updated daily. Thousands of leaflets were also being distributed to promote the event.

All health and safety issues had been considered, including traffic management during the event.

A gourmet dinner was being organised by Auckland Castle trust to take place on Friday 25th April as a Festival launch.

Members thanked John and Beryl for the presentation and for the involvement afforded to the Town Council in preparing for the 2014 Festival. As a result it was felt that potential issues had been resolved at an early stage. In addition the Town Council had been in a much better position to deal with queries relating to the Festival.

RESOLVED: That the information be noted

Signed:
Town Mayor

TC.133/13 MINUTES OF THE COUNCIL MEETING HELD ON 21ST JANUARY 2014

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

Matters Arising

In respect of Minute No TC.127/13, Councillor L. Zair informed the meeting that Ian Thompson, Corporate Director; Regeneration and Economic Development, Durham County Council would be submitting a report to the County Council's Cabinet in due course to consider the possibility of free parking prior to Christmas 2014. In addition the Clean and Green Team had agreed to clean up the street furniture prior to the Food Festival.

TC.134/13 MINUTES OF COMMITTEES

- a. Planning Committee, 21st January 2014
- b. Youth Council Committee, 4th February 2014
- c. Policy & Strategy Committee, 11th February 2014
- d. Events Committee, 11th February 2014
- e. Finance Committee, 25th February 2014

RESOLVED: That the Minutes be approved and adopted.

There were no matters arising

TC.135/13 REPORT OF TOWN MAYOR

The Mayor reported on the events he had attended since the last Council meeting, including:-

13 th February 2014	iSingPOP Performance- Youth Awards 2013 Winner, Wear Valley Christian Centre
14 th February 2014	CDALC Larger Councils Forum
14 th February 2014	Mayor's Valentine Charity Night, Chilton Town Council
21 st February 2014	Charity Civic Dinner, Great Aycliffe Town Council
26 th February 2014	The Sid Chaplin Short Story Competition 2013 Presentation Evening, Shildon Town Council
28 th February 2014	Feb Fest Arts Exhibition (Daisy Arts), Bishop Auckland Town Hall
1 st March 2014	Charity Quiz, Ferryhill Town Council

RESOLVED: That the information be noted.

REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES AND TRAINING EVENTS

TC.136/13 TOWN TEAM

Clive Auld, Bishop Auckland Town Team, reported that preparations were being made for the installation of banners in the town centre. It was hoped that banners would be in place for the Food Festival. Sponsorship would be sought from traders and retailers to cover the cost of production, installation and removal.

Mr Auld also updated members on an ongoing project seeking to reduce business rates for town centre businesses. It was understood that a provisional offer had been received, however negotiations were continuing.

RESOLVED: That the information be noted.

Signed:
Town Mayor

TC.137/13 THE BIG LOCAL – GAUNLESS GATEWAY

Members noted that work was continuing to identify suitable long term sustainable projects for the Big Local, Gaunless Gateway funding. A meeting was being arranged to consider potential projects.

RESOLVED: That the information be noted.

TC.138/13 LARGER COUNCILS FORUM

The Town Clerk reported on a meeting of the Larger Councils Forum held on 14th February 2014 which he had attended with the Mayor.

Items of particular note were:

Firework Displays – it was noted that a number of local councils would not be holding fireworks displays in 2014 due to costs and logistical issues. Great Aycliffe Town Council reported that it would be issuing tickets to local people at no charge in an attempt to resolve parking and congestion issues the previous year.

Illegal Grazing of Horses – Durham County Council’s Animal Welfare Officer gave a presentation on the issues of horses being grazed illegally within the County.

Minutes of the meeting would be distributed in due course.

RESOLVED: That the information be noted.

REPORT OF TOWN CLERK

TC.139/13 STANDING ORDERS

Consideration was given to a revised set of Standing Orders based on a model recently issued by NALC, which had been recommended for adoption by the Policy and Strategy Committee.

Standing Orders including words in **bold type** contained statutory requirements and had therefore been adopted from the NALC model without amendment. Where discretion allowed the new Standing Orders did not differ from the previous documentation to provide consistency and familiarity for Members.

Particular attention was drawn to Standing Order 13 which set out rules relating to the Code of Conduct and Dispensations.

RESOLVED: That the Standing Orders contained in the report be adopted.

TC.140/13 RISK MANAGEMENT

Consideration was given to a risk assessment. Members noted that the Council was required to assess its risks and put in place controls to mitigate any significant risk. Failure to manage risk effectively could be expensive in terms of litigation and reputation and the ability to achieve desired targets.

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

RESOLVED: That the Risk Assessment be approved.

Signed:
Town Mayor

TC.141/13 AUDIT PLANNING DIARY

Consideration was given to an Audit Planning for 2014/15.

RESOLVED: That the Audit Planning Diary be approved.

TC.142/13 THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Members considered a review the effectiveness of the system of internal audit.

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

TC.143/13 TOPICS FOR FUTURE DISCUSSION

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

- Liz Fisher, Auckland Castle Trust (15th April 2014)
- Jane Crawford, Daisy Arts (15th April 2014)
- Ron Hogg, Police and Crime Commissioner (June/July 2014)
- Councillor Neil Foster, Portfolio Holder: Economic Regeneration, together with appropriate senior officers in respect of the economic regeneration of Bishop Auckland Town Centre.

TC.144/13 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.

TC.145/13 BISHOP AUCKLAND MARKETS – UPDATE

Members noted that Durham Country Council had invited potential operators to bid for the licence to manage Bishop Auckland markets.

Members noted that South Durham Enterprise Agency had offered to work in partnership to develop the markets.

Following detailed consideration Members concluded that the market was not viable in its current state and required significant investment in terms of finance, time and effort to achieve a quality market which presented a considerable financial risk for the Town Council, even with the Enterprise's involvement.

RESOLVED: That the Town Council does not submit a bid for the license to manage Bishop Auckland markets.

Signed:
Town Mayor