

Minutes of the **ANNUAL MEETING** of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 16TH MAY 2017** at 6.00 p.m.

Present: Mrs Ann Golightly (Mayor), and Councillors Joy Allen, Lee Brownson, Leanda Chappell, Jack Cullen, Dave Fleming, Tanya Tucker, David Wilson, Adam Zair, Lesley Zair and Sam Zair

Also Present: David Anderson (Town Clerk) and Sheila Horner (Assistant Town Clerk)

Public in Attendance: Alan. Anderson, Clive Auld and Nigel Bryson

TC.1/17 ELECTION OF MAYOR

Councillor Tucker proposed and Councillor Chappell seconded a nomination for Councillor Adam Zair to be elected Mayor for the ensuing year. There being no further nominations, Councillor A. Zair was duly elected Mayor for the 2017/18 municipal year

RESOLVED: That Councillor Adam Zair be elected Mayor for the 2017/18 municipal year.

TC.2/17 DECLARATION OF ACCEPTANCE OF OFFICE

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

The Mayor would announce his chosen charity at the next meeting.

TC.3/17 PRESENTATION TO RETIRING MAYOR

Councillor Fleming thanked the retiring Mayor, Ann Golightly, on behalf of the Town Council and congratulated her on a successful year of office. In particular tribute was paid to Ann's resolve and hard work in representing the town, despite suffering a serious back condition.

As Ann had stepped down as a Councillor at the recent local elections, tribute was also paid to her term of office serving the community as a councillor.

In response Ann thanked the Town Council for giving her the honour to serve as Mayor and for the support given by fellow councillors and council officers. Particular gratitude was given to Councillor Fleming who had stood in for Ann as Deputy Mayor while she was unable to fulfil her duties due to a back operation.

Ann highlighted the key events during the year, including presenting Amy Tinkler with the Mayor's Medal in recognition of her bronze medal success at the Rio Olympics, the birth of Kynern and many TV interview, as well as hosting events in the town to raise money for her chosen charity, Butterwick Hospice. It was anticipated that the final amount raised for Butterwick would be around £5,000.

Finally in handing the chains of office to Councillor Adam Zair, she wished him every success for his term of office.

TC.4/17 APOLOGIES FOR ABSENCE

All members were present.

Signed:
Town Mayor

TC.5/17 DECLARATIONS OF INTEREST

Councillor Allen declared an 'other registerable interest' in respect of Item No 18.10 – 'Office Accommodation' and took no part in the voting thereon.

TC.6/17 ELECTION OF DEPUTY MAYOR

Councillor Tucker proposed and Councillor S. Zair seconded a nomination for Councillor David Fleming to be elected Deputy Mayor for the ensuing year. There being no further nominations, Councillor Fleming was duly elected Deputy Mayor for the 2017/18 municipal year

RESOLVED: That Councillor David A. Fleming be elected Deputy Mayor for the 2017/18 municipal year.

TC.7/17 DECLARATION OF ACCEPTANCE OF OFFICE

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

TC.8/17 ELECTION OF TOWN COUNCILLORS 4TH MAY 2017 – RESULTS OF POLL

The results of the election of Town Councillors held on 4th May 2017 was received.

RESOLVED: That the results of the election of Town Councillors held on 4th May 2017 be noted.

APPOINTMENTS TO COMMITTEES, PANELS AND WORKING 2016/17

TC.9/17 ACCOMMODATION COMMITTEE

RESOLVED: That the following members be appointed to the Accommodation Committee

Councillor Sam Zair (Chairman)
Councillor Lee Brownson (Vice-Chairman)
Councillor Dave Fleming
Councillor David Wilson

TC.10/17 ALLOTMENTS AND ENVIRONMENT COMMITTEE

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

Councillor Dave Fleming (Chairman)
Councillor Jack Cullen (Vice-Chairman)
Councillor Jamie Blackburn
Councillor Lee Brownson
Councillor Tanya Tucker

TC.11/17 DISCIPLINARY AND GRIEVANCE APPEALS PANEL

RESOLVED: That the following members be appointed to the Disciplinary and Grievance Panel (N.B. Cannot sit on both Human Resources and Disciplinary and Grievance Appeals Panel.)

Councillor Adam Zair (Chairman)
Councillor David Wilson (Vice-Chairman)
Councillor Dave Fleming

Signed:
Town Mayor

TC.12/17 EVENTS COMMITTEE

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

- Councillor Lee Brownson (Chairman)
- Councillor Jamie Blackburn (Vice-Chairman)
- Councillor Joy Allen
- Councillor Jack Cullen
- Councillor Leanda Chappell
- Councillor Lesley Zair

TC.13/17 FINANCE COMMITTEE

RESOLVED: That the following members be appointed to the

- Councillor David Wilson (Chairman)
- Councillor Lee Brownson (Vice-Chairman)
- Councillor Joy Allen
- Councillor Jamie Blackburn
- Councillor Leanda Chappell
- Councillor Tanya Tucker
- Councillor Sam Zair

TC.14/17 GENERAL APPEALS PANEL

RESOLVED: That 3 Members drawn from a list of all Councillors by the Town Clerk.

N.B. Councillors involved in the decision which is the subject of the appeal should not sit on the Panel.

TC.15/17 HUMAN RESOURCES COMMITTEE

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

- Councillor Lesley Zair (Chairman)
- Councillor Tanya Tucker (Vice-Chairman)
- Councillor Joy Allen
- Councillor Lee Brownson
- Councillor Sam Zair

TC.16/17 PLANNING COMMITTEE

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

- Councillor Leanda Chappell (Chairman)
- Councillor Jack Cullen (Vice-Chairman)
- Councillor Joy Allen
- Councillor Dave Fleming
- Councillor David Wilson
- Councillor Lesley Zair

Signed:
Town Mayor

TC.17/17 POLICY AND STRATEGY COMMITTEE

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

Councillor Jamie Blackburn (Chairman)
Councillor Sam Zair (Vice-Chairman)
Councillor Dave Fleming
Councillor Tanya Tucker
Councillor Lesley Zair

TC.18/17 YOUTH COUNCIL COMMITTEE

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

Councillor Jack Cullen (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Lee Brownson
Councillor Adam Zair
Councillor Sam Zair

REPRESENTATION ON OUTSIDE BODIES 2017/18

TC.19/17 AAP CHILDREN & YOUNG PEOPLE TASK GROUP

RESOLVED: That Councillor Dave Fleming, together with the Town Clerk be appointed to the AAP Children & Young People Task Group

TC.20/17 AAP COMMUNITY SAFETY TASK GROUP

RESOLVED: That Councillors Leanda Chappel and Dave Fleming, together with the Town Clerk be appointed to the AAP Community Safety Task Group

TC.21/17 AAP EMPLOYMENT, ENTERPRISE AND TRAINING TASK GROUP

RESOLVED: That Councillor Dave Fleming, together with the Town Clerk be appointed to the AAP Employment, Enterprise and Training Task Group

TC.22/17 BISHOP AUCKLAND AND SHILDON LOCAL COUNCIL'S COMMITTEE

RESOLVED: That Councillor Lee Brownson and Dave Fleming, together with the Town Clerk be appointed to the Bishop Auckland and Shildon Local Council's Committee

TC.23/17 BISHOP AUCKLAND TOWN TEAM / CORE TEAM

RESOLVED: That Councillors Jamie Blackburn, Lee Brownson and Sam Zair be appointed to the Town Team / Core Team.

All other members were encouraged to attend the Town Tem meetings

Signed:
Town Mayor

TC.24/17 CDALC LARGER LOCAL COUNCIL’S FORUM

RESOLVED: That Councillors David Fleming and Jack Cullen be appointed to the CDALC Larger Local Council’s Forum

TC.25/17 COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS A.G.M.

RESOLVED: That Councillor David Wilson be appointed to the County Durham Association of Local Councils A.G.M.

TC.26/17 SOUTH WEST DURHAM RESIDENTS’, BUSINESSES’ & TRAVELLERS’ FORUM

RESOLVED: That Councillors Joy Allen and Tanya Tucker be appointed to the South West Durham Residents’, Businesses’ & Travellers’ Forum

TC.27/17 DIARY OF MEETINGS 2017/18

Consideration was given to a number of options for the diary of meetings for the 2017/18 municipal year.

RESOLVED: That the diary of meetings for 2017/18 be approved.

TC.28/17 PUBLIC PARTICIPATION

No questions were raised by members of the public

REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES AND TRAINING EVENTS

TC.29/17 TOWN TEAM - CORE TEAM

Alan Anderson, Chairman of the Town Team, updated members with regard to the activities of the Core Team

Chris Myers gave an update on progress on projects within the Infrastructure Workstream, including Wayfind Signs, Targeted Business Improvements, Shop Wraps, the Business Booklet , Road Realignment in Market Place and parking issues on Newgate Street, Fore Bondgate and the Market Place

Liz Fisher had given updates on the many Auckland Castle Trust projects.

Updates were also given on the social media workstream including the renewal of the Town Team website and progress on the Bishop Auckland Business Network.

RESOLVED: That the information be noted.

TC.30/17 TOWN TEAM – EVENTS TEAM

Clive Auld updated members with regard to the activities of the Events Team.

It was noted that more volunteers were now taking part in organising and helping with Town Team events. An Easter Egg-stravaganza had been very successful.

Bishop the Boar was very popular with children at events.

RESOLVED: That the information be noted.

Signed:
Town Mayor

TC.31/17 THE BIG LOCAL – GAUNLESS GATEWAY

Clive Auld updated members on the Gaunless Gateway project.

Members noted that the project was applying to become a charity. A playbus had been acquired and was ready for service within the Gaunless Gateway area.

£20,000 was available to organisations within the Gaunless Gateway area to support projects. Grants had been allocated to nine groups.

It was suggested that Barbara Slasor, the Gaunless Gateway Co-ordinator be invite to a future meeting to update members of the various projects.

RESOLVED: That the information be noted.

TC.32/17 MINUTES OF PREVIOUS MEETINGS

Town Council	11 th April 2017
Planning Committee	11 th April 2017

RESOLVED: That the Minutes be approved as a correct record and recommendations contained therein be adopted.

There were no matters arising

TC.33/17 ANNUAL INTERNAL AUDIT 2016/17 – REPORT OF INTERNAL AUDITOR

Detailed consideration was given to the report of the Internal Auditor for the financial year ending 31st March 2017, together with a proposed action plan prepared by the Town Clerk. (For copies see file of Minutes).

Members noted that by the very nature the audit was a critical process, however this was welcomed as it helped the Council make further improvements to its systems and procedures.

- RESOLVED:**
1. That the Internal Auditor’s report be received
 2. That the proposed responses to the Internal Auditors recommendations and comments be agreed.

REPORT OF TOWN CLERK

TC.34/17 ANNUAL AUDIT 2016/17 – ANNUAL RETURN, SECTION 1 ANNUAL GOVERNANCE STATEMENT

Consideration was given to the Section 1 of the Annual Return for the year ended 31st March 2017, which related to the Annual Governance Statement.

RESOLVED: That Section 1 of the Annual Return, the Annual Governance Statement, be approved.

TC.35/17 ANNUAL AUDIT 2016/17 – ANNUAL RETURN, SECTION 2 ACCOUNTING STATEMENTS

Consideration was given to the Section 2 of the Annual Return for the year ended 31st March 2017, which related to the Accounting Statements.

RESOLVED: That Section 2 of the Annual Return, the Accounting Statements, be approved.

Signed:
Town Mayor

TC.36/17 GENERAL POWER OF COMPETENCE

Consideration was given to a report of the Town Clerk relating to the 'General Power of Competence' (GPoC). (For copy see file of Minutes).

Members noted that the Town Council, having met the necessary criteria, had passed a resolution at its meeting held on 26th May 2015 to use the GPoC. (Minute No 37/15 refers).

To continue to use the GPoC the Council needed to confirm that it still met the criteria at the Annual Council Meeting following local elections held in a normal election year.

RESOLVED: That the Council confirms that it continues to meet the necessary criteria and re-adopts the General Power of Competence.

TC.37/17 REVIEW OF CONSTITUTION

Consideration was given to a review of the Council's Constitution.

Members noted that there was no requirement to make changes to the Constitution at the current time.

RESOLVED: That the Constitution be approved.

TC.38/17 REVIEW OF POLICY FRAMEWORK

Consideration was given to Council's Policy Framework.

Members noted that there was no requirement to make changes to the Policy Framework at the current time.

RESOLVED: That the Policy Framework be approved.

TC.39/17 AUTHORISED SIGNATORIES

Members were reminded that the Council's Financial Regulations and banking arrangements require that cheques drawn against the Council's bank/building society accounts (below) be signed by 2 Members of the Council with appropriate authorisation.

Darlington Building Society
Lloyds Current Account
Lloyds Deposit Account
Lloyds Mayor's Charity Account
Nationwide Building Society
Santander

RESOLVED: 1. That the following Members be authorised as signatories to the Council's bank and building society accounts outlined above.

Councillor Jamie Blackburn
Councillor Lee Brownson
Councillor Leanda Chappell
Councillor Dave A Fleming
Councillor David Wilson

Signed:
Town Mayor

2. That Town Clerk, as Responsible Financial Officer, be authorised to manage the accounts within the Council's Standing Orders and Financial Regulations.

TC.40/17 TRAINING AND SEMINARS

Consideration was given to attendance at the following training events

- a. SLCC Regional Roadshow, Wednesday 19th July 2017, Sedgfield
- b. Councillor Training (General), 25th July 2017 Barnard Castle, 26th July, Peterlee
- c. Chairmanship Skills, 31st July 2017 Peterlee, 1st August 2017 at Barnard Castle
- d. Code of Conduct Training

- RESOLVED:**
1. That Councillors Brownson and Tucker, together with the Assistant Town Clerk attend the SLCC Regional Roadshow
 2. That the Councillor Fleming attend the Councillor Training
 3. That Councillor A. Zair attend the Chairmanship Skills training.
 4. That all Councillors be invited to attend the Code of Conduct training.

TC.41/17 DECLARATION SUPPORTING DIVERSITY IN BISHOP AUCKLAND

Consideration was given to the Town Council renewing its declaration supporting diversity in Bishop Auckland following the recent election of new members. (For copy see file of Minutes).

- RESOLVED:** That the declaration supporting diversity in Bishop Auckland be renewed and signed by all Councillors.

TC.42/17 RECOGNITION OF FORMER MEMBERS SERVICE

Consideration was given as to the most appropriate way of recognising former members service. (For copy see file of Minutes).

- RESOLVED:**
1. That a policy be adopted to award a Mayors Medal to those who have served at least four consecutive years as a town councillor when they cease to be a councillor.
 2. That the award is not given to any member who is disqualified from being a councillor.
 3. That the policy apply retrospectively to all those who have served as town councillors for at least four consecutive years.

TC.43/17 TOPICS FOR FUTURE DISCUSSION

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

- Inspector Andy Reeves, Neighbourhood Policing
- Chris Myers, Regeneration Projects Manager, Durham County Council
- Barbara Slasor, Gaunless Gateway Partnership

Signed:
Town Mayor

TC.44/17 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.

REPORT OF TOWN CLERK (CONTINUED)

TC.45/16 DETERMINATION OF TENANCY

Consideration was given to a report of the Town Clerk updating members with regard to an ongoing determination of tenancy at Mill Race Allotments. (For copy see file of Minutes).

RESOLVED: That the information be noted.

TC.46/16 OFFICE ACCOMMODATION

Consideration was given to a report of the Town Clerk with regard to options for potential accommodation for the Council offices. (For copy see file of minutes).

RESOLVED: That the Accommodation Committee be requested to examine the options in detail and make recommendations to a special Council meeting.

Signed:
Town Mayor