

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 25th MARCH 2019** at 6.00 p.m.

Present: Councillor Fleming (Mayor), and Councillors Allen, Blackburn, Brownson, Chappell, Cullen, Newton Woods, Wilson, L. Zair and A. Zair

Also Present: Liz Fisher (Auckland Project)
Janet Kelly (Community Action Team, Durham County Council)
C.S. Auld and N Bryson (Bishop Auckland Town Team)
David Anderson (Town Clerk)

Public in Attendance: No members of the public were present

TC.133/18 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor S. Zair.

TC.134/18 DECLARATIONS OF INTEREST

Item No 5 The Auckland Project

Councillors Brownson declared an 'disclosable pecuniary interest' in respect of this item and took no part in the discussion or voting thereon.

PRESENTATIONS

TC.135/18 COMMUNITY ACTION TEAM - COCKTON HILL ROAD

Janet Kelly, Durham County Council, gave a presentation regarding the recent activities that had been organised by the Community Action Team to make improvements at Cockton Hill Road area of Bishop Auckland.

Members noted details of the outcomes together with an exit strategy, which had been circulated previously.

Members thanked Janet, the Community Action Team, partner agencies and the local community that had been involved in the project.

RESOLVED: That the information be noted

TC.136/18 THE AUCKLAND PROJECT

Liz Fisher gave an update on the following initiatives led by the Auckland Project:-

Incredible Edibles

It was noted that the Incredible Edible Bishop Auckland had launched on Wednesday, 6 March 2019. The project sought to encourage people to transform unused land in their community into vegetable plots and attractive, wildlife friendly spaces.

The Incredible Edible community movement, which had branches across the UK, had been initially established Todmorden, a small Yorkshire town, with an overarching vision of creating kind, confident and connected communities through the power of food.

The Auckland Project would be partnering with a range of community stakeholders to support, facilitate and help drive the Incredible Edible Bishop Auckland movement forward, with the hope that it will continue to grow and flourish in the future.

Signed:
Town Mayor

Woodhouse Close Land Project

Members noted details of the proposals to work with the local community and local groups to improve an area of land within Woodhouse Close allotment site for the good of the community.

The Town Council had previously agreed in principle to work with The Auckland Project on this initiative. It was suggested that the Town Clerk meet with Liz Fisher to firm up proposals for the project.

- RESOLVED:**
1. That the information be noted
 2. That the Town Clerk meet with Liz Fisher in relation to the Woodhouse Close land Proposal

TC.137/18 BISHOP AUCKLAND TOWN TEAM

Core Team

Nigel Bryson, Chairman of the Town Team, reflecting on recent meetings of the Core Team and Town Team, gave an overview of various regeneration activities within the town centre which were being undertaken by partner organisations, including the following:-

- Kynren - dates for Season 4 had been released. Eleven performances would be given from 29th June to 14th September.
- The Auckland Project - Work was continuing on various projects including renovation of Auckland Caste, reinstatement of the Walled Garden and the creation of a Spanish Art Gallery.
- Bishop Auckland and Coundon in Bloom - work was being undertaken in readiness of a judges' visit on 16th April 2019.
- Regeneration & Local Services, Durham County Council - Signage had been commissioned for the entrance points to Fore Bondgate. DCC were leading the project to install free public wi-fi in the town centre. Both the Town Team and Town Council were helping to fund the project. Business drop-in sessions had been arranged by DCC to be held on Wednesday 27th March 2019.

Events Team

Clive Auld, Chairman of the Events Team, gave an update with regard to recent activity of the Events Team.

It was noted that the Easter Eggstravaganza would be held on 20th April.

The Town Team had obtained two large TV's which were to be located in the Newgate Street and Morrisons to promote the various events taking place in the town. Switch on was also to show the promotional film on one of their display TV's.

A brochure showing events to be held during 2019 had been produced and would be distributed throughout Bishop Auckland.

A Shop Local event would also be held during the Food Festival to encourage visitors to use local shops during the Festival weekend.

Signed:
Town Mayor

RESOLVED: That the information be noted

TC.138/18 WOODHOUSE CLOSE BY-ELECTION, 7TH MARCH 2019 – RESULTS OF POLL

The result of the Woodhouse Close by-election held on 7th March 2019 was noted.

The Mayor welcomed Councillor Newton Woods to the Council.

RESOLVED: That the result of the Woodhouse Close by-election held on 7th March 2019 be noted.

APPOINTMENT TO COMMITTEES AND OUTSIDE BODIES

The following appointments were made to vacancies on committees and outside bodies created by the Woodhouse Close by-election. The membership of the committees and bodies which had vacancies to fill are stated in full for completeness. Appointments were to be made to remaining vacancies at the Annual Council Meeting.

TC.139/18 ALLOTMENTS AND ENVIRONMENT COMMITTEE

Councillor Dave Fleming (Chairman)
Councillor Jack Cullen (Vice-Chairman)
Councillor Jamie Blackburn
Councillor Lesley Zair
Councillor Darren Newton Woods

TC.140/18 EVENTS COMMITTEE

Councillor Lee Brownson (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Joy Allen
Councillor Jack Cullen
Councillor Leanda Chappell
Councillor Darren Newton Woods

TC.141/18 HUMAN RESOURCES COMMITTEE

Councillor Jamie Blackburn (Chairman)
Councillor Jack Cullen (Vice-Chairman)
Councillor Joy Allen
Councillor Lee Brownson
Vacancy

TC.142/18 PLANNING COMMITTEE

Councillor Jack Cullen (Chairman)
Councillor David Wilson (Vice Chairman)
Councillor Joy Allen
Councillor Darren Newton Woods
Councillor Lesley Zair
Councillor Adam Zair

TC.143/18 POLICY AND STRATEGY COMMITTEE

Councillor Jamie Blackburn (Chairman)
Councillor Joy Allen
Councillor Jack Cullen

Signed:
Town Mayor

Councillor Dave Fleming
Councillor Vacancy

TC.144/18 YOUTH COUNCIL COMMITTEE

Councillor Jack Cullen (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Joy Allen
Councillor Lee Brownson
Councillor Darren Newton Woods

TC.145/18 BISHOP AUCKLAND TOWN TEAM AND CORE TEAM

Councillor Jamie Blackburn
Councillor Lee Brownson
Councillor Joy Allen

TC.146/18 SOUTH WEST DURHAM RESIDENTS', BUSINESSES' & TRAVELLERS' FORUM

Councillor David A. Fleming
Vacancy

TC.147/18 MINUTES OF PREVIOUS MEETINGS

Town Council	15th January 2019
Planning Committee	15th January 2019
Events Committee	29th January 2019
Finance Committee	26th February 2019
Planning Committee	26th February 2019

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

There were no matters arising

TC.148/18 REPORT OF MAYOR

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

RESOLVED: That the information be noted.

REPORT OF TOWN CLERK

TC.149/18 DECLARATION SUPPORTING DIVERSITY IN BISHOP AUCKLAND

Consideration was given to the Town Council renewing its declaration supporting diversity in Bishop Auckland following the recent by-election held for Woodhouse Close. (For copy see file of Minutes).

It was suggested that the terms 'transgender' and 'ableism' be added to the declaration.

RESOLVED: That the terms 'transgender' and 'ableism' be added to the declaration and it be presented at the next Town Council meeting for signature.

Signed:
Town Mayor

TC.150/18 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Consideration was given to a report regarding a review of polling districts and polling places which was being carried out by Durham County Council. (For copy see file of Minutes).

Members had no comments to make on the current polling districts and polling places.

RESOLVED: That the report be noted.

TC.151/18 PAYMENT OF CONTINUING CONTRACTS AND OBLIGATIONS

Consideration was given to the authorisation of regular payments by the Town Clerk for continuing contracts and obligations (for copy see file of minutes).

- RESOLVED:**
1. That the list of continuing contracts and obligations be approved.
 2. That a dispensation be given to the Mayor and Chairman of the Finance Committee to countersign the payments schedule relating to the electronic payment of Members Allowances.

TC.152/18 RISK MANAGEMENT

Consideration was given to a report regarding Risk Management. (For copy see file of Minutes)

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, reputation and the ability to achieve desired targets.

Consideration was given to a Risk Assessment. 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.

It was suggested that the risks associated with GDPR and Data Protection be included in the document.

- RESOLVED:**
1. That the Risk Assessment be approved.
 2. That risks associated with GDPR and Data Protection be included in the document

TC.153/18 AUDIT PLANNING DIARY 2019/20

Consideration was given to a report setting out an audit planning diary and plan for the 2019/20 financial year. (For copy see file of Minutes).

RESOLVED: That the Audit Planning Diary 2019/20 be approved.

TC.154/18 THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Consideration was given to a report regarding a review of the effectiveness of the system of internal audit. (For copy see file of Minutes).

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

Signed:
Town Mayor

TC.155/18 TOPICS FOR FUTURE DISCUSSION

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

- Bishop Auckland Masterplan (special meeting)
- Annalisa Ward, Heritage Action Zone (possibly combined with Masterplan meeting)
- Debbie Connell, Durham County Council, Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

TC.156/18 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.157/18 OFFICE ACCOMMODATION

Consideration was given to a report updating members in relation to the purchase of office accommodation. (For copy see file of Minutes).

RESOLVED: That the information be noted.

Signed:
Town Mayor