

**Bishop Auckland Town Council**

**Amended - Minutes of a meeting of Bishop Auckland Town Council held on**

**Tuesday 16<sup>th</sup> March 2021 at 6.00pm via Zoom**

**Present:** -Cllrs J Blackburn (Deputy Major – Chair), D. Wilson, J Cullen, D Fleming

**In attendance:** - Mrs. S. Harris Town Clerk,

**FC 122/2020 - Notice of Meeting** – Agreed

**FC 123/2020 - Agree Notice of Motion** - to call the meeting to be held on 16 March 2021.

**FC 124/2020 - Apologies absence** – Cllrs. L Brownson and Cllrs. J Allen ( Mayor) L. Chappell,. A. Zair, L. Zair, S.Zair

**FC 125/2020 - Declarations of interest** – Cllr Allen declared an interested as a member of the Brighter Bishop Board

**FC 126/2020 - Minutes** – Members approved the Minutes of:

- Town Council 11 February 2021
- Events Committee 10 February 2021
- Allotments Committee 02 March 2021
- Events Committee 03 March 2021

**FC 127/2020 - Matters Arising** – No matters arising.

**FC 128/2020 - Public Participation** – No Members of the public were in attendance.

**FC 129/2020 Reports**

**FC129.1/2020** - There was no County Council Report

**FC129.2/2020** - There was no Mayors Report

**FC130/20 Town Clerk Reports**

**FC130.1/2020 – Kingsway Office Accommodation – Outstanding Works and Contracts**

A report was presented on the outstanding works and contracts needed to complete the Kingsway office accommodation.

**Resolved:**

- That Members noted the roof repair had been made.

Signed Chair of Meeting: .....

Date:

\* Minutes amended June 2021 – as per Minute no: TC.47/21 regarding addition of agreed payment list.

- That Members wished the Town Clerk to seek alternative quotations, and options for the remedial works to the car park, including pricing all elements separately.
- That Member agreed to progress with option three for signage, and that the Town Clerk would check that it conformed with restrictions for the Conservation area with the Conservation Officer.
- That Members agreed that Option three be taken for Radiator valve replacement.
- That Members agreed that option one be taken for maintenance and compliance contract, subject to the Town Clerk clarifying some options around the alarm and CCTV.
- That Members agreed for the Town Clerk to instruct a survey of the damp in the cellar and present options for ventilation and remedial works at a future meeting.
- That Members agreed that a fire extinguisher inspection be undertaken, plus a full fire report based upon the needs identified in the fire risk assessment be undertaken, be presented to Members to outline the full remedial works needed.
- That Member agreed that the Town Clerk is given the authority to furnish the building with appropriate furniture, the needed fixtures, fittings and supplies.

**FC130.2/2020 – Staff Handbook Policies**

The staff handbook and mental wellbeing policy were presented.

**Resolved:**

- That Members adopted the Mental Wellbeing policy subject to the update and inclusion of help services and onward referral.
- That Members adopted the Staff Handbook.

**FC130.3/2020 – Audit Planning Diary**

The Audit Planning Diary for 2021-22 was presented.

**Resolved:** That Members Approved the Audit Planning Diary for 2021-22.

**FC130.4/2020 – Annual Review of the Effectiveness of the System of Internal Audit**

The annual Review of the effectiveness of the system of internal audit was presented.

**Resolved:** That Members noted and approved the paper.

**FC130.5/2020 – Risk Management**

The Risk Register was presented.

**Resolved:** That Members noted and approved the Risk Register for 2021-22.

**FC130.6/2020 – Rural Community Energy Fund**

An update on the Rural Community Energy Fund project was presented.

Signed Chair of Meeting: .....

Date:

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**Resolved:** That Members noted the update and welcomed future updates on the progress of the project.

**FC130.7/2020 – Scheme of Delegation**

The proposed scheme of delegation was presented for adoption by Members.

**Resolved:** That Members adopted the scheme, subject to a couple of amendments to the property section.

**FC130.8/2020 – Community Wi-Fi**

An update paper was given on the community wi-fi scheme and the amount of financial support which the council were asked to contribute. The total contribution will be £4600 over three years, so £1,533 per year for 2020-21, 2021-22 and 2022-23.

**Resolved:** That Members agreed to the financial support of £4,600 split into three payments of £1,533 for each of the three years, being 2020-21, 2021-22, and 2022-23.

**FC131/20 Finance**

**FC131.1/20 Finance Regulations**

A report was presented which outlined a proposed update to finance regulation 4.2 with the introduction of a £500 limit for approval by the Clerk.

The payment of continuing contracts and obligations was presented.

**Resolved:** That Members agreed the update and amendment to Finance Regulation 4.2

That Members agreed and approved the ongoing contracts and obligations.

**FC131.2/20 Card Payment Options**

The Clerk presented information on having a facility to enable Council services to be paid for by card. Whilst options have moved on and are more cost effective, the demand for this option remains low.

**Resolved:** That Members agreed that at the in time the facility would be underused and therefore not viable at this time. It was agreed to re-visit the option when more council services come online with the opening of the Kingsway facility.

**FC131.3/20 Holiday Hunger Update**

An update report was presented and further information will be given once the project has been delivered.

**Resolved:** That Members noted the report and looked forward to receiving feedback on the projects success.

**FC131.4/20 Monthly Payments and Cheques**

Signed Chair of Meeting: .....

Date:

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The list of monthly payments was presented for approval. Late additions included £38 for Fire Extinguisher inspection, Payment of £ £1,820.12 plus VAT for the 2020-21 hanging baskets, £440 for the Clerks CiLCA qualification, SLCC Membership and Book purchase of the Charles Arnold Baker (agreed in Jan 2021) and £2,000 for the summer activities for the Town Hall.

**Resolved:** That Member approved the payments and cheques a list is attached in at the end of these minutes.

### **FC132/2020 Events**

Updates on the event timeline and three events which hadn't been discussed at the recent event committee due to restrictions with time. Reports were presented on Remembrance 2021, Christmas 2021 and Queens Platinum Jubilee 2022.

**Resolved:** That Members noted the timeline and reports and they welcomed further updates on the activities as they progressed, via the Events Committee.

### **FC134/2020 Correspondence**

Items of correspondence were presented from CDALC and regarding the re-location of a Donkey Art Piece from Bishop Barrington School.

**Resolved:** That Members noted the correspondence.  
That Members, whilst interested in helping re-house the donkey, thought that due to the ongoing works and carpark remedial works it wasn't ideal timing to re-house the donkey, therefore the Clerk is to contact the School to advise, and that if a home still hasn't been found once our works are complete it will be reconsidered.

*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 do now exclude 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.*

### **FC135/2020 Report of the Town Clerk – Job Evaluation and Staffing**

A report on Job evaluation and staffing was presented to Members, outlining the outcome of the evaluation and steps to move forward.

**Resolved:** That members noted the report, however further information was still needed, therefore a further report was to be brought with more detail to the HR Committee.

### **FC136/2020 Correspondence**

Member were advised of correspondence received regarding comments that the Council Contractor had made on Social Media. Information on the actions taken with the contractor were presented.

Signed Chair of Meeting: .....

Date:

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**Resolved:** That Members noted the correspondence and accepted the actions taken were appropriate at this time.

Monthly Payments and Payments for authorisation – February and March 2021 as per FC131.4/20 above

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
Monthly Payments – FEB					
EP	Salaries, Superannuation	February 2021	£5,077.70	By Council for Financial Regulation No 5.6	
EP	HMRC - Tax and NI, Salaries	February 2021	£494.60		
EP	D.C.C. Pension Scheme	February 2021	£1,614.25		
EP	Members Allowances	February 2021	£346.97		
EP	HMRC - Tax and NI, Members Allowance	February 2021	£41.60		
EP	D.C.C. Pension Scheme	September 2020 - Adjustment	£677.40		Underpayment for September, due to changeover of Payroll Services
DD	British Gas	Gas: Kingsway 19/01/21-12/02/21	£189.08		
DD	British Gas	Electricity: Kingsway 26/01/21-25/02/21	£51.40		
2027	Total Business	Printing Costs: February 2021	£12.00		
2027	Total Business	Printing Costs: February 2021	£12.00		
DD	British Gas	Electricity: Skate Park 22/01/21-22/02/21	£10.43		
2022	JLA Limited	Kingsway: Fire Safety Service Contract 01/02/21-28/02/21	£31.00	Council	Added to Financial Regulation No 5.6 for 2021-22
EP	LMG Cleaning Services	5hr Office Clean	£65.00	Council	Added to Financial Regulation No 5.6 for 2021-22
DD	Zoom Video Communications Ltd.	Standard Pro - 18/02/21-17/03/21	£14.39	Council	Added to Financial Regulation No 5.6 for 2021-22

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2023	Vinovium Associates Ltd.	Kingsway: Keyholding Services December 2020 - January 2021	£219.00	Council	Added to Financial Regulation No 5.6 for 2021-22
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/12/20-23/01/21	£83.76	Council	Resolved access to our online billing, previous payment Added to Financial Regulation No 5.6 for 2021-22
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/01/21-23/02/21	£83.76	Council	Resolved access to our online billing, previous payment Added to Financial Regulation No 5.6 for 2021-22
Monthly Payments – March - approval in advance					
Chq	Vinovium Associates Ltd.	Kingsway: Keyholding Services December Feb – March 2021	£219.00	Council	
Chq	Paul Anderson Accountancy	Payroll Services Feb – March 2021	£120.00	Council	Added to Financial Regulation No 5.6 for 2021-22
EP	LMG Cleaning	Cleaning services for March 2021	£240.50	Council	
Chq	South Durham Enterprise Agency	Contracted Services for March 2021 (10 days at £150.42)	£1500.20	Council	
DD	Zoom Video Communications Ltd.	Standard Pro - 18/02/21-17/03/21	£14.39	Council	
Chq	Evolve	Broadband and telephone for Kingsway March 2021	£218.29	Council	Added to Financial Regulation No 5.6 for 2021-22
2029	JLA Limited	Kingsway: Fire Safety Service Contract 01/03/21-31/03/21	£31.00	Council	
EP	Salaries, Superannuation	March 2021	£5,132.15	By Council for Financial Regulation No 5.6	Estimated based on February's payroll
EP	HMRC - Tax and NI, Salaries	March 2021	£494.60		Estimated based on February's payroll
EP	D.C.C. Pension Scheme	March 2021	£1,614.25		Estimated based on February's payroll

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EP	Members Allowances	March 2021	£346.97		Estimated based on February's payroll
EP	HMRC - Tax and NI, Members Allowance	March 2021	£41.60		Estimated based on February's payroll
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/02/21-23/03/21	£82.80	Council	Resolved access to our online billing, current invoice Added to Financial Regulation No 5.6 for 2021-22
Chq	Total Business	Printing Costs: March 2021	£30.00	Council	This is estimated based up previous costs.
<b>Other Payments – Feb 2021</b>					
2020	County Durham Association of Local Council (CDALC)	Budget, VAT and Election Training Courses	£130.00	Finance Committee	Town Clerk & Admin Assistant attended various training courses
2021	Durham County Council	Small Society Lotteries Renewal 2021/22	£20.00	Town Council	
2024	Durham County Council	HR Policy Advice and Attendance Management Policy	£342.00	Town Council	
2026	Teesdale Building & Construction Ltd.	Replace 365m of water supply pipe at Mill Race Allotment	£2,340.00	Town Council	To process payment from 2021/22 accounts. Work starting in the next 2 weeks
EP	Screwfix Direct Ltd.	3x Taps for Woodhouse Close Allotment	£24.55	Allotment Committee	Essential repairs required to water taps
2028	Ferryhill Town Council	Refund: 2x Tickets, Mayor's Civic Ball 2020	£80.00	Town Council	Unprocessed refund from Mayor's fundraising
Chq	Able Alarm	Annual Service	£42.00	Town Council	
<b>Other Payments – March 2021</b>					
2025	Abel Alarms Company Ltd.	Intruder Alarm, Support Charge 25/03/21-24/03/22	£490.80	Town Council	Will be seeking comparable costs for the alarm system

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2030	Auckland Youth and Community Centre	Holiday Hunger project	£900.00	Council	
2031	Woodhouse Close Community Centre	Holiday Hunger Project	£300.00	Council	
EP	Tesco	Easter Eggs for Woodhouse Close Holiday Hunger project	£99.00	Council	
EP	Derek Wade	Roof repair to Kingsway	£100.00	Council	Electronic Payment Requested
EP	SLCC	Membership renewal	£277	Council	
EP	SLCC	Charles Arnold Baker book on Council Administration (SLCC Discounted Price)	£130	Council	
<b>Other Payments –April 2021</b>					
DD	PWLB	Loan	£4151.01	Town Council	Principle payment and Interest
<b>Total</b>			<b>£24,385.44</b>		

Additional Payments added to the list at the meeting were - £38 for Fire Extinguisher inspection, Payment of £ £1,820.12 plus VAT for the 2020-21 hanging baskets, £440 for the Clerks CiLCA qualification, SLCC Membership and Book purchase of the Charles Arnold Baker (agreed in Jan 2021) and £2,000 for the summer activities for the Town Hall.

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