

Bishop Auckland Town Council

Amended - Minutes of Annual Town Council Meeting held

24 May 2021 at Woodhouse Community Church, Bishop Auckland at 6.30pm

Present: Cllr Joy Allen (Mayor), and Councillors Blackburn, Balmer-Howison, Brownson, Chappell, Eliot, Siddle, Wilson, A Zair, L Zair and S Zair.

Also Present: Sarah Harris (Town Clerk)

Public in Attendance: N Bryson, J Fryatt, DCC Cllrs C Hunt, J Howey, A Jackson

Prior to the commencement of the meeting Councillor Allen, Mayor of Bishop Auckland, presented a cheque to representatives of the Angel Trust for the amount of £4,792.14 and SSAFA for the Amount of £1,205.09 raised during her term of office.

TC.1/21 Election Of Mayor

Councillor Blackburn proposed and Councillor Balmer-Howison seconded a nomination for Councillor Katie Eliot to be elected Mayor for the ensuing year. There being no further nominations, Councillor Katie Eliot was duly elected Mayor for the 2021/22 municipal year

Councillor Eliot said she was honoured and delighted to be elected as the Mayor of Bishop Auckland. She announced that her chosen charity for her term of office would be the NHS Trust for Bishop Auckland Hospital, , a local charity that supported individuals and organisations within County Durham and Darlington by providing financial support and services to those in need. They sought to improve local communities and make life better for local people.

RESOLVED: That Councillor Eliot be elected Mayor for the 2021/22 municipal year.

TC.2/21 Declaration of Acceptance Of Office

The newly appointed Mayor made and signed the Declaration of Acceptance of Office and expressed her appreciation for being elected Mayor of Bishop Auckland.

TC.3/21 Presentation to Retiring Mayor

Councillor Eliot thanked the retiring Mayor, Councillor Joy Allen, on behalf of the Town Council and congratulated her on a successful two years in office. As Mayor, Councillor Fleming had attended numerous events to support and promote Bishop Auckland and to raise funds for her chosen charities The Angel Trust and SSAFA.

Councillor Allen was presented with the Mayor's Medal, Mayor's Photo Book and some flowers.

Signed Chair of Meeting:

Date:

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In response Councillor Allen thanked the Town Council for giving her the honour to serve as Mayor and for the support given by fellow councillors and council officers.

TC.4/21 Apologies for Absence

Apologies were submitted by Councillor D Fleming.

RESOLVED: That the apologies of Cllr Fleming be accepted.

TC.5/21 Declarations of Interest

No declarations were made

TC.6/21 Election of Deputy Mayor

Councillor Balmer-Howison proposed and Councillor Wilson seconded a nomination for Councillor Jamie Blackburn to be elected Deputy Mayor for the ensuing year. Councillor Adam Zair proposed and Councillor Sam Zair seconded a nomination for Councillor Leanda Chappell to be elected Deputy Mayor for the ensuing year. With two nominations, it went to a vote, Cllr Jamie Blackburn received 6 votes, Cllr Chappell Received 4 votes. Therefore Councillor Blackburn was duly elected Deputy Mayor for the 2021/22 municipal year.

RESOLVED: That Councillor Jamie Blackburn be elected Deputy Mayor for the 2021/22 municipal year.

TC.7/21 Declaration of Acceptance Of Office

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

TC.8/21 Appointments to Committees, Panels, Outside Bodies and Working Parties -

To appoint Members to serve on Committees, Panels, Outside Bodies and Working Parties as set out in the attached schedule.

Town Council Committees

TC.9/21 Allotments and Environment Committee

RESOLVED: That the following members be appointed to the Allotments and Environment Committee
Councillor Dave Fleming (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Balmer-Howison
Councillor S Zair
Vacancy (Independent Member)

TC.10/21 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 A Zair (Chairman)

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Councillor D Wilson (Vice-Chairman)
Vacancy (Labour Member)

TC.11/21 Events Committee

RESOLVED: That the following members be appointed to the Events Committee
Councillor Lee Brownson (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Katie Eliot
Councillor Harley Balmer-Howison
Councillor Michael Siddle
Councillor Lesley Zair

TC.12/21 Finance Committee

RESOLVED: That the following members be appointed to the
Councillor David Wilson (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Lee Brownson
Councillor Katie Eliot
Councillor Leanda Chappell
Councillor Michael Siddle

TC.13/21 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.14/21 Human Resources Committee

RESOLVED: That the following members be appointed to the Human Resources Committee
Councillor Jamie Blackburn (Chairman)
Councillor Lee Brownson (Vice-Chairman)
Councillor Harley Balmer-Howison
Councillor Michael Siddle
Councillor Sam Zair

TC.15/21 Planning Committee

RESOLVED: That the following members be appointed to the Planning Committee
Councillor Leanda Chappell (Chairman)
Councillor Harley Balmer-Howison (Vice-Chairman)

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Councillor Katie Eliot
Councillor David Fleming
Councillor Jamie Blackburn
Councillor Adam Zair

TC.16/21 Policy and Strategy Committee

RESOLVED: That the following members be appointed to the Policy and Strategy Committee
Councillor Adam Zair (Chairman)
Councillor Michael Siddle (Vice-Chairman)
Councillor Harley Balmer-Howison
Councillor Jamie Blackburn
Councillor Lee Brownson

TC.17/21 Youth Council Committee

RESOLVED: That the following members be appointed to the Youth Council Committee
Councillor Harley Balmer-Howison (Chairman)
Councillor Lee Brownson (Vice-Chairman)
Councillor Katie Eliot
Councillor Michael Siddle
Councillor Sam Zair

Representation On Outside Bodies 2021/20

TC.18/21 AAP Children & Young People Task Group

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

TC.19/21 AAP Community Safety Task Group

RESOLVED: That Councillor Harley Balmer-Howison, together with the Town Clerk be appointed to the AAP Community Safety Task Group

TC.20/21 AAP Employment, Enterprise And Training Task Group

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

TC.21/21 Bishop Auckland And Shildon Local Council's Committee

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RESOLVED: That Councillor Harley Balmer-Howison and Vacancy for independent member, together with the Town Clerk be appointed to the Bishop Auckland and Shildon Local Council's Committee

TC.22/21 Bishop Auckland Town Team And Core Team

RESOLVED: That Councillors Harley Balmer-Howison, Jamie Blackburn and Lee Brownson be appointed to the Town Team and Core Team.

TC.23/21 CDALC Larger Local Council's Forum

RESOLVED: That Councillors Katie Eliot and Vacancy for independent member, be appointed to the CDALC Larger Local Council's Forum

TC.24/21 County Durham Association Of Local Councils A.G.M.

RESOLVED: That an Independent Member, be appointed to the County Durham Association of Local Councils A.G.M. No Independent member took the position.

TC.25/21 South West Durham Residents', Businesses' & Travellers' Forum

RESOLVED: That Councillors Harley Balmer-Howison and Katie Eilot be appointed to the South West Durham Residents', Businesses' & Travellers' Forum

TC.26/21 Stronger Towns Board

RESOLVED: That the Mayor and Town Clerk (if possible) are appointed to the Stronger Towns board.

TC.27/21 Heritage Action Zone

RESOLVED: That Councillor Sam Zair be appointed to the Heritage Action Zone.

TC.28/21 Brighter Bishop Board

RESOLVED: That the Town Clerk represent the Council on the Brighter Bishop Board.

TC.29/21 Diary Of Meetings 2021/20

Consideration was given to a number of options for the diary of meetings for the 2021/22 municipal year. It was agreed to move the June meeting by a week, to the 15th June.

RESOLVED: That the diary of meetings for 2021/22 be approved, with the June Meeting moving by 1 week.

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TC.30/21 To re-confirm the Articles and, Responsibilities Rules of Procedure, Codes and Protocols of, Members Allowances of Bishop Auckland Town Council Constitution.

Consideration was given to the Constitution and any changes, this includes the adoption of the Members Code of Conduct, and covered importance of the Declaration of Pecuniary Interests. Consideration was given to the Members Allowances Scheme. (For copy see file of Minutes)

RESOLVED: That the amendments to the Constitution be approved.

That Accommodation Committee be formed to finalise all of the outstanding building works and that the following members be appointed to the Accommodation Committee

Councillor Sam Zair (Chairman)

Councillor David Wilson (Vice-Chairman)

Councillor Katie Eliot

Councillor Lee Brownson

That Reference to remote access meetings be removed.

Members allowances scheme remains at the same rate for 2021-22 as it was for 2020-21.

T.C. 31/21 Appointment of the Internal Auditor – Consideration was given to reconfirm the Internal Auditor.

RESOLVED: Michael Ackroyd was reconfirmed as the internal auditor for 2020-21 financial year.

T.C. 32/21 Bishop Auckland Town Council AGAR 2020-21 – Members considered the Draft AGAR for 2020-21 and agreed for the process that internal audit could start.

RESOLVED: That the internal audit could start.
That a report would be brought to the to approve the full AGAR for 2020-21 would be brought to the next meeting.

T.C. 33/21 Public Participation - No questions were raised by members of the public

Minutes – The following were presented for approval:

- Town Council 16 March 2021
- Allotment and Environment Committee 26 April 2021

RESOLVED: That the Minutes of the Town Council on 16 March 2021 and Allotment and Environment Committee of 26 April 2021 be approved as a correct record and recommendations contained therein be adopted.

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T.C. 34/21 Matters Arising – There were no matters arising, which were not already covered by the agenda.

T.C.35/21 Reports of Town Clerk

T.C.35.1/21 Declaration Supporting Diversity In Bishop Auckland
Declaration Supporting Diversity in Bishop Auckland
Members were invited to sign the amended declaration.

RESOLVED: That the declaration was signed by all Members present.

T.C.35.2/21 Accommodation Update – was considered by Members regarding the outstanding works to be completed at Kingsway.

RESOLVED: That an Accommodation Committee be called at the earliest convenience to discuss the outstanding works, and deferred consideration of the larger projects to them for consideration.

That the installation of the new Fire extinguishers and associated signage could go ahead at a cost of £580.50. this would ensure compliance for the next 5-7 years.

That the existing fire maintenance contract with JLA be terminated and the risk assessment fee paid.

That the temp cleaning arrangements be made permanent.

T.C.35.3/21 Finance & Monthly Payments – The Q4 latest budget monitoring report for 2020-21 was discussed and the monthly payments were considered.

RESOLVED: That the Q4 Report of the Copy of the latest budget monitoring report be noted and the Q1 budget monitoring report or 2021-22 would be received to the July 2021 Finance Committee due to the change of finance systems.
That the monthly payments were agreed and authorised, a copy of the payments list is attached to these minutes.

T.C.35.4/21 Topics for Future Discussions – were considered.

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

- Debbie Connell, Durham County Council, Summertime Activities
- Jill Wood, Bishop Auckland Food Festival
- Liz Fisher, The Auckland Project
- Chair of Stronger Towns Board

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- Chair of Brighter Bishop Board
- Local Policing Inspector for an update on crime and ASB

T.C.35.5/21 Allotment rents for 2022-23 – Allotment rents for the 22-23 year were considered.

RESOLVED: That the rent for the 2022-23 year would remain at the same rate as the 2021-22 year.

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.

T.C. 36/21 Current Staff Vacancy – Members considered the continuation of current cover arrangements.

RESOLVED: That the cover arrangements would remain in place until replacement staff were in place, and the cover would be increased to 3 days per week to enable the Clerk to complete work on their CiLCA qualification.

T.C. 37/21 Allotment issues – Members considered a report from the Town Clerk relating to a tenancy issue and a potential insurance claim.

RESOLVED: That the tenant would be offered an alternative plot and the Allotment and Environment Committee would work with the site.

That the Town Clerk would refer everything to the insurance company for them to deal with.

List Monthly Payments and Payments for authorised for April & May 2021 as per T.C.35.3/21 above.

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
Monthly Payments – April 2021					
EP	Salaries, Superannuation	March 2021	£5,024.90	By Council for Financial Regulation No 5.6	
EP	HMRC - Tax and NI, Salaries	March 2021	£1,596.19		
EP	D.C.C. Pension Scheme	March 2021	£1,614.25		
EP	Members Allowances	March 2021	£346.97		
EP	HMRC - Tax and NI, Members Allowance	March 2021	£56.20		
EP	D.C.C. Pension Scheme	March 2021	£677.40		
	Public Works Loan Board	April 2021	£4,151.01		

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EP	Wave (NWG Business)	Water: Tindale Crescent 10/12/19-09/03/21	£52.35		
EP	Wave (NWG Business)	Water: Broken Banks 10/12/19-09/03/21	£81.73		
EP	Wave (NWG Business)	Water: Pollards 10/12/19-09/03/21	£70.43		
EP	Wave (NWG Business)	Water: Kingsway 16/12/20-15/03/21	£64.65		
EP	Wave (NWG Business)	Water: West Mills 09/01/21-08/04/21	£243.60		
DD	Telefonica UK Ltd. (O2 / Ariel Direct)	Mobile Phones 24/04/21-23/05/21	£85.39		
DD	Zoom Video Communications Ltd.	Standard Pro - 18/04/21-17/05/21	£14.39		
EP	Enchanted (florist)	Flowers for the former Interim Clerk – following a close family bereavement	£30.00	Council	
2045	Mr. J. Lumsden	Edge Hill Allotment Lease: 01/04/21-30/09/21	£387.50	Council	
2046	Fire Parts	Fire Extinguisher Service Inspection	£38.00	Council March 2021	
DC	Poundstretcher Ltd.	Refuse Bin	£11.99	Council	
2047	South Durham Enterprise Agency	Contracted Support Arrangements - April 2021	£1,203.36	Council	
2048	S. Reed Plumbing & Heating	Supply and Fit 2x Room Thermostats and Radiator Valves	£795.00	Council	
2049	Durham County Council	HR & Guidance Services - December 2020 - January 2021	£168.00	Council	
DD	British Gas	Electricity: Skate Park 24/03/21-22/04/21	£8.25	Council	
2050	Total Business	Printing Costs: April 2021	£41.41	Council	
2051	Bishop Auckland Community Partnership	Community Fund Grant - Clock Tower Control Unit	£500.00	Council	
2052	Starboard Systems Limited.	Scribe Accounts Annual Subscription 01/04/21-31/03/22	£1,254.00	Council	
2053	Evolve Group Ltd.	Kingsway: Telephone & Broadband - April 2021	£218.29	Council	
EP	Salaries, Superannuation	April 2021	£5,093.14		
EP	HMRC - Tax and NI, Salaries	April 2021	£1,648.98		

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EP	D.C.C. Pension Scheme	April 2021	£1,642.99		
EP	Members Allowances	April 2021	£345.37		
EP	HMRC - Tax and NI, Members Allowance	April 2021	£57.80		
2054	Spennymoor Town Council	Refund: 2x Tickets - Mayor's Civic Ball 2019/20	£80.00	Council	Refund from 2020 event
DC	Ikea	Table, Chairs, Shelf, Artificial Plant and Pin boards	£90.50	Council	
DC	Amazon Business	Megaphone with built in siren	£15.92	Council	
DC	Amazon Business	Paper Towel Dispenser	£47.97	Council	
DC	Amazon Business	Vinyl Gloves (PPE)	£7.99	Council	
DC	Amazon Business	4x Ergonomic Desk Chairs with Armrests & Lumbar Support	£239.96	Council	
DC	Amazon Business	Blue Papers Rolls & Lockable Dispenser Unit	£28.00	Council	
DC	Amazon Business	Flushable Hand Towels	£33.99	Council	
2055	Evolve Group Ltd.	Kingsway: Telephone & Broadband - May 2021	£218.29	Council	Telephone Systems
2056	Evolve Group Ltd.	Kingsway: Telephone Call Charges - July 2020 - March 2021	£75.09	Council	Telephone Systems
DC	Where The Trade Buys	2x Giant Presentation Cheques	£42.41	Council	Marketing Materials
DD	British Gas	Gas: Kingsway 17/03/21-14/04/21	£321.56	Council	
DD	British Gas	Gas: Kingsway 15/04/21-02/05/21	£93.84	Council	
DC	Wilko	Various Office Stationery	£20.20	Council	
DC	ASDA	Various Cleaning Supplies	£13.35	Council	For cleaning Services
DC	Max Spielmann	Mayor's Photo	£4.50	Council	
DC	Max Spielmann	Photo Frame	£2.49	Council	
DC	Wilko	A4 Copier Paper & C Type Batteries	£12.00	Council	
DC	Argos	High Handrail Step Ladder and Microfibre Extensible Duster	£47.00	Council	For cleaning Services
2057	County Durham Association of Local Councils (CDALC)	CDALC Subscription Charge 2021/22	£2,131.09	Council	Annual Membership
2058	Deco Trophies & Engraving	Mayor's Medal and Plaque Engraved	£9.50	Council	For Annual Meeting

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DC	CEWE Photoworld	2x Large Landscape Photo Books (Mayoral year 2019/20 & 2020/21)	£64.88	Council	For Annual Meeting
DC	Amazon Business	100x Disposable Face Masks (PPE)	£6.99	Council	PPE
DC	Amazon Business	2x High Visibility Safety Vests - Fire Marshal	£9.90	Council	PPE
DC	Amazon Business	2x High Visibility Safety Vests - First Aid	£5.99	Council	PPE
2059	Durham County Council	4x Office 365 Subscriptions - 1 Year	£741.22	Council	IT services
2060	Durham County Council	6 Month Pest control Contract - Woodhouse Close Allotment	£952.47	Council	Allotments
2061	Auckland Youth and Community Centre (AYCC)	Donation: Holiday Hunger Fund 2021	£450.00	Council	Holiday Food Project
2062	Woodhouse Close Church Community Centre	Donation: Holiday Hunger Fund 2021	£100.00	Council	Holiday Food Project
DD	Zoom Video Communications Ltd.	Standard Pro - 18/05/21-17/06/21	£14.39	Council	
2063	South Durham Enterprise Agency	Contracted Support Arrangements - May 2021	£1,203.36	Council	
DC	Lifestyle Print Ltd.	Roll-Up BATC Banner with Fabric Carry Case	£60.00	Council	Marketing material
2064	K.T. Joinery Ltd.	Replace Perspex in Town Council Notice Board	£234.00	Council	Repairs needed from 2019
2065	K.T. Joinery Ltd.	Kingsway: Perspex Service Screen in Reception Area	£504.00	Council	
EP	Salaries, Superannuation	May 2021	£5,103.14	Council	
EP	HMRC - Tax and NI, Salaries	May 2021	£1,638.98	Council	
EP	D.C.C. Pension Scheme	May 2021	£1,642.99	Council	
EP	Members Allowances	May 2021	£344.30	Council	
EP	HMRC - Tax and NI, Members Allowance	May 2021	£29.60	Council	
Total			£43,488		

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