

Bishop Auckland Town Council
13 July 2021
No.42, Kingsway, Bishop Auckland
Minutes

Attendees: Councillors: Katie Eliot(Chair), Jamie Blackburn Lee Brownson, Adam Zair, Michael Siddle, David Wilson, Harley Balmer- Howison, Lesley Zair, , Leanda Chappell, Sam Zair

Also present: Sarah Harris, Town Clerk
Clive Auld, Chair of Town Team Events

Apologies

TC.53/21 No apologies for absence were received.

TC.54/21 No declarations of interest were made

TC.55/21 Minutes of the following meetings were approved:

- Town Council 24 May 2021 – Amendments
- Town Council 22 June 2021
- Finance Committee 1 July 2021

TC.56/21 There were no matters arising which are not covered by the items on the agenda.

No members of the public requested to speak or participate under the [Public Participation Policy](#).

TC.57/21 Reports

TC.57.1/21 The **Bishop Auckland Food Festival** Presentation from Durham County Council was deferred to September due to staff illness.

TC.57.2/21 Durham County Council - Cllr Sam Zair advised that the weekly update reports circulated from DCC to members contained useful information and urged members to read them. The new council are setting in well and reviews of the former administration's decisions were being looked at.

TC.57.3/21 Mayors Report – The Mayor reported that she had participated in the NHS day activities. The council had worked with the foundation trust to host celebrations for the NHS day, care packs were provided to wards and GP surgeries and the Lord Lieutenant of Co Durham Mrs Snowden gave the salute and attended the flag raising at the hospital.

TC.58/21 Report of the Town Clerk

TC.58.1/21 Powers of the Council – Members were reminded that General Power of Competence was not in place as the Clerk does not have CILCA. This means that the Council must ensure that they have the appropriate powers before funding activities or organisations. The achievement of CILCA has been delayed due to staffing shortages, and would not be complete for September.

Signed:

Chair of Town Council Meeting 14.10.2021

Resolved: Members noted the report and reassured the Clerk that they were understanding of the situation with CILCA and that there was no additional pressure to get it immediately completed.

TC.58.2/21 Accommodation – Members received an update report on the accommodation progress it was in two parts.

- i. Exterior Works Procurement Exercise – information on costings of the procurement exercise to meet all legal duties.

Resolved: That the exterior works would be handled as one project, via the DCC procurement team

- ii. Fixtures and Fittings - Members were advised that the new Meeting tables for Kingsway and chairs had been ordered. AN update on outstanding snagging items was given, as some items has been outstanding since Nov 2020 and were being repeatedly chased with the contractor.

Resolved: Members noted the report and asked to be kept informed of snagging progress.

TC.58.3/21 Allotments – works needed – members were advised that several works were needed across sites, as well as reviews to rules, regulations and procedures. Basic inspections would be undertaken to rank priorities for the works.

Resolved: Clerk to undertake basic inspections and draft an action plan to bring the service up to scratch.

TC.58.4/21 Town Team Change to Constitution and request for funding - As reported in the Town Team update at the June meeting the Core Group Team is now dissolved and quarterly meetings will not be held. The remaining group will be known as the Town Team but will focus solely on events. The constitution on the group has been amended to reflect this change. In previous years the amount available to the original Town Team was £5,000 however the amount potentially earmarked for 2021-22 was £3500, as per the agreed Town Council Budget based on the presumption of reduced Town Team Core Team Activity and Town Team Events Team Activity. This was always reimbursed to the Town Team after the invoice had been paid, no advance payments were issued. The new Town Team Events group are requesting an advance of £2,000 as they only have sufficient funds to honour their final payment for their contribution to the free community WiFi, and they wish to host and event in the market place in early September.

Resolved: That members follow the recommendation made by the Finance Committee and not agree to the funding request, and that as community group the Town Team would need to apply to the Town Council in the same way as other community groups and not be automatically supported by the Town Council. This way the Town Council can ensure that they have the relative powers to support such groups and activities with safeguards in place.

Signed:

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That the Town Team again be reminded that they need to change their correspondence address for banking etc to their own registered address. As the request from earlier in the year had not been actioned.

TC.59/21 Finance – Payments (01.07.2021-12.07.2021) as set out in appendix one were authorised for payment.

TC.60/21 Correspondence

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.

TC.61/21 Human Resources update

Members received a report on the re-structure which suggested removing the Events and Projects Officer post from the structure, to enable to Council to better use resources and have staffing in appropriate roles to help the council undertake core business.

Resolved: Members agreed to move to the next stage with the restructure and enter into the formal redundancy consultation process with the employee, following appropriate advice and procedures from DCC HR services

Signed:

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Appendix one: Monthly Payments and Payments agreed for authorisation 01.07.2021 – 12.07.2021

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
DD	British Gas	Electricity: Skate Park 22/05/21-22/06/21	£8.15	By Council for Financial Regulation No 5.6	
EP	Twinkle Cleaning Services	Kingsway: Cleaning 5th, 12th 19th & 26th June - 5 Hour Sessions	£240.00		
2085	A. Breeze Pest Control Ltd.	Pest Control: Tindale Crescent 01/07/21-31/12/21	£450.00	Council	
2086	M. G. Ackroyd	Internal Audit of 2020/21 Accounts	£220.00	Council	
2087	DHN Bishop Auckland: St Mary & St Wilfrid	Room Hire: Town Council Meeting 22nd June 2021, 2 Hours	£30.00	Council	
EP	Amazon Business	Kingsway: 4x Chrome Spring Door Stops	£3.25	Council	
EP	Amazon Business	Kingsway: Clas Ohlson Large Lockable Letterbox	£29.99	Council	
EP	Amazon Business	Kingsway: 5L Hand Wash Liquid Soap	£13.69	Council	
EP	Amazon Business	3x 100 Metre Paper Banquet Roll	£50.97	Council	
EP	Amazon Business	Kingsway: 12 Pack of 750ml Parozone Bleach	£11.89	Council	
Total			£1,057.94		

Signed:

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