

Bishop Auckland Town Council

Minutes of a meeting of the Town Council held on Tuesday 11 January 2022 at 6.00pm in No.42 Market Place, Bishop Auckland

Present: - Cllr. K. Eliot - Chairman, D Wilson, M. Siddle, A. Zair, S. Zair, L. Zair, L. Chappell, L. Brownson and H Balmer-Howison.

Also in attendance: - Mrs S Harris Clerk
Mr T Wales Bacchanalia
Mr B Tinkler Bridge Creative
Cllr Jamie Blackburn Joined the meeting Virtually due to Covid infection
1 member of the public present

TC 81.0/2021 Apologies

Apologies were received and accepted from Cllr T Tucker who is away for a couple of weeks.

TC 82.0/2021 Declarations of Interest – Cllrs S Zair and L Zair – declared an interested in the Community Toilet Scheme, as their business is part of the Scheme, Cllr Blackburn declared an Interest in Citizen’s Advice as he works with them and he is a Trustee of the Four Clocks Centre.

TC 83.0/2021 Minutes & Matters Arising - The Minutes of the following meetings were agreed.

An update was given that DCC and the Chair of the Stronger Towns Board had accepted invitations to attend the next Town Council meeting in February.

An update was given that the appropriate paperwork to add the new bank signatory had been received and the forms would be filled and an update to the next finance meeting

TC 84.0/2021 – Public Participation. There was one Member of the Public but they didn’t wish to speak on any matter at this time.

TC 85.0/2021 – Christmas Town Event Feedback

Mr Wales and Mr Tinker presented a feedback report on the Christmas Town Activities (see copy of file) the event had been severely impacted by Storm Arwen which caused devastation across the region. This meant that many of the outdoor events, including the ice-rink and Friday night Christmas light switch on had to be cancelled.

In summary:

- 800 children from 320 local families visited Santa and received a gift while engaging in a cultural experience.
- 150 individuals took part in an event with an LGBTQIA focus.
- 65 people of all ages engaged in creative workshops
- 411 people of all ages attended a music, comedy or performance event.
- Santa’s Grotto booked out in less than 8 minutes and the Ice Rink reached 80% sell-out in under 24 hours, highlighting the zest for these kinds of activities locally.
- 120 hours of volunteering logged.
- Approx. 240 people from local families of disabled people and families from low-income households benefited from reserved tickets.

- 8 adults with learning disabilities gained work experience over the event weekend.
- We worked with approximately 25 Bishop Auckland based businesses or organisations (without including those who were unable to make it through the storm).
- Across the weekend, approx. 4,500 people attended.

They commented that whilst not everything went to plan, a review had undertaken highlighting the need for a better waste management plan, more print marketing and engagement locally with groups was needed, and improved time management of queuing for activities such as Santa.

Despite the weather and setbacks, commendations and excellent feedback on the event had been received from the public and traders, as well as a personal letter from Jonathan Ruffer.

Social media statistics were presented, which highlighted that the majority of persons who had stated that they were attending were from Bishop Auckland and the surrounding area.

They thanked BATC for the support, partnership working and funding that enabled the event to be delivered for residents of the town, and that they hoped that they could work with BATC again when delivering the 2022 event which they are in the process of planning.

Question and comments were given relating too:

Local producers and attendee of the local farmers market appeared to be disgruntled that they hadn't been invited to attend. *An invitation had been forward but possibly due to timescales and Covid the invitation hadn't been received. Many producers were already booked into alternative events. Planning for 2022 is now starting and early booking with producers would be made to ensure local providers are in attendance.*

Issues with waiting times for Santa – *this was fully acknowledged that whilst there were delays and issues with queuing and a forced 1.5 break in delivery on the Sunday, over 800 children had accessed the free Santa. The Storm had caused the Santa activity to be moved inside this had caused issues as there was a ticketed magic show in the same indoor venue on the Sunday and both activities couldn't run at the same time. Rather than completely disappoint all children by cancelling Santa completely a strategic decision was taken that a 1.5 hr gap would be better to enable the activity to go ahead. More detailed planning was going into the contingency planning for 2022.*

What funding had the team received to put the event on? And how would 2022 be funded if no grants available? *A grant of £20,000 had been received from Durham County Council's Covid Recovery funding programme and £4,800 had been received from BATC, plus each organization had contributed funds of their own to help to deliver the event. For 2022 some grant funding would be explored, along with reviews of the costs of the ticketed events to make the event deliverable. However, there would always be a commitment to deliver the event for as lowest cost for the attendees, and low income families would again be identified to benefit from free tickets etc.*

Congratulations were also offered to the team for delivering the event in such a short space of time, and in one of the worst storms to face the area. Lots of other events had been completely cancelled that weekend so to have been resourceful to implement contingencies was commended.

Mr Wales and Mr Tinkler left the meeting.

TC 85.0/2021 – Report of the Town Clerk

TC.85.01a/2021 – Finance - Precept

A report on the precept proposals as presented (see file for copy). The tax base had slightly increased, and the Local Council Tax Support Grant had reduce slightly, balancing one another out at this time.

Discussion ensued and Members were in overall agreement at due to the current financial situation that it was not an appropriate time to be increasing the precept. A freeze had been implemented last year, and whilst the Council couldn't freeze council tax indefinitely, as LCTRSO continues to reduce year on year, it was the appropriate thing to do for 2022-23, and it would be reviewed again in detail for 2022-23.

Resolved: That the Council tax would be frozen for 2022-23 with a typical band D property being £52.10per month.

That the Precept Request form and all appropriate paperwork would be submitted to DCC by the Clerk before the deadline of 21st January 2022.

That the Clerk would issue a press statement to local press and the BATC website and social media to communicate clearly that BATC are NOT increasing Council Tax for 2022-23.

TC.85.01b/2021 Finance - Draft Budget 2022-23 – the draft budget was presented (see file copy). It was explained how the budget had been prepared, and what proposed changes to cost codes were being suggested. Provisions for Queens jubilee were included. Discussion was had an agreement was reached.

Resolved: That the Draft Budget was agreed.

TC.85.01b/2021 Finance – Monthly Statement of Payments - The list of payments were presented.

Resolved: That the payments be authorized and payment issued. Please see appendix 2 for the list.

TC.85.02/2021 Delegated Powers due to coronavirus - this item had been added to the agenda in case additional Covid restriction measures were implemented by the Government. Whilst more stringent measures were not yet in place to impact upon meetings and decision making of the council.

Resolved: That the Council would continue to monitor the restrictions and meet in a larger space to help implement safer distances

Appendix 1 – Budget 2022-23 agreed.

BATC ACCOUNTS		Estimate 31 March 2021
Current Account / Deposit account	Lloyds	£ 25,000

General Reserves		As of 31.12.2021
Acc 1	NE Credit Union	85,000
Acc 2	Santander	85,000
Acc 3	Darlington Building Society	35,462
Acc 4	Nationwide	85,000
Total Reserves		290,462

Reserves of which the following is earmarked:		2021-22	2022-23	2023-24	
Allotments -	Earmarked Reserve	78	12,106	14,500	12,106
Community Fund	Earmarked Reserve	79	2,607	2,607	2,607
Elections	Earmarked Reserve	80	11,922	6,000	6,000
Website	Earmarked Reserve	81	4,000	4,000	4,000
Parish Plan	Earmarked Reserve	82	16,623	16,623	16,623
Skate Park	Earmarked Reserve	83	1,557	1,557	1,557
Christmas	Earmarked Reserve	84	1,000	1,000	1,000
Mayors Fund	Earmarked Reserve	85	0	0	0
Staffing contingency	Earmarked Reserve	86	20,000	20,000	20,000
Minor Capital Works	Earmarked Reserve	87	20,000	20,000	20,000
Christmas Lights	Earmarked Reserve	88	10,000	20,000	10,000
Community Support	Earmarked Reserve	89	12,000	6,000	6,000
EVENTS (Queen's Jubilee)	Earmarked Reserve	90	9,250	15,000	0
Kingsway - Car Park and Associated works	Earmarked Reserve	new for 22-23	0	70,000	0
Total EMR Allocation			121,065	197,287	99,893

General Reserve		2022-23
reserve total minus EMR		£93,175
Estimated Amount not allocated		estimate at 31.03.2022
General reserve plus amount left in lloyds		£118,175

Anticipated income for 2022-23					
Description	Cost Centre	Cost Code	2021/22	2022/23	proposed 2023/24
Income Precept	Administration	1	221,383	222,685	221,383
Income - LCTS Grant	Administration	2	8,775	8,654	8,500
Income - Grants	Administration	60	0	0	0
Income Interested	Administration	61	0	0	0
Income - Mayor	Mayoral	64	0	0	0
Income - Rural Energy Community Fund	Projects	75	0	0	0
Income - Allotments	Allotments	3	14,596	14,500	14,500
Grant - Community Toilet Scheme	Leisure	4	2,520	2,520	2,520
Income - Rent	Administration	5	1,320	0	0
Total Income			248,594	248,359	246,903

available budget		
Total income plus total reserves		369,659 445,646 346,796

		proposed for 2021-23			
Description	Centre	New Cost Code	2021-22	2022-23	2023-24
Administration					
Salaries	Administration	6	83,928	86,998	88,441
HMRC (National Insurance contributions)	Administration	7	20,595	8,769	8,769
Pensions	Administration	8	23,318	16,443	16,715
EMR Staffing Contingency	EMR	86	20,000	18,000	20,000
Training – Staff	Administration	9	1,000	500	500
Travel & Subsistence - Staff	Administration	10	500	200	200
Rent	Administration	11	0	0	0

Photocopier – Lease	Administration	12	428	450	500
Photocopier – Usage	Administration	13	420	420	450
Room Hire	Administration	14	0	0	0
Postage	Administration	15	650	200	200
Stationery	Administration	16	700	700	700
ICT	Administration	17	5,000	5,000	5,000
EMR - Website	EMR	81	4,000	4,000	4,000
Legal and Professional Fees	Administration	18	5,000	6,000	5,000
Audit Fees	Administration	19	900	900	900
Subscriptions & Membership	Administration	20	2,360	2,360	2,360
Insurance	Administration	21	1,200	3,000	3,000
Engagement / Marketing	Administration	22	2,000	1,000	1,000
mobile/telephone	Administration	23	750	750	750
Democracy					
HMRC (National Insurance contributions)	Democracy	24	600	600	600
Training – Members	Democracy	25	320	300	300
Allowances	Democracy	26	4,700	5,280	5,280
Travel & Subsistence - Members	Democracy	27	700	550	550
Civic & Approved Duties	Democracy	28	1,000	1,000	1,000
Elections	Democracy	29	8,078	4,000	4,000
EMR - Elections	EMR	80	11,922	6,000	6,000
Allotments					
EMR - Allotments	EMR	78	12,106	12,106	12,106
Rent	allotments	30	775	775	775
Skips	allotments	31	1,200	1,200	1,200
Water	allotments	32	5,500	5,500	5,500
Pest Control	allotments	33	2,000	2,000	2,000
Subscriptions/membership	allotments	34	55	120	120
Repairs & Maintenance	allotments	35	1,000	1,000	1,000
postage allotments	allotmnts	91	0	100	100
Capital Projects	allotments	36	1,035	2,000	1,500
Events					
EMR Christmas	EMR	80	1,000	1,000	1,000
EMR Queens Jubilee	EMR	New	9,250	15,000	0
Christmas	Events	37	8,000	10,000	10,000
Horticultural Show	Events	38	3,500	2,500	2,500
Remembrance Day Ceremony	Events	39	750	1000	1000
Youth Awards	Events	40	5,000	5,000	5,000
ward and in year events	Events	41	8,000	5,000	5,000
TOWN TEAM (contingency)	Events	42	3,500	500	500
Leisure					
Electricity – Skatepark	Leisure	43	500	500	500
EMR - Skate Park	EMR	83	1557	1557	1557
EMR - Christmas Lights	EMR	88	10000	20000	10000
Community Toilet Scheme	Leisure	63	2,520	2,520	2,520
Community Support					
EMR - Commuity Support	EMR	89	12,000	6,000	6,000
Community WIFI	Community Support	93	0	1,533	1,533
Floral Displays (hanging Baskets Etc)	Community Support	44	2,000	2,000	2,000
Grants / Donations	Community Support	45	5,000	5,000	5,000
EMR - Community Grants	EMR	79	2,607	2,607	2,607
Summertime Activities	Community Support	46	4,000	2,000	2,000
Food Festival	Community Support	47	10,000	10,000	10,000
Citizens Advice Durham	Community Support	48	3,000	3,000	3,000
EMR - Parish Plan	EMR	82	16,623	16,623	16,623
Wealthier Bishop Auckland	Town Plan(forward Plan)	69	9,500	9,500	9,500
Better BA for Children and Young People	Town Plan(forward Plan)	70	9,000	9,000	9,000
Healthier Bishop Auckland	Town Plan(forward Plan)	71	1,000	1,000	1,000
Safer Bishop Auckland	Town Plan(forward Plan)	72	200	200	200
greener Bishop Auckland	Town Plan(forward Plan)	73	2,500	2,500	2,500
enhance democratic Representation	Town Plan(forward Plan)	74	0	0	0
Kingsway					
EMR - Car Park and Associated Accessibility works	EMR	new	0	70000	0
EMR - Minor Capital Works	EMR	87	20000	20000	20000
Capital Programme (Office)	Kingsway	49	10,000	5000	5000
Loan Repayment (PWLB)	Kingsway	50	8,302	1,784	1,784
Loan Repayment (PWLB) interest	Kingsway	62	0	6,519	6,519
Gas	Kingsway	51	1,098	1,537	1,537

Electricity	Kingsway	77	1,098	1,537	1,537	
Water	Kingsway	52	397	397	397	
Telephone/ broadband	Kingsway	53	1,837	2,500	3,500	
Waste/Recycling	Kingsway	54	1,000	500	500	
Maintenance / Repairs (EMF)	Kingsway	55	3,000	4,000	5,000	
Cleaning	Kingsway	56	3,400	3,400	3,400	
Marketing	Kingsway	57	1,500	0	0	
Consumables (loo roll, paper towels, sanitiser etc)	Kingsway	58	2,000	1,000	1,000	
Health Safety and Security	Kingsway	92	0	2,000	2,000	
Furniture and equipment	Kingsway	59	4,000	1000	1000	
RECF	projects	76	0	0	0	
			Totals	412,379	454,934	364,230

Breakdown

Income	248,359
EMR	197,287
General Reserve	9,288
Total Budget	454,934

Appendix2 – Monthly Statement of payments agreed under TC 85.1c/2021 - Monthly Payments and Payments for authorization 14.10.2021 - 09.11.2021

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/11/21-23/12/21	£74.28		
2145	Evolve Group Ltd.	Kingsway: Telephone Call Charges - September 2021	£16.81		
2145	Evolve Group Ltd.	Kingsway: Telephone & Broadband - December 2021	£218.29		
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - November 2021	£108.00		
2146	Corona Energy Retail 2 Limited	Kingsway: Gas October - November 2021	£84.92		
2146	Corona Energy Retail 2 Limited	Kingsway: Gas November - December 2021	£155.76		
DD	British Gas	Electricity: Skate Park 22/10/21-22-11/21	£10.58		
DD	Grenke Leasing Ltd.	Photocopier Lease 01/01/22-31/03/22	£107.98		
EP	Twinkle Cleaning Services	Kingsway: 20 Hours Cleaning - December 2021	£240.00		
EP	Salaries, Superannuation	December 2021	£3,451.48		
EP	HMRC - Tax and NI, Salaries	December 2021	£1,087.62		
EP	D.C.C. Pension Scheme	December 2021	£1,092.85		
EP	Members Allowances	December 2021	£417.84		
EP	HMRC - Tax and NI, Members Allowance	December 2021	£29.60		
DD	British Gas	Electricity: Skate Park 22/11/21-22/12/21	£10.78		
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/12/21-23/01/22	£74.28		
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - December 2021	£111.60		
2141	The Durham Dales Event Services Ltd.	Install PA System in Market Place for Remembrance Sunday – 14th November 2021	£520.00	Town Council	

By Council for Financial Regulation No 5.6

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
DC	Wilko	DL Envelopes	£2.00	Town Council	
DC	The Works	3x 15pk Colouring Pencils	£3.00	Town Council	
2142	D Wade Housing Building Services	Kingsway: Capped off 5 Chimney Stacks	£100.00	Town Council	
2143	Roadsafe Traffic Management - AdvantEdge Factoring	Road Closure and Signage - Remembrance Sunday, 14th November 2021 (Need invoice - have quote)	£468.00	Town Council	

2144	The Northern Counties Allotments Association (NCAA)	NCAA Membership 2021/22	£55.00	Town Council
DC	Timpson Ltd.	Kingsway: 2x Office Key Cut	£14.00	Town Council
DC	Boyes	20M Elastic Cord, 8mm - War Memorial	£6.00	Town Council
DC	Morrisons	Flowers for 65th Wedding Anniversary and Card	£24.75	Town Council
EP	Bridge Creative CIC	Contribution towards Bishop Auckland Christmas Town 2021	£4,800.00	Town Council
EP	Mint Management Entertainment Events	2 x Snow Fairies, Bishop Auckland Christmas Town, Sunday 28th November 2021	£600.00	Town Council
2147	Durham County Council	HR Advice and Guidance Services: December 2021	£70.00	Town Council
2148	Durham County Council	Contribution Towards Bishop Auckland Food Festival 2021	£10,000.00	Town Council
EP	Wave (NWG Business)	Water: Broken Banks 10/09/21-09/12/21	£33.69	Town Council
EP	Wave (NWG Business)	Water: Pollards 10/09/21-09/12/21	£341.37	Town Council
EP	Wave (NWG Business)	Water: Tindale Crescent 10/09/21-09/12/21	£180.10	Town Council
EP	Wave (NWG Business)	Water: Woodhouse Close 10/09/21-09/12/21	£172.69	Town Council

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Wave (NWG Business)	Water: Edge Hill 10/09/21-09/12/21	£101.18	Town Council	
EP	Wave (NWG Business)	Water: Kingsway 16/09/21-15/12/21	£36.30	Town Council	
DC	The Works	1x Magnetic White Board, 1x A5 Diary, 2x Wall Planners and 4x Subject Dividers	£14.70	Town Council	
DC	The Works	2x Magnetic White Board and 1x A5 Diary	£12.00	Town Council	
2149	A. Breeze Pest Control Ltd.	Pest Control - Tindale Crescent 01/01/22-30/06/22	£450.00	Town Council	
2150	Total Business Group	Printing Costs: December 2021	£41.87	Town Council	
2151	North East Regional Employers Organisation (NEREO)	Job Advertisement for Assistant Town Clerk	£180.00	Town Council	
Total			£25,519.32		