

Bishop Auckland Town Council

Annual Council Meeting

17 May 2022

Minutes

In attendance: Cllrs Eliot, Siddle, Blackburn, Chappell, A Zair, S Zair, L Zair, and Balmer-Howison

Also Present: Sarah Harris, Town Clerk, Vicki Booth Ass. Town Clerk and 1 member of the public

TC01/22 Election of Mayor – The nominations for Mayor for the 2022-23 Municipal Year were proposed. Only one nomination was received which was for Cllr Michael Siddle.

Resolved: That Cllr Michael Siddle be elected as mayor for the municipal year 2022-23. This was proposed by Cllr Jamie Blackburn and Seconded by Cllr Sam Zair

TC02/22 Declaration of Acceptance of Office – The Mayor Cllr Siddle signed a declaration of acceptance of office.

Resolved: The Cllr Siddle signed the declaration of acceptance of office.

TC03/22 Presentation to Retiring Mayor - A vote of thanks was given to Cllr Katie Eliot, as the retiring Mayor, and she was presented with a medal and flowers to commemorate her time in office. Katie was thanked for her hard work over the term and for her valiant fundraising effort which saw her raise over £3000 for the local hospital.

TC04/22 Apologies for absence – Apologies were received from Cllr Wilson.

Resolved: That their apologies be noted and accepted.

TC05/22 Declarations of Interest – No declarations of interests were made.

TC06/22 Election of Deputy Mayor - To elect a Deputy Mayor for the 2021-2022 Municipal Year.

Resolved: The nominations for Deputy Mayor for the 2022-23 Municipal Year were proposed. Only one nomination was received which was for Cllr Sam Zair.

Signed Chair of Meeting:

June 2022

TC07/22 Declaration of the Acceptance of Office for the Deputy Mayor - The Deputy Mayor signed a declaration of acceptance of office.

Resolved: That Cllr Zair stepped forward and signed the declaration of acceptance of office.

TC08/22 Appointments to Committees, Panels, Outside Bodies and Working Parties – Members were presented with the current list of appointments to committees, panels and outside bodies.

Resolved:

That committee appointments would remain the same and it would be reconsidered once the outcome of the vacant seats in the Henknowle ward were known. (see Appendix 1).

That Cllr K Eliot, would take a seat on the AAP Town and Villages Revitalisation group, and South West residents and businesses Durham Traveller forum.

That Cllr Siddle would take the CDALC Larger Councils forum seat, and the CDALC AGM seat.

That the Stronger Towns Board Position be available to both the Mayor and Town Clerk

That Cllr Balmer-Howison would remain on the Bishop and Shildon Local Councils Committee with the option to have the CDALC Exec seat for 2 years on Rotation with Shildon. For the second two years that seat would change to the AAP Board member for the area to ensure that Bishop Councillors received some representation.

TC09/22 Diary of Meetings 2022-23 – The diary of meetings for 2022-23 was presented (see file copy)

Resolved: That the diary be adopted.

TC10/22 To re-confirm the Articles and, Responsibilities Rules of Procedure, Codes and Protocols of, Members Allowances of Bishop Auckland Town Council Constitution. Members considered the Constitution and any changes, this includes the adoption of the Members Code of Conduct, to include the Declaration of Pecuniary Interests.

Resolved:

That the NALC Model Standing orders be reviewed and any amendments be identified and brought to a future meeting.

That the council policies be reviewed over the summer.

That members allowances, and the Mayors Special Responsibility allowance for 2022-23 remain the same as the previous year.

That the structure chart be amended to reflect the current structure.

TC11/22 Bishop Auckland Town Council AGAR 2020-21 – members were updated on the AGAR 2021

TC12/22 Public Participation – The retiring Mayors consort gave thanks for the opportunity to support the outgoing Mayor and represent the Town at events and activities as the consort.

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TC 13/22 Minutes - To approve the Minutes of the following meetings:

- Town Council 26 April 2022
- Planning Committee 26 April 2022
- Town Council 14 October 2021 *
- Town Council 9th November 2021*
- Finance Committee 1st March 2022

*These had been considered at the 11 January meeting 2022, however their approval was not recorded in the minutes, therefore reapproval is needed.

** An error in the transcript has been noted and therefore needs to be amended.

Resolved: That the Minutes be approved as a correct record, the amendments agreed and recommendations contained therein be adopted

TC14/22 Matters Arising –

From the April 2022 Town council Meeting - Stronger Towns Update – that David Land be invited to the next meeting and a list of proposed projects be requested.

Resolved: that an invitation be issued and list of projects be requested.

That if progress is not made that a statement be issued stating that Town Council's actions and requests for information and that satisfactory information hasn't been obtained.

TC15/22 Report of Town Clerk

- a) Jubilee Celebrations 2022 – An update on the Platinum Jubilee Celebrations to celebrate HM the Queen's 70 year reign was given. Three days of celebrations were planned. The initial budget was £15,000, with an additional £10,000 received from the Awards for All. Based upon the estimates etc it was anticipated that there was a gap of £10-12, 000 in the events budge to successfully deliver the three day event programme.

Resolved: That the DCC members be approached for funding support.
That the Town Council use the 'Ward and In year events' budget allocation of £5000 towards the events, plus reserves as they wish the event to be a huge celebration.

- b) Mayoral Chain – Request has been made to DCC for the Wear Valley Chain and a price for Repairs has been quoted.

Resolved: That the Council waits for a response from DCC and alternative prices for repairs or a new Chain be requested.

- c) Work Programme Update - the Clerk updated that the work programme was being developed and it would be brought to a future meeting with the proposals for changes to the Town Council Plan.

Resolved: That the report is noted.

- d) Finance – In accordance with delegated powers, payments had been made as detailed in the report. (See Appendix 2) and cheques were presented for authorisation also as detailed in appendix 2.

Resolved: That the action taken be confirmed and the payments were authorised.

Appendix 1 - Current allocations (April 2022)

Committees

Committee Name	No of CLLrs	Chair	Vice Chair	Other allocated Members			
Accommodation	4	Sam Zair (BA IND)	David Wilson (LAB)	Leanda Chappell (BA IND)	Katie Eliot (LAB)		
Allotments and Environment	5	Jamie Blackburn (LAB)	Sam Zair (BA IND)	Harley Balmer – Howieson (LAB)	Katie Eliot (LAB)	Adam Zair (BA IND)	
Disciplinary	3	Adam Zair (BA IND)	David Wilson (LAB)	Jamie Blackburn (LAB)			
Events	6	Lesley Zair (BA IND)	Michael Siddle (LAB)	Leanda Chappell (BA IND)	Jamie Blackburn (LAB)	Katie Eliot (LAB)	Sam Zair (BA IND)
Finance	6	David Wilson (LAB)	Jamie Blackburn (LAB)	Leanda Chappell (BA IND)	Katie Eliot (LAB)	Adam Zair (BA IND)	Sam Zair (BA IND)
HR	5	Michael Siddle (LAB)	Lesley Zair (BA IND)	Harley Balmer – Howieson (LAB)	Katie Eliot (LAB)	Sam Zair (BA IND)	
Planning	6	Leanda Chappell (BA IND)	Harley Balmer – Howieson (LAB)	Michael Siddle (LAB)	David Wilson (LAB)	Adam Zair (BA IND)	Lesley Zair (BA IND)
Policy	5	Katie Eliot (LAB)	Leanda Chappell (BA IND)	Harley Balmer – Howieson (LAB)	Michael Siddle (LAB)	Sam Zair (BA IND)	
Youth Council	5	Harley Balmer - Howieson (LAB)	Adam Zair (BA IND)	Katie Eliot (LAB)	Michael Siddle (LAB)	Lesley Zair (BA IND)	

Outside Bodies appointments May 2022

Committee Name	No	Members Names
Bishop Auckland and Shildon Local Council's Committee	2 Members plus Town Clerk 4	Harley Balmer – Howieson Vacancy
AAP Town and Villages Revitalisation	1 Member plus Town Clerk or Assistant Town Clerk	Katie Eliot Sarah Harris/ Vicki Booth
CDALC Larger Local Council's Forum	2 Members plus Town Clerk	Michael Siddle 1 Vacancy
County Durham Association of Local Councils A.G.M.	1 Member	Michael Siddle Sarah Harris
South West Durham Residents', Businesses' & Travellers' Forum	2 Members	Katie Eliot Vacancy
Stronger Towns Board	1 Member and Town Clerk*	Request for it to be Current Mayor & the Town Clerk
HAZ -	1 Member	Cllr Sam Zair
Brighter Bishop Board	Town Clerk	Sarah Harris

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Appendix 2 – Monthly Payments and Payments for authorisation 25.04.2022 – 17.05.2022

Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - May 2022	£152.29	By Council for Financial Regulation No 5.6	
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/04/22-23/05/22	£85.97		
EP	Twinkle Cleaning Services	Kingsway: 22.5 Hours Cleaning - April 2022	£270.00		
EP	Corona Energy Retail 2 Limited	Kingsway: Gas April - May 2022	£145.98		
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - April 2022	£108.00		
EP	Richardson's Amusements Ltd.	Rides and Attractions - Platinum Jubilee 2022 (25% Deposit)	£712.25	Town Council	75% Remaining balance to follow (£2,137.75) Invoice total £2,850
EP	A1 Events	Fair Ground Games - Platinum Jubilee 2022 (25% Deposit)	£205.80	Town Council	50% Deposit to follow (£411.60) 25% Remaining balance to follow (£205.80) Invoice total £823.20
DC	Morrisons	Florist Bouquet and Card - 65th Wedding Anniversary	£27.00	Town Council	
EP	Amazon Business	10x Large Union Jacks - Platinum Jubilee 2022	£39.50	Town Council	
EP	Amazon Business	Large Union Jack with Official 70th Anniversary Emblem - Platinum Jubilee 2022	£7.83	Town Council	
2191	Eldon Hope Building Materials	2 Tonne of Pea Gravel - Pollards Allotment	£110.00	Town Council	Temporary repairs of internal road.
2192	Total Business Group	A4 Copier Paper, C5 Envelopes, Printer Labels and Pocket Calculator	£82.48	Town Council	
DC	Wilko	3x Black Picture Frames	£12.00	Town Council	
EP	Bullfinch (Gas Equipment) Ltd	Platinum Jubilee Beacon	£588.00	Town Council	
EP	South West Durham News CIC (Bishop Press)	Inside Page Letterbox Advert in Bishop Press - Platinum Jubilee	£102.00	Town Council	
2193	Mathews Promotional Products Ltd.	3000x Paper Hand Flags - Platinum Jubilee	£936.00	Town Council	
DC	Max Spielmann	10" x 8" Mayor's Photo and Frame	£11.50	Town Council	
DC	Vistaprint	2x Mayor's Yearbooks and Delivery	£65.94	Town Council	

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Payment Type/ No	Payee	Detail	Amount £	Authorised By	Notes
2194	SLCC Enterprises Ltd. - Society of Local Council Clerks	1x Ticket - 'The North' Training Seminar - 7th July 2022	£102.00	Town Council	Town Clerk to attend.
2195	Durham County Council	2x Tickets to Chairman's Civic Dinner - 20th May 2022	£70.00	Town Council	
DC	Post Office Ltd.	300x 2nd Class Stamps	£204.00	Town Council	Postage for Allotment Invoices and Tenancy Agreements.
DC	Charltons Florists	Bouquet of Flowers for Outgoing Mayor 2021/22	£20.00	Town Council	
2196	Deco Trophies & Engraving Ltd.	Engraving of Mayor's Medallion	£4.00	Town Council	
2196	Deco Trophies & Engraving Ltd.	400x Medals with Town Council Centres, Ribbons and Breakaway Lanyards. 90x Medals with Platinum Jubilee Centres and Presentation Box	£831.50	Town Council	

Total £4,894.04

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