

Bishop Auckland Town Council

Minutes of the meeting of 29 November 2022

Held at 6pm in Town Council Offices, Kingsway Court, Bishop Auckland

In attendance: Cllr M Siddle (Mayor – Chair) Cllr J Blackburn, Cllr H Balmer-Howieson Cllr K Lawson, Cllr D Wilson, Cllr A Zair, Cllr L Zair, Cllr S Zair

Also In attendance: Mrs V Booth, Assistant Town Clerk, and one Member of the Public

TC61/22 Apologies for absence - apologies were received and noted from Cllr M Harker, and Mrs S Harris (Town Clerk)

TC 62/22 - Declaration of Interests – No declarations made

TC63/22 – Minutes the following minutes were presented

- Planning Committee 18th October 2022
- Town Council 18th October 2022
- Finance Committee 22 November 2022
- Allotment & Environment Committee 22nd November 2022
- Extra Ordinary meeting of the Town Council 16th November 2022

Resolved: that the above Committee and Town Council Minutes have been received, and that the Town Council agreed to adopt all recommendations contained within them. Copies of the minutes will be available on the town council website.

TC64/22 Matters arising: Cllr Blackburn advised that the committee members and panel groups need to be discussed and reallocated.

Resolved: Listed as an agenda item

TC65/22 Public Participation – the member of the public did not wish to raise any questions.

Resolved: Members noted this.

TC65/22 Co-option of a Councillor – applicant spoke of his reasons for why he would be a suitable candidate to become a co-opted councillor for the Cockton Hill ward. Councillors asked questions. The candidate stepped out the room whilst members considered the appointment.

Resolved: The members voted unanimously in favour, and applicant be invited back in and accepted as Councillor for Cockton Hill.

Mr Andrew Legge, duly accepted but was unable to sign the Acceptance of Office due to the absence of the Town Clerk, this is to be signed upon her return.

TC66.1/22 Durham County Council update– Cllr S Zair advised he would like to continue to invite other DCC members to the Town Council meetings. Cllr Zair then he gave an update from DCC. Busy time for council tax reviews and all councils have a deficit to fill and noted the devolution deal that

Signed Chair:

is in the pipeline but confidential at present so could not elaborate. Cllr Zair advised the list of 106 monies has been release today and advised other ward Cllr's to contact their County Councillors for more details.

Resolved: That Members noted the report.

TC66.2/22 Mayors Update – The Mayor updated members of events that he had attended since the last meeting and the continued good links being made between the Town Council and other agencies.

Resolved: That Members noted the report.

TC66.3/22 Outside bodies update –

Cllr Sam Zair discussed the work required for the masonic Hall and the work that is underway in the old McIntyre's property which will be part of Bishop Auckland College facilities, as part of a Heritage Action Zone.

The Mayor advised he & the Town Clerk had met with David Land from Strong Towns Board and expressed frustration on behalf of the public about the lack of consultation drop ins at neutral premises and out of hours and the requirement for consultations to take place in each ward.

Resolved: Cllr J Blackburn expressed that this should have been an open letter as per the minutes of the October Town Council meeting.

Cllr Lesley Zair asked for a breakdown of monies and timeline regarding the regeneration and an update regarding the Canny Hill roundabout.

TC67/22 – Appointment of Committees, Panels, Outside Bodies and Working Groups – Member agreed to review the list of committees, consider which can be amalgamated and which they would like to sit on. It was agreed all members should be present for this to be carried out.

Resolved: To be discussed at next TC meeting.

TC68/22 Boundary Commission Review – the Chair gave an overview of the review paper. Bishop Auckland MP constituency area, is set to take on a proportion of a neighbouring area, which is being split in two.

Resolved: That the Update was noted.

TC69/22 Strategy Review Update – an update on the Strategy meeting was given, an initial SWOT analysis had been done. However to move it forward strategically more focus was needed.

Resolved: That the Update was noted and that the policy and Strategy committee should be tasked with moving the workstream forward.

TC70/22 Civility & Respect Pledge – was presented for adoption by the council.

Resolved: All members unanimously agreed to sign up to this pledge.

TC71/22 Town Clerks Report (presented by Vicki Booth Assistant Town Clerk)

Christmas Town Feedback - Vicki gave an update of the fantastic feedback that has been received for a very successful Christmas Town and the positive feedback from small local businesses. Circa 17,000 people in attendance across the weekend.

Resolved: That Members noted the excellent feedback from the weekend.

Car Park Update – the car park design plan had been received and the tender document. The Document should be ready for submission in January.

Resolved: To note the report and take an update in January 2023 .

Future Events – Discussions have started to take place between the Town Clerk and Bishop Auckland Food Festival and the contribution BATC are willing to invest in the Food Festival. Members agreed that £10,000 is still a suitable amount as long as we get similar advertising to last year and have presence in the town by way of a stall.

Resolved: That the Town Clerk is to confirm details to BAFF

TC72/22 Finance

TC72.1/22 Budget & precept 2023-24 Preparation – Assistant Town Clerk gave an overview of the anticipated income should the precept remain unchanged and drew members attention to the chart on the paper of different levels of income based on percentage increases.

Resolved: Members agreed to hold a finance committee in December 2022 to discuss the options further then take recommendation to the next Town Council meeting prior to the deadline date.

TC72.2/22 Statement for payments for authorisation: – the Assistant Town Clerk asked members for any queries but also highlighted an error on the report *Ref 2243 Tenant Refund for over payment* – report states £116.66 but the figure should read £166.66.

Resolved: Document to be amended as required. Payments authorised for payment, as shown in Appendix 1.

TC46/22 Correspondence – Assistant Town Clerk advised members that the Town Council has been approached with preliminary discussions to be named support for Daisy Arts regarding a Spring Fest (art based festival) and a Spanish Town Festival via the Camino & Pilgrimage Group

Appendix 1 – Statement of Payments as per minute number TC7.2./22 – as authorised

Monthly payments& Payments for Authorisation – 29 th November 2022						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments						
2240	Durham County Council	Installation of Fencing around Pond at Tindale Crescent Allotments	£780.00	£156.00	£936.00	Maintenance works from earlier in the year
2240	Durham County Council	Application of 2 Herbicide Treatments at Pollards Allotments	£155.32	£31.06	£186.38	Maintenance works from earlier in the year
2240	Durham County Council	Installation of Field Gate at Pollards Allotments	£240.00	£48.00	£288.00	Maintenance works from earlier in the year
EP	AK Garden Maintenance and Waste Removal	Dismantling of 2 Sheds and Waste Removal from Pollards Allotments	£350.00	-	£350.00	To enable plots to be re-allocated. Approved via Chair or Finance and Chair of Allotments
DC	Post Office Ltd.	300x 2nd Class Large Stamps	£315.00	£0.00	£315.00	For allotment Tenancies
EP	Linton's Printers	300x A4 Allotment Rules Booklets & 300x Allotment Newsletters	£93.00	£0.00	£93.00	
EP	Amazon Business	2x Boxes of C4 White Windowed Envelopes	£17.24	£3.44	£20.68	
Mayors Activities						
EP	The Auckland Project	Catering for Mayor At Home Event, 20th October 2022	£195.00	£39.00	£234.00	Mayor at Home Event
2241	The Royal British Legion	Type C Poppy Wreath	£25.00		£25.00	
2242	Spennymoor Town Council	2x Tickets to Mayor's Civic Dinner, 2nd December 2022	£60.00		£60.00	
EP	Tom Wood	Deposit: JD and The Woodsmen Performance for Mayor's Fundraiser Event, 10th February 2023	£50.00	£0.00	£50.00	For Mayors Ball in Feb 2023
Christmas Town						

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EP	Wilko (Reimbursement - Assistant Town Clerk)	34x Hula Hoops (Christmas Town Decorations)	£8.50	£1.70	£10.20	
EP	Aukestra	Performance of Aukestra at Bishop Auckland Christmas Town Event, 18th November 2022	£416.67	£83.33	£500.00	Band Entertainment – More invoices will be due for other entertainment acts
EP	Pastiche Worldwide T/A PT Cheshire Ltd.	Living Christmas Tree, Bishop Auckland Christmas Town 2022	£325.00	£65.00	£390.00	Street Entertainment
DC	The Works Stores Ltd.	6x 5M Glue Tape	£5.00	£1.00	£6.00	For Council Craft Activities
DC	Wilko	Wooden Pegs, Foliage Tinsel and Christmas Decorations	£7.58	£1.52	£9.10	
DC	The Works Stores Ltd.	Mini Crafts, Foam Stickers Tub, Colour Felt Pens, Washi Tape etc.	£22.50	£4.50	£27.00	
DC	Wilko	6x Foliage Tinsel	£10.00	£2.00	£12.00	
DC	Boyes	5x Battery Operated LED Lights and 2x 12 pack of AA Batteries	£28.88	£5.77	£34.65	
DC	B&M Retail Ltd.	Red Ribbon, Snowflake Decorations, Embroidered Tree Skirt, Christmas Table Cloth etc.	£17.08	£3.42	£20.50	
DC	Boyes	2x LED Lights 2x Microbrights, Suregrip Pegs, Cable Ties and AA Batteries	£25.55	£5.11	£30.66	
EP	South West Durham News CIC	2x Full Page Adverts in Bishop Press	£560.00	£112.00	£672.00	For Council media/ advertising contribution to event
EP	Visit County Durham	Solus e-Newsletter for Bacannalia, Bishop Auckland Christmas Town	£450.00	£90.00	£540.00	
EP	Service Supply Network Ltd. T/A Skip Supply Network	6 Yard Skip	£215.00	£43.00	£258.00	For Council Waste Contribution to event – to cover waste for the Party
EP	Complete Event Safety Ltd.	Security at Bishop Auckland Christmas Town, 18th-20th November 2022	£1,342.70	£268.54	£1,611.24	Council contribution is £1000 £611.24 will be deducted from management fee
DC	Cre8ive Graphics Ltd.	1x Town Council Banner (8470mm x 460mm)	£95.00	£19.00	£114.00	To brand the Snow Globe

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IT						
2240	Durham County Council	11x Samsung Galaxy Tab A8, 10.5" 64gb	£2,287.89	£457.58	£2,745.47	IT Tablets for Member use

Ongoing Contracts and Obligations						
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - October 2022	£93.00	£18.60	£111.60	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - November 2022	£126.91	£25.38	£152.29	
EP	Salaries, Superannuation	October 2022	£6,011.63		£6,011.63	
EP	HMRC - Tax and NI, Salaries	October 2022	£2,204.00		£2,204.00	
EP	D.C.C. Pension Scheme	October 2022	£1,950.36		£1,950.36	
EP	Members Allowances	October 2022	£330.70		£330.70	
EP	HMRC - Tax and NI, Members Allowance	October 2022	£72.67		£72.67	
EP	Salaries, Superannuation	November 2022	£6,065.11		£6,065.11	
EP	HMRC - Tax and NI, Salaries	November 2022	£2,085.77		£2,085.77	
EP	D.C.C. Pension Scheme	November 2022	£1,950.36		£1,950.36	
EP	Members Allowances	November 2022	£311.57		£311.57	
EP	HMRC - Tax and NI, Members Allowance	November 2022	£55.33		£55.33	
EP	Staff Travel & Subsistence (T&S)	Assistant Town Clerk Mileage: October-November 2022, 46 Miles @0.45p	£38.25	£0.00	£38.25	

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EP	Twinkle Cleaning Services	Office Cleaning (22.5hrs) - October 2022	£270.00	£0.00	£270.00	
2239	Total Business Group	Toshiba eStudio Printer Staple Cartridge	£58.45	£11.69	£70.14	
2239	Total Business Group	Printing Costs: October 2022	£65.88	£13.17	£79.05	
EP	Corona Energy Retail 2 Limited	Kingsway: Gas September - October 2022	£60.12	£3.01	£63.13	
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/10/22-23/11/22	£70.44	£14.09	£84.53	
DD	Grenke Leasing Ltd.	Photocopier Lease 01/10/22-31/12/22	£89.91	£17.98	£107.89	
EP	Anderson & Co. Accountancy & Taxation	Payroll Services: July - September 2022	£157.50	£31.50	£189.00	
DC	Heron Foods	Refreshments for Meetings	£8.48	£1.70	£10.18	
DD	EDF Energy	Kingsway: Electricity 02/09/22-30/09/22	£99.78	£4.99	£104.77	
DD	EDF Energy	Kingsway: Electricity 01/10/22-31/10/22	£54.57	£2.73	£57.30	
DD	O2	Mobile Phones 24/11/22-23/12/22	£70.84	£14.17	£85.01	
DD	EDF Energy	Skatepark: Electricity 01/10/22-31/10/22	£21.61	£1.08	£22.69	
Other						
2243	Tenant	Refund on over payment on allotment rent	£166.66		£116.66	Overpayment made by former tenant
Total:			£30,537.81	£1,601.06	£31,806.79	

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