

Bishop Auckland Town Council

Minutes of the meeting of 21st March 2023

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

In attendance: Cllr M Siddle (Mayor – Chair), Cllr Harker, Cllr A Legge, Cllr D Wilson, Cllr K Lawson, Cllr A Zair and Cllr L Zair

Also In attendance: Mrs Sarah Harris, Town Clerk and Assistant Clerk Vicki Booth.

TC101/22 Apologies for absence - apologies were received and noted from Cllr S Zair, Cllr K Eliot and Cllr D Wilson due to illness.

Resolved: That the Members noted and accepted their apologies.

TC 101/22 - Declaration of Interests – No declarations made

TC102/22 – Minutes the minutes of the meeting of the 7th March 2023 were presented.

Resolved: That the above 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.

TC103/22 Matters Arising - To from the above Minutes which are not included elsewhere on the agenda (for information only). The Clerk provided updates on:

Comparison prices for allotment clearance were provided

Kingsway – Boundary court light complaints – been checked again by county and it adheres to regulations

Resolved: that members noted the update on Kingway traffic light complaints.
That members agreed to go with the cheaper quote of £450 to get plot 31 Edge Hill cleared and the invoice to be sent to the former tenant.

TC104/22 Public Participation -no members of the public were in attendance.

TC105/22 Reports –

A) Durham County Council – no DCC update received

B) Mayor’s Report –the mayor reported that he had attended a range of events during February and march including *Civility and Respect training and he advised all members to consider the implications. If slides can be shared they will be circulated.*

The Mayor is hosting an event on 5th May at Town Hall around railways and started advertising and ticketing system

Resolved: that members noted the activities attended.

Cllr Harker suggested all meetings and event should be recorded on calendar for people to see as some aspects affect the communities in each ward. Attendees to report back to other members so they are not blindsided.

Resolved: that all members agreed that if they have attended an event or activity in their capacity as a councillor then they will feedback, and also advise the Council of events happening in the community as the staff are not always aware.

C) Outside Bodies –

AAP - meeting to be held for online consultation Thursday 30th as looking to change structures. Mayor to attend.

Resolved: that the Mayor will attend the briefing.

That members agreed that the 2 year rotation with Shildon needs to be confirmed and that between meetings there needs to be communication. rotation needs to be reset to Bishop from Shildon

Stronger Towns – all business cases except eastern access corridor due to ecological studies that are ongoing. Durham Dales access one is through. Three more to be signed off within weeks. Comments re raised regarding the latest magazine.

Resolved: that the report was noted, and that councillors wish to have view prior to print to be the voice of Bishop Auckland. Clerk to raise this with DCC.

TC106/22 Finance – The payment report was presented. See Appendix A. It also contained some item which were believed to have already been to committee for authorisation, however to ensure that full authority given the Clerk would rather things be approved twice rather than not at all. The List did not include the bill for the recent electrical works had just been received and to ensure payment for year end, authorisation was sought.

Resolved: that members agreed to authorise payments and that the electrical works be added to appendix A, and paid.

TC107/22 Report of the Town Clerk

A) Internal Audit Update – A meeting was being held with the Auditor to set the programme on 22nd March 2023.

Resolved that the Members agreed to note the report and feedback on the AGAR and Audit process

B) Car park Update – There was an initial site meeting with the approved contractor on site on 21st met contractor on site today, agreed price of door likely to go up now he knows our exact requirements, proposed start date mid to late May with approx. 4-week completion.

Resolved: that members welcomed the progress made, and that the car park is a welcome addition. Further updates to be reposted at future meeting.

C) Heritage festival 2023– HAZ would like BATC to be main partner moving forward as the HAZ has now ended. The event for 2023 is funded, but moving forward funding would need to be sought. The programme is over one day, rather than the month, with a history fair, speaker and interactive activities. Hoped to encourage partner involvement in the likes of the Kynren, TAP, etc.

Resolved: that members agreed that there would be a memorandum of understanding so that a large amount of work is not put onto the town council and we would be a coordinator in the main. In principal agreed but more information required.

D) Youth Awards Update – Date set for 19 June 2023, categories, and good partner engagement secured. members agree to move forward with this project.

Resolved: that members noted the progress, and agreed to seek sponsorship for categories, and to receive further updates.

- E) DCC SLA procurement contract agreement – The SLA is due to for renewal at a cost of £1102.10 per annum. Whilst the contract had been hugely beneficial for the car park commissioning, this as a an additional chargeable service.

Resolved: that members agreed the costs of were too high based on the usage, and therefore to confirm to DCC that we would be unable to go ahead due to costs.

- F) Green fair Update – is taking place in June, provides an opportunity to launch the Allotment Awards and share benefits of ‘growing your own’.

Resolved: that the Council have agreed to have a stand and interactive activity at the fair.

- G) Festive Lighting – the additional lighting had been costed and was totalling over £30,000 for year 1 with initial set up and ongoing costs of £1500 annually moving forward.

Resolved: that the council would not progress with the additional festive lighting as the costs were too excessive.

- H) Website News Update – concerns had been given on articles pulling from Northern Echo through to the front page of the Council landing page. A disclaimer now added to the top of newsfeed to highlight that this wasn’t BATC News.

Resolved: that the addition was welcome and made things clearer, at a suitable time it may be of benefit to establish if the words used to pull the stories through are able to be filtered to avoid political stories coming through.

TC107/22 Correspondence – Thank you letter from Stephen Ragg regarding his retirement gift had been received.

Resolved: that the members noted the letter from Steve and that he would be a miss to the town and parish councils.

Appendix A – payments approved under minute no **TC106/22** above.

List of Payments for Authorisation – 15th March 2023						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to provide allotments Smallholding and Allotments Act 1908 S 23, 26 and 42)						
EP	Amazon Business	No Flytipping Sign 400mm x 300mm (Allotments)	£9.23	£1.85	£11.08	
2261	Edge Hill Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£109.85		£109.85	
2262	Cancelled		£0.00		£0.00	See Cheque 002263
2263	Tindale Crescent Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£249.06		£249.06	
EP	Pollards Allotment Association	5% Contribution of Allotment Rent Received 01/04/22-31/10/22 and 01/11/22-31/10/23	£248.85		£248.85	
EP	Wave (NWG Business)	Water: Edge Hill 01/12/22-28/02/23	£17.30		£17.30	
Mayors Activities						
EP	JD & The Woodsmen	Performance at Mayor's Valentine's Ball, 10th February 2023	£500.00		£500.00	
EP	DJAM Kitchen	Catering by Mike Bartley at Mayor's Valentine's Ball, 10th February 2023	£1,298.00		£1,298.00	
2256	The Charter Trust for the City of Durham	2x Tickets to Mayor's Civic Dinner	£90.00		£90.00	
EP	Great Aycliffe Town Council	2x Tickets to Mayor's Civic Dinner, 24th March 2023	£80.00		£80.00	
Community Fund						
EP	Bishop Auckland RUFC Ltd.	Community Fund Grant - Premier Aluminium Rugby Posts	£500.00		£500.00	Supporting invoice received dated 17/06/2022. Community fund application

Signed Chair
April 2023

						originally made in November/December 2022.
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ICT – (Local Government Act (LGA) 1972, Section 111)						
EP	Amazon Business	11x Samsung Galaxy Tab A8 Protective Cases	£82.39	£16.50	£98.89	
EP	Amazon Business	3x Samsung Galaxy Tab A8 Glass Screen Protectors (Packs of 3)	£33.16	£6.64	£39.80	
Ongoing Contracts and Obligations						
EP	S. Reed Plumbing & Heating	Kingsway: Repair to Accessible Toilet	£84.00		£84.00	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	S. Reed Plumbing & Heating	Kingsway: Replace 2 Way Zone Valves on Heating System	£161.00		£161.00	
DD	EDF Energy	Kingsway: Electricity 01/12/22-31/12/22	£106.77	£5.34	£112.11	
EP	Corona Energy Retail 2 Limited	Kingsway: Gas January - February 2023	£561.45	£112.29	£673.74	
EP	Twinkle Cleaning Services	Office Cleaning (22.5hrs) - January 2023	£270.00		£270.00	
EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - February 2023	£240.00		£240.00	
EP	Twinkle Cleaning Services	Office Cleaning (20 hrs) - March 2023	£240.00		£240.00	
EP	Salaries, Superannuation	February 2023	£6,042.52		£6,042.52	
EP	HMRC - Tax and NI, Salaries	February 2023	£2,070.09		£2,070.09	
EP	D.C.C. Pension Scheme	February 2023	£1,941.53		£1,941.53	

Signed Chair
April 2023

EP	Members Allowances	February 2023	£315.10		£315.10	
EP	HMRC - Tax and NI, Members Allowance	February 2023	£73.74		£73.74	
EP	Assistant Town Clerk	Mileage Claim 12/11/22-28/02/23 32 Miles @ £0.54p	£14.40		£14.40	
EP	Admin Assistant	Mileage Claim, 01/04/22-01/03/23 52 Miles @ £0.54p	£24.30		£24.30	
Ongoing Contracts and Obligations (Continued)						
EP	Total Business Group	Printing Costs: February 2023	£45.94	£9.18	£55.12	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Total Business Group	Printing Costs: March 2023	£2.41	£0.49	£2.90	
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/02/23-23/03/23	£70.44	£14.09	£84.53	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - January 2023	£93.00	£18.60	£111.60	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - February 2023	£84.00	£16.80	£100.80	
EP	Vinovium Associates Ltd.	Kingsway: Keyholding Services - March 2023	£93.00	£18.60	£111.60	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - February 2023	£118.80	£23.76	£142.56	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - March 2023	£118.80	£23.76	£142.56	
EP	Adrian's Handyman Services	Assembly of 3x Shelving Units, 2x Cupboards and installation of 2x Large Pictures, 2x Wall Clocks and White Board.	£150.00		£150.00	
EP	Adrian's Handyman Services	Installation of Disability Door Handle for Accessible Toilet	£120.00		£120.00	
2257	Cancelled		£0.00		£0.00	

Signed Chair
April 2023

2258	Durham County Council	Room Hire and Corkage, Mayor's Civic Dinner, 10th February 2023	£370.00		£370.00
2258	Durham County Council	Kingsway PAT Testing carried out 3rd October 2022	£110.76	£22.15	£132.91
2259	Cancelled		£0.00		£0.00
2260	Durham County Council	Disposal of Obsolete ICT equipment	£71.00	£14.20	£85.20
2255	Durham County Council	Design for Car Park Layout and 2. No Trial Holes to inform the Design (Returned payment)	-£4,750.00	-£950.00	-£5,700.00

Ongoing Contracts and Obligations (Continued)

2255	Durham County Council	Small Society Lotteries Licence 04/02/23-03/02/24 (Returned payment)	-£20.00		-£20.00
EP	Durham County Council	Design for Car Park Layout and 2. No Trial Holes to inform the Design (Reissued payment)	£4,750.00	£950.00	£5,700.00
EP	Durham County Council	Small Society Lotteries Licence 04/02/23-03/02/24 (Reissued payment)	£20.00		£20.00
DD	EDF Energy	Skatepark: Electricity 01/02/23-28/02/23	£20.25	£1.01	£21.26
DD	EDF Energy	Kingsway: Electricity 01/01/23-31/01/23	£96.69	£4.83	£101.52
EP	Anderson & Co. Accountancy & Taxation	Payroll Services: January - March 2023	£155.00	£31.00	£186.00
EP	Abel Alarm Company Ltd.	Kingsway: 90 Day Notice Period, Intruder Alarm Support 2023	£106.03	£21.21	£127.24
DD	Public Works Loan Board (PWLB)	Kingsway: Repayment 01/04/23 - 30/09/23	£4,151.01		£4,151.01
DD	Grenke Leasing Ltd.	Toshiba e-Studio 2505AC Photocopier - Documentation Fee	£120.00	£24.00	£144.00
DD	EDF Energy	Kingsway: Electricity 01/02/23-28/02/23	£94.01	£4.70	£98.71

Council Financial Regulation 5.6 list of going contracts and obligations.

Signed Chair
April 2023

Other						
EP	Swift Engraving Services Ltd.	11x Identity Cards with Card Holder and Breakaway Lanyards for Town Councillors	£83.27	£16.65	£99.92	
DC	Heron Foods	Tea & Coffee Refreshments for Meetings	£13.77	£2.76	£16.53	
Total:			£21,650.92	£410.41	£22,061.33	

List of Historical Payments for Authorisation – 15th March 2023						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to provide allotments Smallholding and Allotments Act 1908 S 23, 26 and 42)						
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close Allotment 10/12/2021-09/03/2022 (Credit)	-£235.82		-£235.82	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close Allotment 10/03/2022-09/06/2022 (Credit)	-£408.15		-£408.15	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Refund of disconnection charge from Invoice 9852371.	-£190.00	£0.00	-£190.00	Credit Note
-	Wave Utilities - Woodhouse Close Allotment	Water: Woodhouse Close 10/12/2021-09/03/2022	£294.09	£0.00	£294.09	
DC	Mole Country Stores (Piercebridge)	20L of Rosate TF 201 Weed killer	£180.80	£36.16	£216.96	
Mayors Activities						
DC	Card Factory	Birthday Card, Helium Balloon and Box for 102nd Birthday	£5.64	£1.13	£6.77	

Signed Chair
April 2023

Events – Provision of entertainment of the arts including festivals and celebrations (LGA 1972, Section 145)						
EP	Amazon Business	3 Metres of Platinum Jubilee Garland/Bunting Decorations	£14.99	£3.00	£17.99	
EP	Amazon Business	1440x Queen's Platinum Jubilee Round Stickers	£25.85	£5.20	£31.05	
EP	Amazon Business	140x 500ml Bottled Mineral Water for Volunteers	£39.92	£7.98	£47.90	
EP	Amazon Business	12x Table Cloth Clips, Silver	£4.57	£0.92	£5.49	
EP	Amazon Business	Retevis Walkie Talkies with Earpiece, 6 Units with Base	£109.32	£21.87	£131.19	
EP	Amazon Business	10x Safety Lanyards with ID Holders	£10.82	£2.17	£12.99	
EP	Amazon Business	10x Orange High Vis Vests	£39.96	£8.00	£47.96	
EP	Amazon Business	10x Yellow High Vis Vests	£24.60	£4.90	£29.50	
EP	Amazon Business	6x Navy/Yellow Hi Vis Vests	£34.92	£7.02	£41.94	
Events – Provision of entertainment of the arts including festivals and celebrations (LGA 1972, Section 145) (Continued)						
EP	Amazon Business	6x Toilet Rolls (9 Packs)	£13.32	£2.67	£15.99	
EP	Amazon Business	3L Stainless Steel Water Dispenser with Manual Pump	£25.26	£5.05	£30.31	
DC	B&M Retail Ltd.	Refund: Embroidered Tree Skirt	-£4.17	-£0.83	-£5.00	Refunded
EP	Sarah Cave (Sarah Cave)	Entertainment and Performance Package for Bishop Auckland Christmas Town, 18-20th November 2022	£1,800.00	£0.00	£1,800.00	
Stationery – (Local Government Act (LGA) 1972, Section 111)						

Signed Chair
April 2023

EP	Amazon Business	4x Rapesco Black A4 Fold-over Clipboards	£7.48	£1.48	£8.96	
EP	Amazon Business	12x A4 Plastic Folders	£10.82	£2.17	£12.99	
DC	W. Boyes	Refund: Red Gorilla Glue Tub	-£22.48	-£4.49	-£26.97	Refunded
EP	Wilko	A4 Copier Paper	£3.50	£0.70	£4.20	
EP	Amazon Business	Q Connect A1 Flipchart Pad (5 Pack)	£20.05	£4.01	£24.06	
Ongoing Contracts and Obligations						
DD	EDF Energy (54 Kingsway)	Electricity 01/02/2022-28/02/2022	£41.49	£2.07	£43.56	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Twinkle Cleaning Services	Office Cleaning (22.5Hrs) - April 2022	£270.00	£0.00	£270.00	
EP	Evolve Group Ltd.	Telephone & Broadband Line - November 2022	£118.80	£23.76	£142.56	
EP	Vinovium Associated Ltd.	Keyholding Services 01/08/2022-31/08/2022	£93.00	£18.60	£111.60	
EP	Bishop Auckland Town Council (BATC)	Staff Salaries - June 2022	£5,505.40	£0.00	£5,505.40	
EP	Bishop Auckland Town Council (BATC)	HMRC, Tax & NI, Staff Salaries - June 2022	£1,991.75	£0.00	£1,991.75	
Ongoing Contracts and Obligations (Continued)						
EP	Bishop Auckland Town Council (BATC)	Staff Pensions - June 2022	£1,786.66	£0.00	£1,786.66	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Bishop Auckland Town Council (BATC)	Members Allowance - June 2022	£329.90	£0.00	£329.90	
EP	Bishop Auckland Town Council (BATC)	HMRC, Tax & NI, Members Allowance - June 2022	£37.00	£0.00	£37.00	

Signed Chair
April 2023

Other						
DC	ASDA Stores Ltd.	George Home, Kettle - Yellow	£13.33	£2.67	£16.00	
DC	Wilko	Kingsway: Medium Picture Hooks and Picture Hanging Pack	£10.83	£2.17	£13.00	
DC	Wilko	Kingsway: Decorating Clips and Medium Hooks	£7.50	£1.50	£9.00	
Total:			£12,010.95	£159.88	£12,170.83	