



Bishop Auckland Town Council

Annual Council Meeting

16th May 2023

Minutes

Present: Cllr M Siddle, Cllr L Zair, Cllr K Eliot, Cllr H Balmer-Howison, Cllr J Blackburn, Cllr D Wilson, Cllr K Lawson, Cllr S Zair, and Cllr A Zair

Also Present: Sarah Harris, Town Clerk, Vicki Booth Assistant Town Clerk, and Thomas Wales Bacchanalia

Plus 10 members of the public.

TC001/23 Election of Mayor - for the 2023-24 Municipal Year. - Cllr Sam Zair nominated by Cllr A Zair & seconded by Cllr Blackburn

Resolved: That Cllr Sam Zair be elected Mayor of Bishop Auckland.

TC002/23 Declaration of Acceptance of Office - The Mayor signed the declaration of acceptance of office.

Resolved: That the Mayor Cllr Sam Zair signed the declaration of office

TC003/23 Presentation to Retiring Mayor - A vote of thanks was taken for the retiring Mayor, who was then presented with a medal and photo book to commemorate his term of office.

Resolved: That members thanked retiring mayor for the commitment and efforts he made to the role over the past 12 months

TC004/23 Apologies for absence – apologies for absence were received from Cllr Mike Harker and Cllr A Legge, as both are away on annual leave.

Resolved: That the absences be noted and accepted.

TC005/23 Declarations of Interest – Members were invited to declare any interest they may have. Cllr K Eliot made a personal interest regarding the Street Food Market as she helps with the event.

Resolved: That the declaration of interest was noted.

TC006/23 Election of Deputy Mayor – The Chair asked for nominations to elect a Deputy Mayor for the 2023-24 Municipal Year. Cllr Siddle was proposed by Cllr Lawson & seconded by Cllr A Zair

Resolved: that Cllr Siddle be duly elected to the position of Deputy Mayor.

TC007/23 Declaration of the Acceptance of Office for the Deputy Mayor - The Deputy Mayor Councillor Michael Siddle, was invited to sign the Declaration of Acceptance of Office.

Resolved: That the Deputy Mayor signed the acceptance of office

TC008/23 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 report of the Town Clerk (see file copy) and they considered any changes. Members considered the Council Constitution and the changes, highlighted in the report, this includes the adoption of the Members Code of Conduct, to include the Declaration of Pecuniary Interests.

Resolved: that Members agreed the report was agreed along with its recommendations including:

- That the Articles and, Responsibilities Rules of Procedure, Codes and Protocols of, Bishop Auckland Town Council including the amended policies are listed in the Policy Framework be readopted by the Council and that;
- That the new NALC Model Financial regulations be reviewed once the updated version has been released and any recommended amendments be identified and brought to a future council meeting.
- That the Council Policy and Procedure documents be reviewed over the summer of 2023.
- That as part of the re-adoption the new committee structure be adopted, and each of the new Committees will have places for five elected members.
- That the Members Code of Conduct was readopted, and members agreed to update their Declaration of Pecuniary Interests if any of their circumstances had changed.
- That the Members Allowances were agreed as £440 per year for elected Members, with a special allowance for the mayor of an additional £440. However it was also agreed that as the level of remuneration had not changed for many years that the Policy and Resources committee be tasked with look at the provision of Allowances for 2024/25.

TC009/23 Appointments to Committees, Panels, Outside Bodies and Working Parties – Appointment of Members to serve on Committees, Panels, Outside Bodies and Working Groups was discussed.

Resolved: that Members agreed that there should remain a political split when allocating members to committees; and that the appointments to committees were agreed as followed:

- **Allotments & Environment Committee**– M Siddle (Chair) K Eliot, K Lawson, A Legge, and S Zair (vice chair position to be agreed at the next meeting)
- **Community Committee** – K Lawson (Chair), L Zair (Vice Chair), H Balmer-Howieson, K Eliot, and M Harker
- **Disciplinary & Grievance Committee** – A Zair (Chair), H Balmer-Howieson, K Lawson,
- **Policy & Resources Committee** – D Wilson (Chair), L Zair (Vice Chair), M Siddle, J Blackburn, and A Zair

That appointments to Outside Bodies were agreed as followed:

Bishop Auckland and Shildon Local Councils Committee:

- **CDALC exec Rep** – Cllr Harker – nominated by S Zair & seconded by Cllr Balmer-Howieson
- **AAP vice rep**– Cllr M Harker – nominated by S Zair & seconded by Cllr K Lawson

CDALC AGM – Cllr Harker nominated by Cllr S Zair & Seconded by Cllr Balmer-Howieson

CDALC Larger Council Forum – Cllr Harker & Cllr Siddle nominated by Cllr S Zair & Seconded by Cllr Balmer-Howieson

South West Durham Traveller Forum – (deferred and to establish info and bring to next meeting)

Stronger Towns Board – Town Clerk & Mayor and Deputy Mayor to deputise with the Clerk also to attend.

Brighter Bishops Board – Town Clerk

TC010/23 Diary of Meetings 2023-24 – Members considered a diary of meetings for 2023-24 (see file Copy)

Resolved: that the diary be updated to the new committee names, and that it be adopted, the Clerk to circulate the list to all Members.

TC011/23 Diversity Statement – the Diversity statement was presented, with a call for residents to re-sign the statement for the coming year, all were in agreement.

Resolved: that members adopted and signed the diversity statement, those not present to sign at the next meeting.

TC012/23 Bishop Auckland Town Council End of Year Finance Report – including AGAR and Internal Audit Report. The End of year finance report, and AGAR – including the Internal Audit Report was presented. (see file Copy)

Resolved: that members thanked the staff for a comprehensive report and agreed the recommendations.

That the members welcomed and accepted the internal auditors and report and whilst no recommendations they wished to continue to improve systems and processes.

That the AGAR was agreed and that the Chairman signed section 1, and the Clerk and Chairman signed section 2.

That the RFO is now to submit the return to the External Auditor on behalf of the Council and ensure that the exercise of public rights is appropriately met.

TC013/23 Public Participation - To hear from any members of the public subject to [Public Participation Policy](#). Two comments were raised.

- One resident wished to reiterate that it is not fair on the public or the staff if meetings are not quorate as lots of work goes in and they have been called as they are needed, therefore they urge people to attend.
- That they believe that all members should ditch politics at the door and work collectively for Bishop Auckland

TC014/23 Minutes - To approve the Minutes of the following meetings:

- Town Council 18 April 2023
- Policy & Strategy Committee 20 April 2023

Resolved: That the above 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.

TC015/23 Matters Arising - To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).

Resolved: that members agreed no matters arising at this stage but would like to look to have an action log if possible moving forward.

TC016/23 Report of Town Clerk

TC016.1/23 Car Park Contract update – The Town Clerk advised that the contractor was now on site and that the works are expected to take up to 4 weeks. To the building only having one entrance/ exit point in the view of safety the building is now closed to the public. Notices had been put up and information put on social media to advise of this. The staff would intermittently be accessing the building to check on things and to get items as needed, but in the main they would be working from home. The telephones are connected to mobiles so this won't cause any disruption.

Resolved: that the members noted the report and welcomed the progress.

TC016.2/23 Coronation Celebrations – an update (see file copy) was provided on the projects supported for the Kings Coronation.

Overall costing summary as below

Grants	£3200.00
Social media cake competition	£42.00
Care Homes	£246.40
Primary Schools	£1021.64
Funds from DCC Cllr A Jackson	£300.00
Overall spends	£4210.04

Resolved: that members noted the report and thanked the Clerk and Deputy Clerk for making the activity a success. They also extended their thanks to DCC Councillor Jackson who supported the efforts with their coronation allowance.

TC016.3/23 Finance

TC016.3.1/23 Authorisation of Payments - the report was presented, (see appendix 2) were presented.

Resolved: that the members approved and payments as presented, and authorised the payments contained within.

TC016.3.2/23 Community Fund Application – Street Food Market had been asked to come along to the meeting to provide some further clarity regarding their application which had been discussed at the last meeting. Mr Wales gave a detailed presentation (see copy of file).

Resolved: that members thanked Mr Wales for his comprehensive report, and that they approved the £500 grant to support the street food markets for the summer period, and wished him success.

TC017/23 Correspondence – to consider items of correspondence received by the Council. The Council had received notification from the Boundary Commission concerning the changes to ward boundaries at County Council level in Bishop Auckland. This reduces the number of Councillors from 4 to 3, but increases the area to include South Church. However; there are no proposals in their report to match the Town Council's boundaries to that of the County Council areas. Discussion was had, and in response to a question it was confirmed that in order for the Town Council to amend their boundaries, Durham county Council would need to undertake a Community Governance Review

Resolved: that members agreed a council response to the Boundary Commission and regarding the proposals as changing the boundaries now means that the boundaries do not match those of the town council

That the town Council should speak to Durham County Council about a potential Community Governance Review of the Town Council Boundaries.

Appendix 1 - Action Log – Annual Council Meeting of 16 May 2023

Min Number	Action	Commentary	Status
TC001/23	Cllr S Zair Appointed as Mayor	Chains Passed over	complete
TC002/23	Declaration of Acceptance of Office of Mayor	Declaration Signed and filed	complete
TC003/23	Presentation to Retiring Mayor	Presentation Made	complete
TC004/23	Apologies for Absence	Noted and accepted	complete
TC005/23	Declarations if Interest	Declaration noted	complete
TC006/23	Cllr M Siddle Appointed as Deputy Mayor	Position Accepted	complete
TC007/23	Declaration of acceptance of office for Deputy Mayor	Declaration signed and filed	complete
TC008/23	That the Articles and, Responsibilities Rules of Procedure, Codes and Protocols of, Bishop Auckland Town Council including the amended policies are listed in the Policy Framework be readopted by the Council and that;	Amendments made and uploaded to website	complete
	That the new NALC Model Financial regulations be reviewed once the updated version has been released and any recommended amendments be identified and brought to a future council meeting.		underway
	That the Council Policy and Procedure documents be reviewed over the summer of 2023.	Review underway and will be brought to July Council Meeting	underway
	That the Members Code of Conduct was readopted, and members agreed to update their Declaration of Pecuniary Interests if any of their circumstances had changed.	Review dates updated, and put on website RPI form issued to members	complete
	That as part of the re-adoption the new committee structure be adopted, and each of the new Committees will have places for five elected members.	Terms of Reference updated, and each committee has met once, any issues being brought back to Council meeting in June	complete
	That the Members Allowances were agreed as £440 per year for elected Members, with a special allowance for the mayor of an additional £440. However it was also agreed that as the level of remuneration had not changed for many years that the Policy and Resources committee be tasked with look at the provision of Allowances for 2024/25.	Allowances updated. Review passed to Policy and Resources Committee for Consideration.	Underway
TC009/23	Appointments to Committees, Panels, Outside Bodies and Working Parties		
	Allotments & Environment Committee – M Siddle (Chair) K Eliot, K Lawson, A Legge, and S Zair (vice chair position to be agreed at the next meeting) Community Committee – K Lawson (Chair), L Zair (Vice Chair), H Balmer-Howieson, K Eliot, and M Harker Disciplinary & Grievance Committee – A Zair (Chair), H Balmer-Howieson, K Lawson, Policy & Resources Committee – D Wilson (Chair), L Zair (Vice Chair), M Siddle, J Blackburn, and A Zair	Website updated and list sent to members	
	Bishop Auckland and Shildon Local Councils Committee: <ul style="list-style-type: none"> • CDALC exec Rep – Cllr Harker • AAP vice rep– Cllr M Harker CDALC AGM – Cllr Harker nominated by Cllr S Zair & Seconded by Cllr Balmer-Howieson CDALC Larger Council Forum – Cllr Harker & Cllr Siddle	List sent to members, and bodies informed. Outstanding items on the June Meeting for reconsideration	Underway

	<p>South West Durham Traveller Forum – (deferred and to establish info and bring to next meeting)</p> <p>Stronger Towns Board – Town Clerk & Mayor and Deputy Mayor to deputise with the Clerk also to attend.</p> <p>Brighter Bishops Board – Town Clerk</p>		
TC010/23	<p>Diary of Meetings 2023-24 – Members considered a diary of meetings for 2023-24 (see file Copy)</p> <p>Resolved: that the diary be updated to the new committee names, and that it be adopted, the Clerk to circulate the list to all Members.</p>	List circulated to members and on website and notice board	Complete
TC011/23	<p>Diversity Statement – the Diversity statement was presented, with a call for residents to re-sign the statement for the coming year, all were in agreement.</p> <p>Resolved: that members adopted and signed the diversity statement, those not present to sign at the next meeting.</p>	Final signatures will be got at June meeting and then it will be displayed	Underway
TC012/23	<p>Bishop Auckland Town Council End of Year Finance Report –</p> <p>That the members welcomed and accepted the internal auditors and report and whilst no recommendations they wished to continue to improve systems and processes.</p> <p>That the AGAR was agreed and that the Chairman signed section 1, and the Clerk and Chairman signed section 2.</p> <p>That the RFO is now to submit the return to the External Auditor on behalf of the Council and ensure that the excise of public rights is appropriately met.</p>	<p>Policy and Resources have internal audit as remit and mid year review planned for autumn 2023</p> <p>AGAR signed</p> <p>Excise of Public rights 9 June to 220 July Documents submitted to the External auditor 8 June</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
TC014/23	That the above 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.	Minutes added to the website and signed copies filed.	Complete
TC015/23	<p>Matters Arising - To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).</p> <p>Resolved: that members agreed no matters arising at this stage but would like to look to have an action log if possible moving forward.</p>	Action log now in progress	Complete
TC016.3.1/23	Authorisation of Payments report was presented, (see appendix 2) were presented.	Payments and cheques issued with remittance advice	Complete
TC016.3.2/23	Community Fund Application – Street Food Market granted	Offer letter issued.	Complete
TC017/23	<p>that members agreed a council response to the Boundary Commission and regarding the proposals as changing the boundaries now means that the boundaries do not match those of the town council</p> <p>That the town Council should speak to Durham County Council about a potential Community Governance Review of the Town Council Boundaries</p>	<p>Response drafted</p> <p>Understanding of the process started</p>	<p>Underway</p> <p>Underway</p>

Appendix 2 - Monthly Payments & Payments for Authorisation – 16th May 2023						
Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (power to provide allotments Smallholding and Allotments Act 1908, Sections 23, 26 and 42)						
EP	Arbor 82	Tree Works at Edge Hill Allotments	£485.00	£97.00	£582.00	
EP	Wave (NWG Business)	Water: Broken Banks 01/04/23 - 30/04/23	-£35.46		-£35.46	Account is still £35.46 in credit
EP	Wave (NWG Business)	Water: Edge Hill 01/04/23 - 30/04/23	£15.42		£15.42	
EP	Wave (NWG Business)	Water: Pollards 01/04/23 - 30/04/23	£74.50		£74.50	Account is still £518.44 in credit
EP	Wave (NWG Business)	Water: Tindale Crescent 01/04/23 - 30/04/23	£54.44		£54.44	
EP	Wave (NWG Business)	Water: West Mills 01/04/23 - 30/04/23	£39.61		£39.61	
EP	Wave (NWG Business)	Water: Woodhouse Close 01/04/23 - 30/04/23	£55.74		£55.74	
2266	Mr. Lumsden	Half Yearly Rent for Edge Hill Allotment 08/03/23 - 08/09/2023	£486.32		£486.32	RPI Rent Increase agreed - £972.63 per annum for next 3 years.
Ongoing Contracts and Obligations – (Power – Local Government Act 1972)						
EP	Corona Energy Retail 2 Limited	Kingsway: Gas April - May 2023	£178.08	£8.90	£186.98	Council Financial Regulation 5.6 list of going contracts and obligations.
Mayoral Donation (Local Government Act 1972, S 137)						
EP	Daisy Arts	Mayoral Donation 2022/23	£2,030.00		£2,030.00	Funds raised during 01/04/23-16/05/23.
Civic and Approved Duties						

DC	Deco Trophies & Engraving	Engraving of Mayor's Medal and Plaque for Presentation Case	£7.00	£2.00	£9.00	
DC	Max Spielmann	10" x 8" Mayoral Photo with Black Frame	£10.83	£2.17	£13.00	
Consumables/Supplies (Power – Local Government Act 1972, S 111)						
DC	Heron Foods	Refreshments for Meetings	£9.49		£9.49	
Events – Kings Coronation Celebrations (LGA 1972 Section 145 – Provision of entertainment of the arts including festivals and celebrations)						
EP	Auckland Youth & Community Centre	King's Coronation Celebration Grant - Donation	£1,000.00		£1,000.00	
EP	St. John's Catholic School and Sixth Form College	King's Coronation Celebration Grant - Donation	£1,000.00		£1,000.00	
EP	Wear Valley Community Action Group	King's Coronation Celebration Grant - Donation	£500.00		£500.00	
EP	Aclet Close Nursery	King's Coronation Celebration Grant - Donation	£400.00		£400.00	
EP	Girls Friendly Society	King's Coronation Celebration Grant - Donation	£300.00		£300.00	
DC	Marks & Spenser	4x King's Coronation Tin, Selection of Biscuits	£24.00		£24.00	
DC	Longstaff's Family Bakers	5x 12" Square Cakes - King's Coronation	£210.00		£210.00	
DC	Heron Foods	39x Multipacks of Assorted Crisps - King's Coronation Celebrations	£39.00		£39.00	
DC	Poundshop.com	Strawberry Cakes, Raisin Snacks, Chocolate Bars (10 Packs) and Mini Party Rings (6 Packs) - King's Coronation Celebrations	£261.22		£261.22	
EP	Amazon Business	5x King Charles III Coronation Crown Edible Cake Topper Decorations (18cm) - King's Coronation	£29.95	£1.29	£31.24	

EP	Amazon Business	4x Packs of 50 Union Jack Napkins - King's Coronation Celebrations	£23.16	£4.64	£27.80	
EP	Amazon Business	14x Packs of Union Jack Paper Chain Kits - King's Coronation Celebrations	£34.44	£6.86	£41.30	
EP	Amazon Business	13x Packs of King Charles III Coronation Stickers (144 per pack) - King's Coronation Celebrations	£36.93	£7.41	£44.34	
EP	Amazon Business	7x Packs of King Charles III Coronation Polyester Bunting - King's Coronation Celebrations	£37.87	£7.56	£45.43	
EP	Amazon Business	4x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£46.64	£9.32	£55.96	
EP	Amazon Business	4x Golden Crown Kids Paper Party Hats (40 per pack) and 3x Golden Crown Paper Party Hats (25 per pack) - King's Coronation Celebrations	£69.11	£13.82	£82.93	
EP	Amazon Business	6x Golden Crown Kids Paper Party Hats (25 per pack) and 1x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£56.60	£11.33	£67.93	
EP	Amazon Business	4x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£46.64	£9.32	£55.96	
EP	Amazon Business	4x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£46.64	£9.32	£55.96	
EP	Amazon Business	Golden Crown Paper Party Hats (30 per pack) - King's Coronation Celebrations	£8.82	£1.77	£10.59	

EP	Amazon Business	4x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£46.64	£9.32	£55.96	
EP	Amazon Business	4x Golden Crown Paper Party Hats (40 per pack) - King's Coronation Celebrations	£46.64	£9.32	£55.96	
EP	Amazon Business	11x Golden Crown Kids Paper Party Hats 25 per pack) - King's Coronation Celebrations	£82.39	£16.50	£98.89	
EP	Amazon Business	Mr. Men Little Miss: The New King Books - King's Coronation Celebrations	£43.56		£43.56	
EP	Amazon Business	5x King Charles III Coronation Crown Edible Cake Topper Decorations (18cm) - King's Coronation	£29.95	£1.29	£31.24	
DC	Aldi Stores Ltd.	40x Bottles of Double Concentrate Squash 1.5L (Various Flavours) - King's Coronation Celebrations	£32.98	£6.59	£39.57	
Ongoing Contracts and Obligations – (Power – Local Government Act 1972)						
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/03/23-23/04/23	£70.44	£14.09	£84.53	Council Financial Regulation 5.6 list of going contracts and obligations.
DD	O2 (Telefonica Ltd.)	Mobile Phones 24/04/23-23/05/23	£82.99	£16.60	£99.59	
EP	Corona Energy Retail 2 Limited	Kingsway: Gas March - April 2023	£288.46	£14.42	£302.88	
EP	Total Business Group	Printing Costs: April 2023	£17.51	£3.50	£21.01	
EP	Wave (NWG Business)	Water: Kingsway 01/04/23 - 30/04/23	£17.20		£17.20	
Consumables/Supplies (Power – Local Government Act 1972, Section 111)						

EP	Amazon Business	Screen Protectors for Samsung Galaxy A41 Mobile Phones (3 Pack)	£4.07	£0.82	£4.89	
EP	Amazon Business	3x Mobile Phone Cases for Samsung Galaxy A41	£14.97	£3.00	£17.97	
EP	Amazon Business	3x Packs of Q-Connect Screen and Keyboard Wipes	£5.67	£1.14	£6.81	
EP	Amazon Business	Schneider Ballpoint Pens (10 Pack)	£23.14	£4.63	£27.77	
EP	Linton's Printers	100x A4 Folded to A5 Presentation Cards	£40.00	£8.00	£48.00	
DC	The Range	2x Large Serving Trays	£6.65	£1.33	£7.98	
Total:			£14,274	£454.99	£14,507.69	