



Bishop Auckland Town Council

Council Meeting

20 June 2023

Minutes

Present: Cllr M Siddle, Cllr L Zair, Cllr J Blackburn, Cllr D Wilson, Cllr S Zair, and Cllr A Zair

Also Present: Sarah Harris, Town Clerk, Vicki Booth Assistant Town Clerk,

TC018/23 Apologies for absence – apologies for absence were received from Cllr Mike Harker as away on annual leave. Cllr Balmer-Howieson due to work commitments. Cllr Kimm Lawson & Cllr Katie Eliot due to illness. No reply from Cllr A Legge

Resolved: That the absences be noted and accepted.

TC019/23 Declarations of Interest – Members were invited to declare any interest they may have. Cllr Siddle advised that wife has given notice for her allotment so there will be no conflict of interest on his part going forward.

Resolved: That the declaration of interest was noted.

TC020/23 Minutes - To approve the Minutes of the following meetings:

- Town Council -

Resolved: that it was agreed that an amendment required - 2 nominations for Deputy Mayor and for minutes to be rectified to reflect this.

- Policy & Resource Committee -
- Allotment and Environment Committee -
- Community Committee -

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

TC021/23 Matters Arising –

Best practice to have action log with traffic light system and they will remain on the papers until the individual actions are complete and then removed, this would be resource intensive but they staff will try to ensure that it is implemented across all committees.

TC022/23 Public Participation – No members of public present

TC023/23 Reports

- a) Durham County Council – Bus station currently going through planning and progressing
- b) Mayor's report – Mayor advised of events attended since he took office.

c) Outside Bodies – Larger councils forum Town Clerk & Cllr Harker in attendance, and provided some brief feedback, the next meeting is in July. Cllr Harker also attended CDALC exec meeting

d) Stronger Towns Update – due to meet the end of June, when the board meet again.

Resolved: that the reports have been noted.

TC024/23 Town Clerk Report

a) **Committee Membership** – Town Clerk realised we had potential conflict of interest due to HR & Policy committees,

Resolved: Cllr L Zair removed as member of Policy and Resources, and replaced with Cllr Harker, who would take the Vice Chair Role.

Cllr A Zair was replaced by Cllr L Zair as Chair of the Grievance Panel.

Sarah Harris to attend South West Durham Business Forum and feed back in the future
In Bloom meetings restarted and Cllr Siddle attended first meeting and agreed for Cllr Siddle to continue to attend these as chair of allotment committee.

b) **Youth Awards feedback** – Town Clerk gave an overview of the event and gave members an update from public and partner feedback.

Resolved: that the report was noted, Members gave positive feedback and praise to BATC staff members for their hard work and commitment to make it smooth and excellent event.

that four other councillors had places but had failed to attend the event, which cost the council £60 it was agreed that if Members agree to attend they should commit to attending.

c) **Committee Feedback**

i) Policy & Resources feedback was given and it is noted that the issue with the bank accounts now resolved

Resolved: that the Report is Noted

ii) **Community Committee**

– Creation of a business forum previously be discussed. BATC have looked to explore for some time and has not managed to deliver it yet due to lack of resources. A Chambers of Traders route needs to be explored and ran by retailers.

Resolved: that if the BATC are going to run a business forum, then it needs to be done properly and reach all of the town. resourcing of the council needs to be addressed to see if this is possible.

- **Christmas Town** – update provide. Some direction to move forward was needed along with the terms of the provision of a grant to Christmas Town and continue as working group and feedback to committee. Also, to advise if want Fri as BATC night again plus snow globe and surplus help fund rest of weekend.

Resolved: that the council would provide a £10k grant to the event, with the request for a snowglobe for the weekend, and full acknowledgement of the Town Council as the main event sponsor for the weekend with a Town Council Presence on the Friday evening if needed, and Mayor to attend Friday night and say some words.

£5k to be kept to secure some engagement with schools and help bring footfall for the evening or weekend.

That the possibly of an 'Awards for All' grant to look for longevity for event.

That the time of the working group meeting be changed to accommodate members and if Community Committee members can't attend then other members could attend to ensure the meetings can go ahead.

Resolved: Members agreed on the school engagement idea. Event organisers to work up costings for £10k based on what we specify.

- c) **Member Training** – was cancelled as not enough members could attend on the day and people coming for an additional evening. Suggestion 30 mins before a council meeting prior to council meetings on specific topics might be a better way of working or 15 minutes subject specific within the Town Council committee meeting.

Resolved: That members agreed on a 15-minute slot within the Town Council Committee meeting monthly

- d) **Policy Review July 2023** – TC proposed bring a report of changes are to be made consideration by way of a summary report.

Resolved: that this was agreed.

TC025/23 Finance

- a) Statement of Payments were presented along with the invoices.

Resolved: members agreed on the payment report - see appendix 2.

- b) Community Fund Application – no current applications.

Resolved: no current applications to considered.

TC026/23 Correspondence

Continue to get copied into a vast number of emails from a member of the public regarding the DCC bus station planning application and proposal.

Resolved: that the Clerk is to file the emails for information.

That the Clerk to follow up DCC re registry office email

Appendix 1 - Action Log

Annual Council Meeting of 16 May 2023

Min Number	Action	Commentary	Status
TC008/23	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 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
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
TC017/23	That the town Council should speak to Durham County Council about a potential Community Governance Review of the Town Council Boundaries	Understanding of the process started and update available for Members	Underway

Town Council June 2023

Action	Commentary	Status	
TC020/23	<p>Minutes - To approve the Minutes of the following meetings: Town Council -</p> <p>Resolved: that it was agreed that an amendment required - 2 nominations for Deputy Mayor and for minutes to be rectified to reflect this.</p>	Minutes amended and presented for approval	Complete
TC024/23	<p>Cllr L Zair removed as member of Policy and Resources, and replaced with Cllr Harker, who would take the Vice Chair Role.</p> <p>Cllr A Zair was replaced by Cllr L Zair as Chair of the Grievance Panel.</p> <p>Sarah Harris to attend South West Durham Business Forum and feed back in the future</p> <p>In Bloom meetings restarted and Cllr Siddle attended first meeting and agreed for Cllr Siddle to continue to attend these as chair of allotment committee.</p>	Changes to membership lists noted	Complete

	<p>Creation of a business forum previously be discussed. BATC have looked to explore for some time and has not managed to deliver it yet due to lack of resources. A Chambers of Traders route needs to be explored and ran by retailers.</p> <p>Resolved: that if the BATC are going to run a business forum, then it needs to be done properly and reach all of the town. resourcing of the council needs to be addressed to see if this is possible.</p>	<p>General office capacity being looked at however currently there is no capacity to run this additional activity.</p>	<p>Ongoing</p>
	<p>Christmas Town – update provide. Some direction to move forward was needed along with the terms of the provision of a grant to Christmas Town and continue as working group and feedback to committee. Also, to advise if want Fri as BATC night again plus snow globe and surplus help fund rest of weekend.</p> <p>Resolved: that the council would provide a £10k grant to the event, with the request for a snow globe for the weekend, and full acknowledgement of the Town Council as the main event sponsor for the weekend with a Town Council Presence on the Friday evening if needed, and Mayor to attend Friday night and say some words.</p> <p>£5k to be kept to secure some engagement with schools and help bring footfall for the evening or weekend.</p> <p>That the possibly of an ‘Awards for All’ grant to look for longevity for event.</p> <p>That the time of the working group meeting be changed to accommodate members and if Community Committee members can’t attend then other members could attend to ensure the meetings can go ahead.</p>	<p>Christmas Town Meeting Called for End of July 2023. Grant award communicated in principle.</p>	<p>Ongoing</p>
	<p>Member Training – was cancelled as not enough members could attend on the day and people coming for an additional evening. Suggestion 30 mins before a council meeting prior to council meetings on specific topics might be a better way of working or 15 minutes subject specific</p>	<p>Training slots from September 2023 being scheduled</p>	<p>Ongoing</p>

	<p>within the Town Council committee meeting.</p> <p>Resolved: That members agreed on a 15-minute slot within the Town Council Committee meeting monthly</p>		
	<p>Policy Review July 2023 – TC proposed bring a report of changes are to be made consideration by way of a summary report.</p> <p>Resolved: that this was agreed</p>	Review underway will be complete September 2023	Ongoing
TC026/23	<p>Correspondence</p> <p>That the Clerk to follow up DCC re registry office email</p>	Email send awaiting response	

Appendix 2 - Item 9a - Monthly Payments & Payments for Authorisation – 16th June 2023

Ref	Supplier	Detail	Net	VAT	Gross	Notes
Allotments (Power to Provide Allotments – Smallholding and Allotments Act 1908, Sections 23, 26 and 42)						
DC	Screwfix Direct	1x Squire All Weather Combi Padlock and 1x S&L Long Shackle Padlock with Keys	£26.15	£5.23	£31.38	Woodhouse Close Allotment
DC	Screwfix Direct	S&L Long Shackle Padlock with Keys	£12.41	£2.48	£14.89	Woodhouse Close Allotment
DC	Post Office Ltd.	50x 1st Class Stamps	£55.00		£55.00	
Civic and Approved Duties (Local Government Act 1972, Section 111)						
EP	Sedgefield Town Council	2x Tickets - Sedgefield Mayor's Fundraising Coffee Morning, 7th July 2023	£4.00		£4.00	
EP	Durham County Council	Room Hire (5hrs) and Corkage of 11 Bottles, Steaming for Past to Future Event, 5th May 2023	£270.83	£9.17	£280.00	Recharged to Councillor Michael Siddle
DC	Max Spielmann	2x Medium Photo Books, Mayor's Yearbook 2022/23	£70.55		£70.55	
Events – Youth Awards Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations)						
EP	Deco Trophies & Engraving Ltd.	28 Glass Trophies with Silver engraved Plaque - Youth Awards 2023	£264.83	£52.97	£317.80	
DC	Post Office Ltd.	6x £50 Gift Vouchers - Youth Awards 2023	£300.00		£300.00	
DC	Post Office Ltd.	6x £50 Gift Vouchers - Youth Awards 2023	£300.00		£300.00	
DC	Post Office Ltd.	6x £50 Gift Vouchers - Youth Awards 2023	£300.00		£300.00	
DC	Post Office Ltd.	4x £50 Gift Vouchers - Youth Awards 2023	£200.00		£200.00	
DC	Post Office Ltd.	3x £25 Gift Vouchers - Youth Awards 2023	£75.00		£75.00	

DC	Post Office Ltd.	1 x £25 Gift Voucher - Youth Awards 2023	£25.00		£25.00	
2271	Goof Booth	Novelty Photobooth Hire for Youth Awards 2023 (Balance)	£305.00		£305.00	

Events – Youth Awards Local Government Act 1972 Section 145 – Provision of Entertainment of the Arts, Including Festivals and Celebrations) (Continued)

2267	King James I Academy	Youth Awards Prize	£100.00		£100.00	
2268	Stockon & Darlington Railway	Youth Awards Prize	£100.00		£100.00	
2269	Auckland Youth and Community Centre (AYCC)	Youth Awards Prize	£50.00		£50.00	
2270	Auckland Youth and Community Centre (AYCC)	Youth Awards Prize	£50.00		£50.00	

Community Fund – (Power – Local Government Act 1972, Section 137)

EP	Baccanalia	Street Food Market - Community Fund Grant	£500.00		£500.00	
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Ongoing Contracts and Obligations – (Local Government Act 1972, Sections 111 and 133)

EP	Twinkle Cleaning Services	Office Cleaning (25 hrs) - April 2023	£240.00		£270.00	Council Financial Regulation 5.6 list of going contracts and obligations.
EP	Twinkle Cleaning Services	Office Cleaning (25 hrs) - May 2023	£270.00		£270.00	
EP	Durham County Council	Energy Management (SLA) Service Level Agreement 01/04/2023-31/03/2024	£200.00		£200.00	
EP	Durham County Council	Trade Waste Collections Service 2023/24	£372.87		£372.87	
EP	Durham County Council	Building Compliance 2023/24 as per Contract	£2,251.22	£450.24	£2,701.46	
EP	Evolve Group Ltd.	Kingsway: Telephone & Broadband - June 2023	£118.80	£23.76	£142.56	

EP	Corona Energy Retail 2 Limited	Kingsway: Gas May - June 2023	£91.33	£4.57	£95.90	
EP	Wave (NWG Business)	Water: Kingsway 01/05/23 - 31/05/23	£17.61		£17.61	
DD	EDF Energy	Skatepark: Electricity 01/05/23-31/05/23	£23.83	£1.19	£25.02	
Consumables/Supplies (Local Government Act 1972, Section 111)						
EP	Amazon Business	A3 Lamination Pouches (60 Sheets)	£15.03	£3.01	£18.04	
EP	Amazon Business	A4 Lamination Pouches (100 Sheets) and 2x 25 Pack of C6 Gold Envelopes	£17.83	£3.57	£21.40	
EP	Amazon Business	A4 Lamination Pouches (100 Sheets) and 2x 25 Pack of C6 Gold Envelopes	£17.83	£3.57	£21.40	
ICT (Local Government Act 1972, Section 111)						
DD	Grenke Leasing Ltd.	Toshiba e-Studio 2505AC Photocopier - Equipment Protection 02/02/2023-31/12/2023	£100.53	£20.11	£120.64	
DD	Grenke Leasing Ltd.	Credit: Toshiba e-Studio 2505AC Photocopier - Equipment Protection 09/06/2023-31/12/2023	-£61.72	-£12.34	-£74.06	Credit Note - Cancelled Protection
Total:			£6,683.93	£567.53	£7,281.46	