



Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,
Bishop Auckland, Co. Durham DL14 7EH

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Town Clerk: David Anderson

TO: ALL MEMBERS OF THE COUNCIL

15th March 2019

Dear Councillor,

I hereby give you notice that the next meeting of **Bishop Auckland Town Council** will be held in the **Wesley Room at The Four Clocks Centre** on **Monday, 25th March 2019 at 6.00 p.m.**

Yours sincerely

David Anderson
Clerk to the Council

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**
To invite members to declare any interest they may have.
3. **Public Participation**
(Subject to Public Participation Policy)

Presentations

**The Mayor will be flexible with the amount of time allocated where it is helpful to the debate.*

*Time
Allocation**

4. **Community Actin Team - Cockton Hill Road**
A member of the Community Action Team (Durham County Council) will give an update on activities at Cockton Hill Road
*10 mins
presentation
5 mins
questions*
5. **The Auckland Project**
Liz Fisher, Engagement Director, The Auckland Project will give a presentation in relation to:-
*10 mins
presentation
5 mins
questions*
 1. Incredible Edible
 2. Woodhouse Close Land Proposal
6. **Town Team**
*10 mins
presentation
5 mins
questions*
 1. Core Team (Chairman, Nigel Bryson)
 2. Events Team (Chairman, Clive Auld)

7. Woodhouse Close By-Election, 7th March 2019 – Results of Poll

To receive the results of the Woodhouse Close by-election held on 7th March 2019. (Copy attached)

8. Appointment to Committees and Outside Bodies

To appoint Members to vacancies on the Committees and Outside Bodies listed on the attached schedule.

9. Minutes

To approve the Minutes of the following meetings:-

Town Council	15 th January 2019
Planning Committee	15 th January 2019
Events Committee	29 th January 2019
Finance Committee	26 th February 2019
Planning Committee	26 th February 2019

10. Matters Arising

To receive any matters arising from the above Minutes which are not included elsewhere on the agenda (for information only).

11. Report of Mayor

To receive a report from the Mayor detailing activities attended to represent the Council since the last meeting.

12. Report of Town Clerk

1. Declaration Supporting Diversity in Bishop Auckland
2. Review of Polling Districts and Polling Places
3. Payment of Continuing Contracts and Obligations
4. Risk Management
5. Audit Planning Diary 2019/20
6. Review of Effectiveness of the System of Internal Audit

13. Topics for Future Discussion

To consider topics for future presentations and discussions which are of relevance to the town.

- Bishop Auckland Masterplan (special meeting)
- Annalisa Ward, Heritage Action Zone (possibly combined with Masterplan meeting)
- Debbie Connell, Durham County Council, Summertime Activities
- WiFi Demonstration (informal sessions to be arranged)

Exclusion of Press and Public

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

14. Report of Town Clerk

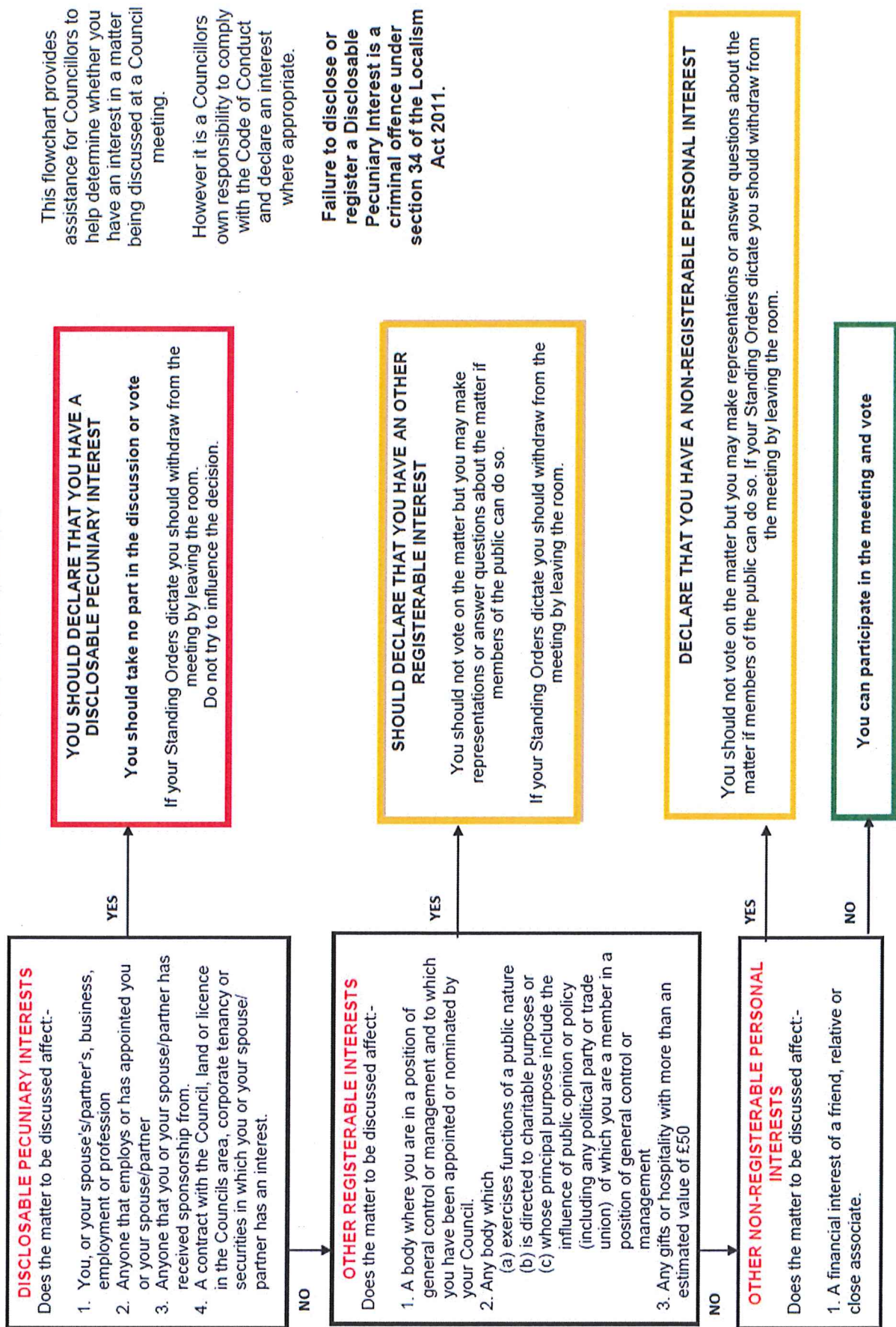
7. Council Accommodation. (An update will be given at the meeting)

Item for information

15. Delegated Decisions Under Financial Regulation 4.5

None

DO I HAVE AN INTEREST?



DECLARATION OF RESULT OF POLL

Durham County

Election of a Town Councillor for Bishop Auckland (Woodhouse Close) on Thursday 7 March 2019

I, Terry Collins, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
O'NEILL, Michael Edward	Independent	198
TRANter, Andrew Rogers	UK Independence Party (UKIP)	74
WOODS, Darren	Labour Party	212 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	1
E rejected in part	0
Total	1

Vacant Seats: 1

Electorate: 3124

Ballot Papers Issued: 485

Turnout: 15.52%

And I do hereby declare that Darren Woods is duly elected.

Dated Monday 11 March 2019

Terry Collins
Returning Officer

BISHOP AUCKLAND TOWN COUNCIL

25^H MARCH 2019

APPOINTMENT TO VACANCIES ON COMMITTEES AND OUTSIDE BODIES

Allotments and Environment Committee

Current membership:-

Councillor Dave Fleming (Chairman)
Councillor Jack Cullen (Vice-Chairman)
Councillor Jamie Blackburn
Councillor Lesley Zair
Vacancy

Events Committee

Current membership:-

Councillor Lee Brownson (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Joy Allen
Councillor Jack Cullen
Councillor Leanda Chappell
Vacancy

Human Resources Committee

Current membership:-

Councillor Jamie Blackburn (Chairman)
Councillor Jack Cullen (Vice-Chairman)
Councillor Joy Allen
Councillor Lee Brownson
Vacancy

Planning Committee

Current membership:-

Councillor Jack Cullen (Vice-Chairman)
Councillor Joy Allen
Councillor David Wilson
Councillor Lesley Zair
Councillor Adam Zair
Vacancy

(Chairman to be appointed)

Policy and Strategy Committee

Current membership:-

Councillor Jamie Blackburn (Chairman)
Councillor Joy Allen
Councillor Jack Cullen
Councillor Dave Fleming
Councillor Vacancy

(Vice Chariman to be appointed)

Youth Council Committee

Current membership:-

Councillor Jack Cullen (Chairman)
Councillor Jamie Blackburn (Vice-Chairman)
Councillor Joy Allen
Councillor Lee Brownson
Vacancy

REPRESENTATION ON OUTSIDE BODIES**Bishop Auckland Town Team and Core Team**

Current membership:-

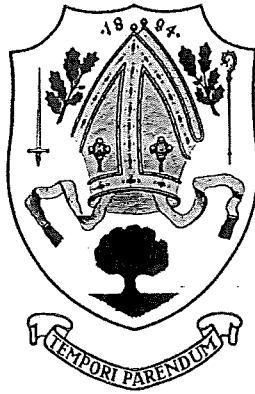
Councillor Jamie Blackburn
Councillor Lee Brownson
vacancy

All other members are encouraged to attend the Town Team meetings

South West Durham Residents', Businesses' & Travellers' Forum

Current membership:-

Councillor David A. Fleming
Vacancy



BISHOP AUCKLAND TOWN COUNCIL

MINUTES 2018/19 Book 7

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Planning Committee	15th January 2019
Events Committee	29th January 2019
Finance Committee	26th February 2019
Planning Committee	26th February 2019

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 15th JANUARY 2019** at 6.00 p.m.

Present: Councillor Fleming (Mayor), and Councillors, Blackburn, Brownson, Chappell, Cullen, Tucker, Wilson and A. Zair

Also Present: C.S. Auld and N Bryson (Bishop Auckland Town Team)
David Anderson (Town Clerk)

Public in Attendance: Alan Anderson (Bishop Auckland Town Team), Jean Clarke Woodhouse Close Church and Community Centre) and Colin Raine (Conservatives)

Two other members of the public were present but did not sign the attendance record. In accordance with data protection rules their names are not recorded.

TC.118/18 APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Allen, L. Zair and S. Zair.

TC.119/18 DECLARATIONS OF INTEREST

Item No 9.1 Bishop Auckland Town Team - Request for Funding to Support Events in the Town Centre

Councillors Blackburn and Brownson declared an 'other registerable interest' in respect of this item and took no part in the voting thereon.

TC.120/18 PUBLIC PARTICIPATION

Mr Raine queried the Council's views on the purchase of the former Poundworld store by Amber Taverns to create a new public house. Rumours were that a petition was circulating to prevent the licensing of the premises.

It was noted that the licensing application was included on the agenda for consideration and therefore discussion on this was deferred. (See Minute No TC.126/18).

Mrs Clarke, Woodhouse Close Community Centre, explained that she and a colleague were present at the meeting to offer support for the Mayor, Councillor Fleming. They were saddened and disappointed by a recent Facebook post which appeared to be from someone that wasn't at the meeting where alleged remarks had been made. She stated that Cllr Fleming had been a gracious and active supporter of their work on Woodhouse Close and local area in supporting their crisis work including the foodbank. He was a regular visitor to the centre, took an interest in what was happening and helped where he could.

Councillor Fleming stated that his words had been taken out of context and exaggerated for political purposes. He explained that at the Finance Committee meeting he was reflecting on a comment made by another Councillor who would not support a winter clothing fund as it would open a can of worms, indicating that some would misuse the fund. He had commented that he wanted to help those who were in genuine need and made no reference to the foodbank or Woodhouse Close.

Councillor Tucker announced that due to increased work commitments she was resigning from the Town Council with immediate effect. She then criticised the Town Council for its decision to purchase its own premises describing it as fiscal irresponsibility and urging the Council to reconsider its decision. (See also Minute No TC.132/18 below)

Councillor Tucker clarified that she would not be resigning as a County Councillor and left the meeting.

Mr Raine then questioned Councillor Fleming on the alleged remarks made at the Finance Committee meeting. Councillor Fleming referring to his previous statement, reiterated that his words had been taken out of context.

PRESENTATIONS

TC.121/18 THE AUCKLAND PROJECT

It was noted that Liz Fisher was unable to attend the meeting. This item was therefore deferred to the next Council meeting.

TC.122/18 BISHOP AUCKLAND TOWN TEAM

Core Team

Nigel Bryson, Chairman of the Town Team, gave an update on activities of the Town Team.

Reference was made to a funding application to help the Town Team host a number of events in the forthcoming year. The Town Team was grateful for funding awarded by the Town Council in 2018/19 which allowed a number of events to be held, including the 1940's event.

The Core Team had met on 9th January. An update was given on the Heritage Action Zone's projects. Progress was reported on the works being undertaken to bring the West Mural Tower back into use. The structure was a Grade I listed building in the grounds of Auckland Castle.

Kynren reported that the show dates for 2019 were to be announced.

Work on the masterplan was continuing. It was expected that the Plan would be published in spring.

The next Town Team meeting was scheduled to be held on 28th February 2019.

Events Team

Clive Auld, Chairman of the Events Team, gave an update with regard to recent activity of the Events Team.

The Advert Windows project had been a great success building on the previous year. A display had been created in the Newgate Centre advertising the project. Two large screen TV's had been obtained to promote the work of the Town Team.

Santa Claus in Newgate Centre had again proved very popular with over 600 photos taken.

An events brochure was being drafted setting out events to be held in the town centre in 2019. The brochure was to be funded by sponsorship

RESOLVED: That the information be noted

TC.123/18 MINUTES OF PREVIOUS MEETINGS

Town Council	11 th December 2018
Planning Committee	11 th December 2018
Finance Committee	8 th January 2019

With respect to the Minutes of the meeting of Council held on 11th December 2018, Councillor Chappell stated that she had not been against CYP2 Action 18, 'Investigate options for the creation of a fund aimed at alleviating child poverty in the town. (Possible winter/warm clothing, school uniform fund)' in its entirety, merely against the proposal to establish a winter/warm clothing, school uniform fund.

Councillor Blackburn proposed that the Minutes be confirmed as a correct record. Councillor Brownson seconded.

RESOLVED: That the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no further matters arising

TC.124/18 REPORT OF MAYOR

Members noted a report of the Mayor detailing the events attended since the last meeting. (For copy see file of Minutes).

Referring to information circulated at the meeting of the Finance Committee held on 8th January 2018 which showed a nil balance in the Lloyds Bank 'Mayors Account', Councillor Chappell enquired how much had been raised by the Mayor as the account was empty. It was explained that the Council had introduced a new accountancy system during the current financial year. On the advice of the accountant the Mayor's fund was accounted for within the accounting system rather than a separate bank account. The 'Mayor's Charity' account held at Lloyds Bank was therefore redundant and would be closed. This had been reported to the meeting of Finance Committee held on 12th June 2018 (Minute no FIN.4/18 refers).

Although the exact amount raised by the Mayor in support of Woodhouse Food Bank was not at hand it was believed that it was approximately £2,500.

In relation to an event held on 20th December 2018 to help increase donations of food for Woodhouse Close Foodbank, it was queried if the event would be repeated as it had been very well supported. The Mayor responded that it was very likely that a similar event would be held again. Jean Clarke, Woodhouse Food Bank representative, said that they would welcome donations of non-perishable food in general. At the current time semi-skimmed UHT milk was needed.

RESOLVED: That the information be noted.

REPORT OF TOWN CLERK

TC.125/18 BISHOP AUCKLAND TOWN TEAM - REQUEST FOR FUNDING TO SUPPORT EVENTS TO BE HELD IN THE TOWN CENTRE.

Consideration was given to a request from Bishop Auckland Town Team for funding to support events held in the town centre aimed at enhancing footfall. (For copy see file of Minutes).

RESOLVED: That a grant of £5,000 be awarded to Bishop Auckland Town Team from 2019/20 financial year to support events to be held in the Town Centre.

TC.126/18 NEW LICENSING APPLICATION, TAP AND TUN 23 NEWGATE STREET BISHOP AUCKLAND

Consideration was given to a new licensing application in relation to 23 Newgate Street, Bishop Auckland that had been submitted to Durham County Council for determination. Details of the application were circulated for consideration. (For copy see file of Minutes).

Members were of the opinion that the application was to be welcomed as it was an indication that new businesses were seeking to invest in the town which reflected positively in the future of the town centre. It was felt that the new public house would bring new jobs, increase footfall and vitality of the town centre.

- RESOLVED:**
1. That the application be supported.
 2. That Durham County Council be informed accordingly.

TC.127/18 REVIEW OF LOCAL COUNCILS CHARTER

Consideration was given to a report regarding a review of the Local Councils Charter, which set out the basis of a working relationship between Durham County Council and parish and town councils within the county. (For copy see file of Minutes).

A draft document had been considered by the Town Council at its meeting held on 25th July 2017. At that time Members felt that greater emphasis should be put on the two tiers of local government working together on the basis of mutual respect to deliver services and outcomes for local people. It was noted that this had been reflected in the revised draft document.

- RESOLVED:**
1. That the revised Local Councils Charter be supported.
 2. That the County Durham Association of Local Councils be advised accordingly.

TC.128/18 REVIEW OF ALLOTMENT RENT 2020/21

Consideration was given to a report of the Town Clerk with regard to the annual rent review relating to 2020/21. (For copy see file of Minutes).

Members were reminded that the Town Council was required to give tenants 12 months notice of any increase in rent. Consideration was given to a table showing rent history from 2010/11 to 2019/20, together with a comparison of rent paid by tenants of Durham County Council allotments.

- RESOLVED:**
- That rent for 2020/21 remain at 50p per square meter with a 50% discount applied if the plot is more than half cultivated.

TC.129/18 MEDIUM TERM FINANCIAL PLAN 2019/20 TO 2021/22 AND COUNCIL TAX 2019/20

Members noted that Finance Committee considered the Medium Term Financial Plan 2019/20 – 2021/22 and Council Tax 2019/20 at its meeting held on 8th January 2019. (Minute No FIN.44/18 refers).

A copy of the report considered by the Finance Committee had been circulated to all members of the Council and in line with normal practice all members of the Council were invited to attend the meeting.

Council Forward Plan

Council, at its meeting held on 11th December 2018, agreed a Forward Plan, detailing actions to be taken to help achieve a number of aspirations that had been developed taking into account the key outcomes of consultation.

Given the Council's limited resources it was not possible to allocate sufficient funds to achieve all actions. Finance Committee had therefore recommended to allocate funds to the highest priority actions.

An allocation had also been recommended to fund an additional member of staff so that actions within the Plan could be delivered.

Referendum Principles

The Government had advised that referendum principles would not be extended to town and parish council for 2019/20.

In making recommendations to increase Council Tax, the Finance Committee was mindful of the referendum principles which stated that a referendum would be triggered if council tax increases were 2% or above or over £5.00 whichever is higher. The suggested increase in Council Tax was therefore kept within those parameters.

Recommendations of Finance Committee

Detailed consideration was given to the recommendations of the Finance Committee, held on 8th January 2019, which resulted in a Council Tax of £51.20 (Band D) and increase of £4.92 (10.63%). It was noted that almost two thirds of properties within the Town Council area fell within Band A and therefore the increase for the majority of households would be 27p per month.

The MTFP had been amended to reflect anticipated changes in relation to purchase of new accommodation for the Council offices. For budgeting purposes, it had been assumed that the Council would relocate to the new office on 1st April 2019.

It was suggested that the proposed budgets within the aspiration for a 'Better Bishop Auckland for Children and Young People', specifically actions 13, 16 and 17, be pooled and further consideration be given at a later date.

- RESOLVED:**
1. That the Council's budget for 2019/20 be set at £249,877 resulting in a precept of £213,292 equivalent to a Band D Council Tax of £51.20 representing increase of £4.92 (10.63%) on the previous year.
 2. That the resulting Medium Term Financial Plan 2019/20 – 2021/22 be agreed

TC.130/18 TOPICS FOR FUTURE DISCUSSION

The following would be invited to attend an appropriately timed meeting to update the Town Council on their activities:

- Liz Fisher, The Auckland Project (5th March 2019)
- Bishop Auckland Masterplan (special meeting)
- Annalisa Ward, Heritage Action Zone (possibly combined with Masterplan meeting)
- Debbie Connell, Durham County Council, Summertime Activities
- WiFi Demonstration - informal sessions to be arranged

TC.131/18 EXCLUSION OF PRESS AND PUBLIC

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

REPORT OF TOWN CLERK (CONTINUED)

TC.132/18 OFFICE ACCOMMODATION

A verbal update was given in relation to progress made in relation to the purchase of office accommodation.

In relation to comments made in Councillor Tucker's letter of resignation regarding new office accommodation, Members stated that the Council had not taken the decision to purchase its own premises lightly. A significant number of potential buildings had been considered over a number of years, including some located on the high street and in Cockton Hill and Kensington as suggested by Councillor Tucker.

The current proposal met all of the Council's criteria and was the most cost effective considered. The cost of the project would be part funded by a low cost loan from the Public Works Loans Board with the interest fixed for the duration of the loan. Estimates had been considered by the Council on a number of occasions that indicated that the purchase of the building would be cost neutral.

RESOLVED: That the information be noted.

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 15TH JANUARY 2019** at 8.00 p.m.

Present: Councillor Cullen (Vice Chairman) and Councillors Wilson and A. Zair

Also Present: Councillor Fleming and David Anderson (Town Clerk)

PL.26/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Allen and L. Zair

PL.27/18 DECLARATIONS OF INTEREST

No declarations were made.

PL.28/18 PUBLIC PARTICIPATION

There were no members of the public present.

PL.29/18 DURHAM COUNTY COUNCIL: PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications received since the last meeting. (For copy see file of Minutes).

RESOLVED: That the Town Council has no objections to the planning applications detailed on the schedule.

PL.30/18 DURHAM COUNTY COUNCIL – PLANNING DECISIONS

Consideration was given to schedule of planning decisions that had been determined under delegated authority. (For copy see file of Minutes)

RESOLVED: That the schedule be noted.

Signed:
Chair

for the event Minutes of a **MEETING** of the **EVENTS COMMITTEE** held at the Four Clocks Centre, Bishop Auckland on **TUESDAY 29TH JANUARY 2019** at 6.00 p.m.

Present: Councillor Brownson (Chairman), and Councillors Allen, Blackburn, Chappell and Cullen

Also Present: David Anderson (Town Clerk)

EC.21/18 APOLOGIES FOR ABSENCE

All Members were present.

EC.22/18 DECLARATIONS OF INTEREST

There were no declarations of interest

EC.23/18 PUBLIC PARTICIPATION

There were no members of the public in attendance.

EVENTS PROGRAMME

EC.24/18 YOUTH AWARDS

Consideration was given to a report reviewing the 2018 Youth Awards and examined options for the 2019 event. (For copy see file of Minutes).

Members noted that the Town Hall was to close at the end of May 2019 to enable renovation works to be undertaken. The venue would not be available in June when the presentation evening was usually held. Consideration was given to options to either hold the event in the Town Hall prior to closure, or to seek an alternative venue. A provisional booking had been made in the Town Hall for Wednesday 1st May 2019. Enquiries had also been made with Bishop Auckland College as an alternative venue.

Members felt that it would be more appropriate for the presentation evening to be held in the Town Hall as it would be more prestigious for the young people. The evening was therefore to be held in May prior to the closure of the Town Hall.

The format of the 2018 event had worked well and therefore Members were in agreement that the same format be used. It was suggested that an award be introduced to recognise the achievement of the most improved student. This was to be developed further.

- RECOMMENDED:**
1. That the Youth Awards be held in the Town Hall on 1st May 2019.
 2. That the format of the Awards be the same as 2018.
 3. That further consideration be given to the inclusion of an award for the most improved student.

EC.25/18 HORTICULTURAL AND PRODUCE SHOW

Consideration was given to a report reviewing the 2018 Horticultural and Produce Show. The report also considered arrangements for the 2019 Show. (For copy see file of Minutes).

The Show had been held on the same day as the 'Bishop Celebrates Together' (BCT) event for the past two years, which had worked really well. The BCT event would be held on 27th and 28th September 2019.

As the Town Hall would be closed in September an alternative venue would need to be found which had the same technical and event support as the Town Hall.

Arrangements had been made with The Auckland Project to view the first floor of the former Job Centre. Various other possibilities were discussed at the meeting.

Members were of the opinion that the Show should be held in 2019 with the same format as previous years, ideally in a suitable venue in the Market Place at the same time as the BCT event. A meeting of the Growers Organising Group' was to be held to discuss the date of the event, Classes for the Show and also a suitable alternative venue.

RECOMMENDED: That a meeting be held with the Growers Organising Group to agree a date, format and suitable venue.

EC.26/18 REMEMBRANCE SUNDAY

Consideration was given to a report reviewing arrangements for 2018 and considering arrangements for 2019. (For copy see file of Minutes).

The 2018 event, which marked the centenary of the end of the First World War, had been organised in close association with the Royal British Legion, 8 Rifles, Bishop Auckland Pipes & Drums and St Anne's Church. Around 2,000 people had attended the service in the Market Place. It was felt that this had been a fitting commemoration of the centenary and also an act of remembrance of those who had served their country since.

A meeting was to be held with partner organisations to discuss arrangements for 2019. Due to the number of people attending the event in 2018 the use of stewards to help with crowd management was to be considered.

RECOMMENDED: That a meeting be arranged with partner organisations to discuss arrangements for Remembrance Day 2019.

EC.27/18 EXCLUSION OF PRESS AND PUBLIC

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

EC.28/18 CHRISTMAS CELEBRATIONS

Consideration was given to a report reviewing the 2018 Christmas event and also considering arrangements for 2019. (For copy see file of Minutes).

It was noted that due to the closure of the Town Hall, which provided a venue and focal point, arrangements for the 2019 event would need to be carefully considered and discussed with partner organisations.

RECOMMENDED:

1. That the information be noted.
2. That the event be held on 29th November 2019.
3. That Stanley Events be appointed event partner to provide event management and health and safety.
4. That discussions continue with partner organisations with regard to the content and co-ordination of the event.

Minutes of the Meeting of the **FINANCE COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 26TH FEBRUARY 2019 AT 5.00 P.M.**

Present: Councillor Wilson (Chairman) and Councillors, Allen, Blackburn, Brownson, Chappell and S. Zair

Also Present: Councillors Cullen and Fleming and David Anderson (Town Clerk)

FIN.52/18 APOLOGIES FOR ABSENCE

All members of the Committee were present.

FIN.53/18 DECLARATIONS OF INTEREST

Item No 4.3 Skatepark Lights - Electrical Supplier

Councillor J. Blackburn declared a 'disclosable pecuniary interest' in respect the above item and withdrew from the meeting for the duration of the discussion thereon.

FIN.54/18 PUBLIC PARTICIPATION

There were no members of the public in attendance.

REPORT OF TOWN CLERK

FIN.55/18 ACCOUNT BALANCES AS AT 26TH FEBRUARY 2019

The Town Clerk reported account balances as follows: -

Lloyds Deposit Account	£17,786.37
Lloyds Current Account	£9,493.93
Darlington Building Society	£85,000.12
Nationwide	£85,000.58
Santander	£85,000.00

RECOMMENDED: That the information be noted.

FIN.56/18 AUTHORISATION OF CHEQUES – DELEGATED POWERS

In accordance with delegated powers, payments totalling the amounts below had been made as detailed in the report. (For copy see file of Minutes).

Current Account	£20,545.10
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RECOMMENDED: That the action taken be confirmed.

FIN.57/18 CHEQUES PRESENTED FOR AUTHORISATION

No cheques were presented for authorisation.

FIN.58/18 SKATEPARK LIGHTS - ELECTRICITY SUPPLIER

Consideration was given to a report regarding the supply of electricity to the skatepark lights. (For copy see file of Minutes).

Members noted that the current agreement with NPower expired on 27th March 2019. Notification of the Council's intentions to renew the agreement, or otherwise, needed to be given by no later than 25th February 2019.

A comparison of potential suppliers had been undertaken which revealed that British Gas Lite was the most competitive. As NPower needed to be informed of the Council's

Signed:
Chair

intentions prior to the meeting of the Finance Committee the Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, had made arrangements for the supply of electricity to be transferred to British Gas Lite. Npower had been informed of this decision.

RECOMMENDED:

That the actions taken by the Town Clerk, in consultation with the Mayor and Chairman of Finance Committee, in securing the best deal for the Council be endorsed.

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Four Clocks Centre, Bishop Auckland on **TUESDAY, 26TH FEBRUARY 2019** at 5.35 p.m.

Present: Councillor Cullen (Vice Chairman) and Councillors Allen, Wilson, A. Zair and L. Zair

Also Present: Councillors Blackburn, Brownson and Fleming and David Anderson (Town Clerk)

PL.31/18 APOLOGIES FOR ABSENCE

All Members were present.

PL.32/18 DECLARATIONS OF INTEREST

No declarations were made.

PL.33/18 PUBLIC PARTICIPATION

There were no members of the public present.

PL.34/18 DURHAM COUNTY COUNCIL: PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications received since the last meeting. (For copy see file of Minutes).

With regard to Application No DM/18/03801/FPA, Amber Taverns, 23 Newgate Street, Bishop Auckland, change of use from retail unit (class A1) to drinking establishment (class A4), including external terrace, manager's accommodation and associated external alterations, Members were of the opinion that the application should be supported as it would increase economic activity in the town centre and contribute to its regeneration.

With regard to Application No DM/19/00306/AD, The Works Limited, 13A Newgate Street, Bishop Auckland, Erection and display of internally illuminated fascia and projecting signage and non-illuminating wall signage, members were of the opinion that the application should be supported as it would increase economic activity in the town centre and contribute to its regeneration.

- RESOLVED:**
1. That Application No DM/18/03801/FPA, Amber Taverns, 23 Newgate Street, Bishop Auckland, change of use from retail unit (class A1) to drinking establishment (class A4), including external terrace, manager's accommodation and associated external alterations, be supported.
 2. That Application No DM/19/00306/AD, 13A Newgate Street, Bishop Auckland, Erection and display of internally illuminated fascia and projecting signage and non-illuminating wall signage, be supported.
 3. That the Town Council has no objections to the remainder of the planning applications detailed on the schedule.

PL.35/18 DURHAM COUNTY COUNCIL – PLANNING DECISIONS

Consideration was given to schedule of planning decisions that had been determined under delegated authority. (For copy see file of Minutes)

RESOLVED: That the schedule be noted.

Signed:
Chair

BISHOP AUCKLAND TOWN COUNCIL

25TH MARCH 2019

REPORT OF MAYOR

The Mayor and/or Deputy Mayor has represented the Town Council at the following engagements since the last Council meeting.

Date of Event	Event Detail	Mayor	Deputy Mayor
25-Jan-19	Hartlepool Borough Council Mayor's Burns Night	Y	
26-Jan-19	Durham County Council Holocaust Memorial Day, Town Hall, Bishop Auckland	Y	
27-Jan-19	St Anne's Church Holocaust Memorial Day Service, Bishop Auckland	Y	
02-Feb-19	Golden Star Beauty Salon, Saddler Street, Bishop Auckland Open Day - Ribbon Cutting Ceremony		Y
13-Feb-19	The Saxon Inn, Escomb, Bishop Auckland Grand Opening		Y
13-Feb-19	St. John's School & Sixth Form College At Home with the Heritage Project - Exhibition		Y
15-Feb-19	Great Aycliffe Town Council Mayor's Charity Civic Dinner		Y
16-Feb-19	Sunderland City Council Mayor of Sunderland Civic Function	Y	
22-Feb-19	Mayor's Civic Ball Town Hall, Bishop Auckland	Y	Y
01-Mar-19	Sedgefield Town Council Mayor's Civic Ball	Y	
05-Mar-19	Darlington Borough Council Afternoon Tea and Tour of Hippodrome Theatre	Y	
09-Mar-19	Brandon & Byshottles Parish Council Fundraising Evening	Y	
12-Mar-19	Reserve Forces & Cadets Association for the North of England Presentation of Lord-Lieutenants Certificates of Good Service	Y	
15-Mar-19	Sunderland City Council Mayor's Charity Masquerade Ball	Y	
16-Mar-19	St. Patrick's Night, Park Head Hotel, Bishop Auckland Mayor's Fundraiser for Woodhouse Close Foodbank	Y	Y
18-Mar-19	Hartlepool Borough Council Ceremonial Mayor's Curry Night	Y	
19-Mar-19	Bishop Healthy Heartbeat Support Group, Henknowle Community Centre Cheque Presentation, Bishop Auckland	Y	
20-Mar-19	Bishop Auckland Table Tennis Club Community Fund - Cheque Presentation	Y	

RECOMMENDED: That the information be noted

BISHOP AUCKLAND TOWN COUNCIL

COUNCIL MEETING

25th MARCH 2019

REPORT OF TOWN CLERK

1. DECLARATION OF SUPPORTING DIVERSITY IN BISHOP AUCKLAND

On 26th July 2016 the Council formally adopted the following declaration to show public support for diversity in Bishop Auckland:-

"We are proud to live in a diverse and tolerant society. Racism, xenophobia, homophobia, religious intolerance and hate crimes have no place in our town.

Bishop Auckland Town Council condemns all such intolerance and hate crimes unequivocally.

We will not allow hate to become acceptable and will work with the Police & Crime Commissioner and others to fight prejudice and hate crimes.

We reassure all people living in the area that they are valued members of our community."

The statement was subsequently adopted by County Durham Association of Local Councils with all town and parish councils within the Association being encouraged to also adopt it.

Following the elections held in May 2017 all Town Councillors signed the declaration to restate the Council's continued support for diversity and also individual Members support.

It is suggested that following the Woodhouse Close by-election the Town Council may wish to renew the declaration with all current Councillors signing it.

RECOMMENDED: That consideration be given to renewing the diversity statement.

2. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Durham County Council is required to periodically carry out a complete review of its Polling Districts and Polling Places to ensure that electors have reasonable facilities for voting that are practicable in the circumstances. The next review must be completed by 31 January, 2020.

Feedback is therefore requested on any aspect of polling districts and polling places currently being used.

Although the review is of polling districts and polling places it is accepted that polling stations are inexorably linked to the review and comments are invited regarding those stations currently used and should include suggestions for possible alternative venues.

A list of polling stations used within Bishop Auckland Town Council area are listed below.

Polling Station No	Polling Place	Polling District	Parish Ward
BA36	Elim Pentecostal Church, Gibbon Street	BAAA BABA	Bishop Auckland Town, Cockton Hill
BA37	Bishop Auckland Cricket Club, South Church Road	BAAB	Bishop Auckland Town
BA38	Bishop Auckland Town Hall, Market Place	BAAC	Bishop Auckland Town
BA39	Mobile Unit (Peel Place), Toronto	BAAD	Bishop Auckland Town
BA40	Baptist Church Hall, Westfield Road Entrance	BABB	Cockton Hill
BA41	St Annes CE Primary School, Warwick Road	BABC	Cockton Hill
BA42	St Annes CE Primary School, Warwick Road	BABC	Cockton Hill
BA53	Cornwall Place, Bishop Auckland	BAEA BAEB	Henknowle
BA54	Cockton Hill Infant School, McIntyre Terrace	BAEC	Henknowle
BA55	Cockton Hill Infant School, McIntyre Terrace	BAED	Henknowle
BA59	Woodhouse Community Primary School, (Foundation Unit), Walker Drive	BAGA BAGD	Woodhouse Close
BA60	Woodhouse Community Primary School, (Foundation Unit), Walker Drive	BAGD	Woodhouse Close
BA61	Aclet Close Nursery School, Aclet Close	BAGB	Woodhouse Close
BA62	Auckland Youth and Community Centre, Walker Drive	BAGC	Woodhouse Close

The consultation period ends on Sunday 31 March, 2019. Any representations made to the Returning Officer will be published with further consultation taking place from Friday 3 May, 2019 until Friday 17 May, 2019.

RECOMMENDED: That consideration be given to the current Polling Districts and Polling Places and any comments be forwarded to Durham County Council.

3. PAYMENT OF CONTINUING CONTRACTS AND OBLIGATIONS

In accordance with Financial Regulation No 5.6 authorisation is sought for the Town Clerk to authorise the following regular payments of 'continuing contracts, statutory duties or obligations'.

Auckland Castle Trust	Community Toilet Scheme - No 42
Bishop Auckland Partnership	Office rent and room hire. Community Toilet Scheme - Four Clocks Centre
British Gas (Lite)	Electricity supply to Skatepark - direct debit
Durham County Council	Pension scheme - electronic payment
Durham County Council	Community Toilet Scheme - Town Hall
Five River State Ltd.	Community Toilet Scheme - Champagne Bar
Frazer Kidd LLP	Community Toilet Scheme - Newgate Centre
Grenke Leasing Limited	Photocopier/printer lease - direct debit

HMRC	NI and Income Tax - electronic payment
Jude Richardson	Community Toilet Scheme - Fifteas Vintage Tearoom
Members Allowances	Electronic payment
Mr J. Lumsden	Rent of Edge Hill Allotments
NGW Business (Wave)	Metered water supply at allotments - electronic payment
Salaries	Electronic payment
Total Business Group	Photocopier/printer usage Stationery
Woodhouse Close Church Food Bank	Donations from Members Allowances. Electronic payment
Zair's Café	Community Toilet Scheme

A record of regular payments made under this provision will be drawn up and signed by the two members on each and every occasion when payment is authorised to control the risk of duplicated payments being authorised and / or made, in accordance with Financial Regulation No 5.7.

In accordance with Financial Regulation 6.4 a dispensation is sought to allow account signatories to countersign the payment schedule in respect to the payment of Members Allowances due to their pecuniary interests.

RECOMMENDED: That the list of continuing contracts and obligations be approved

4. RISK MANAGEMENT

The Council is required to assess its risks and put in place controls to mitigate any significant risk. Failure to manage risk effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets.

Potential risks have been reviewed against a risk matrix to measure the level of risk taking into account the likelihood of an event and its consequences. Controls are identified to reduce the likelihood or consequence of the event.

The Risk Assessment, together with the matrix is attached at Appendix A.

RECOMMENDED: That the Risk Assessment be approved.

5. AUDIT PLANNING DIARY 2019/20

The Council is required to approve an audit planning diary on an annual basis. The Audit plan for 2019/20 financial year is detailed below for consideration.

TOPIC	DATE
Reclaim VAT (quarterly)	Q1 - July 2019 (March – June) Q2 - October 2019 (July – Sept) Q3 - January 2020 (Oct – Dec) Q4 - March 2020 (Jan – Feb) (N.B. To maximise VAT reclaimed within the year Q4 includes Jan – Feb only. March is claimed in Q1 the following year)
Review spend against budgets (quarterly)	Q1 - July 2019 (April – June) Q2 - October 2019 (July – Sept) Q3 - January 2020 (Oct – Dec) Q4 - April 2020 (Jan – Mar)

Allotment Rents	1 st April 2019
Full Internal Audit	April 2019
Councillor / Staff Training Review	August 2019
Insurance	August 2019
P.A.T. Testing (Electrical Appliances)	August 2019
Budget/Precept	January 2020
Allotment Inspections	February / March 2020
Effectiveness of Internal Audit	March 2020
Risk Assessment and Financial Risk Assessment Review	March 2020

RECOMMENDED: That the Audit Planning Diary be approved.

6. THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The Council is required to review the effectiveness of the system of internal audit on an annual basis.

The review is attached at Appendix B for consideration.

RECOMMENDED: That the Review of the Effectiveness of the System of Internal Audit be noted and approved..

RISK MANAGEMENT

Area	Potential Risk	Score	Level High Medium Low	Controls
Assets	Protection of physical assets	D2	L	Assets insured. Cover reviewed annually Land (allotments) registered with Land Registry
	Security of buildings, equipment etc	E3	L	Four Clocks Centre protected by alarm and shutters when closed. Office has door entry code and locked with a key. Laptops kept in locked cabinet overnight. Assets insured against loss
	Maintenance of buildings	N/A	N/A	Covered by rental agreement
	Maintenance of allotments	E2	L	Inspected annually.
	Risk or damage to third party property or individuals	D4	M	Public liability insurance – reviewed annually Review adequacy of Public Liability Insurance
	Skatepark lighting	D3	M	Lighting units included on DCC weekly inspection list for play equipment.
Finance	Banking	D5	M	Banking arrangements with high street bank. Investments all low risk with a number of providers to spread risk further.
	Risk of loss of income	E2	L	Allotment rent collected annually (due 1 st April each year). Procedure in place to identify correct level of rent, invoicing, collection and monitoring.
	Loss of cash through theft or dishonesty	E2	L	Cash not usually kept in office. No petty cash Allotment rents banked frequently during collection period. Any other income, e.g. Mayor charity raffles etc, banked when received.
	Financial controls and records	E4	M	Monthly bank reconciliations Balance reported to Finance Committee at each meeting Quarterly reports submitted to Finance Committee to monitor spend against budget, forecast outturn and investments

Area	Potential Risk	Score	Level High Medium Low	Controls
	Comply with HMRC Regulations	D3	M	Sage Payroll used for salaries and submissions to HMRC Use Sage helpline when necessary Use of HMRC helpline when necessary
	Sound budgeting to underlie annual precept	E4	M	Monthly bank reconciliations Balance reported to Finance Committee at each meeting Quarterly reports submitted to Finance Committee to monitor spend against budget, forecast outturn and investments.
	Complying with borrowing restrictions	N/A	N/A	
Income				
Precept	Not submitted	E5	M	Precept request emailed to named contact at DCC to provide audit trail
	Not paid by DCC	D3	M	Check & report to Finance Cttee
	Precept not adequate	E4	M	Balances reported to Finance Committee each meeting. Quarterly budget monitoring report submitted to Finance Committee. Projected outcome taken into account when setting budget and precept.
Localisation of Council Tax Support Grant	Sudden withdrawal of grant by Durham County Council	C4	M	Any changes to current Durham County Council forecasts to be reported to Finance Committee. Consider efficiencies, use of balances, increase precept
Charges – Allotments	Rental income	E2	L	Allotment rent collected annually (due 1 st April each year). Procedure in place to identify correct level of rent, invoicing, collection and monitoring. Rent reviewed annually
	Cash Handling	D3	M	Cash taken during office hours by a member of staff. Receipt given to tenant with BATC stamp and initialled by person collecting payment. Control sheet signed by second member of staff to confirm receipt
	Cash Banking	C3	M	Cash to be kept in a cash box in a lockable cabinet and banked as soon as practicable.
	Rent not paid	E2	L	Payments regularly monitored during rent period Reminder to be issued if not paid by due date. Final reminder followed by Notice to Quit if invoice remains unpaid.

Area	Potential Risk	Score	Level High Medium Low	Controls
Investment Income	Interest not paid on due date	E2	L	Monitored on a quarterly basis and reported to Finance Committee
	Investment not repaid on maturity	E2	L	Checks to be done on maturity date for any investments held.
	Investment policy becoming inappropriate	D2	L	Review policy at least annually or as circumstances require
Expenditure				
Legal Powers	Illegal activity or payment	E3	M	Decisions to be taken by Council or appropriate Committee based on information and recommendation provided by Town Clerk. Advice to be sought from appropriate source when necessary
Salaries	Wrong payments/deductions being made	E2	L	Sage Payroll used to calculate salaries. Sage Helpline to be used as and when necessary. Payments signed off by appropriate Members (Mayor and Chairman of Finance Committee)
				Any underpayments/overpayments will be corrected on the next pay run. If a relatively large amount has been overpaid over a long period it may be recovered over a number of months.
				Sage Payroll used to calculate salaries. Sage Helpline to be used as and when necessary.
Cllrs Allowances	Wrong payments/deductions being made	E2	L	Payments signed off by appropriate Members (Mayor and Chairman of Finance Committee)
				Any underpayments/overpayments will be corrected on the next pay run. If a relatively large amount has been overpaid over a long period it may be recovered over a number of months.
				Sage Payroll used to calculate salaries. Sage Helpline to be used as and when necessary.
Best Value	Overspend on service	C2	M	Ensure value for money by obtaining quotes/tenders in line with Council's policy.
Direct Costs and Overhead expenses	Invoice incorrectly calculated	E2	L	Check arithmetic
	Cheque payable is excessive	E2	L	Checks to be done
	Cheque payable to wrong party	E2	L	Signatory initials etc Stub and Voucher

Area	Potential Risk	Score	Level High Medium Low	Controls
Grants & support	Goods not supplied to Town Council	E2	L	Monitoring via order system.
	Ability to provide grant for required purpose	B2	M	Power under which grant is issued to be minuted
	Agreement of Council to pay	E2	L	Applications considered by Finance Committee
Election Costs	Grant not used for purpose requested	E2	L	Invoices to be requested prior to issuing cheque
	Recharge excessive	D2	L	Compare with previous costs
	Inadequate Provision	D2	L	Consult/compare with other local councils
VAT recoverable	VAT paid on good purchased not reclaimed	E1	L	Budget Annually Reclaim to be submitted on a quarterly basis
Reserves - General	Insufficient reserves	E2	L	Consider within budget setting process
Reserves - Earmarked	Insufficient reserves	E2	L	Consider within budget setting process
	Earmarked or Contingent liability	E2	L	Reported to Finance Committee on a quarterly basis
Liability	Risk to third party, property or individuals	C3	M	Risk assessments of individual events as necessary Insurance in place
	Legal liability as consequence of asset ownership	C3	M	Allotments - Regular inspections carried out – at least annually Insurance in place.
	Comply with Employment Law	C2	L	Membership of various national and regional bodies including County Durham Association of Local Councils, affiliated to National Association of Local Councils Clerk is member of Society of Local Council Clerks
Employer Liability	Comply with Inland Revenue requirements	D2	L	Regular advice from HMRC and Sage. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	D2	L	Visitors seen in reception area. CCTV camera installed. Reception manned at all times.
				Enforcement visits to allotments to be done in pairs. Individual risk assessments to be done where deemed necessary.
Staff	Loss of key personnel	C3	M	Interim measures to be put in place during notice period Assistance available from CDALC. Consider appointment of temporary/locum staff

Area	Potential Risk	Score	Level High Medium Low	Controls
	Fraud by staff	E3	L	Fidelity Guarantee included in insurance
Legal Liability	Ensuring activities are within legal powers	D2	L	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting	E2	L	Council meets on a 6 weekly basis. Committees report to Council via minutes.
	Proper document control	E1	L	Minutes made available to press and public at the Town Council offices and via the web site.
Minutes	Accurate and legal	E1	L	Documents are kept within parameters of regulations and best practice guidance
				Agreed at the next Council meeting as accurate record.
Councillors propriety	Registers of Interests and gifts and hospitality in place	D2	L	Members requested to update Register of Interests/gifts and hospitality on an annual basis or as circumstances change
Members Interests	Conflict of interest	D2	L	Members to be requested to update Register of Interests on an annual basis or as circumstances change. 'Do I have an interest' flowchart included in every agenda

N.B. A further risk assessment relating to the purchase, renovation and ownership of office accommodation will be undertaken in due course.

Qualitative Risk Analysis Matrix - Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	M	M	H	H	H
B (Likely)	M	M	M	H	H
C (Possible)	L	M	M	M	H
D (Unlikely)	L	L	M	M	M
E (Rare)	L	L	L	M	M

Key	
H	High Risk - Detailed action/plan required
M	Medium Risk - Appropriate controls to be identified
L	Low Risk - Manage by routine procedures

BISHOP AUCKLAND TOWN COUNCIL

25th MARCH 2019

THE REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Expected Standard	Evidence of Achievement	Areas for development
1. Scope of Internal Audit	<p>Appointment and terms of reference to be agreed by Council (March)</p> <p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud</p>	<p>To be approved by Council</p> <p>Internal control is to be further improved by adoption and annual updating of the Audit Planning Diary. (25th March 2019)</p> <p>Council's Risk Assessment Statement to be updated annually. (25th March 2019)</p>
2. Independence	<p>Internal Auditor has direct access to those charged with governance (as per Financial Regulations).</p> <p>Reports are made in own name to Council.</p> <p>Auditor does not have any other role within the Council</p>	<p>Always ensure the Chair/or Vice-Chair of Finance Committee is available for any meetings with the Town Clerk and Internal Auditor when discussing any audit policy issues.</p> <p>Ensure this is always done.</p> <p>Always check that this criteria is met.</p>
3. Competence	<p>No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.</p>	<p>Ensure that any reports indicated that consultation has taken place with Responsible Officer.</p>
4. Relationships	<p>Responsible Officers (Clerk, RFO, CFO, CEO etc) are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).</p>	<p>Ensure that any reports indicate that consultation has taken place with responsible officer.</p> <p>Adoption and annual updating of the Audit Planning Diary.</p> <p>Ongoing training.</p>
5. Audit Planning and Reporting	<p>The Audit Plan properly takes account of corporate risk.</p> <p>The plan is to be approved by Council (25th March 2019)</p> <p>Internal Audit is to report in accordance with the plan.</p>	<p>To be updated annually</p>