

Minutes of the meeting of **BISHOP AUCKLAND TOWN COUNCIL** held in the Wesley Room at the Four Clocks Centre, Bishop Auckland on **TUESDAY 25<sup>TH</sup> JUNE 2019** at 6.00 p.m.

**Present:** Councillor Allen (Mayor), and Councillors Blackburn, Chappell, Fleming, Wilson, A Zair, L. Zair and S Zair.

**Also Present:** Nigel Bryson (Bishop Auckland Town Team), Debbie Connell (Durham County Council) and David Anderson (Town Clerk)

**Public in Attendance:** None

**TC.33/19 APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Brownson, Cullen and Newton Woods

**TC.34/19 DECLARATIONS OF INTEREST**

**Item No 10.4 Bishop Auckland HAZ Project: Public Realm Work to Gib Chare**

Councillors J Allen and J Blackburn declared an 'other registerable interest' in respect of this item and did not take part in the voting thereon.

**TC.35/19 PUBLIC PARTICIPATION**

No public were in attendance

**PRESENTATIONS**

**TC.36/19 SUMMERTIME ACTIVITIES**

Debbie Connel, Community Culture Development Co-ordinator, Durham County Council gave an overview of the programme of summertime activities at Bishop Auckland Town Hall, which included

- Secret Garden interactive gallery
- Planetarium & Space Art
- Story Time
- Music and Drama workshops
- Curious Cavern Art Workshop
- Lego Workshop
- Teddy Bears Picnic

Debbie thanked the Town Council for the financial contribution which enabled the activities to be held.

**RESOLVED:** That the information be noted.

**TC.37/19 BISHOP AUCKLAND TOWN TEAM**

**Core Team**

Nigel Bryson, Chairman of the Town Team, gave an overview of various regeneration activities within the town centre which were being undertaken by partner organisations, Including the following:-

- **Free Public WiFi** - progress was being made on the installation of the Wi-Fi equipment, which would be installed and tested in the coming months, before being made available to the public. Members were reminded that DCC were

**Signed:** .....  
**Town Mayor**

leading the project and both the Town Team and Town Council were helping to fund the revenue costs.

- **Kynren** - a press preview had been held with approx. 500 people from various media attending. Approximately 7,200 tickets had been sold for the first show.
- **Bishop Trevor Gallery** had opened in Auckland Castle with an exhibition of landscape paintings.
- **West Mural Tower** works had been completed. Tours were to be organised by The Auckland Project
- **Heritage Action Zone** had completed its first year. The HAZ programme included 50 projects and initiatives. A Heritage Festival Week would be held in mid-September.

### **Events Team**

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

It was noted that the 1940's event had to be cancelled due to severe weather. This was the first event that had been cancelled due to weather since 2012. Other events in the region had also been cancelled due to the storms, including Seaham Food Festival and Durham Regatta. Discussions were ongoing with suppliers with regard to costs for the event.

Forthcoming events included:-

- Buskers Day - 6<sup>th</sup> July
- Vintage and Classic Car show - 14<sup>th</sup> July
- Busses through the Ages - 28<sup>th</sup> July

Members thanked the Town Team and volunteers for their continued hard work contributing to the events programme held in the town centre.

**RESOLVED:** That the information be noted

### **TC.38/19 MINUTES OF PREVIOUS MEETINGS**

Town Council	16 <sup>th</sup> April 2019
Town Council	7 <sup>th</sup> May 2019
Human Resources Committee	11 <sup>th</sup> June 2019
Finance Committee	18 <sup>th</sup> June 2019

Councillor S. Zair requested that the following paragraph be included in the Minutes of the Human Resources Committee held on 11<sup>th</sup> June 2019

'Councillor Zair raised concerns regarding the capacity of the current office to accommodate an additional member of staff.'

**RESOLVED:** That, with the inclusion of the above paragraph, the Minutes be approved as a correct record and recommendations contained therein be adopted

There were no matters arising

**Signed:** .....  
**Town Mayor**

**TC.39/19 REPORT OF MAYOR**

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

**RESOLVED:** That the information be noted.

**TC.40/19 INTERNAL AUDITORS REPORT 2018/19**

Detailed consideration was given to the report of the Internal Auditor for the financial year ending 31<sup>st</sup> March 2019, together with a proposed action plan prepared by the Town Clerk. (For copies see file of Minutes).

Members noted that by the very nature the audit was a critical process, however this was welcomed as it helped the Council make further improvements to its systems and procedures.

**RESOLVED:**

1. That the Internal Auditor's report be received
2. That the proposed responses to the Internal Auditors recommendations and comments be agreed.

**REPORT OF TOWN CLERK**

**TC.41/19 ASSET REGISTER**

Consideration was given to the Asset Register which had been updated to include 3 PC's purchased in May 2018. (For copy see file of Minutes)

**RESOLVED:** That the amended Asset Register as at 31<sup>st</sup> March 2019 be approved.

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 (PART 3)**

**TC.42/19 SECTION 1 ANNUAL GOVERNANCE STATEMENT 2018/19**

Consideration was given to the Section 1, Annual Governance Statement, for the year ended 31<sup>st</sup> March 2019. (For copy see file of Minutes).

**RESOLVED:** That Section 1, Annual Governance Statement 2018/19, be approved.

**TC.43/19 SECTION 2 ACCOUNTING STATEMENT 2018/19**

Consideration was given to the Section 2, Accounting Statements for the year ended 31<sup>st</sup> March 2019. (For copy see file of Minutes).

**RESOLVED:** That Section 2, the Accounting Statements, be approved.

**TC.44/19 VE DAY 75**

Consideration was given to a report regarding commemorations and celebration of the 75<sup>th</sup> anniversary of VE Day, 8<sup>th</sup> May 2019. (For copy see file of Minutes).

**RESOLVED:** That the Town Council contribute to the VE Day 75 commemorations.

**TC.45/19 BISHOP AUCKLAND HAZ PROJECT: PUBLIC REALM WORK TO GIB CHARE**

Consideration was given to a proposal by Bishop Auckland Heritage Action Zone to carry out public realm works to Gib Chare to improve access by carrying out repairs, implementing traffic controls, improving surfacing and providing interpretation

Signed: .....  
Town Mayor

signboards. It was noted that funding was to be drawn down from Section 106 monies which had been allocated to safeguard heritage assets in the town.

**RESOLVED:** That the proposal be supported and a letter of support be forwarded to Bishop Auckland HAZ.

**TC.46/19 TOPICS FOR FUTURE DISCUSSION**

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

- Chris Myers, Overview of Free Public WiFi
- Jill Wood, Bishop Auckland Food Festival 2019 (evaluation)
- Debbie Connell, Durham County Council, Summertime Activities (evaluation)
  
- WiFi Demonstration - informal sessions to be arranged

**TC.47/19 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.48/19 PHOTOCOPIER LEASE**

Consideration was given to a report detailing quotations obtained from three suppliers to replace the photocopier. (For copy see file of Minutes).

**RESOLVED:** That the quotation from Total Business Group for the lease of a refurbished Tosheba e-studio 455CSEC for a period of three years be approved.

**TC.49/19 REVIEW OF STAFFING STRUCTURE**

Consideration was given to a report reviewing the Town Council's staffing structure. (For copy see file of Minutes).

**RESOLVED:** That the proposals contained in the report be adopted.

**TC.50/19 OFFICE ACCOMMODATION**

Consideration was given to a report updating members with regard to the purchase of office accommodation. (For copy see file of Minutes).

**RESOLVED:** That the information be noted.

Signed: .....  
Town Mayor