



Brandon & Byshottles Parish Council

Mrs C Dixon
Clerk to the Council

Council Offices
6 Goatbeck Terrace
Langley Moor
County Durham
DH7 8JJ
Tel: 0191 3789947
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16th February 2026

Dear Councillor,

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Friday 20th February 2026, at 6.30pm

Mrs Claire Dixon
Clerk to the Council

AGENDA

194. Apologies for Absence – to consider for approval.

195. By-election Results

- a. To note the result of the recent by-election for South ward and formally welcome Cllr F Bonner to the council.
- b. To note that Cllr F Bonner has signed his Declaration of Acceptance of Office.

196. Declarations of interest and requests for dispensations – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.

197. Public Participation – to receive any questions or representations from members of the public.

198. Minutes of the previous meeting – to consider for approval the minutes of the Meeting held on 16th January 2026 (attached).

199. Donations - to consider the following requests:

- a. **Durham Hospitals Radio** – Requesting £500 towards operating costs.

200. Invoices for Payment – To consider invoices for approval (attached).

201. Bank Transfer – to approve transfer of funds from CCLA to current account.

202. Chairs Civic Functions - To agree attendance at civic functions (attached).

203. Planning Applications – To consider any response to applications received between 9th January 2026 and 6th February 2026 (attached).

204. Carrside – To note the reports (attached).

205. Fire Risk Assessment – to consider the report (attached).

206. Ushaw College Woodland Management Plan – to consider the email (attached).

207. National Association of Councillors

- a. To note attendance of the delegate at the General Management Committee meeting on 19th January 2026.
- b. To note the attendance of the delegate at the General Management Committee on 17th March (Carlise).
- c. To approve nominations for the NAC Conference - Youth Engagement in Politics

Navigating Social Media as a Councillor on 27th -29th March at Royal Hotel, Scarborough (attached).

208. Broompark Rowing machine – To consider the report (attached).

209. Remembrance poppies – Motion submitted by Cllr E Simpson (attached).

210. Business Plan Update – To consider the report (attached).

211. Grant Awarding Policy – To consider the Policy (attached).

212. External Auditor Action Plan 2025/26 – to note the action plan (attached).

213. CDALC Special General Meeting (SGM) – to approve delegates to attend the meeting (attached).

214. Press and Public Exclusion - To consider passing a resolution to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed in Item 214.

215. Grounds Maintenance – to consider the information.

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON FRIDAY 16th JANUARY 2026 AT 6.30 PM

Present:

Councillor J Jamieson (Chair)

Councillors Cllr P Askell, D Bell, A Bonner, D Bregazzi, J S Burt, J C Chapman, P A B Elmer, J Grantham, D Hindmarch, J E Hirst, D Rowland, S Leckenby, E H Simpson, F D Simpson, C J Smith, P Stoddart, J A Turnbull, M Wall, and M Wilson

ALSO PRESENT: Mrs C Dixon (Clerk), Mrs S Cash (Assistant Clerk), and 1 member of the public.

Council observed a minute's silence in memory of Alderman Paul Taylor.

Cllr J. Turnbull thanked those who attended the funeral of Alderman Paul Taylor. He also expressed his view that the delivery of leaflets in the area during this time was disrespectful.

178. Apologies for Absence

No apologies were received.

RESOLVED: To **RECEIVE** the apologies.

179. Declarations of Interest & Requests for Dispensations

Declarations of interest were received from the following:

Item 187 - Cllr J Grantham Brandon Carrside - Committee Member;

Item 187 - Cllr S Leckenby - Brandon Carrside - Committee Member;

Item 187 - Cllr J Turnbull - Brandon Carrside - Committee Member;

Item 190 – Cllr J Jamieson – Ushaw Moor

RESOLVED: to **RECEIVE** the declarations of interest.

180. Public Participation

RESOLVED: There was **NO** public participation.

181. Minutes of the Meeting held on 19th December 2025.

RESOLVED: The minutes of the Meeting held on 19th December 2025 were **CONFIRMED** as a correct record and signed by the Chair.

182. Donations to be presented

a). North of East Brass Band Championship

183. Invoices for Payment

Authorisation was requested to pay accounts for £16,575.81.

RESOLVED: To **APPROVE** payment of the accounts amounting to £16,575.81. The accounts to be checked and verified by two councillors before payment.

184. Bank Transfer

To approve a bank transfer of funds from CCLA to the current account.

RESOLVED: to **APPROVE** the transfer of £10,000.

185. Chairs Civic Functions

The report detailing the Chair’s attendance at civic functions was noted. There was an amendment made to the list to remove Great Aycliffe’s function (£40) and to include Shildon Civic function at a cost of £20.

RESOLVED: To **APPROVE** the chairs attendance at the civic functions.

186. Planning Applications

Planning application lists relevant to the parish between 5th December 2025 and 9th January 2026 were considered.

DM/25/03353/FPA - Mr Ross Moralee - Single storey rear and side extension and porch to front. 12 East View, Meadowfield, Durham, DH7 8RY

RESOLVED: It was **NOTED** that no objections were raised to the application.

187. Carrside Flagpole

The report was discussed and agreed that the flagpole required repair.

RESOLVED: To **APPROVE** the cost of the flagpole repair.

188. Ushaw Moor Christmas Tree Lights

The Clerk’s report was discussed. The quotation from DK Horticulture was approved. Cllr Jamieson provided an update on the police investigation and advised that the police had indicated there was little action that could be taken.

RESOLVED: To **APPROVE** the quotation from DK Horticulture and to the note the report with no further action taken.

189. Budget and Precept Setting 2026/2027

Discussion took place. Councillor Simpson initially objected; however, following discussion, agreement was reached. Members requested that information be provided to the parish explaining the increase in the precept and the reasons for it.

a. Revised Budget 2025/26

RESOLVED: To **APPROVE** the revised budget for 2025/26.

b. Budget and Precept 2026/27

RESOLVED: To **APPROVE** the budget requirements for 2026/27 and the precept request of £293,758.

c. Band D Charge 2026/27

RESOLVED: To **APPROVE** the Band D charge for 2026/27 of £53.40.

190. Christmas Tree Lights – Eon Electricity Contracts

The clerks report was noted. It was too late to obtain new quotes for this year as the contracts had expired however, this will be carried out next year.

RESOLVED: To **NOTE** the report.

191. Request by Cllr M Wall for the installation of a seat at Newhouse Avenue, Esh Winning

The report was discussed and Cllr Wall informed members that residents in the area had been consulted.

RESOLVED: To **APPROVE** the seat and associated costs.

192. Celebration Event

The event had been cancelled and a request was received for councils to provide a message for inclusion in the *This Is Your Life* book.

RESOLVED: To approve that the Chair provides a message for the book.

193. Audit 2024/25

LGRC Consultant, Samantha Shippen, updated members on the report provided by Mazars and advised that an action plan was required. Members then discussed and agreed upon an action plan. Members thanked Sam for her work.

RESOLVED: To approve the action plan.

The meeting closed at 19.18pm

Signed

Date

12th February 2026

**Request for Donation
Durham Hospitals Radio**

Background

Durham Hospitals Radio are based at the University of North Durham Hospital.

They are a very small team of volunteers and work hard to help patients in hospital have a comfortable stay.

They meet with patients chatting and taking requests for songs is always at the top of their list.

Mondays to Friday evenings the request shows are on air and lots of different programs including sports commentary to keep the patients up-to-date with news etc.

Just recently Durham Hospitals Radio did well at being shortlisted for seven categories at The National Hospital Radio Awards to be held on the 21st March 2026 in Bolton.

The radio station has an annual running cost base of over £3000 to operate and maintain the service to patients and staff.

Request

They have requested funding of £500 to cover general operating costs and cover unforeseen eventualities. The organisation currently requires a new console deck, and the funds they presently hold are earmarked for this purchase.

Recommendation

- a) The Council considers the funding request.

**Claire Dixon
Clerk to the Council**

Payee	Date	Description	Payment Method	Amount	Credit	Date taken to Council	Decision	Invoice/ev idence in folder
Aldi	23/01/2026	Refreshments Business Plan Mtg	CARD	£ 9.40				☒
Amazon	04/02/2026	Laminating pouches - parish	CARD	£ 6.99				☒
Arbor Timber	21/01/2026	Key cutting x1 Comm St & x1 H M'field allots	CARD	£ 10.50		PAID		☒
British Gas	03/02/2026	Parish Electric	DD	£ 84.07				☒
Chilton Town Council	06/03/2026	Civic Function	BACS	£ 20.00				☒
Co-op	21/01/2026	Parish supplies	CARD	£ 5.60		PAID		☒
David Bell	19/01/2026	NAC hotel expense	BACS	£ 34.43				☒
Dents Bakery Ltd	23/01/2026	Buffet for Business plan mtg 24.01.26	BACS	£ 120.00		PAID		☒
DK Horticulture	07/02/2026	Tree and hedge cutting Cockhouse Lane	BACS	£ 180.00				☒
DK Horticulture	08/02/2026	Supply and install a bollard Ushaw Moor	BACS	£ 523.99				☒
DU Clean	30/01/2026	Parish office cleaning	BACS	£ 182.40				☒
Durham County Council	09/02/2026	Pest Control Commercial St allots	BACS	£ 1,062.94				☒
E On Next	02/02/2026	Xmas tree electric Meadowfield	DD	£ 24.59				☒
E On Next	09/02/2026	Ushaw Moor xmas lights electric	DD	£ 28.37				☒
E On Next	02/02/2026	Xmas tree electric Co-Op Tce DH7 7HY	DD	£ 20.95				☒
E On Next	02/02/2026	Xmas tree electric Esh Winning	DD	£ 21.18				☒
E On Next	02/02/2026	xmas tree electric Langley Moor	DD	£ 34.23				☒
Ferryhill Town Council	14/03/2026	Civic Function	BACS	£ 70.00				☒
Ferryhill Town Council	27/02/2026	Civic Function	BACS	£ 7.50				☒
Forvis Mazars	22/01/2026	Ltd Assurance review year end 31/03/25	BACS	£ 1,008.00				☒
Gateshead Council	21/02/2026	Civic Function	BACS	£ 10.00		PAID 10.02.26		☒
LGRC	06/02/2026	Consultancy	BACS	£ 2,367.80				☒
National Allot Society	10/02/2026	Annual Membership	BACS	£ 84.00				☒
NBB Recycled Furniture	21/01/2026	Seat - Esh Winning Ward M Wall	BACS	£ 420.00		PAID 21.01.26		☒
O2	08/02/2026	Parish mobile phone	DD	£ 43.20				☒
O2	08/01/2026	Parish mobile phone	DD	£ 43.20				☒
Petty cash	30/01/2026	top up petty cash	CARD	£ 8.00				☒
Post Office	30/01/2026	x50 2nd class stamps	CARD	£ 43.50				☒
Safe and Sure	26/01/2026	Fire risk assessment	BACS	£ 420.00				☒
Safe and Sure	28/01/2026	Fire extinguishers service	BACS	£ 89.88				☒
Salaries	29/01/2026	January	BACS	£ 3,009.72		Paid 29/01/2026		☒
Shildon Town Council	27/03/2026	Civic Function	BACS	£ 20.00				☒
SLCC	29/01/2026	Training Course for Clerk - Political Astuteness		£ 46.20				☒
South Tyneside Council	28/03/2026	Civic Function	BACS	£ 90.00				☒
Sunderland City Council	23/03/2026	Civic Function	BACS	TBC				☒
Total Energies	11/02/2026	Gas - Parish office	DD	£ 416.10				☒
Transcendit	16/01/2026	Microsoft 365 Business standard	BACS	£ 13.82				☒
Transcendit	16/01/2026	Microsoft 365 backup	BACS	£ 118.80				☒
Transcendit	06/02/2026	Web hosting, back ups, SSL, Cookie Banner 1yr	BACS	£ 444.00				☒
UKOS	02/02/2026	Shredding service	BACS	£ 65.52				☒
UMAG	10/02/2026	Hut hire	BACS	£ 22.00				☒
Wave	26/01/2026	Water Folds Close	BACS	£ 169.73				☒
Wave	26/01/2026	Water Langley Grove	BACS	£ 103.65				☒
Wave	26/01/2026	Parish water	DD	£ 88.23				☒
Wave	02/02/2026	Low Browney allots water (burst pipe)	BACS	£ 824.08				☒
Wave	02/02/2026	Allots Durham Road water	BACS	£ 43.21				☒
Wave	02/02/2026	Broompark allots water	BACS	£ 25.24				☒
Wave	02/02/2026	Waterhouses allots water	BACS		£ 10.43			☒
Wave	02/02/2026	Black Road allots water (burst pipe)	BACS	£ 141.23				☒
Wave	02/02/2026	Empire Fields allots water	BACS	£ 22.58				☒
Wave	02/02/2026	Cockhouse Lane allots water	BACS	£ 26.88				☒
Wave	02/02/2026	High Browney allots water	BACS	£ 54.65				☒
Wave	02/02/2026	Station Ave allots water	BACS	£ 54.65				☒
TOTAL				£ 11,592.49	£ 10.43			

Civic Functions February 2026 PCM

<u>Council</u>	<u>Date of Function</u>	<u>Total Amount</u>
Gateshead Council	21.02.26	£10
Ferryhill Town Council	27.02.26	£7.50
Chiton Town Council	06.03.26	£20
Gateshead Council	13.03.26	£20
Ferryhill Town Council	14.03.26	£70
Sunderland City Council	23.03.26	£50
Schildon Town Council	27.03.26	£20
South Tyneside Council	28.03.26	£90

BRANDON & BYSHOTTLES PARISH COUNCIL
PLANNING APPLICATION

Week ending 9 January 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 16 January 2026

DM/25/03280/FPA	R5 Care Ltd	Change of use from single dwelling (C3) to children home (C2) for maximum of 2 children aged 7 to 1735 Dorlonco Villas Meadowfield Durham DH7 8RZ
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Week ending 23 January 2026

DM/26/00142/FPA	Mr Jak Beresford	Two storey rear pitched roof extension. 27 Coupland Way, Stonebridge, DH1 3SA
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Week ending 30 January 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 6 February 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Report from Brandon Carrside Youth and Community Project AGM 7th January 2026

It was reported that the AGM should have taken place in August 2025, but due to staffing difficulties it had had to be postponed. These difficulties were now mostly resolved and the next AGM was expected to take place in August 2026.

Cllr Sarah Leckenby was agreed as Chairperson, Lynn Readman as Vice-Chair, Ian Proudfoot as Treasurer and Beth Ross as Secretary. There were 2 new members of the Committee in addition to those re-elected.

There had been a significant decrease in spending last year, due to less activity. Carried forward was a sum of £78,759 of which £47,500 is restricted.

Some discussion took place about the historic running and control of the Project involving at various times, some jointly, B&B Urban District Council, CISWO, The Boys Brigade, Durham City Council and Ambition. The Constitution was in the process of being changed to facilitate the Project becoming a Charitable Incorporated Organisation (CIO). Efforts were being made to consolidate the land, building, lease and trusteeships under the auspices of the Project. The matter of the lease had remained unresolved for some years and no lease charges had been made to the Project. The Project was seeking advice from Durham Community Action on their application.

An acknowledgement was recorded to Paul Taylor. Further discussion took place regarding the pros and cons of acquiring a minibus and also the new Local Networks as successors to the AAP and how this might affect possible grants. The issue of the broken flagpole caused by the fitting of a wrong chord was also raised as the Project desired to use the pole.

Diana Simpson

11/01/2026

13th February 2026

FIRE RISK ASSESSMENT REPORT

Purpose

The purpose of this report is to provide the council with information following the Fire Risk Assessment (FRA) which was carried out at the Council offices on 15th December 2025.

Background

On 21st November the Council approved Safe and Sure to carry out an FRA of the Council offices. The report has now been provided to the Council (attached).

The conclusion of the report was that the hazard from fire (likelihood of fire) was LOW.

Safe and Sure have made observations and recommendations which have been indicated as a medium risk and recommend that they are implemented within the next 3 months:-

Fire alarm system	Consider upgrading fire alarm system to an L3 system
Fire doors	The door to the ground floor council chamber should be upgraded to a 30 minute standard fire door.
Staff training	Staff should receive basic fire safety training on induction and at suitable intervals thereafter.
Fire procedures	Fire procedures should be drawn up and posted at suitable locations in the building. An example procedure is given above.
Record keeping	A suitable fire safety log book should be obtained and records of all fire safety related matters recorded (fire alarm tests, extinguisher servicing & checks, training, drills, etc).

Following the above recommendations, fire procedure notices have been installed in the Council chambers, the kitchen area, and the office. A Fire Safety Log Book has also been purchased.

The clerk has researched and identified some free online basic fire safety training, which both the clerk and the assistant clerk will complete.

Furthermore, the Electrical Installation Certificate has been completed, and the contractor noted that four emergency lights were not functioning and the two smoke detectors were out of date. The assistant clerk has been obtaining quotes for the renewal of both the emergency lighting and smoke detectors.

Recommendations

The Council is asked to consider the report and;

- a) To renew the two smoke detectors (like for like) or to approve the upgrading of the fire alarm system to an L3 system;
- b) To upgrade the ground floor council chamber door to a 30 minute standard fire door.

Brandon & Byshottles Parish Council

6 Goatbeck Terrace

Langley Moor

Co. Durham

DH7 8JJ

Telephone: 0191 378 9947

FIRE RISK ASSESSMENT

(as required by the Regulatory Reform (Fire Safety) Order 2005 & The Management of Health & Safety At Work Regulations 1999 (as amended))

15th December 2025.

INTRODUCTION:

The **Regulatory Reform (Fire Safety) Order (RRFSO 2005)** came into force on **1st October 2006**, it replaced almost all existing fire safety related legislation.

Guidance issued by the government contains the following observation:

It is expected that each organisation will have a written Fires Policy which should include

- Who will hold responsibility at board level for fire safety;
- Who will be the **'Responsible Person'** for each of the premises (this will be the person that has overall control, usually the manager);
- The arrangement whereby managers will, where necessary, nominate in writing, specific people to carry out particular tasks if there is a fire, and;
- The arrangement whereby regional or area managers should monitor and check the individual managers are meeting the requirements of the fire safety law.

The RRFSO 2005 states that each organisation should have a **'Responsible Person'** who has control over the building and who should ensure that the legislation is being complied with. The regulations also state that this person should appoint one or more **'Competent Persons'** to assist him/her in carrying out their duties,

The **'Competent Person'** is described in the regulations as someone who is 'competent by way of training or experience to carry out the duties'. This can be either an employee or an external advisor.

In multi occupancy buildings the responsibility for compliance rests with the **'Responsible Person'** from each of the tenants and the **'Responsible Person'** appointed by the owner of the premises to deal with the common areas of the building.

It is therefore essential that every **'Responsible Person'** ensures that they have a detailed and up to date Fire Risk Assessment (**FRA**) for their areas and that any significant findings are addressed. It is also vital that where there is an overlap, as in the case of fire procedures and fire alarm testing, that good communications exist between all parties. Listed below is a summary of additional duties imposed by the regulations as shown in the guidance. *These duties are in addition to the existence of a current Fire Risk Assessment.*

- You must appoint one or more competent persons, depending upon the size and uses of your premises, to carry out any of the preventative & protective measure required by the RRFSO 2005 (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to enable them to implement the measures properly.
- You must provide your employees with clear information about the risks to them identified by the FRA, about the measures taken to prevent fires and how these measures will protect them if fire breaks out.

- You must consult your employees or their elected representatives about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.
- You must, before you employ any child, provide the parent with clear information on the risks to that child identified by the FRA, the measures that you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child.
- You must inform non-employees such as temporary contract workers or visitors of the relevant risks to them and provide them with information about who are the nominated competent persons in the building and about the fire procedures for the premises
- You must co-operate and co-ordinate with other Responsible Persons who also occupy the building, inform them of any significant risks that you have identified and of how you will seek to reduce/control those risks which might affect the safety of their employees.
- You must provide the employer of any person from an outside organisation who is working in your premises with clear information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and information about the risks to them
- If you are not the employer but have any control over premises which contain more than one workplace you are responsible for ensuring the requirements of the RRFSSO 2005 are complied with in those parts over which you have control
- You must consider the presence of any dangerous substances and the risks that they may present to relevant persons in the event of fire
- You must establish a suitable means of contacting the emergency services and providing them with any information about dangerous substances.
- You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace when they start working for you and from time to time during the course of their employment with you.
- You must ensure that your premises and any equipment provided in connection with firefighting, fire detection and warning or emergency routes and exits are covered by suitable systems of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

Your employees must co-operate with you to ensure that the workplace is safe from fire and its effects and must not do anything that may place themselves or other people at risk.

Important Note.

Safe & Sure Fire Protection have used their professional expertise and judgement in carrying out this assessment and in preparation of the report. The recommendations made represent our assessment of the standard considered necessary for the safety of persons within the building/premises.

It should be borne in mind that an assessment is open to interpretation and as such the Fire Authority may have a different view on certain aspects when they visit the building.

Information for the completion of this assessment was obtained by physical inspection of work areas, inspection of records and drawings (where available) and discussion with staff. This assessment is limited to those area to which the assessor had access at the time of the inspection.

For the attention of the Responsible Person:

The following information is provided to assist you in prioritising any fire safety works recommended as a result of the following FRA.

All items contained in the FRA are considered important and every effort should be made to implement each one of them as soon as possible.

It may not be possible to implement all of the recommendations at once for various reasons such as building disruption or financial constraints and therefore the recommendations have been prioritised to assist you with fulfilling your duties. It should be remembered that all items in the assessment are considered necessary and should be implemented as soon as is practicably possible.

The following pages contain observations and recommendations. In each case they are indicated in colour as follows:

RED – HIGH RISK – work to be commenced within 1 month or sooner if indicated;

BLUE – MEDIUM RISK – work to be commenced within 3 months

GREEN – LOW RISK – work to be commenced within 6 months

Where priorities are dependent upon funding that may not be available during the current financial year they should still be achieved as soon as possible. Other items, such as removing storage, can be achieved at very little cost and in those cases it makes sense to carry out low cost requirements quickly.

Where funding needs to be secured which may cause a delay in the implementation of the necessary works then arrangements should be made to secure the funds as a matter of urgency.

Staff and visitors should be made aware of the current state of fire safety provision within the building.

Staff training is always a vital part of any Fire Safety Policy in any building, but where delays in completing any necessary works are likely then it is essential that all staff are informed and made aware of the procedures to be followed in the event of a fire occurring.

After studying the FRA all decisions taken with regard to each requirement listed should be recorded for future reference.

It is strongly recommended that the Responsible Person acquires a copy of the relevant guidance issued by the Department for Communities & Local Government (available from HMSO also as a free download). The guidance contains additional information which will assist the Responsible Person in the discharge of their duties under the RRFSO 2005.

Where relevant, it is also recommended that the Responsible Person obtains a copy of the guidance 'Means of Escape for Disabled Persons' issued by HM Government, and that this is referred to for more information if required.

If you have any doubts or queries about any aspect of this FRA or if additional assistance is required, please contact Safe & Sure Fire Protection who will be happy to assist you.

Emergency Plan and Staff Training:

Fire Safety (Employees Capabilities)(England) Regulations 2010 (SI 2010/4671)

These regulations, which apply to England only, require that an employer must take into account an employees capabilities in regard to fire safety in entrusting tasks to them. Fire Wardens/Marshals must be physically & mentally capable of performing their duties in the event of fire.

It is essential for staff to be trained in the actions to be taken in the event of fire. This training should be based on the type of building, its use and level of risk, the occupancy, escape routes and other relevant factors. Training should include the provision for evacuation of any disabled persons either staff or visitors including members of the public. When a building is multi-occupied, close liaison with the landlord and other tenants will be necessary and the use of standard fire procedure notices is considered essential. Additional detailed training for Fire Wardens/Marshals from each occupancy in larger premises is strongly recommended and should include training for any members of the landlords staff employed in the building including reception, security and maintenance personnel, etc.

Training should include the following:

- The action to be taken on discovering a fire
- How to raise the alarm and what happens then
- The action to be taken on hearing the alarm
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits
- The arrangement for calling the Fire Brigade
- The evacuation procedures for everyone, including any disabled persons, in the workplace to enable them to reach a place of safety (assembly point)
- The location of, and where appropriate, the use of any fire fighting equipment
- The location/s of escape routes, especially those not in regular use
- How to open all escape doors, including the use of any emergency fastenings

- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- Where appropriate, how to stop machines and processes and how to isolate the power supplies in the event of fire
- The reasons for not using lifts (except those specifically installed or adapted to for the evacuation of disabled people)
- The importance of general fire safety and good housekeeping

It is a requirement that details of training are recorded in the Fire Log Book (see below). It is the responsibility of the landlord in multi occupancy buildings and the occupier in other buildings to undertake regular fire evacuation exercises (fire drills) at least once each year. The results of such exercises must be recorded in the Fire Log Book.

Fire Log Book:

Article 17 of the RRFSO 2005 2005 requires the Responsible Person to ensure that the premises, facilities, equipment and devices provided to safeguard the safety of relevant persons are maintained in an efficient and effective working order and a good state of repair.

As referred to above the keeping of records of fire related matters is essential and a requirement of the RRFSO 2005. A Fire Log Book containing records of tests, inspections, faults and remedial actions taken, etc must be provided, maintained and be available for inspection on the premises to which it relates. In multi occupied premises it will be necessary for the landlord and each tenant to provide and maintain a separate Fire Log Book. Records must be clear and meaningful and should indicate actions taken to correct any faults shown. Suitable Fire Log Books can usually be found on your Fire Authority's website or purchased from most stationery suppliers.

Example Fire Procedure Notice



INSERT COMPANY NAME

IF YOU DISCOVER A FIRE

1. Raise the alarm
2. Only attempt to fight the fire with extinguishers if you have been trained in their use and it is safe to do so
3. Ensure that the Fire Service have been called by dialling 999 and giving the message "Fire at Name & Address of premises" DO NOT hang up until the operator confirms that they have received the correct information.

ON HEARING THE FIRE ALARM

4. Leave the building quickly and calmly by the nearest exit and proceed to your assembly point
(Insert Location)
Close doors and windows as you leave.
5. DO NOT stop to collect personal belongings. DO NOT use lifts.
6. Remain at the assembly point, DO NOT re-enter the building until told that it is safe to do so.

General Information

1. The Premises

- 1.1 Number of floors 2 floors ground & first plus roof space. Roof space in not used.
- 1.2 Brief details of construction Mid terrace, brick built. Pitched roof. Timber floors.
- 1.3 Occupancy Staff. Parish Councillors (monthly) and occasional public.
- 1.4 The premises are used as Parish Council offices.
- The ground floor comprises the council chamber and storeroom, small kitchen and toilet. There is an exit to the rear yard leading to the street.
- There is an external storeroom in the yard.
- The first floor has offices x 2, small kitchen & toilets.

2. The Occupants

- 2.1 2 staff members daily. Once per month there are approximately 25 persons on site for council meetings.

3. Fire loss experience

There have been no fire losses in recent years.

4. Other relevant information

- 4.1 There is no fire alarm system in the building. Smoke detectors are installed, these are hard wired and interlinked. A hand operated bell is provided.
- 4.2 The electrical installation is in test. Last EICR November 2025.
- The electric meter and consumer unit are located at high level in the entrance hall.

- 4.3 Portable appliance testing was carried out in September 2025.
- 4.4 A gas boiler is located in the front first floor office. The last gas safety certificate was issued December 2025.
- 4.5 Kitchen equipment includes microwave oven, water boiler, toaster & kettle.
- 4.6 Emergency lighting is installed.
- 4.7

5. Relevant Fire Safety Legislation

- 5.1 The Regulatory Reform (Fire Safety) Order 2005
- 5.2 The above legislation is enforced by the local Fire Authority

6. Other

- 6.1 Access for emergency vehicles is via the front of the premises.

Fire Hazards – Elimination & Control

	Yes	No	N/A
Sources of Ignition			
Are reasonable measures taken to prevent fires of electrical origin	√		
Is the fixed installation regularly checked by a competent person	√		
Is portable appliance testing carried out	√		
Is there a policy for the use of personal electrical equipment			√
Is the use of trailing leads and adaptors kept to a minimum	√		
Are there any cutting/welding or other heat producing processes being carried out		√	
Are there any combustible materials stored near a heat source e.g. near a light bulb		√	
Is it possible for a malicious fire to occur on the premises even when occupied		√	
Comment			
Other Potential Sources of Ignition			
Naked flames		√	
Gas or oil fired heaters		√	
Gas or oil fired boilers	√		
Gas cooking equipment		√	
Electric cooking equipment	√		
Faulty or misused electrical equipment		√	
Special lighting . e.g. halogen lamps or display lighting		√	
Hot surfaces in equipment		√	
Petrol/diesel engines		√	
Machinery		√	
Hot work. e.g. welding or grinding		√	
Other		√	
Comment			
Only basic cooking facilities provided			
Smoking			
Are reasonable measures taken to prevent fires resulting from smoking/vaping	√		
Is smoking/vaping prohibited in the building	√		
Is smoking/vaping permitted in appropriate/designated areas		√	
Are there suitable arrangements for those who smoke/vape		√	
Were these arrangements being observed at the time of inspection			√
Comment			
Smokers must go outside			
Arson			
Do the current security measures reasonably prevent wilful fire raising by outsiders	√		
Is there any unnecessary fire loading in close proximity to the premises or available for ignition by outsiders		√	
Comment			

Portable Heaters and Heating Systems			
Is the use of portable heaters avoided as far as possible	√		
If portable heaters are used, is the use of more hazardous (radiant bar heaters or LPG appliances) avoided			√
If portable heaters are used are measures taken to prevent the ignition of combustible materials			√
Comment No portable heaters seen at time of assessment.			
Cooking			
Are reasonable measures taken to prevent fires as a result of cooking	√		
Are filters and ductwork cleaned/changed regularly			√
Are suitable extinguishers provided in kitchens	√		
Comment			
Lightning			
Does the building have a lightning protection system		√	
Comment			
Housekeeping			
Is the standard of housekeeping adequate	√		
Are combustible materials separated from sources of ignition	√		
Is the accumulation of combustible materials or waste avoided	√		
Are hazardous materials appropriately stored	√		
Comment			
Hazards introduced by outside contractors and building works			
Are fire safety conditions imposed on outside contractors	√		
Is there satisfactory control/supervision in place during works by outside contractors	√		
Comment			
Dangerous Substances			
If dangerous substances are, or may be, used are appropriate risk assessments carried out before work commences			√
Comment			

Fire Protection measures

Means Of Escape From Fire			
Is the building provided with reasonable means of escape in the event of fire	√		
Are escape routes adequately designed	√		
Are there sufficient fire exits	√		
Are exits easily & immediately openable where necessary	√		
Do exits open in direction of travel		√	
Is there satisfactory means for securing exits	√		
Are there alternative means of escape	√		
Are escape routes suitably protected	√		
Is there suitable fire protection for inner rooms	√		
Are escape routes unobstructed	√		
Is it considered that there is reasonable means of escape for disabled persons	√		
Comment Single stairs between floors			
Measures To Prevent Fire Spread And Development			
Is it considered that compartmentation is to a reasonable standard	√		
Are there reasonable limitations of linings that may promote fire spread	√		
Comment:			
Fire Doors			
Do fire doors close fully & shut tightly by use of their own self closing devices			√
Do fire doors slam shut with force			√
Have any self closing devices separated from the wooden frame			√
Is oil leaking from any self closing devices			√
Are door handles functioning correctly			√
Are intumescent seals/cold smoke seals in good condition, not missing or damaged			√
Is the glazing in doors loose or broken			√
Are vision panels in doors clear & unobstructed to provide safety for door users on both sides of the leaf			√
Are hinges in good condition			√
Are any electromagnetic door switches not working, hanging off walls, etc			√
Are any other proprietary hold open devices broken or inoperative			√
Are any doors wedged or otherwise held open			√
Are door leaves in good condition and free from damage			√
Are door leaves sitting against the door stop			√
Are gaps between door leaves and frames less than 4mm			√
Are gaps under doors consistent and not impeding door operation			√
Are door frames firmly attached to walls			√
Are doors appropriately marked with correct signage			√
Comment See Notes/Deficiencies			
Emergency Lighting			
Is a reasonable standard of emergency lighting provided	√		
Comment			

Fire Safety Signs & Notices			
Are there sufficient signs directing people where to go in the event of fire	√		
Is fire safety signage compliant with current standards	√		
Comment			
Means Of Giving Warning In The Event Of Fire			
Is there an adequate manually operated electrical fire alarm system		√	
Is automatic fire detection provided	√		
Is the extent of the AFD system generally appropriate for the occupancy & fire risk	√		
Is there remote transmission of fire alarm signals		√	
Could a fire develop undetected		√	
Could there be any persons who could be unaware of a detected fire (including disabled persons)		√	
Comment			
See Notes/Deficiencies			
Manual First Aid Fire Fighting Appliances			
Is there adequate provision of portable fire extinguishers	√		
Are hosereels provided		√	
Are all fire fighting appliances readily accessible	√		
Are all fire fighting appliances regularly checked and serviced by a competent person	√		
Comment			
Last extinguisher service December 2025			
Procedures And Arrangements			
Are appropriate fire procedures in place		√	
Are fire procedures properly documented		√	
Are there suitable arrangements in place to meet the fire service on arrival and provide them with relevant information including that relating to hazards to fire fighters	√		
Are there suitable arrangements for calling the fire and rescue service	√		
Is there a suitable fire assembly point	√		
Are there adequate procedures in place for the evacuation of and disabled persons			√
Are staff trained to assist with evacuation, including the evacuation of disabled persons			√
Are there facilities for visits by the fire and rescue service for the purposes of familiarisation	√		
Do staff carry out regular inspections/checks of fire precautions		√	
Comment			
Training And Drills			
Are all staff given adequate fire safety instruction and training on induction		√	
Are all staff given adequate periodic 'refresher training' at suitable intervals		√	
Are staff with special responsibilities given extra training			√
Are fire drills undertaken at appropriate intervals		√	
Comment			

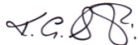
Testing And Maintenance			
Are the premises adequately maintained	√		
Is the fire alarm system tested weekly and serviced periodically			√
Is the emergency lighting system regularly checked and tested	√		
Are fire fighting appliances checked and tested annually by a competent person	√		
Are fire exit doors regularly checked for ease of operation			√
Are internal fire doors regularly checked			√
Comment			
Records			
Are appropriate records kept of:			
Fire drills			√
Fire training			√
Fire alarm tests			√
Emergency lighting tests			√
Maintenance & testing of other fire protection systems			√
Comment			
Access & Firefighter Safety			
Is access for fire brigade vehicles satisfactory	√		
Is access for firefighters on foot satisfactory	√		
Is access for fire fighting and means of escape clear & unobstructed	√		
Have the Fire & Rescue Service been notified of any changes to the building or occupancy			√
Are hydrants & water supplies located suitably close to the premises	√		
Are the local fire service aware of any hazardous materials or issues which might be hazardous whilst fire fighting			√
Is external signage provided to warn firefighters of any storage hazards			√
Are suitable firefighters switches provided			√
Has the possibility of fire spread to, or from, adjoining or adjacent buildings been considered by the responsible person			√
Comment			

Conclusion:

*Taking into account the fire precautions in place at the time of this risk assessment it is considered that the hazard from fire (likelihood of fire) at these premises is **LOW***

In this context the definition of LOW is as follows:

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor infringements)

Signature: 

Print Name: K G Stow

Date: 15th December 2025

Review Date: December 2026

Notes/Deficiencies:

No:	Deficiency:	Remedy:	Completed (Signature):	Date:
1.	Fire alarm system	Consider upgrading fire alarm system to an L3 system		
2.	Fire doors	The door tom the ground floor council chamber should be upgraded to a 30 minute standard fire door.		
3.	Staff training	Staff should receive basic fire safety training on induction and at suitable intervals thereafter.		
4.	Fire procedures	Fire procedures should be drawn up and posted at suitable locations in the building. An example procedure is given above.		
5.	Record keeping	A suitable fire safety log book should be obtained and records of all fire safety related matters recorded (fire alarm tests, extinguisher servicing & checks, training, drills, etc).		

Schedule of Responsibilities		
The fire precautions listed below and the recommendations in this risk assessment are required to be maintained by the responsible person at all times when the premises are occupied and are to include contractors and cleaning staff employed to work in the premises.		
Means of escape	Must be clear and available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.	
Locks and fastenings.	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.	
Fire Alarm System	A workplace should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.	
Doors – electrically operated	All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.	
Potable firefighting equipment	A workplace should be provided with the appropriate firefighting equipment that should be kept available at all times and be properly maintained to comply with the latest codes of practice. They should not be hidden from view.	
Fire signs and notices	All fire signs and notices should be kept visible and in good order and be fixed permanently to comply with the latest requirements	
Emergency escape lighting	Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative codes of practice.	
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures and current records of training kept. Employers should nominate employees to assist in implementing the fire safety measures, as may be required.	
Disabled persons	Procedure for disabled persons should be in place and special arrangements made as appropriate.	
Steps, Stairs and corridor surfaces	Should be maintained in good order with none slip surfaces so they will not be a hazard to persons escaping in case of fire.	
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as the afford free passage to persons in case of fire.	
Life Risk	The number of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.	
Fire Hazards	All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.	
Fire precautions records and fire emergency plans	All fire precaution records and fire emergency plan should be kept up to date and also be available for inspection by an authorised persons. The fire emergency plan should be in a written format and include: <ul style="list-style-type: none"> Action on discovering a fire, What to do if the fire alarm sounds, Calling the fire brigade, Evacuation of the workplace including those particularly at risk, Power and process isolation, Assembly points outside the building, Liaison with emergency services, Use of fire exit escape routes, Use of firefighting equipment, Responsibilities and duties in case of fire, Any training necessary to establish the above.	

Fire Doors

Information Sheet

Fire safety is vital in all properties, both domestic & commercial, and fire doors are a crucial aspect of that. In an emergency, they can save lives, but it's important to know how to use them effectively.

What is a Fire Door?

A fire door acts as a barrier to prevent fires from spreading. They confine the fire to a restricted area, allowing more time for occupants to escape and for the emergency services to arrive. They also keep escape routes clear. Fire doors close automatically and have intumescent strips around the edge, which expand when the door reaches a certain temperature. These strips block smoke and harmful fumes.

Fire doors are typically 30 or 60 minute fire resisting meaning that they can restrict a fire for up to that length of time giving you time to escape. *REMEMBER*, they only work if they are closed.

Employee Responsibilities

Fire doors are only effective when appropriately managed. Employers & staff must keep them closed at all times and never prop them open with a doorstop, wedge or similar item.

Any time you walk through fire doors, make sure you check that they close fully onto the latch behind you.

Although it's your employers responsibility to ensure fire doors are repaired when necessary, it's up to the tenants to keep an eye out for signs of damage. Check that the seals are intact, there are no loose hinges, and any gaps around the top and sides of the fire doors are less than 4mm when the door is closed.

Also check the self closing device to ensure that it is not leaking oil and has not become detached from the door or door frame. Make sure that door handles are functioning correctly

Fire Door Inspections and Maintenance

Your employer will check your fire doors regularly to make sure they are in full working order.

If you notice any damage to the fire doors in the property you rent inform your employer immediately.

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Byshottle "Ushaw Woodland Management Plan"

Subject: Ushaw Woodland Management Plan

Message Body:

Hi

You may or may not have noticed that Ushaw is trying to improve its management of its land, which for many years has been neglected. As part of that we are trying to pull together management plan for our Woodlands which have also been neglected. Many of the woodlands immediately surrounding the Ushaw buildings were planted as productive woodlands and were clear-felled in the 1970s. Following this, they were planted with mainly Beech trees which were then never thinned and is actually a species unsuited to the soil conditions at Ushaw. As such we are now in the situation where we have a lot of unhealthy trees or trees that have grown in such a way that they are spindly and do not have good crowns and therefore are not good habitats for wildlife. Also, the monoculture of Beech means that it is really hard for any ground flora or understorey to develop. We are keen to manage these woodlands differently going forward and to thin out areas and then plant with a greater variety of species as well as leaving pockets of areas where light can get in and reach the forest floor. We had started a programme of developing signposted walks through some of our fields for visitors but unfortunately these got extremely churned up in the process of our Biomass willow being harvested. The company that did this are coming when the weather improves, to even off the surfaces again and we will re-seed. As part of our woodland management programme, we would like to extend some of our walks into our existing and new woodland areas as well.

The Forestry Commission are the body that have to approve any Woodland Management Plan and as part of that process, they are keen that we consult with our neighbours, hence my contacting you. I wondered whether the PC would be willing to look at the Management Plan documentation and to feedback any comments? If it would be easier, I would be happy to come along and talk through the Management Plan with you and take feedback directly and answer any quest

NATIONAL ASSOCIATION OF COUNCILLORS, Conference

1. Youth Engagement in Politics

2. Navigating Social Media

The Royal Hotel, Scarborough, 27th-29th April 2026

Delegate Booking Form

Name of Delegate.....

Organisation

Delegate's Address.....

Postcode.....Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....Organisation.....

To Register – Complete the delegate details above, and Email a copy of this form to Cllr Brian Nelson
Generalsecretary@nationalassociationofcouncillors.org

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

INVOICE – please send invoice to

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.

16th February 2026

Broompark Rowing Machine

Purpose

The purpose of this report is to provide members with an update regarding an issue with the rowing machine at Broompark and to obtain their instructions on this matter.

Background

In July 2025, the Community Highways Worker (CHW) brought to our attention that the adult rowing machine was broken and required repair. He noted that the bearings were no longer functioning and attempted to remove them to determine whether the issue could be resolved. During this process, he found that some of the screw heads were also broken, preventing the removal of the bearings.

At this point, the supplier was contacted for advice and they provided a copy of the instruction manual. The CHW made a further attempt to remove the screw heads but was unsuccessful. We then contacted HAGS, the supplier, who advised that a new bearing kit would be required at a cost of £125. The CHW confirmed he would be able to carry out the repair, and the bearing kit was subsequently ordered.

Unfortunately, delivery of the bearing kit was significantly delayed and it was not received at the office until the day before the Christmas closure. Following the Christmas break, the CHW returned to carry out the repair but later confirmed he was still unable to complete the work due to the damaged screw heads.

The Assistant Clerk contacted Durham County Council (DCC), who provided a quotation to carry out the repair at a cost of £36.80 per hour. HAGS were also contacted and advised that their labour cost to complete the repair would be £550.

Attempts have been made to arrange attendance by DCC; however, they have not been forthcoming. Meanwhile, the Council continues to receive complaints from members of the public regarding the rowing machine being out of use.

Recommendations

- That the Council agrees to appoint HAGS to complete the repair at a labour cost of £550, in addition to the previously purchased bearing kit.
OR
- That the Council continues to pursue Durham County Council to undertake the repair; however, as the quoted cost is on an hourly basis, the total cost and duration of the repair cannot currently be determined, nor can confirmation be provided that Durham County Council will be able to complete the work.
- That, should delays continue, the Council considers removal or replacement of the rowing machine to prevent ongoing public dissatisfaction and potential safety concerns.

Claire Dixon
Clerk to the Council

11th February 2026

Motion Submitted by Councillor E Simpson

To agree in principle to provide large poppies on streetlamps, where requested by councillors, working with local groups to achieve this.

Background

Councillor Simpson has submitted the above motion for consideration by the Council.

The Clerk has researched the cost of the lamppost poppies, which are currently priced at £5 per poppy. In addition, the Council will need to consider the practical arrangements for attaching the poppies to the lampposts, including who would undertake this work and whether permission or safety testing would be required from Durham County Council.

Recommendation

For the council to consider the request.

Claire Dixon

Clerk to the Council

BRANDON & BYSHOTTLES PARISH COUNCIL

20th February 2026

Business Plan Update

1. **PURPOSE** – Council to receive a progress update and approve next steps for the business plan process.

2. **BACKGROUND**

The Council received a proposal for a business plan from LGRC in October 2025 (minute 123) following which an “away day” workshop was held on 24th January 2026. This report gives an update and suggested further steps.

3. **Feedback from Business Plan Workshop**

The workshop was well attended by councillors and staff. We were able to review the results of the survey undertaken in October 2025 and begin to set a vision and priorities for the Council.

A Vision Statement was agreed by the participants, which could be adopted by Council –

“To support and engage with residents through inclusive, caring and transparent delivery of quality services that will enhance an environment where our communities can flourish now and in the future.”

The LGRC Consultant has analysed the data and is in progress of generating a first draft plan for the Council which is aimed to be completed for the March meeting. This will set out the agreed priorities for review by the Council.

4. **Next Steps**

Once the draft plan is completed, the next stage will be to examine the resources needed to undertake the priority actions. It was acknowledged at the workshop that with the existing staff structure some other assistance will be needed. It is suggested that a councillor skills analysis be undertaken to identify which may assist in some of the tasks.

Council is requested to approve a skills analysis questionnaire be circulated to councillors.

5. **RECOMMENDATION** – Council is recommended to

1. Consider the Vision Statement for adoption;
2. Approve a skills analysis questionnaire be circulated to councillors for completion;
3. Consider the update.

S J Shippen FCG, FSLCC, CMC
LGRC Governance Consultant

Brandon and Byshottles Parish Council

Donations Policy

Introduction

Brandon and Byshottles Parish Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the parish.

These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the parish. In order to utilise the Council's resources prudently, it is necessary to implement guidelines to follow when deciding upon making a donation. This policy sets out the procedure and criteria to follow when applying for a donation and for the Council when deciding upon conferring a donation.

Policy Statement

It is the policy of Brandon and Byshottles Parish Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

To ensure that all requests are considered fairly and equitably, the following should be submitted to the Clerk to the Council when making a request;

1. A copy of the donation request application be submitted.
2. A copy of the most recent annual statement of accounts available.
3. A copy of the most recent bank statement.
4. A financial projection or budget for the period following the accounts.
5. Any additional relevant information that the organisation considers will support their application.

Note: If the organisation does not have a copy of an annual statement of accounts it should provide a business plan including an estimated income/expenditure forecast for at least the current financial year.

Conditions of donation

Applications will be considered from organisations on the following conditions;

1. Applications will only be accepted from Charitable and/or non-profit-taking organisations; applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's donation scheme.
2. Organisations applying to Brandon and Byshottles Parish Council should be local to Brandon and Byshottles or, if just outside the boundary, its work should be of significant benefit to the parish and its residents;

3. The Council ~~would~~ do not normally give financial assistance to individuals, charities operating overseas or fund to help persons outside the UK.
4. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment, however it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the parish and its residents if the organisation are unable to continue or are hampered by lack of funds;
5. That a sum of not more than £500 per ward be given to any organisation with the exception of charitable organisations and under special circumstances approved by the Council
6. Donations will not be made to cover money already spent.
7. Donations must be spent within the year, for the purpose for which they were given.

Points 6 & 7 have been reordered

8. The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
9. Organisations receiving grant-aid in excess of £250, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended. **Any future request may be refused if no report is provided.**
10. If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
11. The giving of a grant one year does not set a precedent for another year.
12. Only one donation in any twelve months may be made to any individual organisation or named community group (excluding the annual Christmas donations) unless decided otherwise at the discretion of Members.
- ~~13. Organisations must have provided demonstrable benefit for Brandon and Byshottles within the last 12 months or can demonstrate that benefit will be provided to the parish within the next 12 months.~~
14. Requests will not be considered from individuals.
15. The decision of Brandon and Byshottles Parish Council is final.

Brandon and Byshottles Parish Council Grant Awarding Procedure

1. All donation requests will be considered at the next parish council meeting after receipt of the application. If successful in securing a donation, this will be paid by bank transfer following the meeting.
2. All donation requests submitted via letter, email, telephone or other means of correspondence shall be referred back to the organisation and will be provided with a copy of the policy and application form in order to re-submit their request.
3. Donation requests will be placed on the Monthly Council Meeting agenda for consideration at their next meeting on the third Friday of each month, except August as there is no council meeting.
4. At the meeting, the council will first consider the financial position of the Parish and the budget available for donations, taking into context any other donation requests to be considered at that time.
5. The council/**ward** will decide which requests are to be refused and on which grounds.
6. Of those donation requests considered favorably, the council/**ward** will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only. Applicants who are able to demonstrate the greatest benefit within/for Brandon and Byshottles as a proportion of their activity will be considered more favorably than those for whom such activity is marginal.

Application Process

1. Organisations should request a copy of the grant awarding policy and application form from the council offices. No grant award may be considered without the submission of a grant request form.
2. The form should be filled in completely and comprehensively by the organisation and any supplementary information attached. Brandon and Byshottles Parish Council reserves the right not to consider any grant request should any relevant information be omitted.
3. Forms should be returned to the Parish Council Office, no later than the second Wednesday of the month in order for the request to be included in the agenda for the next Council meeting for the coming month.
4. Organisations will be informed of the Council's decision following their monthly meeting.

Christmas Donations

Brandon and Byshottles Parish Council sets aside funding each year to provide Christmas donations to organisations within the parish. Eligible organisations will be asked to complete a donation request application form annually. If an application form is not submitted, the donation will not be awarded.

BRANDON AND BYSHOTTLES PARISH COUNCIL

DONATION REQUEST FORM

Date of Request:	
Organisation Name:	
Address: (including postcode)	
Email Address:	
Contact Name:	
Contact Telephone Number:	
Registered Charity Number: (if applicable)	

Amount Requested: £

Please provide an explanation of the purpose of the funding you are requesting:

Please explain the direct benefit to Brandon and Byshottles of the activity of your organisation within last 12 months including the number of Brandon and Byshottles residents who have benefited from this activity:

The proportion of overall activity that the work within / for Brandon and Byshottles represents in percentage terms of the applicant's work:

If your organisation works with children or vulnerable adults (i.e. the elderly or the disabled), have your staff/volunteers undergone DBS checks and are your safeguarding policies up-to-date?

Can you confirm you have a risk assessment and up to date insurance policies in place?

Other relevant information in support of application:

Please send your application to: **Brandon and Byshottles Parish Council, Council Offices, 6 Goatbeck Terrace, Langley Moor, County Durham, DH7 8JJ**

Email: info@brandonandbyshottlesparishcouncil.gov.uk

Telephone: **0191 3789947**

Paper copies of the this form are available upon request.



Please provide your bank account details for payment to be made by bank transfer.

Bank Account Name:

Account Number:

Sort Code:

Any bank account provided for the purpose of making a donation must be in the name of the organisation. Donations will not be made to individual or personal bank accounts.

GDPR Declaration

The information provided on this form will be collected and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It will be used solely for the purpose of administering a request for a donation and the processing of such donation. It will not be shared with any third parties except where required by law.

By submitting this form, you consent to the processing of your personal data for the purposes outlined above. You have the right to access, correct, or request deletion of your personal data at any time by contacting the parish Clerk at info@brandonandbyshottlesparishcouncil.gov.uk

AGENDA ITEM 212

External Audit Report Action Plan 2025/26	
Reccommendations	Actions
<p>The Accounts and Audit Regulations (England) Regulations 2015 period of public rights covered 30 working days and commenced no later than 1 July 2025. This requirement was not met as the AGAR was approved and the public rights period started late, but the Council has answered "Yes" to the assertion on compliance with laws and regulations in the 2024/25 Annual Governance Statement. The Council needs to put arrangements to ensure that it can always meet its statutory obligations in respect of AGAR approval and the public rights process, and should answer no to relevant assertions in the Annual Governance Statement where this has not been achieved.</p>	<p>As Brandon and Byshottles Parish Council were unable to correctly publish the Public Rights for 2025/26 it will need to answer 'No' to the assertion compliance with laws and regulations.</p>
<p>In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to provide electors with a period of 30 working days including the first 10 working days of July, to inspect the accounts. The Council should ensure that in 2025/26 they comply with the Regulations and respond no to assertion 4 in its Annual Governance Statement in 2025/26 as the assertion is retrospective and refers to compliance during the relevant financial year rather than in respect of it.</p>	<p>As Brandon and Byshottles Parish Council were unable correctly publish the Public Rights for 2025/26 it will need to answer 'No' to the assertion compliance with laws and regulations.</p>
<p>In undertaking the review of the 2024/25 Annual Governance and Accountability Return it was found that the council has not put in place arrangements that ensure effective financial management and preparation of the accounting statements (specifically in regard to budget monitoring). Despite the authority correctly reflecting this by selecting 'no' for assertion 1 in the Annual Governance Statement in 2025/26 the Authority should ensure that they implement appropriate systems to ensure that they meet the requirement of having effective financial management in place.</p>	<p>Brandon and Byshottles Parish Council has now implemented systems which improve the internal controls and will be reviewed in March 2026.</p>

<p>In undertaking the review of the 2024/25 Annual Governance and Accountability Return it was found that the council has not maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Despite the authority correctly reflecting this by selecting 'no' for assertion 2 in the Annual Governance Statement, in 2025/26 they must ensure that they implement the appropriate corrective actions to ensure compliance.</p>	<p>Brandon and Byshtottles Parish Council has now implemented systems which improve the internal controls and will be reviewed in March 2026.</p>
<p>In undertaking the review of the 2024/25 Annual Governance and Accountability Return it was found that the authority has failed to take reasonable steps to ensure that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Despite the authority correctly reflecting this by selecting 'No' for assertion 3 in the Annual Governance Statement, in 2025/26 they must ensure that they implement internal controls to prevent recurrence.</p>	<p>Brandon and Byshtottles Parish Council have now purchased the accounts package Rialtas and are taking measures to ensure that there is no recurrence of previous actions.</p>
<p>In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that the Council has not fully implemented recommendations made in 2023/24 internal audit reports. The Council has correctly answered 'No' to assertion 7 in the 2024/25 Annual Governance Statement. In Future, the Council should ensure that appropriate action in response to audit recommendations is taken within reasonable time.</p>	<p>Brandon and Byshtottles Parish Council will implement an action plan to ensure that all recommendations made by the Internal Auditor are fully considered and acted upon.</p>
<p>During the year, we established the Council had not been acting in accordance with its financial regulations when approving grants to other bodies. We note that the Council have correctly ticked assertion 2 as 'No' to reflect this. In 2025/26, the Council must ensure that they implement the appropriate corrective actions to ensure compliance with its financial regulations and, where this is not achieved, this should be recognised by ticking 2 as 'No'.</p>	<p>Brandon and Byshtottles Parish Council are in the process of updating their Grant Awarding Policy. Financial information is now requested prior to donations being awarded.</p>

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Notice of CDALC Special General Meeting Sat 7th March 2026 10am Durham Merryoaks

Dear CDALC Association and Executive Committee Members

Special General Meeting
Sat 7th March 2026 at 10am
Merryoaks Community Hall, Parkhouse Road, Durham, DH1 3QF

I hereby give you notice of a **Special General Meeting (SGM)** of the **County Durham Association of Local Councils**.

The Special General Meeting is called to deal with amendments to the CDALC Constitution and appointments to the CDALC Executive Committee. This follows from the decisions taken at the AGM in October 2025. This is an important meeting for our Association to put in place our future governance arrangements. It's never been as important for us as an Association to work together and this meeting will ensure that the foundations are firmly in place as we move forward.

Representation

Each council may send up to two representatives, but only **one** may vote. Members of the Executive Committee may also attend, either in addition to or as part of their council's quota, and each has **one** vote.

Please let us know how many representatives will be attending from your council, [by clicking here and completing this booking form](#) by Tues 3rd March at 5pm as it will assist us with managing the event, including the venue arrangements. Attendance is possible by Zoom using the log in details at the end of this email. The form allows you to let us know if anyone plans to attend by Zoom and to submit apologies - please insert 0 into Question 2 'Number of Attendees'.

Tea/coffee will be available from 9.30am onwards.

There is a car park at the venue but if this is full you can use the St Cuthberts Hospice car park next door. The entrance to this is just a few feet from our venue, on the outside bend of the road. Please don't park in the surrounding housing estate.

Can all representatives please have access to the following papers ready for the meeting.

- [CDALC Special General Meeting Agenda – Sat 7th March 2026 10am](#)
- [CDALC Proposed Constitution](#)
- [CDALC Existing Constitution](#)

Zoom log in details, if needed

CDALC Special General Meeting

Sat 7th March 2026 10am

Join Zoom Meeting

<https://us02web.zoom.us/j/85993725942?pwd=24iUngJb5Hs2Eehb4SGCyJdbowZWD0.1>

Meeting ID: 859 9372 5942

Passcode: 337397

Thank you so much for supporting our County Association. We look forward to seeing you.