

## AIMS & TARGETS MAY 2014 – APRIL 2015

### OCTOBER 2014 UPDATE

AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL					
1	Publish a Parish Performance Plan by 30 <sup>th</sup> June	CW	AB	June 14	There will be no Parish Plan published this year as a full update will be undertaken as part of the Neighbourhood Plan Process.
2	Achieve an unqualified audit opinion on the Annual Governance Statement	DA	AB	Sept 14	Audit has been completed and yet another unqualified opinion was received.
3	Pursue the development of a Neighbourhood Plan, improving community engagement and encouraging the residents of Great Aycliffe to become involved in the process	CNEO	CW	June 16	<p>The CNEO has been very active over the summer attending a wide range of events and organisations with well over 300 individuals commenting on priorities.</p> <p>A large event took place at Aycliffe Village with 72 people attending.</p> <p>The questionnaire was delivered to all households on Friday 19<sup>th</sup> September with a deadline for prize entries being 10 October but forms will be considered up to 7 November.</p> <p>A number of meetings have taken place with DCC representatives including the planning officers.</p> <p>The date for completion has been amended from Dec 15 to June 16</p>
4	Deliver the Internal Audit Plan Schedule of Work and report to Council	BW	DA	March 15	Work has commenced, on target.
5	Provide a Member and Town Clerk training programme to comply with guidance for Quality Status	AB	AD	March 15	Quality status under review. However, considering the proposed changes it is unlikely that the Town Council would apply for re-accreditation.

6	Undertake a review of all records and filing systems annually to comply with Freedom of Information Act	CR	CW	On-going	On-going.
7	Improve advertising of Council facilities and services by targeting a service area in each publication	CW	MR/CR	On-going	The twitter campaign is going well with over 220 followers. Facebook pages have been set up for the Oak Leaf Sports and Golf Complex's, Aycliffe Festival, the Neighbourhood Plan and a new page will be set up for the Town Council.
8	Undertake a town wide questionnaire consultation, as part of the Neighbourhood Planning process	CW	AD	Dec 14	The questionnaire was distributed on Friday 19 September.
9	Complete the new Health & Safety Manual, ensuring requirements for feedback from Managers is incorporated	AB	AD	Dec 14	Complete. New legislation will be dealt with via updates as necessary.
10	Develop and deliver a training plan for new Members	AB	CW	March 15	Complete for new members. Newly elected or co-opted members will receive induction training.
<b>AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER</b>					
11	Produce annual statement of accounts by 30.6.14	DA	MN	June 14	The Accounts were approved by Council on 25 June. Complete
12	Achieve an unqualified audit opinion of the accounts by 30.9.14	DA	MN	Sept 14	An unqualified opinion was received yet again. Complete
13	Ensure the Medium Term Financial Plan is approved by 30 <sup>th</sup> June each year	DA	MN	Jun 14	MTFP approved at Policy and Resources on 4 June. Complete
14	Quarterly budget control reports are presented to Policy and Resources Committee	DA	MN	Mar 15	Second report due in October. On target.
15	Undertake a review of all Council risks every March and report to Council	CW	DA	Mar 15	High and medium level risks considered at this meeting.

16	Budgets/Precepts approved by 31 <sup>st</sup> January 2015	DA	MN	Jan 15	Budget setting has commenced. 2015/16 budget framework and timetable approved by Council in September. Draft budget to be reported in October.
17	Manage the future financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS	DA	AB	On-going	Likely future cuts to Council Tax support grant have been factored into MTFP. Balanced revenue budget forecast to end of 2018/19.
18	Commence a programme of financial reviews of all service areas	AB	DA	On-going	Golf Complex review complete. Pre-School review has commenced.
19	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for plant and machinery. Ensuring that any works are prioritised by the Equality Act and replacement plant and machinery is built into the capital works programme as necessary	DA	DA/MJR	Mar 15	Annual update of asset register complete. Asset management schedules due to be updated later in the year, following setting of 2015/16 budget.
<b>AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES</b>					
20	Deliver 40 public countryside events	SC	Town Pride	On-going	On target – programme of events over school holidays
21	Deliver the Council's programme of special events	JT MR	various	Jan 15	Fireworks meeting with SAG 24 September. Display to proceed for 2014. Fun in the Parks was well received.
22	Expand the activities offered at the Oakleaf Sports Complex	JT	Complex Staff	Mar 15	NIA exercise class, new Pilates classes, adult and junior archery courses. Yoga instructor found, new class starting October.
23	Complete the programme of asset management planned work at the Oakleaf Sports Complex	JT	AB/DT	Mar 15	Work on the reception area and roof has been completed.
24	Provide at least 10 bar/catering promotions to develop the social side of the Oakleaf Complex business	JT	Complex Staff	Mar 15	World cup promotions, golf membership promotion, various drinks promotions.
25	Investigate ways to extend the cycle paths on the	CW	AB	Dec 15	CNEO has had a meeting with LocalMotion

	Great Aycliffe Way and around Great Aycliffe				and DCC Sustainable travel team to investigate joint working on this.
26	Assist Aycliffe Youth Council to assist and hold additional activities at one Fun in the Park event	CW	SC	Aug 14	A very successful event. Complete
<b>AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE</b>					
27	Achieve successful Ofsted Inspection Results (if undertaken)	JAS	Pre-School Staff	As and when	St Oswald's achieved a good Ofsted inspection report.
28	Aim to maximise child numbers at both pre-schools	JAS	Pre-school Staff	On-going	
<b>AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES</b>					
29	Environment Officer to work with local schools and community groups to develop volunteer opportunities	SC	AB	On-going	Regular volunteering sessions now take place each week and further opportunities to work with community groups is being investigated
30	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	SC	Town Pride Team	July 14	All schools took part in yet another successful Town Pride Environment Week. Investigating changing the time to coincide with the Aycliffe Festival period next year. Complete
31	Undertake maintenance and management of specific DCC environmental areas as per the management agreement	AB	DT/SC	On-going	On-going
32	Undertake a limited snow clearing and gritting service on behalf of Durham County Council as per the management agreement	DT	AB	On-going	Nothing to report so far.
<b>AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE</b>					
33	Support and encourage Aycliffe Youth Council (AYC) by:	CW	SC	On-going	Letters have been sent to the schools regarding current vacancies with the first

	Organising the election process Holding at least 8 meetings a year Helping to organise at least 1 project a year				meeting of the new group scheduled for Tuesday 14 October.
34	Working with other groups to develop community activities to encourage pride in Great Aycliffe	SC	Town Pride Team	On-going	Working with community groups such as Friends of West Park and Friends of Byerley park and other volunteer groups on a regular basis. Membership of the Active Aycliffe group is proving helpful to build partnerships and opportunities for joint working.
35	Work with partners and assist with initiatives to reduce litter	SC	Town Pride Team	On-going	Additional input from DCC Civic pride team during Environment Week focusing on dog fouling. Working with DCC officers to tackle litter black spot.
<b>AIM 7 - ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY</b>					
36	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe	CW	AD	On-going	The July meeting of the Customer Panel took place with an update from the CNEO a follow up meeting will be scheduled for early November.
37	Hold a budget setting consultation meeting with the Customer Panel	DA	CW	Nov 14	To be held in November.
38	Hold a Parish Meeting	AB	CR	Annually In May	Complete.
39	Hold an Allotment AGM	DT		Annually In Nov	
40	Hold 6 allotment representative meetings	DT		On-going	
41	Hold or take part in at least 2 events to inform residents about Town Council services	CW	AD	Annually	Officers have been attending a number of events including an Open Day at the PCC and a meeting of the Rotary Club.

**AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE**

42	Produce timely responses to all major consultations carried out	AB	CW	On-going	On-going, changes to Planning is currently on-going
43	Undertake benchmarking and research where appropriate for new policies and procedures	CW	AB	On-going	On-going
44	Keep up to date with any changes in legislation and report to council as and when required	CW	AB	On-going	On-going