

TOWN COUNCIL TARGETS - 2016 – 2017
(End of Year Outturn Report April 2017)

AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL				
No	Target	Target Date	Officer	Comments
1	Publish a Town Council Service Delivery Plan by 31 st May each year	Annually	CW	Complete Published 8.6.16
2	Publish an Annual Report	Annually	Man'mt Team	Complete Published 3.6.16
3	Provide a Member and Town Clerk training programme	March 17	AB	Complete
4	Undertake an annual review of the Council Constitution, Financial Regulations and Council Policies to ensure compliance with current legislation	Annually	Man'mt Team Review SC	Ongoing. Due to be reported to Council in April
5	Undertake a review of all records and filing systems annually to comply with Data Protection and Freedom of Information Act	On-going	All	Ongoing
6	Improve advertising of Council facilities and services by targeting a service area in each publication	On-going	All	Play areas were targeted in the most recent newsletter
7	Improve use of all media, including social media, to advertise the Council's services and facilities	On-going	All Managers	Some social media training has been undertaken and a social media group has been set up
8	Undertake research where appropriate for new policies and procedures	On-going	CW	Ongoing
9	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team	Ongoing
10	Continue to monitor energy consumption and reduce usage where possible	On-going	DA	Ongoing
11	Implement an annual appraisal scheme for all staff with a view to completing all appraisals by September each year	On-going	All Staff	Complete in part A meeting was to be held in January to review how the appraisal process went

AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER

No	Target	Target Date	Officer	Comments
12	Produce annual statement of accounts by June each year	June 17	DA	Complete
13	Achieve an unqualified audit opinion on the Audit Completion Report	Sept 17	DA	Complete
14	Achieve an unqualified audit opinion of the Accounts by 30.9.16	Sept 17	DA	Complete
15	Ensure the Medium Term Financial Plan is approved by 30 th June each year	June 17	DA	Complete
16	Deliver the Internal Audit Plan Schedule of Work and report to Council	March 17	BW	Complete.
17	Manage the financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS funding	On-going	AB DA	Complete
18	Ensure compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB / CW DA	Ongoing
19	Delivery the work set out in the Asset Management Plan via the capital programme and, a six monthly review is undertaken with Officers and Member Asset Management Group	On-going	AB DA	Ongoing
20	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA	Complete
21	Budgets/Precepts approved by 31 st January 2017	Jan 17	DA	Complete
22	Undertake a review of all Council risks every March and report to Council	Mar 17	CW	Complete
23	Continue the programme of financial reviews of all service areas	On-going	DA	Ongoing for catering. Complete - Pre-School Golf Complex Service Review no longer required
24	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for buildings, 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	On-going	AB DA	Complete

AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES

No	Target	Target Date	Officer	Comments
25	Deliver the Council's programme of special events			Ongoing
	Fun in the Parks	Aug 16	JT	Complete
	Aycliffe Festival	July 16	MR	Complete
	Senior Citizens Trips	July 16	MR	Complete
	Firework Display	Nov 16	JT	Complete
	Santa Letters	Dec 16	MR	Complete
	Santa Tours	Dec 16	JT	Complete
	Christmas lights	Dec 16	SC	Complete
26	Undertake a review of the Santa Tours to ensure volunteers and members of the public are safe and as much, as possible, of the Town has a visit from Santa	Nov 16	JT	Complete. New arrangements for route 4 were made and publicised
27	Help co-ordinate and deliver the Aycliffe Festival, providing assistance, financial support if required, training and publicity and undertake a review as soon as possible following the event.	July 16	MR	Complete
28	Install a scoot track at Horndale park subject to finance becoming available	June 16	SC	Complete 21.7.16
29	Undertake a review of activity usage and explore the possibility of any new activities that could be implemented at the Oak Leaf Sports Complex	On-going	JT	Complete Budget in place
30	Undertake a review of golf complex usage and explore ways to improve membership and income through new initiatives	To be agreed	Service Review WG	Superseded by procurement of new manager

AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE

No	Target	Target Date	Officer	Comments
31	Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection	As and when	CW JG TC	Initial audit undertaken to identify any gaps following the resignation of the EYO
32	To complete a service review of the existing and future provision at St. Oswald's Pre-School	On-going	Service Review WG	Complete New actions being implemented

AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES

No	Target	Target Date	Officer	
33	Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities	On-going	SC	Ongoing
34	Undertake the works arising from the survey of trees on Town Council land in accordance with the Tree Policy and prioritise any work needed	On-going	SC	Complete
35	To continue to monitor the health and condition of the trees on Town Council land	On-going	SC LW	Ongoing
36	Investigate options to obtain hydrology information on the lakes at West Park and investigate ways and means to implement any recommendations	On-going	SC AB	Ongoing – no response received from Northumbria Water
37	Undertake landscaping improvement works at West Park working in conjunction with the Works & Environment Manager and Friends Groups	On-going	SC /Town Pride Team	Complete. Path complete. Three rose beds complete, seats and bin installed.
38	Works and Environment Manager to organise and help deliver public countryside events	On-going	SC	Complete 28 events undertaken
39	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC	Complete 6 events undertaken
40	Improve and increase the planting, including additional plant species, in the wildflower meadows	March 17	SC	Seed already purchased and Agnew Meadow new site identified
41	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	SC	Ongoing
42	Undertake a limited snow clearing and gritting service for Durham County Council (DCC) as per the winter maintenance agreement for the benefit of residents	On-going	SC	Complete None required Additional DCC training for GATC staff complete

AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE

No	Target	Target Date	Officer	Comments
43	Support and encourage Aycliffe Youth Council (AYC) by: Organising the election process – Holding at least 8 meetings a year – Helping to organise at least 1 project a year	On-going	CW SC	Ongoing Elections took place in January A number of projects are being investigated. Trees purchased for community tree planting events.
44	To continue partnership working with DCC and build on the existing initiatives	On-going	SC	Ongoing
45	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 16	SC CW	Complete
46	The Works and Environment Manager, the Town Pride Team and Park Patrol Officers to work with DCC Officers to ensure that at least 2 areas in the Great Aycliffe Parish have a targeted Anti Dog-Fouling campaign in addition to the work already scheduled by DCC	March 17	SC	This target needs reviewing
47	The Works & Environment Manager and Town Pride Team to work with DCC Officers and Tidy Britain to ensure that the Great Aycliffe Parish has a targeted Anti-Littering campaign , in addition to the work already scheduled by DCC	March 17	SC Town Pride Team	Complete
48	Work in partnership with residents and friends groups to improve our parks, play areas and environment areas.	March 17	SC/ Town Pride Team	Byerley Park/West Park occasional work session ongoing

AIM 7 – ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY

No	Target	Target Date	Officer	Comments
49	Hold an aims and target meeting each March to discuss progress on existing targets and new targets with the Customer Panel Group	March 17	CW AD	Meeting not held
50	Hold a budget setting consultation meeting with the Customer Panel	Nov 16	DA	Complete took place in November.
51	Continue the development of a Neighbourhood Plan, improving community engagement and encouraging the residents of Great Aycliffe to become involved and help achieve the following. <ul style="list-style-type: none"> • Help promote the Plan • Review the draft plan • Assist with the independent inspection • Vote in the referendum asap following independent inspection 	On-going May 16 June 16 July 16	CW AD	Approved for referendum subject to amendments. Basically must make changes or go back certain stages. Referendum anticipated June 2017.
52	Hold a Parish Meeting	Annually In May	AB	Complete
53	Hold an Allotment AGM	Annually In Nov	SC	Complete November 2016
54	Hold 4 allotment representative meetings	On-going	SC	Complete
55	Hold or take part in at least 2 events to inform residents about Town Council services	Annually	CW AD	Complete

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

No	Target	Target Date	Officer	Comments
56	Produce timely responses to all major consultations carried out	On-going	AB CW	On-going