

**DECEMBER 2015
TOWN COUNCIL TARGETS - 2015 – 2016**

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 30 th June each year	Annually	CW	Complete Not met as the whole plan and work area was under a review
2	Publish an Annual Report	Annually	Man'mt Team	Complete
3	Provide a Member and Town Clerk training programme	March 16	AB	New Member training plan being developed Town Clerk continuing with SLCC CPD requirements
4	Undertake an annual review of the Council Constitution, Financial Regulations and Council Policies to ensure compliance with current legislation	Annually	Man'mt Team	Constitution complete. Policy review ongoing and new reporting procedures in place.
5	Undertake a review of all records and filing systems annually to comply with Data Protection and Freedom of Information Act	On-going	All	
6	Improve advertising of Council facilities and services by targeting a service area in each publication	On-going	All	Success forum free advertising for junior activities.
7	Improve use of all media, including social media, to advertise the Council's services and facilities	On-going	CW MR	Facebook being used more. Training on use and types of social media available needed for Managers and key staff
8	Undertake research where appropriate for new policies and procedures	On-going	CW	Review Sub-Committee reviewing all policies On-going
9	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team	
10	Undertake an audit of energy consumption and reduce usage where possible	On-going	All Managers	Audit of Sports Complex complete DEC Certificate being sought for the Council Office building
11	Develop an information booklet regarding Town Council services, which can be left at Estate Agents and sales offices on new developments	Dec 15	MR	Booklet started and a rough draft has been developed, further work to continue.
12	Undertake consultations as and when required, as part of the Neighbourhood Planning process	On-going	CW AD	
13	Develop and implement an annual appraisal scheme for all staff	On-going	All Staff	Research undertaken HR has sent a template for consideration. Information is being collated

AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER				
No	Target	Target Date	Officer	Comments
14	Produce annual statement of accounts by June each year	June 15	DA	Complete
15	Achieve an unqualified audit opinion on the Audit Completion Report	Sept 15	DA	Complete
16	Achieve an unqualified audit opinion of the Accounts by 30.9.15	Sept 15	DA	Complete
17	Ensure the Medium Term Financial Plan is approved by 30 th June each year	Jun 15	DA	Complete
18	Deliver the Internal Audit Plan Schedule of Work and report to Council	March 16	BW	On target
19	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 for this year. Balanced budget and MTFP in place.
20	Ensure compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB DA	Ongoing. Arrangements in place to meet best practice.
21	Deliver 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 and on target. Meeting due in October.
22	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA	On target. Next report due in January
23	Budgets/Precepts approved by 31 st January 2016	Jan 16	DA	2016/17 budget setting has commenced and is on schedule.
24	Undertake a review of all Council risks every March and report to Council	Mar 16	CW	
25	Continue the programme of financial reviews of all service areas	On-going	DA	Pre-School review ongoing. Catering review complete.
26	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	On-going	AB DA	Ongoing and on target. Replacement schedules up to date. Asset register updated at end of financial year.

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

No	Target	Target Date	Officer	Comments
27	Deliver the Council's programme of special events Fun in the Parks Aycliffe Festival Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas Lights	Aug 15 July 15 July 15 Nov 15 Dec 15 Dec 15 Dec 15	JT MR MR JT MR JT DT	Complete Complete Complete Complete On-going Routes organised Ongoing
28	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 15	JT	Routes reorganised to incorporate new developments and distribute allocation of areas more evenly
29	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 15	MR	Complete 61 events scheduled, 50 took place.
30	Install a BMX Pump track at Horndale park subject to finance becoming available	Nov 15	DT	Scoot track proposals agreed, funding to be finalised at Jan 16 AAP meeting
31	Undertake a review of activity usage and explore the possibility of any new activities that could be implemented at the Oak Leaf Sports Complex	Mar 16	JT	Archery club using complex during winter months. Age UK partnership. Actively working with caravan organisations. Heel work to music dog show
32	Undertake a review of golf complex usage and explore ways to improve membership and income through new initiatives	To be agreed	Service Review WG	

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

No	Target	Target Date	Officer	Comments
33	Aim to maintain a 'good' Ofsted Inspection Result (when undertaken)	As and when	JS	Not due
34	Complete the successful hand over of Woodham Burn Pre-School to Woodham Burn Primary School	Sept 15	JS AB	Complete
35	To undertake a service review of the existing and future provision at St. Oswald's Pre-School	TBA	Service Review WG	Review commenced

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	Comments
36	Install a MUGA at Moore Lane Park	Aug 15	DT	Complete
37	Replace play equipment units at Oak Leaf and Horndale parks which are scheduled in the capital works programme	Sept 15	DT	Complete
38	Environment Officer to work with local schools and community groups to develop volunteer opportunities	On-going	SC	On-going - As of 14 th December 42 events delivered.
39	Undertake a survey of trees on Town Council land in accordance with the Tree Policy and prioritise any work needed	On-going	DT SC	Complete
40	Commission The Groundwork Trust to undertake a Hydrology and Ecology report on the lakes at West Park and investigate ways and means to implement any recommendations	On-going	DT SC	Delayed pending a further report from civil engineers regarding water flow to and from the lakes
41	Undertake landscaping improvement works at West Park working in conjunction with the Environment Officer and Friends Groups	On-going	SC /Town Pride Team	Landscape furniture installed. Viewing area completed. Additional seats and bins purchased. Rose beds installed and to be planted over winter months
42	Environment Officer to deliver at least 40 public countryside events	On-going	SC	On-going – By 24 th December 39 events will have been delivered. 3 events cancelled due to weather conditions over summer holidays.
43	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC	Completed
44	Improve the planting, including additional plant species, in the wildflower meadows	March 16	SC	Species list drawn up of seed to extend flowering season. Works to take place in March 2016 on one meadow as a trial.
45	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	DT	On-going no issues highlighted.
46	Undertake a limited snow clearing and gritting service for Durham County Council (DCC) as per the management agreement for the benefit of the residents	On-going	DT	None required so far.

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
47	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	Have held 2 meetings so far, elections to take place in January. Investigating project ideas.
48	To continue partnership working with DCC and build on the existing initiatives	On-going	SC	Ongoing
49	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 15	SC CW	Complete Held as part of Aycliffe Festival
50	Environment Officer, 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 16	SC Town Pride Team	Complete
51	Environment Officer 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 16	SC Town Pride Team	Summer community and school litter education project undertaken July 2015.
52	Work in partnership with residents and friends groups to improve our parks, play areas and environment areas.	March 16	SC	Ongoing

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

No	Target	Target Date	Officer	Comments
53	Hold at least 5 Customer Panel meetings with the residents of Great Aycliffe and continue to recruit new members	On-going	CW AD	2 meetings have been held this year. 3rd meeting to be held in January 16.
54	Hold a budget setting consultation meeting with the Customer Panel	Nov 15	DA	Complete
55	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 • Assist with the preparation work for the issues and proposals consultation paper • Assist with the analysis of 	June 16 On-going Oct 16 Nov 16	CW AD	2 nd town wide consultation complete, very high percentage of support for all proposals. Consultation statement nearly complete. Some sections of the plan complete.

55	consultation responses <ul style="list-style-type: none"> • Help test the policies • Review the draft plan • Assist with the independent inspection • Vote in the referendum 	Jan 16 Jan 16 Mar 16 June 16		
56	Assist the thematic groups (Environment, Housing and Retail) to research and establish appropriate planning policies for the Great Aycliffe Neighbourhood Plan	June 16	CW AD	All groups now meet together to progress the Plan.
57	Hold a Parish Meeting	Annually In May	AB	Complete Held on May 13
58	Hold an Allotment AGM	Annually In Nov	DT	Complete Held on November 26
59	Hold 4 allotment representative meetings	On-going	DT	Meetings held before each Environment Committee Meeting.
60	Hold or take part in at least 2 events to inform residents about Town Council services	Annually	CW AD	Complete PCP open day and Community Fair attended. A large number of other meetings and events have been attended as part of the NP but TC services are always part of the discussions.

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

No	Target	Target Date	Officer	Comments
61	Produce timely responses to all major consultations carried out	On-going	AB CW	
62	Investigate current neighbourhood plans and planning policies to ensure appropriate CIL and local priorities policies are developed for inclusion in NP as soon as possible	June 16	CW AD AB	Support from residents to include CIL and local priorities policy. Draft policies written, Planning advisor still to review and make comments
63	Undertake a Soft Retail Needs assessment to determine the commercial prospects of improved retail for Newton Aycliffe which will steer the planning policy recommendation for the retail thematic group	Aug 15	CW	Complete Very limited retail interest in Newton Aycliffe. Disappointing result, other ways to incorporate and support retail being investigated.
64	Research existing neighbourhood plans to provide the best planning policies for the Great Aycliffe Neighbourhood Plan to make investment and planning easier in our parish	Mar 16	CW AD	On-going