

TOWN COUNCIL TARGETS FOR 2017 TO 2018

| 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 | |
| 2 | Publish an Annual Report | Annually | Man'mt Team | |
| 3 | Provide a Member and Town Clerk training programme | March 18 | AB | |
| 4 | Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation | Annually | Man'mt Team Review SC | |
| 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 | |
| 7 | Improve use of all media, including social media, to advertise the Council's services and facilities | On-going | All Managers | |
| 8 | Undertake research where appropriate for new policies and procedures | On-going | CW | |
| 9 | Keep up to date with any changes in legislation and report to council as and when required | On-going | Man'mt Team | |
| 10 | Continue to monitor energy consumption and reduce usage where possible | On-going | DA | |
| 11 | To continue the annual performance and development appraisal scheme for all staff with a view to completing all appraisals by September each year | Sept 17 | All Staff | |

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 | |
| 13 | Achieve an unqualified external audit opinion | Sept 17 | DA | |
| 14 | Achieve an unqualified audit opinion of the Annual Return by 30.9.17 | Sept 17 | DA | |
| 15 | Ensure the Medium Term Financial Plan is approved by 30 th June each year | June 18 | DA | |
| 16 | Deliver the Internal Audit Plan Schedule of Work and report to Council | March 18 | KB | |
| 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 | |
| 18 | Ensure compliance with the Transparency Code/Openness of Local Government Regulations. | On-going | AB / CW DA | |
| 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 | |
| 20 | Quarterly budget control reports are presented to Policy and Resources Committee | On-going | DA | |
| 21 | Budgets/Precepts approved by 31 st January 2018 | Jan 18 | DA | |
| 22 | Undertake a review of all Council risks every March and report to Council | Mar 18 | CW | |
| 23 | Continue the programme of financial reviews of all service areas | On-going | DA | |
| 24 | Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for buildings, plant and machinery. | On-going | AB DA | |

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 Fun in the Parks Aycliffe Festival Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas lights | Aug 17 July 17 July 17 Nov 17 Dec 17 Dec 17 Dec 17 | JT MR MR JT MR JT SC | |
| 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 | Sept 17 | JT | |
| 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 17 | MR | |
| 28 | Construct new play area at Cobbler's Hall, subject to lease being completed | Aug 17 | SC | |
| 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 | |

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

| No | Target | Target Date | Officer | Comments |
|-----------|--|--------------------|----------------|-----------------|
| 30 | Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection | As and when | JG | |

| 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 | |
| 31 | Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities | On-going | SC | |
| 32 | 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 | |
| 33 | To continue to monitor the health and condition of the trees on Town Council land | On-going | SC LW | |
| 34 | 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 | This will need amending when the Town Council decide on a way forward. Any future works will likely cost around £15,000 |
| 35 | Undertake landscaping improvement works as required | On-going | SC /Town Pride Team | |
| 36 | Works and Environment Manager to organise and help deliver public countryside events | On-going | SC | |
| 37 | Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn | Annually | SC | |
| 38 | Improve and increase the planting, including additional plant species, in the wildflower meadows | March 18 | SC | |
| 39 | Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement | On-going | SC | |
| 40 | 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 | |
| 41 | North Agnew Plantation – to undertake footpath improvements if/when woodland transferred to GATC | | SC | |

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 |
|----|--|-------------|------------------------------|----------|
| 42 | 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 | |
| 43 | To continue partnership working with DCC and build on the existing initiatives | On-going | SC | |
| 44 | Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week | July 17 | SC CW | |
| 45 | The Works and Environment Manager, the Town Pride Team and Park Patrol Officers to work with DCC Officers | March 18 | SC | |
| 46 | 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 18 | SC Town Pride Team | |
| 47 | Work in partnership with residents and friends groups to improve our parks, play areas and environment areas. | March 18 | SC/ Town Pride Team | |

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

| No | Target | Target Date | Officer | Comments |
|-----------|--|--------------------|----------------|-----------------|
| 48 | Hold an aims and target meeting each March to discuss progress on existing targets and new targets with the Customer Panel Group | March 18 | CW AD | |
| 49 | Hold a budget setting consultation meeting with the Customer Panel | Nov 17 | DA | |
| 50 | To promote the Great Aycliffe Neighbourhood Plan and vote in the referendum. | June 17 | CW AD | |
| 51 | Hold a Parish Meeting | Annually In May | AB | |
| 52 | Hold an Allotment AGM | Annually In Nov | SC | |
| 53 | Hold 4 allotment representative meetings | On-going | SC | |
| 54 | Hold or take part in at least 2 events to inform residents about Town Council services | Annually | CW AD | |

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

| No | Target | Target Date | Officer | Comments |
|-----------|---|--------------------|----------------|-----------------|
| 55 | Produce timely responses to all major consultations carried out | On-going | AB CW | |