

TOWN COUNCIL TARGETS FOR APRIL 2018 TO MARCH 2019

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	May 18	CW	
2	Publish an Annual Report	June 18	Man'mt Team	
3	Provide an annual member training programme from member requests and the town clerk from his annual appraisal and CPD requirements	March 18	AB	
4	Develop a recommended training programme for Members which shows highly recommended and recommended courses with a reminder being sent quarterly and records of attendance and none attendance being kept	Annually	AB	
5	Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation	May 18	Man'mt Team Review SC	
6	Ensure compliance with GDPR	On-going	All	New DP legislation being implemented on 25 May 18 May need rewording
7	Improve advertising of Council facilities and services by targeting a service area in each publication making sure each area is targeted at least once	On-going	All	
8	Ensure that social media is used to advertise the Council's services and facilities	On-going	All Managers	
9	Undertake research where appropriate for new policies and procedures	On-going	CW	
10	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team	
11	Continue to monitor energy consumption, implement energy saving initiatives and reduce usage where possible	On-going	ALL Managers	
12	Ensure all staff have an annual appraisal	Sept 18	ALL Managers	

13	To undertake quarterly review of staff sickness and report to performance management group	On-going	All Managers	
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AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER

No	Target	Target Date	Officer	Comments
14	Produce Annual Return by 30 th June each year	June 18	DA	
15	Achieve an unqualified audit opinion of the Annual Return by 30 September 18	Sept 18	DA	
16	Ensure the Medium Term Financial Plan is approved by 30 th June each year	June 18	DA	
17	Deliver the Internal Audit Plan Schedule of Work and report quarterly to Audit Sub Committee then to Council	March 19	KB	
18	Manage the financial impact of the localisation of support for council tax (LCTSS) and any future cuts to LCTSS funding	On-going	AB DA	
19	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA	
20	Budgets/Precepts approved by 31 st January 2019	Jan 19	DA	
21	Ensure all relevant information is published in compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB / CW DA	
22	Deliver the work set out in the Asset Management Plan via the capital programme and ensure that a six monthly review is undertaken with Officers and Member Asset Management Group	On-going	AB DA	
23	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	
24	To consider the Council's Business Risks every March and minute that the full review has taken place by Council	Mar 19	CW	

25	Ensure that at least one Service Review is completed each year Reviews for 2018/19 and will include Oak Leaf Golf Complex Oak Leaf Sports Complex	On-going	AB DA	
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AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES

No	Target	Target Date	Officer	Comments
26	Deliver the Council's programme of special events Fun in the Parks Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas lights	Aug 18 July 18 Nov 18 Dec 18 Dec 18 Dec 18	JT MR JT MR JT SC	
27	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 18	JT	
28	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 18	MR	
29	Construct new play area at Cobbler's Hall, subject to lease being completed	May 18	SC	
30	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	
31	Investigate partnership working with outside bodies including the Sedgefield Sports Partnership	Sept 18	JT	

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

No	Target	Target Date	Officer	Comments
32	Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection	As and when	JG	Good achieved in June 17 Ofsted inspection, next inspection approx. 3 years

33	Ensure all recommendations from the Ofsted Inspection are implemented	June 18	JG	
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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
34	Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities	On-going	SC	
35	To continue to monitor the health and condition of the trees on Town Council land in line with the tree management policy and undertake a visual tree inspection of a specific area every 6 months to assess the health and condition of the trees.	On-going	SC LW	
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	This will need amending when the Town Council decide on a way forward. Any future works will likely cost around £15,000
37	Works and Environment Manager to organise and help deliver 15 public countryside events	On-going	SC	
38	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC	
39	Identify 2 new areas to be developed as wildflower meadow	March 19	SC	
40	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	SC	
41	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	
42	Undertake improvements to the Aycliffe Angels memorial area	SC	Sept 18	
43	Replace the junior play area at Aycliffe Village	SC	Nov 18	

44	Complete the improvements to St. Oswald's allotment fencing	LW	July 18	
45	Undertake improvements to the Town Park Skate Park	SC	Dec 18	
46	Undertake footpath repairs including sections of Woodham Burn	SC	Feb 19	

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	
48	To continue partnership working with DCC and build on the existing initiatives	On-going	SC	
49	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 17	SC CW	
50	The Works and Environment Manager and Park Patrol Officers to work with DCC Officers and Police in regard to anti-social behaviour issues.	March 18	SC	
51	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 .	March 18	SC Town Pride Team	
52	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
53	Hold an aims and target meeting each March to discuss progress on existing targets and new targets with the Customer Panel Group	March 19	CW AD	

54	Hold a budget setting consultation meeting with the Customer Panel	Nov 18	DA	
55	To review the Great Aycliffe Neighbourhood Plan in 2022	2022	CW AD	
56	Hold a Parish Meeting	Annually In May	AB	
57	Hold an Allotment AGM	Annually In Nov	SC	
58	Hold 4 allotment representative meetings	On-going	SC	
59	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
60	Produce timely responses to all major consultations carried out	On-going	AB CW	