

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 13<sup>th</sup> SEPTEMBER 2017 at 7.15pm.**

**PRESENT**                    **Councillor R.S. Fleming (Chairman) and**  
Councillors Eddy Adam, M. Ashcroft, Jim Atkinson, Kathy Beetham, Bill Blenkinsopp, Mrs. D. Bowman, Arun M. Chandran, B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, George C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, Dave Hardaker, Kate Hopper, M. Iveson, Mrs. S.J. Iveson, Mrs. V. Raw, Ken Robson and Paul Symons.

**OFFICERS**                Mr A. Bailey (Town Clerk)  
Mr. D. Austen (Finance Manager)  
Miss C. Ryder (Senior Admin Officer)

41.    **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors P.J. Bergg, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary and Sally Symons.

42.    **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

43.    **DECLARATIONS OF INTEREST**

There were no declarations of interest.

44.    **PUBLIC QUESTIONS**

There were no questions from the public.

45.    **MINUTES**

It was proposed by Councillor M. Iveson, seconded by Councillor Dave Hardaker and

**RESOLVED** – that the minutes of the meetings of the Policy and Resources Committee held on the 19<sup>th</sup> July 2017 be confirmed as correct records and signed by the Chairman.

46.    **CHARGES WORKING GROUP**

It was proposed by Councillor B. Hall, seconded by Councillor M. Iveson and

**RESOLVED** – that the notes and following recommendation from the Charges Working Group held on the 30<sup>th</sup> August 2017 be confirmed as a correct record and signed by the Chairman.

- (i) The existing price setting process i.e. the use of target gross profit margins to set prices is agreed as the method for setting the prices moving forward, but that it is noted that the use and reporting of gross profit margins does not take into account the wider costs of running the bar facility such as staffing, heating, and lighting;

- (ii) The existing gross profit margin targets are retained for all categories of drinks with the exception of soft drinks;
- (iii) The profit target for soft drinks is reduced from 75% to 55% in line with draught beers, and that officers reduce the prices of all soft drinks in line with the reduced gross profit margin, for example. the price of a pint of cola would reduce from £2.25 to £1.50;
- (iv) The prices for all draught beers and ciders, bottled beers, ciders and alcopops, wines and spirits be set at the prices recommended by officers, as set out in Appendix 1 to the report;
- (v) Officers be authorised, in consultation with the Chairman and Vice Chairman of Recreation Committee, to change the products on offer in the bar in the future, and adjust prices where necessary;
- (vi) Any wholesale changes to prices in the future e.g. in response to cost or duty increases be reported to the Recreation Committee for approval;
- (vii) Consideration is given to the launch of the new products and prices and that the Leisure Manager liaises with the Chairman and Vice Chairman of Recreation Committee regarding any initiatives or marketing; and
- (viii) Officers implement the recommendations of the Charges Working Group in respect of the new bar prices in advance of the commencement of the new bar supplies contract on 18<sup>th</sup> September\*.

*\* Delegated powers had been agreed at the Council Meeting on 26<sup>th</sup> July 2017*

#### 47. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 28<sup>th</sup> July to the 1<sup>st</sup> September 2017 and the General Bank Accounts for July and August 2017 were submitted.

**RESOLVED** – that it be recommended that the accounts control sheets for the period 28<sup>th</sup> July to the 1<sup>st</sup> September 2017 and the General Bank Accounts for July and August 2017 be received.

#### 48. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £3,723

- (i) There had been no requests for grants / donations.
- (ii) Aycliffe Youth Council

The Youth Council grant budget was currently £1,900.

There had been no requests for grants / donations.

**RESOLVED** – that it be recommended that the information be received.

49. **ST. OSWALD'S PRE-SCHOOL – SERVICE PLAN**

The Corporate and Policy Officer and Pre-School Manager had submitted a report and Service Plan in respect of St. Oswald's Pre-School for 2017/18.

**RESOLVED** – that it be recommended:-

- (i) That the report be received.
- (ii) That the Pre-School Service Plan be approved.
- (iii) That credit be recorded to the staff of the Pre-School, Office and Works Section for the works undertaken in the refurbishment of the Pre-School.

50. **BOUNDARY RECTIFICATION – PARK 2000 PLOT**

The Town Clerk has submitted a report for consideration of a proposal to use a deed of rectification to deal with an alteration to a boundary in regard to land transferred from the HCA in 2017 on the Industrial Estate.

**RESOLVED** – that it be recommended:

- (i) That the report be received.
- (ii) That the Town Clerk make the necessary arrangements via. the Council's Solicitors to rectify the boundary via. a transfer and/or a deed of rectification.
- (iii) That the agreement as to the payment of the Council's legal costs in regard to the transfer of the land by the owners of the adjoining industrial unit be agreed.
- (iv) That arrangements be made to establish the actual boundary on site of the two parcels of land on the Industrial Estate.
- (v) That Officers note that every 4 year term of office of Councillors a tour/inspection of all Council land be organised.

51. **REPLACEMENT TRACTOR**

The Works and Environment Manager and Grounds Maintenance Services Co-ordinator had submitted a report and costs in regard to the replacement options of a new tractor on the Oakleaf Golf Course.

Three quotations had been received from, Greenlay Grass Machinery, Lloyd Limited and Rickerby Horticulture.

|  |            |
|--|------------|
| Quote 1 – Greenlay Grass Machinery           | £20,830.96 |
| Quote 2 – Lloyds Ltd. (2017 ex-demonstrator) | £17,400.00 |
| Quote 3 – Lloyds Ltd. (New 2017 model)       | £17,950.00 |
| Quote 4 – Rickerby Horticulture              | £17,800.00 |

**RESOLVED** – that it be recommended:

- (i) That the report be received.
- (ii) That a new KUBOTA STW34 be purchased from Lloyd Limited in the sum of £17,950.

**Councillor Kathy Beetham entered the meeting at this point.**

52. **2018/19 BUDGET SETTING FRAMEWORK AND TIMETABLE**

The Finance Manager submitted a report seeking members approval of the proposed framework and timetable for the setting of the Council's 2018/19 Revenue and Capital Programme Budgets.

**RESOLVED** – that it be recommended:

- (i) That the report be received.
- (ii) That the Budget Framework and timetable for the setting of the Council's 2018/19 Revenue and Capital Budgets be approved.

53. **GENERAL DATA PROTECTION REGULATION – SUMMARY OF MAIN PROVISION**

The Town Clerk had submitted a report and briefing notes from NALC and Melius Group in order to bring to Members attention the legislative changes in regard to the Reform of Data Protection Legislation and its impact on this Council.

**RESOLVED** – that it be recommended:

- (i) That the information given in the report and the impact of GDPR on the Council be acknowledged.
- (ii) That the implementation date of May 2018 be noted.
- (iii) That it be noted that a presentation on the awareness of the impact of GDPR would be given at the C/DALC Annual General Meeting.
- (iv) That it is noted that briefing sessions would be provided by NEREO on behalf of C/DALC and the County Training Partnership.
- (v) That the requirement for awareness training for elected Members and all appropriate Council staff be accepted.
- (vi) That the requirement of outside professional assistance which will be required to assist in the compliance requirement is agreed.

**CHAIRMAN**