Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 11th APRIL 2012 at 7.15pm.**

PRESENT	**Councillor R.S. Fleming (Chairman) and** Councillors T.R. Bowman, Mrs. B.A. Clare, J.D. Clare, V. Crosby, W. Curtis, P. Ducker, G.C. Gray, I. Gray, B. Hall, K. Henderson, Mrs. K. Hopper, W. Iveson, Mrs. A. Palmer, Mrs. E.M. Paylor and Mrs. V.M. Raw.
IN ATTENDANCE	Councillors W.M. Blenkinsopp, G.R. Gray and Mrs. W.P. Hillary. Mr. James Ramsay (Senior Technical Specialist – Technology Services Group)
OFFICERS	Mr. A. Bailey (Town Clerk) Mrs. C. Walton (Corporate and Policy Officer) Mr. D. Austin (Finance Manager) Miss C. Ryder (Senior Admin. Officer) Mrs. M. Robinson (Leisure and Environment Assistant)

The Chairman welcomed the newly elected Member, Councillor Mrs. W.P. Hillary to the meeting and congratulated her on her appointment.

105. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs. D. Bowman, Mrs. M. Dalton, Mrs. J. Gray, B. Haigh, Mrs. S. Haigh, M. Iveson, Mrs. S.J. Iveson and W. Warburton.

106. **DECLARATIONS OF INTEREST**

Declarations of personal interest were submitted by Councillor V. Crosby on Agenda Item No. 9(e) (Grants and Donations – Newton Aycliffe Youth Centre) as he is Chairman and also No. 14 (Citizens Advice Bureau) as he is Chairman.

A declaration of personal interest was submitted by Councillor Mrs. K. Hopper on Agenda Item No. 9(e) (Grants and Donations – Newton Aycliffe Youth Centre) as she is a member of the Management Committee.

107. **TECHNICAL SERVICES GROUP**

The Chairman welcomed Mr. James Ramsay, Senior Technical Specialist from Technology Services Group to the meeting to give Members an update on the Council's I.T. equipment and to inform them of any updates that may be needed in the future.

RESOLVED – that it be recommended:

(i) That Mr. Ramsay be thanked for his presentation and explaining and answering question on the Council computer system.

(ii) That Mr. Ramsay supply the Council with a report on 'call-outs' and response times for recent problems.

108. **PUBLIC QUESTIONS**

There were no questions from the Members of the Public.

109. **AUDIT SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee held on the 29th February 2012 be confirmed as a correct record and signed by the Chairman.

110. **PERSONNEL SUB-COMMITTEE**

It was proposed by Councillor Mrs. V.M. Raw, seconded by Councillor V. Crosby and

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee held on the 4th April 2012 be confirmed as a correct record and signed by the Chairman.

111. **MINUTES**

It was proposed by Councillor Mrs. V.M. Raw seconded by Councillor V. Crosby and

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 29th February 2012 be confirmed as a correct record and signed by the Chairman.

112. **ACCOUNTS CONTROL SHEET**

Accounts control sheets for the period 24th February 2012 to the 23rd March 2012 and the General Bank Account for February 2012.

RESOLVED – that the accounts control sheets for the period 24th February 2012 to the 23rd March 2012 and the General Bank Account for February 2012 were received.

113. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £4,000.

The following requests for grants / donations had been received:

(a) Bondcare – Aycliffe Care Home

(b) The Cubby

(c) Acorn Residents Association

(d) Great Aycliffe Village Hall Jubilee Celebrations

(e) Newton Aycliffe Youth Centre

(f) Finchale Training College

Letters of Thanks

The following letters of thanks had been received:-

(a) Learning Library £50 donation

(b) Great North Air Ambulance £100 donation

Aycliffe Youth Council

The Youth Council donation budget is currently £4,000.

Information had been received that the Youth Council had issued the following grant since the last report:

(a) St. Johns School Student – Project Peru £50 donation

RESOLVED – that it be recommended:

(i) That the report be received.

(ii) Bondcare – Aycliffe Care Home
That vouchers for 2 rounds of golf and 2 meals at the Oakleaf Sports Complex be donated as raffle prizes for their Summer Fete.

(iii) The Cubby
That an amount of £50 be donated towards their Jubilee Celebration.

(iv) Acorn Residents Association
That an amount of £150 be donated towards their Diamond Jubilee Celebrations.

(v) Great Aycliffe Village Hall Jubilee Celebrations
That an amount of £200 be donated towards their Diamond Jubilee Celebrations.

A declaration of personal interest was submitted by Councillor V. Crosby as he is Chairman of the Newton Aycliffe Youth Centre and he left the meeting during the discussion thereon.

A declaration of personal interest was submitted by Councillor Mrs. K. Hopper as she is a member of the Youth Centre Management Committee and she left the meeting during the discussion thereon.

(vi) Newton Aycliffe Youth Centre
That an amount of £100 be donated towards the Diamond Jubilee Celebrations.

(vii) Finchale Training College
That no donation be made on this occasion as they are outside of our area.

(viii) That the letters of thanks be received.

(ix) That the information supplied by the Youth Council be received.

114. **PRE-SCHOOL LEARNING CENTRE REPORT**

The Early Years Officer submitted a report setting out information with regard to the attendance figures for the two Pre-School Learning Centres.

RESOLVED – that the information be received.

115. **PARISH PERFORMANCE PLAN – TARGETS END OF YEAR REPORT**

The Corporate and Policy Officer submitted a report setting out the end of year summary of the Parish Performance Plan targets.

The report gave information on how the Parish Performance Plan would be incorporated into the works to be carried out for the Neighbourhood Plan.

RESOLVED – that the information be received.

116. **POLICY REVIEW REPORT**

The Corporate and Policy Officer submitted a report to update Members on the Council's Policies and Procedures.

The only policies which had been updated and were attached for Members consideration were the Dignity at Work, Grievance and Capability and Disciplinary. A new Appeal Process and Procedure Policy was attached consideration.

RESOLVED - that the information be received and the policies be approved.

117. **BUSINESS RISK MANAGEMENT – END OF YEAR REPORT**

The Corporate and Policy Officer submitted a report on the end of year risk management for the Council's Business Risks.

RESOLVED – that the information be received.

118. **CITIZENS ADVICE BUREAU**

A declaration of personal interest was submitted by Councillor V. Crosby as he is Chairman of the Citizens Advice Bureau, however, he would remain in the meeting for the discussion thereon.

The Town Clerk had submitted a report and information supplied by Sedgefield and District Citizens Advice Bureau in regard to their financial situation year ending 2010/2012 and their projections for 2012.

Further information was circulated from the Chairman of the CAB.

Members of the CAB would be in attendance at a meeting of the Council on the 18th April 2012 to give a presentation. The information submitted in the Town Clerk's report would give members a background of the issues surrounding the CAB Service in Sedgefield and to enable them to ask the appropriate questions at the presentation.

RESOLVED – that the information submitted be received and further considered at the Council Meeting on the 18th April 2012.

CHAIRMAN.