

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 16th APRIL 2014 at 7.15 p.m.**

PRESENT **Councillor R.S. Fleming (Chairman) and**
Councillors E.M. Adam, D.G. Atkinson, J. Atkinson, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, N. Collinson, Mrs. M. Dalton, I. Gray, G.C. Gray, B. Hall, K. Henderson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson and C. Wheeler.

IN ATTENDEANCE Councillor T. Twissell

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

87. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors W. Blenkinsopp, T.R. Bowman, M.A. Dalton, Mrs. I. Hewitson, W. Iveson, Mrs. V.M. Raw and D. Summers.

88. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

89. **DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

90. **PUBLIC QUESTIONS**

There were no questions from the public.

91. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 5th March 2014 be confirmed as a correct record and signed by the Chairman.

92. **PERSONNEL SUB-COMMITTEE**

It was proposed by Councillor J. Atkinson, seconded by Councillor J. Hillary and

RESOLVED – that the minutes of the meetings of the Personnel Sub-Committee held on the 19th March and 2nd April 2014 be confirmed as a correct record and signed by the Chairman.

93. **AUDIT SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee held on the 9th April 2014 be confirmed as a correct record and signed by the Chairman.

94. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 28th February 2014 to the 4th April 2014 and the General Bank Accounts for February and March 2014 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 28th February 2014 to the 4th April 2014 and the General Bank Account for February and March 2014 be received.

95. **GRANTS / DONATIONS**

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

The following request had been received:

(a) 'Oakleaf Golf Club Junior Team'.

Letters of Thanks

Letters of thanks had been received from:-

- County Durham School Benevolent Fund - £200 donation
- New Age Kurling Group - £200 donation in total

Aycliffe Youth Council

Information was supplied on items to the value of £982.99 which had been purchased by the Youth Council following their meeting on the 31st March.

The end of year 2013/14 figure for the Youth Council was £669.52

The current Youth Council grant for 2014/15 was £2,500.

There had been no further grant applications considered by the Youth Council.

It was reported that there had been a surplus of £2,000 left from the Youth Council and the Grant/Budget from 2013/14 and it was proposed that this be carried forward to the current budget for 2014/15.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) **Oakleaf Golf Club Junior Team**
That a donation of £300 be given to the Junior Team.
- (iii) That the letters of thanks be noted.
- (iv) That the information in connection with the Youth Council be noted.
- (v) That the surplus budgets totalling £2,000 from the Youth Council and the 2013/14 Grants be carried forward to the Grant / Donation Budget for 2014/15.

96. **PRE-SCHOOL LEARNING CENTRES**

The Early Years Officer submitted her report in connection with attendance figures, waiting lists and voluntary contributions.

Information was also submitted on the Early Years Single Funding Formula which had been received from Durham County Council and informing us of a reduction in funding. It was stated that there would be no changes to the funding until 2015/16.

Woodham Burn Pre-School had received an invoice for the rent of the premises for the period 2014 / 2015. This had shown an increase from £2,100 in 2013/14 to an amount of £4,000.

In July 2012 a discussion had taken place on whether it was feasible to admit two years old children into the Pre-Schools. At that time the decision was made not to offer places to two year olds. The Early Years Officer was now seeking members to re-consider the admission of two year olds.

Information was supplied that a new Early Years Foundation Stage had been published this week to be enforced in September 2014. Any significant changes would be reported to Committee in due course.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the reduction in funding be noted.
- (iii) That negotiations be made with Woodham Primary School in regard to the increase in rental.
- (iv) That places be offered to all children in April for the Autumn Term.
- (v) That Officers look into the implications and costs of accepting two year olds into the Pre-Schools.
- (vi) That actual impact of the changes to funding be reported to the next Policy and Resources Meeting.

97. **WORLD WAR 1 COMMEMORATIONS**

The Chairman gave a verbal report on information received from the Aycliffe Village Local History Society in response to their request for support of the World War 1 Centenary Commemorations from this Authority. The Society were proposing to hold an exhibition in Aycliffe Village Hall and were seeking help to find a venue in Newton Aycliffe to show also promote the exhibition.

Following a discussion seeking ideas for the commemorations it was

RESOLVED – that it be recommended:-

- (i) That marquee space be made available at Aycliffe Show for the use of the Aycliffe Village History Society to promote the World War 1 Commemorations.

- (ii) That Officers endeavour to find appropriate secure premises in the town centre for an Exhibition to be held should the History Society require this.
- (iii) That the Council look to provide refurbishing works to the War Memorial in Aycliffe Village Church Cemetery with the permission of the Church Commissioners.

98. **FINANCE SERVICE PLAN 2014/15**

The Finance Manager submitted a report and Finance Service Plan for 2014/2015 for members consideration.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the Finance Section Service Plan for 2014/2015 be approved.
- (iii) That the Members congratulations be recorded to the Finance Department for the excellent work they have provided for the Council.

99. **BUSINESS RISK MANAGEMENT - END OF YEAR REPORT**

The Corporate and Policy Officer submitted a report and end of year review of the 2013/14 business risk register.

All of the Council's risks are monitored by the Performance Management Group and reported to the Council's Audit Sub-Committee.

RESOLVED – that the information be received.

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

The Corporate and Policy Officer submitted a report which gave the end of year summary on the Parish Performance Plan targets which support the 8 strategic aims of the Town Council.

The report asked for Members to consider any targets they would like to have incorporated into the document to be brought to the attention of the Corporate and Policy Officer for discussion as part of the consultation exercise with senior officers.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That Aim No. 7 – item 38 be amended from 'Delete' to 'Keep' with the wording changed appropriately to include Customer Panel meetings being retained.
- (iii) That any targets for consideration be forwarded to the Corporate and Policy Officer.

101. **ANNUAL POLICY UPDATE**

The Corporate and Policy Officer had submitted a report to update Members on the list of Council existing Policies and Procedures and to point out any minor changes, new or substantially amended policies. In the absence of the Corporate and Policy Officer the Town Clerk took questions on this item.

The following new or substantially amended policies had been appended to the report for consideration and approval:-

- (a) Comments and Complaints
- (b) Capability Policy and Procedure
- (c) Disciplinary Policy and Procedure
- (d) Disclosure and Barring Services Policy (Protecting Vulnerable People)
- (e) Sickness Absence Policy and Procedure
- (f) Equality and Diversity Policy and Code of Practice
- (g) Flexible Working Policy

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the Policies with minor changes be noted and accepted.
- (iii) That the following Policies and Procedures be agreed and adopted:
 - (a) Comments and Complaints
 - (b) Capability Policy and Procedure
 - (c) Disciplinary Policy and Procedure
 - (d) Disclosure and Barring Services Policy (Protecting Vulnerable People)
 - (e) Sickness Absence Policy and Procedure
 - (f) Equality and Diversity Policy and Code of Practice
 - (g) Flexible Working Policy

102. **SPORTS COMPLEX ROOFING WORKS – CAPITAL BUDGET**

A report had been submitted by the Finance Manager requesting approval for an additional sum of £20,000 to be added to the 2014/15 Capital programme Budget to meet the cost of replacing the bar roof at the Oakleaf Sports Complex.

This item was referred from the Recreation Committee Meeting held on the 9th April 2014 (Minute No. 111).

RESOLVED – that it be recommended that an amount of £20,000 be added to the 2014/15 Capital Programme Budget to meet the cost of replacing the bar roof at the Oakleaf Sports Complex.

103. **EXEMPT BUSINESS**

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

RESOLVED – that in view of the confidential nature of the business about to be transacted it was, in the opinion of the Council, advisable that the public and press be excluded from the meeting.

104. **NEWTON AYCLIFFE MARKET**

The Town Clerk submitted a report providing members with an update on the operation of the Newton Aycliffe Market.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Council does not subsidise the Market.
- (iii) That negotiations continue with the appropriate parties in regard to the provision of a Market.

CHAIRMAN.