

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 20th JANUARY 2016 at 7.15pm.**

PRESENT **Councillor R.S. Fleming (Chairman)** and
Councillors E. Adam, M. Ashcroft, D.G. Atkinson, J. Atkinson, P.J. Bergg, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, N. Collinson, Mrs. M. Dalton M.A. Dalton, G.C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, Mrs. I. Hewitson, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw and C. Wheeler

IN ATTENDANCE Councillor P. Kjenstad

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

93. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors W.M. Blenkinsopp, J.P. Hillary, Mrs. W. Hillary and W. Iveson.

94. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

95. **DECLARATIONS OF INTEREST**

No declarations of interest had been received.

96. **PUBLIC QUESTIONS**

Mr. Wood of Humphrey Close was in attendance at the meeting to ask question on Agenda Item No. 13 (Humphrey Close Parking Problems). He queried whether the zig/zag lines 'no stopping' restriction would only be in the location of the entrance area of the school or would the lines go any further down Humphrey Close.

The Town Clerk replied to Mr. Wood that the only area involved would be outside of the school gates and that the land in question is currently unadopted and in the ownership of Great Aycliffe Town Council. Durham County Council are seeking an agreement to install the yellow lines in that area and thereby be able to enforce the 'no stopping' regulation.

Councillor E. Adam informed Mr. Wood that he would also take up the matter with Durham County Council on his behalf.

97. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 5th December 2015 be confirmed as a correct record and signed by the Chairman.

98. **CHARGES WORKING GROUP**

The notes and following recommendations from a meeting of the Charges Working Group held on the 2nd December 2015 were submitted for consideration:-

(i) **Cemeteries**

A full review of cemeteries charges had been requested at the last meeting with a view to reducing the level of subsidy from local taxpayers. Background information had been circulated in respect of a financial breakdown of the cemeteries budget along with burial fees from Durham County Council for consideration

It was agreed that all charges would be increased by 25% and rounded to the closest usable figure in order to move prices more in line with the actual cost of the running of the cemeteries service.

(ii) **Football Pitches**

It was agreed that the cost of senior football pitch hire for 2016/17 be increased by 5% and rounded to the closest useable figure.

That the cost of pitch hire for juniors remain at the 2015/16 pitch hire price and that the current calculation of two thirds of the full rate be deleted.

(iii) **Pre-School Learning Centres**

Members agreed that the Pre-School charges for the 2016/17 year be increased by 50p.

(iv) **Allotments**

Allotment charging bands be frozen for 2017/18 to allow the new charging system to continue to be phased in.

That Poultry site rents be increased by 2% from £86 to £88.

That Pigeon Loft rents be increased by 2% from £47 to £48 and that new rentals be subject to a £100 Bond in line with the poultry sites.

Information on commercial rubbish charges was submitted in respect of waste disposal tipping charges for allotment sites. It was agreed to monitor the situation for another year, however, in the meantime forward a letter to all tenants setting out the possibility of a charge being levied for excessive tipping.

(v) **Sports Complex**

That Membership charges be increased by £1.

That non-member bowls prices be increased by 25p. each.

That all other charges be frozen at existing prices.

(vi) **Golf Course and Driving Range Charges**

That all categories of golf course membership fees be increased by £20.

That Junior (Under 14) tickets be offered free of charge.

That green fee prices, visiting parties, buggy hire and driving range fees all be frozen.

(vii) **Caravan Fees**

That the charges for casual caravan use per night be increased by 5%.

That rallies per weekend up to 10 vans are charged at £8.50 per van.

That rallies per weekend for 10 vans and over be negotiated with the Rally organisers.

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

RESOLVED – that the notes and recommendations of the Charges Working Group held on the 28th October 2015 be confirmed as a correct record and signed by the Chairman.

99. **REVIEW SUB-COMMITTEE**

It was proposed by Councillor M. Iveson, seconded by Councillor J. Atkinson and

RESOLVED – that the minutes of the Review Sub-Committee held on the 6th January 2016 be confirmed as a correct record and signed by the Chairman.

100. **PERSONNEL SUB-COMMITTEE PANEL**

The notes from a meeting of the Personnel Sub-Committee Panel held on the 12th January 2016 were submitted.

Delegated powers had been given by the Extraordinary Council Meeting held on the 16th December 2015 (Minute No. 100) for the Personnel Sub-Committee Panel to make the appointment of Grounds Maintenance Services Co-ordinator.

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

RESOLVED – that the notes from the Personnel Sub-Committee Panel held on the 12th January 2016 be confirmed as a correct record and it be noted that Mr. Lee Williams had been appointed to the position of Grounds Maintenance Services Co-ordinator.

101. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 27th November 2015 to the 8th January 2016 and the General Bank Accounts for November and December 2015 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 27th November 2015 to the 8th January 2016 and the General Bank Accounts for November and December 2015 be received.

102. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £1,671.

(a) The following request had been received:-

(i) Lifelong Learning Action

(b) Letters of Thanks had been received from:-

(i)	Durham Cathedral	£250
(ii)	Great North Air Ambulance	£200

(c) Aycliffe Youth Council

It was reported that the Youth Council budget for 2015/16 was £1,241. There had been no further applications for donations.

RESOLVED – that it be recommended that:-

- (i) The report be received.
- (ii) Lifeline Community Action
That a further information be sought in the form of recently audited balance sheets and that representatives from Lifeline Community Action be asked if they wished to attend the next meeting of the Policy and Resources Committee to give information and answer members questions.
- (v) That the letters of thanks in respect of previous donations to Durham Cathedral and Great North Air Ambulance be accepted.
- (vi) That the information in respect of the Youth Council be agreed.

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

The Early Years Officer had submitted a report to update members with Attendance Figures and Voluntary Contributions for the Pre-School.

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

104. **COUNCIL TELEPHONE SYSTEM UPGRADE**

The Finance Manager and Senior Administration Officer had submitted a report seeking an additional capital programme budget approval of £6,500 to facilitate the replacement of the Council's Telephone System.

The telephone system was budgeted in the Medium Term Financial Plan for replacement in 2018/19.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the additional capital budget of £6,500 to facilitate the replacement of the Council Offices and Sports Complex telephone systems be agreed.
- (iii) That Officers obtain prices for the provision of mobile telephones when the contract for mobiles is being undertaken.

105. **HUMPHREY CLOSE PARKING PROBLEMS**

The Town Clerk had submitted a report and information in respect of a request from Durham County Council for permission from this Council to put in place "keep clear" markings on the roadway outside of Woodham Burn School.

The land in question was currently unadopted and in the ownership of Great Aycliffe Town Council.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That permission is granted for the installation of ‘no stopping school – keep clear’ lines to the area in the vicinity of the School, with enforcement undertaken by Durham County Council.
- (iii) That Officers negotiate the adoption of the entrance road and path to the school by Durham County Council.
- (iv) That the parking spaces are not subject to ‘no stopping’ restrictions or transferred to Durham County Council.

106. **2015/2016 REVENUE AND CAPITAL BUDGET EXPECTED OUTTURN**

The Finance Manager had submitted a report setting out details of the financial position on the Council’s approved 2015/16 Revenue and Capital Programme Budget for the nine months to the 31st December 2015 as well as an assessment of the expected year end outturn position.

RESOLVED – that it be recommended:-

- (i) That the nine month financial position on the Council’s 2015/16 Revenue and Capital Budgets and projection on expected outturn be received.
- (ii) That the monies identified for the Cobblers Hall Park development are carried forward in earmarked reserves pending the receipt of match funding from Durham County Council.
- (ii) That a further Revenue and Capital Budget report, setting out the final outturn position be submitted to the June Policy and Resources Committee meeting.

107. **APPROVAL OF THE 2016/17 REVENUE AND CAPITAL BUDGET**

The Finance Manager had submitted a report for Members to consider and approve the 2016/17 Revenue and Capital Budget in order that the Council’s 2016/17 Precept and Town Council Tax could be set at the meeting of Full Council on the 27th January 2016.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Council’s final 2016/17 Revenue and Capital Budget proposals as set out in the report and appendices be agreed.
- (iii) That a 1.99% increase in the Council Tax be agreed.
- (iv) That the Finance Manager and his staff be thanked for the clarity of the report for members to understand.

108. **POLICY REVIEW PROGRESS REPORT**

A report had been submitted by the Management Team to give members an update in respect of the Council's Policies and Procedures.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the amended Maternity Leave Policy be accepted.

CHAIRMAN.