

Minutes of the Ordinary Meeting of the **COUNCIL** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 19th APRIL 2017** at 7.15 p.m.

PRESENT **Councillor J.P. Hillary (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, J. Clark,
N. Collinson, R.S. Fleming, G.C. Gray, I. Gray, Mrs. S. Haigh, B.
Hall, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, P. Kjenstad,
Mrs. V.M. Raw and K. Robson.

OFFICIALS Mr. A. Bailey (Town Clerk)
Mrs. C. Walton (Corporate and Policy Officer)
Mr. A. Austen (Finance Manager)
Miss C. Ryder (Senior Admin. Officer)

117. **NOTICE OF MEETING**

The notice convening the meeting was taken as read.

118. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs. M. Dalton, M.A. Dalton, W. Iveson and C. Wheeler.

119. **MEMBERS' DISPENSATION**

No dispensation requests had been received.

120. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

121. **PUBLIC QUESTIONS**

There were no questions from members of the public.

122. **MINUTES**

It was proposed by Councillor R.S. Fleming, seconded by Councillor J. Atkinson and

RESOLVED – that the minutes of the meeting of the Council held on the 8th March 2017 be confirmed as a correct record and signed by the Chairman.

123. **ANNOUNCEMENTS**

The Mayor had submitted a list of appointments he had attended during the period 9th March to the 19th April 2017.

The Mayor made special reference to the performances by the MAD Choir and Greenfield School 'We Will Rock You'. The 'Bucket' collection at Tesco Store had been successful. The Mayor congratulated Councillor J. Clare on his award as Business Ambassador.

The Mayor thanked fellow Councillors for the support he had received during his term as Mayor and Chairman of the Council.

RESOLVED – that the information be received.

124. **COMMITTEE MINUTES**

(a) **Environment Committee**

It was proposed by Councillor R.S. Fleming, seconded by Councillor M. Iveson and

RESOLVED – as follows:-

- (i) That the minutes of the meeting of the Environment Committee held on the 5th April 2017 be received, and
- (ii) That the said minutes be approved and adopted.

(b) **Recreation Committee**

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

RESOLVED – as follows:-

- (i) That the minutes of the Recreation Committee held on the 5th April 2017 be received, and
- (ii) That the said minutes be approved and adopted.

(c) **Special Recreation Committee**

It was proposed by Councillor B. Hall, seconded by Councillor R.S. Fleming and

RESOLVED – as follows:-

- (i) That the minutes of the Special Meeting of the Recreation Committee held on the 12th April 2017 be received, and
- (ii) That the said minutes be approved and adopted.

(d) **Policy and Resources Committee**

It was proposed by Councillor R.S. Fleming, seconded by Councillor Mrs. V.M. Raw and

RESOLVED – as follows:-

- (i) That the minutes of the Policy and Resources Committee, held on the 12th March 2017, be received, and
- (ii) That the said minutes be approved and adopted.

125. **TOWN COUNCIL SERVICE DELIVERY PLAN – TARGETS END OF YEAR OUTTURN REPORT**

The Management Team had submitted a report to present the end of year outturn summary on the Town Council Service Delivery Plan targets.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the end of year turn out on the Town Council Service Delivery Plan targets for 2016/17 be agreed.

126. **FINANCIAL REGULATIONS**

The Finance Manager had submitted a report and updates to the Financial Regulations of the Council which formed part of the overall framework of the Scheme of Administration and Standing Orders.

RESOLVED – as follows:-

- (i) That the report be received.
- (ii) That the amendments to the Financial Regulations be approved prior to them being formally adopted at the Annual General Meeting.

127. **STANDING ORDERS – CONTRACT AND PROCUREMENT**

The Finance Manager had submitted a report and updates to the Standing Orders for Contracts and Procurement which formed part of the overall framework of the Council's Standing Orders to be formally adopted at the Annual General Meeting.

RESOLVED – as follows:-

- (i) That the report be received.
- (ii) That the amendments to the Standing Orders for Contracts and Procurement be approved prior to them being formally adopted at the Annual General Meeting.

128. **POLICIES REVIEW PROGRESS REPORT**

The Management Team presented a report to members with an update regarding the Council's Policies and Procedures.

A Review Sub-Committee had been established to make policy and performance monitoring of Council policies more robust. HR matters were referred to the Personnel Sub-Committee for approval as per Standing Orders.

A full list of the current position of each policy which had been reviewed was attached for members information.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the amended policies be accepted and adopted.

129. **END OF YEAR BUSINESS RISK REVIEW**

The Management Team had submitted a report to provide Members with an end of year 2016/17 status for the Council's Business Risks.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the end of year Council's Business Risks for 2016/17 be accepted.

130. **AIMS AND TARGETS 2017/18**

The Management Team had submitted a report to provide members with a list of aims and targets agreed at the Review Sub-Committee held in November 2016.

The report set out minor amendments to the targets and asked for guidance on two suggested deletions under aim Nos. 30 and 32.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the amendments to the aims and targets for 2017/18 be agreed.
- (iii) That Aims and Targets Nos. 30 and 32 be deleted.

131. **SCHEME OF DELEGATION**

The Town Clerk had submitted a report to seek permanent delegation of powers to be given to the Personnel Sub-Committee and, in turn, to the Personnel Appointments Panel for the appointment of staff on all posts on or above point 18 on the pay scale.

RESOLVED – as follows:-

- (i) That the report be received.
- (ii) That the Personnel Panel be granted delegated powers to appoint staff on a Scale Point 18 and above.
- (iii) That suitable wording to the Scheme of Delegation be added.
- (iv) That the Council's Standing Order No. 22 be amended prior to review at the Annual General Meeting.

132. **LAND / PROPERTY SALES ACQUISITION**

The Town Clerk had submitted a report to provide an update to members in regard to land sales, acquisitions and leases for property.

The report gave a brief synopsis of the position of the various items of work which were complete and also the current level of progress with the remainder.

RESOLVED – as follows:-

- (i) That the report be received.
- (ii) That the information provided by the Town Clerk on the current progress of various land acquisitions, sales and leases to buildings and land be accepted.

133. **OUTSIDE BODIES**

Verbal reports were given by representatives on the undermentioned Outside Bodies:-

- (a) Youth Council
Councillor D. Atkinson gave an update of the meeting on the 28 March.
- (b) County Durham Association of Local Councils
There had been no meeting.
- (c) Aycliffe Village Community Association
No report.
- (d) Woodham Village Community Association
Councillor N. Collinson reported that the last meeting has been deferred until the 17th May.
- (e) Great Aycliffe and Middridge Local Councils' Committee
There had been no meeting.
- (f) Larger Local Councils' Forum
There had been no meeting.
- (g) Newton Aycliffe Youth and Community Centre
No report.
- (h) Aycliffe and District Bus Preservation Society
Councillor I. Gray gave an update.
- (i) Friends of Byerley Park Local Nature Reserve
Councillor I. Gray gave an update from the volunteers.
- (j) Friends of Stockton and Darlington Railway
Councillor J. Atkinson had been unable to attend the meeting.
- (k) Neighbourhood Plan Steering Group
It was reported that the Referendum date was the 22nd June.
- (l) Crime and Community Safety Task Group
There had been no meeting.

RESOLVED – that the information given by the Representatives serving on the Outside Bodies be received.

134. **EXEMPT BUSINESS**

It was proposed by Councillor A.M. Chandran, seconded by Councillor P. Bergg 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.

135. **PROVISION OF GOLF CONTRACT SERVICES**

The Town Clerk had submitted a report to advise members of the progress made in regard to the procurement of management services at the Golf Complex.

Following a lengthy discussion it was proposed by Councillor J. Atkinson and seconded by Councillor J. Clark that the recommendations (i) to (v) be accepted.

RESOLVED – as follows:-

- (i) That the current Golf Manager's three staff be transferred to the Council's employment via. a TUPE transfer and in line with legal advice received.
- (ii) That Officers are authorised to draw up appropriate job descriptions and staff rotas and issue contracts of employment.
- (iii) That Officers be authorised to make arrangements to provide a suitable level of casual staff to cover sickness, holidays and remaining hours.
- (iv) That Officers are authorised to make arrangements to provide suitable and appropriate levels of shop stock.
- (v) That a more comprehensive review of the service, particularly hours of opening, be undertaken at a future date.

CHAIRMAN.