

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 15th APRIL 2015 at 7.15 p.m.**

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

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

109. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors W. Blenkinsopp, J.D. Clare, M.A. Dalton, W. Iveson and Mrs. A. Palmer.

110. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

111. **DECLARATIONS OF INTEREST**

Councillor M. Iveson advised of his declared interest on Item No. 8 (2.1(a)) - (Grants and Donations) as he is a member of the Rotary Club, however, he would be staying in the meeting during the discussion thereon.

112. **PUBLIC QUESTIONS**

There were no questions from the public.

113. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 4th March 2015 be confirmed as a correct record and signed by the Chairman.

114. **ASSET MANAGEMENT MEMBER WORKING GROUP**

Notes and recommendations from the meeting of the Asset Management Member Working Group held on the 8th April 2015 were considered.

It was proposed by Councillor J. Atkinson, seconded by Councillor B. Hall and

RESOLVED – that the notes and the following recommendations from the Asset Management Member Working Group meeting be received:-

- (i) That the update report be received.
- (ii) That Officers be asked to investigate an alternative proposal to the Conservatory for the Golf Complex by making it larger for use by golfers as a seating area.
- (iii) That it be noted that the BMX proposal is submitted to the Recreation Committee for their consideration.
- (iv) That the budget of £40,000 for the junior play area at West park be brought forward to 2015/16.
- (v) That Officers seek a cost for a toddler play area adjacent to the car park at West Park which would be funded from the 'Friends of West Park' Group.

115. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 6th March to the 2nd April 2015 and the General Bank Accounts for February 2015 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 6th March to the 2nd April 2015 and the General Bank Accounts for February 2015 be received.

116. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for the financial year 2015/16 as £4,000.

The following requests had been received:

- (a) Rotary Club of Newton Aycliffe
- (b) Great North Air Ambulance

Letter of Thanks

A letter of thanks had been received from the Rotary Club for meal vouchers for the raffle at the Model Railway Exhibition.

A further letter had been received from St. Clare's Foodbank thanking the Council for their donation of £1,000.

Aycliffe Youth Council

The current Youth Council grant for 2015/16 is £2,500.

There had been no applications for grants received.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) Rotary Club of Newton Aycliffe
That a donation of 2 vouchers for rounds of golf and 2 vouchers for meals at the Complex be given as raffle prizes.

- (iii) Great North Air Ambulance
That a donation of £500 be given to the Great North Air Ambulance
- (vii) That the letters of thanks from the Rotary Club and St. Clares Foodbank be received.
- (viii) That the information in respect of the Youth Council be received.

117. **PRE-SCHOOL LEARNING CENTRES**

The Early Years Officer had submitted a report to provide the Committee with information regarding the Pre-School Learning Centres.

The report set out attendance figures and the voluntary contribution tables.

It was further reported that Ofsted had awarded Woodham Burn Pre-School a 'good' grade at their recent inspection.

The Early Years Officer had previously report to Committee that the Government are to introduce a new Early Years Pupil Premium to all eligible three and four year olds from the 1st April 2015 and the report set out the details of that new scheme for members information.

Information was submitted via. a copy of a document from Durham County Council in respect of Special Educational Needs and Disabilities (SEND) and what each provider should make available to the public in relation to SEND.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the result of the Ofsted Inspection at Woodham Burn Pre-School be noted and the staff involved be congratulated on the result.
- (iii) That the information in respect of the Early Years Pupil Premium be noted.
- (iv) That the information in respect of the D.C.C. "The Local Offer" publication be accepted.

118. **WOODHAM BURN PRE-SCHOOL TUPE TRANSFER - UPDATE**

The Town Clerk submitted a report to update members on the proposed TUPE transfer, transfer arrangements of staff not to be transferred and the timetable that is required to meet deadlines.

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

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

The Corporate and Policy Officer submitted a report to present the end of year summary on the Parish Performance Plan targets.

It was proposed by Councillor C. Wheeler and seconded by Councillor M. Iveson that in future the Parish Performance Plan is split into the following three sections:-

- (1) Parish Development Plan which will deal with all of the services which are provided for the people of Newton Aycliffe by Great Aycliffe Town Council and that all of the services will be identified in details and be smart.
- (2) Corporate Development Plan which will include all Corporate targets that are presented in the Development Plan Document.
- (3) The Financial Plan as presented in the Medium Term Financial Plan and other documents which are normally presented to the Council.

That an Overview and Scrutiny Committee is to be appointed at the Annual General Meeting of the Council and that this Overview and Scrutiny Committee will be a Sub-Committee of the Policy and Resources Committee and report to the Policy and Resources Committee on a regular basis.

Voting took place which resulted in the proposal being approved.

RESOLVED – that it be recommended:-

- (i) That the Parish Performance Plan be split into three sections namely:-
 - (1) Parish Development Plan which will deal with all of the services which are provided for the people of Newton Aycliffe by Great Aycliffe Town Council and that all of the services will be identified in details and be smart.
 - (2) Corporate Development Plan which will include all Corporate targets that are presented in the Development Plan Document.
 - (3) The Financial Plan as presented in the Medium Term Financial Plan and other documents which are normally presented to the Council.
- (ii) That an Overview and Scrutiny Committee is to be appointed at the Annual General Meeting of the Council and that this Overview and Scrutiny Committee will be a Sub-Committee of the Policy and Resources Committee and report to the Policy and Resources Committee on a regular basis.

120. **END OF YEAR BUSINESS RISK REPORT**

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

RESOLVED – that it be recommended that the report and end of year Council's Business Risks be accepted.

121. **POLICY REVIEW REPORT**

The Corporate and Policy Officer presented a report to members with an update regarding the Council's Policies and Procedures. Where policies had more than minor amendments the policy had been appended to the report for consideration and approval.

RESOLVED – that it be recommended:-

- (i) That the following five policies be approved:-
- Mobile Phone Policy
 - Statement of Community Engagement
 - Shared Parental Leave Policy
 - Social Media Acceptable Use Policy
 - Achieving Positive Behaviour Policy and Procedure for Pre-School Learning Centres.
- (ii) That existing policies will be subject to review by the Overview and Scrutiny Sub-Committee.

122. **2015/16 DRAFT TARGETS**

The Corporate and Policy Officer had submitted a report to provide members with a proposed list of new targets for consideration and approval.

RESOLVED – that it be recommended:-

- (i) That the report be not received.
- (ii) That the targets will be reviewed and set by the Overview and Scrutiny Sub-Committee as soon as possible in the new Civic Year.

123. **ANTI FRAUD AND CORRUPTION POLICY UPDATE**

The Finance Manager had submitted his report seeking members to consider and approve an update of the Council's Anti-Fraud and Corruption Policy.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the updates to the Anti-Fraud and Corruption Policy be accepted.

124. **TREASURY MANAGEMENT CODE OF PRACTICE UPDATE**

The Finance Manager submitted a report seeking members to consider and approve an update of the Council's Treasury Management Code of Practice.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the updated Council's Treasury Management Code of Practice be accepted.

125. **PURCHASE ORDER AND PAYMENTS FOR GOODS AND SERVICES POLICY UPDATE**

The Finance Manager submitted a report for consideration and approval of an update of the Purchase Order and Payments for Goods and Services Policy.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the updated Purchase Order and Payments for Goods and Services Policy be accepted.

126. **INCOME COLLECTION AND DEBT RECOVERY POLICY UPDATE**

The Finance Manager submitted a report for consideration and approval of an update of the Income Collection and Debt Recovery Policy.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the updated Income Collection and Debt Recovery Policy be accepted.

127. **SMALL GRANTS AND DONATIONS POLICY**

The Town Clerk and Finance Manager submitted a report to provide information on a draft small grants and donations policy, together with application forms for members consideration.

If the policy was adopted it was proposed that it come into use following the Council's Annual General Meeting in May 2015.

RESOLVED – that it be recommended:-

- (i) That the report was not received.
- (ii) That the Small Grants and Donations Policy be not accepted or implemented as it was felt a policy or application was not required.

128. **PURCHASE OF AERATOR**

The Works Manager had submitted information in respect of the proposed purchase of a Multi Purpose Aerator for use on the Golf Course.

Due to the specialist nature of the works there was only two models of machines which had been tested by the Green Staff.

The following quotations had been received from three companies who supply the machines:-

<u>Company</u>	<u>Machine</u>	<u>Cost</u>
Synergy Products Ltd.	Groundsman 8120 CTM	* £9,753.68 (Ex VAT)
Lloyds Ltd.	Toro Pro Core SR54	£15,000.00 (Ex VAT)
Complete Amenity Turf Service	Toro Pro Core SR54	£15,800.00 (Ex VAT)

A sum of £20,000 had been included in the 2015/16 capital works budget for golf course machinery.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the purchase of a Groundsman 8120 CTM Aerator from Synergy products Ltd., at a cost of £9,753.68 (Ex-VAT) be agreed.

CHAIRMAN.