

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 18th JANUARY 2017 at 7.15pm.**

PRESENT **Councillor R.S. Fleming (Chairman) and**
Councillors E. Adam, M. Ashcroft, J. Atkinson, P. Bergg, W.M. Blenkinsopp, A.M. Chandran, J.D. Clare, Mrs. B.A. Clare, J. Clark, Mrs. M. Dalton, M.A. Dalton, P.L. Davies, 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, W. Iveson, Mrs. V. Raw, K. Robson and C. Wheeler.

IN ATTENDANCE Councillor P. Kjenstad

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

88. **APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor N. Collinson.

89. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

90. **DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

91. **PUBLIC QUESTIONS**

There were no questions from the public.

92. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 30th November 2016 be confirmed as a correct record and signed by the Chairman.

93. **SERVICE REVIEW WORKING GROUP**

The notes and following recommendations from meetings of the Service Review Working Group held on the 21st December 2016 and 10th January 2017 were submitted for consideration:-

(a) 21st December 2016

- (i) That the Town Clerk be requested to contact Durham County Council in regard to the Pre-School setting.
- (ii) That the Town Clerk contact the relevant Officer at Durham County Council to obtain costs for the provision of Pre-School advice and support.

- (iii) That the Early Years Officer present the setting's Improvement Plan for 2016/17 at the next meeting.
- (iv) That the Early Years Officer provides a response to the Review Report from Durham County Council
- (v) That Councillor J.P. Hillary be co-opted onto the Working Group.

(b) 10th January 2017

- (i) It be noted that the Early Years Officer had left the Council's employment.
- (ii) That a Service Level Agreement be entered into with Durham County Council to provide professional support and review of the Pre-School Service.
- (iii) That it be noted that the Pre-School Supervisor vacancy will be filled on a temporary contract basis, pending the review and recommendations for the appropriate staffing establishment at the setting.
- (iv) That the Town Clerk and Chairman of Policy and Resources' actions be endorsed.

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

RESOLVED – that the notes and recommendations of the meetings of the Service Review Working Group held on the 21st December 2016 and the 10th January 2017 be confirmed as a correct record and signed by the Chairman.

94. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 25th November to the 30th December 2016 and the General Bank Accounts for November and December 2016 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 25th November to the 30th December 2016 and the General Bank Accounts for November and December 2016 be received.

95. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £2,250.

The following requests had been received:

- (i) (a) Holocaust Memorial Day

An application for financial assistance towards the Holocaust Memorial Day event in Durham Cathedral on the 27 January 2017.

(b) Great North Children's Hospital – Newcastle RVI

To consider an application for a raffle prize for fund raising for the Great North Children's Hospital.

(ii) Letter of Thanks

To receive a letter of thanks from the Great North Air Ambulance for the donation of £200.

(iii) Aycliffe Youth Council

The Youth Council grant budget was currently £2,100.

The following grants have been considered:-

- (a) Remembrance Day Poppy Wreath - £20
- (b) Bethany Mellody – Project Peru - £50
- (c) Jessica Mellody – Project Peru - £50

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) Holocaust Memorial Day
That a donation of £200 be forwarded in respect of the Memorial Day.
- (iii) Great North Children's Hospital – Newcastle RVI
That vouchers for 4 rounds of golf at the Oakleaf Golf Complex be donated as raffle prizes.
- (iv) That the letter of thanks be acknowledged from the Great North Air Ambulance for their donation of £200.
- (v) Aycliffe Youth Council
That the donations made by the Youth Council be accepted for payment.

96. **2017/18 REVENUE AND CAPITAL BUDGET**

The Finance Manager had submitted a report for Members to consider and approve the 2017/18 Revenue and Capital Budget in order that the Council's 2017/1 Precept and Town Council Tax could be set at the meeting of Full Council on the 25th January 2017.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the final 2017/18 Revenue and Capital Budget proposals together with the changes made to the draft budget.

- (ii) That the Council's final 2017/18 Revenue and Capital Budget proposals as set out in the report and appendices be agreed.
- (iii) That a precept of £1,453,500 be set which would result in an increase in the Town Council Tax of 1.99%. This would raise £14,750 in additional resources which would initially be added to the Revenue Budget Contingency Sum.

97. **2016/17 REVENUE AND CAPITAL BUDGET POSITION TO 31ST DECEMBER 2016 AND PROJECTION OF EXPECTED OUTTURN**

The Finance Manager had submitted a report setting out details of the financial position on the Council's approved 2016/17 Revenue and Capital Programme Budget for the nine months to the 31st December 2016 along with an updated assessment of the expected year-end outturn position.

RESOLVED – that it be recommended:-

- (i) That the financial position on the Council's 2016/17 Revenue and Capital Budgets up to the 31st December 2016 and the projection of expected year-end outturn be received.
- (ii) That a final Revenue and Capital Budget Position Report, setting out the final outturn position as at the 31st March 2017 be submitted to the June Policy and Resources Committee meeting.

98. **RECRUITMENT OF INTERNAL AUDITOR**

The Finance Manager had submitted a report to inform Members of the Internal Auditor's intention to leave the employment of the Council in early April 2017. The report sought Members consideration of a planned recruitment timetable, job description, person specification, hours and grade.

RESOLVED – that it be recommended:-

- (j) That the report be received.
- (ii) That the planned recruitment timetable, job description, person specification, hours and grade for the Internal Auditor be agreed.

99. **HEATING SYSTEMS – MOORE LANE AND OAKLEAF GOLF SHOP**

The Town Clerk and Works and Environment Manager had submitted a report advising Members of the progress in regard to the potential procurement of heating systems for Moore Lane and the Oakleaf Golf Shop.

Owing to a failure to the hot water system at Moore Lane Eco Centre it had been agreed, following a meeting with the Chairs' of Policy and Resources and Recreation, that the work should proceed as early as possible using the lowest quotation for both of the systems.

Quotations had been received from the following three contractors:-

	Moore Lane	Oakleaf	Total
(a) Oakes Energy	£12,446.00	£11,574.96	£24,020.96
(b) ASH Services	£12,995.00	£ 5,200.00	£18,195.00
(c) Stokoe Electrical	£13,655.00	£11,850.00	£25,505.00

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That Officer's actions be confirmed in appointing ASH Services to carry out the works to the heating systems at both Moore Lane and the Oakleaf Golf Complex at a total cost of £18,195.

CHAIRMAN