

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 7th SEPTEMBER 2016 at 7.15pm.**

PRESENT **Councillor R.S. Fleming (Chairman) and**
Councillors E. Adam, M. Ashcroft, J. Atkinson, W.M. Blenkinsopp, A.M. Chandran, J.D. Clare, Mrs. B.A. Clare, N. Collinson, G.C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, K. Henderson, Mr. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, W. Iveson, Mrs. V.M. Raw and K. Robson.

IN ATTENDANCE Councillor P.L. Davies and P. Kjenstad.

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

35. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors P.J. Bergg, J. Clark, Mrs. M. Dalton, M.A. Dalton, Mrs. S.J. Iveson and C. Wheeler.

36. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

37. **DECLARATIONS OF INTEREST**

Councillor M. Iveson re-affirmed a declared interest on item 9 – Grants and Donations (2(a) and (b)) and he would be leaving the meeting during this discussion.

38. **PUBLIC QUESTIONS**

There were no questions from the public.

39. **MINUTES**

It was proposed by Councillor M. Iveson, seconded by Councillor W.M. Blenkinsopp and

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 6th July 2016 be confirmed as a correct record and signed by the Chairman.

40. **PERSONNEL SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meetings of the Personnel Sub-Committee held on the 3rd and 17th August 2016 be confirmed as a correct record and signed by the Chairman.

41. **REVIEW SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Review Sub-Committee held on the 24th August 2016 be confirmed as a correct record and signed by the Chairman.

42. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 1st July to the 26th August 2016 and the General Bank Accounts for June and July 2016 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 1st July to the 26th August 2016 2016 and the General Bank Accounts for June and July 2016 be received.

43. **GRANTS / DONATIONS**

Councillor M. Iveson declared an interest on item (a) (i) and (ii) and left the meeting for the discussion thereon.

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £3,250.

The following requests had been received:

- (a) (i) Rotary Club of Newton Aycliffe
An application for financial assistance had been received in respect of the Model Rail Exhibition scheduled for March 2017.
- (ii) Rotary Club of Newton Aycliffe
An application had been received for financial assistance in respect of a Sponsored Community Jaunt.

(b) Letter of Thanks

A letter of thanks had been received from the Learning Library for their donation of £200.

(c) Aycliffe Youth Council

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

There had not been any grant applications received since their last meeting.

RESOLVED – that it be recommended that:-

- (i) The report be received.
- (ii) Rotary Club of Newton Aycliffe
That an amount of £100 be donated to the Rotary Club in respect of the Model Railway Exhibition to be held in March 2017.

- (iii) Rotary Club of Newton Aycliffe
That an amount of £100 be donated to the Rotary Club in respect of the Sponsored Community Jaunt at the Locomotion Museum.
- (iv) That the letter of thanks from the Learning Library be received.
- (v) That the information in respect of the Youth Council be noted.

44. **POLICY AND RESOURCES COMMITTEE VACANCY**

Nominations were sought to fill the vacancy on the Policy and Resources Committee following the change made to the composition of members on the Committee from 27 to 28 at the Council Meeting held on the 13th July 2016.

It was proposed by Councillor M. Ashcroft, seconded by Councillor J.D. Clare that Councillor P.L. Davies be nominated to fill the vacancy.

RESOLVED – that it be recommended that Councillor P.L. Davies be accepted as a member on the Policy and Resources Committee.

45. **POLICIES TO ADOPT**

The following policies and associated amendments were submitted for members final approval following them being considered at meetings of the Review and Personnel Sub-Committees:-

- (a) Maternity, Adoption and Surrogacy Leave
- (b) Paternity Leave
- (c) Parental leave
- (d) To note the deletion of Adoption Leave Policy which is now included in the Maternity, Adoption and Surrogacy Leave Policy.
- (e) Model Publication Scheme
- (f) Confidential Reporting
- (g) No Smoking
- (h) Training Statement of Intent – Accepted subject to the title being changed to ‘Training and Development Policy’.
- (i) Public Access to Meetings – this be deleted from the policies list and the information be included in the Council’s Standing Orders.
- (j) Byelaws
- (k) Business Continuity Plan
- (l) Risk Management Strategy

RESOLVED – that it be recommended that the above policies with any amendments as listed in (a) to (l) above be approved.

46. **2017/2018 BUDGET SETTING FRAMEWORK AND TIMETABLE**

The Finance Manager had submitted a report to provide members with details of the proposed framework and timetable for the setting of the Council’s Revenue and Capital Programme Budgets for 2017/18.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the budget framework and timetable be approved.

47. **PROCUREMENT SUPPORT CONTRACT**

The Finance Manager had submitted a report seeking members to consider the possible entering into a Service Level Agreement with Durham County Council Procurement Department.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That initially a Service Level Agreement for a period of 18 months to the 31st March 2018 at a cost of £1,500 be accepted.
- (iii) That the Finance Manager liaise with Durham County Council in respect of the possibility of a lengthy Service Level Agreement being entered into at a reduced rate.

CHAIRMAN