

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 14th SEPTEMBER 2011 at 7.15pm.**

PRESENT **Councillor R.S. Fleming (Chairman) and**
Councillors Mrs. D. Bowman, T.R. Bowman, Mrs. B.A. Clare, J.D. Clare, W. Curtis, Mrs. M. Dalton, P. Ducker, G.C. Gray, I. Gray, B. Haigh, Mrs. S. Haigh, B. Hall, K. Henderson, T. Hogan, M. Iveson, Mrs. S.J. Iveson, W. Iveson, Mrs. A. Palmer, Mrs. E. Paylor and A. Warburton.

IN ATTENDANCE Councillor W.M. Blenkinsopp

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

32. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors V. Crosby, Mrs. J. Gray and Mrs. V.M. Raw.

33. **DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

34. **PUBLIC QUESTIONS**

There had been no public questions received.

35. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 13th July 2011 be confirmed as a correct record and signed by the Chairman.

36. **ASSET MANAGEMENT WORKING GROUP**

Notes and recommendations from the meetings of the Asset Management Member Working Group held on the **27th July** and **10th August 2011** were considered.

It was proposed by Councillor J.D. Clare, seconded by Councillor K. Henderson and

RESOLVED – that it be recommended:

That the notes and the following recommendations of the Asset Management Member Working Group held on the **27th July 2011** be agreed and it be noted that item (viii) was to be the subject of discussion at agenda item No. 8.

- (i) The update report be received.
- (ii) Budget provision be sought for the demolition of Simpasture toilets, following the removal of asbestos containing materials.
- (iii) Harrison and Johnson surveyors be retained to act as agents for the building roofing works.
- (iv) The lease for the cemetery building at Stephenson Way be checked to ascertain the tenant's responsibilities for the Chapel of Rest portion of the roof, and further information be brought back to the Asset Management Member Working Group. Preliminary works and specifications to be produced by Harrison and Johnson for the roof replacement works.
- (v) The future of the boathouse be considered, given the cost of repair to the roof, on a value for money basis, and that a site visit be arranged for the members of the Asset Management Member Working Group.
- (vi) The Asset Management Member Working Group visit the Sports Complex to view the disabled platform lifts to the sports hall.
- (vii) Further information be brought to the Asset Management Member Working Group in regard to the costs and payback of the Solar PV panels that could be installed on Council buildings.
- (viii) A request for budget provision to be brought forward be made to Policy and Resources Committee for the installation of cavity wall insulation to the St Oswald's Park buildings.
- (ix) Grant funding be looked into for a possible project to surface the former running track.
- (x) The position in regard to open space at Millfields be noted and the file closed for the present time.

It was further - **RESOLVED** – that it be recommended:

That the notes and the following recommendations of the Asset Management Member Working Group held on the **10th August 2011** be agreed.

Councillor G.C. Gray wished it to be recorded in these minutes that he was against item No. (ii) the demolition of the West Park Boat House as he felt that this should have been a matter for public consultation.

- (i) That officers investigate options from companies for the replacement of the disabled lifts in the Sports Complex for future consideration.
- (ii) That investigations be made as to other possible usages of the boat house building in the short term. If there was no interest in the building within 3 months it would be recommended that it be demolished.

- (iii) That an Officer from Durham County Council be invited to attend a meeting of the Policy and Resources Committee to give information on the installation of Solar Panels on the Council Offices.
- (iv) That the Finance Manager seek options for the financing of the Solar Panels.
- (v) That Messrs.Harrison and Johnson be asked to prepare specifications for the replacement of the roof at Stephenson Way Cemetery.
- (vi) That a schedule of dilapidations/repairs to the Chapel of Rest be undertaken by Messrs. Harrison and Johnson.
- (vii) That the Town Clerk contact Family Funerals Ltd. with a view to them financing the replacement of their part of the roof.

37. **ACCOUNTS CONTROL SHEET**

Accounts control sheets for the period 1st July 2011 to the 2nd September 2011 and the General Bank Accounts for June, July and August 2011 were submitted.

RESOLVED – that the accounts control sheets for the period 1st July to the 2nd September 2011 and the General Bank Accounts for June, July and August 2011 were received.

38. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year of £3,565.

The following requests for grants / donations had been received:

- (a) Victim Support.
- (b) Get Set Kids
- (c) Vitalise

Letters of thanks had been received from:

- | | | |
|------|--|------|
| (i) | Durham County Council School Benevolent Fund | £100 |
| (ii) | Durham Miners' Association | £ 35 |

Aycliffe Youth Council

The Youth Council donation budget is currently £3,400.

Information had been received that the Youth Council had issued the following grant since the last report.

Graffiti Artiste (Aycliffe Show)	£200
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RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) Victim Support
That no donation be made.
- (iii) Get Set Kids
That an amount of £200 be made to the ladies charity night to be held at the Xcel Centre.
- (iv) Vitalise
That no donation be made.
- (v) That the letters of thanks be noted.
- (vi) That the information submitted by the Youth Council be received.

39. **CAVITY WALL INSULATION – ST. OSWALD'S LEARNING CENTRE**

The Town Clerk submitted a report following a recommendation from the Asset Management Member Working Group for the Policy and Resources Committee to consider budget provision of £1,750 being added to the 2011/12 Capital Programme Budget for the installation of cavity wall insulation to the St. Oswald's Park buildings.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That budget provision of £1,750 be added to the 2011/12 Capital programme Budget and met from the Council's Earmarked Capital Reserves for the installation of cavity wall insulation in the St. Oswald's Park buildings.

40. **2012/13 BUDGET SETTING FRAMEWORK AND TIMETABLE**

The Finance Manager had submitted a report setting out details of the proposed framework and timetable for the setting of the Council's Revenue and Capital Programme Budgets for 2012/13.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the framework and timetable for the setting of the Council's 2012/13 Revenue and Capital Budgets be accepted.

41. **FUTURE ACCOUNTING AND AUDIT ARRANGEMENTS**

The Management Team had submitted a report to provide information on the options available to the Council in regard to the future accounting and audit arrangements as set out in the Accounts and Audit Regulations 2011.

The report sought members' decision on the preferred option for the Council for 2011/12 and subsequent years.

The report set out the costs involved with the following two audit options for the Council to consider:-

Option 1

Move to the requirements of a 'smaller relevant body' within the Accounts and Audit Regulations 2011.

Option 2

Continue to take up the voluntary option of following the rules applying to larger bodies and be subject to a full audit.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the Council continue to take up the voluntary option of following the rules applying to larger bodies and be subject to a full audit.
- (iii) That the Council continue with the full audit for the rest of the term of this Council and the matter be considered again by the newly elected members.

42. **LONE WORKING POLICY AND PROCEDURE**

The Corporate and Policy Officer submitted a report to provide members with a Draft Lone Working Policy and Procedure for consideration.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the Lone Working Policy and Procedure be accepted and implemented.

43. **BUSINESS RISK REVIEW AND AIMS AND TARGETS UPDATE**

The Corporate and Policy Officer submitted a report to provide members with an update on the status of the Council's current business risks and progress on Parish Performance Plan aims and targets. An up to date copy of the aims and targets review was attached for information.

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

44. **NALC – THE BRIBERY ACT 2010 – IMPACT ON LOCAL COUNCILS**

A copy of a Legal Briefing from the National Association of Local Councils had been circulated for information and consideration.

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

45. **PHOTOVOLTAIC SOLAR PANELS – COUNCIL OFFICES**

The Town Clerk submitted a report following a recommendation from the Asset Management Member Working Group for the possible installation of Solar Photovoltaic Cells to be located on the Council Office roof.

The Management Working Group considered that this would be worthwhile project and asked the Policy and Resources Committee to consider the costs for installation and the potential savings in energy costs.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the Council agree in principle to the installation of Solar Photovoltaic Cells being erected on the Council Office roof.
- (iii) That Officers prepare a full proposal for the installation.
- (iv) That the Senior Durham County Council Low Carbon (Renewable Energy) Officer be invited to attend the meeting.

46. **REPLACEMENT I.T. EQUIPMENT**

The Town Clerk submitted a report on the renewal of IT equipment which had been requested in a prior report by the Leisure and Environment Assistant. (Minute No. 31 – 13th July 2011 referred). Members were asked to consider the rationale and detail for the replacement of the Council's IT equipment.

This report set out the following revised quotations together with a copy of the 'System Report' from the current supplier of IT Services.

T.S.G.	£17,315.00
DELL	£15,360.44

Budget provision is available in the sum of £16,500 making a shortfall of £2,815 if the current provider quotation is accepted.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the quotation from the current IT support provider T.S.G. in the sum of £17,315 be accepted.
- (iii) That an additional amount of £2,815 be allocated to this budget from the Council's balances.
- (iv) That T.S.G. be invited to attend a meeting of the Council to give information the current IT of the Council and for members to be able to ask appropriate questions.

47. **SUPPLEMENTARY BUDGET FOR JUBILEE WOOD PROJECT**

The Town Clerk submitted a report which set out a request from the Environment Committee held on the 7th September (Minute No. 31(ii)) for the Policy and Resources Committee to consider an additional budget of £2,875 being made available for the 'Jubilee Wood' project.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That an additional amount of £2,875 be allocated to the 'Jubilee Wood' project from the Council's contingency budget.

CHAIRMAN.