

Minutes of the proceedings of the **ANNUAL MEETING** of the **COUNCIL** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 13th MAY 2015 at 7.15 p.m.**

PRESENT Councillors E. Adam, D.G. Atkinson, J. Atkinson, W.M. Blenkinsopp, R. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, G.C. Gray, Mrs. S. Haigh, B. Hall, K. Henderson, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, P. Kjenstad, Mrs. V.M. Raw and c. Wheeler.

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

1. **APPOINTMENT OF MAYOR FOR THE MUNICIPAL YEAR 2015/16**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson that Councillor Mrs. M. Dalton be nominated as Mayor for the municipal year 2015/16.

RESOLVED – that **Councillor Mrs. M. Dalton** be appointed Chairman (Mayor) of the Council for the municipal year 2015/16.

Councillor Mrs. M. Dalton took the Chair for the meeting.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

The newly appointed Mayor made and signed the Declaration of Acceptance of Office.

3. **APPOINTMENT OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2015/16**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson that Councillor J.P. Hillary be nominated as Deputy Mayor for the municipal year 2015/16.

It was further proposed by Councillor G.C. Gray and seconded by Councillor Mrs. S. Haigh that Councillor Mrs. I. Hewitson be appointed as Deputy Mayor for the municipal year 2015/16.

A named vote was requested which resulted as follows:-

For Councillor Mrs. I. Hewitson:-

Councillors W.M. Blenkinsopp, G.C. Gray, Mrs. S. Haigh and Mrs. I. Hewitson.

For Councillor J.P. Hillary:-

Councillors E.M. Adam, D.G. Atkinson, J. Atkinson, R. Bowman, A.M. Chandran, J. Clark, Mrs. M. Dalton, R.S. Fleming, B. Hall, K. Henderson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, P. Kjenstad, Mrs. V.M. Raw and C. Wheeler.

RESOLVED – that **Councillor J.P. Hillary** be appointed Vice-Chairman (Deputy Mayor) of the Council for the municipal year 2015/16.

4. **NOTICE OF MEETING**

The notice convening the meeting was taken as read.

Councillor J.D. Clare and Mrs. B.A. Clare attended the meeting from this point.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

6. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors N. Collinson, M.A. Dalton and I. Gray.

7. **MEMBERS' DISPENSATIONS**

There had been no requests for dispensations under disclosable or non-disclosable interests.

8. **MINUTES**

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

RESOLVED – that the minutes of the Ordinary Meeting of the Council held on the **22nd April 2015** and the minutes of the Extraordinary Meeting of the Council held on the **29th April 2015** be confirmed as a correct record and signed by the Chairman.

9. **ANNOUNCEMENTS**

The newly appointed Mayor, Councillor Mrs. Mary Dalton, thanked the Council for her appointment as Mayor for the year 2015/16.

The Mayor had not finalised which charities should intended to raise funds for and this would be published at a later date.

A full list of civic calendar dates would be produced and circulated as soon as possible.

Councillor R.S. Fleming gave a vote of thanks to Councillor Wendy Hillary for the excellent ambassador she had been for the Town during her year as Mayor.

The newly appointed Mayor presented the previous Mayor, Councillor Mrs. W.P. Hillary, with a momento from the Council to mark her year in office.

10. ANNUAL CONSTITUTION REVIEW

The Town Clerk submitted a report seeking members to review the Council's Constitution documents and seek the adoption of the amendments.

The report had set out each Article of the Constitution separately giving details of any amendments which were needed:-

CONTENTS AND INTRODUCTION

Changes were recommended and set out in Appendix 1

ARTICLE 1 - How the Council Operates

Changes were recommended and set out in Appendix 2

ARTICLE 2 - Committee Structure

Committee structure would need to be amended following consideration later in the report.

ARTICLE 3 - Powers and Duties of Committees

The powers and duties of the Council's Committees, Sub-Committees and Working Groups were clearly set out.

(a) Policy and Resources Committee:

Proposal to appoint an Overview and Scrutiny Sub-Committee of which final decision and Terms of Reference would be considered under agenda item No. 12 – Policy and Resources Committee Meeting.

(b) Recreation Committee – No amendments needed.

(c) Environment Committee – No amendments needed.

ARTICLE 4 - Mayor's Information Booklet

A copy of the Mayor's Information Booklet had been attached as Appendix 4 for members to consider all aspects of the booklet for any amendments. Officers sought guidance on the number of Councils on the Civic Guest list.

There were no amendments recommended from Members and the Mayor be able to choose two Councils to add to the Civic Guest List.

ARTICLE 5 - Members' Allowances Scheme

There had been no legislative changes to the Members Allowance Scheme so there are no recommendations for amendment or alteration.

ARTICLE 6A - Standing Orders – Relating to Proceedings and Business of the Council

There were no amendments required to the Standing Orders.

ARTICLE 6B - Standing Orders – Relating to Contracts and Procurement

This Standing Order had been updated and approved by the Council on the 22nd April 2015 (Minute No. 162 referred).

ARTICLE 7 - Financial Regulations

These Financial Regulations had been updated and approved by the Council on the 22nd April 2015 (Minute No. 161 referred).

ARTICLE 8 - Scheme of Delegation

There are no recommendations for amendment or alteration.

ARTICLE 9 - Rights of Citizens

There are no recommendations for amendment or alteration.

ARTICLE 10 - Members Code of Conduct

There are no recommendations for amendment or alteration.

ARTICLE 11 - Employee Code of Conduct

There are no recommendations for amendment or alteration.

ARTICLE 12 - Member / Officer Protocol

There are no recommendations for amendment or alteration.

ARTICLE 13 - Strategies / High Level Documents / Service Plans

The following documents are reported and updated annually at their appropriate times:

1. *Risk Management Strategy*
2. *Medium Term Financial Plan*
3. *Treasury Management Code of Practice*
4. *Business Continuity Plan*
5. *Asset Management Plan*
6. *Parish Performance Plan*
7. *Sports Complex Service Plan*
8. *Works and Environment Section Service Plan*
9. *Finance Section Service Plan*
10. *Pre-Schools Service Plan*

ARTICLE 14 - Council Policies and Procedures

A full list of Council Policies had been considered at the Policy and Resources Committee held on the 15th April 2015 when it was agreed that the following five policies be received and adopted with the other policies of the Council being subject to a review by the Review Sub-Committee:-

- *Mobile Phone Policy (Policy No. 9)*
- *Statement of Community Engagement (Policy No. 36)*
- *Shared Parental Leave Policy (Policy No. 18)*
- *Achieving Positive Behaviour – For Pre-School Learning Centres (Policy No. 56).*

RESOLVED – as follows:

- (i) That the report be received.
- (ii) That the amendments and recommendations to the Council's Constitution as outlined and recommended be adopted.
- (iii) That the Civic Guest List remain as the previous year with the two additional Councils being subject to the Mayor's choice.
- (iv) That a full copy of the updated Constitution of the Council, as amended, would be available for Members to view in the Council Chamber.
- (v) That the information would also be available via. the Council's Website.

11. **APPOINTMENT OF COMMITTEES**

The Council considered proposals in relation to Standing Committees of the Council:

RESOLVED – as follows:-

(i) **Environment Committee**

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

- (a) That an Environment Committee be appointed for the municipal year 2015/16.
- (b) That it comprise of 27 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the Membership of the Environment Committee be:

Councillors E. Adam, D.G. Atkinson, J. Atkinson, B. Blenkinsopp, R. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, N. Collinson, Mrs. M. Dalton, M.A. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, K. Henderson, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, P. Kjenstad, Mrs. V.M. Raw, D. Summers, T. Twissell and C. Wheeler.
- (d) That the Chairman of the Environment Committee for the municipal year 2015/16 be **Councillor A.M. Chandran.**
- (e) That the Vice-Chairman of the Environment Committee for the municipal year 2015/16 be **Councillor I. Gray.**

(ii) **Recreation Committee**

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

- (a) That a Recreation Committee be appointed for the municipal year 2015/16.

- (b) That it comprise of 27 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the membership of the Recreation Committee be:

Councillors E. Adam, D.G. Atkinson, J. Atkinson, W.M. Blenkinsopp, R. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, N. Collinson, Mrs. M. Dalton, M.A. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, K. Henderson, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, P. Kjenstad, Mrs. V.M. Raw, D. Summers, T. Twissell and C. Wheeler.
- (d) That the Chairman of the Recreation Committee for the municipal year 2015/16 be **Councillor B. Hall**.
- (e) That the Vice-Chairman of the Recreation Committee for the municipal year 2014/15 be **Councillor J. Atkinson**.

(iii) **Policy and Resources Committee**

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

- (a) That a Policy and Resources Committee be appointed for the municipal year 2015/16.
- (b) That it comprise of 24 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the membership of the Policy and Resources Committee be:

Councillors E. Adam, D.G. Atkinson, J. Atkinson, B. Blenkinsopp, R. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, N. Collinson, Mrs. M. Dalton, M.A. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, K. Henderson, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, Mrs. V.M. Raw, D. Summers and C. Wheeler.
- (d) That the Chairman of the Policy and Resources Committee for the municipal year 2015/16 be **Councillor R.S. Fleming**.
- (e) That the Vice-Chairman of the Policy and Resources Committee for the municipal year 2015/16 be **Councillor M. Iveson**.

12. **ADJOURNMENT OF COUNCIL MEETING**

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

RESOLVED – that the meeting be adjourned to enable the Environment, Recreation and Policy and Resources Committees to appoint their Sub-Committees and Working Groups.

13. **RECONVENING OF COUNCIL MEETING**

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

RESOLVED – that the meeting of the Council be reconvened following the meetings of the Environment, Recreation and Policy and Resources Committees.

14. **MEMBERS' ATTENDANCES**

The Town Clerk submitted a list of members' attendances for the municipal year 2014/15.

RESOLVED – that the information be received.

15. **DISCLOSURE OF MEMBERS' ALLOWANCES 2014/15**

The Finance Manager submitted a report setting out allowances and expenses which had been paid to Elected Members during the financial year 2014/15.

RESOLVED – that the information be received.

16. **OUTSIDE BODIES**

The Town Clerk submitted a report setting out the current Outside Bodies list together with the number of members currently serving on those Bodies.

RESOLVED – that the following members and officers be nominated to the undermentioned outside bodies:

(a) Youth Council

Councillors J. Atkinson and D. Atkinson together with the Corporate and Policy Officer.

(b) County Durham Association of Local Councils

Councillors R.S. Fleming, M. Iveson and the Town Clerk.

(c) Aycliffe Village Community Association

Councillor C. Wheeler.

(d) Woodham Village Community Association

Councillor K. Henderson and Councillor N. Collinson.

(e) Great Aycliffe and Middridge Local Councils' Committee

Councillor R.S. Fleming, Councillor B. Hall and the Town Clerk.

(f) Larger Local Councils' Forum

Councillors R.S. Fleming and M. Iveson and the Town Clerk.

(g) Newton Aycliffe Youth and Community Centre

Councillor C. Wheeler.

(h) Newton Aycliffe Bus Preservation Society

Councillor I. Gray.

(i) Sedgefield Health Network

That the Sedgefield Health Network be removed from the Outside Bodies list.

(j) Friends of Byerley Park Local Nature Reserve

Councillor I. Gray.

(k) Friends of West Park

That the Friends of West Park be removed from the Outside Bodies List.

(l) Friends of Stockton and Darlington Railway

Councillor J. Atkinson.

(m) Neighbourhood Plan Steering Group

That the remit of the group be amended from six members to five to include the following:-

Councillors J. Atkinson, M.A. Dalton, I. Gray, B. Hall and C. Wheeler.

17. **MEETINGS 2015/16**

The Town Clerk submitted a suggested schedule of Council meeting dates for the Municipal Year 2015/16.

RESOLVED – that the scheduled dates be approved for the Municipal Year 2015/16.

18. **COUNCIL INSURANCE ARRANGEMENTS REVIEW**

The Finance Manager had submitted a report setting out, for consideration, the annual review of the Council's insurance arrangements, as required by the Council's approved Standing Orders.

The report also gave information on a summary of insurance claims currently being handled on the Council's behalf.

RESOLVED – that the annual review of the Council's insurance arrangements be approved.

19. **LEADER AND DEPUTY LEADER**

It was reported that for the Municipal Year 2015/16 the Leader would be Councillor R.S. Fleming and the Deputy Leader would be Councillor M. Iveson.

CHAIRMAN.