

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 19th OCTOBER 2016 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, N. Collinson, Mrs. M. Dalton, M.A. Dalton, P.L. Davies, G.C. Gray, I. Gray, B. Hall, K. Henderson, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson and K. Robson.

IN ATTENDANCE Councillor 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)

48. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs. S. Haigh, Mrs. I. Hewitson, Mrs. V.M. Raw and C. Wheeler.

49. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

50. **DECLARATIONS OF INTEREST**

Councillor N. Collinson reaffirmed his declaration of interest on Agenda Item No. 12 (Grants and Donations – Woodham Community Centre) but would be remaining in the meeting during the discussion thereon.

51. **PUBLIC QUESTIONS**

There were no questions from the public.

52. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 7th September 2016 be confirmed as a correct record and signed by the Chairman.

53. **ANNUAL AUDIT LETTER – 2015/16**

A copy of the Annual Audit Letter for 2015/16 had been circulated from the Council's Auditors, Mazars LLP. for members consideration.

RESOLVED – that it be recommended:-

- (i) That the information contained in the report be received.
- (ii) That the Finance Department be congratulated on the excellent work they had carried out to receive the Annual Audit Letter.

54. **PERSONNEL SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee held on the 4th October 2016 be confirmed as a correct record and signed by the Chairman.

55. **REVIEW SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Review Sub-Committee held on the 5th October 2016 be confirmed as a correct record and signed by the Chairman.

56. **AUDIT SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee held on the 11th October 2016 be confirmed as a correct record and signed by the Chairman.

57. **ASSET MANAGEMENT WORKING GROUP**

It was proposed by Councillor M. Iveson, seconded by Councillor J. Atkinson and

RESOLVED – that the minutes of the meeting of the Asset Management Working Group held on the 12th October 2016 be confirmed as a correct record and signed by the Chairman subject to the following amendment:

- That apologies for absence be added in respect of Councillor P. Bergg.

58. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 2nd September to the 7th October 2016 and the General Bank Accounts for August and September 2016 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 2nd September to the 7th October 2016 and the General Bank Accounts for August and September 2016 be received.

59. **GRANTS / DONATIONS**

Councillor N. Collinson had re-affirmed his declaration of interest under item (a) but would be remaining in the meeting during the discussion thereon.

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £3,050.

The following requests had been received:

(a) Woodham Village Community Association

An application for financial assistance towards the purchase of defibrillators by Woodham Community Association.

(b) 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) Woodham Village Community Association

That a donation of £600 be given to Woodham Community Association.

(iii) That the information in respect of the Youth Council be noted.

60. **PRE-SCHOOL LEARNING CENTRE**

The Early Years Officer submitted a report setting out attendance figures along with projected figures.

The report also set out information on the Extended Free Childcare funding, Millies Mark and that the pre-school staff had carried out decoration work to the centre.

RESOLVED – that it be recommended:-

(a) That the report be received.

(b) That a meeting of the Services Review Working Group be organised as soon as possible to look at the funding of the Pre-Schools.

61. **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) Comments and Complaints
- (b) Data Protection
- (c) Freedom of Information
- (d) Hospitality and Gifts
- (e) Officers' Code of Conduct
- (f) Commendation

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

62. **2017/18 DRAFT POLICY AND RESOURCES REVENUE AND CAPITAL BUDGETS**

The Finance Manager had submitted a report seeking comments and feedback from members on the draft Revenue and Capital Budgets for 2017/18 in respect of the Policy and Resources Committee.

Members considered each section of the Budgets for the Policy and Resources Committee and:

RESOLVED – that it be recommended that the report and draft Revenue and Capital Budget figures for the Policy and Resources Budgets for 2017/18 be received.

63. **2017/18 OVERALL DRAFT REVENUE AND CAPITAL BUDGETS**

The Finance Manager submitted a report setting out a summary of the Council's overall draft 2017/18 Revenue and Capital Budgets and the likely level of Precept and Council Tax for next year.

Members had previously approved the Budget Framework and Timetable for the setting of the Council's 2017/18 Revenue and Capital Budgets at the meeting of the Policy and Resources Committee held on the 7th September.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the overall summary of the 2017/18 Revenue and Capital Budget, the likely level of Precept and Council tax and the movement on the Council's Balances and Reserves be agreed.
- (iii) That comments, feedback and any proposed amendments to the 2017/18 draft Revenue and Capital Budgets be forwarded to the Chairman or Vice-Chairman of the Committee as soon as possible.
- (iv) That a draft Precept of £1,447,150 be accepted resulting in an indicative Council Tax increase of 1.99% in 2017/18.

64. **2016/17 REVENUE AND CAPITAL BUDGET HALF YEAR BUDGETARY CONTROL POSITION AND PROJECTION OF EXPECTED OUTTURN**

The Finance Manager submitted a report to provide members with details of the financial position on the Council's approved 2016/17 Revenue and Capital Programme Budget for the six months to the 30th September 2016 as well as an assessment of the expected year end outturn position.

RESOLVED – that it be recommended:

- (i) That the half year financial position on the Council's 2016/17 Revenue and Capital Budgets and projection of expected outturn be received.

- (ii) That a further Revenue and Capital Budget Position report would be submitted to the January Policy and Resources Committee detailing the financial position at 31st December 2016 and an updated projection of expected outturn.

65. **2017/18 LOCAL GOVERNMENT FINANCE SETTLEMENT – CONSULTATION PAPER**

A copy of the Technical Consultation Paper from the Department for Communities and Local Government had been submitted for members consideration.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That Officers submit a corporate response on behalf of the Council.
- (iii) That members make their own individual comments direct to the Department for Communities and Local Government.

66. **BUSINESS RISKS REVIEW**

A copy of the Business Risk Review which had previously been considered by the Review Sub-Committee was circulated for members consideration.

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

67. **TOWN COUNCIL SERVICE DELIVERY PLAN – PROGRESS ON TARGETS**

A copy of the Town Council review on targets update to September 2016 had been submitted following them being considered by the Review Sub-Committee.

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

68. **EXEMPT BUSINESS**

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

RESOLVED – that in view of the confidential nature of the business about to be transacted it was, in the opinion of the Council, advisable that the public and press be excluded from the meeting.

69. **PROVISION OF GOLF MANAGER SERVICES**

The Town Clerk had submitted a report asking members to considered various options for the provision of Services at the Oakleaf Golf Complex following the contract for the current Golf Manager coming to the end of its term.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the contract for Golf Management Services be subject to a procurement process with an effective contract start in February 2017.
- (iii) That a Golf Contract Services Sub-Committee be formed to deal with tenders for this service under delegated powers on a task and finish basis.
- (iv) That the Golf Contract Services Sub-Committee comprise of five members of the Council and appropriate officers.
- (v) That the following Members be elected to the Sub-Committee:-

Councillors J. Atkinson, B. Hall, R.S. Fleming, M. Iveson and Mrs. S.J. Iveson.

70. **RE-ADMISSION OF THE PRESS AND PUBLIC**

RESOLVED – that the Press and Public be readmitted to the meeting.

CHAIRMAN