

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 1<sup>st</sup> MARCH 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. Clark, Mrs. M.  
Dalton, P.L. Davies, G.C. Gray, I. Gray, Mrs. S. Haigh, B.  
Hall, K. Henderson, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J.  
Iveson, W. Iveson, Mrs. V. Raw and K. Robson

**IN ATTENDANCE** Councillor P. Kjenstad

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

100. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs. B.A. Clare, J.D. Clare, N. Collinson, Mrs. I. Hewitson, J.P. Hillary and C. Wheeler.

101. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

102. **DECLARATIONS OF INTEREST**

Councillors R.S. Fleming, M. Iveson and Mrs. S.J. Iveson reaffirmed their interest in Agenda item No. 8 – Grants and Donations - (2.1 (b) – Newton Aycliffe Sports Club) however they would be remaining in the meeting during discussions thereon.

103. **PUBLIC QUESTIONS**

There were no questions from the public.

104. **MINUTES**

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

**RESOLVED** – that the minutes of the meeting of the Policy and Resources Committee held on the 18<sup>th</sup> January 2017 be confirmed as a correct record and signed by the Chairman.

105. **SERVICE REVIEW WORKING GROUP**

The notes and following recommendations from the meeting of the Service Review Working Group held on the 15<sup>th</sup> February 2017 were submitted for consideration:-

(a) **Oakleaf Golf Complex – Future Management**

(i) That preliminary actions taken by Officers to ascertain options for the future management of the Golf Complex be approved.

- (ii) That Officers proceed with advertisements for a Golf Manager.
- (iii) That further consideration be given to future management at the end of the recruitment process.

(b) **Oakleaf Sports Complex – Catering Function**

- (i) That actions taken by Officers to deal with this issue be approved.
- (ii) That Officers prepare a further report with their recommendations for addressing problems regarding the catering function.
- (iii) That these recommendations be considered by a meeting of the Service Review Working Group as soon as possible.

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

**RESOLVED** – that the notes and recommendations of the meeting of the Service Review Working Group held on the 15<sup>th</sup> February 2017 be confirmed as a correct record and signed by the Chairman.

106. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 6<sup>th</sup> January to the 17<sup>th</sup> February 2017 and the General Bank Accounts for January 2017 were submitted.

**RESOLVED** – that it be recommended that the accounts control sheets for the period 6<sup>th</sup> January to the 17<sup>th</sup> February 2017 and the General Bank Accounts for January 2017 be received.

107. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £1,986.

The following requests had been received:

(i) (a) **Durham Cathedral**

An application for financial assistance towards the upkeep of Durham Cathedral had been received.

(b) **Newton Aycliffe Sports Club**

To consider the attached information in respect of an application from the Sports Club.

(ii) **Letters of Thanks**

To receive the following letters of thanks:

- Holocaust memorial Event at Durham Cathedral £200
- Woodham Village Community Centre – Defibrillators £600

(iii) Aycliffe Youth Council

The Youth Council grant budget was currently £1,980.

The following grants had been considered:-

- |     |                                  |      |
|-----|----------------------------------|------|
| (a) | Josef Bedford – Camp Cody, USA   | £100 |
| (b) | Josh Blackburn – Camp Cody, UDA  | £100 |
| (c) | Morgan Scott – Camp Cody, USA    | £100 |
| (d) | Charlotte Lough – Camp Cody, USA | £100 |

**RESOLVED** – that it be recommended:-

- (i) That the report be received.
- (ii) Durham Cathedral  
That a donation of £250 be made to the upkeep of Durham Cathedral.
- (iii) Newton Aycliffe Sports Club  
That a donation of £500 be made to the Sports Club.
- (iv) That the following letters of thanks be acknowledged:
  - Holocaust Memorial Event at Durham Cathedral - £200
  - Woodham Village Community Centre - £600
- (v) Aycliffe Youth Council  
That the donations made by the Youth Council be accepted for payment.

108. **PRE-SCHOOL LEARNING CENTRE – ST. OSWALD’S**

The Town Clerk had submitted a report to provide information and an update on arrangements that had been put in place at the Pre-School together with current child attendance numbers.

**RESOLVED** – that it be recommended:-

- (i) That the report be received.
- (ii) That the actions of the Town Clerk to be the ‘Nominated Individual’ be agreed.
- (iii) That a Sub-Committee be appointed at the A.G.M. to oversee requirements of a ‘Registered Body’ (the Council).
- (iv) That the Town Clerk and Sub-Committee members undertake training to understand respective roles and responsibilities as required by Ofsted.
- (v) That the financial information be approved.
- (vi) That members noted the need for the production of a staff structure review and implementation for the Pre-School Learning Centre.

109. **APPOINTMENT OF A NEW INTERNAL AUDITOR**

The Finance Manager had submitted information in respect of the appointment of an Internal Auditor following interviews held on the 22<sup>nd</sup> February 2017.

The post had been offered and accepted by Ms. Victoria Stainthorpe subject to satisfactory references and a pre-employment medical.

**RESOLVED** – that it be recommended:-

- (i) That the report be received.
- (ii) That the appointment of Ms. Victoria Stainthorpe as the Council's Internal Auditor be approved subject to satisfactory references and pre-employment medical.

110. **ACCOUNTING AND AUDIT ARRANGEMENTS FOR 2016/17**

The Finance Manager had submitted a report setting out a proposed change to the Council's accounting and audit arrangements for the 2016/17 financial year.

The Council is identified with the Accounts and Audit Regulations as a smaller authority, however, the decision was taken by the Council to take up the option of following the rules applying to larger authorities.

The report was asking members to consider that the Council be reclassified as a smaller body and drop down to the annual return and limited assurance audit regime for smaller authorities one year earlier than previously planned.

The Council would still continue to operate more robust internal financial management and accounting arrangements including the production of the Medium Term Financial Plan and Asset Management Plan, the production of in house 'management accounts' including a balance sheet and asset register, maintenance of robust financial controls, policies and procedures, effective budget setting and budgetary control arrangements and strong internal audit.

**RESOLVED** – that it be recommended:-

- (i) That the report be received.
- (ii) That the Council drop down to the annual return and limited assurance audit regime a year earlier commencing in 2016/17.

**CHAIRMAN**