

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 18th APRIL 2018 at 7.15pm.**

PRESENT

Councillor R.S. Fleming (Chairman) and

Councillors Eddy Adam, M. Ashcroft, Jim Atkinson, Kathy Beetham, P.J. Bergg, Bill Blenkinsopp, Mrs. D. Bowman, Arun M. Chandran, B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, George C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, Dave Hardaker, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary, Kate Hopper, M. Iveson, Mrs. S.J. Iveson, Ken Robson and Paul Symons.

OFFICERS

Mr. A. Bailey (Town Clerk)
Mr. D. Austin (Finance Manager)
Miss C. Ryder (Senior Admin Officer)
Mr. L. Williams (Grounds Maintenance Services Co-ordinator)

115. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs. V.M. Raw and Sally Symons.

116. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

117. **DECLARATIONS OF INTEREST**

Councillor Paul Symons declared an interest in Agenda Item No. 11 (Insurance Claim – Tree Root Damage – Stephenson Way School) as he is a Parent Governor at Stephenson Way School. He would be remaining in the meeting for the discussion thereon.

118. **PUBLIC QUESTIONS**

There were no questions from the public.

119. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 7th March 2018 be confirmed as a correct record and signed by the Chairman.

120. **PERSONNEL SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee held on the 21st March 2018 be confirmed as a correct record and signed by the Chairman.

121. **AUDIT SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee held on the 11th April 2018 be confirmed as a correct record and signed by the Chairman.

122. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 2nd March 2018 to the 6th April 2018 and the General Bank Accounts for February and March 2018 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 2nd March 2018 to the 6th April 2018 and the General Bank Accounts for February and March 2018 be received subject to the following:-

“That it be noted that the training session on General Data Protection Regulations held at Spennymoor by CDALC had not been appropriate for the cost of the training given and it was noted that this had been reported accordingly to the Secretary of CDALC”.

123. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £4,000.

The following applications had been received for consideration.

(a) County Durham School Benevolent Fund

(b) Women’s Banner Group

A lengthy discussion took place on this application and resulted in a vote being taken as to whether a donation should be made on this occasion. A proposal was made for an amount of £250 to be awarded to the Women’s Banner Group.

Aycliffe Youth Council

The current donation budget for the Aycliffe Youth Council Financial Year is £2,000. There had been no applications for consideration.

RESOLVED – that it be recommended:-

(i) County Durham School Benevolent Fund

That a donation of £200 be awarded to the School Benevolent Fund.

(ii) Women’s Banner Group

That an amount of £250 be donated to the Women’s Banner Group.

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

124. **DRAFT TOWN COUNCIL SERVICE DELIVERY PLAN – 2018 TO 2019**

The Corporate Management Team had submitted a report along with the draft Town Council Service Delivery Plan prior to it being presented to Council for approval in June 2018.

Members commented on the excellent quality of the Plan which showed the high standards and facilities of the Council. Members felt that the Council should be entered for a Local Council's Award Scheme.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the draft Town Council Service Delivery Plan be accepted and submitted for approval at Council in June 2018.
- (iii) That the Town Clerk provide information to the Council on the Local Council Award Scheme.

125. **INSURANCE CLAIM – TREE ROOT DAMAGE AT STEPHENSON WAY SCHOOL**

The Finance Manager had submitted a report to provide members with information in respect of a claim for tree root damage caused to the playground at Stephenson Way Primary School by trees on Council land and the implications arising from the claim.

An insurance claim had been improved for the repairs to the playground and footpaths but this did not cover any cost of felling the trees and grinding out of the stumps which would cost £3,200. It was also being recommended that a wildflower meadow be extended to the area being vacated by the removal of the trees.

Discussion took place as to whether the wildflower meadow was in needed in this vicinity and that the removal of the trees would warrant the re-planting of new trees as per the Tree Replacement Policy of the Council.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That it be noted that the insurance claim for the damage to the playground and footpaths would be settled as an insurance claim.
- (iii) That an amount of £3,200 be approved for the felling of the trees and grinding out of the stumps.
- (iv) That the wildflower meadow be not extended into the area vacated by the removal of the trees.
- (v) That Officers seek to replace the removed trees with the replacement of suitable trees, and shrubs on appropriate sites in West Park.

126. **2018 – 2019 FINANCE SERVICE PLAN**

The Finance Manager had submitted a report and Service Plan in respect of the Finance Service for 2018 – 2019.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Finance Service Plan for 2018 – 2019 be approved and accepted.

127. **CHANGE TO THE COUNCIL'S BANK MANDATE**

The Finance Manager had submitted a report seeking approval for an amendment to the Council's bank mandate following changes to the staffing in the Finance Section of the Council.

RESOLVED – that it be recommended that the changes to the Council's bank mandate following changes to staffing in the Finance Section be approved.

128. **HEALTH AND SAFETY ANNUAL REPORT**

The Town Clerk had submitted an annual report setting out a list of accidents and reportable accidents (RIDDOR) and any reports from the Health and Safety Executive.

The report also set out information in respect of health and safety training completed during the year.

Members queried the extent of the two Major Accidents which were entered under Accidents to Public on the Yearly Accident Statistics sheet.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the health and safety annual report be accepted.
- (iii) That future reports which disclose any Major Accidents would give more information as to the extent of the accident.

129. **DISC SEEDER**

The Grounds Maintenance Services Co-ordinator submitted a report for members to consider options for the purchasing of a disc seeder for over-seeding football pitches and the golf course.

The following quotations had been received:-

<u>Supplier</u>	<u>Machine</u>	<u>Price</u>
Greenlay	Campey VREDO Compact DZ210.075	£ 9,690.62
Greenlay	Campey VREDO Compact DZ214.075	£10,675.00
Lloyd	Rotadairon RGD140	£11,800.00
Rickerby	Charterhouse Overseeder 1275	£ 9,950.00
Rickerby	Charterhouse Overseeder 1575	£10,200.00

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the quotation from Greenlay Grass Machinery for the Campey VREDO Compact DZ214.075 in the sum of £10,675 be accepted and approved.

130. **CAPITAL BUDGET – COMPLEX CHAIRS AND TABLES**

The Town Clerk had submitted a report seeking members to consider a request for an additional Capital Budget in the sum of £9,360 for the purchase of tables and chairs to be used at the Oakleaf Sports Complex. This had been a recommendation from the Recreation Committee held on the 11th April 2018 (Minute No. 116 referred).

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That an additional Capital Budget in the sum of £9,360 be agreed
- (iii) That the Leisure Manager obtains quotations from companies for the purchase of this equipment and report back to a future meeting of the Recreation Committee.

CHAIRMAN