

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 24th OCTOBER 2018 at 7.15 p.m.**

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, Mrs. M. Dalton, George C. Gray, I. Gray, 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)
Mrs. M. Robinson (Leisure and Environment Assistant)

44. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted by Councillors J. Clark, Mrs. S. Haigh, Mrs. V.M. Raw and Sally Symons.

45. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

46. **DECLARATIONS OF INTEREST**

Councillors Bill Blenkinsopp, Dave Hardaker and Ken Robson submitted personal declarations of interest on Agenda Item No. 10 (a) (Aycliffe Village Residents Association) but would remain in the meeting during the discussions thereon.

47. **PUBLIC QUESTIONS**

There were no questions from the public.

48. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 12th September 2018 be confirmed as a correct record and signed by the Chairman.

49. **PRE-SCHOOL SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Pre-School Sub-Committee held on the 19th September 2018 be confirmed as a correct record and signed by the Chairman.

50. **ASSET MANAGEMENT MEMBER WORKING GROUP**

The notes and following recommendations from the meeting of the Asset Management Member Working Group held on the 17th October 2018 were submitted for consideration:-

- (i) That the update report and detailed appendices be received and agreed.
- (ii) That the draft Capital Programme Budget be approved.

It was proposed by Councillor M. Iveson, seconded by Councillor Dave Hardaker and

RESOLVED – that the notes and recommendations from the Asset Management Member Working Group held on the 17th October 2018 be confirmed as a correct record and signed by the Chairman.

51. **NOTICE OF MOTION**

The following Notice of Motion had been proposed by Councillor Jim Atkinson, seconded by Councillor Mrs. S.J. Iveson for members consideration:-

- (i) *That this Policy and Resources Committee instructs Officers to undertake a feasibility study into this Council becoming 'Paper Light' with the object of reducing the amount of paper, ancillary materials, postage and administrative time used by this Council.*
- (ii) *That the feasibility study seeks to explore suitable equipment, software and electronic communication to facilitate the object and seek indicative associated costs.*

RESOLVED – That Officers be instructed to undertake a feasibility study to explore the practicality and costs for this Council becoming 'Paper Light'.

52. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 7th September 2018 to the 12th October 2018 and the General Bank Accounts for August and September 2018 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 7th September 2018 to the 12th October 2018 and the General Bank Accounts for August and September 2018 be received.

53. **GRANTS / DONATIONS**

Councillors Bill Blenkinsopp, Dave Hardaker and Ken Robson submitted personal declarations of interest on item (a) - Aycliffe Village Residents Association but remained in the meeting during the discussions thereon.

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £2,566.

The following applications had been received for consideration:-

- (a) Aycliffe Village Residents Association
- (b) Akari Care Ltd.
- (c) Great North Air Ambulance

Letter of Thanks

A letter of thanks had been received from Aycliffe Village History Society for the Council's donation of £200.

Aycliffe Youth Council

The current donation budget for the Aycliffe Youth Council Financial Year is £540.

There had been no grant requests since the last meeting.

RESOLVED – that it be recommended:-

- (i) Aycliffe Village Residents Association
That an amount of £200 be donated.
- (ii) Akari Care Ltd.
That meal vouchers in the sum of £50 be donated as raffle prizes.
- (iii) Great North Air Ambulance
That an amount of £250 be donated.
- (iv) That the letter of thanks be received.
- (v) That the information in respect of the Youth Council be received.

54. **2018/19 REVENUE AND CAPITAL BUDGET HALF YEAR FINANCIAL POSITION AND PROJECTIONS OF THE YEAR END OUTTURN**

The Finance Manager had submitted a report setting out the half-year financial position on the Council's approved 2018/19 Revenue and Capital Budget and a projection of the expected year-end outturn position.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the half-year financial position of the Council's 2018/19 Revenue and Capital Budgets and the projection of year-end expected outturn be received.
- (iii) That a further Revenue and Capital Budget Position report be submitted to the January Policy and Resources Committee, detailing the financial position as at 31st December 2018 and the updated projection of the expected outturn.
- (iv) That the use of page numbers on the appendices to financial reports be considered.

55. **2019/20 DRAFT POLICY AND RESOURCES BUDGETS**

The Finance Manager submitted a report setting out information for Members consideration, comments and approval of the draft 2019/20 Revenue and Capital Budgets for the Policy and Resources Committee.

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

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the draft Revenue and Capital Budget figures for the Policy and Resources Committee for 2019/20 be received.
- (iii) That the description of capital projects be more explicit.
- (iv) That comments, feedback and any proposed amendments to the 2018/19 draft Revenue and Capital Budgets be forwarded to the Chairman or Vice-Chairman of the Committee as soon as possible.

56. **OVERALL DRAFT 2019/20 REVENUE AND CAPITAL BUDGET**

The Finance Manager submitted a report setting out a summary of the Council's overall draft 2019/20 draft 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 2019/20 Revenue and Capital Budgets at the meeting of the Policy and Resources Committee held on the 12th September.

RESOLVED – that it be recommended:

- (i) That the report be received.
- (ii) That the sum of £40,000 for West Park Toddlers Area be removed from the Capital Programme Budget but remain in the Medium Term Financial Plan.
- (iii) That the overall summary of the 2019/20 Revenue and Capital Budget, the likely level of Precept and Council tax and the movement on the Council's Balances and Reserves be agreed.
 - The draft 2019/20 Precept of £1,661,050
 - The indicative increase in the Town Council Tax of 5%
 - The revised draft 2019/20 Capital Programme Budget of £114,250
 - The expected fall in the Council's Balances and Reserves to £950,000 by the end of the 2019/20 be noted.
- (iv) That comments, feedback and any proposed amendments to the 2018/19 draft Revenue and Capital Budgets be forwarded to the Chairman or Vice-Chairman of the Committee as soon as possible.

57. **COMPUTERS AND SOFTWARE**

The Leisure and Environment Assistant submitted a report providing information for members in respect of the replacement of desktop computers and 2 laptops that are due for renewal and the upgrade of Microsoft (MS) Office to Office 365 as a starting point to moving to a mainly paperless office and improved compliance with General Data Protection Regulations (GDPR).

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the purchase of desktop computers and laptops at a cost of £9,712 including the installation of Office 365 suite on 9 computers be agreed.
- (iii) That the upgrade installation to the full Microsoft Office 365 suite for 16 additional users at a cost of £859.80 be agreed.
- (iv) That the purchase of 25 licences for Microsoft Office 365 at a cost of £9.40 per user per month be agreed.
- (v) That the cost of £1,676.00 to encrypt laptops be agreed.
- (vi) That the cost of a scoping report to be carried out by TSG at a cost of £1,700 be endorsed.

58. **GOLF COMPLEX ROOF**

The Town Clerk had submitted a report advising members of issues relating to the Golf Shop roof and actions taken under the Council's Scheme of Delegation, including seeking retrospective approval.

A number of leaks had been identified which needed to be carried out as a matter of urgency.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the emergency action undertaken by the Town Clerk be approved.
- (iii) That the financial information provided be agreed and an additional sum of £13,750 be added to the Council's 2018/19 Capital Programme Budget.

CHAIRMAN