

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 6th MARCH 2019 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, J. Clark, Mrs. M. Dalton, George C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, Dave Hardaker, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw, Ken Robson, Paul Symons and Sally Symons.

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

80. **APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor Kate Hopper.

81. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

82. **DECLARATIONS OF INTEREST**

Councillor J. Clark declared a personal interest in Agenda Item No. 8, 2.1(a) (Donation for Great Aycliffe Cancer Support Group) as this Group is currently his nominated Charity during his year in office as Mayor of Great Aycliffe.

83. **PUBLIC QUESTIONS**

There were no questions from the public.

84. **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 23rd January 2019 be confirmed as a correct record and signed by the Chairman.

85. **SERVICE REVIEW WORKING GROUP**

The notes and following recommendations from the meeting of the Service Review Working Group held on the 13th February 2019 were submitted for consideration and approval:-

- (i) That the proposed refurbishment of the bowls hall carpet be progressed as appropriate.
- (ii) That the bar and function room carpets be professionally deep cleaned.

- (iii) That the sports hall floor be refurbished in the 2019/2020 budget year.
- (iv) That the Leisure Manager be instructed to continue seeking to provide a diversity of leisure activities to complement the existing sports provision.
- (v) That improvements to the access doors to the sports hall be undertaken to facilitate access when special events are taking place.
- (vi) That the appropriate committee be requested to consider the existing system of officer responsibility for the provision of Council events.
- (vii) That a further review be undertaken in 3 to 4 years.

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

RESOLVED – that the notes and the recommendations from the Service Review Working Group held on the 13th February 2019 be confirmed as a correct record and signed by the Chairman.

86. **ACCOUNTS CONTROL SHEETS**

Account control sheets for the period 18th January 2019 to the 22nd February 2019 and the General Bank Accounts for January 2019 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 18th January 2019 to the 22nd February 2019 and the General Bank Accounts for January 2019 be received.

87. **GRANTS / DONATIONS**

Councillor J. Clark had declared a personal interest in item (a) as this is his nominated Charity during his year in office. He would remain in the meeting but would not take part in any discussion thereon.

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £2,021.

The following applications for grants had been received for consideration:-

- (a) Great Aycliffe Cancer Support Group
- (b) Akari Care
- (c) North East War Memorials Project

Aycliffe Youth Council

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

The following grant was recommended for consideration by the Policy and Resources Committee at a meeting of the Youth Council:-

- £200 to be used for Newton Aycliffe Youth Football Club (Under 8's Eagles) to attend the Summer Football Competition in Blackpool.

RESOLVED – that it be recommended:-

- (i) That the current donation budget of the Council be noted.
- (ii) That the following donations be agreed:-
 - (a) Great Aycliffe Cancer Support Group
That no donation be given as this Group would be the beneficiary of a donation at the conclusion of the Mayor's year of office in May. An application would be considered in the next financial year.
 - (b) Akari Care
That vouchers for 2 meals at the Oakleaf Sports Complex to the value of £25 be donated as raffle prizes in their Summer Fete.
 - (c) North East War Memorials Project
That an amount of £100 be donated to the War Memorials Project.
- (iii) That the current donation budget for the Youth Council be noted.
- (iv) That the amount of £200 as recommended by the Youth Council for the Newton Aycliffe Youth Football Club be ratified.

88. **NOTICE OF MOTION**

The following Notice of Motion had been submitted by Councillor Arun M. Chandran and seconded by Councillor Ken Robson:-

Abolition of Councillors Allowance

'That this Council, rather than considering any increase in the Councillors' Allowance for 2019/2020, does hereby abolish the Councillors' Allowance altogether'.

Councillor Arun Chandran spoke on his reasons for the Motion and Councillors were given the chance to make their points.

After the summing up by Councillor Chandran a named vote was requested which resulted as follows:-

For the Motion:-

'Councillors Arun M. Chandran and Ken Robson.

Against the Motion:-

'Councillors Eddy Adam, M. Ashcroft, Jim Atkinson, Kathy Beetham, Bill Blenkinsopp, B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, B. Hall, Dave Hardaker, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.'

Absentions:-

'Councillors P.J. Bergg, Mrs. D. Bowman, George C. Gray, Mrs. S. Haigh, Paul Symons and Sally Symons.'

RESOLVED – that the Motion was defeated.

89. **MEMBERS' ALLOWANCE SCHEME**

The Town Clerk had submitted a report which provided information on the Independent Remuneration Panel's finding and recommendations on Parish Basic Allowance and other allowances and required members to consider the implementation of the recommendations.

The report set out a number of options to be considered and following a lengthy discussion a named vote was requested on the following:-

'The proposal to increase the Parish Basic Allowance to £1,330.'

A named vote was requested which resulted as follows:-

For Councillors M. Ashcroft, Kathy Beetham, Bill Blenkinsopp, B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, B. Hall, Dave Hardaker, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.

Against Councillors Eddy Adam, Jim Atkinson, P.J. Bergg, Arun M. Chandran, Ken Robson, Paul Symons and Sally Symons.

Abstentions Councillors Mrs. D. Bowman, George C. Gray, and Mrs. S. Haigh.

Members then discussed the introduction of a payment for travelling **within the Parish** for:-

- Attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or any body to which the Council makes appointments or nominations or any Committee or Sub-Committee of such a body.
- Attendance at a meeting of any association of authorities of which the Council is a member.
- Attendance and performance of duties in connection with a tender process.
- Attendance and performance of any duty which requires the inspection of premises.
- Attendance and carrying out of any other duty **approved by the Council**, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its Committee or Sub-Committees.

A named vote was requested on the introduction of a payment for travelling within the Parish which resulted as follows:-

For Councillors M. Ashcroft, Kathy Beetham, Bill Blenkinsopp, B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, B. Hall, Dave Hardaker, Mrs. I. Hewitson, Jed Hillary, Wendy Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.

Against Councillors Eddy Adam, Jim Atkinson, P.J. Bergg, Arun M. Chandran, Ken Robson, Paul Symons and Sally Symons.

Abstentions Councillors Mrs. D. Bowman, George C. Gray, and Mrs. S. Haigh.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Parish Basic Allowance be increased to £1,330 per member per year.
- (iii) That the Durham County Council's Members Allowance Scheme be used when determining subsistence allowances and mileage rates.
- (iv) That the introduction of the following payments for travelling within the Parish be agreed:-
 - Attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or any body to which the Council makes appointments or nominations or any Committee or Sub-Committee of such a body.
 - Attendance at a meeting of any association of authorities of which the Council is a member.
 - Attendance and performance of duties in connection with a tender process.
 - Attendance and performance of any duty which requires the inspection of premises.
 - Attendance and carrying out of any other duty **approved by the Council**, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its Committee or Sub-Committees.
- (v) That the Parish Basic Allowance is withheld during periods of members suspension or partial suspension.
- (vi) That the Members and Officers allowance schemes be appropriately amended.

90. **REVIEW OF INTERNAL AUDIT SERVICE 2018 – 2019**

The Corporate Management Team submitted a report to provide relevant information to the Policy and Resources Committee to enable it to undertake an annual review of the effectiveness of the Council's Internal Audit Service for the 2018/19 financial year, in line with non-statutory best practice.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Policy and Resources Committee supports the Corporate Management Team's conclusion that the Council's Internal Audit arrangements are effective.
- (iii) That the Policy and Resources Committee review of the effectiveness of the Internal Audit Service be taken into account in the Annual Review of the effectiveness of the Council's system of internal control and the approval of the 2018/19 Annual Governance Statement.

91. **INSURANCE POLICY RENEWAL**

The Finance Manager had submitted a report requesting Members consideration for the renewal of the Council's insurance policy which is currently arranged and managed on the Council's behalf by WPS Insurance Brokers (via. a Local Council Insurance Scheme underwritten by Aviva).

The current long-term agreement with Aviva is due to cease on the 24th June 2019 and Officers had sought a new three-year long-term arrangement via WPS Insurance Brokers with a new Council Guard Scheme provider; Royal Sun Alliance (RSA).

The new quotation from RSA would give a potential 23% year on year saving of £10,694 per year, however, following advice from Durham County Council procurement it was highlighted that a three year long-term agreement would unfortunately lead to a breach of the Public Contracts Regulations.

Following discussion it was

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Council's insurance management arrangement with WPS Insurance Brokers is extended and that a new one-year short term agreement insurance policy is agreed with the new Council Guard Scheme provider Royal Sun Alliance (RSA) at a saving of £10,694 per year.

92. **SERVICE DELIVERY PLAN – TARGETS END OF YEAR OUTTURN REPORT 2018/2019**

The Corporate Management Team submitted a report on the end of year outturn summary on the Town Council Service Delivery Plan targets for the year 2018 to 2019.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the end of year outturn on the Town Council Service Delivery Plan targets for 2018/2019 be agreed subject to the following:-

'Target No. 50 be amended to the Target Date being March 2019.'

93. **BUSINESS RISK OUTTURN REPORT 2018/2019**

The Corporate Management Team submitted a report and information for Members to consider and approve the end of year current corporate business risks for the Town Council.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Outturn Business Risk Register for the year end 2018/2019 be approved.

94. **FINANCE SERVICE PLAN 2019/2020**

The Finance Manager had submitted a report and Service Plan in respect of the Finance Service for 2019/2020.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Finance Service Plan for 2019/2020 be approved and accepted.

95. **REPLACEMENT GOLF COURSE MACHINERY**

The Grounds Maintenance Services Co-ordinator had submitted a report for members to consider options for the replacement of the green mower and tees mower for use on the Oakleaf Golf Course.

The machines were vital to the maintenance of the Golf Course and one being of an age that it was not possible to obtain spare parts.

As part of the rolling programme for replacement of machinery in the Works Section a capital sum of £20,000 had been allocated for the replacement of the tees mower in 2018/19 and £25,000 had been allocated for the replacement of the green's mower in the 2019/20 Capital Budget.

Three quotations had been obtained for the replacement:-

		£
Lloyds Machinery Ltd.	Ex-demo Toro 3100D (250 hrs)	20,500
	New Toro 3100D	22,500
	New Toro 3250D	28,500
Greenlay Grass Machinery	New John Deere 2653	21,147
	New John Deere 2500B	26,797
Rickerby Ltd.	New Jacobsen GP400	24,600
	Ex-demo Jacobsen GP400 (300 hrs)	14,800
	New Jacobsen TR320	18,950
	Ex-demo Jacobsen TR320 (100 hrs)	15,950
	Ex-demo Greentek Thatchaway Chassis And Verti-cut unit	5,250
	Ex-demo Greentek True Surface Vibrating Rollers	4,450

The ex-demo machinery is sold fully serviced by the main dealer with full manufacturer's warranty.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the budget for replacement of the greens mower be brought forward from the 2019/20 Capital Budget.
- (iii) That the following equipment be purchased from Rickerby Ltd. at a total cost of £40,450:

• Ex-demo Jacobsen GP400 – Greens Mower	£14,800
• Ex-demo Jacobsen TR320 – Tees Mower	£15,950
• Ex-demo Greentek Thatchaway and Verti-cut units	£ 5,250
• Ex-demo Greentek True Surface Vibrating Roller	£ 4,450

96. **FOOTPATH SURFACING WORKS**

The Works and Environment Manager had submitted a report for members to consider 3 quotations from contractors to resurface / repair various footpaths / tarmac surfaces which had arisen from recent inspections.

Plans were available showing the location of the repairs to the following footpath one of which needed to be re-routed:-

- Woodham Path 1, 2, and 3
- Additional Path Repair at Woodham Burn
- Humphrey Close Path
- Entrance mouth to the Lorry Park at School Aycliffe.

The following quotations had been received:-

NEDCO	Woodham Path 1, 2 and 3	£14,370
	Additional Repairs – Woodham Burn	£ 1,980
	Humphrey Close Path	£ 2,140
	Lorry Park Entrance	£ 6,490
A.W.G.	Woodham Paths 1, 2 and 3	£16,780
	Additional Repairs – Woodham Burn	£ 2,100
	Humphrey Close Path (overlay only)	£ 790
	Lorry Park Entrance	£ 4,680
Turf Tech.	Woodham paths 1, 2 and 3	£29,250
	Additional Repairs – Woodham Burn	£ 1,400
	Humphrey Close Path	£ 1,100
	Lorry Park Entrance	£ 9,500

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the following contracts be awarded for the various footpath repairs:-
 - (a) NEDCO to be awarded the contract for the Woodham Paths 1, 2 and 3 at a cost of £14,370.
 - (b) A.W.G. to be awarded the contract for the Lorry Park Entrance at a cost of £ 4,680
 - (c) Turf Technical be awarded the contract for the Woodham Burn Path Additional Repairs together with the Humphrey Close Path at a cost of £2,500

CHAIRMAN