

## TOWN COUNCIL TARGETS FOR APRIL 2020 TO MARCH 2021

### AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL

No	Target	Target Date	Officer
1	Publish a Town Council Service Delivery Plan by 31 <sup>st</sup> May each year	May 19	CW
2	Publish an Annual Report	June 19	Man'mt Team
3	Provide an annual member training programme from member requests and the town clerk from his annual appraisal and CPD requirements	March 20	AB
4	Develop a recommended training programme for Members which shows highly recommended and recommended courses with a reminder sent quarterly and records of attendance and non-attendance kept	Annually	AB
5	Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation	May 19	Man'mt Team
6	Ensure compliance with GDPR	On-going	All
7	Feasibility study for paper light governance and office	Mar 20	Man'mt Team
8	Improve advertising of Council facilities and services by targeting a service area in each publication making sure each area is targeted at least once	On-going	All
9	Ensure that social media is used to advertise the Council's services and facilities	On-going	All Managers
10	Undertake research where appropriate for new policies and procedures	On-going	CW
11	Keep up to date with any changes in legislation and report to council as and when required	On-going	Man'mt Team
12	Continue to monitor energy consumption, implement energy saving initiatives and reduce usage where possible	On-going	All Managers
13	Ensure all staff have an annual appraisal	Sept 19	All Managers
14	To undertake quarterly review of staff sickness and report to performance management group	On-going	All Managers

## **AIM 2 - TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
15	Produce Annual Return by 30 <sup>th</sup> June each year	June 19	DA
16	Achieve an unqualified audit opinion of the Annual Return by 30 September 19	Sept 19	DA
17	Ensure the Medium Term Financial Plan is approved by 30 <sup>th</sup> June each year	June 19	DA
18	Deliver the Internal Audit Plan Schedule of Work and report quarterly to Audit Sub Committee then to Council	March 20	KB
19	Manage the financial impact of any cuts to LCTSS funding	On-going	AB DA
20	Quarterly budget control reports are presented to Policy and Resources Committee	On-going	DA
21	Budgets/Precepts approved by 31 <sup>st</sup> January 2020	Jan 20	DA
22	Ensure all relevant information is published in compliance with the Transparency Code/Openness of Local Government Regulations.	On-going	AB / CW DA
23	Deliver the work set out in the Asset Management Plan via the capital programme and ensure that a six monthly review is undertaken with Officers and Member Asset Management Group	On-going	AB DA
24	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for buildings, plant and machinery.	On-going	AB DA
25	To consider the Council's Business Risks every March and minute that the full review has taken place by Council	Mar 20	CW
26	Ensure that at least one Service Review is completed each year Reviews for 2019/20 will include Oak Leaf Golf Complex and events management arrangements	On-going	Man'mt Team

### **AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
27	Deliver the Council's programme of special events Fun in the Parks Senior Citizens Trips Firework Display Santa Letters Santa Tours Christmas lights  Develop/provide a yearly programme of new events	Aug 19 Aug 19 July 19 Nov 19 Dec 19 Dec 19  Mar 20	JT MR JT MR JT SC  MJR/LW/SC
28	Improve Sports Complex access (Sports Hall)	Jul 19	JT/SC
29	Continue to diversify events/activities within the Sports Complex	On-going	JT
30	Partner with outside bodies including the Sedgefield Sports Partnership	Sept 19	JT

### **AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
31	Ensure the continuous improvement of the service and obtain at least a 'good' and aiming for 'excellent' Ofsted Inspection	On-going	JG

### **AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
32	Works & Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities	On-going	SC
33	To continue to monitor the health and condition of the trees on Town Council land in line with the tree management policy and undertake a visual tree inspection of a specific area every 6 months to assess the health and condition of the trees	On-going	SC LW

34	Continue to work with Northumbrian Water to establish flow rates to lakes at West Park	On-going	SC AB
35	Works and Environment Manager to organise and help deliver 15 public countryside events	On-going	SC
36	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn	Annually	SC
37	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	On-going	SC
38	Undertake a limited snow clearing and gritting service for Durham County Council as per the winter maintenance agreement for the benefit of residents	On-going	SC

**AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE**

No	Target	Target Date	Officer
39	Support and encourage Aycliffe Youth Council (AYC) by: Organising the election process – Holding at least 8 meetings a year – Helping to organise at least 1 project a year	On-going	CW SC
40	To continue partnership working with DCC and build on the existing initiatives	On-going	SC
41	Work with the Youth Council, schools, community and voluntary groups hold a Town Pride Environment Week	July 19	SC CW
42	The Works and Environment Manager and Park Patrol Officers to work with DCC Officers and Police in regard to anti-social behaviour issues	March 20	SC
43	The Works & Environment Manager and Town Pride Team to work with DCC Officers and Tidy Britain to ensure that Great Aycliffe Parish has a targeted Anti-Littering campaign.	On-going	SC Town Pride Team
44	Work in partnership with residents and friends groups to improve our parks, play areas and environment areas.	On-going	SC/ Town Pride Team

**AIM 7 – ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
45	Hold an aims and target meeting each March to discuss progress on existing targets and new targets with residents	March 20	CW AD
46	Hold a budget setting drop-in consultation meeting with residents at a central location	Nov 19	DA
47	To review the Great Aycliffe Neighbourhood Plan in 2022	2022	CW AD
48	Hold a Parish Meeting	Annually In May	AB
49	Hold an Allotment AGM	Annually In Nov	LW
50	Hold a minimum of 4 allotment representative meetings	On-going	LW
51	Hold or take part in at least 2 events to inform residents about Town Council services	Annually	CW AD

**AIM 8 - TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE**

<b>No</b>	<b>Target</b>	<b>Target Date</b>	<b>Officer</b>
52	Produce timely responses to all major consultations carried out	On-going	AB CW