

## **POLICY AND RESOURCES COMMITTEE**

**WEDNESDAY 9<sup>TH</sup> JUNE 2021**

Minutes of the meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on Wednesday 9<sup>th</sup> June 2021 at 7.15pm.

### **PRESENT**

#### **Councillor A. M. Chandran (Chairman)**

Councillors E. Adam, T. Armstrong, M. Ashcroft, J. Atkinson, P. Bergg, B. A. Clare, J. D. Clare, B. Fleming, G. Gray, I. Gray, Mrs. S. Haigh, B. Haigh, D. Hardaker, P. Hawkins, J. Hillary, W. Hillary, K. Hopper, J. Moore, C. Robinson, K. Robson, and M. Stead.

### **OFFICIALS**

Mr. D. Austin (Town Clerk)

Mrs. S. Stretch (Senior Administrative Officer)

Mrs. T. Woodhead (Finance Manager)

**IN ATTENDANCE** Councillor M. Shelton

### **7. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors D. Bowman, J. Clark, N. Collinson, and A. Miller.

### **8. MEMBERS DISPENSATIONS**

No dispensation requests had been received.

### **9. DECLARATIONS OF INTEREST**

Councillor J. Hillary declared an interest in Agenda Item 8 regarding the Beekeepers Association funding request, as an allotment tenant at the St. Oswald's site.

### **10. PUBLIC QUESTIONS**

There were no public questions.

### **11. POLICY AND RESOURCES COMMITTEE MINUTES**

It was proposed by Councillor M. Ashcroft, seconded by Councillor K. Robson and

**RESOLVED** - that the minutes of the meeting of the Policy and Resources Committee, held on the 14<sup>th</sup> April 2021, be confirmed as a correct record and signed by the Chairman.

### **12. PERSONNEL SUB COMMITTEE MINUTES**

It was proposed by Councillor D. Hardaker, seconded by Councillor M. Ashcroft, and

**RESOLVED** - that the minutes of the meeting of the Personnel Sub Committee, held on the 2<sup>nd</sup> June 2021, be confirmed as a correct record and signed by the Chairman.

### 13. ACCOUNT CONTROL SHEETS

Account Control Sheets for the period 8th April 2021 to the 28<sup>th</sup> May 2021 and the General Bank Accounts for April and May 2021 were submitted.

**RESOLVED** – that the Account Control Sheets for the period 8th April 2021 to the 28<sup>th</sup> May 2021 and the General Bank Accounts for April and May 2021 be received.

### 14. GRANTS AND DONATIONS

The Town Clerk submitted a report setting out that applications that had been received from the following organisations:

#### a) Lumiere Business Club

A business sponsorship request was received from Artichoke who organise the Lumiere Festival in Durham.

It was proposed by Councillor P. Bergg, seconded by Councillor K. Robson, and

**RESOLVED** – that Lumiere Business Club would appear to be a business sponsorship initiative and it was agreed that no donation be given.

#### b) Aycliffe Beekeeper's Association

Aycliffe Beekeepers Association requests a grant towards the costs of erecting a fence and laying down gravel and weed suppressant at St Oswald's beekeeping teaching apiary (Allotment Plot 85). The total cost of the proposed works is £659.

Councillor J. Hillary brought attention to the issue of bees swarming around the training plot 85 and recommended that a report to given to the next Environment Committee meeting regarding this issue.

It was proposed by Councillor B. Fleming, seconded by Councillor J. Atkinson, and

**RESOLVED** –

- (i) that Aycliffe Beekeepers Association receive a grant of £659 to be funded from the Covid Recovery Fund.
- (ii) that a report be provided to the next Environment Committee meeting regarding the issue of bees swarming at St Oswald's Allotments.

#### c) Catherine Lenahan

A request had been received for the £600 balance of funding for an educational project for which a grant had previously been approved..

It was proposed by Councillor B. Fleming, seconded by Councillor K. Robson, and

**RESOLVED** – that Catherine Lenahan receives a donation of £600 and a request is made that Great Aycliffe Town Council is added to the publicity material for the project.

## 15. GRANTS AND DONATIONS POLICY

The Town Clerk submitted a report putting forward for consideration a Grants and Donations Policy for the Council.

It was proposed by Councillor E. Adam, and seconded by Councillor P. Bergg, and

### **RESOLVED:**

- (i) that the Grants and Donations Policy is approved and adopted by the Council subject to the removal of paragraph 1.8 from the policy.
- (ii) the Grants and Donations Policy is reviewed periodically by the Review Sub Committee.

## 16. 2020/21 REVENUE AND CAPITAL BUDGET YEAR-END OUTTURN POSITION

The Finance Manager submitted a report providing Members with the year-end outturn position on the Council's approved Revenue and Capital Budgets for the 2020/21 financial year.

The report requested agreement of the establishment of a Covid-19 Recovery Reserve and asked Members to advise on how much of the 2020/21 Revenue Budget savings should be set aside in this reserve and on the preferred allocation of this reserve.

It was proposed by Councillor E. Adam, and seconded by Councillor J. Clare that:

- (i) an allocation of £150,000 from the 2020/21 Revenue Budget savings to be set aside in this reserve;
- (ii) that £25,000 is set aside in a community grants fund; and
- (iii) the remaining monies are set aside for recreational and environmental projects, with a specific sum identified for possible improvements on the former Elmfield School site.

An amendment was proposed by Councillor B. Fleming, and seconded by Councillor A. Chandran that:

- (i) an allocation of £100,000 from the 2020/21 Revenue Budget savings be set aside in this reserve;
- (ii) that £25,000 is set aside in a community grants fund; and
- (iii) the remaining monies are set aside for recreational and environmental projects, with a specific sum identified for possible improvements on the former Elmfield School site.

A vote took place on the amendment with the following results:

11 for and 10 against

The amendment was carried.

A vote then took place on the substantive motion with the following results:

22 for and none against

**RESOLVED** – that:

- (i) the report on the year-end financial position on the Council's 2020/21 Revenue Budgets be received.
- (ii) the year-end financial position on the Council's 2020/21 Capital Programme Budgets be received;
- (iii) the year-end position on the Council's Balances and Reserves be received and the proposed allocation of those balances be approved;
- (iv) the Revenue Budget and Capital Programme carry forward requests referred to in paragraphs 5.2 and 6.11 be approved;
- (v) members continue to receive quarterly budgetary control reports during the 2021/22 financial year.
- (vi) an allocation of £100,000 from the 2020/21 Revenue Budget savings be set aside in the Covid-19 Recovery Reserve;
- (vii) that £25,000 is set aside in a community grants fund;
- (viii) the remaining monies are set aside for recreational and environmental projects, with a specific sum identified for possible improvements on the former Elmfield School site.

## **17. HEALTH AND SAFETY POLICY STATEMENT**

The Town Clerk gave a report to advise members of a review of the Council's Health and Safety Policy Statement, Health and Safety Manual, and the arrangements that have been made to ensure the Council meets its obligations as an employer under Health and Safety Legislation and requesting that the Health and Safety Policy Statement was re-approved.

It was proposed by Councillor M. Ashcroft, and seconded by Councillor D. Hardaker, and

**RESOLVED** – that:

- (i) the Health and Safety Policy Statement be approved.
- (ii) the Chairman of the Council and Town Clerk to sign the Policy Statement.

## **18. HEALTH AND SAFETY ANNUAL REPORT**

The Town Clerk submitted a report providing an annual report to the Policy and Resources Committee on health and safety matters, including a list of staff and public accidents, the appointment of a competent person and staff health and safety training.

**RESOLVED** – that the Health and Safety Annual Report be received.

## **19. BUSINESS RISKS FOR THE FINANCIAL YEAR 2021/2022**

A report had been submitted by the Corporate Management Team to provide Members with a full list of current corporate business risks for the Town Council which will form the Council's Corporate Business Risk Register for the 2021/22 financial year.

**RESOLVED** – that:

- (i) the report be received.
- (ii) the Council's Business Risk Register for 2021/2022 financial year be approved.

**20. TOWN COUNCIL SERVICE DELIVERY PLAN – STRATEGIC AIMS AND TARGETS FOR 2020/2021**

A report had been submitted by the Corporate Management Team providing the end of year outturn summary on the Town Council Service Delivery Plan targets for the financial year 2020/21.

**RESOLVED** – that:

- (i) the report be received.
- (ii) the end of year outturn on the Town Council Service Delivery Plan targets for 2020/21 be agreed.

**21. TOWN COUNCIL SERVICE DELIVERY PLAN – DRAFT AIMS AND TARGETS FOR 2021/2022**

A report had been submitted by the Corporate Management Team providing the Draft Strategic Aims and Targets for the Town Council Service Delivery Plan for the 2021/22 financial year.

**RESOLVED** – that:

- (i) the report be received.
- (ii) subject to the incorporation of the additions and amendments to targets that were proposed and agreed by Members, the Aims and Targets for 2021/22 are approved.

**22. PERSONNEL SUB COMMITTEE APPOINTMENT**

The Town Clerk gave a verbal report to advise that Councillor J. Atkinson had stepped down as a member of the Personnel Sub-Committee and requested that the appointment of a replacement be considered.

It was proposed by Councillor P. Bergg, and seconded by Councillor J. Atkinson and

**RESOLVED** – that

- (i) Councillor I. Gray be appointed to replace Councillor J. Atkinson on the Personnel Sub-Committee.

**23. FOOTBALL PITCH FEES FOR 2021/2022**

The Town Clerk gave a verbal report for members to agree the financial implications of a proposal agreed at the Recreation Committee on 2<sup>nd</sup> June 2021 to waive the football pitch hire fees for the 2021/22 financial year.

The cost of this proposed action in lost income will be £4,890 and it was proposed that this is met from the savings on the 2020/21 Revenue Budget / Covid -19 Recovery Reserve.

**RESOLVED** – that:

- (i) the financial implications to waive the football pitch hire fees for the 2021/22 financial year be agreed and;
- (ii) the lost income of £4,890 be funded from the Covid -19 Recovery Reserve.

**CHAIRMAN.**