

## **POLICY AND RESOURCES COMMITTEE**

**WEDNESDAY 8<sup>th</sup> MARCH 2023**

Minutes of the meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on Wednesday 8<sup>th</sup> March 2023 at 7.15pm.

### **PRESENT**

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

Councillors Eddy Adam, Lindsey Aston, Jim Atkinson, Peter Bergg, Dorothy Bowman, Neil Collinson, Bob Fleming, George Gray, Ian Gray, Brian Haigh, Sandra Haigh, Phillip Hawkins, Andy Hill, Jed Hillary, Joanne Jones, Neville Jones, John Moore, Carl Robinson, Ken Robson, Michael Stead, Anne Woodward and John Woodward.

### **OFFICIALS**

Mr. Dan Austin (Town Clerk)  
Mrs. Tracey Woodhead (Finance Manager)  
Mr. Steve Cooper (Works and Environment Manager)  
Miss. Amanda Donald (Corporate and Policy Officer)  
Mrs. Sharna Stretch (Senior Administrative Officer)

### **IN ATTENDANCE**

A representative from School Aycliffe Community Association.

### **97. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Tony Armstrong, Martin Ashcroft, John Clark and Wendy Hillary.

### **98. MEMBERS DISPENSATIONS**

No requests for dispensation had been received.

### **99. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **100. PUBLIC QUESTIONS**

The representative from School Aycliffe Community Association had not arrived in time for the Public Questions Agenda Item and the Chairman suggested that an adjournment to the meeting could be actioned during the consideration of the Grants and Donations Agenda Item if the representative arrived later. At this point in proceedings there were no public questions.

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

It was proposed by Councillor Ken Robson, and seconded by Councillor Andy Hill and

**RESOLVED** - that the minutes of the meeting of the Policy and Resources Committee held on the 18<sup>th</sup> January 2023 be confirmed as a correct record and signed by the Chairman.

## 102. AUDIT, RISK AND G.D.P.R SUB COMMITTEE MINUTES

It was proposed by Councillor Carl Robinson, and seconded by Councillor Ken Robson and

**RESOLVED** - that the minutes of the meeting of the Audit, Risk And G.D.P.R Sub Committee held on the 15<sup>th</sup> February 2023 be confirmed as a correct record and signed by the Chairman.

## 103. ACCOUNT CONTROL SHEETS

Account Control Sheets for the period 12<sup>th</sup> January to 27<sup>th</sup> January 2023 and the General Bank Account for January 2023 were submitted for approval.

**RESOLVED** – that it be recommended that the Account Control Sheets for the period 12<sup>th</sup> January to 27<sup>th</sup> January 2023 and the General Bank Account for January 2023 be received.

## 104. GRANTS AND DONATIONS

The Town Clerk submitted a report setting out the Grants and Donations requests which had been received since the last meeting.

It was noted that the following funds were currently available:

Donations Budget	£913
Youth Council Grants Budget	£1,500
Community Grants Fund	£22,643
Community Benefit Fund	£5,109

The following grant and donation requests were considered:

### a) Shine Community Choir

An application was received from the Shine Community Choir based at St Clare's Church, for a donation to help their choir grow. The choir has a number of initiatives and projects they are seeking to raise funds for. The choir indicated that any donation from the Council would be welcomed.

It was proposed by Councillor Eddy Adam and seconded by Councillor Jim Atkinson and

**RESOLVED** – that it be recommended:

- i) that a donation of £900 be given to the Shine Community Choir towards the cost of helping their choir grow from the Donations Budget.

### b) School Aycliffe Community Association

A donation request was received from a representative of School Aycliffe Community Association who has set up a group to run monthly craft sessions for primary school children, allowing parents and carers the opportunity to engage with others from similar backgrounds and make new friends.

The group were seeking a £500 donation which would be used to pay for monthly hall hire fees, with additional expenditure being covered from ticket sales and a tuck shop.

Members discussed the request and Councillor Eddy Adam proposed a donation of £500 advising that he had spoken to the group and received assurances that the monies would be used to purchase craft materials. The proposal was seconded by Councillor Jim Atkinson.

A number of Councillors raised concerns regarding the nature of the request as the donation request related to hall hire fees and had been received from a trustee of the Community Association.

At this point, a representative from the School Aycliffe Community Association arrived at the meeting to discuss this item.

The members agreed to adjourn the meeting at 7:25pm to allow the representative to present the donation request and answer questions.

The meeting resumed at 7:32pm.

An amendment was proposed by Councillor Jed Hillary and seconded by Councillor Carl Robinson:

- i) that a donation of £500 be given with the stipulation that the donation is used towards set-up costs and craft materials and not for room hire fees.

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

For: 13 Against: 10

The amendment was carried. There then followed a vote on the substantive motion which was agreed by majority decision.

**RESOLVED** – that it be recommended:

- ii) that a donation of £500 be given to the School Aycliffe Community Association with the stipulation that the donation is used towards set-up costs and craft materials and not for room hire fees. From the Donations Budget.

A post grant questionnaire has been received from Sporting Force.

**RESOLVED** – that it be recommended that:

- ii) the information be received.

## **105. PRE SCHOOL-OFSTED INSPECTION RESULT**

A report was presented to members relating to the St Oswald's Pre-School Ofsted inspection and the outcome that the Pre-school has been graded as 'Outstanding' on all aspects of the inspection including quality of education, behaviour and attitudes, personal development and leadership and management.

Councillor Bob Fleming gave a short speech praising the efforts of all the staff involved in achieving this outcome. He suggested that the staff be recognised for their hard work and should be invited to the chamber to be presented with a certificate or scroll. Councillor Jim Atkinson seconded the proposal.

Councillor Eddy Adam congratulated and offered thanks to all involved and stated that it was a fantastic achievement by the pre-school team and officers.

**RESOLVED** – that it be recommended that:

- i) the report be received;
- ii) the pre-school staff team be invited to a future Council meeting to be presented with certificates in recognition of their achievement.

**106. 2022/23 STRATEGIC AIMS AND TARGETS OUTTURN**

A report was submitted by the Corporate Management Team to present the end of year outturn summary on the Town Council Service Delivery Plan strategic targets for the 2022/23 financial year.

**RESOLVED** – that it be recommended that;

- i) the report be received;
- ii) the end of year outturn on the Town Council Service Delivery Plan targets for the 2022/23 financial be agreed.

**107. 2023/24 DRAFT STRATEGIC AIMS AND TARGETS**

A report was submitted by the Corporate Management Team to present the Draft Strategic Aims and Targets for the Town Council Service Delivery Plan for the 2023/24 financial year.

**RESOLVED** – that it be recommended that;

- i) the report be received; and
- ii) the draft Aims and Targets for 2023/24 be agreed.

**108. HEALTH AND SAFETY ANNUAL REPORT**

The Town Clerk provided an annual report providing a list of accidents, including any reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) for the 2022 year, as well as any reports from the Health and Safety Executive, and details of all health and safety related staff training that had taken place over the year.

A discussion took place regarding the nature of some of the reported accidents and both the Corporate and Policy Officer and Works and Environment Manager provided further information including the mitigatory measures put in place.

**RESOLVED** – that it be recommended that:

- i) the Health and Safety Annual Report be received.

## **109. BY-ELECTION COSTS**

The Finance Manager submitted a short report highlighting the increasing costs to the Council of by-elections.

**RESOLVED** – that it be recommended that:

- i) the report be received and;
- ii) the Council continue its policy of issuing polling cards for elections and by-elections.

## **110. ANNUAL REVIEW OF THE INTERNAL AUDIT SERVICE**

The Corporate Management Team submitted a report to provide information to enable the Policy and Resources Committee to undertake the annual review of the effectiveness of the Council's Internal Audit Service for the 2022/23 financial year, in accordance with non-statutory best practice.

**RESOLVED** – that it be recommended that:

- i) the report be received and that the Policy and Resources Committee supports the conclusion of the Corporate Management Team that the Council's Internal Audit Service for the 2022/23 financial year has been effective; and
- ii) the outcome of the Policy and Resources Committee's review of the effectiveness of the Internal Audit Service is taken into account in the consideration of the annual review of the effectiveness of the Council's system of internal control and the approval of the Annual Governance Statement later in the year.

## **111. WORKS DEPARTMENT CAPITAL PROJECTS**

A report was submitted for Members consideration and approval, highlighting three areas of proposed capital spend identified within the 2022/23 Works Capital Programme Budget.

The following purchases were proposed:

### **a) Replacement Bins and Public Seating**

- Six 145 litre Derby litter bins at a cost of £309 each, a total spend of £1,854.
- One Eastgate Anti Vandal bench from Broxap which has cast iron sides and metal slats at a cost of £599.
- Three flat Solway benches are purchased at a cost of £310 each (a total cost of £930).

If all items are purchased, the total cost would be £3,383 plus delivery.

Councillor Peter Bergg suggested that a logo of 'Great Aycliffe Town Council' be added to the litter bins. Councillor Eddy Adam suggested the Council investigate sponsorship of the litter bins.

## **b) Football Goals**

A set of heavy-duty socketed goals from GB Sport and Leisure at a cost of £1,089 including delivery. This would require a small overspend on the budget provision. Councillor Neville Jones advised that there were some pre-used goals which could be used for spares available at Newton Aycliffe Football Club.

## **c) Electric Machinery**

A Stihl petrol driven pole saw was coming to the end of its useful life and needed replacing. It was proposed that the Council purchase the Pellenc electrical alternative to add to the Councils' stock of electrical equipment rather than replacing it with a traditional petrol-powered machine.

A quote had been received for £1,426, however, the same new machine was offered from old stock prices at £901. As this was the last machine at this price, officers took the decision to purchase this machine, with the effect of securing it for the Council at a saving just over £500.

**RESOLVED** – that it be recommended that:

- i) the report be received and;
- ii) Officers purchase the following items:
  - Six 145 litre Derby litter bins at £309 each;
  - One Eastgate Anti Vandal bench from Broxap at £599;
  - Three flat Solway benches at £310 each
  - A set of heavy-duty socketed goals from GB Sport and Leisure at a cost of £1,089; and
  - the purchase of the Pellenc electrical pole saw at a cost of £901 be retrospectively approved.

## **112. FOOTPATH REPAIR WORKS**

A report was submitted from the Works and Environment Manager for members to consider quotations from contractors to resurface, repair or create new footpaths on land within the Council's ownership.

Quotations were sought from three contractors to repair various issues arising from the inspections and at the time of writing the report only two quotations were returned from Lineside Civils and AWG.

It was advised that the final quote has been received just prior to the meeting; however, it did not affect the original proposal.

**RESOLVED** – that it be recommended that:

- i) the report be received and;
- ii) Officers are authorised to proceed to issue a contract to Lineside Civils Limited to undertake the necessary repairs at a cost of £7,130.

**CHAIRMAN.**