

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 7TH JUNE 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 7th June 2023 at 7.15pm.

PRESENT

Councillor Arun M. Chandran (Chairman)

Tony Armstrong, Martin Ashcroft, Lindsey Aston, Jim Atkinson, Peter Bergg, John Clark, Bob Fleming, Ian Gray, Brian Haigh, Phillip Hawkins, Jed Hillary, Wendy Hillary, Simon Hocking, Joanne Jones, Neville Jones, John Moore, Carl Robinson, Ken Robson, Michael Stead, Anne Woodward and John Woodward.

OFFICIALS

Mr. D. Austin (Town Clerk)
Mrs. T. Woodhead (Finance Manager)
Amanda Donald (Corporate and Policy Officer)
Steve Cooper (Environment Manager)
Andrew Clark (Sports Complex Manager)
Mrs J Walton (Corporate Assistant)

7. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Eddy Adam, Andy Hill, George Gray, Sandra Haigh and Anita Sparrow.

8. MEMBERS DISPENSATIONS

No dispensation requests had been received.

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. PUBLIC QUESTIONS

There were no public questions.

11. POLICY AND RESOURCES COMMITTEE MINUTES

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

RESOLVED - that the minutes of the meeting of the Policy and Resources Committee, held on the 19th April 2023, be confirmed as a correct record and signed by the Chairman.

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

It was proposed by Councillor John Clark, seconded by Councillor Jed Hillary, and

RESOLVED - that the minutes of the meeting of the Audit, Risk and G.D.P.R Sub Committee, held on the 30th May 2023, be confirmed as a correct record and signed by the Chairman, and its recommendations and decisions (if any) be agreed.

13. ACCOUNT CONTROL SHEETS

Account Control Sheets for the period 22nd March to the 18th May 2023 and the General Bank Account for April 2023 were submitted for approval.

It was proposed by Councillor Jed Hillary, seconded by Councillor Ken Robson, and

RESOLVED – that it be recommended that the Account Control Sheets for the period 22nd March to the 18th May 2023 and the General Bank Account for April 2023 be received.

14. GRANTS AND DONATIONS

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

It was reported that a total of £4,750 is currently available in the Donations Budget and £5,109 in the Community Benefit Fund.

The following donation request was considered:

a) Rachel Tumelty – Women’s American Football Training Expenses

A request was received from Rachel Tumelty who currently works at the Sports Complex as a Duty Manager and who has been selected for the Great British Lions American Football Women’s Team, requesting financial assistance via a donation towards her training expenses.

It was proposed by Councillor Peter Bergg, seconded by Councillor Martin Ashcroft, and

RESOLVED – that it be recommended that;

- (i) A donation of £500 be given to the towards training expenses.

15. NALC BRIEFING ON COUNCIL TAX LEVELS OF TOWN AND PARISH COUNCILS

The Town Clerk submitted a briefing note received from NALC regarding Council Tax levels for members’ information.

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

RESOLVED – that it be recommended that the report be received.

16. 2022/23 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 2022/23 financial year.

The report also outlined the year-end position on the Council's balances and reserves, loans, investments and debtors.

It was proposed by Councillor Peter Bergg, and seconded by Councillor Ken Robson and

RESOLVED – that it be recommended that:

- i) the year-end financial position on the Council's 2022/23 Revenue Budgets be received.
- ii) the year-end financial position on the Council's 2022/23 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 Reserve carry forward requests totalling £66,106 be approved subject to the £5,000 identified for the donations budget being moved to support the staffing budgets, resulting in a zero carry forward for donations and a total carry forward of £50,000 to support the staffing budgets.
- v) the Capital Programme carry forward requests totalling £335,500 be approved to be carried forward to meet the cost of ongoing capital projects and provisional sums.
- vi) The Committee continues to receive quarterly budgetary control reports during the 2023/24 financial year.

17. COUNCIL OFFICES CHRISTMAS CLOSURE

The Corporate and Policy officer submitted a report requesting Member's consideration for closing the Council Offices for the three-day period between Christmas and New Year – Wednesday 27th December to Friday 29th December in 2023.

It was proposed by Councillor Jed Hillary, and seconded by Councillor Ken Robson, and

RESOLVED – that it be recommended that;

- i) the report be received.
- ii) the Council Offices be closed for the period 27th to 29th December 2023.
- iii) the Christmas closure be extended to future years, subject to review by the Management Team.

18. OAKLEAF SPORTS COMPLEX - ADDITIONAL CAPITAL EXPENDITURE APPROVAL FOR A REPLACEMENT SCRUBBING MACHINE

The Sports Complex Manager submitted a report to advise Members of the breakdown of a key cleaning machine at the Oak Leaf Sports Complex and requested consideration of the options available to repair or replace the machine.

It was proposed by Councillor Jim Atkinson, and seconded by Councillor Jed Hillary, and

RESOLVED – that it be recommended that;

- i) the report be received.
- ii) the current machine be written off as it is beyond economical repair.
- iii) the ICE E50+ be purchased and a service contract to maintain the machine be set up.
- iv) an additional capital budget approval of £2,750 be authorised.
- v) Standing Orders be waived to authorise the Sports Complex Manager to purchase the machine as soon as possible without waiting for approval by Full Council.

19. EV CHARGING POINTS

The Works and Environment Manager submitted a report to provide Members with an update regarding the potential installation Electric Vehicle (EV) charging points at the Oakleaf Sports and Golf Complex.

A debate took place and number of questions were asked by Members.

Councillor Jed Hillary asked about the electricity costs and who would bear the cost of the electricity used and whether the charging point will be supplied with a charging cable. Councillor Bob Fleming expressed concerns at the length of the contract, whether the equipment would be upgraded to keep pace with the advances in technology and what would happen if the company went into liquidation.

It was proposed by Councillor Peter Bergg, and seconded by Councillor Jim Atkinson and,

RESOLVED – that it be recommended that:

- i) the report be received.
- ii) a decision be deferred pending a further report being presented to Council, once officers have carried out more in-depth investigations to address the concerns raised.

20. CHILDREN AND VULNERABLE ADULT PHOTOGRAPHING AND FILMING AND PROTECTION AND SAFEGUARDING POLICIES

A report was submitted by the Corporate and Policy officer to request Member's consideration of a new draft policy regarding the photographing and filming of children and vulnerable adults by Council employees and the approval of some

minor amendments to the existing Child Protection and Safeguarding Children Policy.

Following a debate and a number of comments and questions from Members, it was proposed by Councillor John Clark, seconded by Councillor Jed Hillary and

RESOLVED – that it be recommended that:

- i) the report be received.
- ii) the draft Photographing and Filming Children and Adults Policy, Event Photography Poster and Photographic Consent Form be approved.
- iii) the draft Child and Vulnerable Adult Protection and Safeguarding Policy be approved, subject to the inclusion of the term 'young people'.

21. 2023/24 SERVICE DELIVERY PLAN

The Corporate Management Team submitted the 2023/24 Town Service Delivery Plan for Members' consideration and approval.

RESOLVED – that it be recommended that:

- i) the report be received.
- ii) the 2023/24 Town Council Service Delivery Plan, be approved subject to Councillors Jed and Wendy Hillary's contact details being updated.

22. 2023/24 FINANCE SERVICE PLAN

The Finance Manager submitted the 2023/24 Finance Service Plan for Members' consideration and approval.

RESOLVED – that it be recommended that:

- i) the report be received.
- ii) the 2023/24 Finance Service Plan, be approved.

CHAIRMAN.