

Minutes of a Meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 1st JUNE 2016 at 7.15pm.**

PRESENT **Councillor R.S. Fleming (Chairman) and**
Councillors E. Adam, M. Ashcroft, J. Atkinson, P. Bergg, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, N. Collinson, Mrs. M. Dalton, M.A. Dalton, G.C. Gray, I. Gray, Mrs. S. Haigh, B. Hall, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson, W. Iveson, Mrs. V.M. Raw and K. Robson.

OFFICERS Mr A. Bailey (Town Clerk)
Mr D. Austin (Finance Manager)
Miss C. Ryder (Senior Admin Officer)

6. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors W.M. Blenkinsopp, Mrs. I. Hewitson and C. Wheeler.

7. **MEMBERS' DISPENSATIONS**

No applications for dispensations had been received.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

9. **PUBLIC QUESTIONS**

There were no questions from the public.

10. **MINUTES**

It was proposed by Councillor B. Hall, seconded by Councillor M. Iveson and

RESOLVED – that the minutes of the meeting of the Policy and Resources Committee held on the 13th April 2016 be confirmed as a correct record and signed by the Chairman.

11. **AUDIT SUB-COMMITTEE**

It was proposed by Councillor M.A. Dalton, seconded by Councillor B. Hall and

RESOLVED – that the minutes of the meeting of the Audit Sub-Committee held on the 13th April 2016 be confirmed as a correct record and signed by the Chairman.

12. **ASSET MANAGEMENT MEMBER WORKING GROUP**

The notes and following recommendations from a meeting of the Asset Management Member Working Group held on the 27th April 2016 were submitted for consideration:-

- (i) That the update report be received.
- (ii) That it be noted that the funding of capital investment requirements over the next ten years would probably result in the Council's Balances and Reserves being used up towards the end of the decade, leading to a possible requirement to undertake further borrowing in 2020/21. Further information and options in relation to this issue would be reported in the forthcoming update of the Medium Term Financial Plan.
- (iii) That specifications be obtained for the provision of alternative systems of heating and hot water in Moore Lane Pavilion and the Oakleaf Golf Shop, as outlined in the Consultant's reports.
- (iv) That the provision or improvement of wall insulation at the Council Offices be investigated.
- (v) That indicative quotes be sought for replacement or improved glazing at the Council Offices, for consideration if required.

It was proposed by Councillor B. Hall, seconded by Councillor G.C. Gray and

RESOLVED – that the notes and recommendations of the meeting of the Asset management Member Working Group held on the 27th April, 2016 be confirmed as a correct record and signed by the Chairman.

13. **PERSONNEL SUB-COMMITTEE**

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

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee held on the 4th May 2016 be confirmed as a correct record and signed by the Chairman.

14. **SERVICE REVIEW WORKING GROUP**

The notes and following recommendation from a meeting of the Service Review Working Group held on the 24th May 2016 were submitted for consideration:-

- (i) That the Service Review Working Group obtains additional information and gives further consideration to the available options in two months' time.

It was proposed by Councillor J. Atkinson, seconded by Councillor M. Iveson and

RESOLVED – that the notes and recommendation of the meeting of the Service Review Working Group held on the 24th May 2016 be confirmed as a correct record and signed by the Chairman.

15. **ACCOUNTS CONTROL SHEETS**

Accounts control sheets for the period 8th April to the 20th May 2016 and the General Bank Accounts for March and April 2016 were submitted.

RESOLVED – that it be recommended that the accounts control sheets for the period 8th April to the 20th May 2016 and the General Bank Accounts for March and April 2016 be received.

16. **GRANTS / DONATIONS**

The Town Clerk had submitted a report which gave the current donation budget for this financial year as £3,500.

The following requests had been received:

- (a) Learning Library
- (b) Mayor's Charity Golf Day - Friday, 2nd September 2016
 - (i) To consider the free use of the Oakleaf Golf Course for the Mayor's Golf Tournament to take place.
 - (ii) To consider issuing vouchers for a promotional free round of golf to each participant in the Tournament.
- (c) Aycliffe Youth Council

It was reported that the Youth Council budget for 2016/17 was currently £2,150.

The following application for a grant had been received and dealt with by the Youth Council for approval by the Policy and Resources Committee.

Participation in a Water Polo Tournament in August:
Jake Mendelshon - Grant of £50

RESOLVED – that it be recommended that:-

- (i) The report be received.
- (ii) Learning Library
That an amount of £200 be donated to the Learning Library.
- (iii) Mayor's Charity Golf Day - Friday, 2nd September 2016
 - Free use of the Oakleaf Golf course for the Golf tournament to take place be granted.
 - Vouchers for a promotional free round of golf be allocated to each participant in the Tournament.
- (iv) That the grant issued by the Youth Council be agreed for payment.

17. **PRE-SCHOOL LEARNING CENTRES**

The Early Years Officer submitted her report in connection with attendance figures, waiting lists and voluntary contributions

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

18. **FINANCE SERVICE PLAN 2016/17**

The Finance Manager submitted a report and Finance Service Plan for 2016/17 for consideration and approval.

RESOLVED – that the Finance Service Plan for 2016/17 be approved and accepted.

19. **2015/16 REVENUE & CAPITAL BUDGET YEAR END OUTTURN POSITION**

The Finance Manager submitted a report setting out details of the year end outturn position on the Council's approved Revenue and Capital Budgets for the 2015/16 financial year. The report also detailed the year-end position of the Council's Balances and Reserves and set out key financial information from the Balance Sheet including loans, investments and outstanding debtors.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the year-end financial position on the Council's 2015/16 Revenue Budgets be received.
- (iii) That the year-end financial position on the Council's 2015/16 Capital Programme Budgets be received.
- (iv) That the year-end position on the Council's Balances and Reserves and approval of the proposed allocation of those balances be received.
- (v) That the Revenue Budget and Capital Programme carry forward requests referred to in paragraphs 5.2 and 6.9 be approved.
- (vi) That members continue to receive quarterly budgetary control reports during 2016/17, detailing the financial position and estimated outturn on the Council's 2016/17 Revenue and Capital Budgets.

20. **2016/17 – 2020/21 MEDIUM TERM FINANCIAL PLAN**

The Finance Manager submitted a report which requested members to consider and approve the 2016/17 to 2020/21 Medium Term Financial Plan.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the 2016/17 to 2020/21 Medium Term Financial Plan be approved.
- (iii) That work continues on the Council's programme of service reviews.
- (iv) That a review of the Council strategic aims and community priorities is undertaken with a view to identifying possible service areas for future savings and budget reductions.

- (v) That the members gratitude be recorded to the Finance Staff for the tremendous work carried out to produce all of the Council's financial reports.

21. **TOWN COUNCIL SERVICE DELIVERY PLAN**

The Management Team had submitted a final version of the Town Council Service Delivery Plan 2016-2017 for members approval.

RESOLVED – that it be recommended that the Town Council Service Delivery Plan 2016-2017 be approved.

22. **LAND AT TRAVELLERS GREEN – SALE**

The Town Clerk had submitted a report advising members of the completion of the sale of 0.40 acres of land to Livin and the associated costs to the Council.

RESOLVED – that the information in respect of the sale be received.

23. **BODY WORN CAMERAS**

The Corporate and Policy Officer and Works and Environment Manager had submitted a report along with a Body Worn Video Policy (BWV) for members consideration and approval.

An Officer responsible for Durham Constabulary's body worn video evidence had assisted Town Council Officers with options, training requirements and security matters.

RESOLVED – that it be recommended:-

- (i) That the report be received.
- (ii) That the Body worn Video Policy be accepted and implemented.
- (iii) That the assistance given by the Officer responsible for Durham Constabulary's body worn cameras be acknowledged.

CHAIRMAN