

Minutes of the proceedings of the **ANNUAL MEETING** of the **COUNCIL** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 17th MAY 2017 at 7.15 p.m.**

PRESENT Councillors E. Adam, M. Ashcroft, J. Atkinson, D.G. Atkinson, Kathryn Beetham, B. Blenkinsopp, Mrs. D. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, D. Hardaker, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw, K. Robson, Mrs. S.A. Symons and P. Symons.

OFFICIALS Mr. A. Bailey (Town Clerk)
Mrs. C. Walton (Corporate and Policy Officer)
Mr. D. Austin (Finance Manager)
Miss C. Ryder (Senior Administrative Officer)

1. **APPOINTMENT OF MAYOR FOR THE MUNICIPAL YEAR 2017/18**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson that Councillor Mrs. W.P. Hillary be nominated as Mayor for the Municipal Year 2017/18.

It was further proposed by Councillor A.M. Chandran and seconded by Councillor K. Robson that Councillor Mrs. S. Haigh be nominated as Mayor for the Municipal Year 2017/18.

Voting took place which resulted as follows:-

For Councillor Mrs. W. Hillary:

Councillors E. Adam, M. Ashcroft, J. Atkinson, D.G. Atkinson, Kathryn Beetham, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, B. Hall, D. Hardaker, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.

For Councillor Mrs. S. Haigh:

Councillors A.M. Chandran, G.C. Gray, Mrs. S. Haigh, Mrs. I. Hewitson, K. Robson, P. Symons and Mrs. S. Symons.

Abstentions:- Councillors W. Blenkinsopp and Mrs. D. Bowman.

RESOLVED – that **Councillor Mrs. W.P. Hillary** be appointed Chairman (Mayor) of the Council for the Municipal Year 2017/18.

Councillor Mrs. Hillary took the Chair for the meeting.

2. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

(a) **Mayor's Declaration of Acceptance of Office**

The newly appointed Mayor made and signed the Declaration of Acceptance of Office.

(b) Councillor Declarations of Acceptance of Office

The Town Clerk reported that all 30 Members had signed their Declarations of Acceptance of Office following the elections on the 4th May 2017.

RESOLVED – that the information be received.

3. **APPOINTMENT OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2017/18**

It was proposed by Councillor R.S. Fleming, and seconded by Councillor M. Iveson that Councillor J. Clark be nominated as Deputy Mayor for the Municipal Year 2017/18.

It was further proposed by Councillor A.M. Chandran and seconded by Councillor W.M. Blenkinsopp that Councillor K. Robson be appointed as Deputy Mayor for the Municipal Year 2017/18.

Voting took place which resulted as follows:-

For Councillor J. Clark:

Councillors E. Adam, M. Ashcroft, J. Atkinson, D.G. Atkinson, Kathryn Beetham, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, B. Hall, D. Hardaker, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.

For Councillor K. Robson:

Councillors W. Blenkinsopp, Mrs. D. Bowman, A.M. Chandran, G.C. Gray, Mrs. S. Haigh, Mrs. I. Hewitson, K. Robson, P. Symons and Mrs. S. Symons.

RESOLVED – that **Councillor J. Clark** be appointed Vice-Chairman (Deputy Mayor) of the Council for the Municipal Year 2017/18.

4. **NOTICE OF MEETING**

The notice convening the meeting was taken as read.

5. **MEMBERS' DISPENSATIONS**

There had been no requests for dispensations under disclosable or non-disclosable interests.

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

7. **APOLOGIES FOR ABSENCE**

An apology for absence had been submitted on behalf of Councillor P.J. Bergg.

8. **MINUTES**

It was proposed by Councillor R.S. Fleming, seconded by Councillor M. Iveson and

RESOLVED – that the minutes of the Ordinary Meeting of the Council held on the **19th April 2017** be confirmed as a correct record and signed by the Chairman.

9. **ANNOUNCEMENTS**

The Town Clerk reported that Training Sessions would be taking place for members and a list of dates would be forwarded as soon arrangements were finalised. Also a visit to Council properties and land will be organised.

The newly appointed Mayor, Councillor Mrs. W. Hillary, thanked the Council for her appointment as Chairman and Mayor for the year 2017/18.

The Mayor announced that she would be collecting for two charities for her year in office, the Scanner Appeal at the MIR Darlington and the other charity would be announced at a later date as soon as information was received.

A full list of civic calendar dates would be produced and circulated as soon as possible.

Councillor Malcolm Iveson gave the vote of thanks to the outgoing Mayor, Councillor Jed Hillary, thanking Jed for the dedicated service he had given during his year in office. Jed had been an excellent ambassador for the town and had attended over 131 events. Jed, together with his Mayoress, Wendy, had worked tirelessly to raise money for their nominated charities and especially the Rifles Care for Casualties.

RESOLVED – that the information be received.

10. **ANNUAL CONSTITUTION REVIEW**

The Town Clerk submitted a report seeking members to review the Council's Constitution documents and seek the adoption of the amendments.

The report had set out each Article of the Constitution separately giving details of any amendments which were needed:-

CONTENTS AND INTRODUCTION

Contents - No amendments

Introduction – Amendment to the number of Pre-Schools from 2 to 1.

ARTICLE 1 - How the Council Operates

Changes were recommended to the numbers of employees on the Establishment of the Council as set out in Appendix 1.

ARTICLE 2 - Committee Structure

An amendment had been added to incorporate the new Pre-School Learning Centre Sub-Committee under the Policy and Resources Committee, together with the addition of a Planning Sub-Committee under the Environment Committee.

ARTICLE 3 - Powers and Duties of Committees

The powers and duties of the Council's Committees, Sub-Committees and Working Groups were clearly set out.

- (a) **Policy and Resources Committee** – Amendments to the Pre-School Learning Centres Committee Terms of Reference will be considered at Agenda Item No. 12.
- (b) **Environment Committee** – Amendment to incorporate a Planning Sub-Committee with Terms of Reference.
- (c) **Recreation Committee** – No amendments needed.

ARTICLE 4 - Mayor's Information Booklet

- (a) *Members were asked to consider the Civic Guest List attached as Appendix 3 for any amendments or additions.*
- (b) *Members were asked to consider the changes to the method of payment for the Mayor's Allowance as implemented for the 2016/17 Mayoral Year.*

ARTICLE 5 - Members' Allowances Scheme

A report had been submitted to Council on the 20th April 2016 (Minute No. 138) by the Finance Manager and subsequently reported to the Annual General Meeting on the 11th May 2016.

The document had last been updated in 2010 and it was proposed by Councillor R.S. Fleming and seconded by Councillor W.M. Blenkinsopp that no alterations be made to the allowance scheme at this point in time and this be looked at after the elections in 2017.

ARTICLE 6A - Standing Orders – Relating to Proceedings and Business of the Council

There were no amendments required to the Standing Orders relating the Proceedings and Business of the Council.

ARTICLE 6B - Standing Orders – Relating to Contracts and Procurement

These Standing Orders had been updated and approved by the Council on the 20th April 2016 (Minute No. 136 referred).

ARTICLE 7 - Financial Regulations

These Financial Regulations had been updated and approved by the Council on the 20th April 2016 (Minute No. 135 referred).

ARTICLE 8 - Scheme of Delegation

That changes be made to give the Personnel Sub-Committee Appointments Panel delegated powers to appoint staff with reference to Council Standing Orders No. 22.

That a Planning Sub-Committee under the Environment Committee be appointed and given delegated powers to deal with planning applications on a regular basis.

ARTICLE 9 - Rights of Citizens

There were no recommendations for amendment or alteration.

ARTICLE 10 - Members Code of Conduct

There were no recommendations for amendment or alteration.

ARTICLE 11 - Employee Code of Conduct

There were no recommendations for amendment or alteration.

ARTICLE 12 – (A) – Member / Officer Protocol

ARTICLE 12 – (B) – Protocol on use of Council Facilities & Resources by Councillors

There were no recommendations for amendments or alteration to (A) or (B).

ARTICLE 13 - Strategies / High Level Documents / Service Plans

The following documents are reported and updated annually at their appropriate times:

1. *Risk Management Strategy*
2. *Medium Term Financial Plan*
3. *Treasury Management Code of Practice*
4. *Business Continuity Plan*
5. *Asset Management Plan*
6. *Town Council Service Delivery Plan*
7. *Sports Complex Service Plan*
8. *Works and Environment Section Service Plan*
9. *Finance Section Service Plan*
10. *Pre-Schools Service Plan*
11. *Health and Safety Policy Manual*

ARTICLE 14 - Council Policies and Procedures

A full list of Council Policies showing when they had been, or were due to be, reviewed were set out in the report.

RESOLVED – as follows:

- (i) That the report be received.
- (ii) That the amendments and recommendations to the Council's Constitution as outlined and recommended be adopted.
- (iii) That the Civic Guest List remain as the previous year with the two additional Councils being subject to the Mayor's choice.
- (iv) That the Members Allowance Scheme remain unaltered pending further consideration now that the elections have taken place.
- (v) That changes be made to give the Personnel Sub-Committee Appointments Panel delegated powers to appoint staff with reference to Council Standing Orders No. 22.

- (vi) That a Planning Sub-Committee, under the Environment Committee, be appointed and given delegated powers to deal with planning applications on a regular basis.

11. **APPOINTMENT OF COMMITTEES**

The Council considered proposals in relation to Standing Committees of the Council:

RESOLVED – as follows:-

(i) **Environment Committee**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson:

- (a) That an Environment Committee be appointed for the Municipal Year 2017/18.
- (b) That it comprise of 26 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the Membership of the Environment Committee be:

Councillors E. Adam, M. Ashcroft, J. Atkinson, D.G. Atkinson, Kathryn Beetham, P.J. Bergg, B. Blenkinsopp, Mrs. D. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, D. Hardaker, K. Henderson, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw, K. Robson and P. Symons.

(ii) **Recreation Committee**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson:

- (a) That a Recreation Committee be appointed for the Municipal Year 2017/18.
- (b) That it comprise of 26 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the membership of the Recreation Committee be:

Councillors E. Adam, M. Ashcroft, J. Atkinson, D.G. Atkinson, Kathryn Beetham, P.J. Bergg, B. Blenkinsopp, Mrs. D. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, D. Hardaker, K. Henderson, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw, K. Robson and Mrs. S.A. Symons.

(iii) **Policy and Resources Committee**

It was proposed by Councillor R.S. Fleming and seconded by Councillor M. Iveson:

- (a) That a Policy and Resources Committee be appointed for the Municipal Year 2017/18.
- (b) That it comprise of 26 Members of the Council plus the Mayor and Deputy Mayor as Ex-Officio Members.
- (c) That the membership of the Policy and Resources Committee be:

Councillors E. Adam, M. Ashcroft, J. Atkinson, Kathryn Beetham, P.J. Bergg, B. Blenkinsopp, Mrs. D. Bowman, A.M. Chandran, Mrs. B.A. Clare, J.D. Clare, J. Clark, Mrs. M. Dalton, R.S. Fleming, I. Gray, G.C. Gray, Mrs. S. Haigh, B. Hall, D. Hardaker, Mrs. I. Hewitson, J.P. Hillary, Mrs. W.P. Hillary, Mrs. K. Hopper, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw, K. Robson, Mrs. S.A. Symons and P. Symons.

12. **ADJOURNMENT OF COUNCIL MEETING**

It was moved by Councillor R.S. Fleming, seconded by Councillor M. Iveson and

RESOLVED – that the meeting be adjourned to enable the Environment, Recreation and Policy and Resources Committees to appoint their Sub-Committees and Working Groups.

13. **RECONVENING OF COUNCIL MEETING**

It was moved by Councillor R.S. Fleming, seconded by Councillor W.M. Blenkinsopp and

RESOLVED – that the meeting of the Council be reconvened following the meetings of the Environment, Recreation and Policy and Resources Committees.

14. **MEMBERS' ATTENDANCES**

The Town Clerk submitted a list of members' attendances for the Municipal Year 2016/17.

RESOLVED – that the information be received.

15. **DISCLOSURE OF MEMBERS' ALLOWANCES 2016/17**

The Finance Manager submitted a report setting out allowances and expenses which had been paid to Elected Members during the Financial Year 2016/17.

RESOLVED – that the information be received.

16. **OUTSIDE BODIES**

The Town Clerk submitted a report setting out the current Outside Bodies list together with the number of members currently serving on those Bodies.

RESOLVED – that the following members and officers be nominated to the undermentioned outside bodies:

(a) Youth Council

Councillors J. Atkinson and D. Atkinson together with the Corporate and Policy Officer.

(b) County Durham Association of Local Councils

Councillors R.S. Fleming, M. Iveson and the Town Clerk.

(c) Aycliffe Village Community Association

Councillor W.M. Blenkinsopp.

(d) Woodham Village Community Association

Councillors K. Henderson and Mrs. B.A. Clare.

(e) Great Aycliffe and Middridge Local Councils' Committee

Councillors J.P. Hillary, B. Hall and the Town Clerk.

(f) Larger Local Councils' Forum

Councillors R.S. Fleming and M. Iveson and the Town Clerk.

(g) Newton Aycliffe Youth and Community Centre

Councillor J.D. Clare.

(h) Newton Aycliffe Bus Preservation Society

Councillor I. Gray.

(i) Friends of Byerley Park Local Nature Reserve

Councillor I. Gray.

(j) Friends of Stockton and Darlington Railway

Councillor D. Hardaker.

(k) Neighbourhood Plan Steering Group

Councillors J. Atkinson, I. Gray, B. Hall and the Corporate and Policy Officer.

(l) Crime and Community Safety Task Group

Councillors M. Iveson and M. Ashcroft.

17. **MEETINGS 2017/18**

The Town Clerk submitted a suggested schedule of Council meeting dates for the Municipal Year 2017/18.

RESOLVED – that the scheduled dates be approved for the Municipal Year 2017/18.

18. **COUNCIL INSURANCE ARRANGEMENTS REVIEW**

The Finance Manager had submitted a report setting out, for consideration, the annual review of the Council's insurance arrangements, as required by the Council's approved Standing Orders.

The report also gave information on a summary of insurance claims currently being handled on the Council's behalf.

RESOLVED – that the annual review of the Council's insurance arrangements be approved.

19. **ADOPTION OF THE GENERAL POWER OF COMPETENCE**

The Town Clerk submitted a report to provide information to members indicating the Council's eligibility to meet the criteria set by the Secretary of State (Localism Act 2011 – Section 8) and to adopt and use the 'General Power of Competence'.

RESOLVED – that the Council agrees to adopt and use the 'General Power of Competence'.

20. **LEADER AND DEPUTY LEADER**

It was reported that for the Municipal Year 2017/18 the Leader would be Councillor R.S. Fleming and the Deputy Leader would be Councillor M. Iveson.

CHAIRMAN.