

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 17TH JULY 2024

Minutes of the meeting of the **POLICY AND RESOURCES COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on Wednesday 17th July 2024 at 7.00pm.

PRESENT

Councillor Arun M. Chandran (Chairman)

Eddy Adam, Tony Armstrong, Martin Ashcroft, Jim Atkinson, Dorothy Bowman, George Gray, Ian Gray, Brian Haigh, Phillip Hawkins, Andy Hill, Jed Hillary, Wendy Hillary, Simon Hocking, Joanne Jones, Neville Jones, Sandra Kirby, Brian McAnaney, John Moore, Ken Robson, Anne Woodward and John Woodward.

OFFICIALS

Mr. Dan Austin (Town Clerk)

Ms. Amanda Donald (Corporate and Policy Officer)

Mr. Andy Clark (Sports Complex Manager)

Mrs. Sharna Stretch (Senior Administration Officer)

IN ATTENDANCE

Councillor Peter Musa

One member of the public

17. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Lindsey Aston, Peter Bergg, John Clark, Neil Collinson, Sandra Haigh, Carl Robinson and Michael Stead.

18. MEMBERS DISPENSATIONS

No dispensation requests had been received.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PUBLIC QUESTIONS

There were no public questions.

21. POLICY AND RESOURCES COMMITTEE MINUTES

It was proposed by Councillor Andy Hill, seconded by Councillor John Woodward and;

RESOLVED - that the minutes of the meeting of the Policy and Resources Committee, held on the 5th June 2024, be confirmed as a correct record and signed by the Chairman.

22. SERVICE REVIEW SUB COMMITTEE MINUTES

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

RESOLVED - that the minutes of the meeting of the Service Review Sub Committee, held on the 19th June 2024, be confirmed as a correct record and signed by the Chairman, and its recommendations and decisions be agreed.

23. ASSET MANAGEMENT SUB COMMITTEE MINUTES

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Andy Hill, and;

RESOLVED - that the minutes of the meeting of the Asset Management Sub Committee, held on the 26th June 2024, be confirmed as a correct record and signed by the Chairman, and its recommendations and decisions be agreed.

24. PRE-SCHOOL SUB COMMITTEE MINUTES

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Andy Hill, and;

RESOLVED - that the minutes of the meeting of the Pre-School Sub Committee, held on the 3rd July 2024, be confirmed as a correct record and signed by the Chairman, and its recommendations and decisions be agreed.

25. ACCOUNTS CONTROL SHEETS

Accounts Control Sheets for the period 7th May to 24th June 2024 and the General Bank Accounts for April, May and June 2024 were submitted for approval.

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

RESOLVED – that it be recommended that the Account Control Sheets for the 7th May to 24th June 2024 and the General Bank Accounts for April, May and June 2024 be received.

26. 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 £2,965 is currently available in the Donations Budget, £7,156 in the Community Benefit Fund and £3,000 in the Community Events Grants Budget.

The following grant and donation requests were considered:

a) **Cerys Smith – Women’s Rugby and American Football Training Expenses**

A donation request was received from a local athlete seeking financial support towards the costs of training and competing in Women’s Rugby at Championship 1 Level and American Football at National League Level. The applicant was also seeking to undertake work in conjunction with her university, to promote the sports in schools and the local community

It was proposed by Councillor Martin Ashcroft, and seconded by Councillor Andy Hill, that a donation of £500 be given.

Councillor Jed Hillary proposed amendment that a donation of £200 be given citing budgetary constraints. This was seconded by Councillor Eddy Adam.

A vote then took place on the amendment which was agreed by a majority decision.

Members then voted on the substantive motion which was agreed by a majority decision.

RESOLVED – that it be recommended that;

- i) A donation of £200 be given to Cerys Smith for financial support towards the costs of training and competing in Women’s Rugby at Championship 1 Level and American Football at National League Level to be funded from the General Donations Budget.

b) Rachael Tumelty – Women’s American Football Training Expenses

A donation request was received from a local athlete who has been selected for the Great British Lions American Football Women’s Team and who is requesting financial assistance via a donation towards her training and travelling expenses.

Councillor Eddy Adam proposed that no donation be given as donations had been given in two previous years and it would not be appropriate for it to become a yearly request. This was seconded by Councillor Wendy Hillary.

An amendment was proposed by Councillor Martin Ashcroft that a donation of £200 be given. This was seconded by Councillor Ken Robson.

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

For: 14

Against: 5

Members then voted on the substantive motion which was agreed by a majority decision.

RESOLVED – that it be recommended that;

- i) A donation of £200 be given to Rachael Tumelty towards the costs of training and travelling expenses for the Great British Lions American Football Women’s Team, to be funded from the General Donations Budget.

c) 4Louis Charity

A request for a raffle prize was received from a resident of Bishop Auckland, who is holding a fundraising event for a national family bereavement charity ‘4 Louis’.

It was advised that the request did not meet the criteria in the Council’s Grants and Donations Policy as it was from a non-resident.

It was proposed by Councillor Jim Atkinson and seconded by Councillor Martin Ashcroft, and

RESOLVED – that it be recommended that;

- i) No donation be given as the resident is based out of the Parish.

27. PRE-SCHOOL SERVICE PLAN

The 2024/25 Pre-School Service Plan and report was submitted for members consideration and approval. The service plan had previously been considered and agreed at the meeting of the Pre-School Sub-Committee on 3rd July 2024.

It was proposed by Councillor Martin Ashcroft, and seconded by Councillor Andy Hill and;

RESOLVED – that it be recommended that:

- i) The report be received;
- ii) The Pre-School Service Plan be approved.

28. ADDITIONAL CAPITAL BUDGET REQUEST

An additional capital budget approval request of £4,150, relating to the proposed extension of the outside play area at the pre-school, to create a dedicated space for the SEN children, was considered. This had been referred from the Pre-School Sub Committee held on 3rd July.

Members asked if the price quoted would still be valid due to the time that had passed. The Town Clerk advised that the quoted price would likely be honoured but that the Works and Environment Manager would get clarification on this and that if it was a substantial increase in costs, this would need to come back to committee for further consideration. Any smaller increase could be met from the maintenance budget.

It was proposed by Councillor Martin Ashcroft, and seconded by Councillor Jim Atkinson, and;

RESOLVED – that it be recommended that:

- i) An additional capital budget request of £4,150 be agreed to fund to the proposed extension of the outside play area at the pre-school.
- ii) Officers are permitted an element of discretion in funding any slight cost increase on that quoted from maintenance budgets.

29. EXEMPT BUSINESS

It was proposed by Councillor Martin Ashcroft, and seconded by Councillor Jed Hillary and;

RESOLVED – that it was in the opinion of the meeting that due to the confidential nature of the following agenda items, it was advisable to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960.

30. CCTV CODE OF PRACTICE

A report was submitted to update members on the use of CCTV in selected Council premises and seek approval of a new CCTV Code of Practice and to advise members of the preparation of individual CCTV policies and procedures, which have been adapted to be appropriate for each premises, and a Data Protection Impact Assessment (DPIA).

The Corporate and Policy Officer advised that the Code of Practice would be available on the Council's website. The DPIA and individual policies and procedures would remain confidential working documents and reviewed regularly in line with changes to the systems and their use.

It was proposed by Councillor Jed Hillary, and seconded by Councillor Martin Ashcroft, and;

RESOLVED – that it be recommended that:

- i) The report be received;
- ii) The CCTV Code of Practice be approved;
- iii) The updated individual CCTV policies and procedures and the Data Protection Impact Assessment (DPIA) for use of CCTV be noted and agreed.

31. OAKLEAF SPORTS AND GOLF COMPLEX CCTV SYSTEM UPGRADE

The Sports Complex Manager submitted a report to request consideration of the replacement of the CCTV system at the Oak Leaf Sports Complex and Golf Complex.

A number of options were set out in the report and it was advised by the Sports Complex Manager that the preferred option was to include the higher capacity recording device and two additional cameras.

It was further advised that an additional capital budget approval would be required to meet the additional costs of the system.

Councillor Ken Robson asked if this system would have a loud alarm as a deterrent. This suggestion was noted for future investigation.

Councillor Martin Ashcroft asked about payment card protection. The Sports Complex Manager advised was being investigated to ensure absolute compliance.

Councillor Eddy Adam thanked the officers for the report and queried how the funding of the additional capital budget would be met and whether the Council Offices CCTV system was being investigated and how this was to be funded.

The Town Clerk clarified that if agreed, the costs would be met from earmarked Capital Reserves and that the Council Offices CCTV was under investigation and would be funded from monies carried forward from 2023/24.

It was proposed by Councillor Eddy Adam, and seconded by Councillor Martin Ashcroft that the recommendations of the report be agreed on the basis of Options 1, 2 and 3 being agreed.

RESOLVED – that it be recommended that:

- i) The report and information provided be received
- ii) The CCTV system upgrade be agreed on the basis of options 1,2 and 3 in the report being agreed.
- iii) The Standing Order Exemption Form permitting the award of the contract to the preferred supplier be approved.
- iv) The capital budget for the golf complex CCTV system be brought forward from the 2025/26 financial year.
- iv) An additional capital budget approval of £8,350 be approved, to be funded from earmarked capital reserves.

32. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Martin Ashcroft, seconded by Councillor Ken Robson, and

RESOLVED – that the press and public be re-admitted to the meeting.

CHAIRMAN