

AIMS AND TARGETS FOR 2024/25

AIM 1 - TO PROVIDE GOOD QUALITY GOVERNANCE AND MANAGEMENT OF THE COUNCIL

No	Target	Target Date	Officer
1	Publish a Town Council Service Delivery Plan by the end of June each year	June 24	A. Donald
2	Publish an Annual Report	June 24	Management Team
3	Provide an annual training programme for the Town Clerk from his annual appraisal and CPD requirements	March 24	D. Austin
4	Maintain a training programme for Members which shows recommended courses with a regular reminder sent and records of attendance and non-attendance kept	Annually	Management Team
5	Develop and provide an annual training programme for the staff within each service area, informed by the annual appraisal process	March 25	All Managers
6	Undertake an annual review of the Council Constitution, Financial Regulations and ensure compliance with current legislation	Annually in May	Management Team
7	Ensure compliance with GDPR	Ongoing	All Managers
8	Improve advertising of Council facilities and services by developing an electronic newsletter which may be produced quarterly and on an ad-hoc basis targeting each service area at least once per year	Ongoing	All Managers
9	Ensure that social media is used to advertise the Council's services and facilities	Ongoing	All Managers
10	Undertake research where appropriate for new policies and procedures	Ongoing	A. Donald
11	Keep up to date with any changes in legislation and report to council as and when required	Ongoing	Management Team
12	Continue to monitor energy consumption, implement energy saving initiatives and reduce usage where possible	Ongoing	All Managers
13	Ensure all staff have an annual appraisal	Sept 24	All Managers
14	To undertake quarterly review of staff sickness and report to service managers	Ongoing	All Managers
15	Monitor and enhance Cyber Security arrangements in conjunction with TSG	Ongoing	Management Team

No	Target	Target Date	Officer
16	Maintain a programme of new Member Induction Training to cover all service areas, roles, and responsibilities	Ongoing	Management Team
17	Continue to review and reduce the Council's use of single use plastic	Ongoing	Management Team/All Staff
18	Officers continue to liaise with CDALC, NALC and DCC, calculate the Council's carbon footprint and draw up a Climate Change Policy and Carbon Reduction Plan	Ongoing	Management Team / Corporate Assistant
19	Complete feasibility studies into the installation of solar panels on relevant Council buildings and the installation of EV charging points at the Oak Leaf Sports Complex	Ongoing	Works and Environment Manager and Town Clerk
20	Officers continue the process of factoring in the possible additional capital costs of tackling climate change in the next update of the Medium-Term Financial Plan and Asset Management Plan	Ongoing	All Managers
21	Improve the modernisation of business and administrative processes, with more effective use of IT	Ongoing	Management Team
22	Implement appropriate measures across all Council services and events in relation to the requirements of the forthcoming Martyn's Law legislation	Ongoing	All Managers

AIM 2 – TO MANAGE THE COUNCIL'S FINANCES AND ASSETS IN A RESPONSIBLE MANNER

No	Target	Target Date	Officer
23	Produce Annual Return by 30 th June each year	June 24	T. Woodhead
24	Achieve an unqualified audit opinion of the Annual Return by 30 th September each year	Sept 24	T. Woodhead
25	Ensure the Medium-Term Financial Plan is approved by 31st July each year	July 24	T. Woodhead
26	Deliver the Internal Audit Plan Schedule of Work and report quarterly to Audit Sub Committee then to Council	March 25	S. Ragg
27	Manage the financial impact of any cuts to LCTSS funding	Ongoing	T. Woodhead
28	Quarterly budget control reports are presented to P&R Committee	Ongoing	T. Woodhead
29	Budgets/Precepts approved by 31 st January 2024	Jan 25	T. Woodhead
30	Ensure all relevant information is published in compliance with the Transparency Code/ Openness of Local Government Regulations	Ongoing	Management Team

31	Deliver the work set out in the Asset Management Plan via the capital programme and ensure that a six-monthly review is undertaken with Officers and Member Asset Management Group	Ongoing	D. Austin / T. Woodhead
32	Undertake an annual update of the Asset Register including the schedule of expected life and replacement costs for buildings, plant, and machinery.	Ongoing	T. Woodhead / D Austin
33	To consider the Council's Business Risks every March and minute that the full review has taken place by Council	Mar 24	A. Donald
34	Ensure that at least one Service Review is completed each year	Ongoing	Management Team

AIM 3 - TO PROVIDE ACCESSIBLE, AFFORDABLE LEISURE FACILITIES AND OPPORTUNITIES

No	Target	Target Date	Officer
35	Deliver the Council's programme of special events: Fun in the Parks Senior Citizens' Excursions Firework Display Santa Letters Christmas Lights Santa Tours Remembrance Day 80 th Anniversary of D-Day Licence and Support for Ayclife Music Festival Event	 Aug 24 July 24 Nov 24 Dec 24 Dec 24 Dec 24 Nov 24 June 24 July 24	 J. Thexton J. Thexton J. Thexton J. Thexton S. Cooper J. Thexton S. Stretch J. Thexton J. Thexton
36	Develop and provide an improved and enhanced yearly programme of events, including new events	Ongoing	J. Thexton
37	Continue to diversify, improve, enhance, and increase the number of events and activities offered within the Sports Complex	Ongoing	A. Clark
38	Partner with outside bodies including Wellbeing for Life	Ongoing	A. Clark
39	Golf Complex Service Review to be completed	March 2025	Management Team
40	Development of a Golf Complex Service Plan	March 2025	J.Thexton / C.Lawson / A.Donald
41	Prioritise and implement works from the Long-Term Golf Complex Improvement and Investment Plan	March 2025	Management Team
42	Focus resources and market the Sports Complex strategically in line with seasonal demand	March 2025	A. Clark
43	Investigate and bid for external funding made available to enhance the services provided at the	March 2025	A. Clark

	sports complex (e.g. DCC – Warm Space, Sport England)		
44	Complete the commemoration of the 75 th Anniversary of Newton Aycliffe with a static memories display, working with local community organisations and engaging with local residents	July 2024	D. Austin / A. Donald
45	Develop a marketing strategy and opportunities aimed at engaging with younger members of the community	March 2025	A. Clark
46	Investigate opportunities for e-gaming at the Sports Complex	March 2025	A. Clark
47	Investigate new sports which are growing within the UK and bring to Recreation Committee for consideration	March 2025	A. Clark
48	Work with local colleges and universities to access work placements and internships relating to supporting the Complex with improving its social media presence and marketing	March 2025	A. Clark
49	Carry out a 6-month trial of new bar opening times	Sept 24	A. Clark
50	Carry out a review of the Sports Complex catering department staffing and opening hours	Sept 24	A. Clark

AIM 4 - TO PROVIDE PRE-SCHOOL EDUCATION AS APPROPRIATE IN GREAT AYCLIFFE

No	Target	Target Date	Officer
51	Ensure the continuous improvement of the service	Ongoing	J. Gale / A. Gamble
52	Ensure that all staff undertake all relevant training and that any new staff receive Special Educational Needs training	Ongoing	J. Gale / A. Gamble
53	Work with DCC Early Years Team to address SEN numbers and staffing shortages	Ongoing	Management Team

AIM 5 - TO CONTRIBUTE TO THE ENVIRONMENTAL IMPROVEMENT OF AYCLIFFE BY MANAGING AND DEVELOPING PARKS, PLAY AREAS AND GREEN SPACES

No	Target	Target Date	Officer
54	Works and Environment Manager to arrange to work with local schools and community groups to develop volunteer opportunities by helping to deliver public countryside events when the opportunity arises	Ongoing	S. Cooper
55	To continue to monitor the health and condition of the trees on Town Council land in line with the tree management policy and undertake a visual tree inspection of a specific area every 6 months to assess the health and condition of the trees	Ongoing	S. Cooper
56	Work with Northumbrian Water to improve silt clearance and maintenance in West Park lakes	Ongoing	S. Cooper

57	Complete at least 5 targeted Himalayan Balsam removing working parties along The Burn. Giant Hogweed and Japanese Knotweed to be dealt with as required	Annually	S. Cooper
58	Undertake maintenance and management of specific Durham County Council environmental areas as per the management agreement	Ongoing	S. Cooper
59	Proactively monitor Ash Dieback Disease and remove diseased trees as necessary	Ongoing	S. Cooper
60	Work with Great Aycliffe Gardeners' Guild to establish a Gardeners' Guild at Clarence Chare Allotments	Ongoing	L. Williams
61	Continue investigations into a possible woodland burial site at West Cemetery	Ongoing	L. Williams
62	Carry out programme of footpath inspections on Town Council owned land	Ongoing	S. Cooper
63	Develop an Action Plan for addressing the flooding issues at School Aycliffe Wetlands	30 th June 2024	S. Cooper
64	Develop an Action Plan for making further improvements to the drainage at the two cemeteries	31 st March 2025	L. Williams

AIM 6 – HELP AND ENCOURAGE PARTNERSHIP WORKING TO IMPROVE THE SERVICES AND FACILITIES FOR THE RESIDENTS OF GREAT AYCLIFFE

No	Target	Target Date	Officer
65	To continue partnership working with DCC and build on the existing initiatives	Ongoing	S. Cooper
67	Work with DCC Officers, Tidy Britain, schools, community, and voluntary groups to hold a Town Pride Environment Week, incorporating an anti-litter campaign		S. Cooper / A. Donald / Town Pride Team
68	The Works and Environment Manager and Park Patrol Officers to work with DCC Officers and Police in regard to anti-social behaviour issues	Ongoing	S. Cooper
69	Work in partnership with residents and friends' groups to improve our parks, play areas and environment areas	Ongoing	S. Cooper / Town Pride Team
70	Work with Newton Aycliffe Police Team to ensure the most efficient use of the Rapid Deployment CCTV Cameras in addressing anti-social behaviour concerns	Ongoing	D.Austin / S.Cooper
71	Continue to liaise with and lobby the PCC to ensure a police station remains in Newton Aycliffe	Ongoing	D.Austin

AIM 7 – ENCOURAGE THE RESIDENTS OF GREAT AYCLIFFE TO BECOME INVOLVED IN LOCAL DEMOCRACY

No	Target	Target Date	Officer
72	Undertake a budget setting and aims and targets consultation using social media or other suitable platforms	Nov 24	T. Woodhead / A. Donald
73	Continue to keep the Great Aycliffe Neighbourhood Plan under review as new government legislation is implemented	Ongoing	A. Donald
74	Hold a Parish Meeting	Annually In May	D. Austin / S. Stretch
75	Hold an Allotment AGM	Annually In Nov	L. Williams
76	Hold a minimum of 4 allotment representative meetings	Ongoing	L. Williams
77	Hold or take part in at least 2 events to inform residents about Town Council services with an aim to establish priorities	Annually	A. Donald
78	Make better use of social media to engage with resident and undertake consultations	Annually	All Managers
79	Continue to engage with community groups and organisations	Ongoing	A. Donald
80	Explore and implement different methods to engage effectively with young people in the parish	Ongoing	S. Cooper / A. Donald

AIM 8 – TO RESEARCH INFORMATION AND MAKE THE CASE FOR GREAT AYCLIFFE

No	Target	Target Date	Officer
81	Produce timely responses to all major consultations carried out	Ongoing	D. Austin / A. Donald