

# **SPENNYMOOR TOWN COUNCIL**



**Spennymoor Cemetery - Best Floral Feature  
Cemetery of the Year Awards 2006.**



**Remembrance Sunday 2006**

# **BEST VALUE PERFORMANCE PLAN 2007**

# SPENNYMOOR TOWN COUNCIL

## BEST VALUE PERFORMANCE PLAN (BVPP)

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# SPENNYMOOR TOWN COUNCIL

## LEADER'S MESSAGE

I am pleased to present the Town Council's Performance Plan for the year 2007/2008. Thank you for taking the time to read this document which sets out our previous year's progress and performance in accordance with our Best Value legal duty, as well as highlighting our intended targets and achievement objectives for the coming year.

As new Leader, I set out below my personal aspirations for the coming year, to ensure that the Town council moves forward and progresses on the following issues:-

- ✓ Self management of allotments
- ✓ Attaining Quality Status
- ✓ Ensuring that the Town Council's views on Unitary Government are openly debated and listened to by any successor authority.
- ✓ To form a Health & Safety Committee to steer the risk Management work that has already taken place.
- ✓ To agree a new vision and mission statement for the Council to reflect the needs of our community and the services we strive to provide.

When the position regarding Local Government Re-organisation is clearer we will continue to build on the foundation work already undertaken in the production of the Parish Plan.

Like any organisation, we rely on customer feedback to inform us about the adequacy of our services, if you wish to contact us regarding any aspect of Town Council Services please contact our Town Clerk Mrs Pauline Wilson at the Town Hall on (01388) 815276 or email her direct at [TownClerk@spennymoorcouncil.gov.uk](mailto:TownClerk@spennymoorcouncil.gov.uk).

**Councillor J.V. Graham  
Leader of the Council**



**7 St David's Close.  
Spennymoor  
01388 817873**

## **Town Mayor's Annual Report**

### **Councillor Mrs Joan Wood** **Town Mayor 2007/08**



I am delighted to serve the Township of Spennymoor as Mayor and would like to begin by taking the opportunity to thank all of my fellow Councillors for affording me the opportunity to serve as Mayor for 2007/08. Last year, I had a very enjoyable and fulfilling year as Deputy Town Mayor to Councillor Mrs Sylvia Plews. I now look forward to building on the relationships that I have formed and the experience I have gained to ensure that I act as a worthy ambassador for this my home town.

My chosen Charity for the forthcoming year is the Great North Air Ambulance, a locally run Charity which I believe is a very worthy cause, and I am looking forward to working in partnership with my family, friends, colleagues and sponsors to make my Charity Appeal a success.

Following the Town Council elections in May 2007 I would also like to extend my best wishes to all Councillors who were elected for a new term of office, as well as to my former colleagues who are not returning for the new term.

Mrs Sylvia Plews will be a hard act to follow as Mayor, she raised a staggering £11,575.00 for the purchase of hydraulic examination couches on behalf of Spennymoor Health Centre and she attended over 150 Civic engagements as the representative of Spennymoor Township.

I have some unusual fundraising ventures planned for my Charity Appeal this year and I would like to take this opportunity to extend a personal invitation to all of you to come and support me. I would be genuinely and absolutely thrilled to meet as many of you as possible at any of my Publicly advertised Charity events details of which are advertised via the Town Hall website, "Spennynews" and the Town Hall "Flashing Sign".

One of the main highlights for me personally last year was attending the Cemetery of The Year Awards in Harrogate, with Spennymoor Cemetery Caretaker, Ralph Curry, to see him receive an award for the best floral feature. This is an extremely

prestigious National Award and given that Spennymoor Cemetery has now been a winner and runner up, we have good cause to be proud of our beautifully maintained Cemeteries and Memorial Gardens.

As a keen allotment gardener I am delighted that the Town Council intends to pursue further the issue of self management on all allotment sites within the township, I am confident that this will open up the opportunity for properly constituted Management Committees to secure grant funding that is not available through the Town Council.

## **HOW TO CONTACT US**

The Town Council through the Town Clerk are always pleased to receive your views and ideas on this plan together with your suggestions on any matter to benefit the community. You may contact the Town Clerk

**Mrs Pauline Wilson LLB(Hons) DMS MBA Solicitor**

Spennymoor Town Council, Town Hall, Spennymoor, Co. Durham. DL16 6DG.

Telephone (01388) 815276 (answering machine after office hours)

Fax (01388) 815263

Email: [TownClerk@spennymoortowncouncil.gov.uk](mailto:TownClerk@spennymoortowncouncil.gov.uk)

Web Site: - [www.spennymoortowncouncil.gov.uk](http://www.spennymoortowncouncil.gov.uk)

## **STATEMENT OF RESPONSIBILITY**

Spennymoor Town Council is responsible for the preparation of this Performance Plan and for the information and assessments set out in it and the assumptions and estimates on which they are based. The Council is also responsible for setting in place appropriate performance management and internal control systems from which the information and assessments included in the plan have been derived. The Council is satisfied that the information and assessments included in the plan are in all material respects accurate and complete and that the Plan is both realistic and achievable.

## INTRODUCTION

The Local Government Act 1999 placed with effect from April 2000 a duty of Best Value on local authorities.

The Statutory Best Value duty requires Spennymoor Town Council to:-

- Make arrangements to secure continuous improvement in the way it exercises its functions having regard to a combination of economy, efficiency and effectiveness;
- Improve its services;
- Provide and deliver its services the way the community wants it done in a **challenging** way;
- Consult with the community on its services
- Make **comparisons** with other similar Council's on its service;
- **Competitively** provide its services.

Meeting this duty requires the Town Council to review all of its functions periodically, measure their performance and produce a performance plan which is independently audited by the audit commission.

## AUDIT COMMISSION RECOMMENDATIONS

In the Town Council's 2006 Annual Audit letter the following recommendations were made:-

1. Development of a medium-term financial strategy and a medium-term financial plan linked to the parish plan
2. Introduction of a Treasury Management strategy
3. Develop formal risk management arrangements
4. Introduction of an asset management plan

## **RESPONSE TO AUDIT COMMISSION RECOMMENDATIONS**

The Town Council in accordance with its fiduciary responsibilities, has already undertaken some work to address the Audit Commission recommendations, a formal treasury management strategy has been approved. Work has begun on the development of a risk management strategy having drawn from best practice from principal local authorities elsewhere. Senior Members of Staff have undertaken the IOSH (Institute of Health and Safety Management) course for Managers and in terms of managing risk from a Health & Safety perspective a formalised Health and Safety Committee comprising of a cross section of employees and elected Members is in the process of being formed Committee reports to Members address the appropriate financial and legal implications associated with the required related recommendation and the Town Clerk routinely draws Members attention to both explicit and implicit risks. The asset management plan has been commissioned and the usual good governance annual review of the Council's insurance position is currently underway.

In relation to Internal Audit, the Internal Auditor's Annual audit Plan has been approved by the Audit Committee.

Work on the Parish Plan has been held in abeyance until the position in relation to local Government Reorganisation has become clearer.

# **SUMMARY OF 2006/07 ACHIEVEMENTS**

## **Parks and Open Spaces**

1. Secured continued grant funding from Durham County Council to assist in the maintenance of pathways.
2. Bronze certificate of Merit awarded to Spennymoor Town by Northumbria in Bloom Judges.
3. Improvement works by way of additional bins, dog bins and footpath works to Cow Plantation nature Reserve.
4. Installation of new drainage systems within Jubilee Park.
5. Installation of new stone wall retaining bedding area around the Bowling green areas of Jubilee Park.
6. Successful completion of the repairs to Jubilee park retaining wall within budget.
7. Secured grant funding from Sport England to provide new goal posts on all football pitches.
8. Successful completion of in-house tree felling and planting works to trees in the Dene, in response to consultation with local residents following longstanding concerns.

## **Cemeteries**

1. Continued provision of two recognised first class cemeteries. Spennymoor Cemetery being winner of the best floral display award in the National Cemetery of the Year competition.
2. Introduction of an online search facility of Cemetery records

## **Allotments**

- 1 Provision of Best Kept Allotment Competition
- 2 Maintenance of Competitive rent to include water rates, skip hire for refuse removal and boundary fence, pathway maintenance.

## **Financial Assistance**

- 1 Grants to individuals and organisations for the benefit of the Community. (A full list of all s137 Grants paid by the Council for the benefit of the Community is available from the Town Council website)
- 2 Provision of grants for pre-school facilities
- 3 Working in partnership with Sedgefield Borough Council and providing financial support for the regeneration of Spennymoor Town Centre.

### **Town Hall and Community Properties**

- 1 Increased use of the Town Hall facilities, especially for Conferences.
- 2 Continued Success of the Town Hall Catering Franchise as demonstrated by the high level of letters and cards of Compliment and Thanks regularly received.
- 3 Installation of new access signs throughout the building in response to Customer and Member feedback.
- 4 Continued support to Byers Green Village Hall, Kirk Merrington Community Centre, Middlestone Moor Community Centre and Tudhoe Community Centre.
- 5 Installation of Memorial Plaque at Tudhoe Community Centre to commemorate the 150 Year Anniversary of the Tudhoe Colliery Mining Disaster
- 6 Installation of a new hard wood floor to Byers Green Village Hall
7. Refurbishment of the Town hall lift to comply with current DDA standards
8. Successful completion on time and within budget of the essential repairs to the  
Town Hall Clock Tower.

### **General**

- 1 Provision of Annual Santa's Grotto receiving over 1500 children
- 2 Provision of Annual Firework Display
- 3 Improvements to Christmas Lighting, including more animated displays Children's Christmas light design competition and provision of fully illuminated Christmas Trees in Festival Walk, Byers Green, Kirk Merrington and Tudhoe Village.
- 4 Establishment of the Town council's Quarterly Newsletter.
- 5 Continuous improvements to the Council's website.

### **Corporate Governance**

- 1 Embedding within the council organisation and culture of the Member/Officer Protocol
- 2 Embedding within the council organisation and culture of the revised Standing Orders, which include a procedure to allow for Public Questions at full Council-Quality Status Requirement.
- 3 Member Training
4. Less than inflationary only increase in the precept.
5. Multi-party involvement in the local promotion of National Local democracy week with local school children hosted by Spennymoor Library.

## **THE TOWN COUNCILS MISSION IS TO:-**

- Ensure that the Community of Spennymoor can democratically voice its opinion;
- Contribute towards the economy of the Community;
- Contribute towards the regeneration of the Community;
- Contribute towards the well being of the Community; and
- Provide quality services at an economic cost.

## **PERFORMANCE INDICATORS:-**

Is a calculation of measurement on the performance of a service of the Town Council set against an identifiable aim of the Town Council.

Due to the differences of approach and functions no one Local Council is alike for comparison purposes and the Town Council has produced Performance Indicators to reflect its locality, its priorities, its objectives and its aims.

The Performance Indicator shows a comparison each year for you to see if the Council is improving.

Principal Councils i.e. those other than Town and Parish Councils use statutory required Performance Indicators.

The Statutory Performance Indicators used by Principal Councils do not apply to Town Councils – however where appropriate these have been modified to give an accurate assessment of our performance.

**NOTE:** All service users are actively encouraged to complete the Feedback Questionnaires provided – copied at Appendix I and every edition of the Town Council's Newsletter invites Feedback on Council Services.

## **PARKS, OPEN SPACES AND RECREATION GROUNDS**

### **The Town Council provides:-**

Jubilee Park comprising 4.64 acres of recreation grounds, 2 bowling greens, 3 tennis courts, 2 all weather pitches, bowling pavilion, changing rooms, showers, public toilets, crazy golf, band stand, picnic areas, flower beds, swings, roundabouts, play areas, CCTV, mother and toddler facility and open spaces.

3 village greens at Byers Green, Kirk Merrington and Tudhoe Village; 8 football pitches; Spennymoor and Tudhoe Cemetery; Cow Plantation Nature Reserve; Bus Shelters; Public Seating; Litter, poop scoop bins and dog toilet; Northumbria in Bloom Competition; Playing of Cricket at Spennymoor and Tudhoe; Provision of an FA approved football field at Spennymoor Town United A.F.C.

## LAST YEARS AIMS- Parks Open Spaces & Recreation Grounds

Continue to promote public feedback	<b>YES</b> the Public responded by completing survey forms, and emailing their comments into the Town Hall Email facility. Each edition of the Town council Newsletter (delivered to every house in the Parish, makes it explicitly clear to the public how they can contact their local ward Councillor or the Town Clerk.
Continue to expand/change facilities according to public demand.	<b>YES</b> Matters raised by the public are referred to the appropriate Committee for consideration. The Town Council takes the views of the public very seriously and was delighted to see an improved public attendance at the Annual Town Meeting
Look to make economic efficiencies of 2% in the year	<b>YES across all budget heads £88,785 was added to balances.</b>
Provide quality bedding/carpet bedding of flowers to promote visual impact	<b>YES, as evidenced by Northumbria in Bloom judges comments and public feedback</b>
Registration of land at Tudhoe Village as a village green	<b>NO.</b> this work is still ongoing, progress has been made in that meetings have taken place with the Commons Authority and Land Registry representatives but staffing shortages have made progress slower than hoped.
Assist in the maintenance of churchyards at Byers Green, St.Charles Tudhoe in addition to St.Paul's and Holy Innocents	<b>YES.</b> This work is carried out annually, with the addition now of the Whitworth Church, closed Churchyard.
Further development of facilities for young adults	<b>YES</b> The Town Council has made s137 grant monies available to Youth Groups throughout the Township.
Look to address the structural issue in relation to Jubilee Park wall	<b>YES</b> The wall was reconstructed, repaired and the brick buttresses were strengthened.
Improve on our Cemetery of the Year Judgement	<b>YES</b> Outright Winner of the Best Floral Display award in the Cemetery of the Year Competition

## PARKS OPEN SPACES AND RECREATION GROUND PERFORMANCE INDICATORS

SERVICE	INDICATOR	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/07
Eight Football Fields	Number of organised teams using the facilities	16	18	18	17
Jubilee Park Tennis Courts	Number of individual users	2000	1564	2000	391
Jubilee Park All Weather floodlit surface	Numbers of players booking for a five a side football	6000	5546	5500	4461
Jubilee Parks Bowls	Number of individual players	3200	2889	3000	93 Excluding season tickets
Jubilee Park Crazy Golf	Number of individual players	1598	1154	1200	613
Jubilee Park All weather floodlit facility	Individual users for game(excluding football)	500	592	500	Data unavailable
Cemeteries	Number of Interments (excluding Memorial Garden)	65	70	70	65

Indicators	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/7
The number of litterbins	40	36*	40	40
The number of bus shelters provided	52	50	50	50
Number of formal complaints concerning the public convenience.	None	None	None	None
Countryside footpaths maintained by the Council	100%	100%	100%	100%
The cost per resident on maintaining CCTV cameras	£0.75	£0.74	£0.75	<b>£1.10</b>
The number of playgrounds provided by the Council	9	9	9	9
The percentage of those which conform to national standards	100%	100%	100%	100%
The total net cost, per resident of maintaining Cemeteries	£2.75	£2.43	£2.50	<b>£2.91</b>
The number of complaints received and dealt with in accordance with the Council's published complaints procedure	None	None	None	None

## **NEXT YEARS AIMS 2007/2008- Parks, Open Spaces & Recreation Grounds**

To demonstrate continuous improvement in our service by building on this years achieved targets and delivering on those targets that have not yet been achieved. In addition the following three specific targets.

1. To look to improve our land usage for recreational purposes
2. To begin a three year rolling programme to replace and renew all play equipment as necessary
3. To attempt to secure Sports lottery grant funding to improve our changing facilities.

## ALLOTMENTS

### The Town Council provides:-

- Number of Allotment Estates – 11;
- Administration support and help to Allotment Associations;
- Maintenance of perimeter fencing and roadways;
- Security;
- Water;
- Allotment Competition;
- Membership of the National Society of Allotment and Leisure Gardeners;
- Provision of Community Garden site.

### LAST YEARS AIMS- Allotments

Our Aim Last Year	Was it achieved?
Review all allotment sites to ensure that any animals housed on Town Council owned allotments are those permitted by statute or with the explicit consent of the Town Council.	<b>NO.</b> Insufficient Human resources..
Maximise cultivated usage by relocation from other sites..	<b>NO</b> insufficient Human resources.
Continue to enforce cultivation	<b>NO.</b> Whilst the policy of cultivation has not been 100% successful we continue to work in partnership with the associations to enforce the policy.
Formulate a Strategy to deal with falling demand	<b>IN PART</b> publicity in the Spennynews & The Town Council Newsletter has led to increased interest.
Support the Government Initiative in promoting leisure gardening	<b>NO.</b> This matter has not been progressed.
Free up uncultivated land for other use, subject to the Secretary of States consent	<b>NO,</b> insufficient human resources.
Promote application for Grant Funding	<b>NO</b> as with the promotion of Self Management on sites this has not been achieved, largely due to staffing issues. To re-create the kind of allotment sites desired would be very Labour intensive

Undertake feasibility work on the provision of an allotment for the disabled	<b>NO. this work has not commenced</b>
Revise rules and tenancy documentation in partnership with the Allotment Association.	<b>NO, again due to insufficient Human resources and the very Labour intensive aspect of working with so many individual plot-holders this has not progressed.</b>

## ALLOTMENT PERFORMANCE INDICATORS

SERVICE	INDICATOR	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/07
Allotments/ stables	Number of allotments estates	11	11	11	11
The net spend (income) per allotment Estate		£350.00	£235.00	£809.00**	£871 underspend per site against budget (to be utilised on self manage- ment )

\*\* Funds have been included in the budget to carry out best value initiatives

## NEXT YEARS AIMS 2007/08- Allotments

Next years aims are to address the many outstanding items that have not been addressed and to see the progression of Self Management on those sites that have expressed a firm interest.

## SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 ALLOCATION AND GRANTS OF THIS EXPENDITURE

The Town Council provides:-

- Grants to individuals and/or Organisations that are of benefit to the Community.

### LAST YEARS AIMS –Section 137 Grant Allocation

Our Aim Last Year	Was it achieved?
To increase community awareness of grant availability through the Council's Newsletter and website	<b>NO</b> There is little evidence to suggest that new organisations are applying for grant assistance.
To increase community awareness of grant availability	<b>YES</b> Officers have worked closely with many community groups
To ensure publicity of successful grant aid given by the Town Council	<b>PARTLY</b>
To continue to ensure that grants are administered in an equitable manner.	<b>YES</b> all s137 applications are referred to the Council for a decision..

### SECTION 137 PERFORMANCE INDICATORS

	Y/E 04/05	Y/E 05/06	Y/E 06/07	TARGET 07/08
Annual Expenditure	£9,784	£22,704	£14,513	£20,000
Number of recipients	36	37	38	40

### NEXT YEARS AIMS 2007/08-Section 137 Grant Allocation

To improve on this years performance and take-up.

## TOWN HALL CATERING AND BAR

The Town Council provides a good quality building providing many multi uses, shops, offices and administrative services in a central position with a high quality catering and bar service at reasonable prices.

### LAST YEARS AIMS – Town Hall Catering & Bar

Our Aim Last Year	Was it achieved?
Investigate methods promoting the use of Town Hall facilities.	<b>YES.</b> We have increased the number of regular users. Regular advertising in SpennyNews and Local Parish Magazine. Town Council facilitated a Successful New Years Eve and other Charity Events
Full Implementation of Internal auditors recommendations	<b>YES the majority of these have been implemented, those areas not yet implemented are reviewed regularly by the audit Committee</b>
Is it keeping up with current needs and trends?	<b>YES.</b> The facilities can cope with all sizes of functions. Feedback from all users has been extremely positive.
Are standards of quality being achieved	<b>YES.</b> Feed back is from good to excellent
Are targets being achieved	<b>See performance indicators below</b>
Refurbishment of the memorial Room	<b>YES</b> This work has been carried out
Promotion of Town Hall as a conference venue	<b>IN PART</b> we attract regular small conference bookings but work on the production of our Conference Brochure is still ongoing.

### BAR AND CATERING PERFORMANCE INDICATORS

SERVICE	INDICATOR	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/7
Town Hall	Number of Bar functions	*650	*702	*700	170

NB\* Previous years figures measured PI against all functions

	Y/E 04/05	Y/E 05/06	TARGET 06/07	Y/E 06/07
Number of functions	184*	148	150	160
Catering				
Commission received	£4,672	£4,681	£4,600	£9,973

\* increase in conference bookings requiring tea/coffee

## **NEXT YEARS AIMS 2007/08 Bar and Catering**

- To continue to receive and promote positive customer feedback and to respond to changing customer needs and trends.

## COMMUNITY HALLS

The Town Council provides Community Halls at Byers Green, Kirk Merrington, Middlestone Moor and Tudhoe.

### ITS AIMS...

- To provide the Community Building for community activities and events to take place in a given locality;
- To provide such buildings at low cost to the local residents.

### LAST YEARS AIMS - Community Halls

Our Aim Last Year	Was it achieved?
To improve where possible security to all community buildings following consultation with the community, Durham Constabulary and the local community surrounding the community centres	<b>NO</b> Criminal Damage is still prevalent
To continue to meet with Management Committee Members to ascertain their views.	<b>YES.</b> The Council has representatives on the various committees and is in continuous liaison.
To set up a joint committee with all Management Committees having representation to achieve best practice, economies of scale and joint promotions	<b>NO</b> the officer tasked with taking this matter forward has been on long term sick leave
To increase public awareness of Community Halls by means of an Open Day at the Town Hall	<b>NO</b> the officer tasked with taking this matter forward has been on long term sick leave.

### NEXT YEARS AIMS 2007/08- Community Halls

- To deliver on last years outstanding Aims.

## DEMOCRATIC AND CORE SERVICES

The Town Council provides:-

- A full administration service representing the needs of the people of Spennymoor, representing the community on a number of Public Bodies, consulting on behalf of the community i.e. planning matters, licensing matters and parks and open space matters;
- Ensures that the Councils democratic decision making process is fully supported by the Staff in full compliance with all legal requirements
- Representation to you as a member of the community, by ensuring that any matter that affects your life is considered to ensure that your needs and the needs of the community are best served.
- Information to let you know what the Council is doing when the meetings take place and what the decisions are.

### LAST YEARS AIMS- Democratic & Core Services

Our Aim Last Year	Was it achieved?
To continue to support the Town Mayor in Civic Events and representation within the community	<b>YES.</b> The Mayor was invited to a number of events. The Mayor's appeal raised in excess of £11000 for charity
Review of working methods, payment and quality of service provided by the caretaking staff	<b>YES</b> A new working pattern affording the Council more flexibility was introduced during the year.
To Continue to locally support National Democracy week	<b>YES</b> both parties took part in an event hosted by Spennymoor Library
Produce a working guide book on Internal Practice within the Town Clerk's Department	<b>ONGOING</b> as highlighted in Internal Audit Report
Provide full training for staff and Councillors as and when needed	<b>YES.</b> A budget is set aside for training for the benefit and development of both Councillors and Staff.
Promotion of Mayoral Visits to help local people celebrate their special occasions	<b>YES</b> via the Town Council Newsletter
Promotion of additional Civic Charity Event on New Years Eve	<b>YES</b> The event was very successful

## DEMOCRATIC AND CORE PERFORMANCE INDICATORS

Indicators	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/7
The percentage of correspondence where an acknowledgement is sent within 5 working days.	100%	98%*	100%	100%
The percentage of correspondence where a full response is sent within 10 working days.	98%	98%	98%	Data unavailable
The percentage of undisputed invoices paid within 30 days. A target of 97% to be met within the first year	100%	100%	100%	100%
The percentage of posts filled by women to ensure compliance with the Council's equal opportunities policies.	29%	26%	29%	Data unavailable
The percentage of days lost to sickness.	8%	6%	6%	Data awaited
The percentage of employees day receiving training	50%	55%	50%	Data unavailable
The number of buildings accessible to the public who are disabled	100%	100%	100%	100%

\* some delays caused by office relocation

SERVICE	INDICATOR	Target 2005/6	Actual 2005/6	Target 2006/7	Actual 2006/07
General and Civic Services	Number of Mayoral Engagements	150	172	150	157

### NEXT YEARS AIMS 2007/08- Democratic & Core Performance Indicators

To demonstrate continuous improvement in those areas where last years targets have yet to be met and to facilitate a Junior Mayor Competition to complement our existing work on promoting Local democracy.

## CAPITAL PROJECTS

### Spennymoor Town Council provides:-

- An Annual Budgeted sum to fund Capital Works and also to a fund rolling programme for the repairs and maintenance of buildings and the replacement of plant, machinery and vehicles.

### ITS AIMS...

- To provide funds to undertake Capital Projects;
- To maintain existing property belonging to the Town Council;

Our Aim Last Year	Was it achieved?
To see to successful completion the works to the Town Hall Clock	<b>YES</b>
To continue with a rolling programme for the maintenance of buildings	<b>YES</b>
To see to successful Completion the essential Health & Safety works required to Jubilee Park Depot	<b>YES</b>
Provide new Christmas Decorations	<b>YES</b>
To Provide a Children's Christmas Light Design Competition	<b>YES</b>
To see to successful completion the works required to Jubilee Park retaining wall	<b>YES</b>

### NEXT YEARS AIMS 2007/08- Capital Programme

Investment of Capital receipts from the sale of the former Middlestone Moor Youth Club site in Town Council facilities and services.

Option appraisal of Public Toilets to the rear of the Town Hall

Relocation of the Mayors Parlour in order to improve disabled access and to enhance the desirability of the Memorial Room for public hire.

Refurbishment of the Main Hall.

Refurbishment with grant funding of the John Kitson Arch.

# ADMINISTRATIVE SERVICES

## **The Town Council provides:-**

Administrative and Financial procedures and the carrying out of the Council's decision through the Town Clerk's Department based at the Town Hall. This covers a vast area from personnel matters for all staff, administrative and computer systems, incoming mail, financial assistance, all payments of income, audit, operation of legal agreements, bookings, insurance, dealing with complaints and public relations. The list is endless and is really whatever is needed to make your life in the community better.

In addition we deal with all public at the reception area and incoming telephone calls to the Town Council.

The administration, management and maintenance of the Town Council's property are carried out centrally with each facility allocated a repair fund within its budget. Responsibilities include verification of orders, invoices, drawing up tenders for work, programming of works, capital programme reports implementation, arrangements and maintenance of all alarm systems, establishment of appropriate maintenance contracts with outside contractors and the monitoring of all Health and Safety Matters.

## **ITS AIMS...**

- The management of an efficient Town Clerk's Department;
- To comply with the Town Council's financial Standing Orders and Government Legislation;
- Provide budget information to Members;
- Correct use and provision of equipment;
- Adequate provision of staff and training of staff;
- The management of all land and legal agreements;
- Ensure that the Council is fully appraised of all statutory duties;
- To carry out the policies of the Council;
- To ensure that the Council's activities are promoted and publicised;
- To respond to all contact made with the Town Clerk's Department in a friendly helpful way;
- To comply with Health and Safety matters;
- To improve the appearance of the Town Council's property;
- To police and respond to act of vandalism of Town Council property;

<b>Our Aim Last Year</b>	<b>Was it achieved?</b>
To apply for Quality Status by June 2006	<b>NO</b> in order to qualify for quality status there is a requirement to produce a quarterly Newsletter. Although a Newsletter is produced we have not yet released the required number to enable our application for Quality Status to proceed.
To ensure that the activities are promoted and publicised	<b>YES</b> this year has seen wider use of the flashing sign, to publicise Town Hall activities, advertising in the SpennyNews and a Parish magazine and improvements to our website.

### **ADMINISTRATIVE SERVICES AIMS FOR 2007/08**

Next years aims are to improve on last year's performance and to be awarded quality status by the accreditation panel which meets in September 2007

## **FINANCIAL INFORMATION**

As can be seen from the following financial summary of the Council's budget out-turn position at the end of the 2006/07 financial Year, the Town Council made savings across all budget headings save for Village Halls and Community Centres.

This meant that instead of using £11,318 from balances to produce a balanced budget as was planned, the Town Council were in the position of being to add £88,785 to unallocated balances.

## Budget Comparison for the Year

The following table provides a comparison between the budget for the year and actual net expenditure incurred and income received, broken down into the major service areas provided by the Council.

Service	Budget	Actual £
Allotments	8,894	-9,585
Parks and Open Spaces	343,914	330,117
Cemeteries	49,164	42,001
Village Halls, Community Centres etc	10,228	15,942
Planning and Highways	48,529	52,183
Town Hall	125,463	108,881
General Administration	372,595	358,510
Civic Services	19,879	17,887
Capital Programme	130,000	118,895
Best Value	-25,105	-30,000
Other Expenditure	67,500	52,899
Other Income	-60,729	-67,501
	1,090,332	990,229
Precept on Borough Council	1,079,014	1,079,014
Surplus	-11,318	<b>88,785</b>

Further information about the accounts is available from the Town Clerk, Town Hall, High Street, Spennymoor, Co. Durham DL16 6DG. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised in the local press.

**SPENNYMOOR TOWN COUNCIL**  
**List of Councillors**  
**2007 – 2011**

<b>NAME</b>	<b>ADDRESS</b>	<b>TEL NO.</b>
ARMSTRONG, Miss Sarah L.	Stone House, 5 Green Lane, Spennymoor	814228
BAINBRIDGE, Mrs. Catherine	6 Eden Terrace, Kirk Merrington	814585
CULINE, John C.	Amusement Depot, Tudhoe Ind.Est., Spennymoor	813856
GRAHAM, James V. <i>Leader of the Council</i>	7 St.David's Close, Spennymoor	817873
GRAHAM, Ms. Treena	40 Upper Church Street, Spennymoor	420738
HARRINGTON, Ian <i>Deputy Town Mayor</i>	18 Winchester Court, Spennymoor	813537
HESLOP, Garry	5 Primrose Close, Middlestone Moor, Spennymoor.	420308
JONES, Martin T.B.	17 Dickens Street, Spennymoor	827229
MADDISON, Clive	49 Parkside, Spennymoor	816297
MADDISON, Mrs. Elizabeth	49 Parkside, Spennymoor	816297
MARR, John M. <i>Deputy Leader of the Council</i>	13 Gerard Street, Spennymoor	817304
PARKIN, John	38 South Court, Middlestone Moor, Spennymoor	815343
PLEWS, John E.	17 Ash Grove, Spennymoor	816113
RYDER, Frederick E.	6 Carr Street, Spennymoor	817498
SMITH, James W.	90 St. David's Close, Spennymoor	819907
SPROAT, Mrs. Christine	Field View, Vyners Close, Merrington Lane, Spennymoor	810386
THOMPSON, Kevin	109 Mayfields, Spennymoor	817797
TOLLEY, George	1 Parkdale, Spennymoor	819856
WALKER, Fred	177 Durham Road, Spennymoor	812708
WATERS, William	7 Vine Street, Byers Green, Spennymoor	602841
WOOD, Mrs. Elizabeth M.	6 St.Mary's Grove, Tudhoe, Spennymoor	818281
WOOD, Mrs. Joan L. <i>Town Mayor</i>	112 Wood Vue, Spennymoor	818151

**APPENDIX I  
Spennymoor Town Council**

**Service and Amenities  
Feedback Slip**

<b>Activity</b>	Please Tick	<b>Very</b>	<b>Satisfied</b>	<b>Satisfied</b>	<b>Not</b>	<b>Satisfied</b>
All Weather Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crazy Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Football	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for lack of satisfaction:

Your suggestions as to other services we could provide for the future:

*Optional*  
Name: ..... Signature: ..... Date:.....  
(Block Capitals)

Address:  
.....  
.....

Spennymoor Town Council  
Best Value Policy

*To be assured that we are affording you the hirer, a quality service, please be as kind as to complete this questionnaire*

<b>Date of Function:</b>	
<b>Name of Hirer:</b>	

**Please Tick**

	<b>Good</b>	<b>Average</b>	<b>Poor</b>
<b>STAFF</b>			
Assistance given to make your booking			
Set up of the room for your function			
Assistance if requested from staff during your function			

<b>FACILITIES</b>			
Room décor			
Furniture			
Toilets			
Overall cleanliness			

<b>BAR</b>			
Standard of Goods Purchased			
Service performance			
Degree of pleasantness			

<b>CATERING</b>			
Standard of Meal			
Table layout			
Speed of Service			

**Any other Comments**