



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

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29 June 2023

To: Residents of Aylesbury

You are invited to attend a meeting of the Policy Committee to be held on **Wednesday 5 July 2023, at 7pm** in the Council Chamber, Town Hall, Church Street, Aylesbury, HP20 2QP.

A period not exceeding 15 minutes is made available prior to the formal start of the meeting, where the public so require, to raise issues relating to matters over which the council has duties, powers or influence.

Yours sincerely

Keith Gray

Keith Gray, JP
TOWN CLERK



AYLESBURY
TOWN COUNCIL

Agenda - Policy Committee 5 July 2023

1. Apologies

To receive and note reasons for apologies for absence.

2. Declarations of Interest

To receive and note any personal or prejudicial interests.

3. Election of Vice-Chairman

To receive nominations and elect a Vice-Chairman for the 2023-24 municipal year.

4. Minutes

To receive, accept and sign the Minutes of 12 April 2023.

5. Matters Arising

To receive any updates from members or the Clerk

6. Policy Review

a) Committee to review, note, and agree, to the policies by way of administrative matters and annual review (no changes).

- JPPC POL01 Accident, Illness and Medication Consent Policy
- JPPC POL03 Aggressive behaviour Policy
- JPPC POL07 Complaints Policy
- JPPC POL09 Data Protection Policy
- JPPC POL10 Privacy Notice
- JPPC POL17 Manual Handling
- JPPC POL19 Key Worker Policy
- JPPC POL20 Missing Child - Uncollected Child
- JPPC POL21 Alcohol, Drugs and No Smoking Policy
- JPPC POL22 Outings Policy
- JPPC POL24 Play Policy
- JPPC POL25 No Platform Policy
- JPPC POL28 Social Media Policy for staff and casual playworkers
- JPPC POL29 Staff Behaviour Policy
- JPPC POL30 Visitors Policy
- JPPC POL34 Designated Deputy
- JPPC POL37 Minibus Accident and Breakdown Procedure
- JPPC POL38 Gas Leak Procedure

- ATC POL04 Return of Council Property
 - ATC POL50 Members Code of Conduct
- b) Committee to review, note, and agree, various changes (see attached documents showing tracked changes) to the policies by way of administrative matters, government changes and annual review.
- JPPC POL04 Arrival & Departure Policy
 - JPPC POL05 Behaviour Management Policy
 - JPPC POL06 Suspension and Exclusion Policy
 - JPPC POL08 Confidentiality Policy
 - JPPC POL11 Emergency Evacuation Closure Lockdown Procedure and Fire Policy
 - JPPC POL12 Equalities Policy
 - JPPC POL31 Parent Carer Handbook
 - JPPC POL32 Playworker Handbook
 - JPPC POL33 CCTV Policy Code (Code of Practice)
 - ATC POL22 Anti-Smoking Policy
 - ATC POL23 Business Continuity Plan
 - ATC POL27 Gifts and Hospitality Policy
 - ATC POL30 Freedom of Information Procedure
 - ATC POL56 Investment Policy
 - ATC POL66 News Media Policy and Social Media for Councillors
 - ATC POL05 Absence Policy
- c) Committee to note, and agree, new policies to be implemented by the council.
- ATC POL15 Stress Management Policy
 - ATC POL34 Customer Care Charter
 - ATC POL85 PayPal Policy
- d) To receive, accept and agree the updated Health & Safety Handbook and ATC POL03 Health & Safety Policy Manual which has been reviewed by the Council's Health & Safety advisors Worknest. References to Ellis Whittam have been changed to Worknest.

To agree for the Town Clerk to sign the Health and Safety Policy Statement and Environmental Policy Statement contained in the Policy Manual (p.8 and 9) and H&S Handbook (p.5 and 6).

7. Buckinghamshire Council Town and Parish Councils Survey

To discuss and agree a response from the council to Buckinghamshire Council's Town and Parish Council Survey.

8. Community Liaison Officers

- a) To receive, note and accept the update report from the Town Centre Officer on current works.

- b) To receive, note and accept the update report from the Community Liaison Officer Environment current works.

9. Corporate Risk Assessment

To receive and agree the 2023-24 Corporate Risk Assessment (herewith)

10. Secure disposal of old IT equipment

To agree to remove old laptops from the asset register and dispose of it securely and in line with WEEE compliance.

11. Date of Next Meeting

The date of the next meeting will be Wednesday 11 October 2023 at 7pm at the Town Hall.

12. Reserved Item

To pass a motion that under the Public Bodies (Admissions to Meetings) Act 1960 (section 2) (and as extended by section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

13. BACAS Cloud

To consider upgrading the cemetery administration system from a server-based version to a cloud-based version.

14. Rialtas Cloud

To consider upgrading the finance and allotment administration system from a server-based version to a cloud-based version.

15. Property purchase

To discuss the purchase of property within the Parish of Aylesbury Town.

16. Cemetery Land

To discuss and consider future grave provision and space at Tring Road cemetery.