



AYLESBURY TOWN COUNCIL

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

Telephone: 01296 425678
Fax: 01296 426134
Website: aylesburytowncouncil.gov.uk
Contact: **Judith Priest**
E-mail: judith.priest@aylesburytowncouncil.gov.uk

3 April 2024

To: Residents of Aylesbury

You are invited to attend a meeting of the Policy Committee to be held on **Wednesday 10 April 2024, 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

Agenda - Policy Committee 10 April 2024

- 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. Minutes**
To receive, accept and sign the Minutes of 7 February 2024.
- 4. Matters Arising**
To receive any updates from members or the Clerk

5. Policy Review

To agree that in all council policies the word “staff” is changed to “employee” in line with current HR terminology.

6. 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.

7. Staffing

To receive a verbal update from the Town Clerk on staffing matters.

8. Cigarette Disposal Ballot Bin

To purchase and install a “Ballot Bin” as an innovative way to dispose of cigarette ends.

9. Terms of Reference

Committee to note and agree changes to the Terms of Reference for the Policy committee. See attached draft.

10. Health and Safety

To receive an update from the Town Clerk on health and safety matters.

11. Date of Next Meeting

The date of the next meeting will be Wednesday 3 July 2024 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. Annual appraisal of employees and salary increase under the incremental pay progression adopted by the council

To receive a briefing paper including proposals and recommendations regarding the above matters and to make decisions as appropriate.

14. Freda Robert’s Community Award

To review nominations received for the award and select a winner who fulfils the criteria of the award.