



AYLESBURY TOWN COUNCIL

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

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4 April 2023

To: Residents of Aylesbury

You are invited to attend a meeting of the Policy Committee to be held on **Wednesday 12 April 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 12 April 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. Minutes

To receive, accept and sign the Minutes of 23 November 2022

4. Matters Arising

To receive any updates from members or the Clerk

5. Policy Review

- a) Committee to note, and agree, various changes to the policy by way of administrative matters and government changes.

ATC POL22 Smoking Policy

ATC POL57 Safeguarding and Protecting Children and Young People Policy

JPPC POL02 Admission Policy

JPPC POL13 Food, Drink and Healthy Eating Policy

JPPC POL14 Food Safety Policy

JPPC POL15 Health and Safety Policy

JPPC POL16 Risk Assessment Policy

JPPC POL18 Intimate Care Policy

JPPC POL23 Involving Parents and Carers Policy

JPPC POL26 Safeguarding and Child Protection Policy

JPPC POL27 SEN Policy

JPPC POL34 Designated Deputy

JPPC POL35 EYFS Policy

- b) Committee to note, and agree, new policies to be implemented by the council.

ATC POL79 Corporate Charge Card Policy

ATC POL80 Gas Leak Procedure

6. Staffing

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

7. Terms of Reference

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

8. Digitalisation of the existing Heritage Walk booklet

To consider digitalising the existing heritage walk booklet with TrailTale for five years at a one off cost of £2,275+VAT, which includes app development, hosting and 12 audio points.

9. Update on work from Community Liaison Officers

To receive a verbal update from the Town Clerk on the work of the Community Liaison Officer Environment and Town Centre Officer

10. Insurance Update

To receive a verbal update from the Town Clerk on the council's insurance renewal.

11. Community Centre devolvement update

To receive a verbal update from the Town Clerk on the progress of the devolvement of the community centres (Haydon Hill Community Centre, Aylesbury Multicultural Centre and Quarrendon & Meadowcroft Community Centre) from Buckinghamshire Council to the Town Council.

12. Community Sports Hub

To receive a verbal update from the Leader of the Council on the progress of the feasibility study for the Community Sports Hub.

13. Date of Next Meeting

The date of the next meeting will be Wednesday 5 July 2023 at 7pm at the Town Hall.

14. 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.

15. Annual appraisal of staff 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 decision as appropriate.

16. Freda Robert's Community Award

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