



AYLESBURY TOWN COUNCIL

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

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10 July 2024

To: **Members of the Policy Committee**

Cllrs R Lloyd (Chairman), S Bateman, A Christensen, T Dixon, C Hendren, P Koya, N Mehta, S Morgan, W Raja, A Sherwell, T Hunter-Watts, M Willis

Dear Councillors,

You are hereby summoned to a meeting of the Policy Committee, which will be held on **Wednesday 17 July 2024 at 7pm in the Council Chamber, Town Hall, Church Street, Aylesbury, Bucks 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 committee has duties, powers or influence.

Members of the public and press are welcome to attend.

Yours sincerely,

Keith Gray

Keith Gray, JP
Town Clerk



AYLESBURY
TOWN COUNCIL

Agenda - Policy Committee 17 July 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 of Last Meeting

To receive, accept and sign the Minutes of 10 April 2024.

4. Matters Arising

To receive any updates from members or the Clerk

5. Policy Review

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

- JPPC POL01 Accident, Illness & Medication Consent Policy
- JPPC POL02 Admissions Policy
- JPPC POL03 Aggressive Behaviour
- JPPC POL04 Arrival & Departure Policy
- JPPC POL05 Behaviour Management Policy
- JPPC POL06 Suspension and Exclusion Policy
- JPPC POL07 Complaints Policy
- JPPC POL08 Confidentiality Policy
- JPPC POL09 & GDPR POL05 Data Protection Policy
- JPPC POL10 Privacy Notice
- JPPC POL11 Emergency Evacuation/Closure/Lockdown Procedure and Fire Policy
- JPPC POL12 Equality of Opportunities
- JPPC POL13 Food and Drink and Healthy Eating Inc. Allergens
- JPPC POL14 Food Safety
- JPPC POL15 Health and Safety Policy
- JPPC POL16 Risk Assessments Policy
- JPPC POL17 Manual Handling
- JPPC POL18 Intimate Care Policy
- JPPC POL19 Key Worker Policy
- JPPC POL20 Missing Child / Uncollected Child

- JPPC POL21 Alcohol, Drugs and No Smoking Policy
- JPPC POL22 Outings Policy
- JPPC POL23 Involving Parents and Carers
- JPPC POL24 Play Policy
- JPPC POL25 No Platform Policy
- JPPC POL26 Safeguarding Inc. mobile phones and camera use
- JPPC POL27 SEND
- JPPC POL28 Social Networking
- JPPC POL29 Staff Behaviour Policy
- JPPC POL30 Visitors
- JPPC POL31 Parent Carer Handbook
- JPPC POL33 CCTV Policy (code of Practice) for JPPC
- JPPC POL34 Designated Deputy
- JPPC POL35 EYFS Policy
- JPPC POL36 Covid-19 Policy
- JPPC POL37 Minibus Accident and Breakdown Procedure
- JPPC POL38 Gas Leak Procedure
- ATC POL59 Long Service and Retirement Policy
- ATC POL80 Town Hall Gas Leak Procedure
- GDPR POL05 Data Protection Policy

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.

- ATC POL35 LGPS Employer Discretions Policy
- GDPR POL03 Records Management Policy
- ATC POL74 Photography and Filming Policy

c) Committee to note, and agree, new policies to be implemented by the council, they are:

- ATC POL87 Volunteer Policy

d) To receive, accept and agree the Emergency Evacuation Procedure for Disabled People which has been reviewed by the Council's Health & Safety advisors Worknest.

6. Changing Room Refurbishment

- a) To agree to allocate a budget of £10,000 for any possible refurbishment of changing facilities and any initial maintenance of Bowlers Field and
- b) To agree to the application of £10,000 from the earmarked reserves known as devolved assets/services (323).

7. Christmas Lights Procurement Services

To note the officer report and approve the use of Contractor A to provide procurement procedure services.

8. New Website Provider

To note the officer report and approve the use of Supplier B as the Town Councils Website Provider.

9. 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.

10. Secure disposal of old IT equipment

To agree to remove old IT Equipment from the asset register and dispose of it securely and in line with WEEE compliance. The following items will be disposed of securely, Laptop 19 - HP 650, Laptop 20- HP Pavilion Notebook, Laptop 21 - HP ProBook 4540s, Watchguard Firebox T35-W, HP ProLiant ML350 G6 (Asset Tag 00303), View Sonic VA2448- LED (Asset Tag 00051), Screen 14 - AOC (Asset Tag 00026) and Asus (Asset Tag 00004).

11. Date of Next Meeting

The date of the next meeting will be Wednesday 23 October 2024 at 7pm at the Town Hall.

Exclusion of the public from meetings for confidential items of business

To exclude the public (including the press) from a meeting of the Council, it is necessary for the following proposition to be moved and adopted "that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for item number(s), which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated"

Notes on members' interests

Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interest and, unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter at the meeting and must leave the room whilst the matter is being debated or voted on.

(2) A member has a disclosable pecuniary interest if it (a) relates to him or her, or (b) is an interest of - (i) the member's spouse or civil partner; or (ii) a person with whom the member is living as husband and wife; or (iii) a person with whom the member is living as if civil partners and the member is aware that the other person has the interest.

(3) Disclosable pecuniary interests include - (a) any employment or profession carried out for profit or gain; (b) any financial benefit received by the member in respect of expenses incurred carrying out his or her duties as a member (except from the Council); (c) any current contracts with the Council; (d) any beneficial interest in land/property within the Council's area; (e) any license for a month or longer to occupy land in the Council's area; (f) any tenancy where the Council is landlord and the member (or person in (2)(b) above) has a beneficial interest; (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

(4) If a member has a non-disclosable pecuniary interest or a non-pecuniary interest, he or she is required to declare that interest and is obliged to leave the meeting for consideration of the specific agenda item.

(5) A member has a non-disclosable pecuniary interest or a non-pecuniary interest where - (a) a decision in relation to the business being considered might reasonably be regarded as affecting the wellbeing or financial standing of the member or a member of his or her family or a person with whom the member has a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which the member has been elected or otherwise of the authority's administrative area, or (b) it relates to or is likely to affect any of the descriptions referred to above but in respect of a member of the councillor's family (other than specified in (2)(b) above) or a person with whom the member has a close association and that interest is not a disclosable pecuniary interest.