



AYLESBURY TOWN COUNCIL

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

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19 October 2023

To: Residents of Aylesbury

You are invited to attend a meeting of the Policy Committee to be held on **Wednesday 25 October 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 25 October 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 5 July 2023.

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 by way of administrative matters and annual review (no changes or minor word changes).

- ATC POL06 Alcohol and Controlled Substances
- ATC POL07 Community Engagement Statement
- ATC POL08 Complaints Policy and Procedure
- ATC POL09 IT and Communications Policy
- ATC POL10 Asbestos Policy
- ATC POL11 Employee Code of Conduct
- ATC POL24 Telephone and Mobile Phones at Work
- ATC POL28 Use of Town Council Resources
- ATC POL29 Confidential Reporting (Whistleblowing) Policy
- ATC POL31 Induction and Probationary Period Policy
- ATC POL33 Display Screen (VDU) Equipment Policy
- ATC POL37 Member and Employee Training Policy
- ATC POL44 Social Media Policy
- ATC POL45 Anti-Bribery Policy
- ATC POL46 Disability Policy
- ATC POL49 Equal Pay Policy
- ATC POL68 Statement on Secure Storage of DBS Information
- ATC POL78 Roundabouts 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 POL25 Fire Safety Procedures
- ATC POL26 Reserves Policy
- ATC POL32 Charity Collection Tins at Events
- ATC POL58 Cash Handling Policy for Events
- ATC POL70 Website Accessibility Statement

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. Health and Safety

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

9. Date of Next Meeting

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

10. 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.

11. Occupational Health Supplier

To contract an occupational health supplier to ensure the Council is supported and covered in its HR duties and legal and good practice requirements for Occupational Health referrals.