



# AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Buckinghamshire, HP20 2QP

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20<sup>th</sup> January 2021

To: Residents of Aylesbury

You are invited to attend a meeting of the Policy Committee to be held on **TUESDAY, 26<sup>th</sup> JANUARY 2021, at 7.00 pm.**

Due to the Covid-19 pandemic and the restriction placed by the Government on gatherings of people, this meeting will be held remotely, via the Zoom video conferencing system, for councillors and for members of the public who wish to participate. For more information, please contact the Deputy Town Clerk (details shown at the top of this agenda). Joining details are shown below.

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83731467901>

Meeting ID: 837 3146 7901

One tap mobile

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+441314601196,,83731467901# United Kingdom

Dial by your location

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+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Yours sincerely

*Keith Gray*

KEITH GRAY, JP  
Town Clerk

## Policy Agenda 26<sup>th</sup> January 2021

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 20<sup>th</sup> October 2020
4. **MATTERS ARISING**  
To receive any updates from members or the Clerk
5. **COMMITTEE MATTERS**  
To receive updates from the Chairs of Committees
6. **DEVOLUTION OF ASSETS AND SERVICES**  
The Town Clerk to provide a verbal update.
7. **DISPOSAL OF OLD ATC COMPUTERS - "DONATE 2 EDUCATE"**  
To consider disposal of obsolete computer hardware under the Donate 2 Educate scheme.
8. **ASSETS OF COMMUNITY VALUE**  
To consider and agree in principle whether to re-new bids for assets of community value as and when the original 5-year listings lapse
9. **POLICY REVIEW**  
To agree and endorse the adoption of reviewed ATC, GDPR and JPPC policies and procedures following exercise of delegated powers to the Town Clerk:

ATC POL44 Social Media Policy  
ATC POL61 Prevent Duty Policy  
ATC POL68 Statement on Secure Storage of DBS Information  
ATC POL07 Community Engagement  
GDPR POL01 Clear Desk and Screen Policy  
GDPR POL02 Information Governance Policy  
GDPR POL03 Records Management Policy  
GDPR POL04 Subject Access Request Policy  
GDPR POL05 Data Protection Policy  
GDPR POL06 Information Security Policy  
GDPR POL07 Remote Working and BYOD Policy  
ATC POL58 Cash Handling at Events  
ATC POL32 Charity collection Tins at Events  
JPPC POL37 Minibus Accident and Breakdown Procedure  
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 Suspensions & Exclusion Policy  
JPPC POL07 Complaints Policy  
JPPC POL08 Confidentiality Policy

JPPC POL09 Data Protection Policy  
JPPC POL10 Privacy Notice  
JPPC POL11 Emergency Evacuation/Closure/Lockdown Procedure Fire Policy  
JPPC POL12 Equality of Opportunities  
JPPC POL13 Food & Drink and Healthy Eating Policy  
JPPC POL14 Food Safety Policy  
JPPC POL15 Health & Safety Policy  
JPPC POL16 Risk Assessment Policy  
JPPC POL17 Manual Handling Policy  
JPPC POL18 Intimate Care Policy  
JPPC POL19 Keyworker Policy  
JPPC POL20 Missing Child/Uncollected Child Policy  
JPPC POL21 Alcohol, Drugs and No Smoking Policy  
JPPC POL22 Outings Policy  
JPPC POL23 Involving Parents and Carers Policy  
JPPC POL24 Play Policy  
JPPC POL25 No Platform Policy  
JPPC POL27 SEND Policy  
JPPC POL28 Social Networking  
JPPC POL29 Staff Behaviour Policy  
JPPC POL30 Visitors Policy  
JPPC POL33 CCTV Policy (Code of Practice) for JPPC  
JPPC POL34 Designated Deputy  
JPPC POL35 EYFS Policy  
JPPC POL36 COVID-19 Policy  
ATC POL 06 Alcohol and Controlled Substances  
ATC POL 10 Asbestos Policy and Procedure  
ATC POL11 Employee Code of Conduct  
ATC POL 24 Mobile Phones at Work  
ATC POL 25 Fire Safety Policy and Procedure  
ATC POL 28 Use of ATC Resources  
ATC POL 31 Induction and Probation  
ATC POL 37 Member/Employee Training  
ATC POL 46 Disability Policy  
ATC POL 50 Members Code of Conduct  
ATC POL 60 Petty Cash Policy

**10. CO-OPTION**

The Town Clerk to explain and clarify the procedures for co-option of councillors.

**11. DATE OF NEXT MEETING**

To note the date of the next meeting as provisionally scheduled for Wednesday 14<sup>th</sup> April 2021 at 7.00 pm