



AYLESBURY
TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Thursday 12 May 2022, in the
Council Chamber, Aylesbury Town Hall, 5 Church Street, Aylesbury,
HP20 2QP at 7pm**

The Chairman called the meeting to order at 7:08pm

In the Chair: Cllr A Christensen (Town Mayor)

Present:

M. Azam	M. Baldwin	S. Bateman	S. Chapple
T. Dixon	C. Hendren	T. Hunter-Watts	N. Hussain
T. Hussain	R. Khan BEM	R. King	P. Koya
S. Lambert	R. Lloyd	N. Mehta	A. Morgan
S. Morgan	W. Raja	A. Sherwell	D. Summers
G. Wadhwa	M. Willis		

Officers: Mr Keith Gray, JP (Town Clerk)
Mrs Judith Priest (Deputy Town Clerk)

3 members of the public

The Town Mayor opened the meeting at 7:08pm and welcomed all members. He had greatly enjoyed his year in office, meeting and representing the people of Aylesbury as Mayor.

1. Election of Town Mayor (Chairman of the Council)

To elect the Town Mayor for 2022/23.

Cllr Lloyd proposed, Cllr Mehta seconded that Cllr Tim Dixon be elected as Town Mayor for Aylesbury for the term of one year. No further nominations were forthcoming and on being put to the vote this proposal was carried unanimously.

Resolved: That Cllr Dixon be duly elected Town Mayor for the municipal year 2022/23.

Cllr Dixon in the Chair.

Resolved: The Mayor signed the Declaration of Acceptance of Office before the Town Clerk and Proper Officer of the Council.

The Town Mayor thanked his proposer, seconder and all members for electing him.

2. Apologies

To receive and accept apologies of absence from Town Councillors.

Apologies received from Cllr D. Thompson (illness) and Cllr M. Win (prior commitment).
On being put to the vote to accept the apologies from Cllr D. Thompson, councillors voted

Resolved: 22 For accepting the apology and 1 Not accepting the apology

On being put to the vote to accept the apologies from Cllr M. Winn, councillors voted

Resolved: 22 For accepting the apology and 1 Not accepting the apology

3. Declarations of Interest

To receive any pecuniary and non-pecuniary declarations of interest.

Resolved: No declarations of pecuniary and non-pecuniary interest made and no requests for dispensations made.

Resolved: That the Town Clerk be delegated the power to grant dispensations (under s101 of the Local Government Act 1972).

4. Election of Deputy Mayor

To elect the Deputy Town Mayor for 2022/23

Proposed by Cllr Khan, seconded by Cllr Baldwin that Cllr Steven Lambert be elected as Deputy Town Mayor for a term of one year. No further nominations were forthcoming and on being put to the vote the proposal was carried unanimously.

Resolved: That Cllr Lambert be duly elected as Deputy Town Mayor for the municipal year 2022/23.

Resolved: The Deputy Town Mayor signed the Declaration of Acceptance of Office before the Town Clerk and Proper Officer of the Council.

5. Minutes

Resolved: To unanimously receive and accept the minutes of:

- a) Planning and Licensing on 11 April 2022
- b) Planning and Licensing on 25 April 2022
- c) Policy Committee on 13 April 2022
- d) Town Council on 14 April 2022

6. Appointment of Leader of the Council (Political Appointment)

To elect the Leader of the Council

It was proposed by Cllr Willis, seconded by Cllr Hendren that Cllr Richard Lloyd be Leader of the Council in 2022/23. On being put to the vote the proposal was carried unanimously.

Resolved: That Cllr Lloyd be duly elected Leader of the Council in 2022/23.

One member of the public left the meeting

7. Committee Structure

To agree the following Committee structure for 2022/23. To agree the membership of each committee according to Council's Standing Orders.

The Town Clerk indicated that prior discussions had been held with the respective group leaders and proposed that the existing Committee Structure be retained as follows, politically balanced.

Resolved: The following committees shall be the Standing Committees of the Town Council, and the current Terms of Reference shall remain as agreed, subject to amendments as appropriate in Standing Orders to reflect size of committees.

- a) Policy Committee - 11 members: all Chairs and Vice Chairs of the other five standing committees plus the Town Mayor
- b) Finance Committee - 7 members: 6 Liberal Democrat, 1 Conservative,
- c) Planning Committee - 9 members: 7 Liberal Democrat, 2 Conservative
- d) Direct Services Committee - 9 members: 7 Liberal Democrat, 2 Conservative
- e) Communities Committee - 9 members: 7 Liberal Democrat, 2 Conservative
- f) Grants Committee - 7 members: 6 Liberal Democrat, 1 Conservative.

Resolved: The Town Clerk then read out the proposed memberships of each committee and this was unanimously agreed as outlined below.

Finance Committee

Cllrs A. Christensen, A. Sherwell, P. Koya, R. Lloyd, T. Dixon, N. Mehta, R. King

Planning and Licensing Committee

Cllrs M. Willis, C. Hendren, G. Wadhwa, A. Sherwell, T. Hunter-Watts, M. Azam, N. Hussain

Grants Committee

Cllrs S. Morgan, M. Baldwin, T. Hussain, S. Bateman, A. Morgan, N. Mehta, S. Chapple

Communities Committee

Cllrs T. Dixon, S. Bateman, A. Christensen, N. Mehta, G., Wadhwa, P. Koya, M. Willis, D. Summers, D. Thompson

Direct Services

Cllrs W. Raja, S. Lambert, C. Hendren, A. Morgan, R. Lloyd, N. Hussain, M. Azam, M. Winn, R. King

8. Appointment of Committee Chairs

Resolved: Unanimously agreed that the following councillors named shall be Chairman of the following Standing Committees of the Town Council:

- | | |
|---|---------------------|
| a) Chairman of the Policy Committee | Cllr R. Lloyd |
| b) Chairman of the Finance Committee | Cllr A. Christensen |
| c) Chairman of the Planning and Licensing Committee | Cllr M. Willis |
| d) Chairman of the Direct Services Committee | Cllr W. Raja |
| e) Chairman of the Communities Committee | Cllr T. Dixon |
| f) Chairman of the Grants Committee | Cllr S. Morgan |

9. Signatories for cheques

The Town Clerk advised that four cheque signatories are required and that the current cheque signatories are happy to remain in situ.

Resolved: Council unanimously agreed that Cllrs M. Baldwin, D. Summers, T. Hunter-Watts and S. Lambert be signatories for 2022/23 to sign cheques on behalf of the Council.

10. Appointment of Internal Auditors

Proposal that the Council continues with, and appoints, the firm of Auditing Solutions Ltd as Internal Auditors to the Town Council for 2022/23.

Resolved: That Auditing Solutions Ltd remain appointed as the Council's Internal Auditors.

11. General Powers of Competence

To resolve to take the General Powers of Competence and to agree that the Town Council meets the criteria for eligibility relating to its Electoral mandate and qualified Clerk.

The Town Clerk reminded members of the benefit of adopting the General Powers of Competence and advised Council to so adopt the Powers.

Resolved: Council unanimously agreed to take the powers of the General Powers of Competence and acknowledge and agree that the Council meets the criteria for eligibility to its Electoral mandate and qualified Clerk.

12. Councillor Representatives on Outside Bodies

Nominations were sought for Outside Body representatives.

Resolved: To nominate and unanimously agree the following Councillors as representatives of the Town Council on Outside Bodies in 2022/23.

- a) Arla Liaison Group - Cllr T. Hunter-Watts
- b) Armed Forces Covenant - Cllr D. Summers
- c) Aylesbury Community Board - Cllr A. Sherwell
- d) Aylesbury Garden Town Board - Cllr R. Lloyd
- e) Aylesbury Town Twinning Association - Cllr C. Hendren, Cllr G. Wadhwa
- f) Aylesbury Multi-Cultural Community Centre - Cllr D. Summers
- g) Buckinghamshire Council Freight Strategy Group - Cllr M. Willis
- h) The Emans Trust - Cllr N. Mehta
- i) William Harding Charity Trust - Cllr S. Bateman

13. Reports from Representatives to Outside Bodies

To receive, if any, verbal reports from Outside Body representatives

- a) **Arla Liaison Group** - Cllr T Hunter-Watts
The next meeting is on 8 June 2022
- b) **Armed Forces Covenant** - Cllr D Summers
A new Commandant has recently started and further changes to the senior ranks has been made and everyone is settling in well. One of the main projects this year is to help veterans who have served and are homeless.
- c) **Aylesbury Community Board** - Cllr A Sherwell
Cllr Sherwell advised that he attended the Open Day on 7 May, which was well received by everyone who attended, and he felt that it as brought some better connections between local organisations and the community board. During the open event, "Pride of Bucks" nominees received their awards.

Cllr S Morgan advised that the Aylesbury Community Board is partnering with the Aylesbury Vineyard to start a Ukrainian Family Support Group to get a better understanding of how families can be supported. The first meeting is on 17 May 12:30-2pm. They will also be launching a support group for host families.

- d) **Aylesbury Garden Town Board** - Cllr R Lloyd
Advised that the next meeting is on 25 May, and he is looking forward to receiving more updates from the board about the reorganisation that has taken place behind the scenes. The Gardenway is still progressing.
- e) **Aylesbury Town Twinning Association** - Cllr C Hendren, Cllr G Wadhwa
No report
- f) **Aylesbury Vale Multi-Cultural Centre** - Cllr D Summers
Just finalised its 2021 accounts. The centre is starting to take more bookings again and things are looking positive. The Executive is hoping to meet in person soon for the first time since Covid-19 lockdowns.
- g) **Buckinghamshire Council Freight Strategy Group** - Cllr M Willis
Cllr Willis has not heard from the group or any officers at Buckinghamshire Council.
- h) **The Emans Trust** - Cllr N Mehta
The next meeting is on 13 October 2022.
- i) **William Harding Charity Trust** - Cllr S Bateman
The charity is looking to target different audiences in the community and recently supported the Florence Nightingale Hospice Charity with an event at the Waterside Theatre. Cllr Bateman had met with the Blueprint Centre who are looking for new equipment and are looking to apply for funding. In addition, the trust is encouraging schools to apply for funding for defibrillators. Anyone who has any involvement with schools is asked to encourage the schools to apply for funding. It is hoped to launch the new website by the end of May, so it be easier for applicants to download applications and information about funding requests.

14. Councillor Allowances

To formally approve Councillor Allowances as detailed in the Council's budget/precept for 2022/23.

Resolved: To formally and unanimously approve the agreed scheme of allowances for 2022/23 as detailed in the Council's budget/precept for 2022/23.

£1,023 per annum - Councillor allowance

£3,100 per annum - Town Mayor allowance

15. Review of Council Policies and Procedures

Resolved: that the Council unanimously accept its current policies and procedures but delegates to the Policy Committee to review these in depth and bring to full council any amendments or policy proposal changed for ratification.

16. Review of Standing Orders and Financial Regulations

Resolved: That the Council unanimously agrees to continue with the current Town Council Standing Orders but with changes made to point 42.2.4 and 42.2.5 in Part II - Standing Orders of *Chairmanship Standing Order Financial Regulations* as following:

Part II - Standing Orders 42.2.4

Replace

Any contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall comply with the requirements of the Public Contracts Regulations 2015, s.109-114, which includes the publication of the Contracts Finder website.

With

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant threshold referred to in standing order 42.2.5 is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposed to use an existing list of approved suppliers (framework agreement)

Part II - Standing Orders 42.2.4

Replace

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and Find a Tender (FTS)

With

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

Prior to point 17 on the agenda Cllr S. Morgan declared an interest in point 17 as she is also a Unitary Councillor and Vice-Chairman of the Aylesbury Community Board.

The Town Clerk gave advice to those councillors who are also Unitary Councillors regarding declaring an interest before item 17 is being discuss.

*The following councillors declared an interest and left the room at 7:35pm
Cllrs S. Morgan, A. Christensen, D. Summers, S. Chapple, N. Hussain, W. Raja, R. Khan, M. Baldwin, T. Hussain, T. Hunter-Watts, G. Wadhwa, T. Dixon, S. Lambert*

As the Chairman had left the room, remaining Councillors sought nominations for a councillor to be chairman for item 17 on the agenda.

Cllr King proposed, Cllr A Morgan seconded that Cllr R Lloyd is to be chairman for item 17.

Resolved: On being put to the vote it was unanimously agreed that Cllr R. Lloyd is chairman of the meeting whilst Cllr T. Dixon is not present for item 17.

Cllr R Lloyd in the Chair

17. Floods and Event Trailer Funding

To consider contributing £5,000 towards the purchase of a wellbeing trailer for utilisation during the deployment of the Willow Flood Defences and at Town Council events, if Aylesbury Community Board agreed to grant Aylesbury Town Council the remaining funding of £18,500.

Cllr Sherwell asked if other funding opportunities via the Environment Agency and Thames Water can be explored, however, councillors agreed though that this may delay the purchase of the trailer.

Cllr Koya enquired regarding the utilisation of the trailer and how often it would be used. Cllr Lloyd and the Town Clerk explained that whilst the utilisation for flood defence deployment depends on how often The Willows would flood, which may be once, twice or not at all during a year, the main utilisation would be during the Council's community events. The use would not only be by staff and volunteers but also for visitors with additional needs, who may need an area for respite.

Cllr Sherwell proposed, Cllr A Morgan seconded and on being put to the vote

Resolved: Councillors unanimously agreed to give £5,000 toward the purchase of a wellbeing trailer, which will be utilised at Town Council Community Events and during any deployment of the Willow Flood Defences, if Aylesbury Community Board agrees to grant Aylesbury Town Council the remaining funding of £18,500.

Cllrs S. Morgan, A. Christensen, D. Summers, S. Chapple, M. Baldwin, T. Hussain, T. Hunter-Watts, G. Wadhwa, T. Dixon, S. Lambert returned to the room at 7:44pm. Cllr N. Hussain, R. Khan and W. Raja did not return to the room.

Cllr Dixon resumed the Chair

18. Reserved Item

Resolved: Council unanimously agreed that under the Public Bodies (Admissions to Meetings) Act 1960 (section2) (and as extended by section 100 of the Local Government Act 1972), the press and public can be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

2 members of the public left the room

19. Land gifting

Council considered and discussed, in detail, to accept a gift of land from its current owners, Sanctuary Housing. Councillors had received all information in advance of the meeting and at the meeting the Town Clerk explained that he has spoken with the solicitors and that a land search has been undertaken, by both Aylesbury Town Council solicitors and Sanctuary Housing solicitor, which has not brought up any concerns. This information was copied to all councillors.

Councillors discussed the location of the land, any impact taking on the land will have on the outdoor maintenance team, and a possible use of the land decision will be made in future.

Cllr S Morgan proposed, Cllr A Sherwell seconded and on being put to the vote it was unanimously agreed

Resolved: To accept the gifting of land to the side of The Alfred Rose Park/Rear of Balfour Close, which is being gifted to the Town Council by its current owners Sanctuary Housing.

There being no further business of the Council, the Town Mayor closed the meeting at 7:53pm.

Signed: _____ Date: _____

Town Mayor