



AYLESBURY
TOWN COUNCIL

**Minutes of the Meeting of the Direct Services Committee of Aylesbury Town Council
held at the Town Hall, 5 Church Street, Aylesbury on Wednesday 7 December 2022 at
7pm**

Present: Cllr W Raja (Chairman)
Cllr M Azam
Cllr C Hendren
Cllr S Lambert
Cllr R Lloyd
Cllr R King
Cllr M Winn

Officers in attendance: Mr K Gray (Town Clerk)
Mrs J Priest (Deputy Town Clerk)

No members of the public were in attendance.

The Chairman called the meeting to order at 7pm

1. Apologies

To note and agree apologies for absence.

Resolved: To unanimously receive and accept apologies for absence from Cllr A Morgan (illness)

2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations made and no dispensations requested.

3. Minutes

To receive, accept and sign the draft minutes of 7 September 2022

Resolved: To receive, accept and sign the minutes of 7 September 2022 as a true record.

4. Matters Arising

No matters arising from the minutes.

5. Jonathan Page Play Centre

a) To note the update report from the Play Centre Manager, which councillors received in advance of the meeting.

b) To look at the budgetary position of cost centre 702 Jonathan Page Play Centre to October 2022 (month 7).

Received, reviewed and accepted with no comments made and no questions asked.

Councillors were pleased with the decisions made regarding the changes to school pick-ups from September 2022, which have resulted in an increase of pupils attending from St Louis and Buckingham Park School.

The Deputy Town Clerk reported on the success of the Advent evening on 1 December, which was well attended by parents.

The reports were received, reviewed and agreed by Committee.

6. Devolved Services and Environment

a) To receive an update on Devolved Services and Environment from the Town Clerk.

The outdoor team are now on their winter work schedule including the salting of Bourg Walk Bridge when instructed by Buckinghamshire Council.

Cllr Lloyd thanked the outdoor team for their quick response in clearing a fallen hedge on Wendover Road today.

Cllr Lambert thanked the outdoor maintenance and cemetery team for their assistance and help at Christmas on the Cobbles.

The reports were received, reviewed and agreed by Committee.

b) To look at the budgetary position of cost centre 701 Devolved Services and 403 Environment to October 2022 (month 7).

Received, reviewed and accepted with no comments made and no questions asked.

7. Cemetery

a) To receive an update on cemetery matters from the Town Clerk.

The Town Clerk reported that work has been completed on the Dead House. The next step is to put table and chairs in, so it can be used by the cemetery officer and administrator to meet customers at the cemetery.

The team have, and will continue, to carry out work on trees which needed to be made safe.

- b) To note the statistics report from the Cemetery Officer
The report was received, reviewed and agreed by Committee.
- c) To review the current cemetery fees and consider an inflationary increase of 3% of the fees, starting from 1 April 2023.

Cllr R King proposed that charges for the Transfer of Exclusive Right of Burial should be reduced to £50.

Resolved: On being put to the vote, councillors voted against the proposed reduction to £50 for Transfer of Exclusive Right of Burial with 1 For and 6 Against.

Cllr W Raja proposed, and Cllr R King seconded, to increase the cemetery fees by an inflationary 3%.

Resolved: The committee unanimously agreed, to increase the cemetery fees by 3% from 1 April 2023 as outlined in the briefing paper, issued to committee members in advance of the meeting.

- d) To look at the budgetary position of cost centre 601 Cemetery to October 2022 (month 7)
Received, reviewed and accepted with no comments made or questions received.

8. Allotments

- a) To receive a quarterly update on allotment availability and associated matters
- b) To look at the budgetary look at the budgetary position of cost centre 401 Allotments to October 2022 (month 7)

The Town Clerk advised the committee that the Seed Exchange boxes are currently being installed on all allotment sites.

Councillors received, reviewed and accepted the reports provided in advance of the meeting and had no further questions.

9. Town Hall

- a) To receive an update on matters concerning the Town Hall.

The Town Clerk informed the committee that Fire Doors are being replaced/installed at the Town Hall to ensure compliance with health & safety advice from Worknest.

- b) To review the council chamber and meeting room hire fees and consider to unify the rates for commercial, registered charities and community organisations and to agree to the proposed rates for bookings from 1 April 2023.
To agree that if an evening room hire is requested the time should be from 6pm until 9pm the latest, including clean-up time.

Cllr W Raja proposed, and Cllr R Lloyd seconded, to unify the meeting room and chamber hire rates for commercial, registered charities and community organisations for bookings from 1 April 2023 and that evening bookings must be finished by 9pm.

Resolved: The committee unanimously agreed, to unify the chamber and meeting room hire rates from 1 April 2023 as outlined in the briefing paper issued to councillors in advance of the meeting and for evening room hire to finish by 9pm, including clean-up time.

- c) To look at the budgetary position of cost centre 102 Building to October 2022 (month 7).
Received, reviewed and accepted with no comments made and no questions asked.

10. Building Survey

To agree to proceed with a building survey for the Town Hall for insurance purposes at a cost of up to £1,750+VAT.

Cllr W Raja proposed, and Cllr S Lambert seconded to proceed with a building survey for the Town Hall.

Resolved: Councillors unanimously agreed to proceed with a building survey for the Town Hall for insurance purposed at a cost of up to £1,750+VAT.

11. Date of Next Meeting

To note the date of the next meeting for Wednesday 15 March 2023 at 7pm in the Council Chamber.

There being no further business of the Direct Services Committee, the Chairman closed the meeting at 7:23pm

Signed: _____
Chairman

Date: _____