



**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 20 March 2024 at  
7pm**

**Present:** Cllr W Raja (Chairman)  
Cllr R King  
Cllr P Koya  
Cllr R Lloyd  
Cllr M Winn

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

3 members of the public were in attendance at the meeting.

A resident asked questions pertaining to the cemetery, which were answered by the Town Clerk.

The Chairman called the meeting to order at 7:06pm

1 member of the public left the meeting.

**1. Apologies**

To note and agree apologies for absence.

**Resolved:** To unanimously receive and accept apologies for absence from Cllr M Azam (prior commitment), Cllr S Lambert (prior commitment), Cllr A Morgan (illness)

**2. Declarations of Interest and 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 13 December 2023.

**Resolved:** To unanimously receive, accept and sign the minutes of 13 December 2023 as a true record.

#### 4. Matters Arising

No matters arising from the minutes.

#### 5. Jonathan Page Play Centre (JPPC)

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

The Deputy Town Clerk confirmed that numbers for playscheme are restricted at present due to staffing matters, but these should be resolved before the end of the week and the booking system will be opened up for further capacity accordingly.

**Resolved:** The report was received and agreed by the committee.

- b) To look at the budgetary position of cost centre 702 Jonathan Page Play Centre to January 2024 (month 10).

No questions were raised on the financial reports.

**Resolved:** The update and financial reports were received, reviewed, and agreed by the committee.

- c) To delegate to the Town Clerk, Deputy Town Clerk and Play Centre Manager the decision to stop offering collections from Elmhurst School for After School Club from August 2024 onwards, following further monitoring of demand between March and end of May 2024.

Cllr W Raja proposed, seconded by Cllr R Lloyd to delegate decision making power to the Town Clerk, Deputy Town Clerk and Play Centre Manager.

**Resolved:** The committee unanimously agreed to delegate to the Town Clerk, Deputy Town Clerk and Play Centre Manager the decision to stop offering collections for After School Club from Elmhurst School following further assessment of the demand between March and end of May 2024.

#### 6. Devolved Services and Environment

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

The Town Clerk informed the committee that at the last full council meeting the council agreed to sign the devolved services agreement for 2024-25 and to remain cluster lead. The council's Devolved Services Officer is currently assisting Buckinghamshire Council with the maps of the grass cutting areas as some of the maps were incorrect. There may be some new areas added to the agreement, but the Town Clerk advised that ATC will only be taking these new areas on if Buckinghamshire Council provide extra funding and if ATC has the capacity to undertake the works.

The Town Clerk provided an update on the new certification (NRSWA Supervisor) which is required by Buckinghamshire Council in order for the

outdoor maintenance team to be able to carry out excavations on the highways for works such as fitting dog and litter bins, bench bases, and more. It's a five-day training course, which costs £1,390+VAT for two operatives. The council arranged for 2 employees to attend the training who will then supervise other staff members when work requires to be carried out.

- b) To look at the budgetary position of cost centre 701 Devolved Services and 403 Environment to January 2024 (month 10).

**Resolved:** 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 advised that a caretaker has been appointed for opening and closing the gate and cleaning of the toilet block.

He also advised councillors that the toilet blocks have been misused and defecated and the bidet shower provisions have been removed as some people have used them to spray and flood the toilets.

The Dead House has been refurbished and is now a more suitable facility for the Cemetery Officer to meet with visitors.

Cllr King commented on the excellent refurbishment work carried out in the Dead House.

**Resolved:** The reports were received and agreed by the committee.

- b) To note the statistics report from the Cemetery Officer

**Resolved:** The report was received, reviewed, and agreed by the committee.

- c) To consider and approve the purchase of a noticeboard to be mounted to the Toilet Block.

Councillors received a briefing paper in advance of the meeting.

Cllr W Raja proposed, seconded by Cllr R King to proceed with the purchase of a noticeboard.

**Resolved:** The committee unanimously voted to proceed with the purchase of a noticeboard at the cost of £192.95+VAT as outlined in quote 1 provided and for it to be mounted to the toilet block at Tring Road Cemetery.

- d) To note and agree the revisions made to the Cemetery regulations based on previous decisions made by the committee and cemetery operations.

Councillors received a draft of the proposed changes in advance of the meeting.

Cllr P Koya proposed, seconded by Cllr M Winn to agree the revisions made to the cemetery regulations.

**Resolved:** The committee unanimously agreed to proceed with the revisions made to the cemetery regulations as outlined in the draft paper based on previous decisions made by the committee and cemetery operations.

- e) To look at the budgetary position of cost centre 601 Cemetery to January 2024 (month 10).

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

## 8. Allotments

- a) To receive a quarterly update on allotment availability and associated matters.

**Resolved:** The report was received, reviewed, and agreed by the committee.

Councillors asked for confirmation of how many allotment holders are on Tring Road at present and how many are moving to other sites and that this information be included in the statistics report going forward.

- b) To receive an update on the budgetary position of cost centre 401 Allotments to January 2024 (month 10)

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

The Town Clerk advised that a break in had occurred at Tring Road allotments earlier in the week.

## 9. Town Hall

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

No matters to report by the Town Clerk.

- b) To receive an update on the budgetary position of cost centre 102 Building to January 2024 (month 10)

**Resolved:** Received and accepted with no comments made and no questions asked.

## 10. Date of Next Meeting

To note the date of the next meeting for Wednesday 5 June 2024 at 7pm in the Council Chamber.

*There being no further business of the Direct Services Committee, the Chairman closed the meeting at 7:27pm.*

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_