



AYLESBURY
TOWN COUNCIL

**Minutes of the Meeting of the Policy Committee of Aylesbury Town Council held at
the Town Hall, 5 Church Street, Aylesbury on Wednesday 5 July 2023
at 7pm**

Present: Cllr R Lloyd (Chairman)
Cllr A Christensen
Cllr P Koya
Cllr N Mehta (*from 7.37pm*)
Cllr S Morgan
Cllr A Sherwell
Cllr M Willis

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

No members of the public were in attendance.

The Chairman, Cllr R Lloyd, 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 S Lambert (Mayoral commitment), Cllr S Bateman (prior commitment), Cllr T Dixon (illness), Cllr D Summers (prior commitment), Cllr C Hendren (prior commitment), Cllr W Raja (work commitment).

2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations received.

3. Election of Vice-Chairman

To receive nominations and elect a Vice Chairman for the 2023/24 municipal year.

Nominations were sought. It was proposed by Cllr R Lloyd, seconded by Cllr A Christensen that Cllr S Lambert be elected Vice-Chairman. No further nominations were forthcoming.

Resolved: On being put to the vote it was unanimously agreed that Cllr S Lambert be duly elected to serve as Vice-Chairman in 2023-24.

4. Minutes

To receive, accept and sign the draft minutes of 12 April 2023

Resolved: To unanimously receive, accept and sign the minutes of 12 April 2023 as a true record.

5. Matters Arising

To receive any matters arising from the Minutes.

The Town Clerk reported that a Council Appeal Panel which was called to deal with an employee appeal had met and not upheld the appeal.

The Town Clerk signed the agreement for land on Balfour Way. A covenant is in place on the land and there will be a motion brought to Direct Services regarding future use of the land for the community.

The transfer of land on the corner of George Street and Temple Street has been completed.

The Council Outdoor Team is on schedule with the number of grass cuts for the town and is already on grass cut 5 for this year. We aim for 9 cuts a year.

6. Policy Review

a) Committee to note, and agree, to the policies by way of administrative matters and annual review (no changes)

- JPPC POL01 Accident, Illness and Medication Consent Policy
- JPPC POL03 Aggressive behaviour Policy
- JPPC POL07 Complaints Policy
- JPPC POL09 Data Protection Policy
- JPPC POL10 Privacy Notice
- JPPC POL17 Manual Handling
- JPPC POL19 Key Worker Policy
- JPPC POL20 Missing Child - Uncollected Child
- JPPC POL21 Alcohol, Drugs and No Smoking Policy
- JPPC POL22 Outings Policy
- JPPC POL24 Play Policy
- JPPC POL25 No Platform Policy
- JPPC POL28 Social Media Policy for staff and casual playworkers
- JPPC POL29 Staff Behaviour Policy
- JPPC POL30 Visitors Policy
- JPPC POL34 Designated Deputy
- JPPC POL37 Minibus Accident and Breakdown Procedure
- JPPC POL38 Gas Leak Procedure
- ATC POL04 Return of Council Property

- ATC POL50 Members Code of Conduct

Resolved: Committee unanimously agreed and noted the various changes to the policies by way of administrative matters and annual review.

- b) Committee to review, note, and agree, various changes to the policies by way of administrative matters, government changes and annual review.
- JPPC POL04 Arrival & Departure Policy
 - JPPC POL05 Behaviour Management Policy
 - JPPC POL06 Suspension and Exclusion Policy
 - JPPC POL08 Confidentiality Policy
 - JPPC POL11 Emergency Evacuation Closure Lockdown Procedure and Fire Policy
 - JPPC POL12 Equalities Policy
 - JPPC POL31 Parent Carer Handbook
 - JPPC POL32 Playworker Handbook
 - JPPC POL33 CCTV Policy Code (Code of Practice)
 - ATC POL22 Anti-Smoking Policy
 - ATC POL23 Business Continuity Plan
 - ATC POL27 Gifts and Hospitality Policy
 - ATC POL30 Freedom of Information Procedure
 - ATC POL56 Investment Policy
 - ATC POL66 News Media Policy and Social Media for Councillors
 - ATC POL05 Absence Policy

Resolved: The committee, unanimously, agreed to the various changes made to the policies by way of administrative matters, government changes and annual review.

- c) Committee to note and agree new policies to be implemented by the council.
- ATC POL15 Stress Management Policy
 - ATC POL34 Customer Care Charter
 - ATC POL85 PayPal Policy

Councillors reviewed the new policies and asked that one change is made to ATC POL15 Stress Management Policy, which states that the list of causes of stress is not exhaustive, and that stress can be caused by a variety of factors.

Resolved: Committee unanimously agreed to adopt and implement the above policies including the change proposed to ATC POL15 Stress Management Policy.

- d) To receive, accept and agree the updated Health & Safety Handbook and ATC POL03 Health & Safety Policy Manual which has been reviewed by the Council's

Health & Safety advisors Worknest. References to Ellis Whittam have been changed to Worknest.

To agree for the Town Clerk to sign the Health and Safety Policy Statement and Environmental Policy Statement contained in the Policy Manual (p.8 and 9) and H&S Handbook (p.5 and 6).

Resolved: Committee unanimously accepted and agreed the updated Health & Safety Handbook and AYC POL03 Health and Safety Policy Manual and for the Town Clerk to sign the Health & Safety Policy Statement and Environmental Policy Statement.

7. Buckinghamshire Council Town and Parish Councils Survey

To discuss and agree a response from the council to Buckinghamshire Council's Town and Parish Council Survey.

Councillors discussed the survey and responses in detail.

Due to the length of the survey and the importance of the responses Cllr A Christensen proposed, seconded by Cllr A Sherwell, that the committee delegates to the Leader of the Council, Town Mayor and Town Clerk to finalise a draft response, which is to be circulated to Full Council for comment prior to submission.

Resolved: The committee unanimously agreed to delegate to the Leader of the Council, Town Mayor and Town Clerk to finalise a draft response, which is to be circulated to Full Council for comment prior to submission at the end of July 2023.

8. 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.

Resolved: Councillors noted, and accepted, the reports from the Town Centre Officer and Community Liaison Officer Environment, received in advance of the meeting, and thanked them for their work.

Cllr N Mehta arrived at 7:37pm

9. Corporate Risk Assessment

To receive and agree the 2023-24 Corporate Risk Assessment

Cllr Christensen advised the committee that the corporate risk assessment has been reviewed by the Finance committee at the last meeting.

Cllr A Christensen proposed, and Cllr M Willis seconded that the Corporate Risk Assessment 2023-24 be accepted.

Resolved: To unanimously agree the Corporate Risk Assessment 2023-24.

10. **Secure disposal of old IT equipment**

To agree to remove old laptops from the asset register and dispose of it securely and in line with WEEE compliance.

Councillors received a briefing paper in advance of the meeting and had no further questions.

Proposed by Cllr C Christensen, seconded by Cllr S Morgan

Resolved: Committee unanimously agreed to proceed with the removal of the old laptops from the asset register and to dispose of them securely in line with WEE compliance.

11. **Date of Next Meeting**

The date of the next meeting will be Wednesday 11 October 2023 at 7pm at the Town Hall.

12. **Reserved Item**

Cllr R Lloyd proposed, Cllr A Sherwell seconded to close the meeting to the public and press.

Resolved: Councillors unanimously agreed 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.

No members of the press or public were present

13. **BACAS Cloud**

To consider upgrading the cemetery administration system from a server-based version to a cloud-based version.

A briefing paper including proposals and recommendations regarding the above matter was circulated to committee members in advance of the meeting.

Following a discussion, it was proposed by Cllr R Lloyd, seconded by Cllr A Christensen to proceed moving BACAS to a cloud-based version.

Resolved: The committee unanimously agreed to proceed with moving BACAS to the cloud-based version as outlined in the proposal received.

14. **Rialtas Cloud**

To consider upgrading the finance and allotment administration system from a server-based version to a cloud-based version A briefing paper including proposals

and recommendations regarding the above matters was circulated to committee members in advance of the meeting.

Following a discussion , it was proposed by Cllr C Christensen, seconded by Cllr P Koya to proceed moving the finance and allotment administration system to a cloud-based versions.

Resolved: The committee unanimously agreed to proceed with moving Rialtas to the cloud-based version as outlined in the proposal received.

15. Property purchase

To discuss the purchase of property within the Parish of Aylesbury Town.

The Leader of the Council gave an introduction to the agenda item. Councillors discussed property purchase opportunities in detail.

Proposed by Cllr R Lloyd, seconded by Cllr S Morgan to give authority to the Town Clerk, Deputy Town Clerk, Leader of the Council and Chairman of the Finance committee to engage with relevant parties and explore options of purchasing property in the Parish of Aylesbury Town.

Resolved: The committee unanimously agreed that the Leader of the Council, Town Clerk, Deputy Town Clerk and Chairman of the Finance committee look for property purchase opportunities within the Parish of Aylesbury and engage with relevant parties.

16. Cemetery Land

To discuss and consider future grave provision and space at Tring Road cemetery.

A briefing paper was provided to councillors in advance of the meeting.

Cllr R Lloyd gave an update to the committee on grave availability at Tring Road cemetery and the impact this has on future grave provision and advised that this has been discussed in detail by the Direct Services committee and Finance committee.

The council will need to consider taking back the remaining Tring Road allotment garden land, which was purchased as cemetery land, to ensure there is sufficient burial space for residents in Aylesbury.

Proposed by Cllr R Lloyd, seconded by Cllr P Koya

Resolved: The committee unanimously agreed to support the proposal of the Direct Services Committee to reclaim the remaining allotment garden land at Tring Road, to use as burial ground for the cemetery.

That the Town Clerk, in consultation where required with the Leader of the Council and Chairman of Direct Services Committee, be delegated to take whatever action is appropriate for the land reclaim.

To agree that the current allotment garden tenants vacate the land by the 31st December 2024.

That the current allotment tenants do not pay for their 2024 rent.

That funding be provided for the works over a period of 4 years, or less, and the funding requirements be agreed through the Finance Committee / Budget and Precept setting procedures which will include the Full Council approval for precept setting.

That a letter be sent to Tring Road allotment holders inviting them to a drop-in session so they can ask any questions they may have and to provide information. To call an extraordinary meeting of the council for the end of July to discuss and decide upon the proposal to reclaim the Tring Road allotments for burial ground.

There being no further business, the Chairman closed the meeting at 8:20pm

Signed: _____
Chairman

Date: _____