



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 October 2022
at 7pm**

Present: Cllr R Lloyd (Chairman)
Cllr S Bateman
Cllr A Christensen
Cllr S Lambert
Cllr S Morgan
Cllr W Raja
Cllr A Sherwell
Cllr M Willis

Officers in attendance: Mr Keith Gray, JP (Town Clerk)
Mrs J 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 D Summers (prior commitment)

2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations of Interest were made, and no dispensations were requested.

3. Minutes

To receive, accept and sign the draft minutes of 6 July 2022

Resolved: To unanimously receive, accept and sign the minutes of 6 July 2022 as a true record.

4. Matters Arising

To receive any matters arising from the Minutes.

No matters raised by the Town Clerk, Deputy Town Clerk or members.

5. Policy Review

Committee to note, and agree, various changes to the policies by way of administrative matters and government changes. ATC POL20 and ATC POL47 have been reviewed by the Council's employment advisor Worknest.

ATC POL16 Equality and Diversity Policy Statement

ATC POL20 Anti Bullying and Harassment Policy

ATC POL47 Dignity at Work

ATC POL57 Safeguarding and Protecting Children and Young People Policy

ATC POL61 Prevent Duty Policy

Cllr A Sherwell, advised that ATC POL 57 needs to be changed to bring the terminology for LADO in line with the changes the government has made. The Deputy Town Clerk advised that Buckinghamshire Safeguarding Partnership still uses the terminology LADO, and that the policy is in line with local safeguarding procedures.

Cllr T Dixon proposed, Cllr Lambert seconded to note, agree and accept the changes made to the policies.

Resolved: The committee unanimously agreed to note, agree and accept the changes made to the following policies:

ATC POL16 Equality and Diversity Policy Statement

ATC POL20 Anti Bullying and Harassment Policy

ATC POL47 Dignity at Work

ATC POL57 Safeguarding and Protecting Children and Young People Policy

ATC POL61 Prevent Duty Policy

6. Updated Employee Handbook

To approve the updated Employee Handbook which has been reviewed by the Council's employment advisor Worknest. See attached (changes made to sections 2.4, 3.7, 5 and 6)

Cllr S Lambert proposed, Cllr T Dixon seconded to note, agree and accept the changes made to the Employee Handbook

Resolved: The committee unanimously agreed to note, agree and accept the changes made to the Employee Handbook by Worknest, the Council's employment advisor.

7. Update from Community Liaison Officers

To receive a verbal update from the Town Clerk on the work of the Community Liaison Officers.

The Town Clerk gave a verbal update on the work done by the Community Liaison Officers.

Community Liaison Officer (Town)

- Christmas lights - walk around with contractor has been completed to finalise design and installation.
- Coffee Grounds project continues and is a great success
- October Business engagement letter is sent out to businesses
- Halloween best dressed window competition - followed up with businesses
- Promoting half term activities for children
- Continuation of business profiling on social media
- Planning of random acts of kindness campaign in November

Community Liaison Officer (Environment)

Aylesbury in Bloom

- Original date for the awards evening was cancelled due to the death of the Queen. New date for the awards event is 20th October.
- Started to amend the judging criteria for next year placing more emphasis on sustainability.
- Written out to local garden centres to enquire if any of their staff would be interested in becoming a judge.

Planters

- Asked the outdoor team to relocate a planter from George Street to replace one that was hit by a car on Wendover Road / Cambourne Avenue.
- Outdoor team will move the wooden planters at the end of George Street to enable wheelchair / pushchair access.

Cabinet Painting

- Have permission to paint 2 cabinets in the town centre. 1 - Outside Tui at the top of the Market Square. 2- Down the side of NatWest in the Market Square (the alley that leads to Hale Leys next to the cash machine). The next locations to pursue permission for are Horse and Jockey Roundabout, Bicester Road (close to the Audi Garage) and one on Prebendal Road next to the entrance to the church and opposite the community centre.
- Approached local schools, Queens Park Art Centre, Bucks Adult Learning and several independent art groups to try and identify an artist.

Tree Avenue

- Sent an informal enquiry to Buckinghamshire Council regarding the viability of planting up trees along Wendover Way.

Walton Court Planter Improvement

- Identified that Fairhive Homes own these planters. They have offered £100 in gardening vouchers to assist with purchases for the project.
- Fairhive have posted a joint letter from the Council's CLO Environment and the Community Engagement Team to local residents asking if anyone wishes to volunteer.
- Discussed the project with staff at Aylesbury College who support students with additional needs. They indicated they might be interested in getting involved.

Cllr Morgan asked how CLO Environment is getting on with the Community Board. The Town Clerk confirmed that the CLO Environment has an upcoming meeting with the Community Board Localism Manager.

Cllr S Bateman has asked that Central ward councillors, Cllr S Morgan and Cllr R Khan receive the business newsletter.

Cllr A Sherwell asked if it can be investigated if the company who own the junction boxes can provide the paint and if we could get a blanket permission to paint over graffiti.

Cllr T Dixon suggested to contact TH School for the name of an artist who has done a mural at the school.

Cllr T Dixon suggested to look at painting murals in the under paths in the town centre.

8. Christmas Lights Update

To receive an update from the Town Clerk on the progress and design of the Christmas Lights

The Town Clerk gave an update on Christmas Lights, Light design and installation sites shown to councillors. Businesses are working well with us.

The Town Clerk provided councillors with information on the environmental impact of the lights.

- The eco-design of the decorations is a priority. The 2D decorations are equipped with a recycled and recyclable aluminium frame designed to support the structure and printed with the wide-format printers in Bioprint or Recyprint.
- The 100% LED lighting components are recycled after use. These brand new eco-responsible materials allow the removal of more than 80% of aluminium from the 2D motifs, which has a substantial impact on the carbon footprint.
- The Bioprint or Recyprint manufacturing process emits 10 times less CO2 than aluminium
- Bioprint designs are made from bio sourced GMO-free sugar cane which is turned into dehydrated bioethanol.
- The decorations biodegrade slowly at the end of their life - they can be installed outdoors for long periods without this causing aesthetic or mechanical damage. The Christmas lights will run from November 20 until the 12th night.

Positive comments made on lighting to be installed and supported by committee.

Cllr A Sherwell asked if social media posts can be done about the environment statements to show that our lights are environmentally friendly.

9. Events Officer

To discuss and approve the employment of a second Events Officer from January 2023 onwards, to work on the growing events programme together with the Senior Events and Communities Officer and Events Officer.

Cllr W Raja arrived at 7:26pm

A lengthy discussion took place and various points such as budget, staff welfare and the sustainability of the current situation being raised.

Cllr T Dixon proposed, Cllr M Willis seconded to employ another Events Officer.

Resolved: On being put the vote councillors voted 8 For, 1 Against, 1 Abstention to employ another Events Officer from January 2023 onwards.

10. Local Government Boundary Commission Consultation on draft recommendations for ward boundaries in Buckinghamshire Council

To note the communication from the Boundary commission and to comment if required. See attached information. (herewith)

More details are available on the Local Government Boundary Commission website <https://www.lgbce.org.uk/all-reviews/south-east/buckinghamshire/buckinghamshire-council>

Cllr A Sherwell pointed out that the boundary review affects the Town Council as it splits two existing wards into two.

Cllr S Lambert confirmed that Parliamentary boundaries are announced on 8 November 2022.

A discussion took place and Cllrs agreed to note the proposed boundary changes but not to comment on it.

11. Date of Next Meeting

The date of the next meeting will be Wednesday 8 February 2023 at 7pm at the Town Hall.

12. Reserved Items

To pass a motion 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.

Cllr S Lambert proposed, Cllr A Sherwell seconded to close the meeting to the public and press.

Resolved: Councillors unanimously agreed to exclude the public and press from the meeting on the grounds that they involve the likely disclosure of exempt information.

13. Review of IT Provision

To review the IT provision of the Council and agree how to proceed with IT support and provision going forward.

Councillors received information on quotes received and companies considered in advance of the meeting and reviewed these.

The Deputy Town Clerk gave an overview of current IT support and how current IT is structured.

Councillors discussed the quotes received in detail and the merit of each potential supplier.

Cllr M Willis proposed, Cllr W Raja seconded to proceed with CloudyIT for IT provision and support and for Town Councillors to have aylesburytowncouncil.gov.uk domain emails.

Resolved: Councillors unanimously agreed to proceed with CloudyIT for future IT support and software provision and for Town Councillors to have aylesburytowncouncil.gov.uk domain emails.

The Committee would like to thank CF Solutions for the IT support they have provided to the Council for many years.

14. Officers of Dignity

To receive information from the Town Clerk on the appointment of Officers of Dignity.

The Town Clerk gave an update on the role of Officers of Dignity and how the usual and customary appointment of these roles works.

No changes to be made to the current appointments. The Town Clerk to advise accordingly if changes required.

There being no further business, the Chairman closed the meeting at 8:26pm

Signed: _____
Chairman

Date: _____