



**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 7 February 2024  
at 7pm**

**Present:** Cllr R Lloyd (Chairman)  
Cllr S Bateman  
Cllr A Christensen  
Cllr T Dixon  
Cllr C Hendren  
Cllr S Lambert  
Cllr N Mehta  
Cllr S Morgan  
Cllr W Raja  
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 or press were in attendance.

The Chairman, Cllr R Lloyd, called the meeting to order at 7pm.

**1. Apologies**

To note and agree apologies for absence  
No apologies were received.

**2. Declarations of Interest & Dispensations Requested**

To declare and note any personal or prejudicial interests.  
No declarations received or dispensations requested.

### 3. Minutes

To receive, accept and sign the draft minutes of 25 October 2023

**Resolved:** To unanimously receive, accept and sign the minutes of 25 October 2023 as a true record.

### 4. Matters Arising

To receive any matters arising from the Minutes.

No matters raised by the Town Clerk and members of the committee.

The Leader of the Council informed committee members that the Bucks Herald published a consultation undertaken by Buckinghamshire Council (BC) on the regeneration of Aylesbury Town Centre and Traffic Regulation Orders. He encouraged councillors to respond to the consultation.

Cllr Lloyd reiterated that no information was received by the town council prior to the consultation going out to the public.

### 5. Policy Review

Committee to review, note, and agree, various changes (documents provided in advance of the meeting) to the policies by way of administrative matters, government changes and annual review.

- JPPC POL26 Safeguarding and Child Protection Policy
- ATC POL57 Safeguarding and Protecting Children and Young People

Proposed by Cllr R Lloyd, seconded by Cllr S Lambert to agree to the changes made.

**Resolved:** The committee, unanimously, agreed to the various changes made to policies JPPC POL26 and ATC POL57 by way of administrative matters, government changes and annual review.

### 6. 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.

Councillors discussed how they can work with the Community Board and get more funding for projects in their wards.

**Resolved:** Councillors noted, and accepted, the reports from the Town Centre Officer and Community Liaison Officer Environment, received in advance of the meeting.

## **7. Staffing**

The Town Clerk provided an update on staffing matters to the committee. A new Finance Officer will start on 19 February and the Office Administrator and Youth Initiative Officer roles are currently being advertised and applications are coming in.

An Apprentice has been recruited at the Jonathan Page Play Centre to complete a Level 3 Early Years Educator apprenticeship.

Job and person specifications are being put together for advertising the role of Business Manager and Railway Club Manager.

**Resolved:** Councillors noted, and accepted, the report.

## **8. Community Centres and Purchase of Premises**

To receive a verbal update from the Town Clerk on the progress of the devolution of the community centres and the purchase of premises in Aylesbury.

The Town Clerk advised on the progress of the purchase of the Railway Club and the application to the Public Loans Board.

**Resolved:** Councillors noted, and accepted, the report.

## **9. Health and Safety**

To receive an update from the Town Clerk on health and safety matters.

The Town Clerk advised the committee that the annual health and safety audit has been carried out by Worknest and officer are now working through the action plan, which do include anything that is of major concern.

## **10. Parish Liaison Meeting**

To receive a verbal update from the Leader of the Council/Town Clerk from the Buckinghamshire Council Parish Liaison Meeting in January 2024.

The Leader had given an update at the full council meeting on 30 January and has nothing further to add.

## **11. Date of Next Meeting**

The date of the next meeting will be Wednesday 10 April 2024 at 7pm at the Town Hall.

Cllr Christensen gave his apologies due to work commitments

## 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.

## 13. HR/Payroll Software supplier

To agree to change software provider for the council's HR and Payroll software, to People First HR and Payroll software on a five-year agreement.

Committee members received a briefing paper in advance of the meeting outlining quotes received from possible suppliers and the software recommended by officers who had demonstrations of all systems and are recommending the one that is best suited to the council and its operations.

Following a discussion, Cllr R Lloyd proposed and Cllr A Sherwell seconded that the council change the HR and Payroll software supplier and contract with People First HR and Payroll software on a five-year agreement.

**Resolved:** On being put to the vote the committee voted 10 For with 1 Abstention, to proceed and contract with People First HR and Payroll software on a five-year agreement at the cost outlined in the briefing paper. The proposal is therefore duly carried.

## 14. Mapping system

To agree to sign up on an annual basis to Parish Online mapping software.

Committee received a briefing paper in advance of the meeting outlining the cost involved and the benefits the mapping software provides to the council.

Cllr W Raja proposed, seconded by Cllr M Willis to sign up to Parish Online mapping system.

**Resolved:** The committee unanimously agreed to proceed with Parish Online mapping system in an annual basis at the costs outlined in the briefing paper.

*There being no further business, the Chairman closed the meeting at 7:43pm*

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

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