



**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 10 April 2024  
at 7pm**

**Present:** Cllr R Lloyd (Chairman)  
Cllr S Bateman  
Cllr S Morgan  
Cllr D Summers  
Cllr A Sherwell  
Cllr M Willis

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

1 member 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

**Resolved:** To unanimously receive and accept apologies for absence from Cllr A Christensen (work commitment), Cllr T Dixon (family commitment), Cllr C Hendren (prior commitment), Cllr S Lambert (prior commitment), Cllr N Mehta (family commitment), Cllr W Raja (prior commitment)

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

To declare and note any personal or prejudicial interests.

Cllr S Morgan declared that she made a nomination for the Feda Roberts Awards and will therefore not take part in the discussion and leave the meeting.

**3. Minutes**

To receive, accept and sign the draft minutes of 7 February 2024.

**Resolved:** To unanimously receive, accept and sign the minutes of 7 February 2024 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.

#### 5. **Policy Review**

To agree that in all council policies the word “staff” is changed to “employee” in line with current HR terminology.

The Town Clerk confirmed that the word volunteer will be used when a policy also applies to volunteers and contractors will be used for contractors.

Cllr A Sherwell proposed, seconded by Cllr S Bateman to proceed with the terminology change.

**Resolved:** The committee, unanimously, agreed to change the wording in all council policies and replace the word “staff” with “employee”.

#### 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 raised questions on the reports which were answered by the Town Clerk and Deputy Town Clerk.

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

*The member of the public left the room at 7:13pm. No members of the public or press were present.*

#### 7. **Staffing**

The Town Clerk provided an update on staffing matters to the committee.

The Youth Initiative Officer will start on Monday 15 April and the new Office Administrator will start with the council on Monday 22 April.

Interviews are being arranged for the Business Manager role.

The Deputy Town Clerk will be leaving in July and the role will be advertised in the coming days.

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

## 8. Cigarette Disposal Ballot Bin

To purchase and install a “Ballot Bin” as an innovative way to dispose of cigarette ends.

Councillors discussed the matter and the information they received prior to the meeting.

Cllr M Willis proposed, Cllr S Bateman seconded, to purchase and install a “ballot bin” for the disposal of cigarette ends.

**Resolved:** On being put to the vote councillors voted 5 For and 1 Abstention to purchase and install a ballot bin as an innovative way to dispose of cigarette ends and delegated to the Town Clerk to approve any questions that are being placed on the bin.

## 9. Terms of Reference

Committee to note and agree changes to the Terms of Reference for the Policy committee.

Councillors received a draft of the revised terms of reference prior to the meeting and discussed the proposed changes.

Cllr R Lloyd proposed, seconded by Cllr A Sherwell to accept the proposed changes to the committee’s terms of reference.

**Resolved:** The committee unanimously agreed to accept the proposed changes to the committee’s terms of reference which refer to the community centres and Railway Club.

## 10. Health and Safety

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

The Town Clerk had no reports to make.

## 11. Date of Next Meeting

The date of the next meeting will be Wednesday 3 July 2024 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.

### 13. Annual appraisal of employees and salary increase under the incremental pay progression adopted by the council

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 R Lloyd, Cllr S Morgan seconded.

**Resolved:** The committee unanimously agreed that

a) The briefing paper and proposal made by the Town Clerk in respect of staff salary changes, as per the briefing paper, be endorsed.

b) That the Town Clerk (Proper Officer, Responsible Financial Officer and Head of Paid Service) implement the salary changes, as per the briefing paper, accordingly, with effect from 1 April 2024.

*Cllr S Morgan left the meeting at 7:42pm and did not return to the room.*

### 14. Freda Roberts Community Award

Councillors received details of nominations in advance of the meeting.

Cllr Bateman asked for her nomination to be withdrawn from the process in order to partake in further discussions.

Councillors reviewed all nominations received in detail and agreed that everyone is a worthy winner of the Freda Roberts Community Award but only one could win. After a lengthy discussion councillors shortlisted two nominees.

Marie Biswell  
Steven Charmant

**Resolved:** On being put to the vote councillors voted 1 For Marie Biswell and 4 For Steven Charman to win the Freda Roberts Community Award for inspiring students to work with the local community and for organising numerous community-based initiatives to all the children to understand their role within the community.

For the winner to be announced to the public at Mayor Making on 17 May 2024. Councillors asked for all nominees to receive recognition from the Town Council for their community work.

**Resolved:** Committee unanimously agreed to delegate to the Town Clerk and Mayor to make relevant arrangements for the recognition.

*There being no further business, the Chairman closed the meeting at 8:15pm.*

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

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