



**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 12 April 2023  
at 7pm**

**Present:** Cllr R Lloyd (Chairman)  
Cllr S Bateman  
Cllr A Christensen  
Cllr T Dixon  
Cllr C Hendren  
Cllr S Lambert  
Cllr S Morgan  
Cllr W Raja  
Cllr A Sherwell  
Cllr D Summers

**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 M Willis (family commitment)

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

To declare and note any personal or prejudicial interests.

Cllr S Bateman declared an interest in item 16 as she submitted a nomination for the Freda Roberts Community Award and will not take part in the discussion and voting.

**3. Minutes**

To receive, accept and sign the draft minutes of 23 November 2022

**Resolved:** To unanimously receive, accept and sign the minutes of 23 November 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**

- a) Committee to note, and agree, various changes to the below policies by way of administrative matters and government changes.

ATC POL22 Smoking Policy

ATC POL57 Safeguarding and Protecting Children and Young People Policy

JPPC POL02 Admission Policy

JPPC POL13 Food, Drink and Healthy Eating Policy

JPPC POL14 Food Safety Policy

JPPC POL15 Health and Safety Policy

JPPC POL16 Risk Assessment Policy

JPPC POL18 Intimate Care Policy

JPPC POL23 Involving Parents and Carers Policy

JPPC POL26 Safeguarding and Child Protection Policy

JPPC POL27 SEN Policy

JPPC POL34 Designated Deputy

JPPC POL35 EYFS Policy

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

- b) Committee to note, and agree, new policies to be implemented by the council.

ATC POL79 Corporate Charge Card Policy

ATC POL80 Gas Leak Procedure

**Resolved:** The committee unanimously agreed to adopt the Corporate Charge Card Policy and Gas Leak Procedure for the Council.

#### 6. **Staffing**

To receive a verbal update from the Town Clerk on staffing matters

The Town Clerk informed the committee that a HR Officer has been appointed, starting week commencing 24 April 2023 and will be working 18.5 hours Tuesday - Friday.

#### 7. **Terms of Reference**

Committee to note and agree changes to the Terms of Reference for the Policy committee. A draft was circulated to committee members in advance of the meeting.

**Resolved:** Committee unanimously agreed and noted the changes to the Terms of Reference for the Policy committee.

## 8. Digitalisation of the existing Heritage Walk booklet

A briefing paper was provided to councillors in advance of the meeting outlining details and costs.

Councillors discussed the proposal and asked if QR codes could be installed at the various points of interest which would link people to the trail. The Deputy Town Clerk advised that QR code implementation can be investigated further, and information brought back to the committee for consideration.

Cllr A Sherwell proposed, Cllr T Dixon seconded

**Resolved:** The committee unanimously agreed to digitalise the Heritage Walk for five years at a one of cost of £2,275 + VAT, which includes generating content in the app, hosting and 12 audio points in app.

## 9. Update on work from Community Liaison Officers

To receive a verbal update from the Town Clerk on the work of the Community Liaison Officer Environment and Town Centre Officer

The Town Clerk provided an overview of the works carried out and projects being looked at and actioned by the officers. These included profiling and promoting local businesses, Christmas Lights plans for 2023, offering support and assistance to local businesses, working in partnership with Fairhive to enhance the environment, promoting and arranging Aylesbury in Bloom garden competition, launching a new Duck House at Walton Pond, exploring locations for Free Little Library installation.

Councillors were appreciative of the works carried out by the Community Liaison Officer Environment and Town Centre Officer and thanked them for their work.

Cllr S Bateman informed the committee that she is working with Buckinghamshire Council on the graffiti in the under paths in the town centre and she has been informed by BC that the gel to remove the graffiti has not been approved by their Health & Safety yet.

Cllr S Morgan informed the committee that the Community Board is looking to work with Youth Concern to install an amnesty knife bin in the Town Centre.

Cllr Morgan also advised that she has been informed by Lisa Mickelson, from Buckinghamshire Council, that she and her team, appreciate the work carried out by the council's Town Centre Officer and that they are always happy to speak with her and assist if required.

## 10. Insurance Update

To receive a verbal update from the Town Clerk on the council's insurance renewal.

The Town Clerk advised councillors that the insurance cost has significantly increased, and that the council had to renew through the existing insurance broker for the next three years to ensure that the council is covered.

## 11. **Community Centre devolvement update**

To receive a verbal update from the Town Clerk on the progress of the devolvement of the community centres (Haydon Hill Community Centre, Aylesbury Multicultural Centre and Quarrendon & Meadowcroft Community Centre) from Buckinghamshire Council to the Town Council.

The Town Clerk gave an update to the committee that no revised offers have been received yet from BC. The Town Clerk will be attending a meeting with the Quarrendon and Meadowcroft Community Association committee on 20 April 2023.

## 12. **Community Sports Hub**

To receive a verbal update from the Leader of the Council on the progress of the feasibility study for the Community Sports Hub.

The consulting team has worked its way through all groups and organisations they wanted to speak with and are now consolidating all answers and findings. They have identified that the need exists for a community sports hub. The report is expected to be available in May and will be shared with councillors accordingly.

The Leader of the Council and the Town Clerk will be meeting with Ernest Cook Trust, to discuss available land options to build the community sports hub.

## 13. **Date of Next Meeting**

The date of the next meeting will be Wednesday 5 July 2023 at 7pm at the Town Hall.

## 14. **Reserved Items**

Cllr R Lloyd proposed, Cllr S Morgan 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

## 15. Annual appraisal of staff 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 S Morgan, seconded by Cllr A Christensen

**Resolved:** the committee unanimously agreed that

- a) The briefing paper and proposal made by the Town Clerk, Mayor and Deputy Mayor 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 2023.

*Cllr S Bateman left the room at 7:33pm and did not return to the meeting*

## 16. Freda Roberts Community Award

Councillors received details of nominations in advance of the meeting.

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.

Cllr W Raja proposed, Cllr S Morgan seconded for Volf to win the award  
Cllr T Dixon proposed, Cllr A Christensen seconded for Annette Jones from Girl Guiding to win the award.

**Resolved:** On being put to the vote councillors voted 2 For Volf and 7 For Annette Jones to win the Freda Roberts Community Award for her 35+ years' work, dedication and commitment to Girl Guiding, ensuring the girls have the support they need to enjoy their journey through Girl Guiding and achieve their goals. For the winner to be announced to the public at Mayor Making on 19 May 2023.

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 8:05pm*

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

Chairman

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