



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 13 April 2022
at 7pm**

Present: Cllr S Bateman
Cllr A Christensen (Vice-Chairman)
Cllr T Dixon
Cllr S Morgan
Cllr W Raja
Cllr A Sherwell
Cllr D Summers
Cllr M Willis

Officers in attendance: Mr K Gray (Town Clerk)
Mrs J Priest (Deputy Town Clerk)

No members of the public were in attendance.

In the absence of the Chairman the Vice-Chairman, Cllr A Christensen, called the meeting to order at 7pm.

1. Apologies

To note and agree apologies for absence.

Resolved: To receive and accept apologies for absence from Cllr Lloyd (prior commitment), Cllr Lambert (work 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 October 2021

Resolved: To receive, accept and sign the minutes of 6 October 2021 as a true record.

4. Matters Arising

To receive any matters arising from the Minutes.

No matters raised by the Town Clerk pertaining to the minutes.

The Town Clerk informed the committee that the new Cemetery Officer starts on 9 May 2022 and four new maintenance team members have been appointed some who have started work with the council already and others will be joining in the coming weeks.

The Officer Administrator, L Beaty will be retiring in July. The role is currently being assessed and possibly restructured into two roles to include assistance with cemetery administration. Once this has been finalised the role(s) will be advertised and recruited for.

Councillors noted the updates and had no further questions.

5. Committee Matters

To receive updates from the Chairs of Committees

Cllr Dixon, Chairman of Communities Committee, updated the committee on the recent meeting of the Communities Committee.

- The committee agreed to starting the Sunday Open Mic sessions from May onwards and the committee is asking councillors to help on the days with set-up.
- Live in the Park - more bar options are required. This is being looked at by the Senior Communities and Events Officer as not sufficient applications were received from within the Parish.
- Preparations for Soapbox Derby and Aylesbury on Sea are going well.
- The committee discussed Union Jack flags for the Queen's Jubilee to decorate the Town Centre and these are being purchased.

Cllr Summers arrived at 7.06pm

Cllr Christensen asked if the reason for insufficient bar applications for Live in the Park is due to the fee structure changes and how plans are progressing with the organisers for Pride in the Park.

Cllr Willis, Chairman of Planning and Licensing, reported that the committee continues to review many applications, many of which are conversions from office to residential.

The committee discussed that it would be beneficial to develop the Council's own planning policies which will make it widely know what the council's position is on specific planning and types of applications, especially in relation to Town Centre development and conversion of offices to residential.

6. Policy Review

a) To note and agree, various changes to the following policies.

Cllr Sherwell asked questions relating to some of the policies regarding the Jonathan Page Play Centre, which were answered by the Town Clerk and Deputy Town Clerk. These questions centred around good governance, protocol, GDPR, safeguarding, etc.

The Town Clerk and Deputy Town Clerk explained current policy, practice and procedure for early years services, GDPR, safeguarding as well as procedures for vehicle use and DBS checks.

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

JPPC POL01 Accident, Illness & Medication Consent Policy

JPPC POL02 Admission Policy

JPPC POL03 Aggressive Behaviour

JPPC POL04 Arrival and Departure Policy

JPPC POL05 Behaviour Management Policy

JPPC POL06 Suspension and Exclusion Policy

JPPC POL07 Complaints Policy

JPPC POL08 Confidential Policy

JPPC POL09 Data Protection Policy

JPPC POL10 Privacy Notice

JPPC POL11 Emergency Evacuation-Closure-Lockdown Procedure & Fire Policy

JPPC POL12 Equalities Policy

JPPC POL13 Food, Drink and Healthy Eating Policy

JPPC POL14 Food Safety Policy

JPPC POL15 Health and Safety Policy

JPPC POL16 Risk Assessments Policy

JPPC POL17 Manual Handling Policy

JPPC POL18 Intimate Care Policy

JPPC POL19 Key Worker Policy

JPPC POL20 Missing Child, Uncollected Child Policy

JPPC POL21 Alcohol, Drugs and No Smoking Policy

JPPC POL22 Outings Policy

JPPC POL23 Involving Parents and Carers Policy

JPPC POL24 Play Policy

JPPC POL25 No Platform Policy

JPPC POL26 Safeguarding and Child Protection Policy

JPPC POL27 SEN Policy

JPPC POL28 Social Media Policy for staff and casual playworkers

JPPC POL29 Staff Behaviour Policy

JPPC POL30 Visitors Policy

JPPC POL31 Parent Carer Handbook

JPPC POL33 CCTV Policy (Code of practice)
JPPC POL34 Designated Deputy
JPPC POL35 EYFS Policy
JPPC POL36 Covid-19 Policy
JPPC POL37 Minibus Accident and Breakdown Procedure
JPPC POL38 Gas Leak Procedure

- b) To note and agree, various changes to the policies by way of administrative matters and government changes.

Resolved: Committee unanimously agreed and noted the that following policy has been reviewed and updated in line with good practice.
ATC POL36 Recruitment Policy

7. Adoption of new policies

To review and adopt a Risk Management Policy for the Council.

Cllr Sherwell asked at which point and how risks would be reported to the committees and council. The clerk explained procedures, roles and responsibilities of Mayor, Leader of the Council, Committee Chairman and committees and full council as well as specific protocol for dealing with HR and other “risk” situations as they arise.

Resolved: The committee unanimously agreed to adopt the proposed Risk Management Policy for the Council.

8. Freda Roberts Community Award

To review and agree the criteria for the newly agreed (Policy Committee December 2021) Freda Roberts Community Award.

Councillors discussed the proposed criteria in length and who would be deciding on the winner.

Cllr Christensen proposed, Cllr Willis seconded

Resolved: Committee unanimously agreed that yhe winner will be formally approved by the Policy Committee. An additional one item agenda meeting will be scheduled at the end of the Civic year in March, when applications will be reviewed and a winner chosen. The winner will receive a trophy cup, which is to be returned after a year. In addition the winner will receive a badge in the style of “Past Mayor” badge with the council’s green colour, which the winner will keep. The award will be awarded at Mayor making by the outgoing Mayor. Councillors and the public are free to nominate individuals and organisations. There is no financial reward and organisations and individuals cannot self-nominate.

The committee discussed the process for awarding and choosing a winner for the inaugural Freda Roberts Community Awards in May 2022.

Cllr Christensen proposed, Cllr Willis seconded

Resolved: Councillors unanimously agreed for 2022 only Town Councillors can nominate individuals and groups. An announcement will be made at the Town Council meeting on Thursday 14 April 2022, which will be followed up with an email from the Town Clerk to all Councillors with the nomination criteria and application form. Application deadline is Friday 29 April 2022. An extra meeting of the Policy committee will be scheduled for Wednesday 11 May 2022 for the committee to formally approve a winner.

9. Councillor's Emails on Website

To discuss the removal of emails from councillor's profile page on the Council's website and to be replaced with a "Contact your Councillor Form".

Cllr Willis proposed, Cllr Christensen seconded

Resolved: Committee unanimously agreed, that councillor's emails be removed from their profile on the Council's website and be replaced with a "Contact Form", which is automatically forwarded to the councillors provided email address.

10. Date of Next Meeting

To note that the next meeting of the committee will be Wednesday 13 July 2022 at 7pm.

To note that an additional meeting will be scheduled for Wednesday 11 May 2022 at 7pm as agreed under point 8.

11. Reserved Items

Resolved: Committee 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 public were present

12. Annual Appraisal of staff and Salary Increase under the Incremental Pay Progression adopted by the Council

To receive a briefing paper including proposals and recommendations regarding the above matters and to make decisions as appropriate. A briefing paper had been circulated in advance of the meeting.

Cllr Sherwell asked if all staff had their annual appraisal and if at least a satisfactory result was achieved by those going up a scale point. The Town Clerk confirmed that all staff had their annual appraisal and performance had been satisfactory and above.

Resolved: Following a discussion, it was proposed by Cllr Christensen, seconded by Cllr Dixon and unanimously agreed that

- a) the briefing paper and proposal made by the Town Clerk, Mayor and Deputy Mayor in respect of all staff salary changes as per the briefing paper be endorsed.
- b) that the Town Clerk (Proper Officer, Responsible Financial Officer and Head of the Paid Service) implement the salary changes, as per the briefing paper, accordingly, with effect from 1 April 2022.

There being no further business, the Chairman closed the meeting at 8:10pm

Signed: _____ Date: _____
Chairman