



**MINUTES OF A MEETING OF THE POLICY COMMITTEE  
OF AYLESBURY TOWN COUNCIL HELD THROUGH THE ZOOM VIDEO  
CONFERENCING SYSTEM, WEDNESDAY 14<sup>th</sup> APRIL 2021 AT 7.00 p.m.**

**Present**

**Councillors:** R. Lloyd (Chairman)  
M. Smith  
Mrs D Summers

**Officers:** Mr K Gray (Town Clerk)  
Mr M Broughton (Deputy Town Clerk)

One member of the public was present.

The Chairman opened the meeting at 7.00 p.m.

**1. APOLOGIES**

To receive and note reasons for apologies for absence.  
Apologies for absence had been received from Cllrs Christensen (prior commitment) and Dixon (work commitments).

**2. DECLARATIONS OF INTEREST**

To receive and note any personal or prejudicial interests.  
No declarations made.

**3. MINUTES**

RESOLVED: To receive, accept and sign the Minutes of 26<sup>th</sup> January 2021.

**4. MATTERS ARISING**

To receive any updates from members or the Clerk  
There were no matters to report.

**5. COMMITTEE MATTERS**

To receive updates from the Chairs of Committees

*Finance Committee*

The Chairman reported that as per his report to the meeting of Council last week, the finances were entirely satisfactory, and the end of year audit processes were already underway. The first meeting of the newly elected Council next month would receive the latest update.

### *Planning Committee*

The Chairman advised there were no outstanding matters to report.

### *Grants Committee*

In the absence of the Chairman, Cllr Summers briefly reported on the last meeting of the Grants Committee and indicated that most of the annual budget had been disbursed to applicants during the municipal year. It was acknowledged that the small underspend would be rolled forward into the corporate reserves pending any subsequent motion to Council to reallocate the underspend to the Committee in the 2021/22 fiscal year.

### *Communities Committee*

In the absence of the Chairman, Cllr Summers indicated that the last meeting, held yesterday, had agreed to cancel the Aylesbury on Sea event this year due to the ongoing Covid pandemic and had also deferred the holding of the Park Life event to Full Council in collaboration with the Town Clerk and key members. The Committee had also received an informative and positive update on the progress of the Dementia Friends project.

### *Direct Services Committee*

No report.

## **6. DATE OF NEXT MEETING**

To note the date of the next meeting would be agreed by the newly elected Council at their first meeting on 20<sup>th</sup> May 2021.

## **7. 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. **RESOLVED: Proposed by Cllr Lloyd, seconded by Cllr Smith, said motion agreed unanimously.**

The member of the public present left the meeting.

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## **8. ANNUAL APPRAISAL OF STAFF & SALARY INCREASE UNDER THE INCREMENTAL PAY PROGRESSION ADOPTED BY 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.

**RESOLVED: Following a brief discussion, it was proposed by Cllr Lloyd, seconded by Cllr Mrs Summers and unanimously agreed that:**

- 1) the briefing paper and proposals made by the Town Clerk, Mayor and Leader of the Council in respect of all staff salary changes as per the briefing paper be endorsed.
- 2) 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 2021.

The meeting closed at 7.12 p.m.

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