



**MINUTES OF A MEETING OF THE POLICY COMMITTEE
OF AYLESBURY TOWN COUNCIL HELD IN THE COUNCIL CHAMBER,
AYLESBURY TOWN HALL, 5 CHURCH STREET, AYLESBURY ON
WEDNESDAY 14 JULY 2021 AT 7.00 p.m.**

Present

Councillors: R. Lloyd (Chairman)
S. Lambert [from 7.02]
W. Raja
A. Sherwell
M. Willis

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

The Chairman opened the meeting at 7.00 p.m.

1. APOLOGIES

To receive and note reasons for apologies for absence.

RESOLVED: To receive and accept apologies for absence from Cllrs Christensen (family commitment), Bateman (prior commitment), Summers (prior commitment), S. Morgan (ill health) and Dixon (family commitment).

2. DECLARATIONS OF INTEREST

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

[Cllr Lambert joined the meeting at 7.02 pm]

3. ELECTION OF VICE CHAIRMAN

To receive nominations and elect a Vice Chairman for the 2021/22 municipal year

A nomination was made, that of Cllr Christensen. No other nominations were forthcoming. **RESOLVED:** It was proposed by Cllr Lloyd, seconded by Cllr Raja that Cllr Christensen be Vice Chairman and on being put to the vote it was carried unanimously that Cllr Christensen be duly elected Vice Chairman for the 2021/22 municipal year.

4. MINUTES

RESOLVED: To receive, accept and sign the Minutes of 14 April 2021.

5. MATTERS ARISING

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

6. COMMITTEE MATTERS

To receive updates from the Chairs of Committees

Planning Committee

The Chairman advised that the return of face-to-face meetings was going well. The Committee wished to review its remit and how to best represent the community. There was a short discussion on current trends of conversion of offices and other commercial premises to residential - in both town centre and edge of town locales - and the implications in planning terms, along with the potential merits afforded by seeking adoption of a local plan.

Direct Services Committee

The Chairman indicated that he and Cllr Lambert had recently held a positive meeting with a senior officer of Bucks Council in relation to the outstanding remedial works concerning the chapel roofs at the cemetery. A site visit had been undertaken. Though a formal view from Bucks Council was still awaited, the clear impression had been given that a local solution would be the most appropriate and best course of action in the circumstances. The Town Clerk noted this and requested that a formal notification to this effect be provided by Bucks Council to him so that he could then put into effect the required repairs without any further delay.

Grants Committee

The Chairman reported that the Committee wished to review its remit to ensure that grant awards to the community were targeted optimally. A member raised the matter of funding by the Community Board (Aylesbury) and it was recognised that there was potential to maximise grant funding from this source.

Communities Committee

In the absence of the Chairman and Vice Chairman, the Town Clerk reported that Live in the Park was all set to proceed, and all the impacts and requirements relating to Covid-19 had been dealt with. A member raised the matter of progress regarding devolution/localism and the Town Clerk indicated that he had not heard further from Bucks Council localism officers. For example, there was still no definitive position from the unitary council regarding the management of the Remembrance Sunday event and time was getting short.

Finance Committee

The Chairman indicated that at this early stage there was little of substance to report on the current financial year.

7. POLICY REVIEW

To review, agree and adopt the following ATC/JPCC policies:

JPCC Policy Changes

Committee to note, and agree, various changes to the policies by way of administrative matters and government changes. The Town Clerk has agreed changes in line with delegated responsibility.

JPPC COVID-19 Policy - amended May 2021
JPPC Parent/Carer Handbook - amended May 2021
JPPC Playworker Handbook - amended April 2021

New JPPC Policies

JPPC Gas Leak Procedure - for approval (as circulated in advance of the meeting)

ATC Policy Review

Committee to note, and agree, various changes to the policies by way of administrative matters and government changes. The Town Clerk has agreed changes in line with delegated responsibility.

ATC Photography & Filming Policy
ATC Employee Handbook - amended June 2021
ATC Health & Safety Policy - amended June 2021

A member queried the JPPC Gas Leak Procedure and it was agreed to omit the first paragraph of the policy.

RESOLVED: It was agreed that the above policies (subject to the above minor change in the JPPC Gas Leak Procedure) highlighted above be duly adopted and on being put to the vote this was carried unanimously.

8. ROUNABOUT SPONSORSHIP POLICY

To receive, consider and decide a policy governing roundabout sponsorship. The Policy was circulated in advance of the meeting.

The Town Clerk briefly introduced the report stating that it was intended to replace previous ad hoc arrangements and streamline the Council's approach to roundabout sponsorship.

RESOLVED: It was proposed by Cllr Lloyd, seconded by Cllr Lambert that the Roundabout Sponsorship Policy be agreed and on being put to the vote this was duly carried unanimously.

9. OPENING TIMES FOR THE TOWN HALL

To consider revised opening times of 10.00 am to 3.00 pm Monday to Friday at the Town Hall for the admission to the public. The Town Clerk to report and Committee to take a decision.

The Town Clerk explained the rationale for the change of hours, in regard to the current covid management and staff availability. He also stressed that there would be no diminution of service provision to the public as appropriate levels of staffing would be maintained and officers were available through telephone calls and emails outside the proposed core hours. The arrangements for providing acceptable levels of service through the pandemic had illustrated that there was no necessity for public access to the Town Hall across the whole 9 to 5 office day and we do not have a stream of visitors without appointments.

General discussion took place on the current working practices and service delivery at the town hall and the need for safety for both staff and visitors. It was vital that safeguarding measures be continued in line with government guidance.

RESOLVED: It was proposed by Cllr Lloyd, seconded by Cllr Lambert that the Town Hall be open for admittance of the public from 10 am to 3 pm Monday to Friday with enquirers asked to arrange visits on a pre-booked appointment basis where at all possible, and on being put to the vote was carried unanimously.

10. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 6 October 2021

11. RESERVED ITEMS

RESOLVED: 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.

12. FLEXIBLE WORKING

To receive a briefing paper indicating the legal position governing flexible working and take appropriate decisions in respect of applications received by the Town Clerk for flexible working changes to staff contracts.

A briefing paper had been circulated in advance of the meeting, from Ellis Whittham, the town councils HR / Employment advisors.

The Town Clerk advised members that three applications for Flexible Working had been received. Legal advice and guidance had been obtained from the Council's employment law and human resources advisors, Ellis Whittam. All such applications were examined and considered on an individual basis and on their own merits. Due process had been followed and in all three cases there were compelling reasons to accept the requests, and thus this decision had duly been taken. Committee noted the position.

The Town Clerk, as Head of the Paid Service. has agreed to the changes and these will be implemented from 26th July 2021.

RESOLVED: Councillors noted, agreed and supported the decisions made by the Town Clerk in line with employment law advice from Ellis Whittham.

The meeting closed at 8.29 p.m.

Signed: _____ Date: _____