



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 17 July 2024
at 7pm**

Present: Cllr R Lloyd (Chairman)
Cllr A Sherwell
Cllr N Mehta
Cllr T Dixon
Cllr W Raja
Cllr A Christensen
Cllr S Morgan
Cllr M Willis
Cllr P Koya
Cllr C Hendren

Officers in attendance: Mr Keith Gray, JP (Town Clerk)
Mr Adil Iftakhar (Deputy Town Clerk)

2 members of the public were in attendance.

The Chairman, Cllr R Lloyd, called the meeting to order at 7pm.

1. Apologies Of Absence

To note and agree apologies for absence

Apologies received from Cllr T Hunter Watts (prior commitment) and Cllr S Morgan (prior commitment)

Resolved: Committee unanimously agree that the above apologies and reasons received be accepted from Cllr T Hunter Watts and Cllr S Morgan.

2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests, and to declare and note any pecuniary and non-pecuniary interests or requests for dispensation.

No declarations received and no dispensations requested.

3. Minutes of Last Meeting

To receive, accept and sign the draft minutes of 10 April 2024

Resolved: Committee unanimously receive, accept and sign the minutes of 10 April 2024 as a true and accurate record.

4. Matters Arising

To receive any updates from members or the Clerk.

Cllr R Lloyd reported that the election of the Vice-Chairman would take place at the next Policy Committee meeting and the leases of the three-community centres have been signed by the Mayor. The Clerk and Cllr R Lloyd visited Bowlers field and discussed this in further detail under agenda Item 6.

The Town Clerk confirmed that the Land Registry title plan for the Railway Club car park had been signed off and that completion is imminent. The Town Clerk informed councillors that upon completion the Council would inform members of the public.

5. Policy Review

a) Committee to review, note, and agree, to the policies mentioned below, by way of administrative matters and annual review (no changes).

JPPC POL01 Accident, Illness & Medication Consent Policy

JPPC POL02 Admissions Policy

JPPC POL03 Aggressive Behaviour

JPPC POL04 Arrival & Departure Policy

JPPC POL05 Behaviour Management Policy

JPPC POL06 Suspension and Exclusion Policy

JPPC POL07 Complaints Policy

JPPC POL08 Confidentiality Policy

JPPC POL09 & GDPR POL05 Data Protection Policy

JPPC POL10 Privacy Notice

JPPC POL11 Emergency Evacuation/Closure/Lockdown Procedure and Fire Policy

JPPC POL12 Equality of Opportunities

JPPC POL13 Food and Drink and Healthy Eating Inc. Allergens

JPPC POL14 Food Safety

JPPC POL15 Health and Safety Policy

JPPC POL16 Risk Assessments Policy

JPPC POL17 Manual Handling

JPPC POL18 Intimate Care Policy

JPPC POL19 Key Worker Policy

JPPC POL20 Missing Child / Uncollected Child

JPPC POL21 Alcohol, Drugs and No Smoking Policy

JPPC POL22 Outings Policy

JPPC POL23 Involving Parents and Carers

JPPC POL24 Play Policy

JPPC POL25 No Platform Policy

JPPC POL26 Safeguarding Inc. mobile phones and camera use
JPPC POL27 SEND
JPPC POL28 Social Networking
JPPC POL29 Staff Behaviour Policy
JPPC POL30 Visitors
JPPC POL31 Parent Carer Handbook
JPPC POL33 CCTV Policy (code of Practice) for JPPC
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
ATC POL59 Long Service and Retirement Policy
ATC POL80 Town Hall Gas Leak Procedure
GDPR POL05 Data Protection Policy

Resolved: Committee unanimously agreed the above-mentioned policies with the relevant changes made.

- b) Committee to review, note, and agree, various changes (see attached documents showing tracked changes) to the policies by way of administrative matters, government changes and annual review.

ATC POL35 LGPS Employer Discretions Policy
GDPR POL03 Records Management Policy
ATC POL74 Photography and Filming Policy

Resolved: Committee unanimously agreed the above-mentioned policies with the relevant changes made.

- c) Committee to note, and agree, new policies to be implemented by the council, they are:
ATC POL87 Volunteer Policy

Proposed: Cllr T Dixon
Seconded: Cllr M Willis

Resolved: Committee unanimously agreed to adopt ATC POL87 Volunteer Policy.

- d) To receive, accept and agree the Emergency Evacuation Procedure for Disabled People which has been reviewed by the Council's Health & Safety advisors Worknest.

Resolved: Committee unanimously agreed the Emergency Evacuation Procedure for Disabled People.

6. Changing Room Refurbishment

- a) To agree to allocate a budget of £10,000 for any possible refurbishment of Bowlers Field changing facilities and any initial maintenance of Bowlers Field and
- b) To agree to the application of £10,000 from the earmarked reserves known as devolved assets/services (323).

Proposed: Cllr R Lloyd
Seconded: Cllr W Raja

Resolved: Committee unanimously agreed to delegate authority to the clerk to action the abovementioned recommendations.

7. Christmas Lights Procurement Services

To note the officer report and approve the use of Contractor A to provide procurement procedure services.

Proposed: Cllr W Raja
Seconded: Cllr P Koya

Resolved: Committee unanimously agreed to approve the use of Tender Victory to provide procurement procedure services.

8. New Website Provider

To note the officer report and approve the use of Supplier B as the Town Councils Website Provider.

Proposed: Cllr P Koya
Seconded: Cllr S Bateman

Resolved: Committee unanimously agreed to approve the use of Aubergine as the Town Councils website provider.

9. 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.

10. Secure disposal of old IT equipment

To agree to remove old IT Equipment from the asset register and dispose of it securely and in line with WEEE compliance. The following items will be disposed of securely, Laptop 19 - HP 650, Laptop 20- HP Pavilion Notebook, Laptop 21 - HP ProBook 4540s, Watchguard Firebox T35-W, HP ProLiant ML350 G6 (Asset Tag 00303), View Sonic VA2448- LED (Asset Tag 00051), Screen 14 - AOC (Asset Tag 00026) and Asus (Asset Tag 00004).

Resolved: Committee unanimously agreed to dispose of the above-mentioned IT equipment.

11. Date of Next Meeting

The date of the next meeting will be Wednesday 23 October 2024 at 7pm at the Town Hall.

There being no further business, the Chairman closed the meeting at 8:12pm

Signed: _____ Date: _____
Chairman