



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 25 October 2023
at 7pm**

Present: Cllr R Lloyd (Chairman)
Cllr S Bateman
Cllr A Christensen
Cllr S Lambert
Cllr N Mehta
Cllr W Raja
Cllr A Sherwell

Officers in attendance: Mr Keith Gray, JP (Town Clerk)
Mrs Judith Priest (Deputy Town Clerk)

No members of the public or press were in attendance.

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

Cllr Lloyd advised members of the committee that he was meant to be at the Parish Liaison Meeting and the Buckinghamshire Council (BC) Highways Stakeholder Conference both of which were cancelled by BC at short notice last week. He will be taking some of the questions that he had sent in for the Parish Liaison Meeting to the next Aylesbury Garden Town Board meeting.

1. Apologies

To note and agree apologies for absence

Resolved: To unanimously receive and accept apologies for absence from Cllr T Dixon (prior commitment), Cllr C Hendren (work commitment), Cllr S Morgan (illness), Cllr D Summers (prior commitment)

2. Declarations of Interest & Dispensations Requested

To declare and note any personal or prejudicial interests.

No declarations received or dispensations requested.

3. Minutes

To receive, accept and sign the draft minutes of 5 July 2023

Resolved: To unanimously receive, accept and sign the minutes of 5 July 2023 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 review, note, and agree, to the policies by way of administrative matters and annual review (no changes or minor word changes).

- ATC POL06 Alcohol and Controlled Substances
- ATC POL07 Community Engagement Statement
- ATC POL08 Complaints Policy and Procedure
- ATC POL09 IT and Communications Policy
- ATC POL10 Asbestos Policy
- ATC POL11 Employee Code of Conduct
- ATC POL24 Telephone and Mobile Phones at Work
- ATC POL28 Use of Town Council Resources
- ATC POL29 Confidential Reporting (Whistleblowing) Policy
- ATC POL31 Induction and Probationary Period Policy
- ATC POL33 Display Screen (VDU) Equipment Policy
- ATC POL37 Member and Employee Training Policy
- ATC POL44 Social Media Policy
- ATC POL45 Anti-Bribery Policy
- ATC POL46 Disability Policy
- ATC POL49 Equal Pay Policy
- ATC POL68 Statement on Secure Storage of DBS Information
- ATC POL78 Roundabouts Policy

Proposed by Cllr Lloyd, seconded by Cllr Raja to agree to the changes made.

Resolved: Committee unanimously agreed and noted the various changes to the policies by way of administrative matters and annual review but asked for ATC POL08 and ATC POL24 to be checked again and for wording to be amended to ensure the procedures are clear and easy to follow and understand.

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 POL25 Fire Safety Procedures
- ATC POL26 Reserves Policy
- ATC POL32 Charity Collection Tins at Events
- ATC POL58 Cash Handling Policy for Events
- ATC POL70 Website Accessibility Statement

Proposed by Cllr Lloyd, seconded by Cllr Raja to agree to the changes made.

Resolved: The committee, unanimously, agreed to the various changes made to the policies by way of administrative matters, government changes and annual review and asked for ATC POL57 Cash Handling Policy for Events to be amended to include reference to merchandise sales.

6. 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.

Cllr Bateman thanked Emma El Badaoui for the work she has done so far to obtain permission in principle for a games bench to be installed at the canal basin.

Cllr Bateman also stated how good the business newsletter is and how useful the information is to councillors.

Cllr Lambert thanked Diane Harrison for her business engagement work with the town centre and parish businesses and highlighted how successful and engaging the business networking event was.

Resolved: Councillors noted, and accepted, the reports from the Town Centre Officer and Community Liaison Officer Environment, received in advance of the meeting, and thanked them for their work.

7. Staffing

The Town Clerk had no reports for the committee on staffing.

Cllr Raja asked if the position of the Community Officer will be replaced. The Town Clerk advised that the role is being reviewed and future proposals will be part of the Budget and Precept setting discussions with Council as various proposals were being considered after a review of the work, previously undertaken, and possible changes/future roles.

8. Health and Safety

The Town Clerk advised that a recent asbestos survey had been undertaken and it showed asbestos in the building, although at a level of low risk. The, recommendation is to manage/maintain and inspect periodically. If likely to be disturbed by refurbishment works, removal to be done by a licensed asbestos contractor.

The report will be sent to all committee members.

Resolved: Councillors noted, and accepted, the report.

9. Date of Next Meeting

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

10. Reserved Item

Cllr R Lloyd proposed, Cllr A Sherwell 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.

11. Occupational Health Supplier

To contract an occupational health supplier to ensure the Council is supported and covered in its HR duties and legal and good practice requirements for Occupational Health referrals.

Committee members received a briefing paper in advance of the meeting outlining quotes received from possible suppliers.

Following a discussion, it was proposed by Cllr N Mehta, seconded by Cllr S Lambert that the council contract with People Asset Management

Resolved: The committee unanimously agreed to proceed and contract with People Asset Management with a bundle subscription package at the costs outlined in the briefing paper.

There being no further business, the Chairman closed the meeting at 7:34pm

Signed: _____
Chairman

Date: _____