



**MINUTES OF A MEETING OF THE POLICY COMMITTEE
OF AYLESBURY TOWN COUNCIL HELD THROUGH THE ZOOM VIDEO
CONFERENCING SYSTEM, TUESDAY 26th JANUARY 2021 AT 7.00 p.m.**

Present

Councillors: R. Lloyd (Chairman)
A. Christensen
T. Dixon
M. Smith
Mrs D Summers
M. Willis

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

Three members of the public were present.

The Chairman opened the meeting at 7.00 p.m.

1. APOLOGIES

To receive and note reasons for apologies for absence
No apologies for absence had been received.

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 22nd October 2020.

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 the next year's budget had been resolved already and that the monthly reports were being referred to Full Council accordingly. The budgetary position was being monitored and the Covid-19 impact on this was constantly reviewed.

Planning Committee

The Chairman advised that some large applications were now coming forward, for example the Hampden Fields site. The Section 17 notes for HS2 were also expected imminently. The planning call-in process had now been clarified by Bucks Council and now needs to be referred to a local member of the unitary authority rather than through the Town Council. This would be kept under review by BC.

Grants Committee

The Chairman reported that the committee's next meeting would be tomorrow, and two applications would be considered. The final meeting of the municipal year would be heavily promoted through ATC media and social media outlets to encourage community applications. A particular issue to be addressed by the Committee was in targeting grants towards post-Covid 19 local initiatives.

Communities Committee

The Chairman indicated that the next meeting would be held on 9th February and feedback on recent events would be considered. A member asked about whether a decision would be taken on whether or not the major established events would take place later in 2021 and the Town Clerk advised that it was highly unlikely that any planned events timetabled for April and May would be proceeding given the current state of the pandemic and it was unlikely that many other events timetabled for later in the year would go ahead. The Committee would be examining provision of alternative events where possible.

Direct Services Committee

In the absence of the Chairman the Town Clerk provided a brief update and reported that the devolved services functions as well as other environmental works were continuing to be undertaken, taking account of pandemic regulations on social distancing etc. Additional grave chambers had recently been procured for the cemetery and it was hoped to train-up more cemetery staff albeit the current restrictions had put this on hold for the time being. A member asked about attendance at funerals and the Town Clerk responded that with was a challenge occasionally but ultimately the Council had no enforcement role and only the police could potentially intercede. Staff had been instructed to stay well back to ensure their own health, safety and welfare was prioritised, as was expected of a responsible employer. Chairman of the Committee asked that the Council's thanks and appreciation towards the staff at this difficult time be formally placed on record.

6. DEVOLUTION OF SERVICES AND ASSETS

The Town Clerk informed members that discussions with Bucks Council over devolution of assets and services were anticipated to resume once the pandemic had been brought under control. The Town Clerk had also been involved on a multi-agency working group to produce a Parish Charter, and this document would be formally considered at the February meeting of Full Council and he would recommend adoption.

A member noted that Bucks Council were proceeding with some projects, for example the Gardenway, though the level of joined-up working was not felt to be particularly inspiring. The Town Clerk reminded members that the

Gardenway did not possess secure or defined funding. Another member highlighted apparent attempts by Bucks Council to dispose of small parcels of land in the town, but these had not been offered to the Town Council. The Town Clerk reminded members of the localism agenda and felt that Bucks Council weren't operating within the spirit of the philosophy and that he would approach Bucks Council on the Town Council's behalf to bring this to their attention.

7. DISPOSAL OF OLD ATC COMPUTERS - "DONATE 2 EDUCATE"

The Senior Communities Officer's report had been circulated in advance of the meeting and it recommended donating surplus Council computers/laptops as part of the Donate2Educate scheme and also the sale of surplus telephony. Members briefly discussed this and there was a consensus to support the officer recommendations.

RESOLVED: It was proposed by Cllr Willis, seconded by Cllr Christensen and on being put to the vote agreed unanimously that 1) the old IT equipment that is no longer required by the Council be donated to Cloudy IT Foundation so it can be refurbished and donated to local families who require access to computers and laptops to educate their children and 2) the old phone equipment to be sold by the Council and for any money arising from the sale, less any fees occurred (PayPal and eBay fees) to be used to off-set against the cost of installing the new phone system

8. ASSETS OF COMMUNITY VALUE

A list of current Community Assets was circulated prior to the meeting. The Town Clerk reported that the original five-year listing of these assets were now starting to lapse and direction was sought on renewal and addition of other potential assets for re-listing. Listing would give the Council first refusal to potentially buy the asset if it was going to be sold. Members felt that the present listed assets should be re-listed and in addition the following be added: Kings Head public house, Market Square and Edinburgh Road playing fields. Any further suggested additions would be forwarded to the Town Clerk within the following seven days.

The Town Clerk also took the opportunity to remind Committee that other local councils were already managing local services and assets such as Chesham and Princes Risborough. This option was also available to the Town Council through meeting the eligibility criteria of the General Power of Competence

9. POLICY REVIEW

To agree and endorse the adoption of reviewed ATC/JPPC policies and procedures following exercise of delegated powers to the Town Clerk.

The Town Clerk briefly summarised the background to the revised policies.

RESOLVED: It was proposed by Cllr Willis, seconded by Cllr Dixon and on being put to the vote it was agreed unanimously that the following policies be formally adopted:

ATC POL44 Social Media Policy
ATC POL61 Prevent Duty Policy
ATC POL68 Statement on Secure Storage of DBS Information
ATC POL07 Community Engagement
GDPR POL01 Clear Desk and Screen Policy
GDPR POL02 Information Governance Policy
GDPR POL03 Records Management Policy
GDPR POL04 Subject Access Request Policy
GDPR POL05 Data Protection Policy
GDPR POL06 Information Security Policy
GDPR POL07 Remote Working and BYOD Policy
ATC POL58 Cash Handling at Events
ATC POL32 Charity collection Tins at Events
JPPC POL37 Minibus Accident and Breakdown Procedure
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 Suspensions & Exclusion Policy
JPPC POL07 Complaints Policy
JPPC POL08 Confidentiality Policy
JPPC POL09 Data Protection Policy
JPPC POL10 Privacy Notice
JPPC POL11 Emergency Evacuation/Closure/Lockdown Procedure Fire Policy
JPPC POL12 Equality of Opportunities
JPPC POL13 Food & Drink and Healthy Eating Policy
JPPC POL14 Food Safety Policy
JPPC POL15 Health & Safety Policy
JPPC POL16 Risk Assessment Policy
JPPC POL17 Manual Handling Policy
JPPC POL18 Intimate Care Policy
JPPC POL19 Keyworker 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 POL27 SEND Policy
JPPC POL28 Social Networking
JPPC POL29 Staff Behaviour Policy
JPPC POL30 Visitors Policy
JPPC POL33 CCTV Policy (Code of Practice) for JPPC
JPPC POL34 Designated Deputy
JPPC POL35 EYFS Policy
JPPC POL36 COVID-19 Policy
ATC POL 06 Alcohol and Controlled Substances
ATC POL 10 Asbestos Policy and Procedure
ATC POL11 Employee Code of Conduct
ATC POL 24 Mobile Phones at Work
ATC POL 25 Fire Safety Policy and Procedure

ATC POL 28 Use of ATC Resources
ATC POL 31 Induction and Probation
ATC POL 37 Member/Employee Training
ATC POL 46 Disability Policy
ATC POL 50 Members Code of Conduct
ATC POL 60 Petty Cash Policy

10. CO-OPTION

The Town Clerk to explain and clarify the procedure for co-option of councillors.

The Town Clerk outlined the legal process governing the co-option procedure which was set-out in law. This can be found in detail in The Local Government Act and legal textbook "Arnold Baker".

General discussion took place on co-option/casual vacancy process and procedures and the importance of the town council not adding its own additional policies or procedures that could cause the council to act outside its statutory duties and breach any regulations.

11. DATE OF NEXT MEETING

To note the date of the next meeting as provisionally scheduled for Wednesday 14th April 2021 at 7.00 pm.

The meeting closed at 7.57 p.m.

Signed: _____ Date: _____