



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

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16 October 2024

To: **Members of the Policy Committee**

Cllrs R Lloyd (Chairman), S Bateman, A Christensen, T Dixon, C Hendren, P Koya, N Mehta, S Morgan, W Raja, A Sherwell, T Hunter-Watts, M Willis

Dear Councillors,

You are hereby summoned to a meeting of the Policy Committee, which will be held on **Wednesday 23 October 2024 at 7pm in the Council Chamber, Town Hall, Church Street, Aylesbury, Bucks HP20 2QP**

A period not exceeding 15 minutes is made available prior to the formal start of the meeting, where the public so require, to raise issues relating to matters over which the committee has duties, powers or influence.

Members of the public and press are welcome to attend.

Yours sincerely,

Keith Gray

Keith Gray, JP
Town Clerk



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TOWN COUNCIL

Agenda - Policy Committee 23 October 2024

1. Apologies

To receive and note reasons for apologies for absence.

2. Declarations of Interest

To receive and note any personal or prejudicial interests.

3. Minutes of Last Meeting

To receive, accept and sign the Minutes of 17 July 2024.

4. Matters Arising

To receive any updates from members or the Clerk

5. Election of Vice-Chairman

To elect a Vice-chairman for the municipal year 2024-25

6. Policy Review

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

- ATC POL62 Members Allowance

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 POL16 Equality & Diversity Policy Statement
- ATC POL34 Customer Care Charter
- ATC POL70 Website Accessibility Statement
- GDPR POL02 Information Governance Policy
- GDPR POL04 Subject Access Request Policy
- GDPR POL06 Information Security Policy

7. Staffing

To receive a verbal update from the Town Clerk on staffing matters.

8. Local Election Procedure 2025

To note the procedure document for the 1 May 2025 Buckinghamshire Unitary and Parish Elections.

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.

10. Date of Next Meeting

The date of the next meeting will be Wednesday 5 February 2024 at 7pm at the Town Hall.

Exclusion of the public from meetings for confidential items of business

To exclude the public (including the press) from a meeting of the Council, it is necessary for the following proposition to be moved and adopted “that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for item number(s), which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated”

Notes on members' interests

Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interest and, unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter at the meeting and must leave the room whilst the matter is being debated or voted on.

(2) A member has a disclosable pecuniary interest if it (a) relates to him or her, or (b) is an interest of - (i) the member's spouse or civil partner; or (ii) a person with whom the member is living as husband and wife; or (iii) a person with whom the member is living as if civil partners and the member is aware that the other person has the interest.

(3) Disclosable pecuniary interests include - (a) any employment or profession carried out for profit or gain; (b) any financial benefit received by the member in respect of expenses incurred carrying out his or her duties as a member (except from the Council); (c) any current contracts with the Council; (d) any beneficial interest in land/property within the Council's area; (e) any license for a month or longer to occupy land in the Council's area; (f) any tenancy where the Council is landlord and the member (or person in (2)(b) above) has a beneficial interest; (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

(4) If a member has a non-disclosable pecuniary interest or a non-pecuniary interest, he or she is required to declare that interest and is obliged to leave the meeting for consideration of the specific agenda item.

(5) A member has a non-disclosable pecuniary interest or a non-pecuniary interest where - (a) a decision in relation to the business being considered might reasonably be regarded as affecting the wellbeing or financial standing of the member or a member of his or her family or a person with whom the member has a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which the member has been elected or otherwise of the authority's administrative area, or (b) it relates to or is likely to affect any of the descriptions referred to above but in respect of a member of the councillor's family (other than specified in (2)(b) above) or a person with whom the member has a close association and that interest is not a disclosable pecuniary interest.