



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 23 October 2024
at 7pm**

Present: Cllr R Lloyd (Chairman)
Cllr A Sherwell
Cllr N Mehta
Cllr W Raja
Cllr A Christensen
Cllr S Morgan
Cllr M Willis

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

1 member 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 C Hendron (work commitment) and Cllr T Dixon (work commitment) and Cllr P Koya (family commitment).

Resolved: Committee unanimously agree that the above apologies and reasons received be accepted from Cllr C Hendron, Cllr T Dixon and Cllr P Koya.

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 17 July 2024

Resolved: Committee unanimously receive, accept and sign the minutes of 17 July 2024 as a true and accurate record.

4. Matters Arising

To receive any updates from members or the Clerk.

Cllr R Lloyd informed members that no update has been provided in regard to the street licencing policy at the Parish Liaison meeting and no date has been provided as to when the policy will come into effect. A question was asked around why AVDC land is being passed on to ATC to be responsible for maintaining, however, this was taken away for a written response to be provided.

The Town Clerk had nothing further to add or report at this stage.

5. Election of Vice-Chairman

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

Nominations were sought. It was proposed by Cllr R Lloyd, seconded by Cllr W Raja that Cllr A Sherwell be elected Vice-Chairman. No further nominations were forthcoming.

Resolved: On being put to the vote it was unanimously agreed that Cllr A Sherwell be duly elected to serve as Vice-Chairman 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

Resolved: The committee unanimously agreed for the members allowance to be reviewed. To agree that a further discussion be had concerning the councillor and chairman allowances and that the Town Clerk provide further information to assist this discussion.

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

Resolved: The committee noted and unanimously agreed the various changes to the policies by way of administrative changes to ATC POL70, GDPR POL02, GDPR

POL04 and GDPR POL06. Furthermore, the committee requested ATC POL16 and ATC POL34 be reviewed further.

7. Staffing

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

The Chairman moved the agenda item to part II for discussion due to the sensitive nature of the update.

8. Local Election Procedure 2025

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

Resolved: Councillors noted the procedure document for the 1 May 2022 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.

Cllrs, Sherwell, Lloyd and Bateman expressed appreciation to the community officers for the work they are doing and the positive impact this was having in the community, both from a resident, business and visitors viewpoint. Some excellent work is being carried out and this is to be noted.

Resolved: Councillors noted, and accepted, the reports from the Town Centre Officer and Community Liaison Officer (Environment), received in advance of the meeting.

10. Date of Next Meeting

The date of the next meeting will be Wednesday 12 December 2024 at 7pm at the Town Hall.

11. Exclusion of Press and Public

It is recommended that the Press and Public be excluded from the meeting during consideration of the item in Part 2 of the agenda, as it involves the likely disclosure of exempt information relating to the financial and business affairs of any particular person (including the Authority holding the information) as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (amended).

Cllr R Lloyd proposed and Cllr A Sherwell seconded to the meeting be closed to the press and public.

Resolved: Councillors unanimously agreed 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.

PART II

12. Staffing

The Town Clerk provided an update on specific individual staffing matters to the committee, this included the need to make provision for a Health & Safety Officer and a Contracts & Procurement Officer. The Town Clerk explained the reasons for the various changes in officer responsibilities and the impact that procurement and Health & Safety legislation is having on the responsibilities and requirements of the Council. The committee understood and supported proposals to meet the necessary legal and regulatory requirements. Changes will be made to current roles and the need for additional officers to ensure the council met its legal and regulatory obligations.

Interviews are currently taking place for the Marketing and Communications Officer and Senior Communities and Events Officer.

13. Depo for Direct Services/Devolved Services

To consider and agree the officer's recommendation as set out in the attached report.

Discussion took place on the specifics of the proposal, the need for a depot and the current situation in terms of responsibilities, storage requirements and staffing support as well as future requirements expected.

Resolved: The committee approved the recommendation as set out in the report. That Policy Committee recommends to Town Council:

To approve the entering into a lease agreement for a 10-year term for a Depo/Industrial Storage Unit and delegate authority to the Town Clerk to agree terms for a preferred site, in consultation with the Leader of the Council and the Chairman of the Finance Committee.

There being no further business, the Chairman closed the meeting at 8:43pm

Signed: _____ Date: _____
Chairman