



# AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Buckinghamshire, HP20 2QP

Town Clerk: Keith Gray JP, CiLCA, FSLCC, MILM

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27<sup>th</sup> June, 2019

**To: Residents of Aylesbury**

A Meeting of the **Policy Committee** will be held on **Wednesday 3<sup>rd</sup> July 2019 at 7 p.m. in the Council Chamber, Town Hall, 5 Church Street, Aylesbury**, to which you are invited to attend.

A maximum of fifteen minutes, if deemed necessary, will be allocated at the beginning of the meeting when members of the public are invited to address the Committee.

KEITH GRAY, JP  
Town Clerk

## Policy Agenda 3<sup>rd</sup> July 2019

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. **ELECTION OF VICE CHAIRMAN FOR 2019/20**  
To receive nominations and elect a Vice Chairman for the 2019/20 municipal year
4. **MINUTES**  
To receive, accept and sign the Minutes of 10<sup>th</sup> April 2019
5. **MATTERS ARISING**  
To receive any updates from members or the Clerk
6. **COMMITTEE MATTERS**  
To receive updates from the Chairs of Committees
7. **POLICY REVIEW**  
To review, agree and adopt the following ATC policies

Absence Policy  
Anti-Bribery Policy  
Anti-Bullying & Harassment Policy  
Anti-Smoking Policy  
Business Continuity Plan  
Councillor/Officer Protocol  
Dignity at Work Policy  
Display Screen (VDU) Equipment  
Investment Policy  
Return of Town Council Property

8. **STANDING ORDERS**  
To consider and endorse a minor change to Standing Orders in relation to member apologies. Insert as new Standing Order 9 and renumber accordingly (as below)  
**“Apologies for Absence**

**Members who are unable to attend an official meeting are requested to tender their apologies, and give the reason, for absence to the Town Clerk, Deputy Town Clerk or other person clerking the meeting at the latest by 5 p.m. on the day of the meeting.**

**Another Member of the Council, who is present at the meeting, can give the apology on behalf of the absent Member but must give assurance that the absent Member asked them to do this and the reason for the apology must be stated, as regulations dictate”.**

**8. UNITARY/DEVOLVED SERVICES WORKING GROUP**

Councillor/Member input into the proposed vision/plans for additional asset transfers and devolved services to the Town Council.

Full Council that approves final assets and services transfers.

The Town Clerk and his Management Team are putting together a briefing paper on possible asset transfers, costings, staffing, proposed financial support and funding from Bucks Unitary Council (as far possible without complete information at this point in time).

The Town Clerk will continue to engage in meetings with the Unitary Council officers and has attended some meetings.

The following Members are proposed and consist of Cross-Party Membership should all members wish to participate.

Cllr Lloyd	Leader of Council & Chairman of Policy Committee
Cllr Jarvis	Chairman of Direct Services Committee
Cllr Smith	Chairman of the Finance Committee
Cllr Dixon	Chairman of the Communities Committee
Cllr Summers	Group Leader - Conservatives
Cllr Bateman	Group Leader - Labour
Cllr Huxley	Group Leader - Bucks Residents Association

**9. REVIEW OF PAYROLL SERVICE**

To consider and decide whether the Council's payroll should be brought in-house

**10. MAYORAL AND COUNCILLOR ALLOWANCES**

Committee to discuss a possible increase in mayoral and councillor allowances for the future.

**11. DATE OF NEXT MEETING**

To note the date of the next meeting as Wednesday 2<sup>nd</sup> October 2019 at 7.00 pm

**12. RESERVED ITEMS**

To pass a motion 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

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**13. LOCAL AUTHORITIES PROPERTY FUND**

Council to consider CCLA information on LAPF and consider whether they think it appropriate to invest in this fund.