



**MINUTES OF A MEETING OF THE POLICY COMMITTEE  
OF AYLESBURY TOWN COUNCIL HELD IN THE SECOND FLOOR MEETING  
ROOM, AYLESBURY TOWN HALL, 5 CHURCH STREET, AYLESBURY ON  
WEDNESDAY 3<sup>rd</sup> JULY 2019 AT 7.00 p.m.**

**Present**

**Councillors:** R. Lloyd (Chairman)  
T. Dixon  
G. Moore  
Mrs J Puddefoot  
Mrs T. Takodra MBE  
M. Smith  
S. Jarvis  
W. Raja

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

The Chairman opened the meeting at 7.01 p.m.

**1. APOLOGIES**

To receive and note reasons for apologies for absence

RESOLVED: To receive and accept apologies for absence from Cllr A. Christensen (prior commitment)

**2. DECLARATIONS OF INTEREST**

To receive and note any personal or prejudicial interests

No declarations made

**3. ELECTION OF VICE CHAIRMAN**

To receive nominations and elect a Vice Chairman for the 2019/20 municipal year

A nomination was made, that of Cllr Smith. No other nominations were forthcoming. RESOLVED: It was proposed by Cllr Raja, seconded by Cllr Mrs Takodra that Cllr Smith be Vice Chairman in the coming year and on being put to the vote it was carried unanimously that Cllr Smith be duly elected Vice Chairman for the 2019/20 municipal year.

**4. MINUTES**

RESOLVED: 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  
There were no matters to report.

**6. COMMITTEE MATTERS**

To receive updates from the Chairs of Committees

*Finance Committee*

It was reported that Cllr Christensen had been elected Vice Chairman for the ensuing year. At this early stage there was little of substance to report on the current financial year. .

*Planning Committee*

The Chairman advised that Cllr Moore had been elected as Vice Chairman of the Committee. The Chairman noted that there were plenty of planning applications coming forward, including an increased number seeking retrospective consent. Joint working with Stoke Mandeville parish council in respect of large proposed development near the parish boundary had proved beneficial in taking a wider view of the possible impacts on town infrastructure and service provision.

*Grants Committee*

The Chairman reported that the last year had seen an increase in the number of social and emotional grant applications. The Committee would review the grants criteria at a future meeting.

*Communities Committee*

It was noted that the first meeting of the Committee in the municipal year would be held next week.

*Direct Services Committee*

The Chairman indicated that from the last meeting it had been agreed to seek quotes for re-surfacing of driveways in the cemetery, had green-lit the chapel roof repair works, decided to increase allotment rents by 2% from September 2020, to increase some charges for JPPC pick-up and had elected Cllr Raja as Vice Chairman.

**7. POLICY REVIEW**

To review, agree and adopt the following ATC policies (herewith)

The following policies were circulated in advance of the meeting: 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 and Return of Town Council Property.

The Town Clerk outlined a minor change in wording of the Councillor/Officer Protocol as previously circulated in Section 1 so it should read:

*“Chairman (Town Mayor) and Chairman of Committees’ relationship with Officers*

*It is an expectation that the Town Mayor or any Committee Chairman will have briefings prior to the relevant Council or Committee meetings with the Town Clerk or Clerk of the Committee should the Town Mayor or Chairman of the Committee wish to do so”.*

RESOLVED: It was proposed by Cllr Lloyd, seconded by Cllr Jarvis that the above policies subject to the above minor change in the Councillor/Officer Protocol highlighted above be duly adopted and on being put to the vote this was carried unanimously.

## **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.

“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”.

A brief discussion took place and members sought clarification of how such a change would take effect in certain hypothetical situations and how the new Standing Order would affect these. The Town Clerk emphasised to members that retrospective apologies cannot be given and the most important factor was the reason given for the apologies. The proposed change in wording should make matters clearer and more definitive.

RESOLVED: It was proposed by Cllr Moore, seconded by Cllr Mrs Takodra that the above change to Standing Orders to be duly approved and on being put to the vote this was duly carried unanimously.

## **9. 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

Cllrs Lloyd and Jarvis briefly outlined activities at the recent devolved services workshop, also attended by the Town Clerk.

A member asked about whether substitutes were allowed and the Town Clerk considered that this was permissible. The Chairman elaborated on the workshop sessions and referred to the proposed member-led boards. The Town Clerk emphasised that the timescale suggested that the new working group be formed now as there was much potential work which needed to be undertaken. The working group would report directly to Full Council and should be chaired by the Leader of the Council.

RESOLVED: It was proposed by Cllr Raja, seconded by Cllr Jarvis that a working group be set-up on the lines outlined above and consisting of the above membership, and on being put to the vote was duly carried unanimously.

#### 10. REVIEW OF PAYROLL SERVICE

To consider and decide whether the Council's payroll should be brought in-house. A report was circulated in advance of the meeting.

The Town Clerk briefly introduced this item. A member noted that some years previously the Council had managed its own payroll. Members asked a number of questions including comparative costs, internal controls and the proposed HR module add-on. The Deputy Town Clerk referred members to the report and confirmed that going in-house would be cost effective, the software package provided included full support and online demos from both potential suppliers had allowed a reasonable assessment to be made. The HR module add-on would be very beneficial in centrally managing day to day human resources administration and the Iris package offered the best package overall.

RESOLVED: It was proposed by Cllr Smith, seconded by Cllr Moore that the payroll be brought in-house using the Iris software package including the HR module and on being put to the vote was agreed unanimously.

#### 11. MAYORAL AND COUNCILLOR ALLOWANCES

To discuss a possible increase in members allowances.

An in-depth discussion considered the pros and cons of increasing allowances, the timing of any increase and the relative constriction of the current scheme. A member asked about comparative data from other Town Councils being useful in advance of making a decision. The Town Clerk reminded members that the Council could adopt a new allowances scheme at any time.

RESOLVED: It was proposed by Cllr Moore, seconded by Cllr Dixon that this matter be deferred to allow comparative figures to be obtained and then be considered at the Full Council meeting on 14<sup>th</sup> November 2019, and on being put to the vote was carried unanimously.

**12. DATE OF NEXT MEETING**

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

The Deputy Town Clerk asked members to consider an alternative date for the next meeting due to lack of officer availability to clerk on 2<sup>nd</sup> October.

RESOLVED: It was agreed that the next meeting be held on Tuesday 8<sup>th</sup> October 2019.

**13. 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.

RESOLVED: It was proposed by Cllr Lloyd, seconded by Cllr Smith and duly agreed that the above motion be passed.

---

**14. LOCAL AUTHORITIES PROPERTY FUND**

To consider CCLA information on LAPF and whether it is appropriate to invest in this fund.

A report had been circulated in advance of the meeting.

The Deputy Town Clerk introduced his report and highlighted the most pertinent factors regarding the possible investment into the CCLA fund which included taking a long-term view, the need to commission an independent qualitative assessment at cost and the de minimis initial investment. In the ensuing discussion, members noted the prospective yield but also were cognisant of the potential risks of investing in commercial property given relevant current local, national and international issues and considerations at the present time and in the near future.

RESOLVED: It was proposed by Cllr Lloyd, seconded by Cllr Dixon that the matter be deferred and considered again at a later meeting, and on being put to the vote this was agreed unanimously.

The meeting closed at 8.04 p.m.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_