

Minutes of the Bicester Town Council Policy Committee on **Monday 30<sup>th</sup> May 2017** at **The Garth, Launton Road Bicester OX26 6PS.**

**Present:**

Cllr Richard Mould – Chairman  
 Cllr David Anderson  
 Cllr Jolanta Lis  
 Cllr David Magee  
 Cllr Nick Mawer  
 Cllr Lynn Pratt  
 Cllr Les Sibley  
 Cllr Lawrie Stratford  
 Cllr Rose Stratford

**In Attendance:**

Samantha Shippen – Chief Officer  
 Laura Wilson – Administrator  
 Mark Davies - CCLA

Minute Number	Agenda item No	MINUTES
051/1718	1	<b>APOLOGIES FOR ABSENCE</b>  <b>RESOLVED</b> that apologies were received from Cllr Dan Sames.
052/1718	2	<b>DECLARATIONS OF INTEREST</b>  <b>RESOLVED</b> that no declarations of interest were received.
053/1718	3	<b>MINUTES</b>  <b>RESOLVED</b> that the Committee confirmed the minutes of the Policy Committee meeting:  <b>POL06/1617 – 10 April 2017</b>
054/1718	4	<b>PUBLIC SESSION</b>  There were no members of the public in attendance.
055/1718	5	<b>ASSET MANAGEMENT</b>
	5.1	<b>ASSETS TASK &amp; FINISH GROUP</b> It was noted that the Task and Finish Group need to have an end date and that a meeting involving all the Policy Committee needs to be scheduled to discuss in detail.
	5.2	<b>BURIAL GROUND</b> A full report will be presented at the next meeting of the Policy Committee.
056/1718	6	<b>MAJOR TOWN INITIATIVES</b>  The Committee was asked to note and comment as appropriate on the minutes from the following meetings:

	6.1	<b>Bicester Vision Partnership Meeting - Thursday 6<sup>th</sup> April 2017</b>
	6.2	<b>Bicester Vision Executive Board Meeting – Tuesday 9<sup>th</sup> May 2017</b> It was noted that Item 2.3 'Bicester Vision Constitution' is under review and amendments have been made in order to present to committee in a future meeting (post July).  <b>RESOLVED</b> that Committee noted the above minutes.
057/1718	7	<b>CCLA PRESENTATION</b>  Mark Davies gave a presentation and distributed literature in relation to Churches, Charities and Local Authorities (CCLA).  <b>RESOLVED</b> that this be added to the agenda for discussion at the next meeting of the Finance Committee.
058/1718	8	<b>PERSONNEL POLICIES/STAFF HANDBOOK</b>  <b>RESOLVED</b> that the Committee:  <b>1. REVIEW and AGREE the amendments and queries in the Staff Handbook;</b> <b>2. APPROVE the ADOPTION of new policies on Adoption Leave and Shared Parental Leave.</b>
059/1718	9	<b>ITEMS TO NOTE</b>  None to note.
060/1718	10	<b>FORWARD PLAN</b>  <b>RESOLVED</b> to note the forward plan.
061/1718	11	<b>DATE OF NEXT MEETING – Tuesday 18<sup>th</sup> July, 7pm</b>
	12	<b>CLOSE OF MEETING – 20:05 hrs.</b>

