



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 25 May 2022

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 30<sup>th</sup> May 2022 following the Annual Statutory Meeting in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:  
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr P. Hodson  
Town Clerk

## AGENDA

### 1. Apologies for absence

Members are asked to receive and accept apologies from members.

### 2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

### 3. Minutes

To agree as a correct record the minutes of the Full Council Meetings held on Monday 21<sup>st</sup> March and Monday 28<sup>th</sup> March 2022.

[Copy previously circulated](#)  
[Copy previously circulated](#)

### 4. Interim minutes

To agree as a correct record the minutes of the Interim Full Council Meeting held on Monday 9<sup>th</sup> May 2022.

[Copy previously circulated](#)



Twinned with Mouvaux, France;



Neurkirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

**5. Planning Committee**

To receive the minutes of the Planning Committee meetings held on Monday 4<sup>th</sup> April 2022 and Monday 9<sup>th</sup> May 2022.

[Copy previously circulated](#)

[Copy previously circulated](#)

**6. Town Centre and Events Committee**

To receive the minutes of the Town Centre and Events Committee meeting held on Monday 11<sup>th</sup> April 2022.

[Copy previously circulated](#)

**7. Environment Committee**

To receive the minutes of the Environment Committee meeting held on Monday 25<sup>th</sup> April 2022.

[Copy previously circulated](#)

**8. Resources Committee**

To receive the minutes of the Resources Committee meeting held on Monday 16<sup>th</sup> May 2022 and to confirm the recommendations therein:

[Copy previously circulated](#)

Members **AGREED** to **RECOMMEND** that Full Council approve the Annual Return for 2021/22 (857/21).

8.1 Members to APPROVE the Annual Governance Statement

[Appendix A](#)

8.2 Members to APPROVE the Accounting Statements in the Annual Governance Return

Members **AGREED** to **RECOMMEND** to Full Council the proposed ear-marked reserves. (859/21)

[Appendix B](#)

8.3 Income and Expenditure report recommendations

Cllr. Harvey requested information about the 14 recommendations on page 26 that are not in the agenda pack. Cllr. Stuchbury suggested that the recommendations be provided for consideration at Full Council. Members agreed. (857/21)

[Appendix C](#)

**9. Annual Town Meeting 24th March 2022**

To receive and discuss a written report from the Estates Administrator

[BTC/01/22](#)

[Appendix D](#)

**10. Action list**

To review and discuss the Action Report.

[Appendix E](#)

**11. Mayoress / Mayor's Consort chain**

To receive and discuss a written report from the Town Clerk.

[BTC/02/22](#)

**12. Motion: Cllr. M. Cole JP**

"That Buckingham Town Council is dismayed that Lloyds Bank plc is not honouring the pledge made by banks in 2014 to keep at least one open in towns where all others have closed. Lloyds, the last bank in Buckingham, will close in September 2022, citing lack of customer visits over the past year, unsurprising given the Covid pandemic.

"Whilst reluctantly accepting that this is going to happen along with 23 other branches, we call on Lloyds to work with the Post Office and others to provide Buckingham with a banking hub accessible to our rapidly-growing population."

Attendees are encouraged to undertake a lateral flow test within 24 hours prior to attendance of any Council meeting. Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others.

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

**13. Motion: Cllr. M. Cole JP**

"That Buckingham Town Council congratulates its neighbour Milton Keynes on attaining city status in this, Her Majesty The Queen's Platinum Jubilee Year. Buckingham looks forward to continuing to work with Milton Keynes to the benefit of each of us."

**14. To receive and question reports from Buckinghamshire Council Councillors****15. Rainbow Flag**

To receive and discuss a written report from the Town Clerk.

[BTC/03/22](#)

**16. Buckingham Support for Ukraine**

To receive and discuss a written report from the Communications Clerk.

[BTC/04/22](#)

**17. Police and Crime Commissioner response (Case Ref: TH31)**

To receive and discuss correspondence from the Police and Crime Commissioner

[Appendix F](#)

**18. Review of policies and delegated arrangements as required by Standing Orders Section 5**

- 18.1 To review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities. [Appendix G](#)
- 18.2 Committee Terms of Reference (S.O. 5.k.v)  
To review and amend or confirm the terms of references for committees:
- 18.2.1 Environment Committee [Appendix H](#)
  - 18.2.2 Resources Committee [Appendix I](#)
  - 18.2.3 Planning Committee [Appendix J](#)
  - 18.2.4 Town Centre & Events Committee [Appendix K](#)
  - 18.2.5 Economic Development Working Group [Appendix L](#)
  - 18.2.6 Staffing (Confidential Matters) Committee [Appendix M](#)
  - 18.2.7 Communications Strategy Group [Appendix N](#)
  - 18.2.8 Appeals Committee [Appendix O](#)
- 18.3 Committee Choices (S.O. 5.k.vi)  
To receive and agree the latest table of Councillor Committee choices. [Appendix P](#)
- 18.4 Standing Orders and Financial Regulations (S.O. 5.k.viii)
- 18.4.1 Review and adoption of appropriate standing orders [Appendix Q](#)
  - 18.4.2 Review and adoption of appropriate financial regulations [Appendix R](#)
- 18.5 Review of Arrangements with other Local Authorities (S.O. 5.k.ix) [Appendix S](#)
- 18.6 Review of Representation (S.O. 5.k.x) [Appendix T](#)  
Review and update work with external bodies and arrangements for reporting back.
- 18.7 Inventory of Land and Assets (S.O. 5.k.xii) [Appendix U](#)  
Review of inventory of land and assets including buildings and office equipment.
- 18.8 Insurances (S.O. 5.k.xiii) [Appendix V](#)  
Confirmation of arrangements for insurance cover in respect of all insured risks
- 18.9 Subscriptions (S.O.5.xiv) [Appendix W](#)

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Review of the council's and/or staff subscriptions to other bodies

18.10 Complaints & Compliments (S.O) 5.k.xv) [Appendix X](#)  
Review of the Council's complaints procedure

18.11 FOI and Data Protection (S.O. 5.k.xvi) [Appendix Y](#)  
Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

18.12 Equal Opportunities Policy (S.O. 5.k.xvii) [Appendix Z](#)  
Review and confirm the Council's Equal Opportunities Policy

## 19. Code of Conduct

To review and confirm the Council's Code of Conduct [Appendix AA](#)

## 20. Giving of apologies at meetings

To receive and discuss a written report from the Town Clerk. [BTC/05/22](#)

## 21. Future meetings

To receive a revised calendar of meeting dates [Appendix BB](#)

## 22. Reports from representatives on outside bodies

Members are asked to note any verbal updates provided by representatives on outside bodies:

Aylesbury Vale Transport User Group [Appendix CC](#)  
Buckingham Dementia Alliance  
Aylesbury Vale Association of Local Councils

## 23. Mayoral engagements

To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

01.04.22 High Sheriff Declaration Service Milton Keynes  
02.04.22 Clarence House Care Home opening.  
04.04.22 Pontio Town & Gown meeting  
09.04.22 Lace Hill Manor Care Home opening.  
03.05.22 Maypole Dancing Church Green  
04.05.22 Cameo lunch talk Well Street Church  
05.05.22 Bacab Trustees meeting  
08.05.22 Girl Guiding Bucks Banner Service RAF Halton  
10.05.22 Buckingham Primary School Council visit to Council Chamber  
14.05.22 West End Bowls Club Open Day  
15.05.22 Civic Service Leighton Buzzard  
20.05.22 Lace Hill Community Orchard Opening  
21.05.22 Little Buckingham Clinic opening  
27.05.22 Mayor-making ceremony in Aylesbury  
29.05.22 Lord Lieutenant's Service of Thanksgiving for the Queen's Platinum Jubilee, High Wycombe

Functions the Deputy Mayor has attended:

## 24. Chair's announcements

## 25. Dates of the next meetings:

Interim: Monday 27<sup>th</sup> June 2022

Full Council: Monday 18<sup>th</sup> July 2022

### To:

All Councillors

# Annual Governance and Accountability Return 2021/22 Form 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



Buckingham Town Council

https://www.buckingham-tc.gov.uk/ AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/05/2021 11/10/2021 21/02/2022

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

29/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Section 3 – External Auditor’s Report and Certificate 2021/22**

In respect of

ENTER NAME OF AUTHORITY

**1 Respective responsibilities of the auditor and the authority**

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2 External auditor’s limited assurance opinion 2021/22**

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

**3 External auditor certificate 2021/22**

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



**Buckingham Town Council**  
**Resources Committee Meeting**

**Monday 16<sup>th</sup> May 2022**

**Ear-Marked Reserves**

**Officer:** Paul Hodson; Town Clerk

## 1. Recommendation

1.1. It is recommended that the Committee recommends to Full Council to amend the ear-marked reserves for 2022/23 to consist of the items listed under **Section 3** of this report.

## 2. Background

2.1. The Council's Financial Regulations state that:

*4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.*

2.2. And

*4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.*

2.3. Full Council agreed to transfer funds to the following ear-marked reserves during the Precept Meeting held in January 2022 (593/21):

Code	Budget	Est March 2021	Addition	New total
9001	Youth Council	1,000	1,015	2,015
9002	Cemetery development	62,836	15,997	78,833
9004	Solar panels at Lace Hill	6,029	350	6,379
9006	Speedwatch	598		598
9010	Flood relief fund	826		826
9013	Youth projects	3,000		3,000
9015	Charter fairs	4,136		4,136
9025	Play area replacement	45,121	1,015	46,136
9027	Green Buckingham	226		226
9029	Circular Walk	5,399		5,399
9030	Tourism leaflets	2,404		2,404
9035	Parks Development	1,405		1,405
9040	Park run	89		89
9045	Access for All	251		251

Code	Budget	Est March 2021	Addition	New total
9048	Buckingham Action Group	1,283		1,283
9049	Neighbourhood Plan	20,000	2,000	22,000
9051	Office development / furniture	6,533		6,533
9052	Depot equipment	15,000		15,000
9053	Defibrillators	420	135	920
9054	Lace Hill Repairs & Maintenance	25,000		25,000
9055	River rinse	250		250
9057	Cemetery Lodge repairs	10,000		10,000
9058	Bowls Club Pavillion repairs	8,000		8,000
9059	Making good / boundary repairs	45,000		45,000
9060	River Wardens	1,575		1,575
9061	Covid bounce back events	194		194
9065	Purchase Cemetery & Allotment	87,000		87,000
TBA	Training		2,000	2,000
TBA	Computer equipment		1,000	1,000
TBA	Website		4,000	4,000
TBA	Rates		1,706	1,706
TBA	Legal Costs		2,000	2,000
TBA	Community Service		2,769	2,769
TBA	Christmas Lights		455	455
TBA	Christmas Light Switch On		1,038	1,038
TBA	One off Events		1,000	1,000
TBA	War Memorial		500	500
TBA	Tourism Website		700	700
TBA	Accessibility		2,513	2,513
	<b>TOTAL</b>	<b>353,575</b>	<b>40,193</b>	<b>394,133</b>

2.4. The precept report estimated that the total reserves at 31st March 2022 would be £814,158. It was forecast that introducing the Earmarked Reserves would increase the Earmarked Reserves by £40,193 to £394,133. This would have left a General Reserve of £420,025, equivalent to 4.5 months of Net Revenue Expenditure.

2.5. The actual year end accounts show a greater revenue underspend than forecast. The actual underspend was £123,216. Some of the underspend is due to delays to expenditure, such as the underspend in new cemetery repayments (253 4619). Some were due to unforeseen circumstances (such as the cancellation of the Christmas Light Switch on due to bad weather, and the earlier cancellation of the usual Mayor Making ceremony due to Covid restrictions), and some were due to budgets not being required (such as the Occupational Health budget).

2.6. However, the final use of Ear-marked reserves during the year was greater than forecast, due to substantial projects such as the new cemetery design, and works to cemetery lodge and bowls club, taking place sooner than anticipated. The two combined mean

that actual amount of money in the bank remains roughly the same, but a greater amount is currently in the general reserve rather than ear-marked reserves.

- 2.7. It is therefore proposed to further increase some ear-marked reserves, to ensure funds are available for necessary works, and to keep the general reserve in line with good practice. It is proposed to recommend to Full Council to adopt the following revised Ear-Marked Reserves:



**3. Proposed Revised Ear-Marked Reserves**

<b>Code</b>	<b>Budget</b>	<b>Current</b>	<b>Addition</b>	<b>New total</b>
9001	Youth Council	1,000	1,015	2,015
9002	Cemetery development	20,463	35,997	56,460
9004	Solar panels at Lace Hill	6,029	350	6,379
9006	Speedwatch	598		598
9010	Flood relief fund	826		826
9013	Youth projects	3,000		3,000
9015	Charter fairs	4,136	1,335	5,471
9025	Play area replacement	47,512	1,015	48,527
9027	Green Buckingham	226		226
9029	Circular Walk	5,399		5,399
9030	Tourism leaflets	2,404		2,404
9035	Parks Development	1,405		1,405
9040	Park run	89		89
9045	Access for All	251		251
9049	Neighbourhood Plan	20,000	2,000	22,000
9051	Office development / furniture	1,947		1,947
9052	Depot equipment	15,000		15,000
9053	Defibrillators	420	135	555
9054	Lace Hill Repairs & Maintenance	25,000		25,000
9055	River rinse	250		250
9057	Cemetery Lodge repairs	5,180		5,180
9058	Bowls Club Pavillion repairs	770		770
9059	Making good / boundary repairs	45,000		45,000
9061	Covid bounce back events	906		906
9062	Grants / voluntary sector support	280	2,000	2,280
9063	Twinning	361		361
9065	Purchase Cemetery & Allotment	87,000		87,000
9066	Swan sculpture project	1,474		1,474

<b>Code</b>	<b>Budget</b>	<b>Current</b>	<b>Addition</b>	<b>New total</b>
TBA	Training		2,000	2,000
TBA	Insurance		2,937	2,937
TBA	Computer equipment		1,000	1,000
TBA	Website		4,000	4,000
TBA	Rates		1,706	1,706
TBA	Legal Costs		2,000	2,000
TBA	Community Service		2,769	2,769
TBA	Christmas Lights		2,279	2,279
TBA	One off Events		1,000	1,000
TBA	War Memorial		500	500
TBA	Tourism Website		700	700
TBA	Accessibility		2,513	2,513
TBA	Recruitment		1,000	1,000
TBA	Parks Development		20,000	20,000
	<b>TOTAL</b>		<b>296,926</b>	<b>88,251</b>
				<b>385,177</b>

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Visit date	No.	Audit Conclusion	Observation	Recommendation	Priority	Comments by the Town Clerk
7 May 2021	G Salaries	Signed copies of the Clerk and Deputy Clerk contracts of employment were not available.	<i>The Clerk &amp; Deputy Clerk contracts provided as unsigned.</i>	The Council must ensure that Contracts of employment are signed and retained on file at the Councils offices. These should be available for audit review.	High	The auditor checked unsigned copies of both contracts, and confirmed that the salaries paid are correct. Signed copies of both contracts are now on file.
7 May 2021	G Salaries	The Council does not issue increment letters to staff confirming increase in salaries.	<i>9 November 2020 Resources Committee Meeting report reference RC/66/20 reviewed and approved the NJC 2.7% wage increase backdated to 1 April 2020. This was put to 23 November 2020 Full Council Meeting minute reference 809/20 for formal approval.</i>  <i>It was noted that the Council does not issue Increment Letters when salaries are reviewed and scale points are increased.</i>	The Council should ensure that Increment Letters are issued when scale points increase are awarded.	High	Increments were made correctly in 2020. Increment letters have been issued for 2021 and range increases have been issued for 2022. Further letters will be issued when any inflationary increase is agreed nationally.
11/10 2021	B Credit/Debit Cards	Is use of Debit/Credit card covered in Financial Regulations?	<i>The Councils Financial Regulations do not refer to the use of Debit/Credit cards.</i>	The Council to update its Financial Regulations to include specific reference to the use of Credit/Debit cards. The Council may wish to adopt the relevant provisions of NALC Model Financial Regulations.	Medium	Financial Regulations have been revised to include paragraph 6.18: "Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed."



Visit date:	No.	Audit Conclusion	Observation	Recommendation	Priority	Comments by the Town Clerk
18/01/2021	197	B Credit/Debit Cards	<p>Is expenditure on Credit / Debit Card subject to independent review and scrutiny?</p> <p><i>Expenditure on Debit/Credit cards is not subject to regular independent review and approval.</i></p> <p><i>It is understood that the Council review expenditure on the 2 Debit Cards annually.</i></p> <p><i>It is also current practice invoices paid by Debit cards are not checked as reviewed.</i></p>	<p>The Council to put in place a process for the regular review and approval of expenditure on cards. This review should be evidenced by dated signature of the person conducting the review on the appropriate card statement and/or invoice.</p>	High	<p>Councillors already review payments made on debit cards when the Chair of Resources checks the bank statements (which show debit card payments) when they authorise the bank reconciliation. Lloyds do not provide specific statements for debit cards because these payments are recorded within the bank statement.</p>
11/10/2021		B Payment Controls	<p>Has the Council formally Minuted confirmation of bank signatory arrangements?</p> <p><i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i></p>	<p>Council to formally review and, if appropriate, approve the bank signatory arrangements.</p>	Medium	<p>Councillor signatories will be given access to the bank account solely with permission to approve payments set up by the Finance Officer. Signatories will receive a list of invoices with the original invoices to authorise before the BACs payments are arranged online for the signatories to approve. As with the current signing of cheques, any two signatories will be able to sign. Where possible signatories will sign invoices and authorise online payments before or after a Council meeting.</p>
11/10/2021		E Investments	<p>Is there is an investment policy in place? (obtain copy)</p> <p><i>The Council Investment Strategy is not in line with the latest Practitioner Guide issued in March 2021.</i></p>	<p>The Council Investment Strategy should be reviewed and updated in line with the Practitioner Guide issued March 2021.</p>	High	<p>The Resources Committee will receive a proposed revised investment strategy for consideration at its meeting to be held on 14th March 2022.</p>

Visit date:	No.	Audit Conclusion	Observation	Recommendation	Priority	Comments by the Town Clerk
29/04/2022	19 of 197 J Accounting Statements	Audit Extended Trial Balance agrees to draft Accounting Statements	<i>It was noted that an amount of £15,752.01 in respect of an insurance claim (Nominal Code 9025) had been netted off against Box 6 - Other Costs. The Practitioners Guide 2022 (para 2.10) requires that income in respect of insurance claims is included in Box 3 - Other income "Refunds/reimbursements from third parties (e.g. insurance providers) should never be netted off but always reported gross."</i>	The Council to review the classification of the insurance claim income and ensure that it is reported in Box 3 and not netted off against Box 6	High	This has been changed for the final version of the Accounting Statements.

**Buckingham Town Council****Full Council****Monday 30<sup>th</sup> May 2022**

Contact Officer: Nina Stockill, Estates Administrator

**Public Meeting, Climate Change 24 March 2022****1. Recommendations**

1.1. It is recommended that Members note the feedback report and agree to edit the actions from within the Town Council's Climate Emergency Action Plan as detailed within section 3.3 of this report.

**2. Background**

2.1 In order to address actions five and six from the Town Council Climate Emergency Action Plan, this year's Annual Town Meeting was themed on climate change.

No.	Action
5.	Encourage the formation of Local Climate Action Groups.
6.	Host a public meeting on the issue.

2.2 The main objectives of the public meeting were:

- Creation of Climate Action Group(s) to address the town's priorities, supported but not run by the Town Council
- Engagement of young people.

**3. Information**

3.1 Although the meeting was well attended and lively debates were hosted at all of the discussion tables, there was not a huge amount of interest in the formation of a Climate Action Group. Only three residents expressed an interest and this is not enough to form a working group, independent of the Town Council.

3.2 Throughout the meeting and online consultation it has been clear that messaging is crucial, effective communication, both internally and externally, is seen as a key part of encouraging behaviour change and delivering on targets. It is recommended the strengthening of communications to highlight messages on the value of the environment and ecology. Consideration should be given to the website, social media, and engagement with the public including young people and schools to facilitate behaviour change. This could be delivered by adding/refreshing the following actions on the Climate Emergency Action Plan.

<b>Objective 5: Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.</b>				
<b>No.</b>	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
1.	<b>Refresh of the Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.</b>	No. visitors per annum	Resources Committee	<p>Feedback from the public meeting is to be added to the website.</p> <p>Creation of a link to the section on the climate emergency on the council's website should be promoted by a permanent banner at the top of the home page and the website pages relating to the environment should be more interactive to encourage more public involvement.</p>
2.	<b>Information to be made available in Buckingham library and on notice boards to maximise public awareness and access to information</b>	No. contacts	Resources Committee	Investigate a display for Summer 2022
3.	<b>Encourage practical action by local people through proactive communication campaigns and awards.</b>	Analysis of views/comments on social media	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action. It is suggested that the office</p>

				<p>contract local schools and ask what additional information/input they would like from the Town Council.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p>
4.	<b>Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.</b>		Planning Committee	Consultation to be rolled out in Summer 2022.
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Climate Champions	Due to lack of interest, it is suggested this action is revisited in 2023.
6.	<b>Host a public meeting on the issue.</b>	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.



# Buckingham's Annual Town Meeting 24<sup>th</sup> March 2022

## Theme: Climate Change

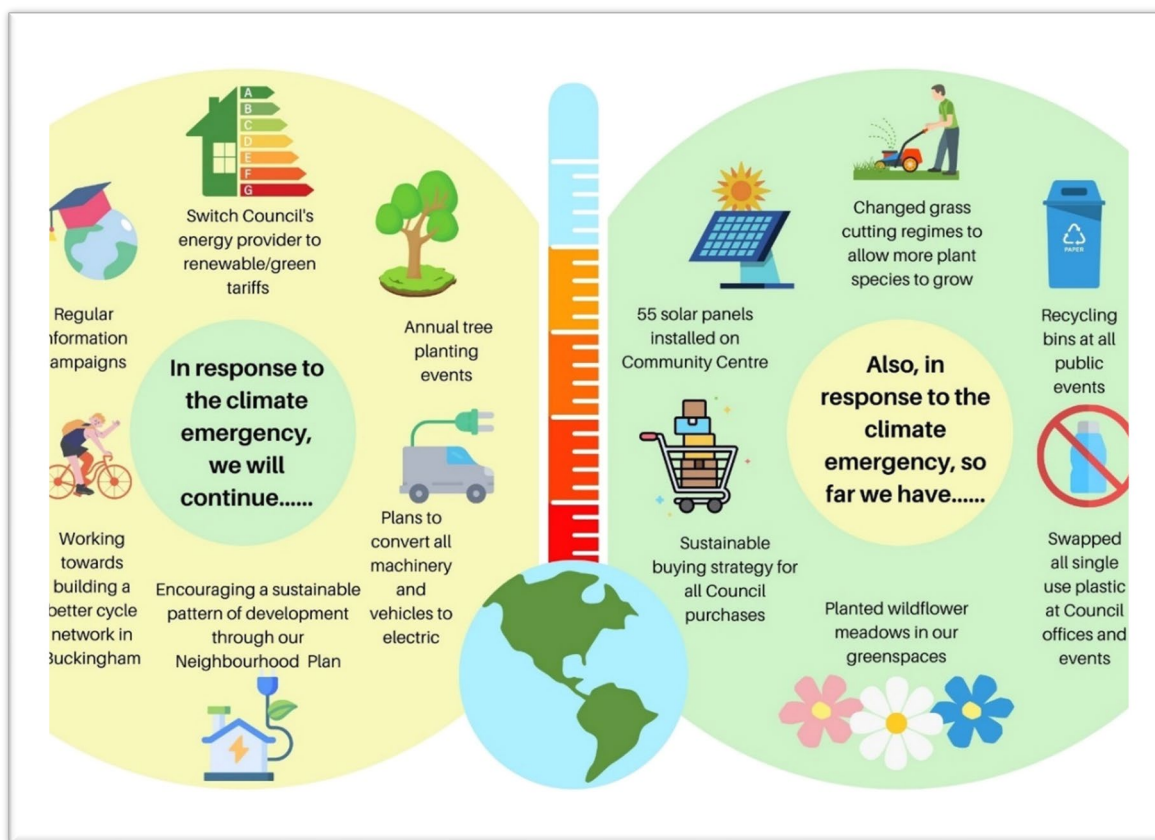
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## 1. Buckingham Town Council Climate Emergency Action Plan

### 1.1. Background

Buckingham Town Council declared a Climate Emergency in July 2019. Since then, the Council has created a plan that sets out the practical steps and timelines to enable the Town Council to meet its own climate emergency target of net-zero by 2030. The Town Council's Action Plan identified five areas of change to be addressed within specific, measurable, actions. Measures that have already been implemented can be viewed below. More information of the various measures can be found on the [Town Council's website](#).



Buckingham Town Council hosted the Annual Town Meeting on Thursday 24<sup>th</sup> March 2022, which focussed on ways to work together to address the climate emergency. The meeting enabled everyone to share ideas and visions for change, and to explore ways in which the community can work together to make Buckingham net-zero carbon as soon as possible.

### 1.2. Why did Buckingham Town Council declare a climate emergency?

Local Councils that have declared a climate emergency do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This is intended to harness "people power" to make that change possible at all levels, especially driving higher levels of government to act and ultimately

encourage them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

### **1.3. Why did Buckingham Town Council host a public meeting on Climate Change?**

The Town Council committed to hosting a meeting from within their 'Community Engagement' section of the Council's Action Plan. The meeting was intended to give the Town Council a clear understanding of what residents of Buckingham would and wouldn't support, and why.

It would answer the question: *"what is the community's appetite to tackle Climate Change in Buckingham?"*

### **1.4. What was the aim of the public meeting?**

To engage, share ideas, ask questions and to discuss ways of addressing climate related issues within the town.

To seek volunteers for the creation of a Climate Action Group to address the town's priorities, supported but not run by the Town Council.

Engagement of young people.

### **1.5. What happened on the night?**

The public meeting brought together representatives from local environmental organisations and over 65 participants, including Town and Buckinghamshire Councillors and Buckingham's MP Greg Smith.

Attendees had the opportunity to visit information stands from the [Electric Vehicle Centre](#), [Planet Refill](#), [Buckinghamshire Recycles](#), [The Buckingham & Villages Community Board](#) and [Canal Society](#). There was also an exhibition of artwork from Buckingham School pupils, made from recycled materials that was then put on public display in the Tourist Information Centre.

The Mayor opened the meeting, giving a brief on how Buckingham Town Council has declared a Climate Emergency and developed its own [Action Plan](#) to drive the organisation toward carbon neutrality by 2030. The meeting had six tables, each with a different discussion topic, with people moving around each table, the results of which are detailed further in the report.



### 1.6. Land & Food: ideas put forward

- a) More wildlife friendly planting across town
- b) Promotions of the Buckingham in Bloom competition and an award for the most productive patch
- c) Car Park with raised solar panels
- d) Devolve powers to Councils
- e) Community Fridge
- f) Review of canteen suppliers to schools
- g) Less meat on school dinner menus
- h) Linking older people who can no longer maintain their gardens with younger people that do not have their own garden
- i) New allotments on the Tingewick Road
- j) Promotion of local food projects
- k) Fruit harvesting and gleaning – involving youth groups and schools
- l) Liaison with local farmers to redistribute surplus food



### 1.7. Recommendations to the Town Council

#### 1.7.1. Contacts for adding to BTC's website:

- Green Winslow
- [Greener Padbury](#)



- [Boycott Farm Shop](#)
- [Wolverton Community Fridge](#)
- [Grow & Share Schemes](#)
- [Free Fresh Food Pantry Jedidiah](#)

1.7.2. Increased promotion of community gardening guidance and liaise with Global Feedback over the publicity of Grow & Share in Buckingham.

1.7.3. Buckingham Town Council are already undertaking the following actions regarding Food and Land from within their Climate Emergency Action Plan:



Action	Updates
Finalise Flood Plans with local partners	Additional properties have been added to the list of vulnerable addresses. A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens.  Initial meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the Town Council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
Advise residents on steps to increase resilience	
Promote the <a href="#">community flood warden scheme</a>	
Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration	Installation of <a href="#">wildflower boards in Bourton Park</a> to promote the planting of native wildflower species (April 2021) completed. Thousands of native <a href="#">Woodland bulbs</a> were planted around Bourton Park in September 2020. For 2022 the popular wild flower, meadow in Bourton Park will be reseeded with native flowering wildflowers. Within Autumn 2022, additional bulb planting will be planned for sections of Lace Hill, the Holocaust Memorial and Otters Brook Play Area. Three new bird boxes are installed in Bourton Park by volunteer Michael Hunt, providing nesting sites for small birds.
Support local food production including the provision of more allotments for people to grow their own food.	The Town Council continues to signpost new applicants to the Allotment society and <a href="#">Edible Woodland</a> and is working with Buckinghamshire Council on potential sites for community gardening sites in 2022. The Town Council is in the process of purchasing land and developing a new allotment site along the Tingewick Road.
Seek adequate garden space or community spaces for growing food in all future development.	To be reviewed within the refresh of the Buckingham Neighbourhood Development Plan.



Action	Updates
Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	Incorporated within planning for all Town Council events as well as all day to day activities. Referencing the Town Council's new <a href="#">Sustainable Procurement Strategy</a>
Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	The grass cutting plan will be reviewed annually by Environment Committee in March. The paddocks and sections of the bypass are cut later in the year to support and promote biodiversity. There will be three large sections of the Bypass planted with wildflower seed; the rotavated sections are now visible along the bypass.
Each year allocate a section of land to be planted with wildflowers.	A new section of <a href="#">wildflowers was planted</a> in 2020 in Bourton Park, on the car park side of the river. Plans are in place to 're-wild' sections of verge along the bypass with wildflowers and grasses during 2022. Wildflower seeds to be distributed at Spring Green Fair – April 2022.
Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Proceeding with the tender process for the first phase of the planning and design of the new cemetery. To enable this a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.
Work with the Tree Wardens, in promotion of the Tree Charter.	Tree Wardens are regularly contact by the Planning Clerk for input into Tree Applications and several Wardens took part in January's tree planting event in Heartlands Park.
Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	To be reviewed following resolution of devolution discussions.

### 1.8. Transport: ideas put forward

- a) [Community Speed Watch](#) – more volunteers needed
- b) On-going review on the HGV through traffic in the town centre
- c) Town Centre air quality is perceived to be low
- d) More on street charging points for electric vehicles
- e) Walking and cycling routes to be promoted
- f) Rights of way maps and local walking trails to be advertised
- g) Explore options for more electric bike parking, parent child bays, motorbike parking and bike racks
- h) Greater connectivity via public transport to popular destinations such as Stowe and Silverstone
- i) Promotion of the [BART Community Bus](#)
- j) Connecting the villages with Buckingham via regular bus services or cycle paths
- k) Partial pedestrianisation of the High Street



### 1.9. Recommendations to the Town Council

- 1.9.1. On-going programme of refurbishment and promotion of Buckingham's benches to assist walkers to take short rests. Buckingham is advertised as a 'pedestrian friendly town' on the Council's ['Walks and Maps'](#) section of the website.

- 1.9.2. Work with Buckinghamshire Council to extend and improve cycle/walking network and the installation of more EV charging points in Buckingham.
- 1.9.3. Information on [Electric Vehicle Charging](#) sites in Buckinghamshire is available.
- 1.9.4. Buckingham Town Council are already undertaking the following actions regarding Transport from within their Climate Emergency Action Plan:

Action	Updates
Explore more bike parking facilities around the town, including local schools and businesses.	All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat: St Rumbolds Fields 398 houses & flats Hamilton site 33 flats + 17 houses. Funding application being prepared for new bike racks in Bourton Park 2022.
Consider holding an event that promotes cycling around the town	An electric bike company invited to the Spring Green fair in April 2022 with demo models.
Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Electric vans (total - two Renault Kangoo) leased in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plan to purchase other electric powered machinery, such as ride-on mowers.
Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' <b>on the Council's 'Walks and Maps' section of the website.</b>	Walking trails regularly promoted via <a href="#">Buxplore</a> along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and funding has been approved for another 8 benches/picnic tables via the Buckingham & Villages Community Board.
Work with Buckinghamshire Council to extend/ improve cycle/ walking network	The Greenspaces Team have maintained walking and cycling routes across the Council's land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund. The Greenspaces Team are preparing a bid to the community board for the installation of 3 bike rack in Bourton Park.
Work with Buckinghamshire Council on increasing EV charge points on public land	Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.



### 1.10. Energy & Housing: ideas put forward

- a) Flooding and possible causes resulting from blocked drains and blocked river course
- b) Promotion of the [flood maps](#)
- c) New developments must reduce the effects of surface water run off
- d) [New Homes rule 2025](#)
- e) Influence the government to improve quality of specifications to which houses are built
- f) Houses in the [conservation area](#) are limited in what they can do to improve insulation, this should be explored within Buckingham - Are we sacrificing improvements for aesthetics?



### 1.11. Recommendations to the Town Council

- 1.11.1. Increased promotion of the community flood warden scheme
- 1.11.2. Buckingham Town Council are already undertaking the following actions regarding Housing and Energy from within their Climate Emergency Action Plan:

Action	Updates
Implement an Energy Audit of all Council buildings, operations and vehicles	Eco Audit is currently taking place across a number of stages. It is hoped that a final report will be ready for Spring 2022.
Change BTC energy provider to renewable/ green tariffs	Solar Panels installed October 2021 at Lace Hill.

Offset carbon emissions by planting more trees (whenever possible)	Tree planting sessions took place on the 12 <sup>th</sup> March and 7 <sup>th</sup> November 2020. This year's event took place on the 16 <sup>th</sup> Jan 2022 to coincide with arrangements for the Queen's Platinum Jubilee/Commonwealth Canopy Project. There were 250 trees planted, including 12 x Black Poplars. An additional tree planting was undertaken by the Greenspaces Team at Lace Hill sport pitches on 17/02/2022 including 7 x Silver birch, 3 x Gingko and expansion of the hedge line with 125 hornbeam whips.
Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	To be in place by March 2022
<p>Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan by:</p> <ul style="list-style-type: none"> <li>• Encourage a sustainable pattern of development supported by a low carbon transport infrastructure</li> <li>• Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions'</li> <li>• Protecting against the needless destruction and/or removal of tree from our parish</li> </ul>	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in Summer 2022. Draft design guide prepared which takes account of this.
Install renewable energy generation on Council owned buildings	<p>Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre.</p> <p>Plans in place to install Solar Panels on the Tingewick Road Cemetery building.</p>

### 1.12. Waste: ideas put forward

- a) Consumers want more action from producers and need support from local authorities
- b) Individual action such as self-directed litter picks and real nappies
- c) Who should lead on climate action? Local/National/Individuals?
- d) There is lots of scope to do more but not enough is being done.
- e) If individuals can do more, how can we encourage it?
- f) Individuals and organisations can share top tips and best practice
- g) Education is key



### 1.13. Recommendations to the Town Council

- 1.13.1. Increased promotion/sharing of messages from Recycle4Bucks



1.13.2. Buckingham Town Council are already undertaking the following actions regarding Waste from within their Climate Emergency Action Plan:

Action	Update
Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	Quick Litter Pick project launched in Bourton Park in June 2020 and second bin to be placed in Chandos Park.  Litterlotto scheme to be publicised in conjunction with the Chandos Park Quick Litter Pick bin.  April 2022 - Assisted Lace Hill primary school with advice and the supply of litter pickers for this year's Great Big School Clean.  Buckingham Community Board (from the Build Back Better fund) are donating: 50 x litter pickers and hoops 100 x rolls of biodegradable bin bags (these come in boxes of 20) 50 x hi-vis 50 sets of gloves 2 x pop-up storage bins  All of the equipment will be housed at the Town Council's depot for community use.
Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	To be considered within the construction design stage of the new cemetery buildings and all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.
Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	<a href="#">Water bottle refill</a> station installed and positively received.
Eliminate the use of single-use plastics within Council offices/buildings.	The Council no longer purchases single use plastic items for events and for use within its offices. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
Implement waste education and promotional campaigns	October's Local Democracy Week was focus on Climate Change and the office have been asked back to the Buckingham School to further discuss how they can get involve in Climate Community Action. The Office Apprentice is running a Recycling Mosaics competition with the two senior schools to create artworks for display at the Annual Town Meeting.

Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	To be considered within the forthcoming Eco Audit commissioned by Resources.
Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Wherever possible sustainable materials will always be sourced. The most recent example being the 7 new recycled plastic litter bins for the Brackley Road cemetery.  July 2021: Full Council adopted a <a href="#">Sustainable Purchasing and Procurement Policy</a>
Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.

### 1.14. Community & Change for the future: ideas put forward

- a) Importance of taking all of the neighbouring parishes on the same climate journey, educating and informing as a community and not in silos
- b) Challenge and persuade people with messages tailored to the audience
- c) More needs to be done to keep our community spirit in the face on continued growth
- d) How do we connect the local schools with the community and University of Buckingham
- e) Is there mileage in creating an Environmental Buckingham Group, to be run during the school holidays so as to encourage youth engagement?
- f) The creation of a Youth Council could help develop a sense of community and engagement in local issues.
- g) Creation of a living wall in Buckingham
- h) Local school assemblies on the work of the Town Council
- i) School representatives to meet with local councillors and discuss important issues
- j) Explore publicity opportunities with local radio stations
- k) Town Council to possibly provide newsletter to local schools
- l) Bucks Scout Radio might want to expand or become involved in the promotion of climate awareness?



### 1.15. Recommendations to the Town Council

- 1.15.1. Refresh of the Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.
- 1.15.2. Information to be made available in Buckingham library and on notice boards to maximise public awareness and access to information
- 1.15.3. Encourage practical action by local people through proactive communication campaigns and awards.
- 1.15.4. Town Council to host an information stall on climate change at public events in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan.

- 1.15.5. Buckingham Town Council are already undertaking the following actions regarding Community Engagement from within their Climate Emergency Action Plan:

Action	Update
Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Page created on the Town Council's website and has generated 124 page visits during the last year and, 114 unique page visits. Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	It is hoped we can arrange something with the Buckingham library – Summer 2022
Encourage practical action by local people through proactive communication campaigns.	The Climate Emergency Webpage is the 2 <sup>nd</sup> most popular page on our website. Environmental social media campaigns are planned during the office's regular content planning meetings. The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.
Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.	Consultation to be rolled out in Summer 2022.
Encourage the formation of Local Climate Action Groups.	To be reviewed following first public meeting on March 24 <sup>th</sup> 2022.
Host a public meeting on the issue.	Public meeting took place on 24 <sup>th</sup> March 2022.

## 2. Buckingham and other issues: ideas put forward

- a) Waitrose car park trees need attention.
- b) The Waitrose car park should be in the ownership of Buckingham Town Council.
- c) The loading bay in front of the Town Hall should not have car parking on it.
- d) We should focus on the conversion of existing building rather than new buildings. Retrofitting the existing housing stock with green energy.
- e) New development should be on brown field sites rather than green field sites.
- f) How often has the North Buckinghamshire Planning Committee met in the last 2 years and who Chairs the meetings?
- g) Buckinghamshire Council's pension fund should be ethically invested. The fund currently sits with Barclays who invest in fossil fuel extraction and exploration.
- h) The Town Council should encourage the Unitary Council to invest their pension funds more ethically and educate residents about ethical banking and investments.
- i) Ordinary bank debit/credit card should be usable in electric vehicle charging points rather than the suppliers own charge cards.
- j) Air pollution from the Buckingham bypass will only be exacerbated with new development and increased congestion.



- k) Community should lobby central government to change policies on planning permissions

## 3. Outcomes

The meeting was well attended and the Town Council received positive feedback from both stall holders and residents. The discussion tables provided an opportunity to share ideas and air concerns.

Ahead of the public meeting, the office had engaged with local senior schools to discuss ideas and how they could become involved in the community meeting.

Pupils and teachers from the Royal Latin attended the public meeting and artwork (made from recycled materials) from the Buckingham school was exhibited.

There were only three residents who expressed an interest in forming a Community Climate Action Group. It is suggested this action is revisited at future public events.

The Town Council's Climate Emergency Action Plan will be refreshed, following feedback from the public event, a copy of which can be found on the [Council's website](#).

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We would love to hear your views on tackling climate change Buckingham so please get in contact at:

Email: [estates@buckingham-tc.gov.uk](mailto:estates@buckingham-tc.gov.uk)

Phone: 01280 816426

Buckingham Town Council, Verney Close, Buckingham MK18 1JP



Minute	Action	Action required	Action owner	Update	Deadline
512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Town Clerk	Currently reviewed within each Committee. Next annual review at Full Council - March 2023	Mar-23
386.2/21	Public Health Meeting to discuss healthcare provision in Buckingham	Members <b>AGREED</b> to leave it on the action list and review it at an appropriate time.	Town Clerk	Ongoing	
353	TVP Counter Closures	353/21 Motion – Cllr. M. Cole JP Proposed by Cllr. Cole and seconded by Cllr. Stuchbury that this Council, having been involved in the 2021 consultation about closing Thames Valley Police front desks as a cost-saving exercise, asks how TVP can justify wasting £14.4m of taxpayers' money in pulling out of the Equip IT venture being developed with Surrey and Sussex forces, in which it was the major partner. Prior to the May 2021 elections, TVP was also asking for an increase to its council tax precept to provide more officers. This waste of council taxpayers' money appears to be at odds with that, and we would ask the TV Police Commissioner to justify this profligacy. We would also ask what is the latest situation on counter closures, given that TVP itself noted 51%, a majority, of those taking part in the consultation were opposed to it. Members voted unanimously in favour of Cllr. Cole's motion and the Town Clerk was tasked with writing to the TV Police Commissioner.	Town Clerk	Response	Agenda

631/21	Lack of response from Police and Crime Commissioner (353/21)	Cllr. Cole raised concerns about the lack of response from the Police and Crime Commissioner (353/21) to the letter from the Town Council, dated 27th September 2021. There has been no response to the request for answers regarding expenditure and county closure. Cllr. Cole requested that the Town Council write again, demanding an answer to the questions and deploring Thames Valley Police and Crime Commissioner's discourtesy towards Buckingham Town Council. Members AGREED for the Town Clerk to write and email Thames Valley Police and Crime Commissioner along with the Police and Crime Panel Chair and Buckinghamshire representative on the Crime Panel.	Town Clerk	Complaint submitted	Ongoing
632/21	Two-part approach and arts and cultural centre funding	<p>1.1 It is recommended that from now onwards the Council takes a two-part approach to all large new developments, of providing a response to the planning applications, but also providing a S106 request in detail at the earliest possible stage, making it clear that this in no way detracts from any overall opposition to a development.</p> <p>1.2 The Council requests that the Sport and Leisure contributions for both Osier Way and Moreton Road requests are allocated towards the cost of providing an arts and cultural venue in Buckingham. Members agreed unanimously.</p>	Town Clerk	Requests submitted. Meetings with developers being sought.	Ongoing
708/21	20mph speed zones	Motion by Cllr. Willet re. 20mph speed zones in Buckingham. Members agreed to refer the item to the Resources Committee to consider whether to include funding in the following year's precept.	Town Clerk	To be considered by July meeting of Resources Committee	Jul-22

750/21	Ukrainian refugees	The Town Clerk will liaise with Joanna Ford and will ensure that the website is updated with information.	Town Clerk		Agenda
750.1.1	Ukrainian refugees	Members unanimously <b>AGREED</b> to add 'include discussions with Buckinghamshire Council to recommendation 1 in the report. ACTION TOWN CLERK	Town Clerk		Agenda
773/21	River pollution 2018	Members AGREED unanimously that Buckingham Town Council should write to the Environment Agency requesting a case number as soon as it is available and an approximate time before it will appear before a court. <b>ACTION TOWN CLERK</b>	Town Clerk		Ongoing
776/21	Community Health Hubs	Cllr. Stuchbury proposed that the Mayor write to the Chief Executive of the Health Trust to request that Buckingham Town Council is part of future consultation regarding the Community Health Hubs. Cllr. Harvey seconded. Members unanimously AGREED.	Town Clerk		Ongoing
799/21	Standing Orders	Cllr. Harvey stated that Standing Order 14 d is incorrect and PROPOSED that this is an agenda item on the next Full Council meeting. The Town Clerk suggested that it would be more appropriate to discuss this at the next Resources Meeting. Councillors AGREED.	Committee Clerk	Agreed by Resources, updated version included in the agenda pack for approval	Agenda
844/21	Code of Conduct process	For the Town Clerk to write to the Hearings sub-committee of Buckinghamshire Council to ask them to consider altering their code of conduct investigation process such that all those who are impacted by a breach of the code, should have an opportunity to be consulted on the actions to be recommended. In this case this would have meant all the complainants and the Town Council (since our reputation has been damaged) being able to offer their ideas as to what would constitute proportionate actions.	Town Clerk	Letter sent	Ongoing

**Buckingham Town Council**  
**Full Council**

Monday 30<sup>th</sup> May 2022

Contact Officer: Paul Hodson, Town Clerk

**Mayoress and Mayor's Consort Chain Options**

**1. Recommendations**

1.1. That the Members agree for each Mayoress or Mayor's Consort to wear either the threepenny chain or the consort's badge, depending on their preference.

**2. Background**

2.1. In 1924 the Council was having difficulty in persuading a Councillor to be Mayor, and it was decided to fine the next person who refused. This was Councillor Roper, who paid his fine of £10 on the 4th February 1924 in silver threepenny pieces which were made into a chain for the next Mayoress of Buckingham.

2.2. A gold plated sterling silver and enamel badge on a ribbon collarette was provided in 2001 as an alternative to the Mayoress' chain which has been worn by male consorts since then.

2.3. While the newer badge is suitable, it does not have the history or story to tell of the Mayoress' chain. It is possible that a future Mayoral Consort may prefer to wear the threepenny chain, or indeed that a future Mayoress would rather wear the newer badge, at least for some occasions.

2.4. It is therefore proposed to allow future Consorts and Mayoresses to choose which item to use, either for their year in role or for different occasions.

**Buckingham Town Council**  
**Full Council**

Monday 30<sup>th</sup> May 2022

Contact Officer: Paul Hodson, Town Clerk

**Rainbow Flag**

**1. Recommendations**

1.1. That the Council flies the rainbow flag on 1<sup>st</sup> June each year to celebrate the beginning of Pride Month.

**2. Background**

2.1. In September 2021 the Town Centre and Events Committee agreed to purchase a Rainbow Flag for flying on Pride Day in 2022 from budget 303 4244 (**338/21**). A flag has been purchased.

2.2. Rather than a day, the UK celebrates Pride Month in June of each year.

2.3. It is proposed that the Town Council flies the rainbow flag on 1st June to recognise Pride Month, before flying the Town Flag on 2nd June to celebrate the beginning of the Platinum Jubilee weekend.

## Buckingham Support for Ukraine Update

Contact Officer: Louise Stubbs, Communications Clerk

### 1. Recommendations

- 1.1. It is RECOMMENDED that members note this report.

### 2. Background

- 2.1. At the extraordinary meeting of the Full Council on 21<sup>st</sup> March 2022 members agreed the following:

750.1.1 For officers and Councillors to be fully involved in any discussions about responses to the situation and support for refugees. Members unanimously **AGREED** to add 'include discussions with Buckinghamshire council'.

750.1.2 For the Town Clerk to provide free use of Council premises where this is possible, following discussion with the Mayor, where this would support planning for or provision of support for Ukrainian refugees, up to the Interim Meeting of the Council to be held on 9th May 2022.

750.1.3 For up to £4,000 of the Council's Future Planning budget 132 4500 to be used to fund immediate expenses to arrange for support for refugees if needed. For such funding decisions to be delegated to the Town Clerk to make in liaison with the Mayor.

750.1.4 For the Town Council to consider any further responses during the Interim Meeting of the Council scheduled for 9th May 2022.

- 2.2. A community meeting took place on 24<sup>th</sup> March 2022 at The New Inn pub. This was well attended. A community Facebook group: Buckingham Support for Ukraine was set up after this meeting, as well as an email newsletter. There are around 150 members across both platforms and are a useful online source for advice sharing.

### 3. Buckingham Support for Ukraine

- 3.1. Through the Facebook group and an email update list/newsletter a number of community initiatives have also been created through the group, including:
- Toiletries and treats Welcome Packs for arriving Ukrainian families.
  - A host and guest support group to take place once a month at the Swan Leisure Centre
  - Funds raised to be donated towards the support of the arriving Ukrainians.



- Free access to a number of community groups including the WI, Scouts, Guides and the Leisure Centre.
  - A number of other community meetups are planned including at the Library and Youth Centre.
  - Using the BART bus to allow Ukrainians to travel to churches and groups elsewhere.
- 3.2. In order to move on productively, the Buckingham Support for Ukraine group met on 4<sup>th</sup> May 2022 in the Council Chamber to agree on next steps and form a committee. The group now has a chair, treasurer and secretary and will be taking steps to set up its own website with a Frequently Asked Questions section, offering advice on practical steps like setting up bank accounts.
- 3.3. Two Ukrainian families attended the meeting and their feedback to suggestions was extremely helpful. The group intends to set up its own bank account so that it can donate funds it receives as it finds appropriate. The group are aware of the offer of financial support as well as room hire from the Town Council, which it has partially taken up but is still gathering information about how best to use these in the future.

#### **4. Town Council Support**

- 4.1. The Town Council is offering free room hire, administrative support and advice and has spent £20.97 of **budget 132 4500** on collection boxes to receive donations for the Welcome Packs at Buckingham Library, Lace Hill Sports & Community Centre and Buckingham Youth Club.
- 4.2. The Town Council is also working on collating the information about Buckingham's initiatives and facilities to be translated into Ukrainian and handed out with the Welcome Packs along with other useful information typically given to newcomers to the town, including maps, market information and a summary of the local council responsibilities.
- 4.3. The Town Council is regularly liaising with Buckinghamshire Council to answer questions from hosts and residents and is currently in discussions with local stakeholders about how best to ensure arriving families are able to access the advice and services they need to settle into an independent life in Buckingham.
- 4.4. A number of Councillors attended the first Buckingham Support for Ukraine group meeting and Cllr. Gateley also attended the 4<sup>th</sup> May meeting alongside the Communications Clerk.

#### **5. Seeking views of arriving Ukrainians**

- 5.1. As an immediate action, members of the Buckingham Support for Ukraine group agreed to create a stakeholder survey. The families that have already arrived in Buckingham, and their hosts have been asked their views on what help they felt they still needed and the group could support, in order to create a Ukrainian led terms of reference for the group. This stakeholder survey took place in Ukrainian and English.

- 5.2. The resulting document had created a number of areas for feedback to Buckinghamshire Council that clearer advice for hosts and arrivals is needed, particularly around healthcare, benefits and work.
- 5.3. It has also resulted in two further surveys for hosts and Ukrainian guests which are being circulated for responses currently.

**6. Next meeting**

- 6.1. The next meeting of the Buckingham Supports Ukraine Community Group takes place on 1st June 2021, at 7pm in the Town Council Chamber.
- 6.2. A representative from Buckinghamshire Council will also attend this meeting.

**From:** [PCC@thamesvalley.police.uk](mailto:PCC@thamesvalley.police.uk) <[PCC@thamesvalley.police.uk](mailto:PCC@thamesvalley.police.uk)>  
**Sent:** 12 May 2022 11:13  
**To:** Paul Hodson <[townclerk@buckingham-tc.gov.uk](mailto:townclerk@buckingham-tc.gov.uk)>  
**Subject:** (Case Ref: TH31) - Buckingham Query

Dear Mr Hodson,

Firstly an overdue apology to yourself and the Council for the undue delay in responding to your correspondence.

The decisions around both of the issues that you raise, the Equip system and the use of front counters, were both taken prior to me taking office as PCC. Of course I have some prior knowledge of these matters and take a keen interest in both areas. I will take them both separately.


The issues around Equip have been raised in some detail at the Police & Crime Panel already. There is much of the detail which is, as you will I am sure appreciate, that remains commercially confidential. However in short I have made no excuses for the programme. I think the decision to terminate the scheme was the right one, although in my view it should probably have been taken sooner. I have put in place a new governance framework to ensure adequate oversight of such large scale projects. This has in turn be shared publicly with the Police & Crime Panel and will be implemented to improve the governance arrangements. Whilst the operational decision making on such projects generally takes place within the Force and is the responsibility of the Chief Constable, as PCC I have the responsibility to hold the Chief to account and to ensure adequate governance. That is what I have sought to put in place. There is a particular point to be learnt about collaboration. Whilst I am very supportive of the benefits of working closely with other Forces – and Thames Valley does a lot of it very successfully – I have been clear to the Force that future collaborations should have a clear justification, and not be collaboration for the sake of it. Where collaboration arrangements are put in place, again governance arrangements between partners are key. Whilst the Force continues to explore long term options for the systems that would have been included in Equip, I am satisfied that we have sustainable and affordable solutions in place for the short to medium term.

I would separate out the two issues you raised. Clearly on one level any some of money can be moved between pots, so savings in one place can allow spending in another, however I do not see the use of front counters through a purely financial lens. I would want to see money that can be saved from IT programmes – or indeed any other savings – invested in recruiting more police officers and staff, and improving the Force's ability to prevent and investigate crime. The focus I want to see in Buckingham is around neighbourhood policing. In recent years Thames Valley has protected neighbourhood teams in a way many other force have not. Nevertheless they are smaller than I would like and are undoubtedly under pressure at present as they are supporting response teams. The recruitment of more police officers, 368 since 2019, now gives us more officers than ever before, but I will continue to push the Chief Constable to ensure those resources work through to

neighbourhood teams as soon as possible. There are practical challenges around demand and training, but we are starting to see the benefits. Where they work well a good neighbourhood team can engage properly with the community and effectively deal with local issues and crime prevention much more effectively than a front counter can.

I would be very happy to attend a meeting with the Town Council to discuss issues locally and work together to make Buckingham even safer.

Yours sincerely,  
Matthew

	<p><b>Buckingham Town Council</b></p> <p><b>Scheme of Delegation</b></p>	<p><b>Date Agreed:</b> 17/05/2021  <b>Minute Number:</b> 22/21  <b>Prepared by:</b> Paul Hodson  <b>Version:</b> 1.2</p>
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1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Town Council does not have the power to delegate a decision to an individual Councillor.

2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Approving the precept level of the Town Council;
- b) Authorising borrowing;
- c) Appointing representatives to outside bodies;
- d) Making, amending, revoking, re-enacting or adopting by-laws;
- e) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them".

Decisions can at any time be delegated to Town Council Staff.

The following have been delegated to Town Council Staff:

a) General Matters


- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;

- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property or assets so long as the Town Council's Financial Regulations are adhered to and the cost does not exceed the current budget;
- v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets;
- vi) To dispose of Town Council equipment or assets, where reason to do so, with an estimated worth of less than £500.

b) Urgent Matters

The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.



	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 17<sup>th</sup> May 2021</b></p> <p><b>Minute Number: 21/20</b></p> <p><b>Prepared by:</b> Paul Hodson</p> <p><b>Version: 2.1</b></p>
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### **Name**

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

### **Membership**

2. Membership of the Committee is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair/Chairman**

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

### **Conduct of the Meeting**

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.


### **Area of Operations**

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Town Council Property (excluding Office Accommodation)
  - Open Spaces in the Town and surrounding area
  - Community Facilities in the Town and surrounding area
  - Community Services in the Town and surrounding area
9. In addition to the areas of operation above the Environment Committee has the following responsibilities:
  - 9.1. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
  - 9.2. Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of Devolved Services.

- 9.3. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 9.4. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, “street furniture” includes waste bins, dog bins, seating and signage.
- 9.5. Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill and any other land or property acquired by the Council
- 9.6. Liaising with Buckinghamshire Council and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 9.7. Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 9.8. Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 9.9. Analysing any compulsory purchase proposals and advising the Council accordingly
- 9.10. Ensuring that any works carried out on the Council’s behalf are completed as specified, or otherwise completed to a satisfactory standard
- 9.11. Taking forward any other matters concerning land or property as required by the Council
- 9.12. Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 9.13. Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 9.14. Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
  - community care, social care and health services
  - policing, crime and ASB
  - education

### **Further Information**

10. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
11. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 17/05/2021</b>  <b>Minute Number: 22/21</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 2.2</b></p>
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### **Name**

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

### **Membership**

2. Membership of the committee is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair/Chairman**

4. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Committee meeting.

### **Conduct of the Meeting**

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Area of Operations**

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Finance
  - Personnel
  - Policy
  - Grants
  - Civic Matters
  - Communications
  - Office Accommodation

### **Powers and responsibilities**

9. In addition to the areas of operation above the Resources Committee has the following responsibilities:

**Finance**

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
  - arrangements for preparation of the accounts
  - appointment of an independent Internal Auditor
  - preparation of, and compliance with, the Council's financial regulations
  - maintenance of adequate systems of internal control and internal audit throughout the year
  - control and monitoring of the approved budget throughout the year
  - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
  - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
  - have a strategic overview of fees and charges for services provided by the Council as determined by each committee..
  - determine subscriptions to be paid by the Council
  - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Buckinghamshire Council on their corporate plan and policies when they are likely to or do affect Buckingham

**Personnel**

to monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)

- 10.12) to meet as required to discuss and investigate any personnel requirements
- 10.13) to oversee Officer and Member training and development
- 10.14) to meet as required by the Council for staff reviews
- 10.15) to review and agree the policies and procedures regarding personnel

**Civic Matters**

- 10.16) Oversee Civic matters including the town crier, mace bearer or any other civic positions.

10.17) Be responsible for all Civic Affairs including Civic protocols

### **General Purpose**

to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.

10.18) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee

10.19) Oversee the ongoing development of ICT facilities for the Council including the Council's website


10.20) Oversee the production of the Newsletter

10.21) Oversee the production of the Annual Report

10.22) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chair/Chairman and the Mayor

### **Further Information**

10. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
11. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
12. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 17<sup>th</sup> May 2021</b>  <b>Minute Number: 21/21</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 4</b></p>
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### **Name**

1. The Committee shall be known as the **PLANNING COMMITTEE**.
2. The Committee may be referred to as Planning.

### **Membership**

3. Membership of the Committee is open to any Councillor who wishes to be a member
  - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.
5. In the event of an inquorate meeting, the Chair/Chairman, Vice-Chair/Vice-Chairman and the Mayor may agree a response to a time-sensitive application, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history. Should one or all of the designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.
6. The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

### **Chairman**

7. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
8. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
9. The Chair/Chairman if present shall Chair the Committee meeting.

### **Conduct of the Meeting**

10. All meetings of the Planning Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Area of Operations**


11. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Reviewing Planning Applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
  - Transport
  - Forward planning
  - Planning Enforcement
12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:



- 12.1 to undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale.
- 12.2 to undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act
- 12.3 to make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.
- 12.4 to consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders, and convey collated comments to Buckinghamshire Council's Tree Officer.
- 12.5 to make suggestions in respect of street naming.
- 12.6 to make representations involving Listed Buildings and the Conservation Area in Buckingham
- 12.7 to act as the consultee and make representations as required in respect of all matters relating to roads and highways including, road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services
- 12.8 To promote all elements of equality in the built environment
- 12.9 Public Services – to act as the consultee, make representations, and support as required all matters relating to
  - housing strategy
  - public/community transport including Local Transport Plans
  - utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
  - waste infrastructure
  - mineral extraction
  - planning policy changes
  - economic development of the town

### Further Information

13. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
14. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
15. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 09/09/2021</b>  <b>Minute Number: 22/21</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 3</b></p>
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### **Name**

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE.**
2. The Committee may be referred to as TC&E.

### **Membership**

3. Membership of the committee is open to any Councillor who wishes to be a member.
4. The Committee also include one representative of Buckingham University.
  - 4.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
5. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chairman**

6. The Committee shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
7. The Committee shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
8. The Chair/Chairman if present shall Chair the Committee meeting.

### **Conduct of the Meeting**

9. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Areas of Operation**

- 10 The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - 10.1 Budgets

The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated
  - 10.2 Markets

The day to day running of the Street, Flea, Farmers and Specialist Markets and the promotion of environmentally friendly carrier bags.
  - 10.3 Charter Fair

To organise and co-ordinate the Annual Charter Fair and set up contract.  
To liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.
  - 10.4 Annual & Other Events

The Town Centre and Events Committee coordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other events

involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts

10.5 Promotion

To work toward a range of event that provide Access and equality for all

To promote the Town through appropriate media and via the web site.

To work with the Town Centre Traders.

To support any other Council events in the Town Centre.

10.6 Youth Budget


Youth Projects to be facilitated by the TC&E Committee

10.7 Tourist Information Centre

The day to day running of the Tourist Information Centre located in The Old Gaol

10.8 The Committee shall undertake reviews of Terms of Reference as and when appropriate.

10.9 The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 17/05/2021</b>  <b>Minute Number: 22/21</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 1.1</b></p>
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### **Name**

1. The Working Group shall be known as the **ECONOMIC DEVELOPMENT WORKING GROUP**

### **Membership**

2. Membership of the Work Group is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Working Group may attend the meeting, but will have the same rights as a member of the public.
3. That a Member of the Buckingham Society and the Traders Association are co-opted onto the Working Group.
4. That any other interested member of the public can be co-opted onto the Working Group at its meetings.
5. The Working Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair/Chairman**

6. The Working Group shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
7. The Working Group shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
8. The Chair/Chairman if present shall Chair the Working Group meeting.

### **Conduct of the Meeting**

9. All meetings of the Economic Development Working Group shall be convened in accordance with the Town Council's standing orders and current legislation.


### **Area of Operations**

10. The Working Group shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Economic Development
11. In addition to the areas of operation above the Economic Development Working Group has the following responsibilities:
  - To work with other stakeholders to aid in the economic development of the town
  - Liaising with businesses to create a strong cohesive voice for the town

- Devising an economic strategy and other policies to ensure the town is thriving, once completed to undertake the actions outlined within the strategy and policies
- Implementing projects to ensure Buckingham is a better place to visit and work
- Encouraging businesses to relocate into Buckingham
- Development of marketing strategies for the town
- Applying for funds from external bodies to address these areas, and spending any funds received.

### **Further Information**

12. The Working Group has authority to proceed with all items within its budget, but must refer to the Planning Committee when non budgeted expenditure is anticipated.
13. The Working Group shall appoint working groups as and when it is deemed necessary and shall set out Terms of References for those bodies

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed:</b> 17/05/2021  <b>Minute Number:</b> 22/21  <b>Prepared by:</b> Paul Hodson  <b>Version:</b> 2.2</p>
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### Name

- 1.1. The Committee shall be known as the **Staffing (Confidential Matters) Committee**

### Composition

- 1.2. Membership of the committee is open to any Councillor who wishes to be a member  
1.3. Councillors who are not Members of the Committee may not attend the meeting.  
1.4. Any councillor attending this committee cannot be involved in any subsequent staffing matter appeals.  
1.5. Given the above, membership should not exceed eight members to be reviewed at the beginning of the new financial year.

### Chair

- 1.6. The Committee shall meet as soon as is practically possible after the Annual Town Council Meeting, for the sole purpose of electing a Chair and Vice-Chair, unless other relevant business also requires to be addressed.  
1.7. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.  
1.8. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.  
1.9. The Chair, if present, shall Chair the Committee meeting.

### Quorum

- 1.10. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### Area of Operations

The Committee shall be responsible for the Town Council's functions:

- 1.11. Advising the Town Clerk on confidential matters relating to the discipline, capability and sickness management of staff employed by the Town Clerk  
1.12. Establishing a panel of members to hear formal cases of misconduct or capability as required by relevant council policies


### Powers and Responsibilities

- 1.13. Four or more Staffing Committee Members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.  
1.14. Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies

### Conduct of the Meeting

- 1.15. All meetings of the Staffing (Confidential Matters) Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies



	<p><b>Buckingham Town Council</b></p>	<p><b>Date Agreed: 17/05/2021</b>  <b>Minute Number: 22/21</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 1.4</b></p>
<p><b>Terms of Reference</b></p>		

### **Name**

1. This Strategy Group of Resources shall be known as the **COMMUNICATIONS STRATEGY GROUP**

### **Membership**

2. Membership of the Strategy Group is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Strategy Group may attend the meeting, but they may not vote on a decision
  - 2.2. The Committee has the power to Co-opt other non-voting Members
3. The Strategy Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair/Chairman**

4. The Strategy Group shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
5. The Strategy Group shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
6. The Chair/Chairman if present shall Chair the Strategy Group meeting.

### **Conduct of the Meeting**

7. All meetings of the Communications Strategy Group shall be convened in accordance with the Town Council's standing orders and current legislation.


### **Area of Operations**

8. The Strategy Group has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets and social media.

### **Powers and responsibilities**

9. In addition to the areas of operation above the Communications Strategy Group has the following specific responsibilities:

- 9.1. To discuss and agree articles for inclusion within the Town Council's newsletter
- 9.2. To compile and arrange for distribution of the Town Council's newsletter.
- 9.3. To agree procedures for the communication methods the Council uses.
- 9.4. To review and arrange for the management of any website under the Town Council's control
- 9.5. The Strategy Group has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Strategy Group must refer to the Resources Committee when non-budgeted expenditure is anticipated
- 9.6. To monitor and improve the Council's communications impact as in so far as they relate to this committee.

	<p><b>Buckingham Town Council</b></p> <p><b>Appeals Committee</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 17/5/2021</b></p> <p><b>Minute Number: 22/21</b></p> <p><b>Prepared by: Paul Hodson</b></p> <p><b>Version: 1.0</b></p>
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## 1. Name

1.1. The Committee shall be known as the **Appeals Committee**

## 2. Composition

Membership will consist of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair/Chairman, the Vice-Chair/Vice-Chairman of the relevant Committee would delegate.

2.1. Councillors who are not Members of the Committee may not attend the meeting.

## 3. Chair

3.1. The Committee shall be chaired by the Mayor, or in their absence the Deputy Mayor.

## 4. Quorum

4.1. The Committee shall be subject to a quorum of 3.

## 5. Area of Operations

The Committee shall be responsible for the Town Council's functions:

5.1. Hearing appeals to complaints made to the Council under the Complaints Policy

5.2. Hearing appeals made to complaints made regarding Freedom of Information Request responses made by the Town Council

## 6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council

6.2. Making final decisions on complaints made to the Council regarding responses to Freedom of Information requests

## 7. Conduct of the Meeting

7.1. All meetings of the Appeals Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies

7.2. All business undertaken at the Appeals Committee shall be done so in accordance with the Town Council's standing orders, current legislation and relevant policies.

Councillor	Ward	Full Council	Planning	TC&E	Resources	Environment	CSG	Christmas Lights	Economic Development	Staffing	Fringe Group	Youth Council	N.Plan Working Group
Ahmed	North	1		1		1	1	1			1	1	
Cole	North	1	1										1
Collins	FF	1			1					1			
Davies	South	1	1	1		1							
Gateley	H&W	1	1	1	1	1	1		1	1			1
Harvey	South	1	1		1	1	1			1		1	1
Hetherington	South	1		1		1	1						
Mahi	South	1	1	1	1			1		1			
Mordue	North	1			1				1	1			
O'Donoghue	South	1	1	1	1	1				1		1	1
Osibogun	South	1			1	1							
Ralph	South	1	1		1	1							
Schaefer	North	1		1	1	1				1			
Stuchbury	South	1	1	1	1	1		1	1		1	1	1
Try	North	1	1		1		1						1
Whyte	North	1			1				1				1
Willet	North	1	1	1		1						1	
Buckingham Society	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Totals</b>		<b>17</b>	<b>11</b>	<b>9</b>	<b>12</b>	<b>11</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>7</b>

Key
Vice Chair
Chair



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**Note:**

Standing Orders that are in bold type contain legal and statutory requirements.



## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.





- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the

**Standing Orders Buckingham Town Council**

motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting

**2. Disorderly conduct at meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**3. Meetings generally**

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

## Standing Orders Buckingham Town Council

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 15 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide audible commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an audible report or commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).



## Standing Orders Buckingham Town Council

- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.  
*See standing orders 5(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council or committee are present and in no case shall the quorum of a meeting be less than three.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another

meeting.

- x A meeting shall not exceed a period of 3 hours.
  
- y Members who cannot attend Full Council or a Committee Meeting physically may attend virtually where this is possible, and may be allowed to speak by the Chair. They may not vote, and they may not formally make a motion, propose an amendment to a motion or raise a point of order. They will not be counted as present for the purpose of deciding whether the meeting is quorate. They will also not count as present for the purpose of calculating attendance in regard of Section 85(1) of the Local Government Act 1972.

#### 4. Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
  
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
  
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
  
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Full Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 4(d)(v) above) shall not be

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permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

- vii. may dissolve a committee.
- viii. Members of each Committee are encouraged to attend training where this is specified during the first 12 months of their role, and at four yearly intervals thereafter.

**5. Ordinary council meetings**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of



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the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
- k In the first meeting after the annual meeting of the Council, the business of the meeting shall include:
- i. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - ii. Receipt of the minutes of the last meeting of a committee;
  - iii. Consideration of the recommendations made by a committee;
  - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - v. Review of the terms of reference for committees;
  - vi. Appointment of members to existing committees;
  - vii. Appointment of any new committees in accordance with standing order 4 above;
  - viii. Review and adoption of appropriate standing orders and financial regulations;
  - ix. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xii. Review of inventory of land and assets including buildings and office equipment;
  - xiii. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xiv. Review of the Council's and/or staff subscriptions to other bodies;
  - xv. Review of the Council's complaints procedure;
  - xvi. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xvii. Review of the Council's Equality and Diversity Policy.

**6. Extraordinary meetings of the Council and committees and sub-committees**

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- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee or sub-committee.

**7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

**8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Councillors will vote by show of hands. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

**9. Motions for a meeting that require written notice to be given to the Proper Officer**

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- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 4 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection

**10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;

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- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint or terminate a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

**11. Handling confidential or sensitive information**

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

**12. Draft minutes**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in

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relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

**13. Code of conduct and dispensations**

*See also standing order 3(u) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless (s)he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which (s)he has a disclosable pecuniary interest. (S)He may return to the meeting after it has considered the matter in which (s)he had the interest.
- c Unless(s)he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which (s)he has another interest if so required by the Council's code of conduct. (S)He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the

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Council, or committee or sub-committee for which the dispensation is required and that decision is final.

- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
  
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
  
- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;
  - ii. granting the dispensation is in the interests of persons living in the Council's area or;
  - iii. it is otherwise appropriate to grant a dispensation.

**14. Code of conduct complaints**

- a Upon notification by Buckinghamshire Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
  
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
  
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

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- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by Buckinghamshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall take on board the recommendations of the monitoring officer and implement such sanctions as may be recommended.

**15. Proper Officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda
  - ii. give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;
  - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
  - v. facilitate inspection of the minute book by local government electors;
  - vi. receive and retain copies of byelaws made by other local authorities;
  - vii. retain acceptance of office forms from councillors;
  - viii. retain a copy of every councillor's register of interests;
  - ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of



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- information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
  - xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
  - xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council or the Chairman or in his absence Vice-Chairman of the Planning Committee , depending on the Terms of Reference for the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;
  - xvi. manage access to information about the Council via the publication scheme; retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
*See also standing order 22 below.*
  - xvii. action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders

**16. Responsible Financial Officer**

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. The annual return of the

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Council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

**18. Financial controls and procurement**

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically via email;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one

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- councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - vii. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

**19. Responsibilities to provide information**

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

**20. Responsibilities under data protection legislation**

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

**Standing Orders Buckingham Town Council**

- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

**21. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**22. Execution and sealing of legal deeds**

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

**23. Communicating with Buckinghamshire Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of Buckinghamshire Council representing the area of the Council.

**24. Restrictions on councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**25. Standing orders generally**

**Standing Orders Buckingham Town Council**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## Financial Regulations Buckingham Town Council

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### 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The TRFO has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;

## Financial Regulations Buckingham Town Council

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- ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;



## Financial Regulations Buckingham Town Council

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- borrowing;
  - declaring eligibility for the General Power of Competence; and
- shall be a matter for the full council only.

1.14. In addition the Resources Committee shall:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- addressing recommendations in any report from the internal or external auditors,
- writing off bad debts;

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)*.

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices)



## Financial Regulations Buckingham Town Council

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as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

## Financial Regulations Buckingham Town Council

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- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council including any proposals for revising the forecast.
- 3.2. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - a duly delegated committee of the council for items over £1,500; or
  - the RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

## Financial Regulations Buckingham Town Council

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- 4.4. The salary budgets are to be reviewed at least annually for the following financial year, the RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
  - 4.5. In cases of extreme risk to the delivery of council services, the Town Clerk RFO may authorise revenue expenditure on behalf of the council which in the Town Clerk RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
  - 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
  - 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
  - 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [£250] or [15%] of the budget.
  - 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council the Resources Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.



**Financial Regulations  
Buckingham Town Council**

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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

## Financial Regulations Buckingham Town Council

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- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.



## Financial Regulations Buckingham Town Council

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- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
  - 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
  - 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
  - 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
  - 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
  - 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
  - 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
  - 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
  - 6.17. Any Debit Card issued for use will be specifically restricted to the Deputy Town Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.





## Financial Regulations Buckingham Town Council

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- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## 7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

## Financial Regulations Buckingham Town Council

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- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
  - 7.6. An effective system of personal performance management should be maintained for the senior officers.
  - 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
  - 7.8. Before employing interim staff, the council must consider a full business case.

## 8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9. INCOME

## Financial Regulations Buckingham Town Council

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- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the relevant committee, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The relevant committee will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## 10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or

## Financial Regulations Buckingham Town Council

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more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFORFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



## Financial Regulations Buckingham Town Council

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works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(d), and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under



## Financial Regulations Buckingham Town Council

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a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### 13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### 14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of



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valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### 15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Resources Committee at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

### 16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### 17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS



**Financial Regulations  
Buckingham Town Council**

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- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**Review of Arrangements with Other Local Authorities****May 2022**

Buckingham Town Council currently has the following arrangements with other local authorities

1. To provide a set of urban transport services on behalf of Buckinghamshire Council under a devolved services arrangement. This arrangement has been ongoing for six years, and has been extended for one year, until April 2023, pending discussions regarding further devolution. Value £21,065 pa.
2. To pay Buckinghamshire Council to empty dog bins in the Town Council's parks and green spaces. Cost £4,502 pa.
3. The Council operates the charter markets and charter fairs under an ongoing licence with Buckinghamshire Council.

## Buckingham Town Council Representatives on Outside Bodies

**Appendix T**  
Approved 7<sup>th</sup> June 2021  
Minute 70/21

ORGANISATION	DESCRIPTION	REPRESENTATIVE	TERM	DUE FOR RENEWAL
<b>Access for All</b>	The Access4All group in a group of keen volunteers passionate about making Buckingham a more accessible town for everyone.	Cllr. R. Willett	1 year	June 2022
		Cllr G. Collins	1 year	May 2022
<b>A.V. Association of Local Councils</b>	AVALC also acts as an important catalyst for local councils in Aylesbury Vale feeding in your views on the many issues you may face and stressing the need for primary authorities to continuously engage with Parishes. We also participate in meetings of the County Association of Local Councils, [BMKALC]. <a href="https://avalctestsite2.wordpress.com/">https://avalctestsite2.wordpress.com/</a>	Cllr. J. Harvey	1 year	May 2022
<b>Aylesbury Vale Transport Users Group</b>	The group aims to promote improvements to local public transport provision by the council and local transport service providers and support the activities of all bodies which aim to improve public transport.	Cllr. Stuchbury	n/a	n/a
		Cllr. Harvey	n/a	n/a
<b>Buckingham Bardic Council</b>	The Bardic Council is an informal group that supports the role of the Bard and helps to coordinate the annual Bardic election and any other related events.	Vacant	1 year	June 2022
		Cllr. R. Willett	1 year	June 2022
<b>Buckingham &amp; Gawcott Charitable Trust</b>	To utilise the trust's assets for the benefit of the organisations and inhabitants of the town of Buckingham and the parish of Gawcott.	<i>The Mayor</i>	Term of Office	Ex officio
		Cllr. R. Stuchbury	2 years	July 2023
		Cllr. S. Hetherington	2 years	June 2023
		Cllr. J. Harvey	2 years	June 2023
<b>Buckingham Community Wildlife Project</b>	Buckingham is well supported by activities to maintain and protect the greenspaces space by several volunteer Conservation Groups. This is a Steering group to help draw together the work of each body.	Cllr. S. Hetherington	1 year	June 2022
		Cllr. F. Davies	1 year	June 2022
		Cllr. M. Gateley	1 year	May 2022

## Buckingham Town Council Representatives on Outside Bodies

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<b>Buckingham General Charities</b>	<p>The Charity is operated and administered by 12 Trustees and its Secretary.</p> <p>The Objects of the incorporated Charity are:</p> <ol style="list-style-type: none"> <li>1. To relieve people resident for at least two years in Buckingham, Gawcott, Lenborough and Bourton ('the area') who are in need, by providing specially designed or adapted housing or almshouses, and items, services or facilities calculated to relieve the need of such persons.</li> <li>2. To relieve financial hardship, sickness and poor health among poor people in the area.</li> <li>3. To make grants or pay for facilities for people in need, hardship or distress resident in the area.</li> </ol> <p><a href="https://www.buckinghamgeneralcharities.org.uk/Groups/241034/AboutUs.aspx">https://www.buckinghamgeneralcharities.org.uk/Groups/241034/AboutUs.aspx</a></p>	<i>The Mayor</i>	Term of Office	Ex officio
		Cllr. G. Collins	4 years	May 2025
		Cllr. A. Ralph	4 years	January 2025
		Cllr. L. O'Donoghue	4 years	11 <sup>th</sup> May 2024
<b>Buckingham Youth Centre</b>	<p>Buckingham Youth Centre provides Youth Club activities to the young people of Buckingham and the surrounding villages. There has been a Youth Club on the site for over 40 years.</p> <p>An award-winning Charity, founded in 2012 and in order to keep the Youth Clubs running, offering the premises for hire to local Youth Groups, Businesses and local people.</p> <p><a href="https://buckinghamyc.org.uk/about-us/">https://buckinghamyc.org.uk/about-us/</a></p>	Cllr. R. Willett	1 year	June 2022
		Cllr. Stuchbury	1 year	May 2022
<b>CA (Citizen's Advice)</b>	<p><i>"We help people find a way forward.</i></p> <p><i>We can all face problems that seem complicated or intimidating. At Citizens Advice Bucks we believe no one should have to face these problems without good quality, independent advice."</i></p> <p><a href="https://citizensadvicebucks.org.uk/about-us">https://citizensadvicebucks.org.uk/about-us</a></p>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio

## Buckingham Town Council Representatives on Outside Bodies

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<b>Christmas Parade Committee</b>	Buckingham Christmas Parade is organised by the Christmas Parade Committee and sponsored by Buckingham Town Council. A road closure is put in place for the parade route and paid for by the Town Council.	Cllr. H. Mordue	n/a	n/a
		Cllr. M. Try	n/a	n/a
<b>Dementia Action Alliance</b>	<p>Aim: To increase public awareness of dementia, to improve signposting, support and accessibility to appropriate services, encourage individual's organisations and retailers to respond positively towards those living with, and affected by, Dementia. Encourage the 36 parishes of Buckingham Local Area Forum to become dementia friendly communities.</p> <p><a href="https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance">https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance</a></p>	Cllr. Harvey	1 year	June 2022
<b>Lace Hill Medical Centre Forum</b>	<p>The aims of the group can be summarised as</p> <p>Advise the practice on matters of concern to patients such as: booking appointments, being able to see the same Doctor for continuity, surgery opening times, emergency out of hours care, parking, care after a hospital stay, etc.</p> <p>Developing and exhibiting health education displays to alert patients to key health issues – this has been a considerable early success with very effective displays in both surgeries, Buckingham Library and Tesco Buckingham on topics such as dementia, high blood pressure and the early detection of cancer.</p> <p>Act as a sounding board for the practice on policy issues</p> <p>Take soundings from the patient community and develop plans to remedy identified shortcomings.</p> <p>Represent the patient group in holding the practice constructively to account. <a href="https://www.theswanpractice.co.uk/ppg.aspx">https://www.theswanpractice.co.uk/ppg.aspx</a></p>	Cllr. Try	n/a	n/a
		Cllr. Mahi	n/a	n/a
		Cllr. O'Donoghue	1 year	June 2022

## Buckingham Town Council Representatives on Outside Bodies

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<b>Buckinghamshire and Villages Community Board</b>	<p>Community Boards are a new way of bringing the council, groups, organisations and local people together to look at local issues and find ways of improving them together.</p> <p>As a community-led partnership, Community Boards will:</p> <ul style="list-style-type: none"> <li>influence how decisions are made and how services are delivered</li> <li>represent the voice of local people</li> <li>capture thoughts, ideas and suggestions</li> <li>bring together key community partners and residents</li> <li>identify local needs and work to produce creative solutions</li> </ul> <p><a href="https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/">https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/</a></p>	Cllr. Harvey (deputy)	1 year	June 2022
<b>North Bucks. Parishes Planning Consortium</b>	<p>NBPPC is the only group within Aylesbury Vale dealing solely with planning related matters. The membership level, and consistency of renewal, suggests that member parishes appreciate having a forum in which planning matters can be debated and acted upon. We believe that there is a real benefit in Buckinghamshire Council receiving well considered, detailed, responses to strategic planning issues from a group with such wide membership.</p> <p><a href="https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf">https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf</a></p>	Cllr. A. Ralph	1 year	June 2022
<b>Pontio</b>	<p>The Pontio Group is the Joint Action Group between Buckingham Town Council and the University of Buckingham. The aims are:</p> <ul style="list-style-type: none"> <li>To initiate, coordinate and support actions which harness and blend the various resources of both the town and the university</li> </ul>	<i>The Mayor/Deputy Mayor</i> Cllr. Harvey	Term of Office n/a	Ex officio n/a

## Buckingham Town Council Representatives on Outside Bodies

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	<p>for the benefit of all who live, study, work, play and visit in Buckingham</p> <ul style="list-style-type: none"> <li>To build excellent relationships between the civic, academic, commercial and leisure organisations in the town</li> <li>To work for a future of Buckingham in which all enjoy a life full of ambition, learning, prosperity and well being</li> </ul>			
<b>Tree Wardens</b>	<p>Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods <a href="https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/">https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/</a></p>	<p>Cllr. S. Hetherington</p> <p>Cllr. R. Stuchbury</p> <p>Cllr. M. Gateley</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p>
<b>Twinning Association</b>	<p>We are here to help all the residents of Buckingham and the surrounding area to find out if there is a link, and hopefully a friend, for you in our twin towns of Mouvaux, near Lille in France or Neukirchen-Vluyn near Düsseldorf in Germany.</p> <p><a href="https://www.buckinghamtwinning.org.uk/">https://www.buckinghamtwinning.org.uk/</a></p>	<p>Cllr. A. Schaefer</p> <p>Cllr. H. Mordue</p>	<p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p>
<b>Rural Market Towns Group</b>	<p>The Rural Services Network is a Special Interest Group of the Local Government Association. We are a membership organisation and work on behalf of our members as the national champion for rural services.</p> <p>We support our member organisations through the sharing of best practice and rural expertise, and advocate on their behalf to ensure that the rural voice is raised up the agenda with parliamentarians and decision makers.</p>	<p>Cllr. W. Whyte</p>	<p>1 year</p>	<p>June 2022</p>



## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
<b>- Brackley Road Cemetery</b>				
INF36	Cemetery Lodge - Fixtures & Fittings	40,000.00	40,000.00	40,000.00
<b>TOTAL FOR - Brackley Road Cemetery</b>		<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>
<b>- Chandos Park</b>				
INF47	Tennis Pavilion Fixtures & Fittings	20,000.00	20,000.00	20,000.00
INF48	Bowls Pavilion - Fixtures & Fittings	50,000.00	50,000.00	50,000.00
<b>TOTAL FOR - Chandos Park</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>70,000.00</b>
<b>- Cornwall's Meadow</b>				
BLD07	Buckingham Community Centre	50,000.00	50,000.00	50,000.00
BLD15	Toilet/Changing Places & Shop Mobility Unit	163,669.00	163,669.00	163,669.00
<b>TOTAL FOR - Cornwall's Meadow</b>		<b>213,669.00</b>	<b>213,669.00</b>	<b>213,669.00</b>
<b>Admin Storage - Verney Close (Town Council Office)</b>				
FRN05	Filing Cabinet (4 Draw) X 3	1.00	1.00	500.00
<b>TOTAL FOR Admin Storage - Verney Close (Town Council Office)</b>		<b>1.00</b>	<b>1.00</b>	<b>500.00</b>
<b>Burial - Brackley Road Cemetery</b>				
INF54	paving for G.O.R.	1,775.40	1,775.40	1,775.40
<b>TOTAL FOR Burial - Brackley Road Cemetery</b>		<b>1,775.40</b>	<b>1,775.40</b>	<b>1,775.40</b>
<b>Burial - Cemerey</b>				
MEQP12	Cemetery Beir X 1	1.00	1.00	1,500.00
<b>TOTAL FOR Burial - Cemerey</b>		<b>1.00</b>	<b>1.00</b>	<b>1,500.00</b>
<b>Ceremonial - Chamber</b>				
CER13	Mace Case X 1	2,336.00	2,336.00	2,336.00
CER14	Mace Barers Robes X 1	1.00	1.00	500.00
CER16	Mayors Chain X 1	1.00	1.00	4,000.00
CER17	Mayors Robe X 1	1.00	1.00	695.00
CER24	Signet Ring X 1	1.00	1.00	500.00
CER28	Town Clerk's Robe X 1	1.00	1.00	795.00
CER29	Town Clerks Wig X 1	1.00	1.00	600.00
CER30	Large Wood Town Crest (Shield) Buckingham Swan X 1	1.00	1.00	1,000.00
CER31	Town Crier's Robe X 1	1.00	1.00	749.00
<b>TOTAL FOR Ceremonial - Chamber</b>		<b>2,344.00</b>	<b>2,344.00</b>	<b>11,175.00</b>
<b>Ceremonial - Old Goal</b>				
CER12	Mace X 1	1.00	1.00	50,000.00
CER18	Mayor's Robe, Original X 1	1.00	1.00	1,000.00
<b>TOTAL FOR Ceremonial - Old Goal</b>		<b>2.00</b>	<b>2.00</b>	<b>51,000.00</b>
<b>Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)</b>				
FRN43	Changing room furniture - benches and hooks X 1	3,999.00	3,999.00	3,999.00
<b>TOTAL FOR Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>3,999.00</b>	<b>3,999.00</b>	<b>3,999.00</b>
<b>Council Events - Grenville Garage</b>				
MEQP02	Buckingham Town Council Traffic Cones X 130	1,105.00	1,105.00	1,105.00
MEQP03	Yellow Road Information Signs X 8	1.00	1.00	640.00
MEQP04	Diverted Traffic Signs X 14	1.00	1.00	980.00
MEQP05	Road Closed Signs X 18	1.00	1.00	1,260.00
MEQP21	No waiting traffic cones X 100	676.00	676.00	676.00
<b>TOTAL FOR Council Events - Grenville Garage</b>		<b>1,784.00</b>	<b>1,784.00</b>	<b>4,661.00</b>
<b>Council Events - Moreton Road</b>				
MEQP06	Metal Barriers X 28	1.00	1.00	1,400.00
<b>TOTAL FOR Council Events - Moreton Road</b>		<b>1.00</b>	<b>1.00</b>	<b>1,400.00</b>
<b>Council Meetings/Room Hire - Chamber</b>				

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
FRN17	Large Boardroom Table X 1	1.00	1.00	10,000.00
FRN18	Chairman's Chair X 1	1.00	1.00	1,500.00
FRN19	Boardroom Chairs X 16	1.00	1.00	12,000.00
FRN20	Boardroom Chairs X 2	1.00	1.00	600.00
FRN22	Queen Ann Chairs X 8	1.00	1.00	3,000.00
FRN30	Small two drawer table X 1	1.00	1.00	550.00
<b>TOTAL FOR Council Meetings/Room Hire - Chamber</b>		<b>6.00</b>	<b>6.00</b>	<b>27,650.00</b>
<b>Council meetings/roomhire - Chamber</b>				
OEQP04	Projector - Epson EMP795 X 1	1,150.00	1,150.00	1,150.00
OEQP07	Interactive Wireless screens X 2	4,030.00	4,030.00	4,030.00
<b>TOTAL FOR Council meetings/roomhire - Chamber</b>		<b>5,180.00</b>	<b>5,180.00</b>	<b>5,180.00</b>
<b>Decorative - Town Centre</b>				
CER33	Cannon X 1	1.00	1.00	2,000.00
CER34	Swan Girl Statue X 1	1.00	1.00	20,000.00
<b>TOTAL FOR Decorative - Town Centre</b>		<b>2.00</b>	<b>2.00</b>	<b>22,000.00</b>
<b>Decorative - Various</b>				
MISC32	10 x Plastic Otter sculptures	1,260.00	1,260.00	1,260.00
<b>TOTAL FOR Decorative - Various</b>		<b>1,260.00</b>	<b>1,260.00</b>	<b>1,260.00</b>
<b>Deeds - 12&amp;17 Hillcrest Way, Buckingham</b>				
BLD14	Depot, 12&17 Hillcrest Way	190,000.00	190,000.00	190,000.00
<b>TOTAL FOR Deeds - 12&amp;17 Hillcrest Way, Buckingham</b>		<b>190,000.00</b>	<b>190,000.00</b>	<b>190,000.00</b>
<b>Deeds - Brackley Road Cemetery</b>				
BLD02	East Chapel	213,000.00	213,000.00	213,000.00
BLD03	West Chapel	169,000.00	169,000.00	169,000.00
BLD16	Cemetery Lodge	256,000.00	256,000.00	0.00
<b>TOTAL FOR Deeds - Brackley Road Cemetery</b>		<b>638,000.00</b>	<b>638,000.00</b>	<b>382,000.00</b>
<b>Deeds - Chandos Park</b>				
BLD04	Tennis Pavilion	63,000.00	63,000.00	63,000.00
BLD05	Bowls Pavilion	307,000.00	307,000.00	307,000.00
BLD06	Chandos Park Toilets	189,000.00	189,000.00	189,000.00
<b>TOTAL FOR Deeds - Chandos Park</b>		<b>559,000.00</b>	<b>559,000.00</b>	<b>559,000.00</b>
<b>Dog Bins - Various</b>				
ENV09	Dog bins X 32	1.00	1.00	4,640.00
<b>TOTAL FOR Dog Bins - Various</b>		<b>1.00</b>	<b>1.00</b>	<b>4,640.00</b>
<b>Eviromental - 12&amp;17 Hillcrest Way, Buckingham</b>				
MEQP41	Brushcutters x 2	815.00	815.00	815.00
<b>TOTAL FOR Eviromental - 12&amp;17 Hillcrest Way, Buckingham</b>		<b>815.00</b>	<b>815.00</b>	<b>815.00</b>
<b>Eviromental - Depot - Hillcrest Way</b>				
MEQP42	Water Bowser THBW 70L	1,146.70	1,146.70	0.00
<b>TOTAL FOR Eviromental - Depot - Hillcrest Way</b>		<b>1,146.70</b>	<b>1,146.70</b>	<b>0.00</b>
<b>Fire Safety Regulations - 12&amp;17 Hillcrest Way, Buckingham</b>				
INF52	Internal Fire doors	2,216.00	2,216.00	2,216.00
<b>TOTAL FOR Fire Safety Regulations - 12&amp;17 Hillcrest Way, Buckingham</b>		<b>2,216.00</b>	<b>2,216.00</b>	<b>2,216.00</b>
<b>Fire Safety Regulations - Chamber</b>				
MISC10	Fire Extinguisher-red X 2	1.00	1.00	0.00
<b>TOTAL FOR Fire Safety Regulations - Chamber</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
<b>Functions - Lace Hill Sports and Community Centre (LHSCC)</b>				
MISC20	Prima Plus folding chair - Charcoal X 100	1,571.00	1,571.00	1,571.00
MISC21	Mogo Chair Trolley X 4	745.00	745.00	745.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
MISC22	Table bundle 19 tables and one trolley X 1	872.00	872.00	872.00
MISC27	Flexitable deluxe (folding) 1600 x 800 beech table X 10	1,490.00	1,490.00	1,490.00
MISC28	Austin chair, chrome frame padded seat burgundy X 20	579.00	579.00	579.00
<b>TOTAL FOR Functions - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>5,257.00</b>	<b>5,257.00</b>	<b>5,257.00</b>
<b>Furniture - Verney Close (Town Council Office)</b>				
FRN47	Meeting room table and chairs	915.83	915.83	915.83
FRN48	Partition and blinds	4,715.00	4,715.00	4,715.00
FRN49	Wooden Blinds	1,033.33	1,033.33	0.00
FRN50	Meeting Room Furniture	1,916.00	1,916.00	0.00
<b>TOTAL FOR Furniture - Verney Close (Town Council Office)</b>		<b>8,580.16</b>	<b>8,580.16</b>	<b>5,630.83</b>
<b>Gift - Chamber</b>				
CER06	Copeland statues X 1	1.00	1.00	750.00
CER32	Bugle -The Rifles 10/5/2009 X 1	1.00	1.00	34,472.00
<b>TOTAL FOR Gift - Chamber</b>		<b>2.00</b>	<b>2.00</b>	<b>35,222.00</b>
<b>Health &amp; Safety - Bourton Park</b>				
ENV04	Bins X 11	1.00	1.00	2,420.00
ENV05	Dog bins X 5	1.00	1.00	500.00
<b>TOTAL FOR Health &amp; Safety - Bourton Park</b>		<b>2.00</b>	<b>2.00</b>	<b>2,920.00</b>
<b>Health &amp; Safety - Cemerey</b>				
ENV08	Bins - mesh green waste bins X 3	1.00	1.00	600.00
<b>TOTAL FOR Health &amp; Safety - Cemerey</b>		<b>1.00</b>	<b>1.00</b>	<b>600.00</b>
<b>Health &amp; Safety - Chandos Park</b>				
ENV02	Waste Bins X 8	1.00	1.00	1,100.00
<b>TOTAL FOR Health &amp; Safety - Chandos Park</b>		<b>1.00</b>	<b>1.00</b>	<b>1,100.00</b>
<b>Information - Bourton Park</b>				
INF14	Notice Boards X 3	1.00	1.00	6,000.00
<b>TOTAL FOR Information - Bourton Park</b>		<b>1.00</b>	<b>1.00</b>	<b>6,000.00</b>
<b>Information - Bypass</b>				
SGN12	Town Entrance Signs X 7	1.00	1.00	7,000.00
<b>TOTAL FOR Information - Bypass</b>		<b>1.00</b>	<b>1.00</b>	<b>7,000.00</b>
<b>Information - Chandos Park</b>				
INF03	Information Board X 1	1.00	1.00	2,000.00
INF04	Notice Board (For posters) X 1	1.00	1.00	2,000.00
<b>TOTAL FOR Information - Chandos Park</b>		<b>2.00</b>	<b>2.00</b>	<b>4,000.00</b>
<b>Information - Railway Walk</b>				
INF30	Noticeboard/Information Board X 1	1.00	1.00	2,000.00
<b>TOTAL FOR Information - Railway Walk</b>		<b>1.00</b>	<b>1.00</b>	<b>2,000.00</b>
<b>Information - Town Centre</b>				
SGN11	Finger Posts X 2	1.00	1.00	4,000.00
SGN18	Finger Post	1,320.00	1,320.00	1,320.00
<b>TOTAL FOR Information - Town Centre</b>		<b>1,321.00</b>	<b>1,321.00</b>	<b>5,320.00</b>
<b>Infrastructure - Bourton Park</b>				
INF20	Bridge X 6	1.00	1.00	180,000.00
INF51	Toddler park Secure Fencing	13,966.00	13,966.00	13,966.00
<b>TOTAL FOR Infrastructure - Bourton Park</b>		<b>13,967.00</b>	<b>13,967.00</b>	<b>193,966.00</b>
<b>Infrastructure - Brackley Road Cemetery</b>				
INF50	Recycled Plastic Bins x 7	1,391.00	1,391.00	1,391.00
<b>TOTAL FOR Infrastructure - Brackley Road Cemetery</b>		<b>1,391.00</b>	<b>1,391.00</b>	<b>1,391.00</b>
<b>Infrastructure - Lace Hill Sports and Community Centre (LHSCC)</b>				

**ASSET LIST BY GROUP AND LOCATION**

Asset Code	Description	Original Cost	Current Value	Insurance Value
INF22	Photovoltaic solar panel sytem	20,100.00	20,100.00	0.00
INF49	Gates at Lace Hill Playground	3,097.00	3,097.00	3,097.00
INF53	Lighting	1,112.00	1,112.00	1,112.00
<b>TOTAL FOR Infrastructure - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>24,309.00</b>	<b>24,309.00</b>	<b>4,209.00</b>
<b>Interior - Chamber</b>				
FRN29	Carpets X 3	1.00	1.00	500.00
<b>TOTAL FOR Interior - Chamber</b>		<b>1.00</b>	<b>1.00</b>	<b>500.00</b>
<b>Interior - Lace Hill Sports and Community Centre (LHSCC)</b>				
FRN46	Blinds X 3	515.00	515.00	515.00
<b>TOTAL FOR Interior - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>515.00</b>	<b>515.00</b>	<b>515.00</b>
<b>LGA 1948 S133 - Castle Hill</b>				
BLD11	War memorial	42,000.00	42,000.00	42,000.00
<b>TOTAL FOR LGA 1948 S133 - Castle Hill</b>		<b>42,000.00</b>	<b>42,000.00</b>	<b>42,000.00</b>
<b>LHSCC Co-ordinator - Lace Hill Sports and Community Centre (LHSCC)</b>				
EQP28	HP Probook X 1	539.00	539.00	539.00
<b>TOTAL FOR LHSCC Co-ordinator - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>539.00</b>	<b>539.00</b>	<b>539.00</b>
<b>Leisure - Bourton Park</b>				
INF12	Benches X 30	1.00	1.00	30,000.00
INF13	Picnic Tables X 16	1.00	1.00	16,000.00
INF18	Interpretation Board X 3	1.00	1.00	2,000.00
INF19	Otters Wood Art X 3	1.00	1.00	1,800.00
PEQP04	Senior Play Equipment X 21	100,540.00	100,540.00	100,540.00
PEQP05	Toddler Play Equipment X 6	1.00	1.00	50,000.00
<b>TOTAL FOR Leisure - Bourton Park</b>		<b>100,545.00</b>	<b>100,545.00</b>	<b>200,340.00</b>
<b>Leisure - Castle Hill</b>				
INF29	Bench X 7	1.00	1.00	7,000.00
<b>TOTAL FOR Leisure - Castle Hill</b>		<b>1.00</b>	<b>1.00</b>	<b>7,000.00</b>
<b>Leisure - Chandos Park</b>				
INF05	Bench - Wood and metal X 8	1.00	1.00	8,000.00
INF06	Picnic Bench X 4	1.00	1.00	4,000.00
INF11	Public Toilet Fixtures/Fittings X 1	1.00	1.00	2,000.00
PEQP01	Tennis Courts X 1	1.00	1.00	25,000.00
PEQP02	Ken Liverseidge multi use games area X 1	50,000.00	50,000.00	50,000.00
PEQP03	Play Equipment X 8	75,000.00	75,000.00	75,000.00
<b>TOTAL FOR Leisure - Chandos Park</b>		<b>125,004.00</b>	<b>125,004.00</b>	<b>164,000.00</b>
<b>Leisure - Depot - Hillcrest Way</b>				
INF46	Icicle Lights X Various	9,645.00	9,645.00	9,645.00
<b>TOTAL FOR Leisure - Depot - Hillcrest Way</b>		<b>9,645.00</b>	<b>9,645.00</b>	<b>9,645.00</b>
<b>Leisure - Ken Tagg Play Area</b>				
INF31	Brompton Picnic Unit X 1	848.00	848.00	848.00
PEQP07	Play Equipment X Various	30,585.00	30,585.00	30,585.00
PEQP11	Play Equipment X 6	1.00	1.00	500.00
<b>TOTAL FOR Leisure - Ken Tagg Play Area</b>		<b>31,434.00</b>	<b>31,434.00</b>	<b>31,933.00</b>
<b>Leisure - Lace Hill Sports and Community Centre (LHSCC)</b>				
INF37	Bins X 2	1.00	1.00	1,900.00
INF38	Benches X 6	1.00	1.00	5,000.00
PEQP10	Play Equipment X 8	1.00	1.00	55,000.00
<b>TOTAL FOR Leisure - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>3.00</b>	<b>3.00</b>	<b>61,900.00</b>
<b>Leisure - Otters Brook</b>				

**ASSET LIST BY GROUP AND LOCATION**

Asset Code	Description	Original Cost	Current Value	Insurance Value
INF40	Benches X 2	1.00	1.00	1,800.00
PEQP06	Play Equipment x 8	1.00	1.00	75,000.00
<b>TOTAL FOR Leisure - Otters Brook</b>		<b>2.00</b>	<b>2.00</b>	<b>76,800.00</b>
<b>Leisure - Skate Park</b>				
BLD01	Youth Shelter X 1	3,000.00	3,000.00	3,000.00
<b>TOTAL FOR Leisure - Skate Park</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
<b>Leisure - Town Centre</b>				
INF24	Bench (North End Court) X 1	1.00	1.00	1,000.00
INF25	Concrete Flower Beds X 6	1.00	1.00	30,000.00
INF26	Flower Beds (by post office) X	1.00	1.00	3,000.00
INF27	Feeder pillars X 11	1,763.00	1,763.00	16,000.00
<b>TOTAL FOR Leisure - Town Centre</b>		<b>1,766.00</b>	<b>1,766.00</b>	<b>50,000.00</b>
<b>Leisure - wgs</b>				
MISC13	Christmas Lights X Various	1.00	1.00	21,000.00
MISC14	New Christmas Lights X 45	675.00	675.00	675.00
<b>TOTAL FOR Leisure - wgs</b>		<b>676.00</b>	<b>676.00</b>	<b>21,675.00</b>
<b>Main Printer/Scanner/Copier - Verney Close (Town Council Office)</b>				
EQP03	Sharp Copier/Printer - MX3060 X 1	1.00	1.00	0.00
<b>TOTAL FOR Main Printer/Scanner/Copier - Verney Close (Town Council Office)</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
<b>Maintenance Equipment - Depot - Hillcrest Way</b>				
MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader X 1	797.00	797.00	797.00
MEQP25	Dennis Guildford Gang set - mower X 1	2,750.00	2,750.00	2,750.00
MEQP30	Logic LTA 160 Terr-ator Airator X 1	2,075.00	2,075.00	2,075.00
<b>TOTAL FOR Maintenance Equipment - Depot - Hillcrest Way</b>		<b>5,622.00</b>	<b>5,622.00</b>	<b>5,622.00</b>
<b>Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)</b>				
MEQP39	Numatic TGB 4045 Battery Powered Scrubber/Drier X 1	2,111.00	2,111.00	2,111.00
<b>TOTAL FOR Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>2,111.00</b>	<b>2,111.00</b>	<b>2,111.00</b>
<b>Market - Depot - Hillcrest Way</b>				
MEQP08	Plastic Barriers X 20	1.00	1.00	1,000.00
<b>TOTAL FOR Market - Depot - Hillcrest Way</b>		<b>1.00</b>	<b>1.00</b>	<b>1,000.00</b>
<b>Noticeboard - Lace Hill Sports and Community Centre (LHSCC)</b>				
INF33	A-max notice board 18xA4 X 1	567.00	567.00	567.00
<b>TOTAL FOR Noticeboard - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>567.00</b>	<b>567.00</b>	<b>567.00</b>
<b>Office Equipment - Chamber</b>				
QEQP	Movable Screen Lift x 2	2,181.80	2,181.80	2,181.80
<b>TOTAL FOR Office Equipment - Chamber</b>		<b>2,181.80</b>	<b>2,181.80</b>	<b>2,181.80</b>
<b>Office Equipment - Verney Close (Town Council Office)</b>				
OEQP10	Inspiron 15 5000 Laptops x 4	2,186.68	2,186.68	2,168.68
OEQP11	dell inspiron 15 3000 x 2	1,012.00	1,012.00	0.00
QEQP12	Dell Inspiron 15 5000 laptop	529.00	529.00	529.00
<b>TOTAL FOR Office Equipment - Verney Close (Town Council Office)</b>		<b>3,727.68</b>	<b>3,727.68</b>	<b>2,697.68</b>
<b>Outdoor Grounds Keeping - 12&amp;17 Hillcrest Way, Buckingham</b>				
MEQP40	Kohler Mulch Mower	520.00	520.00	520.00
<b>TOTAL FOR Outdoor Grounds Keeping - 12&amp;17 Hillcrest Way, Buckingham</b>		<b>520.00</b>	<b>520.00</b>	<b>520.00</b>
<b>Outdoor Grounds Keeping - Bowls Club</b>				
MEQP13	Dennis Mower & dsiks RT Machinery 5400 X 1	5,400.00	5,400.00	6,600.00
<b>TOTAL FOR Outdoor Grounds Keeping - Bowls Club</b>		<b>5,400.00</b>	<b>5,400.00</b>	<b>6,600.00</b>

**ASSET LIST BY GROUP AND LOCATION**

Asset Code	Description	Original Cost	Current Value	Insurance Value
<b>Outdoor Grounds Keeping - Cemerey</b>				
MEQP15	Burial Equipment X 1	2,478.00	2,478.00	2,478.00
<b>TOTAL FOR Outdoor Grounds Keeping - Cemerey</b>		<b>2,478.00</b>	<b>2,478.00</b>	<b>2,478.00</b>
<b>Outdoor Grounds Keeping - Depot - Hillcrest Way</b>				
MEQP01	Pressure Washer X 1	587.00	587.00	600.00
MEQP14	Cordless Power Tools (set) X 3	1.00	1.00	700.00
MEQP34	Strimmers FS100 X 7	3,290.00	3,290.00	3,290.00
MEQP35	Strimmers FS360 X 2	1,140.00	1,140.00	1,140.00
MEQP36	Husquvana LB553s Push mowers X 2	1,270.00	1,270.00	1,270.00
MEQP37	Viking MB4RT push mowers X 7	2,730.00	2,730.00	2,730.00
MEQP38	Stihl MS 241 Chainsaw X 1	560.00	560.00	560.00
VEC01	Quad Bike & Ifor Williams Trailer - Honda 4510 X 1	4,510.00	4,510.00	5,000.00
VEC03	Mitsubishi L200 X 1	15,145.00	15,145.00	15,145.00
VEC04	Kubota ride-on mower - B031 X 1	12,495.00	12,495.00	12,495.00
VEC05	Renault Kangoo X Various	13,995.00	13,995.00	13,995.00
<b>TOTAL FOR Outdoor Grounds Keeping - Depot - Hillcrest Way</b>		<b>55,723.00</b>	<b>55,723.00</b>	<b>56,925.00</b>
<b>Personal and Cemetry Records - Verney Close (Town Council Office)</b>				
FRN08	Fire Safe X 1	1,000.00	1,000.00	1,000.00
<b>TOTAL FOR Personal and Cemetry Records - Verney Close (Town Council Office)</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Play Equipment - Lace Hill Sports and Community Centre (LHSCC)</b>				
PEQP8	24'x8' Aluminium socketed goals X 1	542.00	542.00	542.00
<b>TOTAL FOR Play Equipment - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>542.00</b>	<b>542.00</b>	<b>542.00</b>
<b>Property of Cara - Verney Close (Town Council Office)</b>				
EQP23	Tendra Wireless Router X 1	1.00	1.00	0.00
EQP24	Netgear - ReadyNAS Duo Hub X 1	1.00	1.00	0.00
<b>TOTAL FOR Property of Cara - Verney Close (Town Council Office)</b>		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
<b>Security - Bourton Park</b>				
INF21	Gates X 4	1.00	1.00	16,000.00
<b>TOTAL FOR Security - Bourton Park</b>		<b>1.00</b>	<b>1.00</b>	<b>16,000.00</b>
<b>Security - Chandos Park</b>				
INF07	Street Lights X 9	1.00	1.00	12,000.00
<b>TOTAL FOR Security - Chandos Park</b>		<b>1.00</b>	<b>1.00</b>	<b>12,000.00</b>
<b>Security - Ken Tagg Play Area</b>				
INF23	Metal Entrance Gate X 1	1.00	1.00	2,000.00
<b>TOTAL FOR Security - Ken Tagg Play Area</b>		<b>1.00</b>	<b>1.00</b>	<b>2,000.00</b>
<b>Security - Town Centre</b>				
INF28	CCTV movable camara X 1	4,530.00	4,530.00	4,530.00
<b>TOTAL FOR Security - Town Centre</b>		<b>4,530.00</b>	<b>4,530.00</b>	<b>4,530.00</b>
<b>Signage - Lace Hill Sports and Community Centre (LHSCC)</b>				
SGN14	Play Area sign X 1	724.00	724.00	724.00
SGN16	LHSCC sign building external X 1	3,050.00	3,050.00	3,050.00
<b>TOTAL FOR Signage - Lace Hill Sports and Community Centre (LHSCC)</b>		<b>3,774.00</b>	<b>3,774.00</b>	<b>3,774.00</b>
<b>Standard Town Council Work Spaces - Verney Close (Town Council Office)</b>				
FRN01	Curved work stations (with built in draws) X 8	1.00	1.00	2,500.00
<b>TOTAL FOR Standard Town Council Work Spaces - Verney Close (Town Council Office)</b>		<b>1.00</b>	<b>1.00</b>	<b>2,500.00</b>
<b>Storage Area - Chamber</b>				
INF01	Alarm System X 1	1.00	1.00	500.00
<b>TOTAL FOR Storage Area - Chamber</b>		<b>1.00</b>	<b>1.00</b>	<b>500.00</b>

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
<b>Storage Area - Depot - Hillcrest Way</b>				
FRN42	Bespoke Mesh Enclosure X 1	585.00	585.00	585.00
INF35	Storage Racking X 1	1,057.00	1,057.00	1,057.00
<b>TOTAL FOR Storage Area - Depot - Hillcrest Way</b>		<b>1,642.00</b>	<b>1,642.00</b>	<b>1,642.00</b>
<b>Street Furniture - Cemerey</b>				
INF32	Memorial bench X 6	2,700.00	2,700.00	2,700.00
<b>TOTAL FOR Street Furniture - Cemerey</b>		<b>2,700.00</b>	<b>2,700.00</b>	<b>2,700.00</b>
<b>Street Furniture - Town Centre</b>				
INF42	Litterbin 50ltr - E015 X 1	53,430.00	534.30	534.30
INF43	Metal Bench - C050 (Moreton Road) X 1	56,165.00	561.65	561.65
INF44	Cast Iron Bench - B027 X 1	665.00	665.00	665.00
INF45	3 x information panels X 5	4,775.00	4,775.00	4,775.00
MISC31	13 x printed banners X 13	185,250.00	1,852.50	1,852.50
SGN17	Finger Posts, finials, fingers X 1	3,529.00	3,529.00	3,529.00
<b>TOTAL FOR Street Furniture - Town Centre</b>		<b>303,814.00</b>	<b>11,917.45</b>	<b>11,917.45</b>
<b>Town Council laptops - Verney Close (Town Council Office)</b>				
OEQP08	4 x laptops; TC, DTC, Planning & EM X 4	2,666.00	2,666.00	2,666.00
OEQP09	2 x laptops (GSS, Admin) X 2	832.00	832.00	832.00
<b>TOTAL FOR Town Council laptops - Verney Close (Town Council Office)</b>		<b>3,498.00</b>	<b>3,498.00</b>	<b>3,498.00</b>
<b>I - Chamber</b>				
BLD12	Main Fire Doors X 5	1.00	1.00	750.00
<b>TOTAL FOR I - Chamber st - Town Centre</b>		<b>1.00</b>	<b>1.00</b>	<b>750.00</b>
ENV11	Bin next to ENV10 X 1	514.00	514.00	514.00
<b>TOTAL FOR st - Town Centre</b>		<b>514.00</b>	<b>514.00</b>	<b>514.00</b>
<b>TOTAL</b>		<b>2,501,525.74</b>	<b>2,209,629.19</b>	<b>2,683,473.16</b>



Asset/Re f code	Descripti on	Serial Number	Location/Employee	Group	Supplier A/C	Purchase Price	Current insurance value
LND01	Brackley Road Cemetery		Brackley Road Buckingham	Deeds	2000	£1	£0
BLD01	Cemetery Lodge		Brackley Road Cemetery	Deeds	2000	£256,000	£256,000
INF36	Cemetery Lodge - Fixtures & Fittings		Brackley Road Cemetery	n/a	2010	£40,000	£40,000
BLD02	East Chapel		Brackley Road Cemetery	Deeds	2000	£213,000	£213,000
BLD03	West Chapel		Brackley Road Cemetery	Deeds	2000	£169,000	£169,000
LND02	Castle Hill		Castle Hill Buckingham	Covenant	13.07.1979	£0	£0
LND03	Railway Way		Railway Walk Buckingham (Chandos Road to A421)	Deeds Land Registry BM350932	26.07.1983	£0	£0
LND04	Ken Tagg Play Area		Meadway Buckingham	Deeds BM106608	2001	£0	£0
LND05	Bourton Park		Bourton Road Buckingham	Deeds	2000	£1	£0
LND06	Chandos Park		Chandos Road Buckingham	Deeds	2000	£1	£0
BLD04	Tennis Pavilion		Chandos Park	Deeds	2000	£63,000	£63,000
INF37	Tennis Pavilion Fixtures & Fittings		Chandos Park	n/a	n/a	£20,000	£20,000
BLD05	Bowls Pavilion		Chandos Park	Deeds	2000	£307,000	£307,000
INF38	Bowls Pavilion - Fixtures & Fittings		Chandos Park	n/a	n/a	£50,000	£50,000
BLD06	Chandos Park Toilets		Chandos Park	Deeds	2000	£189,000	£189,000
LND07	Otters Brook		Otters Brook Buckingham	Deeds Land Registry BM149628	06.09.1989	£0	£0
BLD07	Buckingham Community Centre		Cornwall's Meadow Buckingham		2018	£50,000	£50,000
BLD08	Town Council Offices Verney Close		Verney Close Buckingham	Tenancy At Will	2011	£0	£0
BLD10	Grenville Garage		Grenville Road, Buckingham	Tenancy At Will	2002	£0	£0
BLD11	War memorial		Castle Hill	LGA 1948 S133	n/a	£42,000	£42,000
BLD13	Lace Hill Sports & Community Centre		Lace Hill, MK18 7RR	Deeds		2016 £0	£1,900,000
BLD14	Depot, 12&17 Hillcrest Way		12&17 Hillcrest Way, Buckingham	Deeds		2016 £190,000	£190,000
BLD15	Toilet/Changing Places & Shop Mobility Unit		Cornwalls Meadow Car Park			2017 £163,669	
BLD16	Tourist Information Centre		Old Gaol	Memorandum Of Understanding		2018 £0	£0
	Lace Hill Play area and sports pitches		Lace Hill, MK18 7RR	Deeds		2016 £0	£0
<b>Total Replacement/Insurance Value</b>						<b>£1,752,672</b>	<b>£3,489,000</b>



Mr Paul Hodson  
 Buckingham Town Council  
 Buckingham Centre  
 Verney Close  
 Buckingham  
 Buckinghamshire  
 MK18 1JP

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272003-3213
Insured	Buckingham Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> April 2022
To	31 <sup>st</sup> March 2023
and any other period for which cover has been agreed.	
Renewal Premium	£ 16,291.66

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	95768062
Long Term Agreement:	Not Applicable
Preparation Date	16 <sup>th</sup> March 2022
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACE06

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Grenville Road Garage, Grenville Road, Buckingham, Buckinghamshire, MK18 1LR	£0.00	N/A	£2,715.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Council Offices, Buckingham Centre, Verney Close, Buckingham, Buckinghamshire, MK18 1JP	£0.00	N/A	£2,180.18	£1,453.45	£0.00	£0.00	£0.00	£0.00	£0.00
3. , Council Chamber, Buckingham, Buckinghamshire, MK18 1RP	£0.00	N/A	£41,479.26	£0.00	£4,521.48	£0.00	£0.00	£0.00	£0.00
4. The Cemetery Lodge and 2 x Chapel, Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	£947,270.41	£5,000.00	£2,715.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Tennis Club House, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	£93,539.24	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilets	£280,617.71	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00



Chandos, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW									
7. The Pavilion, Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	£455,818.21	£2,000.00	£4,363.01	£274.19	£0.00	£0.00	£0.00	£0.00	£0.00
8. Lace Hill Community Centre, Catchpin Street, Buckingham, Bucks, MK18 7RR	£2,363,520.27	£35,000.00	£11,592.74	£8,114.92	£2,318.54	£0.00	£0.00	£0.00	£0.00
9. Buckingham Town Council Depot, Unit 12 &17, Hillcrest Way, Buckingham, MK18 1HJ	£254,928.59	N/A	£0.00	£9,456.75	£0.00	£0.00	£0.00	£1,161.97	£0.00
10. The Toilet and Shopmobility unit, Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£278,529.66	N/A	£0.00	£34,778.22	£2,318.54	£0.00	£0.00	£0.00	£0.00
11. Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£2,077,490.68	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises:** 1, 2, 3, 9, 10

**Insured Perils applicable to Material Damage :** 1-13, 15 & 16

**For Premises:** 4, 5, 6, 7, 8, 11

**Insured Perils applicable to Material Damage:** 1-16

**Excesses Applicable to Premises**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250



Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Excesses Applicable to Premises**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	N/A		£1,000	12	£180,000	24
Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Catchpin Street, Buckingham, Bucks, MK18 7RR	N/A		N/A		N/A	

**For Premises: 1, 2, 3, 9, 10**

**Insured Perils applicable to Business Interruption : 1-13, 15 & 16**

**For Premises: 4, 5, 6, 7, 8, 11**

**Insured Perils applicable to Business Interruption: 1-16**

**Operative Endorsements:**

None

**Part C – All Risks****Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Water bowsers, street signs, plastic cones and items used for events	£8,226.90	£100
Play areas/play equipment	£133,099.91	£100
Christmas Lights	£27,152.38	£100
Office equipment incl computers & sports equip	£10,609.00	£100
War memorial at Church Hill	£54,304.76	£100
Charter fair signs	£8,731.33	£100
Regalia	£135,761.90	£100
Street Furniture	£13,310.00	£100
Mowers and Maintenance Equipment	£19,788.81	£100
Trailer for Williams	£819.61	£100
Boughton Park Bridge	£46,350.00	£1,000

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)



**Part D – Money**

	<b>Limit any one loss</b>
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£250
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.



## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

**Exclusions**

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None



**Part H – Libel and Slander**

**Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None



**Part I – Motor Vehicles**

<p><b>Insured Vehicle:</b> All as described in</p> <p><b>Persons Entitled to Drive:</b> the Certificate of</p> <p><b>Limitation as to Use:</b> Motor Insurance</p>	<p><b>Cover:</b> Section 22</p> <p>A. Comprehensive</p>
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**Excess : Section 23**

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other Excess which applies

**Age and Inexperienced Driver Excess: Section 11**

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

<b>Repair Limit:</b>	£Nil
Section 12	

<b>Damage to Property Limit:</b>
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

<b>Personal Effects Limit:</b>	£150
Section 13	

<b>Medical Expenses Limit:</b>	£250
Section 14	

**Additional Cover : Section 25**

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative



**Operative Endorsements:**

None

**Part J – Motor Legal Expenses and Uninsured Loss Recovery**

**Limit of Indemnity:**

£100,000 per insured incident



### Part N – Fidelity Guarantee

**Persons Guaranteed:**  
All members and employees

**Sum Guaranteed**  
£1,000,000

**Excess:** £100 each and every loss

### Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

#### Persons Insured:

##### Employees

Capital Sum	£100,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

##### Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90





## Part P – Legal Expenses

### Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

### 3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## 7. Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor			
		Email:	<a href="mailto:zmotorclaimsoffice@uk.zurich.com">zmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

### General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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Mr Paul Hodson  
Buckingham Town Council  
Buckingham Centre  
Verney Close  
Buckingham  
Buckinghamshire  
MK18 1JP

Date: 16th March 2022

Certificate of Insurance for Terrorism

**Underlying Policy Number:** YLL-272003-3213

**Reference Number:** TER-27T901-5841

**Insured:** Buckingham Town Council

Zurich Town and Parish Council Team  
PO Box 276  
Chichester  
PO19 9PS

Direct Phone: 01243 832134  
Direct Fax: 01243 210101  
E-mail: vincent.liu@uk.zurich.com

We have pleasure in enclosing the Certificate of Insurance for Terrorism

The premium stated in the Certificate is required for the provision of terrorism cover and will form part of your premium. This premium is in addition to the amount stated on your underlying policy documentation.

There is no requirement for specific acceptance of the quotation. Cover effected by your Certificate is assumed (in absence of indications to the contrary) to be in force and the premium her been debited to your account.

The terrorism cover for property and business interruption on this policy, is only available in circumstances where you insure all your property against such risk, either with Zurich Municipal or via another insurer who is a Pool Re member. If you have other property and have not placed terrorism cover in respect of this property either with Zurich Municipal or another Pool Re member, then please contact us.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes...



### Certificate of Insurance

It is warranted that the under mentioned particulars are identical to the corresponding particulars detailed in the General Cover Policy of Insurance identified below:

### Particulars

General Cover Policy Number:	YLL-272003-3213
Reference Number:	TER-27T901-5841
Insurer(s):	Zurich Municipal
Insured:	Buckingham Town Council
Period of Insurance:	<b>From: 01/04/2022 To: 31/03/2023 Renewal: 01/04/2023</b>
Effective date:	<b>Date: 01/04/2022</b>

Effective Date: 01/04/2022

Premium:	£657.79
Insurance Premium Tax (IPT)	£78.93
Premium Inclusive of IPT:	£736.72

Notwithstanding anything contained in the Policy to the contrary in consideration of the payment of the Premium and its Insurance Premium Tax in respect of the Period of Insurance:

**A.** In the event that Her Majesty's Government or Her Majesty's Treasury or any successor relevant authority issue a certificate certifying an event or occurrence to have been an Act of Terrorism (defined for the purpose of this Certificate as "any act or acts of persons acting on behalf of, or in connection with, any organisation which carries out activities directed towards the overthrowing or influencing, by force or violence, of Her Majesty's Government in the United Kingdom or any other government de jure or de facto"), or in the event that Her Majesty's Government or Her Majesty's Treasury or any successor relevant authority refuse to issue a certificate certifying an event or occurrence to have been an Act of Terrorism and that refusal is reversed by the decision of a validly constituted Tribunal, **we** by this Certificate to the Policy shall provide cover for **damage** and/or **business interruption** (if requested by **you**) proximately caused by such Act of Terrorism provided that:

**B.**

- 1 Such **damage** and/or **business interruption** occurs in England, Wales or Scotland but not the territorial seas adjacent thereto as defined by the Territorial Seas Act 1987 and not Northern Ireland, the Channel Islands or the Isle of Man
  
- 2 In any action suit or other proceedings where **we** allege that any **damage** or **business interruption** resulting from damage is not covered by this Certificate the burden of proving that such **damage** or **business interruption** is covered shall fall upon **you**
  
- 3 The insurance effected by this Certificate excludes any losses whatsoever:-
  - (a) occasioned by riot, civil commotion, war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
  - (b) directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from:
    - i. the alteration, modification, distortion, corruption of or damage to any computer or other equipment or component or system or item which processes, stores, transmits, retrieves or receives data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software), or and
    - ii. any alteration modification distortion erasure, corruption of data processed by any such computer or other equipment or component or system or item

whether the property of the insured or not, where such loss damage is directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from Virus or Similar Mechanism or Hacking or Phishing or Denial of Service Attack; including consequential loss directly or indirectly caused by or arising from Virus or Similar Mechanism, Hacking or Denial of Service Attack



### Definitions

For the purposes of 3 (b) above the following special meanings shall apply:

“Virus or Similar Mechanism” means program code, programming instruction or any set of instructions intentionally constructed with the ability to damage, interfere with or otherwise adversely affect computer programs, data files or operations, whether involving self-replication or not. The definition of Virus or Similar Mechanism includes but is not limited to trojan horses worms and logic bombs.

“Hacking” means unauthorised access to any computer or other equipment or component or system or item which processes stores transmits retrieves or receives data whether **your** property or not.

“Denial of Service Attack” means any actions or instructions constructed or generated with the ability to damage, interfere with or otherwise affect the availability of networks, network services, network connectivity or information systems. Denial of Service Attacks include, but are not limited, to the generation of excess traffic into the network addresses, the exploitation of system or network weaknesses and the generation of excess or non-genuine traffic between and amongst networks.

4 The insurance effected by this Certificate excludes:

- (a) any type of **property** which has been specifically excluded in the Policy;
- (b) any Nuclear Installation or Nuclear Reactor and all fixtures and fittings situated thereon and attached thereto and all pipes wires cables drains or other conduits or service media of any description which are affixed or connected to or in any way serve such Nuclear Installation or Nuclear Reactor.





### Definitions

For the purposes of 4 (b) above the following special meanings shall apply:

“Nuclear Installation” means any installation of such class or description as may be prescribed by regulations made by the relevant Secretary of State from time to time by statutory instrument, being an installation designed or adapted for:

- i) the production or use of atomic energy;
- ii) the carrying out of any process which is preparatory or ancillary to the production or use of atomic energy and which involves or is capable of causing the emission of ionising radiations;  
or
- iii) the storage processing or disposal of nuclear fuel or of bulk quantities of other radioactive matter, being matter which has been produced or irradiated in the course of the production or use of nuclear fuel.

“Nuclear Reactor” means any plant (including any machinery equipment or appliance whether affixed to land or not) designed or adapted for the production of atomic energy by a fission process in which a controlled chain reaction can be maintained without an additional source of neutrons.

5 Save for the exclusions listed in sections 3 and 4 above no other exclusions in the Policy shall apply to the insurance effected by part A of this Certificate. All the other terms definitions and conditions of the Policy (including but not limited to any Excess or Deductible to be borne by **you**) shall apply to the insurance effected by part A of this Certificate except for:

- (a) any provision for the automatic reinstatement of sums insured contained in the Policy;
- (b) any Long Term Undertaking applying to the Policy;
- (c) any terms in the Policy which provide for adjustments of premium based upon declarations on expiry or during the Period of Insurance;
- (d) any aggregate limit contained in the Policy regarding the amount borne by **you** as a result of the operation of a deductible;
- (e) any extension of Premises to locations outside England and Wales and Scotland.

**B** In the event that Her Majesty’s Government or Her Majesty’s Treasury or any successor relevant authority refuse to issue a certificate certifying an event or occurrence to have been an Act of Terrorism, and such refusal is upheld by the decision of a validly constituted Tribunal, this Certificate to the Policy amends the insurance by the Policy as follows:



- 1 The Exclusion in respect of Terrorism in the Policy shall not apply in respect of such event or occurrence, but
- 2 The Policy will not cover **damage** or **business interruption** directly or indirectly caused by, contributed to by, resulting from, or arising out of or in connection with biological, chemical or nuclear pollution or contamination

Save for 1 and 2 above the terms definitions exclusions provisions and conditions of the Policy shall apply.

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### Endorsements

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

A handwritten signature in black ink that reads 'Tim Bailey'.


Tim Bailey  
Chief Executive Officer of Zurich Insurance plc, UK Branch

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

# Certificate of Motor Insurance

Certificate number:	YLL-272003-3213
1. Description of vehicle:	Any motor vehicle the property of or in the custody or control of the Policyholder
2. Name of policyholder:	Buckingham Town Council
3. Effective date of the commencement of insurance for the purpose of the relevant law:	01/04/2022
4. Date of expiry of insurance:	31/03/2023
5. Persons or classes of persons entitled to drive:	<p>Any person who is driving on the order or with the permission of the Policyholder.</p> <p>Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.</p>
6. Limitations as to use:	<p>Use for social domestic and pleasure purposes. Use in connection with the Policyholder's business.</p> <p>The Policy does not cover:-</p> <ol style="list-style-type: none"> <li>1. Use while the vehicle is let on hire.</li> <li>2. Use for hire or reward or the carriage of passengers for reward.</li> <li>3. Use for racing pacemaking reliability trials competitions rallies or trials.</li> <li>4. Use whilst drawing a greater number of trailers in all than is permitted by Law.</li> <li>5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.</li> </ol>
<p><b>For Zurich Insurance plc. Authorised Insurers</b></p>  <p>Tim Bailey Chief Executive Officer of Zurich Insurance plc, UK Branch</p>	



We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

**Advice to Third Parties:** Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione automobilistica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

#### Instructions in the event of an accident

##### You should

1. take names and addresses of all witnesses;
2. report the accident to us quoting the Certificate number;
3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

#### IMPORTANT

##### The Law requires:

1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

##### You should not

1. admit any liability;
2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.


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## Annual Subscriptions 2022 - 23

Organisation	Beneficiary	Amount
Arboreal Association	Town Council	£135
BMKALC (Buckinghamshire and Milton Keynes Association of Local Councils)	Town Council	£2,119
Bucks Playing Fields Association	Town Council	£20
Cemetery Subscription (ICCM)	Town Council	£95
Council For the Protection of Rural England (CPRE)	Town Council	£36
Friends of Buckingham Library	Town Council	£50
Information Commisioners Office	Town Council	£35
NALC National Association Local Councils	Town Council	£243
National Association of British Market Authorities (NABMA)	Town Council	£384
North Buck Parishes Planning Committee	Town Council	£20
Rural Market Town Initiative	Town Council	£150
SLCC (Society of Local Council Clerks) Membership	Town Clerk	£423
SLCC (Society of Local Council Clerks) Membership	Deputy Town Clerk	£281
Tree Software Annual Subscription	Town Council	£350
<b>Total</b>		<b>£4,341</b>

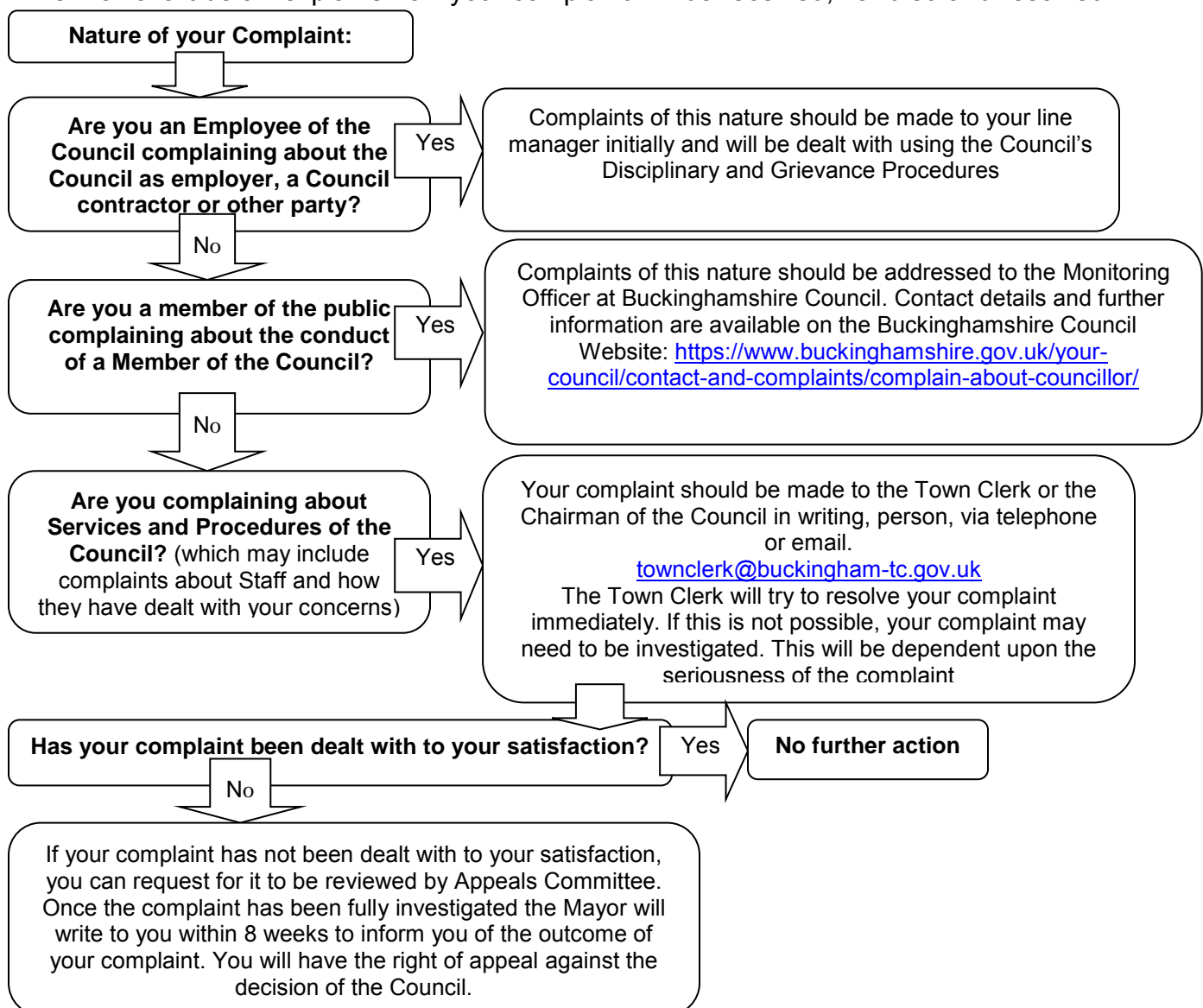
	<p><b>Buckingham Town Council</b></p> <p><b>Complaints Policy/Procedure</b></p>	<p><b>Date Agreed:</b> 17/5/2021  <b>Minute Number:</b> 27/21  <b>Prepared by:</b> Paul Hodson  <b>Version:</b> 2.4</p>
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This document is designed to work in conjunction with the Council's Health and Safety at Work, Bullying and Harassment, Disciplinary and Grievance procedures.

### The Procedure:

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we will try to resolve your complaint.

The Flowchart below explains how your complaint will be received, handled and resolved.



**Definition:**

A complaint is defined as: An expression of dissatisfaction by one or more members of the public about council administration, service or procedure (whether provided directly by the council or by a contractor or partner) that requires a response. There is no difference between a 'formal' and an 'informal' complaint. Both are expressions of dissatisfaction that require a response.

**Introduction**

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality.

Pursuant to Local Government Act 1974, the Local Government Ombudsman (LGO) has no jurisdiction over Parish and Town Councils in England. Consequently, there are no statutory mechanisms in place should complaints be made against local councils in England.

Buckingham Town Council therefore feels that to improve communications and services to its residents, a fair, clear and concise guide on the handling of complaints will guarantee that a transparent system provides a platform to ensure that all complaints are treated with the same respect and importance that they deserve.

Whilst the Town Council will attempt to deal with all complaints itself, there are times when the Council will need to defer to another body to take the complaint forward to a satisfactory resolution. The Council will consider engaging other procedures/bodies in respect of the following types of complaint:

<b>Type of Conduct</b>	<b>Refer to</b>
Financial Irregularity	Complaints about financial irregularity should be referred to the Council's auditor, whose name and address can be obtained from the Town Clerk. Local elector's right to object Council's audit of accounts pursuant to s.16 of the Audit Commission Act 1998. On other matters, the council will refer to its auditor of the Audit Commission.
Criminal Activity	Any complaints which involve criminal activity will be referred to the Police.
Member Conduct	A complaint relating to a Member's failure to comply with the council's Code of Conduct must be referred to the Monitoring Officer for the Standards Committee of Aylesbury Vale District Council.
Employee Conduct	Any complaint which involves the conduct of a council employee will be handled by the council's internal disciplinary procedure.

Although the LGO has no jurisdiction over Parish Councils, it is useful for the Council to understand the jurisdiction of the LGO in order to assist members of the public to complain to the LGO where appropriate. The legislation is contained within the Local Government Act 1974 (the Act) s26 and 27.

The key points are:

Parish and Town Councils are unable to lodge complaints as a public body (s 27(1) of the Act) about another local authority or public body defined in s 25 of the Act, but this does not prevent individual Councillors from making complaints about another local authority or public body in their personal capacity. In their official capacity, a Parish Councillor, if so requested by Members of the public, could represent them in making complaints. Please note:

- Complaints must be made in writing;
- Complaints must be made within 12 months of the matters which are subject to the complaint;
- Complainants must first give the authority in question notice of the complaint and give them an adequate opportunity to investigate and reply to the complaint. This usually entails exhausting that authority's complaints procedure;
- The Ombudsman may not investigate matters which are or have been subject to a right of appeal; and
- The Ombudsman may not investigate matters where the complainant has or has had a remedy by way of court proceedings.

The most common application of the last two points (e.g. the Ombudsman's lack of jurisdiction where the subject matter of the complaint is subject to a right of appeal or court proceedings) is in respect of judicial review. Many councils claim that the Ombudsman does not have jurisdiction in certain cases due to the availability of judicial review. In certain circumstances the Ombudsman can rely on section 26 (6) of the Act which states that:

'A Local Commissioner may conduct an investigation notwithstanding the existence of such a right or remedy if satisfied that in the particular circumstances it is not reasonable to expect the person affected to resort or have resorted to it.'

### **Complaints Procedures for Local Councils**

The LGO has provided guidance on the subject of complaints procedures. A copy of the full guidance can be viewed on the LGO website:

<https://www.lgo.org.uk/make-a-complaint/fact-sheets/other-topics/parish-councils> Whilst most of the guidance is aimed at higher level authorities the guidance is useful and forms a good basis at Parish level.

The Town Council's complaints system is:

- Well publicised and easy to use;
- Helpful and receptive;
- Not adversarial;
- Fair and objective;
- Based on clear procedures and defined responsibilities;
- Quick, thorough, rigorous and consistent;
- Decisive and capable of putting things right where necessary;
- Sensitive to the special needs and circumstances of the complainant;
- Adequately resourced;
- Fully supported by Councillors and Officers; and
- Regularly analyzed to spot patterns of complaint and lessons for service improvement.



The identity of a complainant will only be made known to those who need to consider the complaint and the Council will promise to maintain confidentiality where possible and if circumstances demand.

The Council operates a three stage complaints procedure whereby issues are resolved by:

- Front line staff; then
- Management; then
- Senior management/Members.

Good practice dictates that a deadline is set for the handling of any complaint and the Council will not leave this open ended. Some flexibility is required to deal with lengthier and more complex complaints and this is reflected in the Council's complaints procedure.

### **Maladministration**

Whilst Parish Councils are not under the jurisdiction of the LGO the Council is aware that section 92 of the Local Government Act 2000 gives councils the power to make payment 'in cases of maladministration'. The relevant text of section LGA 2000 s92 follows:

92            Payments in cases of maladministration etc.

(1) Where a relevant authority considers –

- a) That action taken by or on behalf of the authority in the exercise of their functions amounts to, or may amount to, mal administration, and
- b) That a person has been, or may have been, adversely affected by that action

Maladministration can be defined by the LGO as apparent 'maladministration' or service failure. This can include:

- Delay;
- incorrect action or failure to take any action;
- failure to follow procedures or the law;
- failure to provide information;
- inadequate record-keeping;
- failure to investigate;
- failure to reply;
- misleading or inaccurate statements;
- inadequate liaison;
- inadequate consultation; and
- broken promises

This list is not exhaustive and maladministration is a broad concept. It has been described as bias, neglect, inattention, delay, incompetence, ineptitude, perversity, turpitude etc.

For more information on maladministration and the LGO's advice on the matter please go to:  
<https://www.lgo.org.uk/information-centre/about-us/our-legal-framework>

The Council's complaints procedure is a document which specifically refers to complaints about administration, services and procedures, but may involve the conduct of a member of staff or officer of the Council. In this case the complaint will be dealt with under the Council's Disciplinary Procedure as detailed in the introduction section of this document.

At all time the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

### **Management of unreasonable complainant behaviour**

In a minority of cases complainants will act in a way that is unreasonable. Because of the nature or frequency of their contact with the Council, a small number of complainants can hinder the consideration of their own and other complainants' cases. This may be because of unacceptable behaviour in their dealings with the Council, or because of unreasonably persistent contacts that distract staff from their work but add nothing to the Councils knowledge or understanding of the case under consideration.

The Council will differentiate between persistent complainants and unreasonably persistent complainers. People bringing complaints back to the Council are 'persistent' because they feel the Council have not dealt with their complaint properly and are not prepared to leave the matter there. Some complainants may have justified complaints may pursue them in inappropriate ways. Others may pursue complaints which appear to have no substance.

### **Examples of unreasonable actions and behaviour**

The LGO outlines experiences of actions and behaviours which have come to its attention. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonable, persistent behaviour that interferes with the investigation, consideration and timing of a suitable resolution of the complaint.

Examples include

- refusing to specify the grounds of a complaint, despite offers of help;
- refusing to co-operate with the complaints investigation process;
- refusing to accept that some issues may not fall within the scope of the procedure;
- insisting on the complaint being handled in ways that are not compatible with the agreed complaints procedure or with good practice;
- making unjustified comments about staff who are trying to deal with the issues and seeking to have them replaced;
- changing the basis of the complaint as the investigation proceeds;
- denying or changing statements the complainant made at an earlier stage;
- introducing trivial or irrelevant information at a later stage;
- raising numerous but unimportant questions; insisting they are all answered;
- covertly recording meetings and conversations;
- submitting falsified documents from themselves or others;
- pursuing parallel complaints on the same issue with a variety of organisations;
- making excessive demands on the time and/or resources of staff with lengthy calls, emails to council staff, detailed letters every day and expecting immediate responses;
- refusing to accept the decision; repeatedly arguing point with no new evidence.

These examples will act as trigger points which will activate this section of the policy, which could result in the restriction of access to council staff.

The decision to designate a complainant's behaviour as unreasonable and restrict access to council staff will only be made if the Council is satisfied that:

- the complaint is/has been investigated fully and properly;
- the decision that has resulted is the correct one;
- communications with the complainant has been adequate; and
- the complainant cannot provide any significant new information that may affect the Council's decision on the complaint.

If it becomes necessary that the complainant's behaviour is unreasonable and results in the need to restrict contact, the following steps will be considered:

- offering the complainant a meeting with a senior staff member to explore the resolution of the complaint and explain why their current behaviour is seen as unreasonable;
- share the Council's agreed policy with the complainant and warn that restrictive actions may need to be applied should their behaviour continue;
- advise the complainant to find a suitable advocate to act on their behalf

### **Options for action**

Any actions taken should be appropriate to the nature and frequency of the complainant's contacts. The objective is to manage the complainant's unreasonable behaviour in order to bring the complaint to the quickest resolution, without further distractions.

Options include:

- placing limits on the number and durations of contact with staff;
- offering a restricted time slot for any necessary calls;
- limit contact to one medium (telephone, email, letter etc.)
- appoint one member of staff with whom the complainant can communicate;
- ensure that any face to face contact takes place with a witness present;

If a decision is taken to restrict access, the complainant will be sent a letter which will explain:

- why the decision was taken;
- what impact this will have on the complainants contact with the Council;
- how long the restrictions will last; and
- what the complainant can do to have the decision reviewed.

The member of staff to whom the complaint has been allocated is required to keep adequate records of all correspondence, face to face meetings and check to ensure that no important significant facts or evidence is overlooked.


A review date will be specified when the decision to restrict is imposed. Restrictions should be lifted at this point unless there are valid grounds to extend the restrictions.

### **Unacceptable Behaviour**

The Council will not tolerate abusive, deceitful, offensive, threatening or other forms of unacceptable behaviour from complainants. When it occurs, the Council will take

proportionate action to protect the wellbeing of our staff and the integrity of our complaints system.

In these cases, the Council will implement the agreed Bullying and Harassment Procedure.

	<p><b>Buckingham Town Council</b></p> <p><b>Freedom of Information Act</b></p> <p><b>Publication Scheme</b></p>	<p><b>Date Agreed:</b></p> <p><b>Minute Number:</b></p> <p><b>Prepared by:</b> Paul Hodson</p> <p><b>Version:</b> 2.3</p>
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## Introduction

### The Council's Commitment to the Act

Buckingham Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

The Council is committed to openness and accountability and currently makes large amounts of information available to the public through the website, via the telephone, email and by post. Should a personal visit to view information be required, an appointment will be necessary.

### The Freedom of Information Act 2000

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at [www.ico.gov.uk](http://www.ico.gov.uk).

### Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Buckingham Town Council adopted the generic model scheme on 5<sup>th</sup> November 2012. This policy is designed to provide everyone with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public.

### Freedom of Information Requests and the Publications Scheme

The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

### Model Publication Scheme

This Model Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted by any public authority without further approval and will be valid until further notice.

This publication commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information

mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
2. To specify the information which is held by the authority and falls within the classifications below;
3. To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this scheme;
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To provide a schedule of any fees charged for access to information which is made proactively available;
7. To make this publication scheme available to the public.

#### Classes of information

- **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

- **What our priorities are and how we are doing.**

Strategy and performance information, plans, inspections and reviews.

- **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedure, consultations.

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available.**

1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information, it will do so.
5. Obligations under disciplinary and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme.**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

**Information available from Buckingham Town Council under the Model Publication Scheme.**

<b>Information to be Published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and costs) Current information only.	Website Hard Copy	Free 20p per A4 Sheet
Who's who on the Council and it's Committees	Website Hard Copy	Free 20p per A4 Sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 20p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 20p per A4 Sheet
Staffing Structure	Hard Copy	20p per A4 Sheet
<b>Class 1 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy	20p per A4 Sheet
Annual return and report by Auditor	Hard Copy	20p per A4 Sheet
Finalised Budget	Hard Copy	20p per A4 Sheet
Precept	Hard Copy	20p per A4 Sheet
Borrowing Approval letter (if available)	Hard Copy	20p per A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	20p per A4 Sheet
Grants given and received	Hard Copy	20p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 20p per A4 Sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	20p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Quality Status	Hard Copy	20p per A4 Sheet
Local Charters drawn up in accordance with DCLG guidelines	Hard Copy	20p per A4 Sheet
<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Timetable of meetings (Council, and Committee, Sub Committee, Working Group meetings and Town	Website Hard Copy	Free 20p per A4 Sheet



Meetings)		
Agendas of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Hard Copy	20p per A4 Sheet
Responses to consultation papers	Hard Copy	20p per A4 Sheet
Bye-Laws	Hard Copy	20p per A4 Sheet
<b>Class 5 – Our policies and Procedures</b> Current recent Protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders ( <i>on website</i> ); Committee and Sub-Committee terms of Reference; Delegated authority in respect of officers; Code of Conduct ( <i>on website</i> ); Policy Statements	Website <i>where indicated</i> Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Equalities and diversity policies; Health and Safety Policy Recruitment policies; Policies and Procedures; Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 20p per A4 Sheet
Information Security Policy	Hard Copy	20p per A4 Sheet
Records Management Policy (records retention, destruction and archive)	Hard Copy	20p per A4 Sheet
Data Protection Policy	Website Hard Copy	Free 20p per A4 Sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard Copy Some information may only be available by Inspection	20p per A4 Sheet
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	20p per A4 Sheet
Assets Register	Hard Copy	20p per A4 Sheet
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	20p per A4 Sheet
Register of Members' interests	Hard Copy	20p per A4 Sheet
Register of gifts and hospitality	Hard Copy	20p per A4 Sheet
<b>Class 7 – the services we offer</b>	Hard Copy	20p per A4 Sheet

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by inspection	
Allotments	Hard Copy	20p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	20p per A4 Sheet
Community Centres and Village Halls	Hard Copy	20p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	20p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	20p per A4 Sheet
Bus shelters	Hard Copy	20p per A4 Sheet
Markets	Hard Copy	20p per A4 Sheet
Public convenience	Hard Copy	20p per A4 Sheet
Agency agreements	Hard Copy	20p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g. burial fees)	Hard Copy	20p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	20p per A4 Sheet

**Contact details:**

Website address: [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Request for hard copies:  
Mr. Paul Hodson, Town Clerk  
Buckingham Town Council  
The Buckingham Centre  
Verney Close  
Buckingham  
MK18 1JP

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

Telephone: 01280 816426

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the Town Council

**DATA PROTECTION ACT 2018 POLICY**

This policy applies to:

- All employees of this Council;
- All regional staff or home workers operating on behalf of this Council.

This policy is operational from 25 May 2018.

The purpose of this policy is to enable the Council to:

- Comply with our legal, regulatory and corporate governance obligations and good practice
- Gather information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Ensure business policies are adhered to (such as policies covering email and internet use)
- Fulfill operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking
- Investigate complaints
- Check references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments
- Monitor staff conduct, disciplinary matters
- Market our business
- Improve services

This policy applies to information relating to identifiable individuals e.g. staff, applicants, former staff, clients, suppliers and other third-party contacts.

We will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held
- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

We recognise that its first priority under the GDPR is to avoid causing harm to individuals. In the main this means:

- Complying with your rights,
- Keeping you informed about the data we hold, why we hold it and what we are doing with it,
- Keeping information securely in the right hands, and
- Holding good quality information.

Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent,

we will seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

The Council has identified the following potential key risks, which this policy is designed to address:

- Breach of confidentiality (information being given out inappropriately).
- Insufficient clarity about the range of uses to which data will be put — leading to Data Subjects being insufficiently informed
- Failure to offer choice about data use when appropriate
- Breach of security by allowing unauthorised access.
- Failure to establish efficient systems of managing changes, leading to personal data being not up to date.
- Harm to individuals if personal data is not up to date
- Insufficient clarity about the way personal data is being used e.g. given out to general public.
- Failure to offer choices about use of contact details for staff, clients workers or employees.

In order to address these concerns, to accompany this policy, we have an Information Security policy and we will issue Privacy Notices to explain what data we have, why we have it and what we will do with it. The Privacy Notice will also explain the data subject's rights. We will offer training to staff where this is necessary and appropriate in the circumstances to ensure compliance with DPA. Such training will vary according to the role, responsibilities and seniority of those being trained.

We aim to keep data only for so long as is necessary which will vary from according to the circumstances.

We have no intention to transfer data internationally.

The person responsible for Data Protection is currently Paul Hodson with the following responsibilities:

- Briefing Council on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintain a Data Audit and keep this up to date
- Reporting breaches to the Information Commissioners Office and the relevant Data Subject(s)

Significant breaches of this policy will be handled under the Council's disciplinary procedures which may amount to gross misconduct.

### **Subject Access Request**

Any subject access requests will be handled by Paul Hodson

Subject access requests must be in writing. All staff are required to pass on anything, which might be a subject access request to Paul Hodson without delay. The applicant will be given their data within 1 month unless there are complexities in the case which justify extending this to 2 months. You will be notified of any extensions to the deadline for response and the reasons as soon as possible.

The Council has the right to refuse a subject access request where data is requested at unreasonable intervals, manifestly unfounded or excessive. You will be notified of the reasons as soon as possible.

Where the individual making a subject access request is not personally known to Paul Hodson their identity will be verified before handing over any information.

The required information will be provided in a permanent and portable form unless the applicant makes a specific request to be given supervised access in person.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact Paul Hodson and provide with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. The Council may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.



**Buckingham Town Council**  
**Equal Opportunities**

**Date Agreed: 17/05/2021**  
**Minute Number: 22/21**  
**Prepared by: Town Clerk**  
**Version: 1**

## **LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Buckingham Town Council is committed to valuing the diversity of the community it serves and promoting equality of opportunity.

We will work to ensure fair and equal access to our services by all citizens and to provide services in a manner which is sensitive to the needs of the individual, whatever their background.

### **Purpose**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

### **Scope**

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will

be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the council.

### **Our Commitment**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Bullying and Harassment policy adopted by the Town Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilize the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure. This is further defined in the Equality 2011 policy agreed by the Town Council.


This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually by the Resources Committee. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to the Town Council's Community Engagement Strategy, Grievance, Disciplinary and Bullying & Harassment Policies.

### **Council Services**

The Council will actively seek the views and feedback from all communities, including from residents with the protected characteristics. The Council will consider the impact of service and policy changes on each of the protected groups. The Council will seek to proactively address inequality where this is identified. This will include reviewing each event to identify any changes that should be made, and carrying out an equalities impact assessment for the budget each year, along for any major service or policy changes.

 <p><b>Buckingham Town Council</b></p> <p><b>Code of Conduct</b></p>	<b>Appendix AA</b>
	<b>Date Agreed:</b> 28/3/2022
	<b>Minute Number:</b> 765/21
	<b>Prepared by:</b> Mr. P. Hodson
	<b>Version:</b> 2

## **Buckingham Town Council Code of Conduct for Councillors**

### **1. Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

### **2. Introduction**

The Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

### **3. Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member of Buckinghamshire Town Council or co-opted member of a committee or working-group. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who



- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

#### **4. Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

#### **5. General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles. See Appendix A to this Code of Conduct.

Building on these principles, the following general principles have been developed specifically for the role of councillor:

##### **In accordance with the public trust placed in me, on all occasions:**

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

##### **In undertaking my role:**

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**

- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

## **6. Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

## **7. Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## 8. General Conduct

### 8.1. Respect

**As a councillor:**

**8.2. I treat other councillors and members of the public with respect.**

**8.3. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees.

## 9. Bullying, harassment and discrimination

**As a councillor:**

**9.1. I do not bully any person.**

**9.2. I do not harass any person.**

**9.3. I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen

in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **10. Impartiality of officers of the council**

**As a councillor:**

**10.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be impartial. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## **11. Confidentiality and access to information**

**As a councillor:**

**11.1. I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**

- iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. **the disclosure is:**
  - 1. **reasonable and in the public interest; and**
  - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
  - 3. **I have consulted the Monitoring Officer or Town Clerk prior to its release.**

**11.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**11.3. I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **12. Disrepute**

### **As a councillor:**

**12.1. I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

### **13. Use of position**

#### **As a councillor:**

- 13.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

### **14. Use of local authority resources and facilities**

#### **As a councillor:**

- 14.1. I do not misuse council resources.**

- 14.2. I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

### **15. Complying with the Code of Conduct**

#### **As a Councillor:**

- 15.1. I undertake Code of Conduct training provided by my local authority.**
- 15.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 15.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 15.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

## **16. Protecting your reputation and the reputation of the local authority**

### **16.1. Interests**

**As a councillor:**

#### **16.2. I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from Town Clerk or if necessary, the Monitoring Officer.

*You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of Appendix B**, is a criminal offence under the Localism Act 2011.*

## **17. Gifts and hospitality**

**As a councillor:**

**17.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**17.2. I register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**17.3. I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Town Clerk for guidance.



## Appendices

### Appendix A – The Seven Principles of Public Life

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.
5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring

Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### Disclosure of Personal Interests

6. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
7. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- \* 'director' includes a member of the committee of management of an industrial and provident society.
- \* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Personal Interests**

You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:
  - a) to which you are nominated or appointed by your authority  
or
  - b) the body
    - (i) exercises functions of a public nature
    - (ii) is directed to charitable purposes or
    - (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)
2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.
3. A relevant person is –
  - i A member of your family or any person with whom you have a close personal association; or
  - ii Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
  - iii Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or **iv** Any person or body of a type described in paragraph 1 above

**Table 3: Prejudicial Interests****Prejudicial Interest Generally**

- 2.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
- 2.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
- a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
  - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
  - c. relates to the functions of the Council in respect of—
    - i an allowance, payment or indemnity given to councillors;
    - ii any ceremonial honour given to councillors; and
    - iii setting council tax or a precept under the Local Government Finance Act 1992.

**Buckingham Town Council**  
**Full Council**

Monday 30<sup>th</sup> May 2022

Contact Officer: Paul Hodson, Town Clerk

**Apologies at Meetings**

**1. Recommendations**

- 1.1. That Councillors are not required to provide a reason for absence, but are invited to offer a broad reason such as “health”, “business” or “personal circumstances” should they choose to.
- 1.2. That Councillors note the requirement in law to provide and have accepted a reason for any absence from all Council business that lasts longer than six months.

**2. Background**

- 2.1. The Council’s current practise is to ask Members to give a reason for absence so Members who are present can agree to accept their apologies.
- 2.2. Now that Council meetings are live streamed over YouTube, there is a potential security risk given that Members’ addresses are published. Reasons for absence may including being on holiday, in hospital or away or on business. Making this so public means that someone could identify potentially empty houses. There are good reasons for Members not routinely giving details alongside their apologies, including security if they are away from home or in the case of illness or sensitive work issues.
- 2.3. We report categories i.e. business (for anything work related) personal business (holidays, childcare etc), health (would cover in hospital and at home in bed), civic business (undertaking other community duties / mayoral duties), borough council business (for the double hatted members, if acting as a borough councillor).
- 2.4. This helps keep things clear without needing to give away specific details of the councillors' whereabouts and lives. It gives a degree of accountability.

**3. Legal Position**

- 3.1. There is no legal requirement for Members to provide apologies, or even for the Council to record them. However, it is a helpful convention to do so. The



names of those councillors present at a meeting of the council must be recorded and included in the minutes of the meeting<sup>1</sup>. NALC advises that, *“For ease of reference, the minutes should also record the names of those councillors who are absent from a meeting. If a councillor wants their absence from a meeting to be approved by the council, they should submit their written request together with the reason for absence before the meeting takes place.”*<sup>2</sup>

- 3.2. The only reason to require councillors to give a reason for absence and have it accepted is to avoid falling foul of the six-month rule. This stipulates that a councillor *“fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority”*.<sup>3</sup>
- 3.3. Any Councillor coming close to six month’s non-attendance needs to provide a reason and have that accepted.
- 3.4. Some councils have developed the practice of inviting councillors to give one a few broad reasons for absence, for the interest of colleagues, rather than a specific reason. These may include “health” “business” or “personal circumstances”. None of these indicate whether a councillor is likely to be at home.

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<sup>1</sup> Para 40 of S 12, Local Government Act 1972

<sup>2</sup> NALC Legal Advice Note 5E | Parish Council Meetings [England]

<sup>3</sup> S.85 (1) Local Government Act 1972

2022		Meeting	Clerk	Meeting	Meeting/Event
Jan	3	Bank Holiday			
	10	Resources	Nina		
	17	Precept	Nina	CSG 12th Jan @ 2pm	Louise
	24	Planning	Paula		
Feb	31	Resources (Grants)	Paula		
	7	Full Council	Paula		
	14	Planning	Paula		
	21	TC&E	Paula		Pancake Race Tues 22nd
Mar	28	Environment	Paula		
	7	Interim (Informal)	Paula	Planning	CSG 2nd March @ 2pm
	14	Resources	Paula		19th Twinning Civic Event
	21	Full Council (Extra Ordinary) & Res.	Paula		Annual Town Meeting Thurs 24th March
Apr	28	Full Council (Informal)	Paula		
	4	Planning & Extra	Paula		CSG 6th April @ 2pm
	11	TC&E & Extra Ordinary FC	Paula		LHSCC Easter Fair 10th
	18			Easter Monday BH	
May	25	Environment	Paula		Spring Fair Sun 24th
	2			Early Spring BH	
	9	Interim & Extra Ordinary	Paula	Planning	May Day 3rd
	16	Resources	Paula		
June	23				
	30	ASM & Full Council	Paula		Platinum Jubilee Buckingham Celebrates 2nd
	6	Planning	Paula		CSG 8th June @ 2pm
	13	TC&E	Paula		Mayor Making Friday 10th June
July	20	Environment	Paula		
	27	Interim	Paula	Planning	Community, Diversity, & Inclus
	4				
	11	Staffing & Resources	Paula		Fringe Week 16-23rd July
Aug	18	Full Council	Paula		CSG 20th July @ 2pm
	25	Planning	Paula		
	1			School Summer Holidays	
	8				
Sept	15	Planning	Paula		
	22				Late Summer BH
	29				Bandjam 28th
	5	TC&E	Paula	CSG 7th	Dog Show 11th
Oct	12	Environment	Paula		
	19	Interim	Paula	Planning	25th Sun River Rinse
	26	Resources	Paula		
	3				4th Oct Bardic Trial
Nov	10	Full Council	Paula	CSG 12th Oct @ 2pm	15th Oct Charter Fair
	17	Planning	Paula	Louise	22nd Charter Fair
	24	TC&E	Paula		28th Halloween Disco LHSCC
	31	Environment	Paula		5th Nov Bonfire Fireworks
Dec	7	Interim	Paula	Planning	Remembrance 13th Nov
	14	Resources	Paula		LHSCC Winter Fair 20th Nov
	21		Louise	CSG 23rd Nov @ 2pm	Christmas Lights Switch On 26th Nov
	28	Full Council	Paula		
Dec	5	Planning	Paula		Christmas Parade 10th Dec
	12	TC&E	Paula		
	19	Environment	Paula		
	26				

**Minutes of the General meeting of Aylesbury Vale Transport Users Group (AVTUG) held at the Council Chamber, Aylesbury Town Council on 7<sup>th</sup> December 2021 at 2.00 pm.**

### **1.0 Present**

Colin Higgs (CH) B.E.M (Chairman) (Aston Abbotts PC), Andy Huxley (AH) (Vice Chairman), Jonathan Clover (JC) (Secretary) and Richard Clark (RC) (Treasurer). Cllr Trish Cawte (TC) (Winslow Town Council), David Horsler (DH) Buckinghamshire Council (BC), Graham Oliver (GO) and Bronwen Lee (BL)

### **2.0 Apologies**

2.1 The following apologies had been received: Cllr Jon Harvey (Buckingham TC) Graham Aylett (AOTRA), Alan Wallwork (Chesham TUG), Christine Dodds, Janet Gowin, Betty Rose, Sandra Bunyan, and Janet Davies.

### **3.0 Minutes of the meeting of 7.9.21**

The **Minutes and attached table** had been circulated with the Agenda on 23.11.21 and **were agreed** as a true record of the meeting, and duly signed by the Chairman.

### **4.0 Chairman's report**

4.1 He had a number of recent concerns over local buses (based on his experiences)

- The 60 service continued to be unreliable due to the shortage of drivers – and in consequence frequency of the service had been reduced: indeed one of the reasons for the members of the group of residents from North Marston and Granborough not coming to the meeting was the reduced service.
- Recent use of the Ivinghoe/Leighton Buzzard Service (167) was affected by the driver deciding not to go to Mentmore and Ledburn. When challenged the driver had stated that as no one had got on at either Mentmore and Ledburn the previous day he had assumed no one was using the service. DH said that as this was a contracted service this would be raised by him with the operator.
- For a recent trip on a 154 service to Newton Longville the 10.00 departure had arrived 12 minutes early at 9.48 am.
- The bus station had been chaotic when he arrived on 1 12 21. Bays overcrowded and his bus had gone round several times.

4.2 Details of the matters raised at 4.2 were given to DH and the incidents would be included in the ongoing Table of service issues and allotted numbers AVTUGs 21012 – 21016.

### **5.0 Secretary's Report**

5.1 The following matters were raised: -

- The Treasurer said that, whilst he acknowledged Christian Wolmar's expertise, the fares quoted by him and referred to in 9.4 (a) of the report were misleading: much cheaper fares (using a concessionary rail card for example) on similar distances were available.

- TC felt that the use of the online complaints form (report 6.1 and 6.2) might be greater if it were more widely advertised: DH said BC were looking at this in the light of the BSIP commitments (see paragraph 9 below) to improved access.
- JC said that the online form should cover positive comments as well as negative ones; the Chairman praised drivers on the 165 route (to be included in the table as AVTUG 21017). Concerns over the information on the real time screens at Aylesbury bus station were expressed by members and GO referred to a recent case of a disabled user who had been unable to catch a bus departing from Aylesbury as the service had left from the wrong bay and the user was unaware of this and therefore missed the bus leading to an hour's unnecessary wait (AVTUG 21018).
- BL highlighted the lack of a bus map (showing in paper format the routes of different numbered bus services in the area): DH said that the maps were scheduled to be replaced (AVTUG 21019)
- Some general frustration over the operation of the real time bay indicators at Aylesbury and elsewhere was expressed – a particular service would simply disappear from the screen leaving users uncertain as to whether it was coming or was delayed/cancelled. (AVTUG 21020). DH repeated a point made at an earlier meeting that the screens at ABS were linked by tracking devices on the bus, so the screen showed the precise position of the bus.

## 6.0 Treasurer's report

6.1 RC stated that £104.80 was held in AVTUG's bank account. This had been reduced from the last balance to meet the costs of the hire of the ATC room for today's meeting. Once the £50 deposit had been returned the balance would be £154.80.

6.2 There was discussion about future funding for the group. AH said the group was a recognised one. GO said the decarbonising agenda would help secure funds for AVTUG as members would seek environmental improvements to the fleet.

6.3 Three possible sources of funding were mentioned: Aylesbury Town Council, the Aylesbury and other area community boards, and the Thomas Hickman Trust. It was **agreed AH should investigate funding.**

## 7.0 Bus matters: Aylesbury Bus Station Air Quality (AQ) and Condition

7.1 There was a discussion on the response by BC by letter dated 18 11 21 to the Chairman's letter of 27.10.21 (the letters having been sent with the papers for the meeting) (**agenda item 7 bullet point 1**). It was felt in general terms that the reply did not answer many of the questions raised, was waffly (CH), and consisted of some self- defeating and contradictory points (AH)

7.2 The following points were raised in the discussion and included the need for: -

- disclosure of the results of any earlier AQ tests carried out by BC or others (all)
- The disclosure of the AQ base data for the ABS –assuming this was not disclosed under bullet 1 (TC)

- Confirmation of safety responsibilities as Debbie Farelly at BC has said in an email to TC (following her own inquiry) that HSE were responsible for AQ at ABS as it was an enclosed bus station with nearby sensitive receptors
- BC's own bus service agreements, with bus companies, to provide for (a) a greater emphasis on bus companies themselves ensuring compliance (through staff action) with no idling rules and reducing thereby emissions by their own fleets (GO supported by all) (*commenting on para 9 of the BC letter of 18 11 21*) (b) bus companies supporting AQ testing (all), and (c) bus companies helping enforce environmental standards through fleet modernisation (all).
- BC to include financial penalties for breaches of the service agreement by bus operators - such as the fines imposed by London Boroughs for idling (GO).
- It was recognised by all at the meeting that the issues of AQ and the general operation of ABS were affected by the lack of staff (both operator employed and BC employed) to enforce standards and manage the station.

7.3 DH pointed out that the aim of the negotiations with the bus operators (in which he was involved) was to get commitments to fleet modernisation from them, and include financial penalties they would incur to BC in the event of breach of for example no idling rules.

7.4 DH suggested that if AVTUG wanted a meeting to follow up the issues on ABS it might be better to wait till the results of the AQ tests promised were available and disclosed. DH also said that he believed AQ tests planned for 2022 would show an improvement to AQ at ABS.

7.5 It was agreed that AVTUG again request a meeting with BC to held after the results of any AQ tests promised by BC in early 2022 were available and had been disclosed to AVTUG (all). **JC to draft a letter for the Committee to approve.**

#### **7.6 Other ABS issues**

7.7 It was recognised that work had recently been done to improve the Men's toilets and work was ongoing on the remaining toilet facilities.

7.8 The comments made in the BC letter of 18.11.21 on Aylesbury Garden Town and the transport plans provoked a discussion on the difficulties with the current location of the bus station. BC accepted that a new bus station was needed to provide better connectivity, and as part of the overall plans for the future of Aylesbury. There had been or might be 3 possible sites for relocating ABS or for a central bus /transport hub: Waterside North, Morrisons' car park, and the ground floor of the Station Multi-story car park. Waterside North was impracticable, as buses could not turn round. The matter was work in progress. TC gave the example of Bath to show what could be achieved.

7.9 RC gave a small example of how things at ABS could be improved. Some years ago people had spilt paint on the seats and pavement near Bay 4. The paint had dried and left a permanent white mark on the areas affected. People saw this and would not sit on the seats affected and avoided the area affected. DH said he would look into it.

**8.0 Bus matters: problems with services (agenda item 7 bullet point 2):** These issues had been dealt with under earlier items in the agenda.

**9.0 Bus Services Improvement Plan (BSIP) (agenda item 7 bullet point 3)**

9.1 It was recognised that the BSIP was a bulky document raising many points for future discussion. JC referred to paragraph 7 of his report (particularly 7.3 and 7.4) for the meeting which provided a list of key points.

9.2 In response to a question on demand responsive services mentioned in the BSIP, DH said that the provision of these were being discussed between BC and bus operators, these services would be accessible by Phone, App, or via a website. One route being considered was a circular one from Halton, visiting Aston Clinton, Hardwick, and then settlements and villages to the west and south of Aylesbury, for example, Stone and Ford, and thence returning to its starting point at Halton. RC suggested this might upstage route 50. DH said that it was likely the operator providing the 50 service would tender for the demand responsive service. In response to questions from BL and GO, DH said all demand responsive services would have to be provided on wheelchair accessible vehicles, and on vehicles operating to the highest Euro standards 5 and 6.

**10.0 School Bus services (agenda item 7 bullet point 4)**

10.1 JC referred to paragraph 8 of his report. DH had kindly provided a summary of the changes and contact details for BC’s school transport officer. It was **agreed** that **DH’s summary** (which had already been circulated to the Committee) **be distributed to members** of AVTUG with the minutes.

**11.0 Train matters (agenda item 8)**

11.1 Members raised no specific matters on train services.

**12.0 AOB**

12.1 GO raised the issue of a resident at Haddenham (in his 80s) who was unable to use the Arriva bus service as his very wide wheelchair exceeded the weight allowed on the bus, in contrast to the higher limits on European buses used. GO to pursue. GO also referred to his “ghastly” journey to the meeting caused by tailbacks due to the impact of HS2 works, and confusing information on the real time screen.

12.2 BL said there had been several occasions when the 500, or other services, had not pulled close enough to the edge of the bay to allow her to board at a level height so she could use her rollator. Some buses could not lower their boarding step with the same result (AVTUGs 21021/22). DH would investigate.

12.4 TC said joint working had led to improved bus services to Great Horwood.

12.3 DH gave details of Christmas services on website (to be attached to Minutes)

**13.0 Next meeting:** 29<sup>th</sup> March 2022 at 11am at Buckingham Community Centre.

The meeting closed at 3.10 pm.

..... Chairman

**Minutes of the General meeting of Aylesbury Vale Transport Users Group (AVTUG) held at the Small Hall, Buckingham Community Centre, Cornwall Meadow Buckingham MK18 1RP at 11.00am on Tuesday 29<sup>th</sup> March 2022**

### **1.0 Present**

Colin Higgs (CH) B.E.M (Chairman) (Aston Abbotts PC), Jonathan Clover (JC) (Secretary) and Richard Clark (RC) (Treasurer).

David Horsler (DH) Buckinghamshire Council (BC),

Cllr Jon Harvey (JH) (Buckingham TC), Janet Gowin (JG), Sandra Bunyan (SB), Rosemary Stuchbury (RS),

Oliver Baden (OB), Joy and Steve Copping (JOC) and (SC), and Robert Taylor (RT)

### **2.0 Apologies**

2.1 The following apologies had been received: Cllr Trish Cawte (Winslow TC), Andy Huxley, Graham Aylett (AOTRA), Alan Wallwork (Chesham TUG), Christine Dodds, Betty Rose, and Janet Davies.

### **3.0 Chairman's welcome and opening remarks**

CH welcomed all attending the meeting. He said it was good to be back in Buckingham. He reported that Andy Huxley (AH) had had to tender his resignation as Vice Chairman, as he was now in full time employment. The Chairman thanked AH for his work for AVTUG and asked the members to consider coming forward to fill the post.

4.0 **The Minutes of the meeting of 7.12.21**, circulated to members with the papers on 17.2.22, were approved.

4.1 There were no matters arising from the above- mentioned Minutes.

### **5.0 Secretary's report**

5.1 JC referred to his report of 17.2.22 sent with the papers for the meeting on that day. He said no reply had been received from BC to the Chairman's letter of the 17.2.22 (copied with the meeting papers and referred to in paragraph 4.3 of the Report). The report was **noted**.

5.2 CH said that some improvements had been made to ABS including new toilets, and painting of surfaces. Further work had started on new panelling to the walls.

5.3 OB, who was attending his first meeting, said that ABS had an unpleasant environment. It was not big enough for the services operating from there. The destination boards were not reliable. Services left from different bays to those advertised and could leave passengers behind. As well as the poor environment there was a lack of management and no-one, he asked at ABS appeared to know what was going on. The management needed improvement as well as the building.

### **6.0 Bus matters**

6.1 CH agreed to take, out of order, a contribution from RT. RT had caring responsibilities and had to get back to his home as quickly as possible.

6.2 RT said he lived in Annington Road, Buckingham. He had come to the meeting to express public concern about the position of those on pensions, who were facing increased living costs, could not afford a car, and relied on buses. Services from all the estates (Whitehead Way, Western Avenue, and Tingewick Road) to the main shopping areas were poor. Living where he did meant he could only get a bus into the shopping centres to do one hour's shopping and then had to return. He could not have a break for a tea/coffee before returning, as, if he did, he would be waiting for 2 hours for the next bus. The current services (131/132) did not go down the roads on his estate (such as Annington Road), and he found he could not easily get up the road laden with shopping, when he returned. The distance from his home to the nearest shops was a mile. He pointed out that Buckingham had a growing older population, and this group was affected just as he was.

6.3 Those attending expressed sympathy for RT. DH said that the position was that the estates round Buckingham had different needs. Leys Hill, for example, did not need a service as it was very close to the local shops. The bus services for Buckingham comprised those numbered 131 and 132. They were subsidised and ran along the main routes around the Town such as Moreton Road. The 131 and 132 services did not run down the estate roads. BC did not have the funds to extend these existing services or provide new ones to cover all the estate roads.

6.4 In the light of the comments by BC's representative, this led to a brief discussion on local alternatives such as a Community Bus and the meeting agreed to defer further discussion until item 7 on the agenda. It was explained to RT that we would take account of his comments and consider what further could be done. RT then had to leave the meeting.

## 7.0 Treasurer's report

7.1 RC reported that BC had agreed to make a grant of £500 towards AVTUG's expenses. This was thanks to the work of AH who had made a request to BC. RC said that the money had not yet been paid to the group. Currently AVTUG's funds were £104. The report was **noted**.

7.2 JC explained that during his time as Secretary he had incurred quite considerable expenses in preparing additional documents such as the printing costs for correspondence with BC related to the Air Quality issue at ABS, copying documents for postal members and the Chairman, postage, and some additional charges for IT use at public libraries. It was **agreed** that JC's reasonable expenses as Secretary would be met subject to the approval of the amounts incurred by the Chairman and Treasurer.

## 8.0 Bus matters

### 8.1 Buckingham provision

8.1.1 There was a general discussion on Buckingham bus provision in the light of the issue raised by RT. JH felt it might be a question of timing, and the fact that Addington Road was on a slope which meant carrying shopping up the hill could well be a burden for an older resident. He pointed out that there were additional local buses on Tuesdays, market day. DH concurred.



8.1.2 RC asked what had happened to the Buckingham Community bus unveiled by Cllr Rowlands many years ago. Members at the meeting had no knowledge of the position on the Community bus. DH advised that there was a website for Buckingham Area Rural Transport network and that Cllr Warren Whyte was stated to be Chairman of the network. A member questioned how the bus was paid for. DH agreed in tandem with the Secretary to investigate further and members would be notified of the outcome.

### 8.2 Forthcoming Service and timetable changes in April 2022

8.2.1 The list of the above changes had been circulated to members by email or post on 18.3.22.

8.2.2 DH highlighted some of these:

- Changes to Leighton Buzzard services with services F77, 162, and 165 operating on non-market days operating from High Street on non-market days. *CH wondered how well this would work*
- Arriva 9 – serving SMH from Aylesbury will have a revised timetable
- Arriva 150 will go via Coffee Hall and not between the Point and MK Station *CH queried why this was being done.*
- Arriva 150 would not run between Aylesbury and Milton Keynes on Sundays (DH justified the change as being because there were no passengers)
- Arriva 280: frequency of Aylesbury to Oxford service would change from every 20 minutes to every half hour. However, there were additional journeys between Thame and Oxford.
- Arriva 500: frequency of Aylesbury to Watford service reduced from every 20 minutes to every 30 minutes

8.2.3 In discussion it was confirmed that on Sundays the Aylesbury to Buckingham service (Red rose 60) and the rural service (Redrose X60) serving Aylesbury to Buckingham (via Wing and North Marston) would continue to operate on their current timetable. The key change was that there would be no Arriva 150 service from Buckingham to MK on Sundays.

### 8.3 X5 service – Buckingham to Milton Keynes

8.3.1 JH raised concerns over the major change that had occurred through the change of operator of these services. He raised the following:

- Are return fares available?
- Do buses operate from Buckingham to Cambridge?
- Can bus passes still be used?

8.3.2 DH replied that there had been a livery change (from blue to yellow and white) but not all buses had the new livery. The X5 ran to the same frequencies, there had been no change in concessionary fees so bus passes should still be usable. He would check that return tickets were available, and other points raised.

8.3.3 OB pointed out that fares on the X5 were expensive citing a single fare of £8 (Buckingham to MK), £12 Buckingham to Bicester, and £13 Buckingham to Oxford (both returns). Arriva fares were cheaper.

#### 8.4 *60 and 165 services (Agenda item 7 bullet point 2)*

8.4.1 JG, reflecting the views of users of the 60 service, felt the 2 hourly service was now more reliable than the old service. She commended the drivers in particular a lady driver who was both pleasant and drove well.

8.4.2 CH commended the drivers on the 165 route he used.

#### 8.5 *Multi-operator tickets*

8.5.1 OB pointed out that as a regular user of bus services for work it was frustrating navigating the different ticket regimes for each bus operator. He wanted to see a multi-operator ticket for Beds Bucks and Oxon.

8.5.2 DH said that an Intalink explorer ticket was available for some journeys in Bucks and Herts for example £9 per day for a single passenger and a weekly £17 ticket. This covered services such as the X60 and 280. Details could be obtained via their website [www.intalink.co.uk](http://www.intalink.co.uk). Details of the areas and fares covered in the intalink website would be included in the papers for the next meeting.

8.5.3 OB foresaw difficulties in providing a single product given the operator regime at different ends of the County.

#### 9.0 *BSIP (Agenda Item 7, bullet point 3)*

9.1 DH said he had hoped to report progress on the Plan, but that BC were waiting for central government to approve the Plan and provide the funds to progress it. At this stage therefor nothing could be done by BC on the BSIP.

9.2 DH said a new person had been appointed to manage BSIP issues, and this was James Loder, who had formerly been with BC.

9.3 OB said that breakdowns on Arriva buses were very regular. What could be done to improve this. DH said BC had no funding to help maintain their existing fleet or purchase new buses. This was a commercial decision for Arriva.

#### 10.0 *School bus services (Agenda item 7 bullet point 4)*

10.1 RC raised concerns over how school bus services were provided when there were Covid restrictions or changes in the school timetable. Could buses return when necessary?

10.2 DH said that changes in school timetables did cause difficulty as there were only a limited number of vehicles and drivers available. BC sought to work closely with the schools over provision. DH pointed out that the academies had greater autonomy, and could set different timetables, inset days, and holidays, which again affected school transport planning.

10.3 RC and other members asked if the public could use services on which children travelled. DH summarised the position: -

(i) if the service was included on a public timetable and was advertised at a bus stop then members of the public could use these services even when schoolchildren were using them as an alternative or instead of any school provision.

(ii) Buses or coaches marked as school services or identified on timetables or at bus stops as school services could not be used.

(ii) The Covid pandemic meant that some services were further restricted but these restrictions had now ended.

10.4 OB said that a search of the Traveline website to book tickets for the journey from Brackley to Buckingham on services X80 and 83 indicated that these services were available to non-school passengers.

#### **11.0 Rail services**

11.1 RC highlighted a recent video featuring the Transport Secretary promoting rail travel.

11.2 No other specific comment on rail services (apart from any in the Secretary's report) were made.

#### **12.0 Any other business**

12.1 RC said that he had been pleased to note that the spilt paint near bus bay 5 had been cleared up (appoint raised by him at the meeting on 7.12.21 (paragraph 7.9 of the Minutes for that meeting).

12.2 CH said that the 165 service was running normally now.

#### **13.0 Dates for next meetings.**

13.1 It was agreed that the next 2 meetings would be held on the following dates and at the venues stated below: -

Tuesday 14<sup>th</sup> June 2022 at 2pm at Aylesbury Town Council (Council Chamber)

Tuesday 20<sup>th</sup> September 2022 at 11.00am at Buckingham Community Centre

The meeting concluded at 12.10pm.

Chairman

Colin Higgs B.E.M

## Copy email sent to Secretary AVTUG

On Friday, 6 May 2022, 21:23:30 BST, J T <jpthomas2007@hotmail.co.uk> wrote:

Hi there Jonathon

I got your email from the Bucks CC website.

I am not sure if you are aware, there is now no longer a service between Aylesbury and MK on Sundays after the withdrawal of the 150. I did question Arriva and they state it's due to lack of passengers. A quite astonishing reason given that the country is still recovering from the pandemic. It's withdrawal by stealth.

I use the service to get to and from MK station so I can go and watch the football in Manchester from my home in Aylesbury on regular Saturdays and Sundays .

Now I have to get a bus to Berkhamsted and train up from there. A lot more expensive and a lot more time-consuming.

This is in addition to them withdrawing the final two MK to Aylesbury X60 buses on a Saturday night. Previously there was a 2045 and 2145. Now I miss the last bus and have to get a train to Leighton and a £17 taxi from there home.

I did complain to the Aylesbury MP about the withdrawal of the X60 Services and just received a standard reply from Arriva. I am waiting for a reply on my latest complaint to Rob Butler.

Is there any point arguing the case with the bus company? Who should I contact to help me? It's so frustrating, expensive and time-consuming for me.

The bus service isn't public transport, it's profit transport. If the buses ran then it would encourage people to work, study and socialise. It would be kinder to the environment.

Thanks for reading. I would welcome your comments

Jools Thomas  
07593 643377

## Aylesbury Vale Transport Users Group (AVTUG)

*MEETING to be held at Aylesbury Town Council (Council Chamber),  
Town Hall, 5 Church Street, Aylesbury, Bucks HP20 2QP.*

*On Tuesday 14<sup>th</sup> June 2022 at 2pm*

### AGENDA

1. Chairman's Welcome and Opening remarks.
2. Minutes of meeting held on 29<sup>th</sup> March 2022 (see attached)
3. Matters arising.
4. Chairman's report.
5. Secretary's report (see attached report dated 17.5.22).
6. Treasurer's report.
7. Bus matters including:
  - Air Quality at Aylesbury Bus Station (ABS) and Improvements to ABS: Response to letter to Buckinghamshire Council of 17.2.22.
  - Specific service issues: recent representation on problems caused by withdrawal/changes to X60 and 150 services affecting journeys to MK (see copy email of 6.5.22 attached).
  - Bus Service Improvement Plan (BSIP).
- 8 Train matters.
- 9 AOB including future work for AVTUG.
- 10 Date and place of next meeting/s.

*J K Clover, Secretary, AVTUG 17.5.22*

## **AVTUG: Secretary's report dated 17.5.22 for 14.6.22 meeting**

1.0 This is a shorter report, as there have been fewer reports direct to me of bus service or rail service issues. I cover the following matters.

### Reporting of bus service issues and website information for current services and changes

2.0 Please could I ask members to raise specific issues in advance of the meetings so they can be investigated, and Buckinghamshire Council advised.

2.1 I would ask members also to use the BC website both for details of current services and to raise individual service issues. The website details are:

*Website address - for example changes to services*

<https://www.buckscc.gov.uk/services/transport-and-roads/buses-and-trains>

*Service queries - faults and compliments*

[www.buckinghamshire.gov.uk/service.Public\\_transport\\_queries](http://www.buckinghamshire.gov.uk/service.Public_transport_queries)

2.2 If members cannot access the internet, and the above websites, or have specific queries, then please contact me at the following number: 01296 623334.

### The agenda

3.0 The Agenda for the meeting follows the normal pattern and I comment below at 6.0, 7.0, 8.0, and 9.0 on the items included.

### The Minutes for the meeting of 29.3.22 - items for follow up

4.0 These are attached. Several matters raised at the meeting required further work and I set out at 4.1. to 4.4 what has been done so far and further work to be done.

### Route taken by services 131 and 132

4.1 A Buckingham resident raised concerns over these services not going along his estate and in particular Annington Road (minutes: paragraphs 6.2 to 6.4 inclusive and 8.1). The current timetable shows both routes only go along the Moreton Road (the main road from Buckingham to Maids Moreton). I am following the issue up with the resident.

### Buckingham Community Bus

4.2 Members present at the meeting raised the issue of whether this bus was available. An internet search today showed an existing website for the Buckingham Area Rural Transport Network. BC Cllrs Ashley Waite and Warren Whyte as being involved. There is an email for bookings [bookings@mybart.org.uk](mailto:bookings@mybart.org.uk). From the online details which also include a Facebook page, the use of the bus is for special events and seems to be

confined to residents in the villages surrounding Buckingham, but not Buckingham itself. I am exploring the matter further with the Cllrs concerned, BC, and Buckingham Town Council.

#### Intalink website

4.3 At paragraph 8.5.1, a member said it would be useful for multi-operator tickets to be available in Bucks to cover journeys into other Counties and/or to cover journeys across Bucks. I have followed this up today. The website [www.intalink.co.uk](http://www.intalink.co.uk) shows details of bus services in Herts.

4.4 I rang the Intalink telephone number given on the website today, and was told: -

- The intalink site is an umbrella site giving details of operators and services in Herts.
- The intalink explorer ticket can be bought in Herts and can be used for journeys within Herts or for journeys starting in Herts to one adjoining County (for example Herts to Bucks or Herts to Essex). It cannot be used to cover a second journey - from Bucks or Essex in this example.
- Details of how to buy tickets can be obtained online via the operator. They could usually be bought on the bus at the start of the journey.
- Detailed bus timetables are available on the site also.

4.5. There is no Bucks equivalent to the tickets available via Intalink for journeys in Herts. No doubt this can be explored further as part of BSIP.

#### Ongoing Table of Bus Service issues.

5.0 I have updated the Table I am maintaining of bus service issues, to cover matters raised up to 16.5.22. Details from the table will be shared with BC and operators and used if a report on bus issues is produced, about which members will be advised, and which will be discussed at future meetings.

#### Air Quality at and Improvements to Aylesbury Bus Station Agenda item 7 bullet point 1)

6.0 The Chairman sent a further letter to BC on 17.2.22 on the above issues (a copy of the letter was copied with the papers sent to members for the 29.3.22 meeting), and a reply is awaited though Cllr MacPherson acknowledged receipt and confirmed the letter would be circulated to Cllrs and officers so a reply could be sent.

#### Bus service issues: services X60 and 150 (Agenda item 7 bullet point 2)

7.0 An email from a resident has been copied with the papers for the meeting. This has been copied to David Horsler for comment.

#### Bus Service Improvement Plan (BSIP)

8.0 At the meeting on 29.3.22 BC advised that central government funding had not been received so BC could not proceed with work on this. I have no further information on this.

### Membership of the Group

9.0 I circulated to the Committee and to David Horsler a copy of the names of members of AVTUG who are currently on the email circulation list (and the 3 who receive details of AVTUG meetings by post). There is a need to check and update as necessary details on this list so that: -

- papers for these meetings are sent to those who wish to be involved.
- we can ensure we can communicate effectively with operators and encourage them to attend to deal with issues face to face.

9.1 Any help members can give to update the list and encourage attendance will be appreciated.

### Train matters

10.0 There is widespread press coverage at present on plans to reduce staff on both mainline and underground services. There is also the threat of a national rail strike. Chesham TUG have concerns over these matters and their continuing battle to preserve the Met line link to Chesham.

10.1 I have noticed that there have been increasing occasions when manned ticket offices at stations locally such as Wendover and Aylesbury Vale Parkway have been closed. This can create risks to female passengers and disabled users (particularly late at night). Chesham TUG expressed their concerns at their May meeting.

### Future work of the group (Agenda item

11.0 I invite members to raise matters for the group to consider, particularly in the light of the BSIP, and future funding issues for local services. Members will note that as part of the letter written to BC on AQ I have raised the desirability of AVTUG being involved in the local transport forums that are proposed.

11.1 Now that funding has been obtained AVTUG needs to consider marketing and publicising the work of the group.

11.2 As part of the need to cooperate with other interested parties I have attended the most recent meeting of *Chesham TUG* and paid the membership fee for AVTUG of £2 (to cover the current year 2022). I suggest AVTUG considers a joint meeting or looks at a meeting open to a wider public (with BC's assistance) at which an outside speaker could be booked and to which operators could be invited.

Jonathan Clover Secretary 16.5.22