

Minutes of a meeting of the **Full Council** of Buckingham Town Council held on Monday 30th May 2022 following the Annual Statutory Meeting in the Council Chamber, Cornwalls Meadow, Buckingham.

Present: Cllr. R. Ahmed
Cllr. M. Cole JP
Cllr. G. Collins
Cllr. F. Davies
Cllr. M. Gateley Town Mayor/Chair
Cllr. J. Harvey
Cllr. S. Hetherington
Cllr. A. Mahi
Cllr. L. O'Donoghue
Cllr. A. Osibogun
Cllr. A. Ralph
Cllr. A. Schaefer Vice Chair
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. R. Willett

Also present: Mr. P. Hodson Town Clerk
Ms. C. Molyneaux Deputy Town Clerk
Ms. P. Cahill Committee Clerk

No members of the public attended and so there was no public session.

08/22 Apologies for absence

Members received apologies from Cllr. Collins, Cllr. Mordue and Cllr. Whyte.

09/22 Declarations of interest

There were none.

10/22 Minutes

Members agreed as a correct record the minutes of the Full Council Meetings held on Monday 21st March and Monday 28th March 2022.

11/22 Interim minutes

Members agreed as a correct record the minutes of the Interim Full Council Meeting held on Monday 9th May 2022.

12/22 Planning Committee

Members received the minutes of the Planning Committee meetings held on Monday 4th April 2022 and Monday 9th May 2022.

13/22 Town Centre and Events Committee

Members received the minutes of the Town Centre and Events Committee meeting held on Monday 11th April 2022.

14/22 Environment Committee

Members received the minutes of the Environment Committee meeting held on Monday 25th April 2022.

15/22 Resources Committee

Members received the minutes of the Resources Committee meeting held on Monday 16th May 2022 and **AGREED** the recommendations therein:

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

- 15/22.1 Members **AGREED** and **APPROVED** the Annual Governance Statement. The Town Clerk and the Town Mayor signed the Statement.
- 15/22.2 Members **AGREED** and **APPROVED** the Accounting Statements in the Annual Governance Return. The Town Clerk and the Town Mayor signed the Return.

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

15/22.3 Income and Expenditure report recommendations
Information was provided and **AGREED** following Cllr. Harvey's request, at the Resources Committee meeting on 16th May 2022, for information about the 14 recommendations on page 26 that were not in the agenda pack (857/21).

Cllr. O'Donoghue noted errors on page 17 of 197:

In the comments by Town Clerk column: 6.18: 'Any Debit Card issued for use will be specifically restricted to the Clerk...' This should read 'Town Clerk'.

In the same column: '...unless authorised by council or finance committee'. This should read 'Resources Committee'.

ACTION TOWN CLERK

Cllr. Willett arrived 19:10

16/22 Annual Town Meeting 24th March 2022

Members received and discussed a written report from the Estates Administrator.

Cllr. Gateley expressed thanks to the Estates Administrator for her detailed report.

The Town Clerk suggested members refer each proposed action to the relevant committee. Members **AGREED**.

ACTION ESTATES ADMINISTRATOR

17/22 Action list

Members reviewed and discussed the Action Report.

18/22 Mayoress/Mayor's Consort chain

Members received and discussed a written report from the Town Clerk.

The Town Clerk explained that the recommendation is to offer a choice for each Mayoress or Mayor's Consort to wear either the threepenny chain or the consort's badge.

Cllr. Stuchbury suggested that it is appropriate to offer the choice but that the text in the regalia speech made at Mayor Making should reflect this. Members **AGREED**.

ACTION TOWN CLERK

19/22 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

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Lloyds to work with the Post Office and others to provide Buckingham with a banking hub accessible to our rapidly-growing population."

Cllr. Cole PROPOSED the motion. Cllr. O'Donoghue SECONDED.
Members unanimously **AGREED**.

20/22 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."

Cllr. Cole PROPOSED the motion. Cllr. O'Donoghue SECONDED.
Members unanimously **AGREED**.

ACTION TOWN CLERK

21/22 To receive and question reports from Buckinghamshire Council Councillors

Cllr. Osibogun has been involved in the following:

Jubilee celebrations: support has been offered to local villages by Buckinghamshire Council.

Customer Service VIP helpline – this gives access to Council Officers.

Private fostering – encouraging people to notify the Council regarding 16-18 year olds in private fostering.

Members discussed the proposed 30mph limit along the Tingewick Road. A Facebook post had suggested that this had been agreed, however the Cabinet Member for transport had stated that a decision will not be made until June.

Cllr. Stuchbury has also been involved in the following:

Social housing: the Cabinet is now moving forward.

Food poverty – moving forward with Buckinghamshire Council.

Attending Cabinet on 7th June regarding the Buckinghamshire Neighbourhood Plan Consultation.

Has written several responses to health documents – more community based services need to come back for consultation.

Attended a meeting about the Osier Way development.

Cllr. Cole PROPOSED that Buckingham Town Council request that Cllr. Cornell and Cllr. Fealey withdraw the Facebook post, regarding the 30mph Tingewick Road speed limit, from Buckingham What Matters and apologise. Cllr. O'Donoghue SECONDED.

ACTION TOWN CLERK

A vote was taken and the results were:

In favour: 13

Against: 0

Abstentions: 1

22/22 Rainbow Flag

Members received and discussed a written report from the Town Clerk. Members **AGREED** the recommendation to fly the rainbow flag on 1st June each year to celebrate the beginning of Pride Month.

Cllr. Harvey asked if the flag reflected all of the colours, including transgender colours. The Town Clerk will check this and if not another flag will be ordered for next year. Cllr. Harvey proposed a short ceremony. Cllr. Willett agreed to raise the flag and members agreed to attend if possible, on Wednesday 1st June at 10am.

23/22 Buckingham Support for Ukraine

Members received and discussed a written report from the Communications Clerk. Cllr. O'Donoghue asked if members could be informed of the names of key members of the group (chair/vice chair etc).

ACTION COMMUNICATIONS CLERK

24/22 Police and Crime Commissioner response (Case Ref: TH31)

Members received and discussed correspondence from the Police and Crime Commissioner.

Cllr. Cole PROPOSED that Buckingham Town Council accept the Police and Crime Commissioner's offer to meet with Councillors. Cllr. Harvey SECONDED.

Cllr. Stuchbury suggested an amendment: that Councillors put their concerns together before an invitation is offered.

The Town Clerk suggested an informal meeting or small group to form an agenda.

Cllr. Gateley asked that the Town Clerk respond to the Police and Crime Commissioner to take him up on his offer of attending a meeting with a mutually suitable date to be arranged.

Members unanimously **AGREED** the amendment.

Members unanimously **AGREED** the proposal.

ACTION TOWN CLERK

25/22 Review of policies and delegated arrangements as required by Standing Orders Section 5

25/22.1 Members unanimously confirmed the delegation arrangements to committees, sub-committees, employees and other local authorities.

25/22.2 Committee Terms of Reference (S.O. 5.k.v)
Members unanimously confirmed the terms of references for the following committees with the proviso that all versions will be updated to reflect the confirmation:

25/22.2.1 Environment Committee

25/22.2.2 Resources Committee

25/22.2.3 Planning Committee

25/22.2.4 Town Centre & Events Committee

25/22.2.5 Economic Development Working Group (not currently meeting; in hiatus but keep Terms of Reference for now)

25/22.2.6 Staffing (Confidential Matters) Committee

25/22.2.7 Communications Strategy Group

25/22.2.8 Appeals Committee

25/22.3 Committee Choices (S.O. 5.k.vi)
Members received and agreed the latest table of Councillor Committee choices. Amendment: Cllr. Willett to join the Resources Committee.

25/22.4 Standing Orders and Financial Regulations (S.O. 5.k.viii) unanimously agreed:

- 25.4.1 Review and adoption of appropriate standing orders
- 25.4.2 Review and adoption of appropriate financial regulations

- 25/22.5 Review of Arrangements with other Local Authorities (S.O. 5.k.ix) unanimously agreed.
- 25/22.6 Review of Representation (S.O. 5.k.x)
Councillors confirmed that they are happy to continue to represent Buckingham Town Council on the committees with the following additions:
- Cllr. Davies will join the Buckingham Bardic Council
 - Cllr. Osibogun with deputise for Cllr. Harvey on the Pontio Group
- Cllr. Gateley requested that Councillors involved with groups forward relevant minutes/reports to the Town Clerk. The Town Clerk explained that there is very little paper kept now at the Town Council offices and minutes would not be printed and stored. He suggested that Councillors can forward minutes electronically to all Councillors who can then choose whether to read them. Members agreed.
- 25/22.7 Inventory of Land and Assets (S.O. 5.k.xii)
Review of inventory of land and assets including buildings and office equipment.
Cllr. Stuchbury queried the rebuilding cost for Buckingham Community Centre. The Town Clerk explained that the current value is the correct figure but that, following the planned survey, this will be updated.
ACTION TOWN CLERK
- Cllr. Cole asked for the current status of the Tingewick Road Cemetery. The Town Clerk has met with the solicitor but the purchase has not yet been completed.
Cllr. Try asked whether the interactive screens on page 112 should go together? The Town Clerk agreed and will amend. **ACTION TOWN CLERK**
- Cllr. Gateley pointed out some typographical errors. **ACTION COMMITTEE CLERK.**
- 25/22.8 Insurances (S.O. 5.k.xiii)
Confirmation of arrangements for insurance cover in respect of all insured risks. **AGREED.**
- 25/22.9 Subscriptions (S.O.5.xiv)
Review of the council's and/or staff subscriptions to other bodies. **AGREED.**
- 25/22.10 Complaints & Compliments (S.O) 5.k.xv)
Review of the Council's complaints procedure
AGREED with amendment to page 2: AVDC.
- 25/22.11 FOI and Data Protection (S.O. 5.k.xvi)
Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.
Town Clerk drew attention to the updated printed cost. **AGREED.**

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25/22.12 Equal Opportunities Policy (S.O. 5.k.xvii)
Review and confirm the Council's Equal Opportunities Policy.
Cllr. Stuchbury suggested adding the right to join a Trade Union.
Cllr. Gateley asked that we emphasise valuing diversity in our community.
The Town Clerk will look into this. **AGREED** **ACTION TOWN CLERK**

26/22 Code of Conduct

Members reviewed and confirmed the Council's Code of Conduct. Cllr. Stuchbury suggested that the Code of Conduct isn't prescriptive and that maybe the legal sections need to be 'firmed up'. The Town Clerk suggested that the Code of Conduct training is completed, and a follow-up discussion then takes place. Members **AGREED**. Cllr. Gateley suggested that members re-read their own personal declarations and update as necessary.

27/22 Giving of apologies at meetings

Members **AGREED** the recommendation to offer only a broad reason for absence.

28/22 Future meetings

Members received a revised calendar of meeting dates.

Members were reminded that the Equality Training takes place on 4th July 2022 but a date has not been set for the Code of Conduct training.

Cllr. Try asked if the spreadsheet can reflect if the Communication sub-group is online or 'in person'. **ACTION COMMUNICATIONS CLERK**

29/22 Reports from representatives on outside bodies

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

Aylesbury Vale Transport User Group
Buckingham Dementia Alliance
Aylesbury Vale Association of Local Councils

30/22 Mayoral engagements

Members received 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 Clarendon 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

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29.05.22 Lord Lieutenant's Service of Thanksgiving for the Queen's Platinum Jubilee,
High Wycombe

Functions the Deputy Mayor has attended:

31/22 Chair's announcements

Cllr. Gateley requested that Councillors respond to the Mayor Making invitation.
Cllr. Gateley encouraged Councillors to attend the Jubilee celebrations.

32/22 Dates of the next meetings:

Interim: Monday 27th June 2022

Full Council: Monday 18th July 2022

Meeting closed at 20:55pm

Signed

Date

DRAFT