



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

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Town Clerk: Mr C. P. Wayman

Councillors,

You are summoned to the **Annual Statutory Meeting** of Buckingham Town Council to be held on **Monday 9th May 2015** at 7p.m. in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

AGENDA

- 1. Apologies**
Members are asked to receive apologies.
- 2. Election of the Town Mayor**
Members are asked to elect the Town Mayor who will act as Chair of the Council for the forthcoming year.
- 3. Proposer/Seconder of Town Mayor at Mayor Making**
Members are asked to agree who will Propose and Second the Town Mayor at Mayor Making on 20th May 2016.
- 4. Town Mayor's Declaration of Acceptance of Office**
The Town Mayor is asked to sign her/his Declaration of Acceptance of Office before the Council.
- 5. Election of the Deputy Town Mayor**
Members are asked to elect the Deputy Town Mayor for the forthcoming year.
- 6. Proposer/Seconder of Deputy Town Mayor at Mayor Making**
Members are asked to agree who will propose and second the Deputy Town Mayor at Mayor Making on 20th May 2016.
- 7. Mayor's Reception**
To agree the Councillor who will make the speech presenting the Council's choice of Mayor at the Mayor's Reception on 20th May 2016 and, if needed, who will make the speech giving the 'Vote of Thanks' for the retiring Mayor.
- 8. Mayor's Reception**
To agree the Councillor who will make the speech presenting the Council's choice of Deputy Mayor at the Mayors Reception and, if needed, who will make the speech giving the 'Vote of Thanks' for the retiring Deputy Mayor.


Buckingham



Twinned with Mouvaux, France



9. **(S.O. 2.10.2)**
To review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities. **Appendix A**
10. **(S.O. 2.10.3)**
To review, amend or confirm the terms of references for committees.
7.1 Environment **Appendix B**
7.2 Resources **Appendix C**
7.3 Planning Committee **Appendix D**
7.4 Town Centre & Events Committee **Appendix E**
11. **(S.O. 2.10.4)**
Receipt of nominations to existing committees.
Members are asked to complete the attached form and bring it to the meeting. **Appendix F**

	<p>Buckingham Town Council</p> <p>Scheme of Delegation</p>	<p>Date Agreed: 15/02/11 Reviewed May 2015 Minute Number: 778/10 Prepared by: Mr. C.P. Wayman Version: 1.0</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 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.



Buckingham Town Council

Terms of Reference

Date Agreed: 06/05/2014

Reviewed May 2015

Minute Number: 7/14

Prepared by:

Christopher Wayman

Version: 2.0

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.

Chairman

4. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The 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.
8. All business undertaken at the Environment Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

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

- 11.1) Overseeing the management, administration and provision of the following services:
 - Outside services including, parks, cemetery, open spaces and property within these areas
 - Devolved Services
- 11.2) Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 11.3) 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, planters and signage.
- 11.4) 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, the green at Gawcott and any other land or property acquired by the Council
- 11.5) Liaising with County and District Councils 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.
- 11.6) Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 11.7) Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 11.8) Analysing any compulsory purchase proposals and advising the Council accordingly
- 11.9) Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard
- 11.10) Taking forward any other matters concerning land or property as required by the Council
- 11.11) 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
- 11.12) Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 11.13) 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

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
12. 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

13. 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.



Buckingham Town Council

Terms of Reference

Date Agreed: 6/05/2014

Minute Number: 7/14

Reviewed May 2015

Prepared by:

Christopher Wayman

Version: 2.0

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.

Chairman

4. The Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The 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.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

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

- Strategy
- Finance
- Personnel
- Policy
- Grants
- Civic Matters
- Communications
- Office Accommodation

Powers and responsibilities

10. In addition to the areas of operation above the Policy and Finance 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:
 - determine fees and charges for services provided by the Council
 - 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 Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

Personnel

- 10.12) to monitor all matters affecting the promotion, discipline and salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)
- 10.13) to meet as required to discuss and investigate any personnel requirements

- 10.14) to oversee Officer and Member training
- 10.15) to meet as required by the Council for staff reviews
- 10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10.19) 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.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chairman and the Mayor

Further Information

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. 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.
- 13. 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.



Buckingham Town Council

Terms of Reference

Date Agreed: 09/05/2016

Minute Number:

Prepared by:
Christopher Wayman

Version: 3.0

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 Chairman, 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.

Chairman

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

Conduct of the Meeting

9. All meetings of the Planning Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
10. All business undertaken at the Planning Committee shall be done 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:
 - 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 below 20 housing units and non-mixed development.
- 12.4 the determination of responses on behalf of the Council in respect of all applications relating to the preservation and other works with respect to trees and tree preservation orders
- 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 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

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.



BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE

TERMS OF REFERENCE

1. The Committee shall be known as the **TOWN CENTRE AND EVENTS COMMITTEE**
2. The Committee shall be responsible for and have authority for:

Markets

- 2.1) the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 2.2) the promotion of environmentally friendly carrier bags.

Charter Fair

- 2.3) to organise and co-ordinate the Annual Charter Fair and set up contract.
- 2.4) to liaise with the Showmen's Guild and/or their representatives, the Police and the County Council.

Annual Events

- 2.5) to set up Road Closure Order.
- 2.6) to arrange and co-ordinate the Town Council's events being; May Day, Music Festivals, Teddy Bears Picnic, Buckingham Festival Fortnight, River Rinse, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and Beautiful Buckingham and any other such events as agreed from time to time.
- 2.7) to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 2.8) to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 2.9) to promote the Town through appropriate media and via the web site.
- 2.10) to work with the Town Centre Traders.
- 2.11) to support any other Council events in the Town Centre.

Youth Budget

- 2.12) to set up Youth Projects.

3. The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
4. The Committee shall undertake reviews of Terms of Reference as and when appropriate.



Memorandum

To: All Councillors

CC:

From: Claire Bolton, Committee Clerk

Date: Monday, 25 April 2016

Re: Committee Choice 2015/16

PLEASE INDICATE (X) WHICH COMMITTEES YOU WISH TO SERVE ON

Councillor.....

FULL COUNCIL	
PLANNING	
TREE SUB-COMMITTEE (PLANNING)	
TOWN CENTRE & EVENTS	
BUCKINGHAM FRINGE WORKING GROUP (TOWN CENTRE & EVENTS)	
RESOURCES	
PERSONNEL SUB-COMMITTEE (FINANCE, ADMINISTRATION & PERSONNEL)	
COMMUNICATIONS STRATEGY GROUP (FINANCE, ADMINISTRATION & PERSONNEL)	
ENVIRONMENT	