

BTC/02/20

Minutes of a meeting of the Full Council of Buckingham Town Council held on **Monday 11<sup>th</sup> May 2020** online following the Annual Statutory Meeting of Buckingham Town Council

**Present:**

Cllr. T. Bloomfield  
 Cllr. M. Cole  
 Cllr. Mrs. G. Collins            Mayor  
 Cllr. P. Collins  
 Cllr. Mrs. M. Gateley  
 Cllr. J. Harvey  
 Cllr. P. Hirons  
 Cllr. A. Mahi  
 Cllr. H. Mordue  
 Cllr. Ms. R. Newell  
 Cllr. L. O'Donoghue  
 Cllr. A. Ralph  
 Cllr. M. Smith  
 Cllr. Mrs. C. Strain-Clark  
 Cllr. R. Stuchbury  
 Cllr. M. Try                        Deputy Mayor

**In attendance:** Mr. P. Hodson            Town Clerk  
                          Mrs. N. Stockill            Committee Clerk  
                          Cllr. W. Whyte            Buckinghamshire Councillor  
                          Cllr. C. Clare            Buckinghamshire Councillor  
                          Cllr. T Mills            Buckinghamshire Councillor

**10/20 Apologies**

There were no apologies.

**11/20 Declarations of Interest**

There were no declarations of interest.

**12/20 Minutes**

Members received the minutes of the Full Council Meeting held on:

Monday 16th March 2020 **Copy previously circulated BTC/07/19**

856/19 – Cllr. Stuchbury asked for 'AVDC' to be amended to 'Buckinghamshire Council'. **AGREED**

With the above amendment, the minutes were **AGREED**

**13/20 Interim Minutes**

Members received and **AGREED** the minutes of the Interim Council meeting held on Monday 20th April 2020 **Copy previously circulated IM/04/19**

**14/20 Planning Committee**

Members received the minutes of the Planning Committee meeting held on: Monday 20th April 2020 **Copy previously circulated PL/13/19**

**15/20 Town Centre and Events Committee**

Members received the minutes of the Town Centre and Events Committee meeting held on Monday 30<sup>th</sup> March 2020 **Copy previously circulated TCE/06/19**

**16/20 Environment Committee**

Members received the minutes of the Environment Committee meeting held on Monday 6<sup>th</sup> April 2020 **Copy previously circulated E/06/19**

**17/20 Resources Committee**

Members received the minutes of the Resources Committee meeting held on Monday 27<sup>th</sup> April 2020 and discussed the recommendations therein:

**Copy previously circulated R/06/19**

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury and unanimously **AGREED** to accept the following recommendations:

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** that the Resources Committee recommends to Full Council to:

- adopt the proposed Investment Strategy and;
- that the Council moves funds not immediately required from Lloyds TSB to the CCLA's Public Sector Development Fund.
- It is recommended that the Committee recommends to Full Council to amend the ear-marked reserves for 2020/21 to consist of:

(NB the recommendation to Resources omitted the following Ear-Marked Reserve, which was agreed by Full Council on 16<sup>th</sup> March 2020 **(850/19)**. This is included in the list below for clarity. A budget be put in place to create an ear marked reserve to ensure that the River Warden scheme can continue for three months.)

<b>901</b>	<b>EARMARKED RESERVES</b>	<b>Proposed revised EMR</b>
9001	YOUTH COUNCIL	1,000
9002	CEMETERY DEVELOPMENT	55,728
9004	SOLAR PANEL LACE HILL	28,076
9006	SPEED WATCH	598
9012	CHRISTMAS LIGHTS	295
9015	CHARTER FAIRS	4,136
9025	PLAY AREA REPLACEMENT	30,121
9027	GREEN BUCKINGHAM GROUP	226
9029	CIRCULAR WALK MAINT	5,399
9030	TOURISM LEAFLETS	2,404
9033	ECONOMIC DEVELOPMENT GRP	-2,685
9035	PARKS DEVELOPMENT	1,405
9036	ELECTION COSTS	5,094
9037	FAIR TRADE	0
9040	PARK RUN	89
9041	BONFIRE AND FIREWORK	0

9045	ACCESS FOR ALL	251
9046	PLANNING DISPLAY EQUIPMENT	629
9048	BAG FUND	1,283
tba	NEIGHBOURHOOD PLAN	20,000
tba	BRIDGE REPAIRS	15,000
tba	OFFICE DEVELOPMENT / FURNITURE	12,000
tba	DEPOT EQUIPMENT PURCHASE	5,000
tba	AEDs (Automated	420
tba	LACE HILL REPAIRS AND MAINTENANCE	5,000
tba	HERITAGE APP EXPENDITURE	4,306
tba	YOUTH PROJECT	3,000
<b>TOTAL</b>		<b>198,775</b>

### 18/20 Action List

Members noted the Action List and **AGREED** to change Cllr. Macpherson's name to Cllr. Whyte in action 408/19.

**ACTION COMMITTEE CLERK**

### 19/20 Standing Orders Item 5

19.1/20 Delegated arrangements (S.O. 5.k.iv)

Members reviewed and **AGREED** the delegation arrangements to committees, sub-committees, employees and other local authorities.

19.2/19 Committee Terms of Reference (S.O. 5.k.v)

To review and amend or confirm the terms of references for committees:

Cllr. Stuchbury said the Terms of Reference should be reviewed by Council Committees before being presented to Full Council.

Cllr. P. Collins reminded Members that Full Council had authority to determine Committee Terms of Reference and proposed they be accepted. Cllr. Hirons asked for all of the documents to be updated to remove references to AVDC and BCC and replace with Buckinghamshire Council. Cllr. Gateley asked for gender neutral language to be used in all of the Town Council's documents.

Members held a discussion on whether to remove/edit references to the European Union. The Town Clerk recommended that Council wait until the revised model Standing Orders are issued by the National Association of Local Councils (NALC).  
**AGREED**

Proposed by Cllr. Stuchbury and seconded by Cllr. Harvey to refer individual Terms of Reference to Council Committees for review. Cllr. Stuchbury called for a recorded vote.

In favour: Cllrs. G. Collins, Harvey, Ralph, Try, O'Donoghue, Stuchbury, Smith, Newell Gateley, Mordue, Cole, Bloomfield and Hirons.

Against:

Abstentions: Cllrs. Mahi, P. Collins and Strain-Clark.

Motion carried

**ACTION TOWN CLERK**

19.3/20 Committee Choices (S.O. 5.k.vi)  
Members noted the list of Committee Members. The Committee Clerk agreed to circulate an update version to Members. **ACTION COMMITTEE CLERK**

19.4/20 Standing Orders and Financial Regulations (S.O. 5.k.viii)  
19.4.1/20 Review and adoption of appropriate standing orders  
**AGREED**  
19.4.2/20 Review and adoption of appropriate financial regulations  
**AGREED**

19.5/20 Review of Arrangements with Other Local Authorities (S.O. 5.k.ix)  
**AGREED**

19.6/20 Review of Representation (S.O. 5.k.x)  
Members reviewed the Council's work with external bodies and arrangements for reporting back. Members **AGREED** the following amendments to the report:

- Remove the Buckingham Community Hall Association.
- Cllr. G. Collins to continue as a seconded member of Access4All.
- Cllr. O'Donoghue to fill Cllr. G. Collins's vacancy on the Buckingham General Charities.

Members **AGREED** to discuss representation on the Community Boards at the next Interim meeting of Full Council. **ACTION TOWN CLERK**

19.7/20 Inventory of Land and Assets (S.O. 5.k.xii)  
Members reviewed an inventory of land and assets including buildings and office equipment and **AGREED** to refer the report to the next meeting of Resources Committee. **ACTION TOWN CLERK**

19.8/20 Insurances (S.O. 5.k.xiii)  
Members noted the arrangements for insurance cover in respect of all insured risks and raised queries about the level of cover for notifiable diseases and other events. The Town Clerk recommended referring a report to Resources Committee and allowing time to prepare a report on special provisions for notifiable diseases and pandemics. **AGREED** **ACTION TOWN CLERK**

19.9/20 Subscriptions (S.O.5.xiv)  
Members reviewed and **AGREED** the council's and/or staff subscriptions to other bodies.

19.10/20 Complaints & Compliments (S.O) 5.k.xv)  
Members reviewed and **AGREED** the Council's complaints procedure.

19.11/20 FOI and Data Protection (S.O. 5.k.xvi)  
Members reviewed and **AGREED** the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

## **20/20 Financial Risk Assessment**

Members reviewed and **AGREED** the Council's Financial Risk Assessment.

## **21/20 Co-option to vacancy on the Town Council**

Members received a written report from the Town Clerk. Cllr. Smith said it would be

hard to induct a new councillor within the current climate and potential candidates may not be able to apply online. The Town Clerk explained that if no election was necessary, then the Council could co-opt a new councillor as a part of a meeting in the usual way, using Zoom. Members accepted that candidates were able to present to Full Council through zoom and realistically any new councillor would need to be able to use Zoom to take part in normal council meetings anyway, so this would not be an unreasonable restriction at this time. Cllr. Strain-Clark spoke in support of declaring a vacancy as the alternative may mean that the Town Council does not have a full complement of councillors for many months.

A vote was taken for the Council to declare a vacancy. The results were:

In favour: 13

Against: 1

Abstentions: 2

**ACTION TOWN CLERK**

### **22/20 Covid-19 Update**

The Town Clerk reported that during the current COVID19 emergency the Greenspaces Team was providing a slightly reduced service with reduced numbers of green space maintenance staff being deployed outside. Vehicles and machinery are only to be used by one member of staff and PPE equipment and strict Health and Safety guidelines were in place for the safety of staff and members of the public. The Estates Manager was investigating the feasibility of leasing another works vehicle for an initial period of 6 months. The Council will carry on following Government guidance. The Estates Manager would be contacting the Buckingham Tennis Club to discuss the arrangements of potentially reopening the courts in Chandos Park. The Town Clerk said the office would work with the Bowls and Tennis Clubs to ensure they put in place appropriate measures if they reopen. The Town Clerk said he would invite Councillors to an informal meeting to discuss support for local business. Members recorded their thanks to the Town Council staff for the continuation of services around the town.

### **23/20 Unitary Council**

Members noted a verbal report from the Town Clerk regarding unitary discussions.

### **24/20 Budget Workshop**

Members noted that a budget workshop will be held on **Wednesday 20<sup>th</sup> May from 10:00 to 12:30** to discuss the budgets for last year and this year, along with the Financial Risk Assessment, and to make any appropriate recommendations to the Resources Committee.

### **25/20 Committee Calendar 2021 (SO 5.k.xviii)**

Members received and noted the Committee Calendar for 2021

### **26/20 To receive and question reports from Buckinghamshire Council Councillors**

Cllr. Stuchbury reported on two written questions that he had submitted to the Cabinet meeting of the Buckinghamshire Council on the 21<sup>st</sup> April 2020. Cllr. Stuchbury updated Members on his new areas of responsibility as a Buckinghamshire Council Councillor, including Audit Committee, Planning (North) Committee, Education and Children's Select Committee, Community Board and Buckinghamshire Fire Authority.

Cllr. Mordue updated Members on his new areas of responsibility as a Buckinghamshire Council Councillor, including Standards Committee, Planning Committee, Community Board and Scrutiny Committee.

Cllr. Clare updated Members on his new areas of responsibility as a Buckinghamshire Council Councillor, including Scrutiny for Transport and Chair of the Buckingham and villages Community Board. Cllr. Clare hoped that early meeting of the Community Board could take place online before the end of the summer. Funding was available to community organisations from a variety of sources, both local and national to support a wide range of activities, from small grants to community groups. Recent recipients include the Buckingham Food Bank and Buckingham Young Carers.

Cllr. Whyte provided the following updates:

- Buckingham's garden waste collections would resume from week beginning the 18<sup>th</sup> May 2020.
- A mobile corona virus testing unit would visit Buckingham on Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> May 2020.
- A new Buckinghamshire Council Parishes Newsletter has been published.
- The HGV project is progressing (albeit remotely) looking at the long-term issues of preventing HGV from entering the town centre.
- Cllr. Whyte has a position on the Cabinet of the new authority and will be overseeing the planning portfolio.

## **27/20 Reports from Representatives on Outside Bodies**

Members noted the reports listed below:

27.1/20 Buckingham Action Dementia Alliance - 4<sup>th</sup> March 2020.

## **28/20 Mayoral Engagements**

Members noted a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

Mar 18 Bucks CC HGV Meeting, Lace Hill Community Centre - postponed  
Mar 19 Bardic Festival, Kings Head Buckingham - cancelled  
Mar 21 University of Buckingham Graduation Ceremony – cancelled  
Mar 24 Covid-19 teleconference with Sir Anthony Seldon  
Mar 29 Bucks CC Chairman's Civic Service, Aylesbury – cancelled  
Apr 04 South Northants Chairman's Dinner, Silverstone Heritage - cancelled  
Apr 07 Pontio Group virtual meeting  
Apr 18 Birthday greetings to Captain Tom Moore, NHS fundraiser  
Apr 26 Buxplore Launch virtual - postponed  
Apr 30 University Vice-Chancellor's Community teleconference  
May 01 Maypole Dancing, Buckingham Parish Church - cancelled  
May 08 VE-Day Commemoration - virtual church service participation  
May 08 VE-Day Mayor's Message to Buckingham (video)  
May 10 VE-Day Commemoration - virtual Church Service

Functions the Deputy Mayor has attended:

There were none.

**29/20 Chair's Announcements**

Cllr. G. Collins thanked her fellow Town Councillors for their support and said it was a privilege to follow in the footsteps of past Mayors. Cllr. G. Collins said she had chosen the local charities Clearly Speaking and the Kit Cat Club as they both offer support services for children and families dealing with emotional difficulties and mental health issues.

**30/20 Dates of the next meetings:**

Interim Council – 22<sup>nd</sup> June 2020  
Full Council – 13<sup>th</sup> July 2020

Meeting closed at: 20.58

Signed ..... Date .....

Town Mayor

