



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 18 November 2020

Councillors,

You are summoned to a meeting of the **Full Council of Buckingham Town Council** to be held on Monday 23rd November 2020 at 7pm online via Zoom, Meeting ID 871 2899 7691.

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSifcZC9Q/>

Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive 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 receive the and agree the minutes of the Full Council Meeting held on Monday 5th October 2020. [Copy previously circulated BTC/04/20](#)

4. Interim Minutes

To receive and agree the minutes of the Interim Council meeting held on Monday 2nd November 2020 [Copy previously circulated IM/03/20](#)



Twinned with Mouvaux, France;



Neukirchen 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 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 12th October 2020

[Copy previously circulated PL/08/20](#)

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 19th October 2020.

Members **AGREED to RECOMMEND** to Full Council that the Council earmark and commits the remaining budget from 301/4115 to the 2021/22 budget to give Councillors the opportunity to do an extra river rinse in the next financial year 2021. (744/20) (*This would be a total of £250*)

[Copy previously circulated TCE/04/20](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 26th October 2020.

[Copy previously circulated E/03/20](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 9th November 2020.

[Copy previously circulated R/03/20](#)

9. Economic Development Working Group

To receive the minutes of the Economic Development Working Group meeting held on Wednesday 11th November 2020

[Copy previously circulated EDWG/03/20](#)

10. Terms of Reference

To review and agree the terms of reference as reviewed at Town Centre & Events Committee (min 718/20)

[Appendix A](#)

11. Motion – Cllr. M. Cole JP

"This Council requests that all councillors elected to represent their town and parish councils be afforded their civic title of 'Councillor' in attendance lists and minutes of the Buckingham & Villages Community Board, and that they are reinstated as Committee Members and not 'Public' at those meetings. Not to do so is undemocratic, and disrespectful to the Town and Parish Councils for which this Board is convened."

12. Motion – Cllr. L. O'Donoghue

"As per Minute Number 176/20 Buckingham Town Council agreed to support the new national Code of conduct once it becomes ratified, however due to a number of posts that have taken place on a popular Facebook group I would like to submit that the following sections are added to the Town Council's Code of Conduct with immediate effect. These are:

Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted 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 other councillors and/or your council.

Not bullying or harassing any person.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The 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 not always be obvious or noticed by others. The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation."

13. To receive and question reports from Buckinghamshire Council Councillors

14. Action List

[Appendix B](#)

15. Diversity & Inclusion Working Group

To receive and discuss an interim verbal update from Cllr. Gateley

16. Town Council Photograph

To discuss whether to make arrangements for an online formal photograph of the current Council.

17. Town Council Awards

To discuss whether to form a Working Group to review whether to amend the Council's current scheme of awards.

18. Notification of road closure - Moreton Road

To received and discuss notification of the road closure for the second part of the Moreton Road gas main works.

[Appendix C](#)

19. Covid 19

To receive and discuss a verbal update from the Town Clerk

20. Precept Preparation Update

To receive and discuss a written report from the Town Clerk

[BTC/67/20](#)

21. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

- None provided

22. Mayoral Engagements

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

Functions the Mayor has attended:

4th November 2020 1-1 visit to Clearly Speaking 4th Nov.
6th November 2020 Online school remembrance service with the Royal Latin school.
8th November 2020 Remembrance service at cenotaph.
9th November 2020 On line Twinning Association

Functions the Deputy Mayor has attended:

23. Chair's Announcements

24. Date of the next meetings:

Interim Council – Monday 21st December 2020
Full Council (Precept) 11th January 2021

25. CONFIDENTIAL SESSION

Exclusion of press and public

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

26. Further Devolution of Council Services

To receive and discuss a written report from the Town Clerk

[BTC/68/20](#)

27. Council Chamber

To receive and approve a quote for building works for the Council Chamber

[BTC/69/20](#)



Buckingham Town Council

Terms of Reference

Date Agreed: 19/10/2020

Minute Number: 731/20

Reviewed 19/10/2020

Prepared by:

Paul Hodson

Version: 2

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
 - 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.

Chairman

5. 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.
6. 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.
7. The Chair/Chairman if present shall Chair the Committee meeting.

Conduct of the Meeting

8. 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
- The Committee shall undertake reviews of Terms of Reference as and when appropriate.

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk	To be reviewed in January 2021	Jan-21
Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> • That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&D Statement as a Design Guide, replacing the current AVDC SPG. • That Buckingham Town Council, in conjunction with the Buckingham Society and other interested parties, hold a celebration event marking 20 years of the Buckingham Design Guide. " 	Town Clerk	Events to be organised by the new Town Council post-May 2021. Being discussed by the Neighbourhood Plan Sub-Committee for potential inclusion in the revised Plan.	May-21
Full Council	384/19	Photograph	Members discussed and AGREED arrangements for formal photographs of the current Council and also the Council who will be elected in May 2020	Town Clerk	Delayed by Covid 19 lockdown	Ongoing and feedback by November 2020
Interim	381/19	NDP	1. That the Council progress with plans for a full refresh of the Buckingham Neighbourhood Plan. This would work towards having clear options available for the new Council in May 2020. The target date would be the end of March, 2020 for these to be developed. 2. That representations as to the retention of the existing NDPs' policies in relation to affordable housing be made in the upcoming consultation period on VALP modifications. 3. That representations are made to the shadow Buckinghamshire Council regarding clarification of the future plans for implementing CIL.	Town Plan Officer and Town Clerk		Apr-21
Full Council	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	Report back on Committee reviews to the March 2021 Full Council	Mar-21
Full Council	886/09	Chamber	<p>Proposed by Cllr. Newell and seconded by Cllr. Stuchbury that if the work does need to be re-tendered the current approach, Option 1, is retained. I.e. that the Chamber toilet is removed and the disabled toilet in the Community Centre shared by Chamber users.</p> <p>Proposed by Cllr. Try and seconded by Cllr. P Collins that if work does need to be retendered then officers reevaluate the options for utilising the space within the Council Chamber.</p>	Town Clerk	The first round of inviting tenders didn't result in any tenders being received due to supply chains not being able to provide prices. Tenders are currently being sought.	November Agenda
Interim	225/20	Council Awards	Members discussed how and when to present the awards and it was AGREED to discuss the presentation the Town Council Awards for 2020/21 at a future meeting of Full Council. This may include a new award for volunteer work during the COVID-19 pandemic. ACTION TOWN CLERK	Town Clerk	On the agenda for Full Council.	November Agenda

225/20	Diversity & Inclusion workshop	Buckingham Town Council establishes a Working Group to examine issues which have been brought to public attention by recent racist events, seeking to establish how these may affect Buckingham and the steps that it may be possible to take in order to improve the lives of all residents. Membership of the Working Group would comprise Town Councillors plus an equal or greater number of residents drawn from the BAME community and their supporters, including from the University. We would expect the Working Group to bring their first progress report to Full Council on November 23rd, and present their final recommendations by the end of this council year.	Town Clerk		Agenda November 2020
226/20	Covid-19 Public crossing at Moreton Road	Cllr. Harvey questioned whether the crossing was legally compliant and whether a temporary road order was required. Members AGREED for the Town Clerk to investigate and report back	Town Clerk	Awaiting update from Buckinghamshire Council	Agenda January 2021
227/20	Unitary	The Town Clerk explained the devolution project pilot had been delayed because of Covid-19 and he would report back to the September meeting of Full Council as to whether Buckingham Town Council has been selected to take part.	Town Clerk	The Town Council has been selected to take part	Agenda November 2020

From: Buckinghamshire <noreply@one.network>
Sent: 18 November 2020 13:20
Subject: TTRO - Moreton Road, Buckingham

Dear All

Please find attached the completed TTRO application form and diversionary route for works on the Highway by Cadent Gas.

https://one.network/downloads/tm/1016/ttro-application-form-mk-new_119635788_3276263_ea2c9067e4.pdf

I trust you will all find this to be in order but should you have any queries please do not hesitate to contact me by **2/12/20 - after this date I will assume that there are no objections.**

Regards

Permit Officer

Floor 10

Walton Street Offices

Walton Street

Aylesbury

Buckinghamshire

HP20 1UY

Please note this a non replyable email address, all emails need to be directed to roadclosures@buckinghamshire.gov.uk

Click here if you no longer wish to receive this email alert

**BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 23RD NOVEMBER 2020**

Contact Officer: Paul Hodson, Town Clerk

Precept Preparation

1. Recommendation

- 1.1. It is recommended that the Council note the report, and make any appropriate recommendations.

2. Background

- 2.1. A five-year budget has been prepared, to enable long-term planning. This is based on the budget agreed by the Precept Meeting in January 2020. The Town Centre & Events, Resources and Environment Committees have received and commented on the first draft of the budget. Each committee will now receive a revised version for review to assist in the preparation of the final budget which will be submitted to the Precept Meeting in January 2021.
- 2.2. The draft budget has been prepared assuming RPI of 1.5%, and allowing for a salary increase of 2%.
- 2.3. So far the Council has not received the Council Tax Base figure for 2021/22. (This data will be provided by Buckinghamshire Council on 1st December). This may be more or less than the current year; more houses will be built, but in the current economic climate the number of households receiving Council Tax Benefit may increase). The final increase per Band D property cannot yet be known, however it is likely that the draft budget proposed would result in a 0% increase per household for 2021/22.

3. Ear-Marked Reserves

- 3.1. At the end of the previous financial year (2019/20), the Council reported an underspend of £617,568. The ear-marked reserves totalled £195,688, leaving £421,880 in the general reserve. In new guidance provided during 2019, the Joint Panel on Accountability and Governance (JPAG) now advise that any authority with Net Revenue Expenditure (NRE) in excess of £200,000 should plan on 3 months equivalent General Reserve, although it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained.

- 3.2. For 2020/21 this would have been £226,113. However, in light of uncertainties the Council was facing, it was agreed for the Council to maintain the General Reserve at £422,134 for 2020/21, with the proviso that the Resources Committee are asked to review the new guidance and propose a fresh Reserves Policy during 2020/21.
- 3.3. Following a review of works required to Council assets, a number of schemes are proposed to be taken forwards during the next 2 – 3 financial years. It is therefore proposed to add a range of schemes to the ear-marked reserves. This will both bring the Council closer to the recommended general reserve and allow schemes to take place without requiring a substantial increase to the precept.