



# BUCKINGHAM TOWN COUNCIL

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

Wednesday, 08 March 2017

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 13<sup>th</sup> March 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr C. P. Wayman  
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

## 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 minutes and confirm the recommendations therein of the Full Council Meeting held on:

- Monday 23<sup>rd</sup> January 2017 **Copy previously circulated BTC/10/16**

### 4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 20<sup>th</sup> February 2017.

**Copy previously circulated IM/06/16**

### 5. Planning Committee

To receive the minutes and confirm the recommendations therein of the Planning Committee meetings held on:

- Monday 16<sup>th</sup> January 2017 **Copy previously circulated PL/11/16**
- Monday 30<sup>th</sup> January 2017 **Copy previously circulated PL/12/16**
- Monday 20<sup>th</sup> February 2017 **Copy previously circulated PL/13/16**

### 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 6<sup>th</sup> February 2017 **Copy previously circulated TCE/06/16**
- Monday 5<sup>th</sup> December 2016 **Copy previously circulated TCE/05/16**



Twinned with Mouvaux, France



**7. Environment Committee**

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 2017. **Copy previously circulated E/06/16**

Proposed by Cllr. Smith and seconded by Cllr. Harvey to **RECOMMEND** to Full Council that all Members use Disabled Go website and feedback on improvements to any properties.

**8. Resources Committee**

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 27<sup>th</sup> February 2016. **Copy previously circulated R/06/16**

**9. West End Farm Extra Care development proposal (1600847/APP)**

To receive a presentation from representatives of Local Dialogue **Appendix A**

**10. To receive reports from District and County Councillors**

**11. Review of Long-term Hire – Mind the Gap (Lace Hill Day Nursery)**

To receive a written report from the Town Clerk and Deputy Town Clerk **BTC/67/16**

**12. Action List**

To receive the list and discuss any items **Appendix B**

**13. Financial Documents for approval**

- |      |   |                   |
|------|---|-------------------|
| 13.1 | To review and approve the Financial Regulations     | <b>Appendix C</b> |
| 13.2 | To review and approve the Standing Orders           | <b>Appendix D</b> |
| 13.3 | To review and approve the Financial Risk assessment | <b>Appendix E</b> |

**14. Council Chamber**

Members to receive and agree architectural designs for the Chamber and a proposed storage area above the Council Chamber **Appendix F**

**15. Buckingham Community Centre Entrance**

To receive a written report from the Town Clerk **BTC/68/16**

**16. Sports & Drama Awards**

To discuss and agree whether to make an award in 2017 (to be awarded a silver salver at the Mayor's Reception in May)

**17. The Buckinghamshire, Oxfordshire, Berkshire West Sustainability Transformation Plan 2016**

Cllr. Stuchbury to lead a discussion and agree any action to the Buckinghamshire, Oxfordshire, Berkshire West Sustainability Transformation Plan 2016 **Appendix G**

**18. Tingewick Road Cemetery Action Plan**

To receive a written report from the Town Clerk **BTC/69/16**

**19. Reports from Representatives on Outside Bodies**

Members are asked to note the reports listed below:

- |      |   |                   |
|------|---|-------------------|
| 19.1 | Buckingham Community Hall Association – 28 <sup>th</sup> July 2016      | <b>Appendix H</b> |
| 19.2 | Buckingham Community Hall Association – 22 <sup>nd</sup> September 2016 | <b>Appendix I</b> |
| 19.3 | Buckingham Community Hall Association – 17 <sup>th</sup> November 2016  | <b>Appendix J</b> |
| 19.4 | Access for All – 14 <sup>th</sup> February 2017                         | <b>Appendix K</b> |
| 19.5 | Destination Buckingham – 21 <sup>st</sup> February 2017                 | <b>Appendix L</b> |

**20. Mayoral Engagements**

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

Functions the Mayor has attended:

- 26/01/17 - Holocaust Memorial Day at Milton Keynes
- 31/01/17 - Meet pupils at Buckingham Primary School in Full Mayoral Regalia
- 03/02/17 - RAF Croughton winter reception
- 04/02/17 - Buckingham Library Birthday
- 04/02/17 - Buckingham Twinning coffee morning
- 14/02/17 - Pancake race
- 18/02/17 - 'Beat the Stereotype' lunch at Well St. Church
- 22/02/17 - Open Boots Opticians
- 23/02/17 - Attend AVDC meeting in Aylesbury
- 25/02/17 - Cake Judging of Youth Bake-off cakes at the Food Fair
- 09/03/17 - Sit for Art School in Mayoral Regalia
- 11/03/17 - Chairman of AVDC's invite to Waterside Theatre

**21. News Releases**

**22. Chair's Announcements**

- 23. Date of the next meeting:** Interim Council – Monday 10<sup>th</sup> April 2017  
Full Council - Monday 8<sup>th</sup> May 2017

**24. COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**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.

**25. Purchase of land at Tingewick Road Cemetery**

To receive a confidential report from the Town Clerk

**BTC/70/16**



Buckingham Town Council  
The Buckingham Centre  
Verney Close  
Buckingham  
Buckinghamshire  
MK18 1JP

3<sup>rd</sup> March 2017

Dear Councillors,

**West End Farm Extra Care development (planning reference: 16/00847/APP)**

As you will be aware from the agenda papers, at your next meeting the Town Council will be discussing our application that proposes new extra care accommodation at West End Farm, Brackley Road.

We are extremely grateful for the opportunity to discuss our proposal with you again; particularly as we know the Town Council has already formally considered the application on two earlier occasions. Having carefully reviewed the Town Council's representations, we are keen to talk to members about the concerns that have been raised. Buckingham Town Council is proud of its Neighbourhood Plan, and has every good reason to be so. You have invested a lot of time and effort into developing a robust policy framework for shaping the future of your town, and we are very supportive of this. Therefore we are eager to show how the proposal accords with the Neighbourhood Plan as well as how it addresses other issues that you have raised.

Your original representation raised the concern that allowing our development could create a precedent for the development of other unallocated sites. We are sympathetic to this issue, but are confident that the nature of our proposal means that this precedent cannot be set. The Council requires development to be located in sustainable locations, within the settlement boundary of Buckingham. Our proposal is in the unique position that it is half in and half out of the settlement boundary with the site consisting of a redundant green field and former commercial buildings. Development at the site would in effect plug a gap on the edge of the town; no other site on the edge of Buckingham replicates the particular conditions of this site.

In addition, whilst policy HP1 allocates sites to deliver open market housing (C3 use), no policy takes account of the need to deliver extra care accommodation (C2 use). Given the recognised need for this kind of accommodation, this absence of a policy will present challenges to the local community and those individuals in need of specialist housing. However, while not specifically allocating land for development, policy HP4 does require a diverse housing mix to meet local needs. In the context of the need for extra care accommodation, our proposal would certainly conform to the requirements of this policy.

We have also noted the Town Council's comments regarding highways and parking matters, and are confident the application can overcome these. We would provide a minibus service in perpetuity to link the site with the town centre, and also improve footpath connectivity - measures we will commit to in a s.106 legal agreement. Notwithstanding this, Buckinghamshire County Highways officers have reviewed the application and have confirmed the proposed use will lead to fewer vehicle movements than the permitted commercial use at the site.

When we come to your meeting on 13<sup>th</sup> March, we will bring copies of the site layout and elevations to talk through the scheme, and we will be very happy to discuss these and any other questions or comments you may have.

Throughout the planning process we have been very pleased with the positive response our plans received from members of the local community, and even now the only public representations on the planning file have been written in support. I understand and appreciate the concerns that the Town Council has raised, but I do hope this letter and our discussion will help assure members that we have worked hard to address these.

With your help we can deliver a scheme that meets a clear local need and the whole town can be proud of. I look forward to meeting you on 13<sup>th</sup> March.

Yours sincerely,

**Adam Simpkin**  
Minton Healthcare

## Interim Council 11/4/16

### **832/15 Planning Application**

**16/00847/APP**

**OPPOSE**

West End Farm, Brackley Road

Demolition of existing buildings and erection of 75 extra care units, ancillary community facilities, parking, landscaping and associated works

*Members discussed the proposal, agreeing that a demand for such accommodation exists, but expressing concern that the site was not in the Neighbourhood Plan for development and that it was a good way from the town centre. Allowing development of such unassigned sites would provide leverage for other developers wishing to build on undesignated areas. The developers had not participated in the "call for sites", and the site had been rejected for inclusion in the Neighbourhood Plan because of the dangerous bend and its being outside the settlement envelope.*

*It was pointed out that merely providing a connecting pathway from the corner of the site to the Cemetery frontage was not a solution as local residents used this area for car parking, leaving inadequate width for mobility scooters or cycles, and the access was on a difficult section of road. They regretted the lack of detailed landscaping plans, including retained trees. Concern was expressed about the facilities to be available for public use, and whether they would actually be built; these were all integrated into the various blocks, so the spaces would be allocated and few were large enough to be turned into additional flats.*

*Members voted 11:2, 2 abstaining, to reject the application as not being a site included in the Neighbourhood Plan.*

## Planning Committee 16/1/17

### **AMENDED PLANS**

**16/00847/APP**

**OPPOSE & ATTEND**

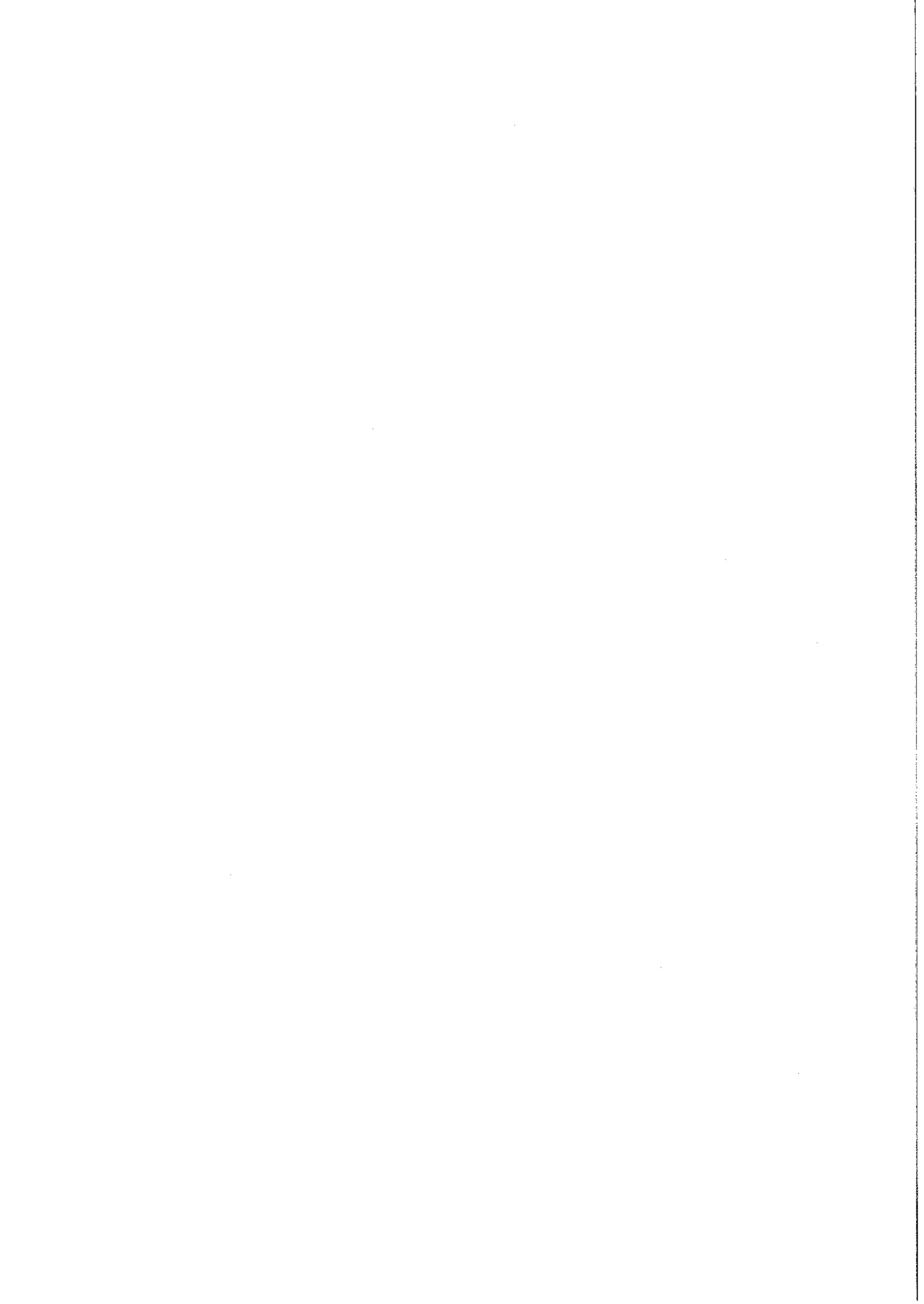
West End Farm, Brackley Road

Demolition of existing buildings and erection of 75 extra care units, ancillary community facilities, including ancillary guest room, parking landscaping and associated works

*Members objected, as before, to this proposal which was not part of the scheduled development in the Neighbourhood Plan.*

*They also felt that this should have been a new application described as 'a retirement complex comprising 72 self-contained flats, guest unit and communal facilities' rather than amended plans which bore no relation to the original bar the site boundary and existing vegetation. There was no evidence of provision for personal or nursing care staff, and if care was to be provided by individually hired personnel, then the vehicle movements would amount to several per day for each unit; the development was a considerable distance from the town centre and without pedestrian links or a bus service, so those residents who were able would be using cars or taxis to access shops and services, both sources of traffic increasing the pressure on the already busy and narrow West Street limb of the Town Hall junction. As this number of flats was well over the threshold Members asked about Affordable Housing provision.*

*A lighting plot caused concern, as it showed down-lighters at approximately 5m intervals ringing every block, without indication of whether these would be permanently on during the hours of darkness or the amount of light each would emit, and it was noted that the Landscape Impact of the proposed lighting was stated to be 'minimal' without detailing the proposed scheme. Members felt that this amount of lighting on every elevation of the development would impact on the view from all directions, including the important Stowe side.*



## BUCKINGHAM TOWN COUNCIL

## FULL COUNCIL

Monday 13<sup>th</sup> March 2017**Agenda Item no.****Contact Officer: Chris Wayman / Claire Childs****Review of Long Term Hire – Mind the Gap (Lace Hill Day Nursery)**

At the Environment Committee, held on Monday 13<sup>th</sup> February 2017, a review of the long term hire agreement with 'Mind the Gap' (Lace Hill Day Nursery) for the hire of Lace Hill Sports and Community Centre (LHSCC) was requested (787/16).

As the current hire agreement expires at the end of March 2017, and the next Environment Committee is not April, it was agreed with Cllr Newell that this report would be reviewed at Full Council in order to be resolved before the end of the current hire period.

Hire Agreement

From April 2016, 'Mind The Gap' held two hire agreements for:

- Mondays, Tuesdays, Wednesdays & Fridays (*Committee Room, Office, Kitchen*)
- Thursday (*Sports Hall, Office, Kitchen*)

*This different hire facility offered for Thursdays was due to a double booking of the committee room to another hirer.*

In October 2016, following the agreement of the Environment Committee to update the hire agreement document (514/16) an agreement was reissued, to the end of March 2017, for:

- Mondays, Tuesdays, Wednesdays, Thursdays & Fridays  
*Committee Room, Office 1, Kitchen (Shared)*

The new format hire agreement allowed special conditions / requirements of hire to be confirmed, such as the Hirer's requirement to maintain any equipment added to the kitchen; and that any additional features, alterations, equipment or servicing needed for compliance with food hygiene certification, as required for the purposes of operating a nursery / childcare facility, shall be met by Mind the Gap in addition to the hire charge detailed.

At the start of the hire it was requested to have exclusive use of Kitchen 1, in order to help comply with Environmental Health requirements, though this was not agreed. However where possible now, the use of Kitchen 1 by any other hirer is restricted.



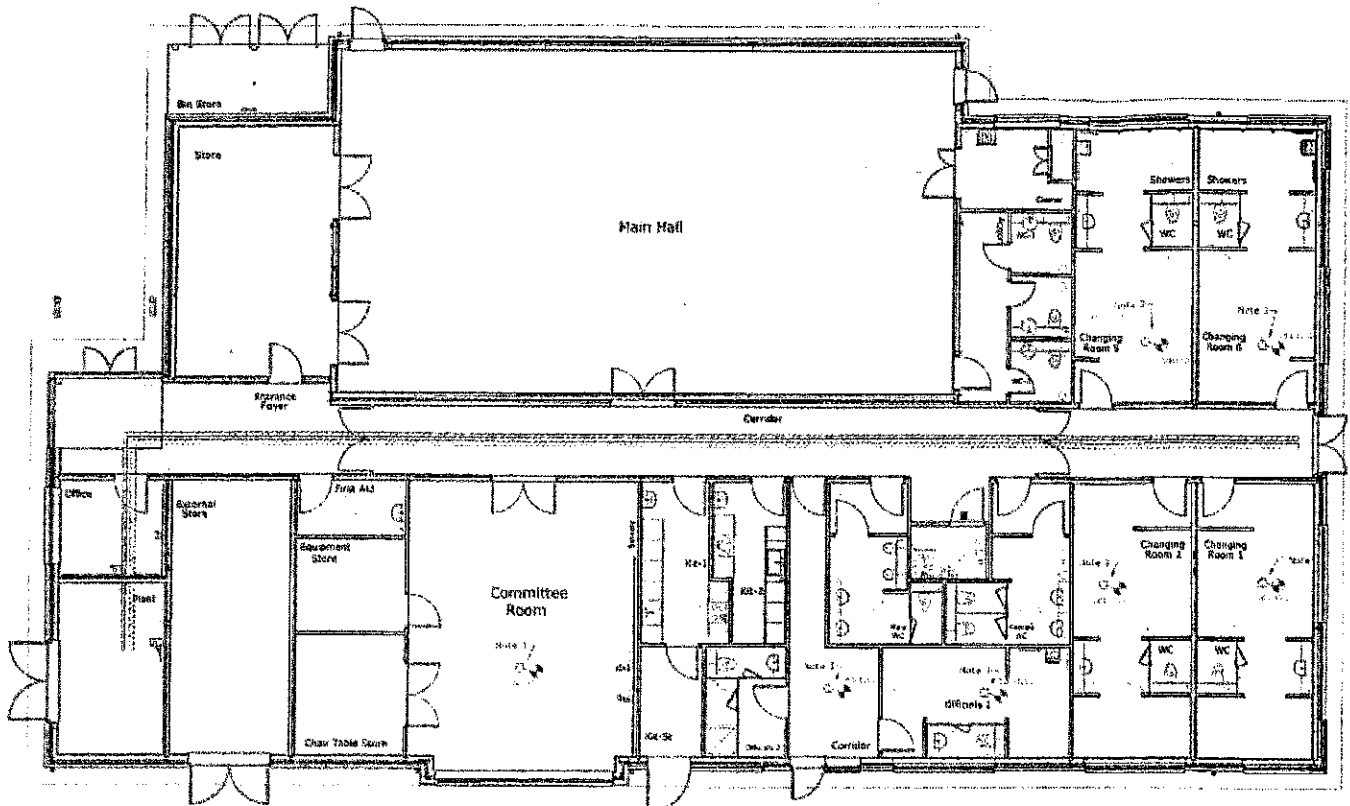
In the original hire agreement issued from April 2016, the use of Office 1 was hired exclusively to 'Mind The Gap'. Councillors raised concerns in September 2016 (388/16) and again in February 2017 (787/16) that the office had been given to 'Mind The Gap', whilst the LHSCC coordinator had subsequently been located in the First Aid Room, now signposted as Office 2. The LHSCC coordinator was employed in August 2016.

Office 2 is immediately next to the Committee Room and does mean that any noise can be heard clearly. The room is small (5m<sup>2</sup>) and contains a sink, leaving space for a small desk and bookcase. There is no window, and the door does not have a vision panel.

The LHSCC coordinator works 27-hours per week for a mix of weekdays, weekends, day time and evening hours. Approximately 2/3rds is spent in the LHSCC office (18 hours per week).

There is the potential to convert the 28m<sup>2</sup> external store (which sits in between Offices 1 and 2) into an additional usable indoor space which could either provide more office space, or a small meeting room.

Although there would be a cost for conversion, this could attract an additional rental cost, and would mean that capacity would exist for both 'Mind The Gap' and the LHSCC coordinator to occupy fit for purpose working space, as well as restoring the First Aid Room.



Hire Rate

The original hire charge was set at £500 per calendar month for the first six months of hire (Apr 16 – Sep 16), then £1,000 per calendar month for the next six months (Oct 16 – Mar 17).

The space hired to 'Mind The Gap' totals 81 square metres. Local commercial premises of a similar size in Buckingham, although not directly comparable, attract rents of a similar rate. As at Feb 2017:

Castle Street (97 sq/mt) £1000 pcm

<http://www.rightmove.co.uk/commercial-property-to-let/property-45853656.html>

Cornwall Place (101 sq/mt) £1083 pcm

<http://www.rightmove.co.uk/commercial-property-to-let/property-39029067.html>

Buckingham Business Park (138 sq/mt) £1417 pcm

<http://www.rightmove.co.uk/commercial-property-to-let/property-49993373.html>

Based on the previously agreed hire rates, this long term hire charge compares against the full rate and block booking charges as follows:

Committee Room		£	
Rate per 3-hour block booking session		£17.50	
Rate per day		£52.50	
Rate per week		£262.50	
51 Weeks per year		£13,387.50	
<b>Mind the Gap Rate Year 1</b>	6 x £500, 6 x £1,000	<b>£9,000.00</b>	<i>67% of B-B rate</i>
<b>Mind the Gap Rate Year 2</b>	12 x £1,000.00	<b>£12,000.00</b>	<i>90% of B-B rate</i>

Building Usage

The LHSCC coordinator works a mix of weekdays, weekends, day time and evening hours. The 'Mind the Gap' occupancy provides the benefit of full weekday daytime contact at the LHSCC, when enquiries are made or visitors are received.

The front doors of the centre are kept locked during the day, which is deemed necessary for safeguarding reasons (for both the nursery and other junior groups using the centre) as well as to provide security for lone working. In the absence of 'Mind The Gap', when the LHSCC coordinator is not on site, the building is locked and long term hirers are provided with keys to unlock on arrival and lock once their classes are underway. *This practice is acceptable in respect of fire safety evacuation.*

Keeping the front door locked does present an issue in relation to lone disabled access, as the automatic front doors are disabled. 'Mind The Gap' has installed a portable doorbell onto the front door, which means attention can be raised and the doors can be opened.

There is an alternative option to install an access control system onto the main corridor doors, and the committee room doors, to be active during day time week days, which would allow the front doors to be kept unlocked. There are various options to achieve this, at varying costs, with one example being £2,100 to install a swipe card system to release on activation of the fire alarm.

'Mind The Gap' has a sign in sheet that all visitors are asked to sign for safeguarding reasons. This has proved confusing to visitors for other activities and in future all long term hirers will keep their own class register; and for other visitors there will be a joint sign in sheet (BTC / 'Mind The Gap') which will double as a safeguarding measure and fire safety register.

### Other Hirers

As 'Mind The Gap' utilise the Committee Room every weekday for day time hours, there have been two potential hires for the use of this space that have been lost, during the period October 2016 to January 2017. These **losses total £426**, and consist of one block booking hirer who left due to the double booking of the space (a loss of £310 between Sep 16 and Jan 17) and one potential hirer where space was not available (a potential loss of one 10-week block booking from Jan16 of £116).

In total between Jul16 and Jan17, there were 16 children's parties held at LHSCC, providing a total income of **£920**. Six of those parties were received as referrals from 'Mind The Gap' customers, providing an income of **£315**.

There has been discussion about 'Mind The Gap' dominating the LHSCC and that this could potentially discourage other hirers. The LHSCC coordinator and Deputy Town Clerk have had extensive conversations with 'Mind The Gap' building up good working relationships and enabling open discussions about these concerns, and as a result work is ongoing to remove items from communal spaces, and reduce the amount of materials that originally occupied the reception / corridor areas.

### **Officer Recommendation**

LHSCC is not purpose built for a nursery / childcare facility, however reasonable adjustments can be made in order to utilise the space for this purpose so that it has minimal impact on other users; and can continue to provide a community resource to a newly developed area of town.

To continue to work with 'Mind The Gap' to make the LHSCC an attractive and welcoming facility for all hirers and visitors. To agree the hire for another 12-months from April 2017 to March 2018 at a rate of £1,000 pcm for the facilities currently hired.

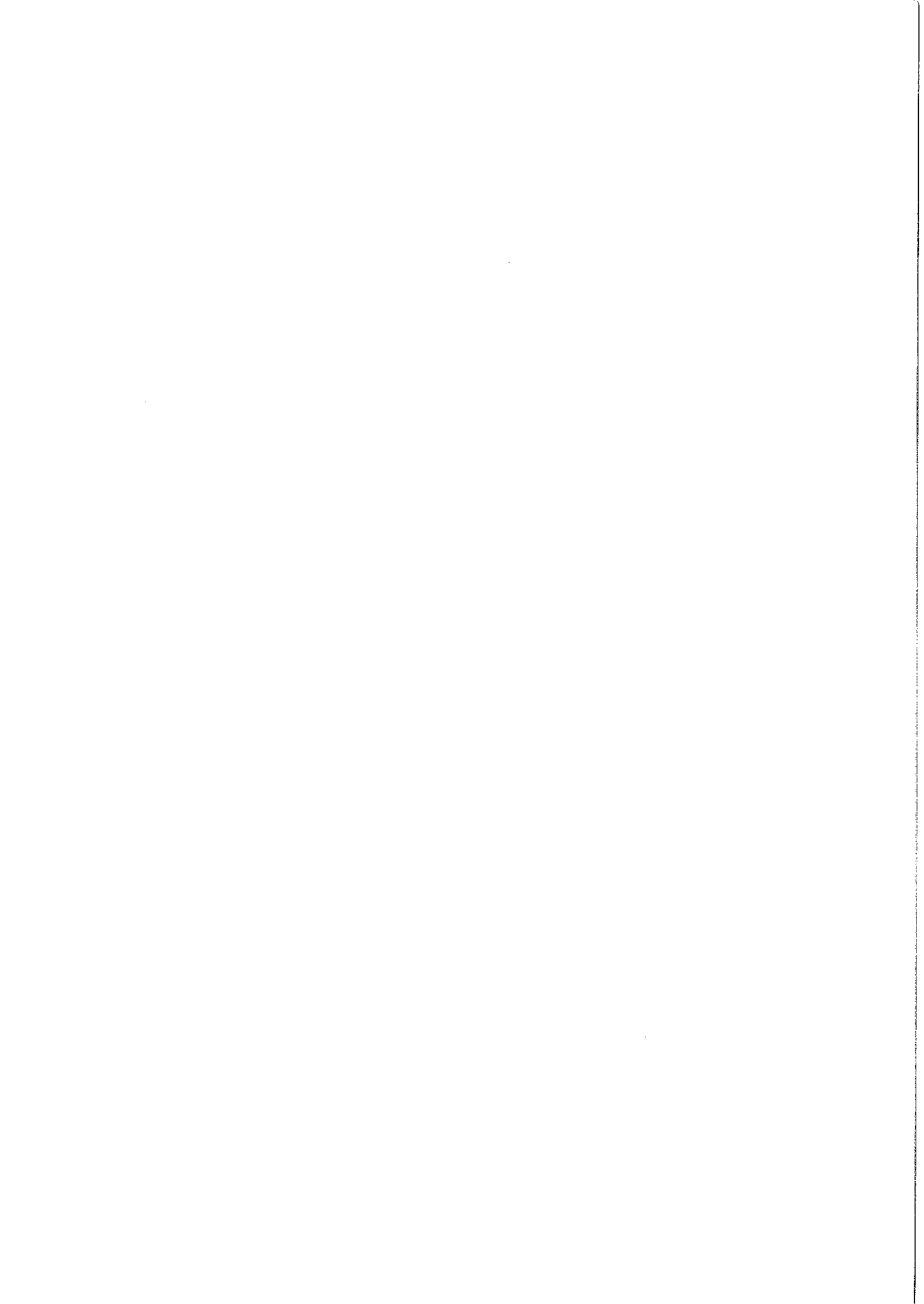
To agree to obtain costs for converting the external store into an additional indoor facility; and to discuss those costs at Committee. If work is progressed, to review and amend the 'Mind The Gap' hire agreement and hire fee, to take into account any additional space hired.

**ACTION LIST**

**Appendix B**

**FULL COUNCIL, INTERIM COUNCIL & EXTRAORDINARY MEETINGS**

<b>Subject</b>	<b>Minute</b>	<b>Form</b>	<b>Response received</b>	<b>Social Value</b>	<b>Officer Effort</b>	<b>Urgency</b>	<b>Total</b>
Toilets	220/14	DTC & TC to arrange for the construction	Work to begin in February 2017.	4	1	4	9
Community Centre Lease	393/14 716/15	Draw up funding Plan for Community Centre	Currently in the process of purchasing for £50,000	3	2	3	8
Cycling Signage	643/14	Work with BCC and other parishes – discuss with Canal Society and BCC cycling route	Work ongoing likely to start after the cycleway	3	2	3	8
Buckingham Partnership	191/15 710/15 444/16	Town Clerk to form an initial meeting with University		2	3	2	7
CCTV	432/15 710/15	Purchase new CCTV system	Talking with Oakpark over new system	2	2	2	6
Community Land Trust	712/15	Procced with membership and advertising for local interest		4	1	3	8
Moreton Rd toilets	837/15 303/16	Prepare report for costs of keeping facility open Town Clerk to investigate proposal with AVDC	Awaiting information from AVDC	2	2	1	5
Mayor Admin support	841/15	Report to Resources		1	3	1	5
Section 106	720/16	Every Committee to propose appropriate projects for the future use of 106 monies		4	3	4	11





## 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 sound 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 Clerk 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;
  - 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;
  - 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) 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**

- 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 Clerk, 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 Clerk, 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.
- 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 clerk may authorise revenue expenditure on behalf of the council which in the clerk'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 Clerk 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.
- 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 Clerk and 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 Clerk and 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 Clerk and 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.
- 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 Clerk or 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.
- 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. 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.
- 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**

- 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 Clerk.
- 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 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 Clerk and RFO 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 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 Clerk 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 Clerk 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 Clerk 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 Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk 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.

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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



## **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 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 Clerk 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 Clerk 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 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.

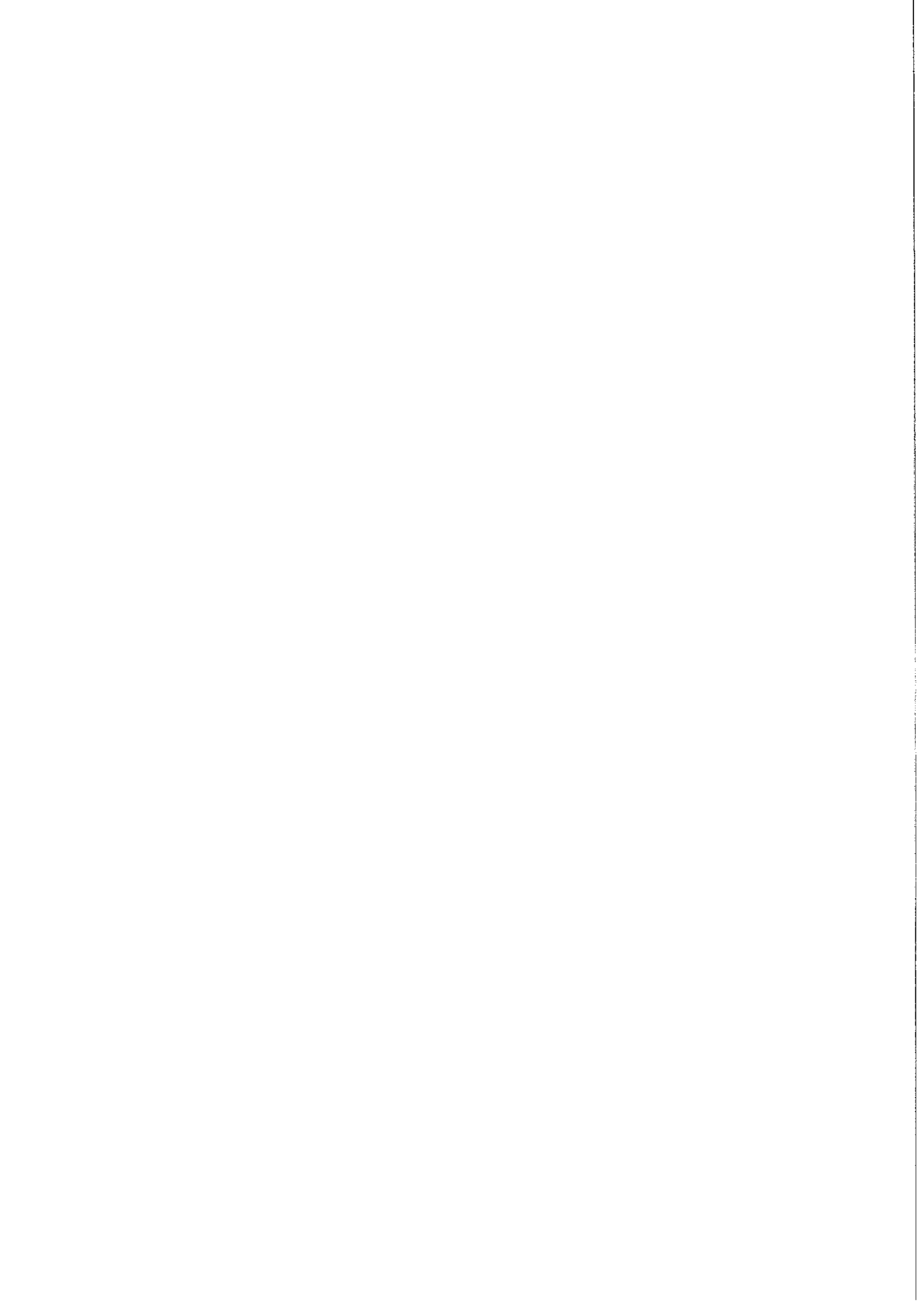


## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk 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 Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk 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.





## 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 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.
- 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 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 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 motion 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.**



- 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. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- 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 Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m 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.**
- n 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).**
- o 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.**
- p 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.

- q **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.*
- r **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.
- s 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.
- t **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.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
- v **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.
- w A meeting shall not exceed a period of 3 hours.



#### **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 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.

#### **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 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 policy for dealing with the press/media; and
- xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

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

- 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 and a 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. 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**

- 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their 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;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint 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 sensitive 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**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## **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 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(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless 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 he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless 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 he has another interest if so required by the council's code of conduct. 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 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 the following applies:**



- 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 the District 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;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

#### 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. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences or by email, provided any such email contains the electronic signature and title of**



**the Proper Officer, a signed summons confirming the time, place and the agenda.**

*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.*

- 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 the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 21 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 in a book for such purpose;
- 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; and retain custody of the seal of the council which shall not be used without a resolution



to that effect.

*See also standing order 21 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 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. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.



- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- 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;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one 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.
- 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 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## 19. Requests for information

- a Requests for information held by the council shall be handled in accordance with the



council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 20. 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.

## 21. 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 21(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.**

## 22. Communicating with District and County or Unitary councillors

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

## 23. 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.





**24. Standing orders generally**

- 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.



**Buckingham Town Council  
Financial Risk Assessment**

**Date Agreed:**  
**Minute Number:**  
**Prepared by:**  
**Version:**

Mr. C.P. Wayman

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Buckingham	<p>The risk of legislative change which will have an impact on the Town Councils power's, duties and funding</p> <p>The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)</p> <p>Insufficient staff or other resources to deliver the service needs</p>	<p>Town Clerk &amp; staff keep appraised of developments</p> <p>All physical assets insured</p> <p>All assets checked regularly</p> <p>Management Systems being put in place</p> <p>Public liability insurance renewed annually</p> <p>Staff have general awareness of other team member's essential tasks and can provide cover when required.</p> <p>Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council</p>	
To provide a safe and fulfilling working environment for staff	<p>Employees contravene H &amp; S Regs</p> <p>Potential legal proceedings up to corporate manslaughter</p>	<p>H &amp; S &amp; First Aid training, insurance, Risk Assessments regularly checked and updated</p> <p>Employers Liability insurance Employee training and awareness</p>	

	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	
To ensure that all actions taken by the Town Council comply with all current Legislation	Loss of income through error or fraud	Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
Cemetery	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, BALC, NALC and others as necessary	
Employment Contract	Inadequate space to meet demand Loss of income	Current Negotiations with  Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place	Limit of cover £100,000
Staff	Compensation claim from employee for contractual employment defects (including statutory failure)  Loss of services of employee	Legal insurance in place  By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	

	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least two other staff	
Financial Control	Inappropriate expenditure made	Payments reported to Finance, Administration and Personnel committee for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year  The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger  Monthly review of income and expenditure  Seven week review by finance, Administration and Personnel Committee	
	Lack of finance to meet unbudgeted, urgent commitments ( with safety or other critical implications)	Contingency included in budget  Reserves equivalent to at least three month's spend available	
Financial Systems & Records	Accounts  The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day; this is then backed up to a cloud server off site.  Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued  All cheques issued from the main account are authorised by Council  Documents are retained for 12 years	

	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMR&amp;C</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures have been inspected by HMR&amp;C every three/four years and have been approved</p>	
	<p>Payroll</p> <p>The Sage payroll system is used which is an accepted payroll package</p>	<p>The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis</p> <p>Back-ups are made to the server and cloud server</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR</p> <p>The associated Earnie prints which show loading references are maintained on file</p> <p>All BACs payments and cheques to the pension fund &amp; IR are authorised by council on a meeting cycle basis</p> <p>The monthly pay is issued BACs payments which have been established for some time with the bank and special monthly password are required which are held by the DTC</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the</p>	

<p>Banking Arrangements &amp; Procedures</p> <p>Banking Security/Access to Finances</p>	<p>The Lloyds Bank is used which offers no Bank charges</p> <p>Accounts</p> <p>Cheques</p> <p>Transfers</p> <p>Bank Reconciliation</p> <p>Separation of Duties</p> <p>Access to the main bank accounts</p>	<p>information &amp; highlight and discrepancies</p> <p>one bank account used daily with RFO &amp; Accounts Assistant</p> <p>Reviewing how much is placed into a higher rate deposit account</p> <p>Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)</p> <p>Monies may be transferred between the Councils accounts by letter signed by the Clerk apart from transfers to the higher rate deposit which are done via telephone by Clerk or by authorisation by the Clerk via online banking.</p> <p>All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk</p> <p>The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible</p> <p>As detailed under Banking arrangements &amp; Procedures above, no one person has access to monies held in the main accounts</p>
---	--	--

<p>Cheques</p>	<p>All invoices are checked by the Accounts Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)</p>	
<p>Access to petty cash accounts</p>	<p>The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money</p>	
<p>Cheques</p>	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>Only payments or transfers below £250 are normally accepted and are reported to Finance Administration &amp; Personnel Committee</p>	
<p>Petty Cash – Cash Payments</p>	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to Finance with a full reconciliation report for sign-off</p>	
<p>Hire Charges</p>	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	
<p>Hire charges received within the office</p>	<p>All post is logged by an Officer and any payments received are</p>	

		<p>itemised &amp; given to the Accounts Assistant for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p>	
	<p>Cash collected from community events</p>	<p>All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event</p> <p>Any buckets are locked securely in the Town Council office or Chamber and at the end of the event</p> <p>At the office the cash is emptied and counted manually the following working day by at least two members of staff</p>	
	<p>Processing and banking</p>	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p><b>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</b></p>	



Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines
	Invoice payment without authority	All payments reviewed against purchase order Town Clerk authorises two councillors sign cheques and finance, Administration and personnel review
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt
	Incorrect entries by bank	Bank statements reconciled monthly
	To avoid fraud and ensure authority of expenditure	A comprehensive ordering system was established in 2010
	Ordering Procedure	

		<p>which ensures that all orders are requested in writing, correctly authorised by the Clerk or approved by council &amp; are within acceptable budget limits</p> <p>This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems</p>
<p>Annual Budget &amp; Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by AVDC discuss &amp; amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>

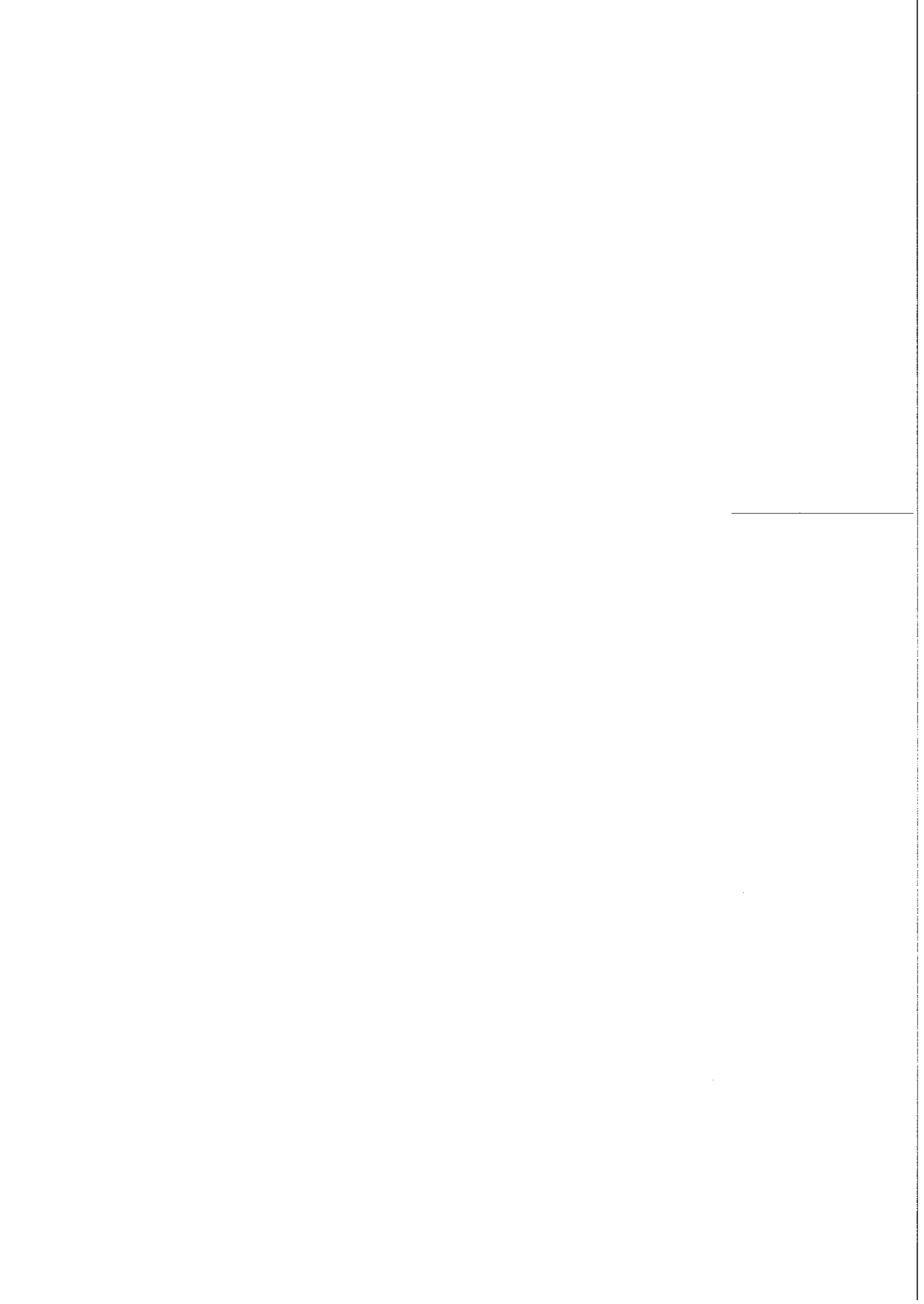
	<p>The final budget is approved in January and AVDC is immediately advised of the precept</p>		
<p>Monitoring of Budgets</p>	<p>Comprehensive budgets are set for each committee &amp; these are loaded onto RBS Omega accounts system at the start of the new financial year</p>	<p>Comprehensive budgets</p>	
	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	<p>Monitoring</p>	
	<p>A full report of expenditures against budget is lodged with council at each Finance Administration and Personnel meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	<p>Reporting</p>	
<p>Insurable Risks</p>	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment</p>	<p>Public Liability</p>	<p>Limit of cover £10,000,000</p>
	<p>Insurance cover</p>	<p>Employers Liability</p>	<p>Limit cover £10,000,000</p>
	<p>Insurance cover</p>	<p>Theft of money by third party</p>	<p>Cover varies</p>

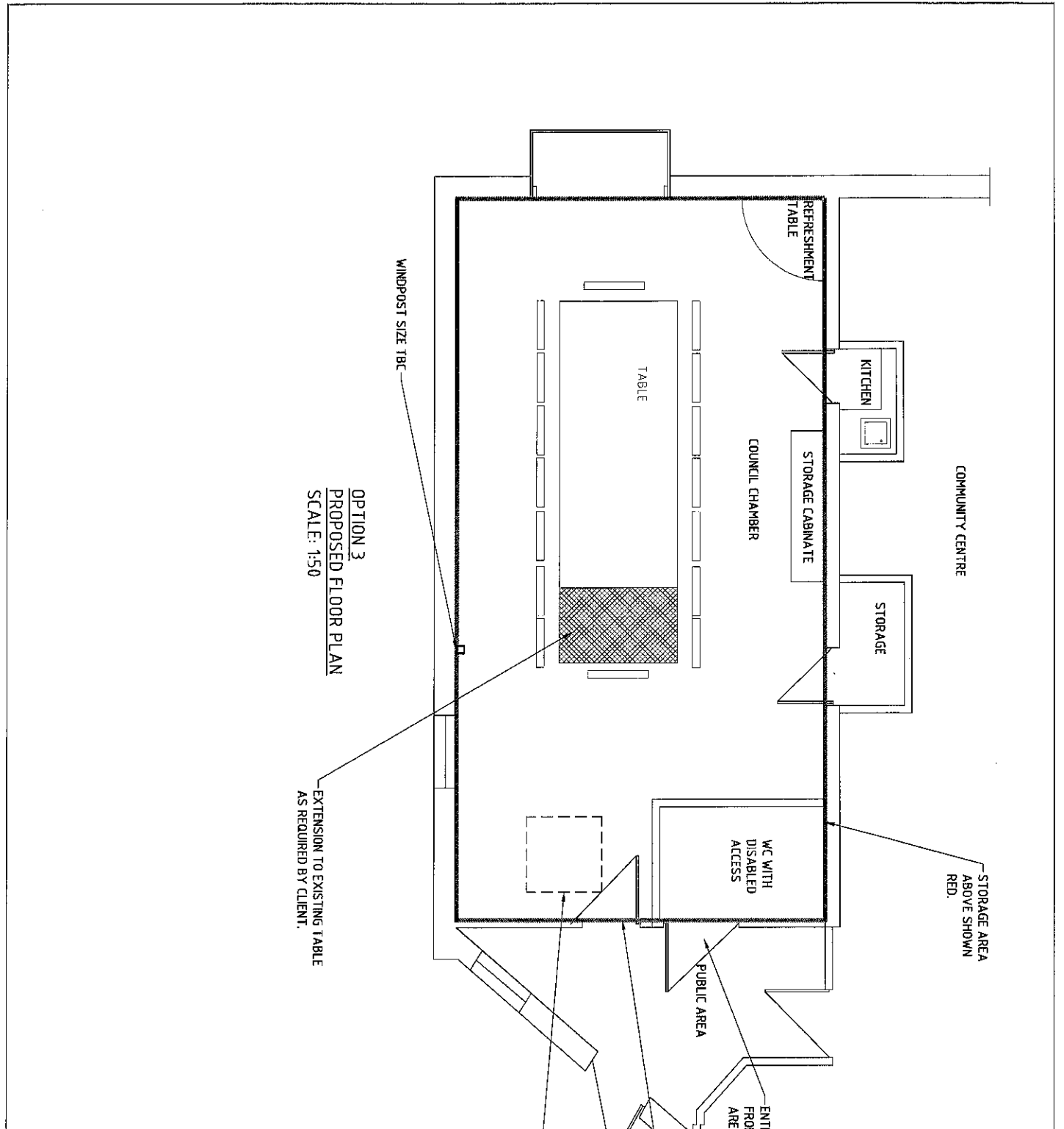


Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office, historic stored at the farm	
Asset List	Purchased	<p>An asset list is maintained by the Town Council Office on an excel spread sheet</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list</p> <p>Individual items below £500 are excluded following decision of the Council – to be removed</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk &amp; Accounts Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return,</p>	

		<p>Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>
Insurance	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>BTC are currently tied into a deal until 2015</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>

Reviews will take place yearly unless clearly stated differently within each section.





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**OPTION 3  
PROPOSED FLOOR PLAN  
SCALE: 1:50**

EXTENSION TO EXISTING TABLE  
AS REQUIRED BY CLIENT.

**FOR APPROVAL**

REV.	DATE	DRAWN	CHECKED	DESCRIPTION

**Design Solutions Ltd**  
Consulting Structures & Building Engineers  
Garden Parkurges, Akeley Road, Lillingstone Lovell, Buckingham, MK19 5BP  
T: 01280 860784 F: 01280 860186  
E: info@designsolutions.co.uk  
V17 V02@designsolutions.co.uk  
Company No. 5068378

DIRECTORS: Mark Adam CEng MInstSocE, Matthew Barnes BEng (Hons) MEng  
M: 0775987347

CLIENT: **BUCKINGHAM TOWN COUNCIL**  
BUCKINGHAM  
CONTRACT / PROJECT: **BUCKINGHAM TOWN COUNCIL OFFICES**  
BUCKINGHAM

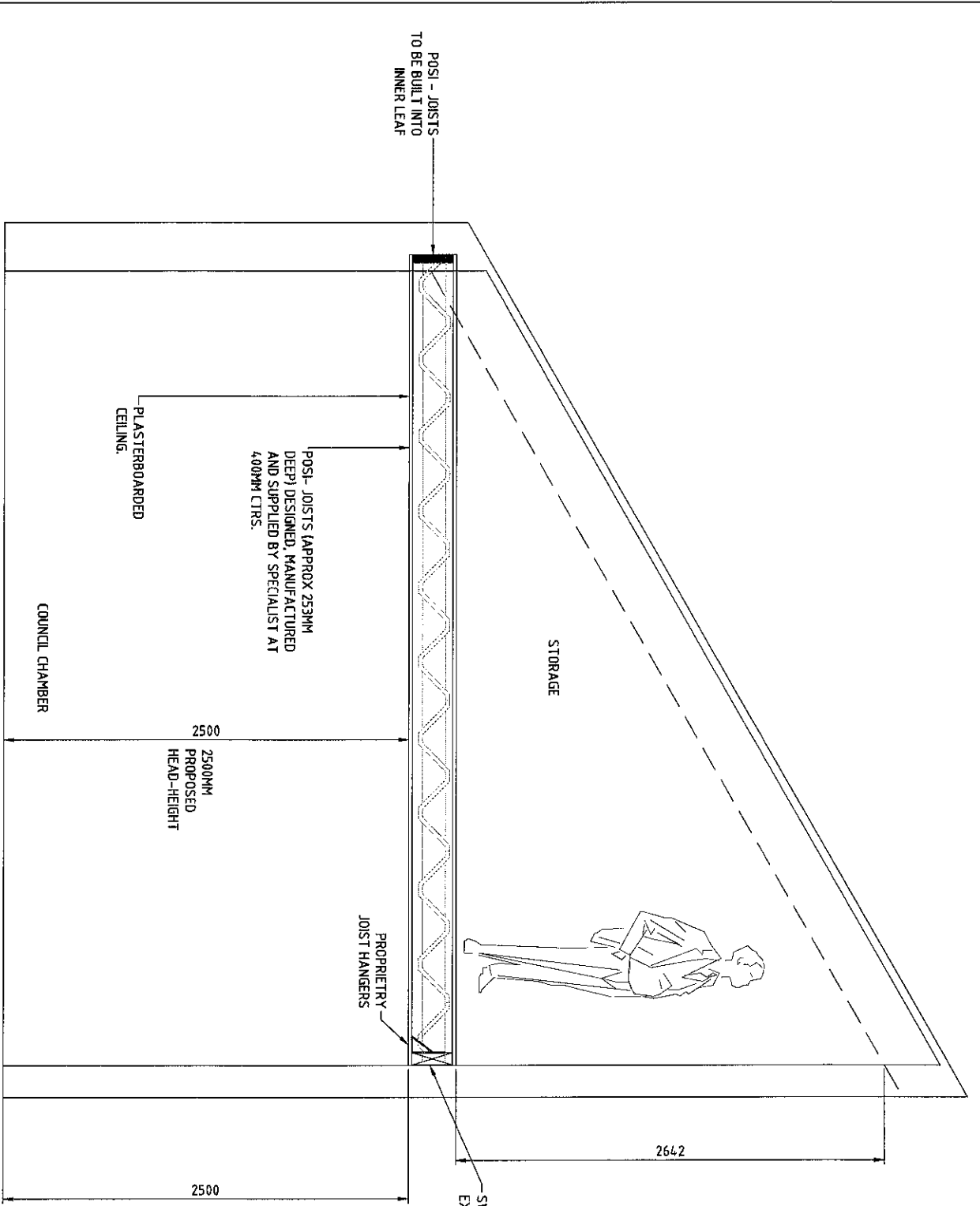
TITLE				
OPTION 3 PROPOSED FLOOR PLAN				
DRAWN	CHECKED	DATE	SCALES	
HP	MPB	31/01/2017	As shown @ A3	
JOB REF	DRAWING REF	REV		
AB2817	AB2817-04	-		

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**The Institution of Structural Engineers**



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OPTION 1 - FULL WIDTH STORAGE SECTION  
SCALE 1 : 25

REV.	DATE	BY	CHECKED	DESCRIPTION
DRAWING STATUS				

**FOR APPROVAL**

**AS Design Solutions Ltd**  
Consulting Structural & Building Engineers  
Green Pastures, Akeley Road, Lillingstone Lovell, Buckingham, MK18 5BP  
T: 01280 990784 F: 01280 880188  
E: info@designsolutions.co.uk  
W: www.designsolutions.co.uk  
Company No: 5058578

**CLIENT**  
BUCKINGHAM TOWN COUNCIL  
BUCKINGHAM

**CONTRACT / PROJECT**  
BUCKINGHAM TOWN COUNCIL OFFICES  
BUCKINGHAM

**DIRECTOR(S)**: Mark Allen, Denis Misrouge  
M1 07757260055 M1 07757260055

DRAWN		DATE		STATES	
HIP	MFB	31/01/2017	As shown @ A3		
JOB REF		DRAWING REF		REV	
AB2817		AB2817-06		-	

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**The Institution of Structural Engineers**

**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 13<sup>th</sup> MARCH 2017**

**Agenda Item no. 15**

**Contact Officer: Mr. C.P. Wayman**

**Summary**

Cllr Strain-Clark reported an access issue at the main entrance to the Community Centre, noting there was a small step that was difficult to overcome in a wheelchair or mobility scooter. It was agreed to investigate the cost of alterations.

**Price**

A price has been obtained from the same builder who carried out the work to the front of the Town Chamber. Only the one company has so far been approached as previously there has been a problem finding firms who would quote for works to be carried out on this scale and also problems with fitting the work into existing schedules.

The work quoted for is:

To lift pavier blocks, raise and relay in line with new disabled threshold

To remove existing threshold and replace with new disabled threshold

To remove existing doors and furniture and adjust doors to fit over new threshold

Refit doors existing door furniture

The price quoted is £1,785.

**Priority**

Social Value – 2 This is a relatively minor improvement into the community centre.

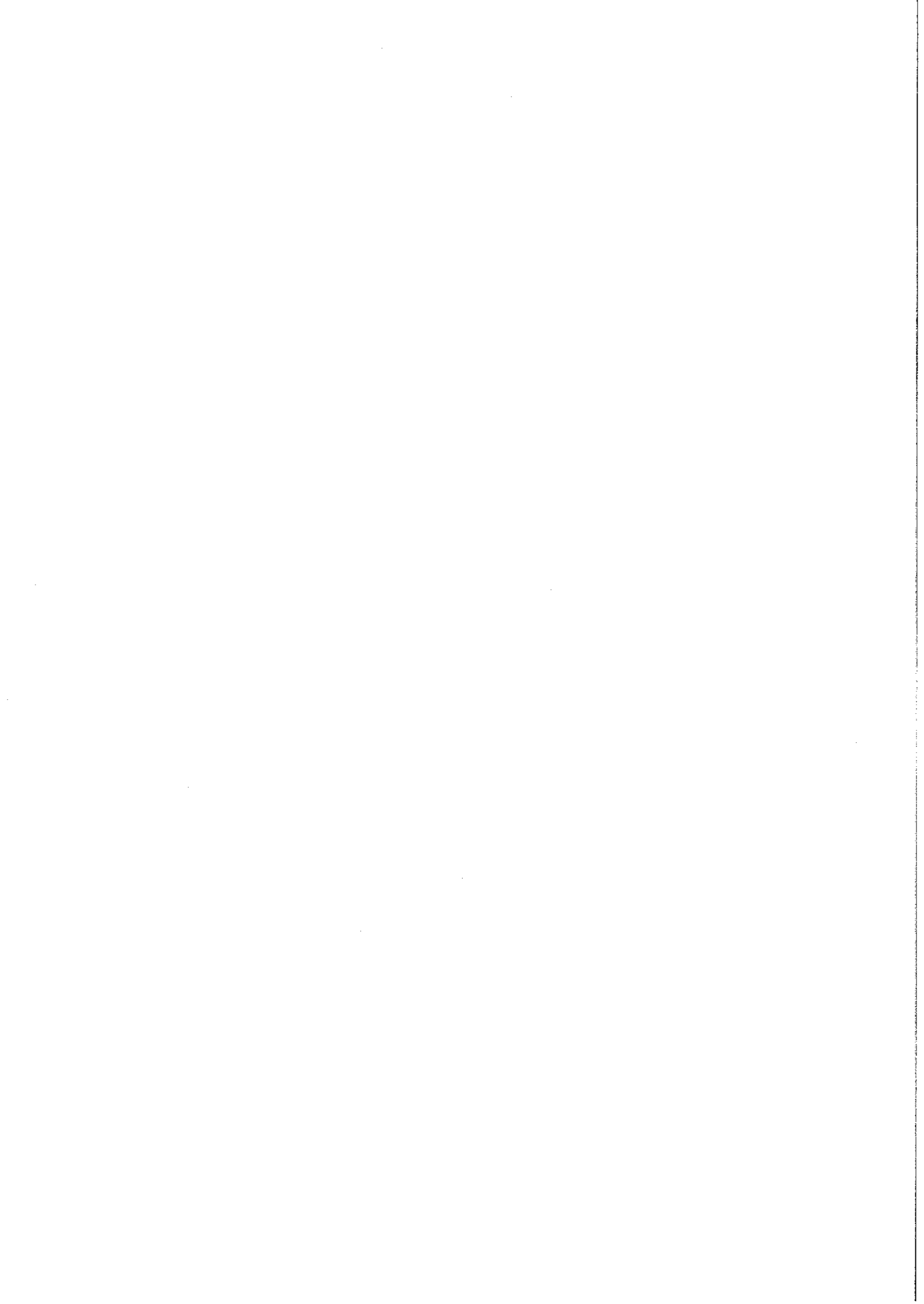
Officer Time – 4 It would be case of commissioning the work and a little monitoring.

Urgency – 1 We have not been made aware of any further complaints than those made at the Environment Committee meeting

Total 7

**Recommendation**

That if the Council wishes for the work to progress that Financial Regulations are suspended and the quotation is accepted. The money would have to come from Contingencies





The Buckinghamshire, Oxfordshire and Berkshire West  
Sustainability and Transformation Plan

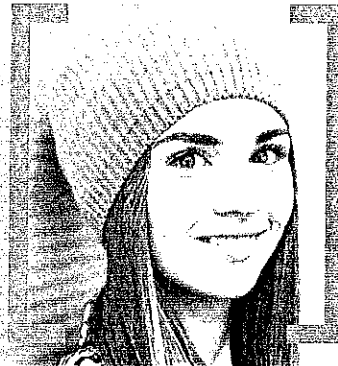


2016



What is the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan?

Page 3



Why do we need a Sustainability and Transformation Plan?

Page 4



How have our plans been developed?

Page 5



What are we going to do?

Page 6



What does this mean for local people?

Page 7



How can I get involved and find out more?

Page 8

The Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan (STP) is one of 44 local plans being developed across England, which will set out how affordable, good quality health and social care will be provided in the future.

The vision for the NHS is clearly set out in a national document called the Five Year Forward View ([www.england.nhs.uk/ourwork/futurenhs](http://www.england.nhs.uk/ourwork/futurenhs)) and our STP will show how we will deliver this locally.

The Five Year Forward View vision will be achieved by everyone who has a stake in health and care adapting what they do, how they think, and how they act – at both local and national levels.

As part of this, there is a growing consensus that one of the most powerful ways to achieve change is through local health and care services working together - across entire communities and pathways of care - to find ways to close the gaps between where we are now, and where we need to be in the future.

However, this is no easy task and the Buckinghamshire, Oxfordshire and Berkshire West STP is still at the very early stages of development. We have a draft plan which we submitted to NHS England at the end of October 2016 as required, and we anticipate making significant improvements to that plan over the next couple of months.

This is a summary of the main issues we will address in our STP, which covers a population of 1.8 million and has a budget of £2.5 billion. The seven NHS clinical commissioning groups who buy and pay for NHS services, the six NHS trusts who provide health and some care services, and the 14 local authorities who buy social care services, have worked, and will continue to work together to improve people's health, provide better health and care services and improve efficiency.



## Why do we need a Sustainability and Transformation Plan?

2

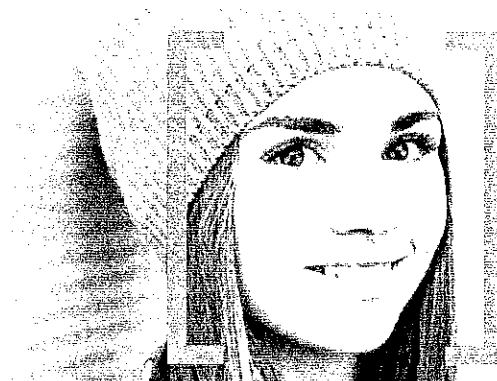
There are a number of challenges facing the NHS that require us to change and modernise the way in which we provide local health and care services to ensure local communities are the healthiest they can be.

There have been some big improvements in health and social care in Buckinghamshire, Oxfordshire and Berkshire West in the last ten years. People with cancer and heart conditions are experiencing better care and living longer, and people are more satisfied with their health and care services. For example, we have some of the best quality and highly regarded general practice services in the country. However, our population is growing rapidly, people's needs are changing, new treatments and technologies are being developed, the quality of care is sometimes variable, and we can do more to prevent illness. Our ambition is to be the best in everything that we do.

**Over the next five years, we face the following particular challenges across our area:**

- Significant increases in population due to new housing growth
- Pockets of deprivation where communities are not as healthy as they could be
- An increase in demand for services, especially for frail older people who often have more than one health and care need
- Difficulty in recruiting and retaining staff due to the high cost of living, which leads to inconsistent levels of care and unsustainable services
- Ageing NHS buildings which are not fit for modern use
- Variable access to some specialised services and other treatments
- People having to travel out of our area for specialised mental health care.

More money has been provided for the NHS, but we still estimate a gap of around £480 million in the next four years if we do nothing to help people stay healthy and modernise our services. We need to find new and better ways to meet the health and care needs of local people and do things more efficiently. This does not mean doing less for people or reducing the quality of care, but we have to provide services differently in the right place at the right time at the right cost.





## How have our plans been developed?

We can only make improvements if we all work together. This means patients, their carers, our staff, hospitals, local councils, the NHS, universities, and a range of other organisations working in the public, private and voluntary sectors, all joining together to agree a plan to improve local health and care services in Buckinghamshire, Oxfordshire and Berkshire West.

Our plan has been developed using your feedback from local engagement activities, such as 'Your Community, Your Care' in Buckinghamshire, the 'Big Conversation' in Oxfordshire and 'Call to Action' events in Berkshire West. This engagement will continue and take place in local communities and be led by local organisations.

We have also used feedback and insights from our clinicians and staff. The Oxford Academic Health Sciences Network, which is a local partnership of NHS organisations, universities and life science companies responsible for improving health and prosperity across the region, plays an important role in helping us to work together to improve and modernise treatment and care, as well as helping our region become a better place to live and work.





Our ambition is to make sure that everyone in Buckinghamshire, Oxfordshire and Berkshire West has access to high quality health and care, regardless of where they live or which service they use.

Care should flow seamlessly from one service to the next so people don't have to tell their story twice to the various people caring for them, and health professionals should be working on a shared plan for each patient's care. Health and care services should also be available when people need it. We want these services to be available closer to home – a stay in hospital should be less frequent because health and care professionals are offering care and treatment at home, or in local clinics.

We have a number of priority areas where we know that by working together we can make a greater difference for patients in terms of improving their health and ensuring they have access to high quality, cost effective care. These priorities are:

- Improving the wellbeing of local people by helping them to stay healthy, manage their own care and identify health problems earlier
- Organising urgent and emergency care so that people are directed to the right services for treatment, such as the local pharmacy or a hospital accident and emergency department for more serious and life threatening illnesses
- Improving hospital services, for example making sure that maternity services can cope with the expected rise in births
- Enhancing the range of specialised services, such as cancer, and supporting Oxford University Hospitals NHS Foundation Trust as a centre of excellence to provide more expert services in the region
- Developing mental health services, including low and medium secure services, more specialised services for children and teenagers, and improving care for military veterans and services for mums and babies
- Integrating health and care services by bringing together health and social care staff in neighbourhoods to organise treatment and care for patients
- Working with general practice to make sure it is central to delivering and developing new ways of providing services in local areas
- Ensuring that the amount of money spent on management and administration is kept to a minimum so that more money can be invested in health and care services for local communities
- Developing our workforce, improving recruitment and increasing staff retention by developing new roles for proposed service models
- Using new technology so patients and their carers can access their medical record online and are supported to take greater responsibility for their health.

## What does this mean for local people?

15

As we implement these plans over the next five years we aim to deliver the following benefits to our population:

- People will be able to get an appointment with their doctor at a convenient time
- Specialist and family doctors, community nurses, occupational therapists, physiotherapists, social workers, psychiatric nurses, psychiatrists and pharmacists will offer treatment and care in teams who work together in local neighbourhoods around the needs of patients
- Fewer people who need specialised mental health services will have to be cared for a long way from their home, families and friends
- Patients will only have to share their medical history, allergies and medication details once, regardless of whether they are in a hospital accident and emergency department or a GP surgery, and they will be able to access their medical record online
- For patients with diabetes, heart or breathing problems, technology will be able to monitor things, such as blood pressure, remotely, alerting the doctor to any problems
- As taxpayers, people can be assured that care is provided in an efficient and cost effective way.



## How can I get involved and find out more?

6

Our STP is currently a draft plan under development and we will have an updated version to share by February 2017. Local public engagement events will continue and will be promoted via each partner organisation's website and other communication channels.

Please share your views at these events and if you have any questions or comments, please email:

**Oxfordshire queries:** [cscsu.media-team@nhs.net](mailto:cscsu.media-team@nhs.net)

**Berkshire West queries:** [ppiteam.berkshirewest@nhs.net](mailto:ppiteam.berkshirewest@nhs.net)

**Buckinghamshire queries:** [ccgcomms@buckscc.gov.uk](mailto:ccgcomms@buckscc.gov.uk)





**Oxfordshire  
Clinical Commissioning Group**

Jubilee House  
5510 John Smith Drive  
Oxford Business Park South  
Cowley  
Oxford  
OX4 2LH

Telephone: 01865 336795  
Email: [david.smith@oxfordshireccg.nhs.uk](mailto:david.smith@oxfordshireccg.nhs.uk)

22 December 2016

Dear colleague

**Buckinghamshire, Oxfordshire & Berkshire West  
Sustainability and Transformation Plan**

As you may be aware, proposals are being developed to improve health and care in Buckinghamshire, Oxfordshire and Berkshire West to help our communities be the healthiest they can be, while making sure that services are affordable for years to come.

The Buckinghamshire, Oxfordshire and Berkshire West five-year Sustainability and Transformation Plan (STP) will set out the challenges and opportunities facing NHS and care services across the area. It will show how we will work together to improve health and wellbeing within the funds available. Our plan is one of 44 currently being developed across the country. The Buckinghamshire, Oxfordshire and Berkshire West (BOB) STP area includes seven Clinical Commissioning Groups (CCGs), six NHS Trusts and 14 local authorities.

Our proposals have taken into account the views people and organisations gave us during local engagement activities, such as 'Your Community, Your Care' in Buckinghamshire, the 'Big Conversation' in Oxfordshire and 'Call to Action' events in Berkshire West. Similar activity will continue in communities and be led by local organisations.

To help describe our thinking about the challenges, priorities and opportunities, we have developed a summary document, which I have attached to this letter.

This document is also available online [https://www.chilternccg.nhs.uk/lc\\_lib/v5347](https://www.chilternccg.nhs.uk/lc_lib/v5347). It is still a draft and will be developed further in the New Year.

Although the STP covers a large area, the emphasis of the majority of proposals is on what can be achieved locally.

For example:

**In Buckinghamshire**, through plans we have been discussing with the public and partners across Buckinghamshire for some time (most recently through our 'Your Community, Your Care' engagement activities), to prevent ill health and offer people better, more joined-up care closer to home:

- trying new ways of working with people to help them stay healthy and to manage their own health conditions better
- working with our communities, public sector partners and the voluntary sector to develop 'community hubs' in each area with the right mix of services to meet local people's needs
- offering a wider range of tests and treatment locally (such as x-rays or physiotherapy), and exploring the benefits of online consultations, so people only need to travel to hospital when absolutely necessary
- joint teams of GPs, nurses and other specialists supporting frail older people, care home residents or people with complex health needs, so that fewer people end up needing emergency care in hospital, or staying in hospital for lengthy periods.

**In Oxfordshire**, we embarked on 'The Big Health and Care Conversation' to ask for the public's views on how the best care can be delivered in the most effective way within available resources. Our ambition is to provide high quality care, good health outcomes and value for money for people living in the county. Oxfordshire's healthcare leaders, with doctors, nurses and patients' input, have been considering this feedback when developing options for how to make care clinically and financially sustainable for the future, across the following services:

- Maternity and children's services
- Learning disability, mental health and autism services
- Specialist advice and diagnostics (outpatient services and planned operations)
- Urgent care
- Primary care

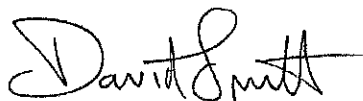
A first phase public consultation on critical care, stroke care, reducing hospital admissions, and maternity services is scheduled to begin in early 2017.

**In Berkshire West**, the focus continues to be on strengthening partnership working through the Berkshire West 10 Integration Programme, a project which integrates services provided by health and social care, and the Berkshire West Accountable Care System initiative, which aims to encourage closer working between CCGs and NHS Trusts to improve services for patients. Both programmes are beginning to demonstrate the possible benefits provided by greater collaboration.

Delivering on the ambitions outlined in our Sustainability and Transformation Plan cannot be done by NHS and social care organisations alone. We need everyone to get involved. Achieving real change relies on everyone taking responsibility for their own health and wellbeing - health and care professionals, individuals, voluntary and community sector, patient groups and organisations within our communities which already make a big difference to people's lives.

As the STP is developed and discussed, we will be actively seeking your views and expertise as we work together to develop and implement it.

Yours sincerely

A handwritten signature in black ink that reads "David Smith". The signature is written in a cursive style with a long horizontal stroke at the end.

David Smith  
Sustainability and Transformation Plan Lead  
Buckinghamshire, Oxfordshire and Berkshire West &  
Chief Executive, Oxfordshire Clinical Commissioning Group

Att

**Myth: There is no scope for any further efficiency savings in the NHS**

**Fact:** NHS spending is planned to increase, but not at the same rate that costs and demand on services are rising. So we want to take action now before this becomes a problem in the coming years.

Meeting the growing need for NHS services is a huge challenge – but equally, there is still much we can do to improve productivity and reduce bureaucracy across the health and care system, and to reduce the pressure on the NHS by helping people to stay healthier for longer.

As we shared with people who attended our public information events, much of this can be achieved through local plans which we have been discussing with the public and partners across Buckinghamshire for some time. For example, by working together across health and care organisations to provide more joined up care in the local community, and support people to manage their own health better, fewer people will end up needing emergency care in hospital, or to stay in hospital for lengthy periods when we have been told they would be happier and cared for just as well closer to home. These types of service changes will help us deliver savings.

**Myth: Doctors have not been involved in these plans.**

**Fact:** Doctors (and other health and care professionals) have been, and will continue to be, involved at all levels of the plans. At a local level for example, GPs with expert knowledge of the health needs of their local populations lead on planning and decision-making about services for their local communities. At a county-wide level, we work with NHS providers, particularly the consultants and nurses of Buckinghamshire Healthcare NHS Trust and Wexham Park. We have also benefited from the clinical expertise of the Thames Valley Clinical Senate, the Oxford Academic Health Sciences Network and the Thames Valley Urgent and Emergency Care Network.

70% of the plans in Buckinghamshire are not new: these are existing plans from our primary care strategy, frail older person strategy and health and wellbeing strategy – plans we've been talking about to staff, doctors, the public and stakeholders for some time.

The STP is simply an “umbrella” plan which brings together these existing local plans and a number of ideas for working together on a wider regional scale, such as planning very specialised services, or ensuring our computer systems share information to avoid duplication and repetition.

However, we do want to do more to engage and communicate with the wider NHS and social care workforce about how all this fits together, particularly as we develop these initial proposals into firm project plans over the coming months. This will be a key focus for the next phase of our engagement work.

**Myth: Consultants have been employed at every stage to help spin these changes to the public.**

**Fact:** Communications and engagement work has been, and will continue to be, delivered by in-house staff across the Buckinghamshire NHS organisations and the council, within our existing budgets.

**Myth: More services will be taken away from Wycombe hospital as a result of these plans.**

**Fact:** Buckinghamshire Healthcare NHS Trust and the Buckinghamshire Clinical Commissioning Groups have repeatedly stated that we see a vibrant future for the Wycombe Hospital site – it's a vital part of healthcare provision in Buckinghamshire.

Services at Wycombe are expanding, and we expect to continue to develop the Wycombe site: for example, the next few months will see provision of stroke services for a greater number of patients and the construction of a second cath lab in Wycombe (a "cath", or cardiac catheter lab, is where tests and procedures such as angiograms, angioplasty and implantation of pacemakers are carried out).

**Myth: 'Pathology consolidation' / 'pathology efficiencies' means downgrades to pathology at Wycombe.**

**Fact:** Pathology consolidation/efficiencies is actually about improving services, through hospital trusts working better together. For example, hospitals could operate one joint on call rota instead of separate. That would not only be more efficient to administer, it would also be better for patients, because it enables us to ensure there are always enough of the right, skilled staff available to run safe, high quality out of hours services.

**Follow up question: What is the future of the tower block at Wycombe Hospital?**

**Answer:** *Buckinghamshire Healthcare NHS Trust* said: The assessment of the condition and development of our estates and buildings, including the tower block at Wycombe Hospital, is part of the work being undertaken to inform the development of our estates strategy. We want to use our most modern estate for high quality patient care and our clinical strategy will determine our future estates requirements. This is currently still under development.

**Myth: The plans will mean £34m cuts in staffing.**

**Fact:** All aspects of what goes into delivering healthcare have been examined and as part of the wider plan, some ideas about how to be more efficient in recruiting, utilising and developing our workforce have been put forward.

These ideas seek to address long-standing difficulties in recruiting and retaining staff by making improvements to training and to terms and conditions and by taking a shared approach to recruitment from overseas. They suggest introducing a 'bank' of staff available to work across the whole patch and save money on expensive agency staff and outline ambitions to enhance leadership capability and upskill the workforce, enabling them to deliver better care. A shared workforce plan will increase opportunities for staff, including specialist doctors, to rotate across organisations and in doing so gain greater experience and deliver better care.



If all these ideas were put into place, they would produce savings of some £34m across the Buckinghamshire, Oxfordshire and Berkshire West area over the five year lifespan of the plan and would result in **workforce numbers increasing by a predicted 978 posts.**

**Myth: There will be cuts in the numbers of registered nurses.**

**Fact:** We expect to increase nursing numbers as we move towards 2020/21. We are exploring skill mix opportunities to ensure people are working to the top of their licence and we are optimising nursing time spent on direct patient care.

We anticipate that current challenges around recruitment and retention of nursing staff generally, but particularly within some specialist areas, will continue in the short to medium term. Therefore, our aim is to ensure that our future nursing workforce, which is highly valued, is better equipped and supported to work flexibly across our various healthcare settings.

**Myth: There has been no proper discussion about community hubs and people still don't understand how they will work.**

**Fact:** Our engagement with local communities, health and care staff and the voluntary sector has provided a range of feedback about how community hubs could be developed across the county. From what we've heard, it's clear that a community hub could look and work differently from locality to locality and we are now working with each locality to continue those discussions and to develop more detailed proposals.

For example, some services provided through the hubs will need a face-to-face appointment and a physical location, for provision such as blood tests, x-rays or physio; for these, we will be exploring suitable location(s) in the locality that can be used or adapted. But for many other services, it could equally be a 'virtual' service, signposting someone to an online or telephone service that offers what they need.

There will be further engagement with the public as we develop this detail, and we may run pilots in some areas to make sure that the approaches are thoroughly tested before they are finalised and rolled out more widely.

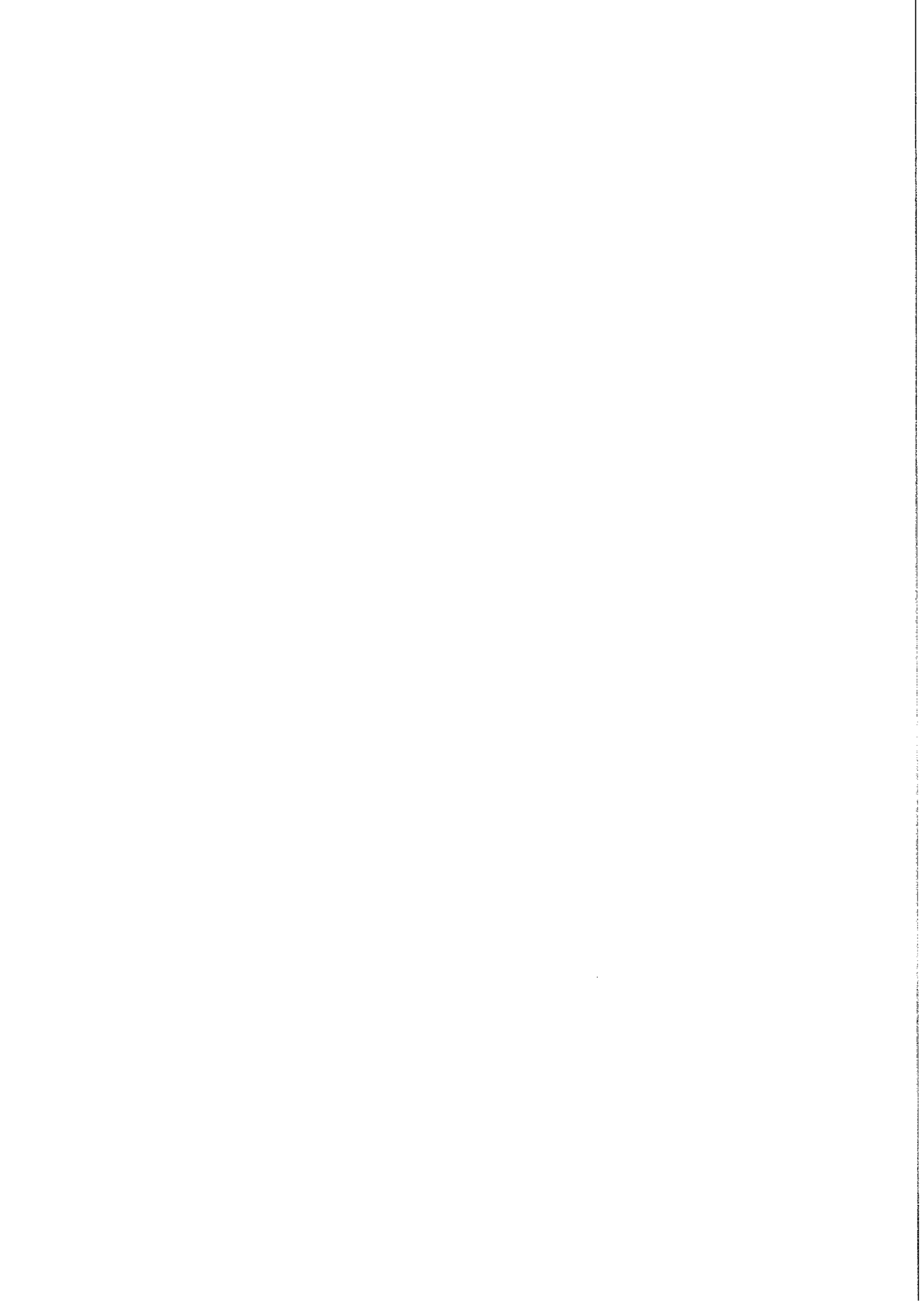
**Myth: Councillors need to reject the plans and call for proper consultation.**

**Fact:** The STP is work in progress and outlines our aims, ambitions and what we would like to achieve together over time across the STP patch and within each local area. The next phase will be to turn these proposals into more detailed plans in conjunction with our staff, patients and the public, communities and local stakeholders.

NHS organisations have statutory responsibilities to engage with the public and stakeholders about service provision and to formally consult about service changes of significance - and the STPs do not change those legal duties. Public engagement is critical and no changes to current services will occur without local engagement and, where required, full public consultation.

We will continue to develop specific engagement and, if required, formal consultation plans for each of the proposed service changes as they develop, because we want and need to talk to the people who would be affected (both current and potential users) - and for different services, those can be very different groups.

Similarly, the Health and Adult Social Care committee will continue to play a vital role in scrutinising the development and implementation of the proposals.



**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 13<sup>th</sup> MARCH 2017**

**Agenda Item no. 18**

**Contact Officer: Mr. C.P. Wayman**

**New Cemetery**

After finding bedrock close to the surface when digging a grave up at the cemetery it was decided to undertake a geophysical survey of the area to ascertain what space would be available. This highlighted that the bedrock close to the surface extended over a large area of what was previously considered as burial space. Since then efforts were put in to find a new cemetery. This was accomplished via the Neighbourhood Plan with a site identified for Cemetery and Allotment land near the Radclive roundabout (near the Buckingham Garden Centre) over the A421.

**Current Situation**

It is expected that as the planning permission has been granted for the 400 homes in the area that the other planning application which incorporates the Cemetery and Allotment land will be decided shortly.

Burial space is becoming very limited within the existing cemetery with few spaces left. The Green Spaces Manager is investigating if there are further individual spaces within the cemetery to use. However, we are current down to approximately 10 full burial spaces.

New College are putting their views via their agents Hallam Land. They have advised that due to New Collage's position as a Charity they are unable to gift the land to the Town Council. Therefore they are asking the Town Council to make an offer.

**Process**

The following is a brief table of the broad processes required to open the new Cemetery. Timings have been placed upon them as a guide only and may increase dramatically the further down the table due to unforeseen delays or current lack of information of work required.

Action	Possible Timetable
Offer for land	March 2017
Offer accepted	March/April 2017

Tender Document to Contractors to draw up the plans for the new Cemetery/Allotments	April 2017
Ongoing legal process of purchase of land	April 2017 – April 2018
Tenders returned/Contractor appointed	May 2017
Work with Contractor to draw up plans	May 2017 – December 2017
Full Council to agree to borrow money for purchase and infrastructure	June 2017 or August 2017
Environment to agree planning application for submission	September 2017
Planning application to be submitted	September 2017
Planning application agreed	November 2017
Application for borrowing money to Public Works Loans Board	November 2017 or January 2018
Tender drawn up for building works	November/December 2017
Contractor agreed for building works	February 2018
Building work to commence	May 2018
Construction work to be completed	February 2019

## Expenditure

It is unclear what the level of expenditure may be for the project at the moment. The Town Council have £20,000 in the budget to accommodate the hiring of the contractor to draw up the plans and carry out the existing work. The purchase price will be determined through negotiation. The work to construct the building on site, fencing, gates, planting and paths will be confirmed via the tender in early 2018. The total should be less than £500,000.

## Priority

Social Value – 4 This provides the people of the town and further afield and area where they can be buried within the town.

Officer Time – 1 It is a long process with a large work to go into the project and will continue to be more work once it is opened.

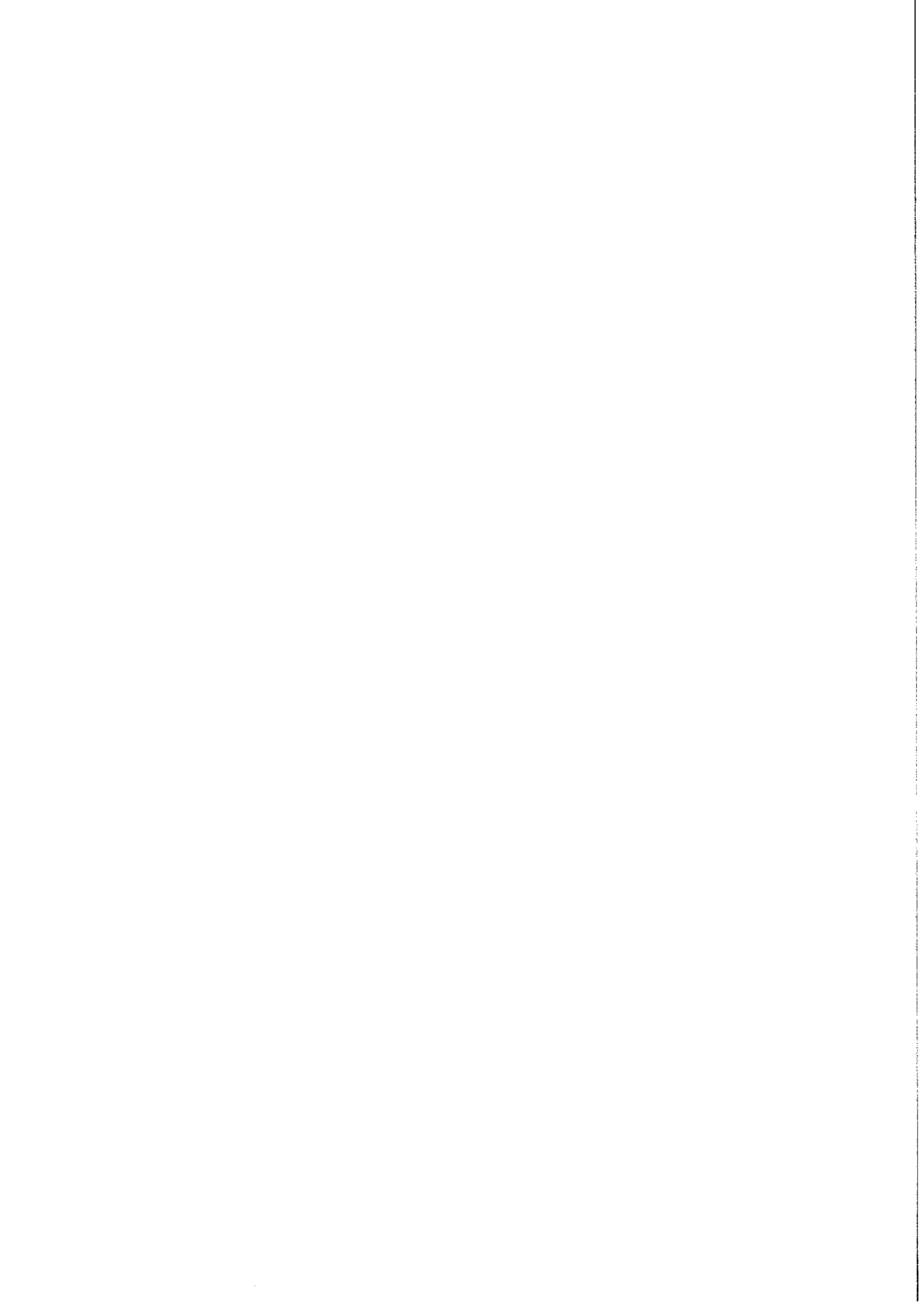
Urgency – 4 As highlighted above this is urgent due to the lack of burial space. It also falls under Critical Success Factor (CSF) 5 – Maintained, improved and

expanded our green and open spaces (including allotments and cemetery). CSF 1 relating to the Neighbourhood Plan as it is a site designated within it, and CSF 8 also apply - Make Buckingham an even more attractive town/parish (including improved infrastructure)

Total 9

### **Recommendation**

That subject to the discussion under agenda item 25 that the process above is followed through to obtain a new cemetery and allotment land.



**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 28<sup>th</sup> July 2016**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Paddy Collins, Andy Mahi, Anne Liverseidge, Terry Bloomfield, Peter Burke, Mike Hall, Roger Tear, Building / Booking Manager Tim Scudamore.

**1. Apologies:** No Apologies.

**2. Minutes of 26<sup>th</sup> May 2016:** Agreed as a true record.

**3. Matters arising from said Minutes:** No matters arising.

**4. Correspondence:** Pat Davis, who organises the Tea Dance on Mondays, has written to enquire whether we are going to install air conditioning which has previously been discussed. The Tea Dance is not held during August due to high temperature in the large hall.

**5. Chairman's Report:** No Report.

**6. Booking Manager's Report:** Samples of selection of brown paints from the Sadolin SuperDec range had painted on the small hall fire door and the committee were invited to view the door to make a final decision on the colour. The Hot Lava colour was chosen. The quote for a new stage and office carpet was discussed. The new stage carpet and colour was chosen (Mallory Park colour 200), but the committee decided to have the new carpet bound at the edges at a cost of £7.50 per metre (22 metres in total). This would cut down on labour costs to have the edges folded and glued. Also, it was decided that we will dispose of the old carpet ourselves rather than pay to have it taken away. It was decided that a new office carpet was unnecessary. Tim reported that the payroll link to the accounting system was working successfully and was saving time as the entries did not need to be manually input. It was decided to put small (6 x 4) security camera signs on the hall doors and toilet doors. Tim also presented the costs of SagePay (recommended by Sage) to take credit/debit card payment, and also the costs of WorldPay (recommended by our bank). The committee decided to open a SagePay "PayGo" account with no monthly charges but with a higher transaction fee (2.5%). Roger enquired as to whether this fee should be passed on to the customer, but the committee decided not to do this as the number of transactions would be low initially.

**7. Treasurers Report:** Paddy Collins reported that everything was o.k. with the finances. He is still considering an increase in hire charges and will make a decision in September.

**8. Building Maintenance Issues:** Terry has completed the cleaning of the Gents Toilet ceiling. Derrick, on behalf of the committee thanked Terry for doing this. Terry also agreed to fix the guttering. New burglar alarm maintenance quote from Oak Park was £560 compared with £305 currently with Akita. The committee decided to stay with Akita.

**9. Items for Future Agenda:** Discuss Air Conditioning quotes and possibility of Grant (also factor in extra electricity usage). Grant should also cover new internal doors.



**10. Any Other Business:** The next craft fair on 24<sup>th</sup> September is already fully booked with 2 sellers on the waiting list. Tim on holiday from the week commencing 15<sup>th</sup> August. Paddy and Terry to stand in. Tim will do a double payroll the week before.

**11. Date of next Meeting's: 24<sup>th</sup> September. Anything cropping up before the next meeting will be dealt with by the Chairman.**

**12. Summary of Actions to be completed before next meeting :**

**Paddy** : Investigate NEST pension scheme and auto-enrolment (ongoing).

**Martin** : Investigate purchase and installation of second 4 camera system.  
Look at a way to have 2 monitors in office.  
Also look at installing dummy cameras.

**Tim** : Get doors repainted in Sadolin SuperDec Hot Lava colour.  
Get revised quote for new stage carpet with binding and proceed with order if reasonable.  
Improve website (ongoing).  
Put up 'Security Cameras in Operation' signs.  
Arrange to open a SagePay account to take payments by credit/debit card.  
Get 3 quotes for new internal doors and 3 quotes for Air Conditioning – Terry to assist .

**Terry** : Repair Gutters.

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 22<sup>nd</sup> September 2016**

**Committee Members Present:** Derrick Isham, Geraldine Collins, Paddy Collins, Andy Mahi, Anne Liverseidge, Roger Tear, Building / Booking Manager Tim Scudamore.

**1. Apologies:** Terry Bloomfield, Peter Burke, Mike Hall.

**2. Minutes of 26<sup>th</sup> May 2016:** Agreed as a true record.

**3. Matters arising from said Minutes:** No matters arising.

**4. Correspondence:** Andrew Goldsmith, bookseller has requested a concessionary rate for a regular book sales in the small hall. He has effectively asked for 10 hours for the price of 6, on top of other discounts. The committee decided to refuse this request as it would be unfair to other commercial hirers who do not get this concession.

**5. Chairman's Report:** No Report.

**6. Booking Manager's Report:** Painting of doors is now complete. Security camera signs have been put up on toilet doors. Allan Payne, painter, will be giving quotes to paint internal doors. We need to affix a brass hook and eye on right hand door to hold it open (It has apparently never has one). Gutters have been cleaned and Terry Bloomfield will fix leaks. New stage carpet quotes from Buckingham Carpets was deemed too expensive by the committee, but the chairman has found a different type exhibition floor covering that was more reasonable at £401. The committee decided to proceed with this covering and chose the beige colour from samples. Tim reported that there were some staff issues with caretakers being absent for various reasons. Some staff have ongoing long term health conditions that may affect their ability to perform their duties and the committee decided that no action be taken at the present time, but it will need to be monitored very closely.

**7. Treasurers Report:** Paddy Collins warned that the Minimum/Living wage will be rising next year and he proposed that the committee wait until the new rates are announced before deciding on a staff wage rise. He suggested that our policy of paying 50p more than minimum wage may no longer be required. Paddy has also applied for a SagePay account, but he required a second trustee to provide their identification details to Sage. Derek Isham agreed to do this. Also Paddy needed a letter authorising him to sign documents and Tim will sign this letter. Paddy has decided that the 2017 basic hire rates for hall hire will not be changed for 2017, but he and Geraldine proposed a possible change to the discount scheme which was presented to the committee.

**8. Believers' Loveworld booking :** The Believers' Loveworld Church has enquired about regular Sunday bookings, and some midweek bookings, and it was decided that the committee needed to discuss this. They church have decided not to proceed with their bookings at the present time. The matter was discussed by the committee, and it was decided that we will not accept these booking if the church contacts us again in the future.

**9. Building Maintenance Issues:** It was decided to put an outside ashtray by the fire doors of the large hall as many of the Bingo attendees smoke outside and discard their cigarettes on the ground. Also it was decided that a Loading Only sign be put on this door to prevent people parking by it. We also need

to make sure that hirers hook back the doors properly to stop them blowing in the wind. It was decided that a wooden block will be fixed to the small hall fire door where it contacts the metal pillar. This will reduce the strain on the hinge. We have some spare paint to make this look acceptable. The missing cable extension reel has been found and this will now be kept in the locked cupboard and must be requested by hirers. Martin Try reported that the costs of new security cameras would be £150 for 4 cameras, or £350 for an 8 camera system which would utilise the existing cameras. The committee decided to purchase dummy security cameras from EBAY for the time being.

**10. Items for Future Agenda:** Discuss Air Conditioning quotes and possibility of Grant (also factor in extra electricity usage). Grant could also cover new internal doors. An idea of a publicity leaflet to be delivered to all households informing people what's on here and our hire rates etc. Also the idea of an open day to showcase everything we do here. Make more use of website to advertise these things.

**11. Any Other Business:** No other business.

**12. Date of next Meeting's:** 17<sup>th</sup> November in Council Chamber. Anything cropping up before the next meeting will be dealt with by the Chairman.

**Buckingham Community Hall Association**  
**Minutes of the Management Committee Meeting held on 17<sup>th</sup> November 2016**

**Committee Members Present:** Derrick Isham, Paddy Collins, Roger Tear, Mike Hall, Terry Bloomfield, Peter Burke, Building / Booking Manager Tim Scudamore.

**1. Apologies:** Gerladine Collins, Andy Mahi, Ann Liverseidge.

**2. Minutes of 22<sup>nd</sup> September:** Agreed as a true record.

**3. Matters arising from said Minutes:** No matters arising.

**4. Correspondence:** A quote has been received from Allan Payne for painting of the internal doors. This was broken down into 3 separate quote, and there was some confusion as to which was which. It was decided to put this on hold for the time being, but Tim will clarify the quotes with Allan in case we decide to go ahead with this in the future. We have signed a new fixed price agreement with E.O.N. for supply of gas and electricity.

**5. Chairman's Report:** Paddy chaired the meeting, and thanked the members for their good work in 2016 and asked them keep it going for 2017.

**6. Booking Manager's Report:** Tim reported that the dishwasher had broken and was beyond economical repair. A quote of £1728 (inc. VAT and installation) for a new dishwasher had been received and the committee decided to purchase this as soon as possible. It was decided that the new 2017 discounts would be applied to new hirers only, as some existing hirers who booked 6 to 10 sessions per year would otherwise see a price increase. It was also agreed that the 2017 pantomime will be charged the same fee as 2016.

**7. Treasurers Report:** Paddy reported that we will ask for a £2000 grant from the Town Council this year. At the moment, things were looking o.k. for 2017. The staff pension scheme is progressing, and everything necessary has been done for the time being. Paddy has decided not to go ahead with SagePay agreement which would have allowed us to accept credit/debit card payments. The application process mentioned a monthly fee which we were not expecting, and it wasn't clear whether this would be charged or not. We may look at an alternative arrangement in the future, though it is not critical.

**8. Building Maintenance Issues:** A modification is require to the entrance to allow easier access for wheelchairs. The stones will be raised to for a gradual slope up to the door. This will be funded by the town council. A suitable date and time will be arranged with Tim. Gutters seem o.k. but will be looked at again in the spring.

**9. Items for Future Agenda:** None at present.

**10. Any Other Business:** No other business.

**11. Date of next Meeting's:** 26<sup>th</sup> January 2017 in the Council Chamber. Anything cropping up before the next meeting will be dealt with by the Chairman.

## Access for All

### Minutes of February 2017 meeting

13 February 2017

The Library, Verney Close, Side Entrance

<b>Actions from the meeting:</b>	
<b>All members</b>	<p>To continue to monitor the Buckingham DisabledGo website to check details, make corrections and add comments</p> <p>To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website</p> <p>To note and report the locations of A boards in the town which are causing problems for the disabled and buggy users</p>
<b>John</b>	<p>To distribute Access for All leaflets</p> <p>To look into registering for the Waitrose green token scheme</p>
<b>Chris and Peter</b>	To visit the Looby-Lu Teashop.
<b>Pat</b>	To take Access for All leaflet to the Bucks Vision meeting
<b>Jenny</b>	<p>To contact DisabledGo to ask for information about how many people have used the site</p> <p>Follow up with DisabledGo and BCC re artwork for a window sticker</p> <p>To ask for a reminder on facebook about DisabledGo</p>

In attendance: Cllr Jenny Bates, Joy Fuchter, Pat Knibbs, Cllr Chris & Peter Strain-Clark, John Russell, John Squires, Cllr Ruth Newell, Cllr Warren Whyte, Cllr Derrick Isham

Apologies: Cllr Mike Smith, Ed Grimsdale, Pam Tonge, Mary Buckingham, Clair Pudaruth, Graham White

#### 1. **Welcome, introductions and apologies**

John Russell welcomed all to the meeting.

#### 2. **Minutes of the Meeting** held on 14 November 2016 (previously circulated)

Agreed.

#### 3. **Matters arising** if not elsewhere on the Agenda.

Chris and Peter reported that they have been back to Esquires and although staff have not yet mastered the ramp, they were able to use it under direction. They were able to get to the disabled loo which was fine.

They have also visited the Garage. They thought that access would be difficult if someone was wheeling themselves or using a mobility scooter. There are double doors but there was furniture behind one of the doors which would need to be moved. The loo was ok. The tables all have a ledge so it's impossible to get your knees under the table, Chris used the leg rest. The staff were very helpful and Chris was able to try out several tables. Hopefully they will understand the problem and bear it in mind they need to replace the tables.

Chris and Peter have not yet been able to get to Nelson Street Restaurant but John has been and didn't report any problems.

Chris also reported that Looby Lu's Teashop responded to a comment on facebook, saying that they have a ramp, so Chris plans to try it out. It was pointed out however that the toilet is down 2 steps.

#### **4. Acting Chairman's Report**

John reported that he had been involved in resolving issues relating to the Access for All leaflet by email and he, Chris and Peter met up with Mike for a photo shoot for the front cover of the leaflet.

#### **5. Secretary's Report**

Jenny reported that she has still not received a response from Philip Holt about artwork for window stickers. She offered to approach Graham to ask if the BCC Coms team would be able produce artwork.

*Update: Since the meeting DisabledGo has agreed to provide window sticker artwork.*

#### **6. Treasurer's report**

John reported that the Group has £1101.78 in the bank. Some of the money held on account from the community leaders' fund has been used to pay for producing the Access for All leaflet. He pointed out that the group has no income and Derrick suggested that we consider asking for a BTC grant at the appropriate time. It was also suggested that we register for the Waitrose green token scheme.

#### **7. DisabledGo Update**

It was agreed at the previous meeting that Clair would clarify how many venues could be included on the list for assessment in 2017. As Clair was unable to attend this meeting, this was carried over to the next meeting.

#### **8. Access for All leaflet**

The leaflet has now been produced and was circulated to members of the group. It has been distributed to Tourist Information, the Traders' association, the Library, Town Councillors and displayed in the Council Chamber and at Lace Hill Community Centre with 277 of the 500 copies now gone. Some also need to be left at the Community Centre, doctors' surgeries, the hospital, CAB, The Centre and Shopmobility. John offered to take care of distribution. It is important to have them distributed as we hope to print an updated leaflet after the new disabled toilets have been installed. Pat also offered to take the leaflet to the Bucks Vision group which meets in Gawcott.

It was also suggested that the leaflet should go to the Carers group and Age Concern which meets in the Community Centre. It might be possible to offer a speaker to talk about Access for All and DisabledGo at Age Concern and Carers group meetings.

#### **9. Website and other Publicity ideas**

As Clair was not at the meeting it was agreed to defer discussion of a pop-up sign for Access for All

until the next meeting.

## 10. **Members' concerns**

The group was pleased that it looks as if the Government is going to take action on satnavs for trucks. Warren informed the group that Mike was unable to be at today's meeting because he was attending a BCC meeting in Aylesbury to look at improving the freight strategy in Buckinghamshire by considering the current situation, setting goals and options for improvements.

There was concern that now that Dominos has opened, customers are already parking on the pavement and in front of the Old Town Hall. Warren explained that clarification is needed about who owns the land in front of the Old Town Hall, he is currently looking into this and has asked Villiers if they have any documentation. There is also no indication of when loading is allowed.

It is expected that the new toilets will be installed by the end of March. Meanwhile Shopmobility is operating from the Library.

Concerns were raised about the state of pavements in Buckingham. Warren explained that the pavements on Page Hill Avenue, off Well Street and outside the Old Gaol have been taken care of. He asked members to report their specific concerns online as no action can be taken otherwise and BCC needs to focus on where there are real issues. John was concerned about the state of pavements on the town's estates, such as Western Avenue and Overn Crescent, where there are a lot of older people. He was unaware of any work having been carried out there in the past 30 years. Warren emphasized that dangerous defects will always be taken care of. Derrick said that he had reported concerns online and the issues he had raised had been taken care of. Warren asked the group to report specific issues online so that Officers can assess them. They are unable to survey every footpath but Warren is hoping to have a footpath budget in future. He confirmed that it can make a difference if more than one person reports the same concern.

John asked if there can be consistency between those doing grass cutting in the town. Warren replied that this is not possible at the moment. BCC has devolved verge cutting to BTC.

Although the timing has been changed at the Jardine's crossing the infrastructure is still causing a problem for wheelchair users wanting to cross the road. Warren said he is aware of the problem but that unfortunately there isn't a budget to change the infrastructure of the crossing.

Concerns were raised about obstacles on pavements making it difficult for disabled people to get around in the town. For example parking on pavements which is felt to be getting worse, such as by 13 High Street where it can be impossible to pass with a trolley and the grass has been churned up. There are similar problems at the King's Head where it can be impossible for blind people to pass safely and at the former Whale where there is an A board on the pavement. There are tables and chairs on the pavement in front of In High Spirits but this is private property. In front of the Asian shop on the High Street there are two identical boards in front of the shop. It was pointed out that Bucks Vision used to check A boards and it was suggested that someone could go round the town again. Pat agreed to raise this with Bucks Vision. Derrick offered to follow up with relevant organisations.

*Update: The concerns about A boards were raised at a BTC meeting following the Access for All meeting. Access for All members are requested to note and report specific locations of A boards which are causing a problem to the disabled and buggy users.*

Group members were asked to note the Transport for Buckinghamshire meeting which will take place at the Community Centre in Buckingham at 10.30am on 14 March and also the Annual Town Meeting at 7.30pm on 22 March, also in the Community Centre.

11. **Next meeting** – Monday 13 March 2017, 2:00 – 3:30pm, Buckingham Library



# DESTINATION BUCKINGHAM GROUP

*Thoroughly* MODERN  
**Traditional**  
BUCKINGHAM

## NOTE OF MEETING HELD ON 21 FEBRUARY 2017

**Attendees:** Roger Edwards (RE)      Margaret Gateley (MG)      Andy Mahi (AM)  
John Riches (JR)      Mary Simons (MaS)      Mike Smith (MS)  
Chris Wayman (CW)

**Apologies:** Henry Cooper (HC)      Nigel Morrison (NM)      Warren Whyte (WW)

ITEM	DISCUSSION	ACTION BY
1	<b>Apologies and Introductions</b>	
1.1	The Apologies for Absence were noted.	
2	<b>Note of 17 January meeting</b>	
2.1	The draft Note was approved.	
3	<b>Financial Position</b>	
3.1	MS said that the balance of funds remained at £1,682.57 including £1,250.00 already earmarked for the Fair Trade 10 <sup>th</sup> Anniversary, a Trader "Big Event" and publicity for the Community Health Festival and Conference.	
3.2	Following his meeting with Teresa Lane (AVDC) on 10 February, and as announced by email message later that day, 2016/17 funding of £10,000.00 in respect of the projects proposed at the last meeting had been agreed and would be paid via BTC. Furthermore, £10,000.00 for 2017/18 had also been promised, although uncertainty surrounded funding in respect of 2018/19 onwards.	
3.3	Following receipt of the 2016/17 funding by BTC, grants would be dispersed as previously agreed, subject to the usual agreement to fully acknowledge AVDC's support, as follows:	
3.3.1	<b>Buckingham Old Gaol Trust</b> , towards the Lenborough Hoard display case (£2,000.00)	
3.3.2	<b>University of Buckingham</b> towards the Buckingham Literary Festival (£2,000.00)	
3.3.3	<b>Buckingham Town Council</b> in respect of the Tourist Information Centre redecoration (£500.00), to refurbish the AVDC finger post adjacent to the Bus Stand (£200.00), and towards new Interpretation Boards in Bourton Park (x2) and near the newly-opened Canal (£5,000.00)	
4	<b>Enhancing Entry to Town Centre (from car park)</b>	
4.1	As previously agreed, further discussion about improving the area in front of the PO Sorting Office would be held at the next meeting.	

5	<b>Town Centre Enhancement</b>	
5.1	<b>Signage reduction and pavement repairs</b> – MS noted that this was proceeding and was scheduled for completion by the end of the month.	
5.2	<b>Wayfinding Totems</b> – During his meeting at AVDC on 10 February, MS had also met with Jill Hemmings and received an update on the proposals for Aylesbury. He circulated details of the proposed totems, and it was agreed that, subject to planning constraints, these might be located adjacent to the Bus Stand, near The Old Gaol, and (perhaps) in front of The Old Town Hall. The costs would be met from the 2017/18 funding. Jill Hemmings had offered to visit Buckingham to assist with identifying likely locations etc.	
6	<b>Widening Buckingham's Links</b>	
6.1	<b>Silverstone: MEPC</b> – NM had advised MS that he had details off the proposed display screens, information about which he would provide at the next meeting.	NM
6.2	<b>Silverstone: BRDC</b> – No further update.	
6.3	<b>Hotels &amp; Guest Houses</b> – HC had confirmed that he had leafleted Villiers and Best Western Hotels.	
7	<b>Fair Trade Fortnight and 10<sup>th</sup> Anniversary</b>	
7.1	MG confirmed that all arrangements for Fair Trade Fortnight were now in place.	
7.2	Arrangements for the 10 <sup>th</sup> Anniversary were also proceeding well.	MG
8	<b>ShopBuckingham Report</b>	
8.1	MaS had no further update about the suggested "Big Event" but would be speaking to EW shortly.	MaS & EW
8.2	RE suggested that award of the Trader of the Year be made at the "Big Event" (should it take place), although MaS thought it may be better as a stand-alone event. Further thought would be given to this.	RE & MaS
9	<b>Other Events and Activities</b>	
9.1	<b>Civic Day</b> (Saturday 17 June) – RE said that Buckingham Society were looking to have a re-enactment group perform on the paved area, in conjunction with a planned exhibition about the Dukes of Buckingham in The Old Gaol.	RE
9.2	RE added that Buckingham Rotary would also be presenting their Citizen of the Year award(s).	
	<b>Town Trail and Riverside Walk leaflets</b> – RE said that Buckingham Society would be revising the Town Trail leaflet, and also planned to prepare a Riverside Walk leaflet. It was agreed to assist with funding, subject to the usual AVDC acknowledgement being included, should it be required.	RE
10	<b>Next Meeting</b>	
10.1	It was agreed to meet again from 1200 hrs on <b>Tuesday 4 April</b> , in the Town Council Chamber.	ALL