



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr C. P. Wayman

Monday, 30 April 2018

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Tuesday 8<sup>th</sup> May 2018** 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 3.f, 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. Friend of Buckingham Presentation

Presentation to Mr. J. Barnett who has been awarded the title of Friend of Buckingham in recognition of his work as Chair of the Board of Trustees of the Buckingham Youth Club and as Chair of the management committee.

### 4. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on Monday 12<sup>th</sup> March 2018. **Copy previously circulated BTC/11/17**

### 5. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 9<sup>th</sup> April 2018. **Copy previously circulated IM/06/7**

### 6. Planning Committee

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

- Monday 19<sup>th</sup> March 2018

**Copy previously circulated PL/14/17**

Proposed by Cllr. Harvey and seconded by Cllr. O'Donoghue and **RECOMMENDED** to Full Council that the Town Council request that option B is chosen as the preferable route for the East West Express way.



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **RECOMMENDED** to Full Council that Planning Committee stays in place with the creation of an Economic Development Subcommittee.

- Monday 9<sup>th</sup> April 2018

Copy previously circulated PL/15/17

**7. 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 2018

Copy previously circulated TCE/07/17

**8. Environment Committee**

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 2018

Copy previously circulated E/07/17

**9. Resources Committee**

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 2017.

Copy previously circulated R/06/17

Proposed by Cllr. Smith, seconded by Cllr. Isham and **RECOMMENDED** to Full Council not to include draft minutes on the website; CSG are of the view that only ratified minutes are uploaded.

Proposed by Cllr. Newell, seconded by Cllr. Harvey and unanimously **AGREED** to **RECOMMEND** the following motion to Full Council: As an equal opportunity employer and taking into account the work life balance of both Town Council employees and councillors, this Council proposes that for 2019 meeting dates we do not meet in the weeks of bank holiday Mondays, and that we avoid meeting in August, unless there is the need for an urgent planning meeting, and that the meeting schedule is drawn up accordingly.

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

**11. Action List**

Appendix A

**12. Motion - Cllr Stuchbury**

I request Members receive my written questions to the Health and Adult Social Care Select Committee and support the following motion:

Appendix B

Historically, Buckingham Town Council has supported Buckingham's Community Hospital which provides care for patients following treatment or surgery. The hospital is a vital resources to our community, particularly for elderly patients who may need rehabilitation before being able to look after themselves at home. I seek Members' agreement to issue a statement of support advocating the current use of our Community Hospital and defending the loss of any hospital beds.

*Background information from the Special Meeting of The Health and Adult Social Care Select Committee Tuesday 24th April 2018*

**13. Motion - Cllr. R. Stuchbury**

Members agree to revisit and reinvigorate discussions with the District Council over the transfer of assets from AVDC.

**14. (S.O. viii) To review, amend or confirm the Standing Orders and Financial Regulations**

Appendix C

**15. (S.O. 2.10.2) To review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities.**

Appendix D

**16. (S.O. 2.10.3) To review, amend or confirm the terms of references for committees.**

16.1 Environment

Appendix E

16.2 Resources

Appendix F

16.3 Planning  
16.4 Town Centre & Events

**17. (S.O. 2.10.4) Receipt of nominations to existing committees.**  
To receive and confirm nominations to existing committee for 2018/19

Appendix I

**18. Appointment of Data Protection Officer**  
To receive a written report from the Town Clerk

BTC-03-18

**19. Children's Residential Care Home**  
To receive and note correspondence from County Councillor Whyte

Appendix J

**20. Major Planning Application – 17/04668/ADP Land north of A421 Tingewick Road**  
To receive and note minutes on a meeting held at Buckingham Town Council Chamber at 10.30am on Wednesday 18<sup>th</sup> April 2018.

BTC-01-18

**21. To consider the report by the Town Mayor on establishing a joint arrangement with the University and agree to the recommendations therein**

Appendix K

**22. Improving the effectiveness and efficiency of the Council (Referred from Interim 912/17)**

BTC-87-17

**23. Annual Town Meeting Feedback Report**  
To receive a written report from the Committee Clerk

BTC-02-18

**24. Reports from Representatives on Outside Bodies**  
Members are asked to note the reports listed below:  
Minutes and Financial Statement for Buckingham & Gawcott Charitable Trust 15/03/2017

Appendix L

**25. Mayoral Engagements**  
To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

Wed 14 Mar NSPCC Workshop at Buckingham Primary School

Fri 16 Mar University graduation ceremonies

Sat 17 Mar University graduation ceremonies

Sun 18 Mar Mental well being walk

Tue 20 Mar Meeting the Head of Buckingham Primary School

Wed 21 Mar Annual Town Meeting

Thu 22 Mar Presentation of Mobility Scooter to Green Dragon Eco Farm

Sat 24 Mar Easter Crafternoon at Lace Hill Community Centre

Sat 24 Mar Mayor's Charity Ball

Wed 4 Apr Buckingham Dementia Action Alliance - event planning

Wed 4 April Football Forum

Fri 6 Apr General Charities Governance Committee

Fri 6 April Carers Trust meeting

Fri 6 April 2018 Abbot Fire Group

Tue 10 Apr Buckingham Destination Group

Wed 11 Apr 2018 Launch of a research partnership between University & Ten-D Innovations

Sat 14 Apr Lunch at the Buckingham Rugby Union Football Club

Mon 16 Apr BACAB Meeting

Wed 18 Apr Commonwealth lunch at University Students Union

Thu 19 Apr B&MKALC Conference - Respect, Trust and Better Working Relationships

Fri 20 Apr National Trust reception at Stowe

Sat 21 Apr University of Buckingham International Forum

Thu 26 Apr BCC Annual Reception at RAF Halton

Fri 27 Apr UoB & MK Dons - Buckingham Big Day Business Reception

Sat 28 Apr MK Dons Big Day

Sun 29 Apr Civic Service

Tue 1 May Day celebrations

Fri 4 May Annual Mayor Making

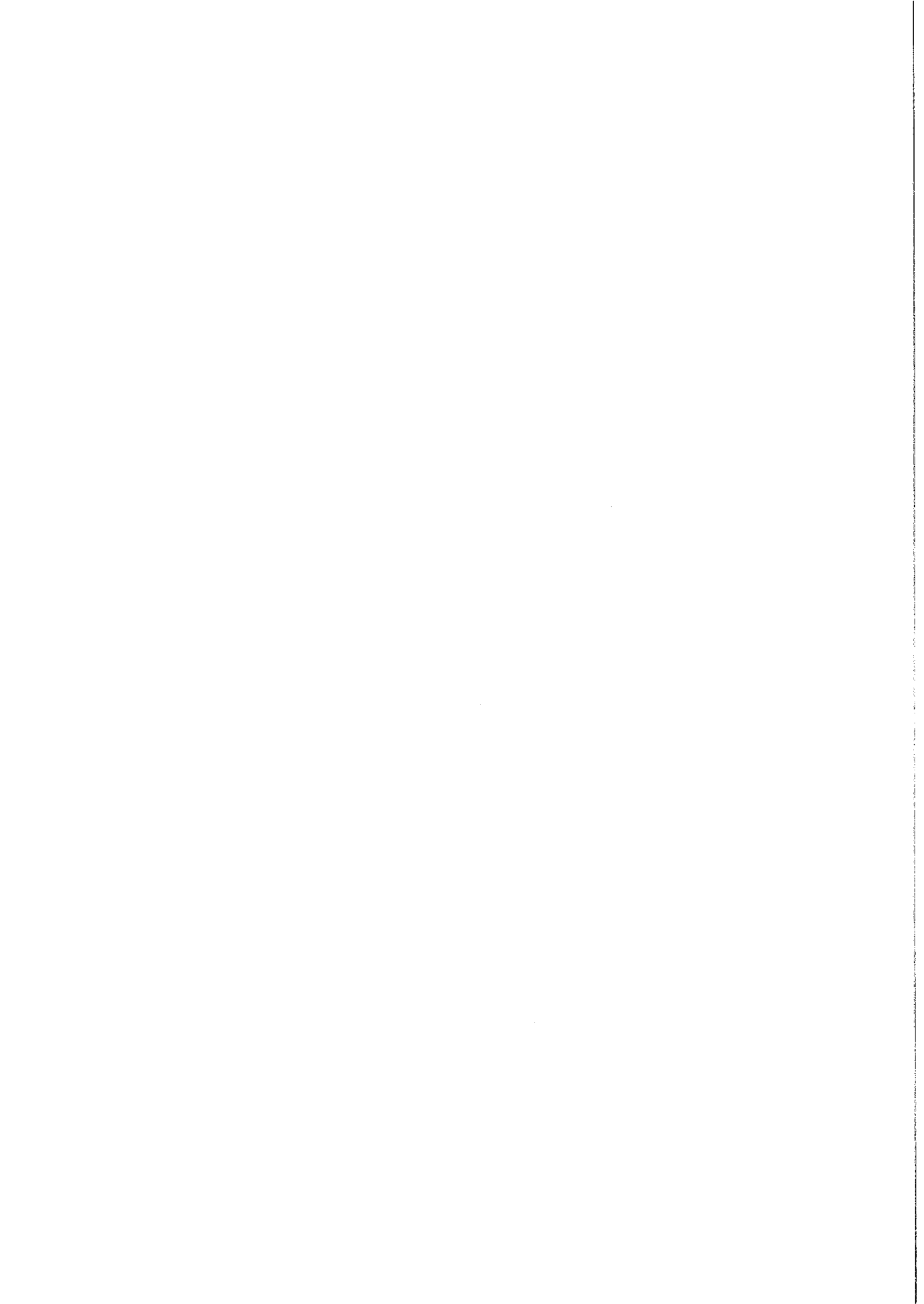
Functions the Deputy Mayor has attended:

March 16	Milton Keynes Mayor's Reception, MK Stadium
Mar 21	Annual Town Meeting
March 24	Mayor's Charity Ball
April 12	Bucks CC Unitary Presentation
April 18	AVDC Unitary Presentation
April 20	National Trust Community Reception, Stowe
April 26	University of Buckingham Tour

**26. Chair's Announcements**

**27. Date of the next meeting:** Interim Council – Monday 4<sup>th</sup> June 2018  
Full Council – Monday 25<sup>th</sup> June 2018

Action Item	Minute No.	Action Required	Action Taken	Result
<b>A</b>	405/17	Sign posting to Cornwall Meadow Toilets	AGREED to install two additional finger post signs directing people to the toilets.	On order
<b>B</b>	712/15	Community Land Trust	Proceed with interest and advertising for local interest	Longterm
<b>C</b>	837/15; 303/16	Moreton Road Toilets	Prepare report on the costs of keeping the facility open. Town Clerk to investigate proposal with AVDC.	Awaiting information from AVDC Officer
<b>D</b>	841/15	Mayor Admin Support	Report to Resources	Longterm
<b>F</b>	284/17	Posters Bylaw	Members AGREED for the Town Clerk to explore whether a bylaw could be sought to allow that charging of people who leave posters on display one week after the event date.	



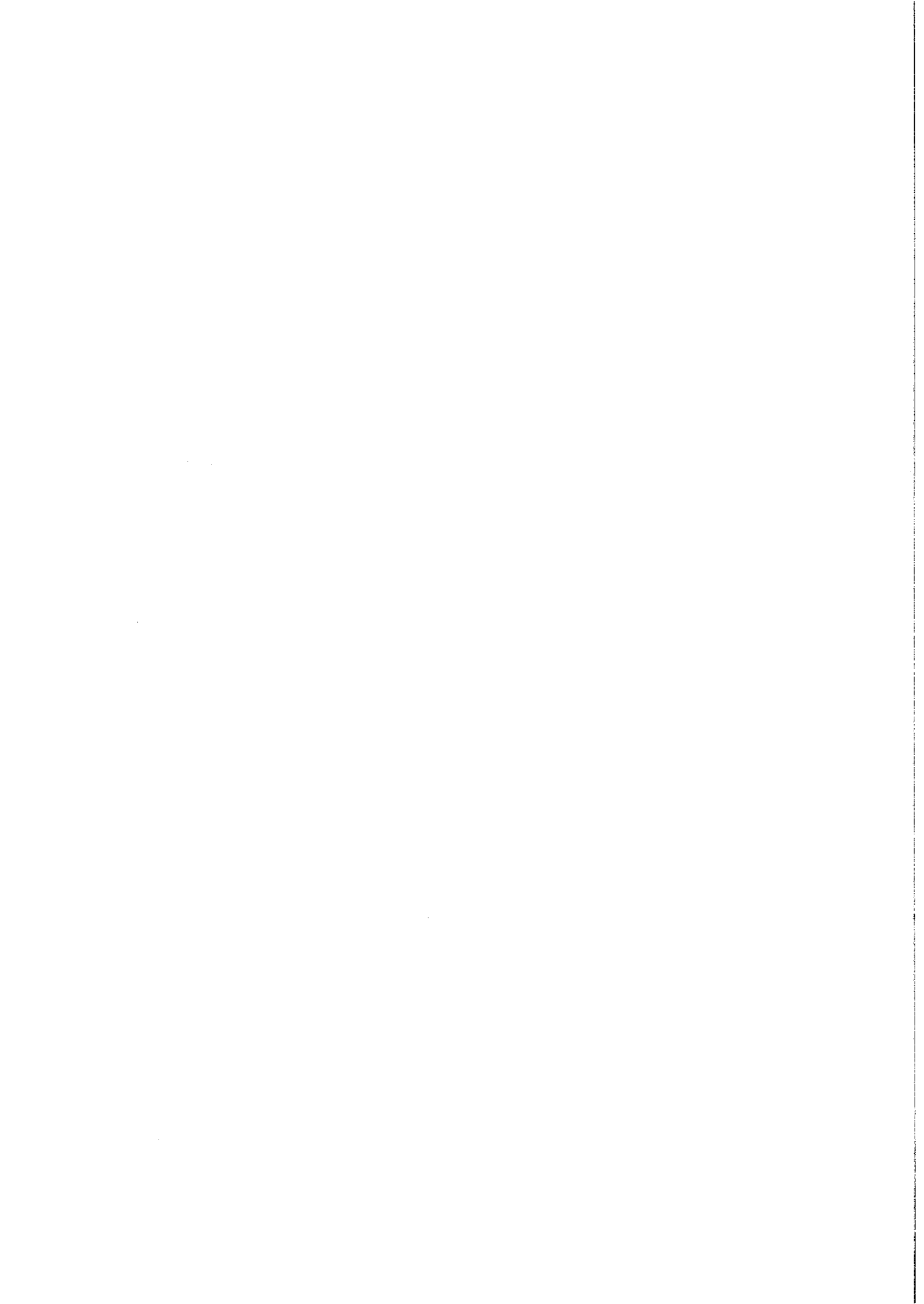
Special meeting, Health and Adult Social Care Select Committee

Tuesday 24th April 2018 10.30 am

Question received from District Councillor Robin Stuchbury relating to the present consultation on bringing care closer to home by Buckinghamshire Healthcare Trust

Q1. I understand that the community hubs pilot resulted in overnight bed closures of 20 beds in Marlow and Thame. Should this pilot be rolled out across the county, will this result in overnight bed closures in our other local hospitals (such as Buckingham, Amersham, Wycombe, Stoke Mandeville)?

This was a concern at the recent public meeting at Buckingham Community Centre where residents felt that the Trust was unable to give their assurance that the beds would not be closed. Please can Buckinghamshire Healthcare Trust confirm what is the timescale for a decision on whether to retain overnight beds at Buckingham hospital and how much money per annum do these beds cost the NHS Trust? And how will that decision be taken and by whom?







**Standing Orders  
Buckingham Town Council**

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**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 (as amended) 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 understanding 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.



## Standing Orders Buckingham Town Council

- 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 Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. ~~Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.~~
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- pn 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.**
- po 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**

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by, to or before the Vice-Chairman of the Council (if any).

**ep** 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.

**eq** 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.

**er** 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.*

**fs** 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.

**et** 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.

**tu** 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.

**uv** 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.



**vW 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.

**wX 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 exercisable 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 and numbered in the order that they are received~~ 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 with an explanation by the Proper Officer of the reason for rejection~~ 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 Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
  - 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.~~

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## 12. Draft minutes



**Standing Orders  
Buckingham Town Council**

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- 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(f) 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~~



Standing Orders  
Buckingham Town Council

~~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.~~

- ~~i. serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda.~~
- 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 freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures~~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. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)~~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 2-2 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

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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 242 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





Standing Orders  
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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. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise, procurement policies (subject to standing order 18(e) below) including the setting of values for different procedures where a contract has an estimated value of less than **£25,000**.

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b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity. Where the value of a contract is likely to exceed £25,000 the Council will comply with the Public Contracts Regulations 2015 as per the Council Financial Regulations.

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 or electronically via email;
- 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 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of

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£4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

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#### 19. RESPONSIBILITIES TO PROVIDE INFORMATION Requests for information

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council. 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. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 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. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a. The Council shall appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

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**e** The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

**f** The Council shall maintain a written record of its processing activities.

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#### **20-21. 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.

#### **24-22. 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 221(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.**

#### **22-23. 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.


#### **23-24. 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.



**24.25. 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.

	<p><b>Buckingham Town Council</b></p> <p><b>Scheme of Delegation</b></p>	<p><b>Date Agreed:</b> 08/05/17  <b>Minute Number:</b> 18/17  <b>Prepared by:</b> Mr. C.P. Wayman  <b>Version:</b> 1.1</p>
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1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Town Council does not have the power to delegate a decision to an individual Councillor.

2. Decisions of the Full Council:

The matters below are the sole responsibility of the Full Council:

- a) Approving the precept level of the Town Council;
- b) Authorising borrowing;
- c) Appointing representatives to outside bodies;
- d) Making, amending, revoking, re-enacting or adopting by-laws;
- e) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Town Council Staff

Under the Local Government Act 1972 the Town Council "shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them".

Decisions can at any time be delegated to Town Council Staff.

The following have been delegated to Town Council Staff:

a) General Matters

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;

- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property or assets so long as the Town Council's Financial Regulations are adhered to and the cost does not exceed the current budget;
- v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Town Council equipment, property or assets;
- vi) To dispose of Town Council equipment or assets, where reason to do so, with an estimated worth of less than £500.

b) Urgent Matters

The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.



## Buckingham Town Council

### Terms of Reference

Date Agreed: 06/05/2014  
 Reviewed May 2017  
 Minute Number: 7/14  
 Prepared by:  
 Christopher Wayman  
 Version: 2.0

#### Name

1. The Committee shall be known as the **ENVIRONMENT COMMITTEE**.

#### Membership

2. Membership of the Committee is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

#### Chairman

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

#### Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Environment Committee shall be done so in accordance with the Town Council's standing orders and current legislation

#### Area of Operations


9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Town Council Property (excluding Office Accommodation)
  - Open Spaces in the Town and surrounding area
  - Community Facilities in the Town and surrounding area
  - Community Services in the Town and surrounding area
10. In addition to the areas of operation above the Environment Committee has the following responsibilities:

- 11.1) Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of Devolved Services.
- 11.2) Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 11.3) Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating and signage.
- 11.4) Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill, the green at Gawcott and any other land or property acquired by the Council
- 11.5) Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 11.6) Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 11.7) Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 11.8) Analysing any compulsory purchase proposals and advising the Council accordingly
- 11.9) Ensuring that any works carried out on the Council's behalf are completed as specified, or otherwise completed to a satisfactory standard
- 11.10) Taking forward any other matters concerning land or property as required by the Council
- 11.11) Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 11.12) Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 11.13) Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
  - community care, social care and health services
  - policing, crime and ASB
  - education

### **Further Information**

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
12. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 6/05/2014</b>  <b>Minute Number: 166.3/17</b>  Reviewed 26<sup>th</sup> June 2017  <b>Prepared by:</b>  Christopher Wayman  <b>Version: 2.0</b></p>
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### Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

### Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### Chair/Chairman

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

### Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

### Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Strategy
  - Finance
  - Personnel
  - Policy
  - Grants
  - Civic Matters
  - Communications
  - Office Accommodation

## **Powers and responsibilities**

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

### **Finance**

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
  - arrangements for preparation of the accounts
  - appointment of an independent Internal Auditor
  - preparation of, and compliance with, the Council's financial regulations
  - maintenance of adequate systems of internal control and internal audit throughout the year
  - control and monitoring of the approved budget throughout the year
  - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
  - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
  - determine fees and charges for services provided by the Council
  - determine subscriptions to be paid by the Council
  - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

### **Personnel**

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

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

#### **Civic Matters**

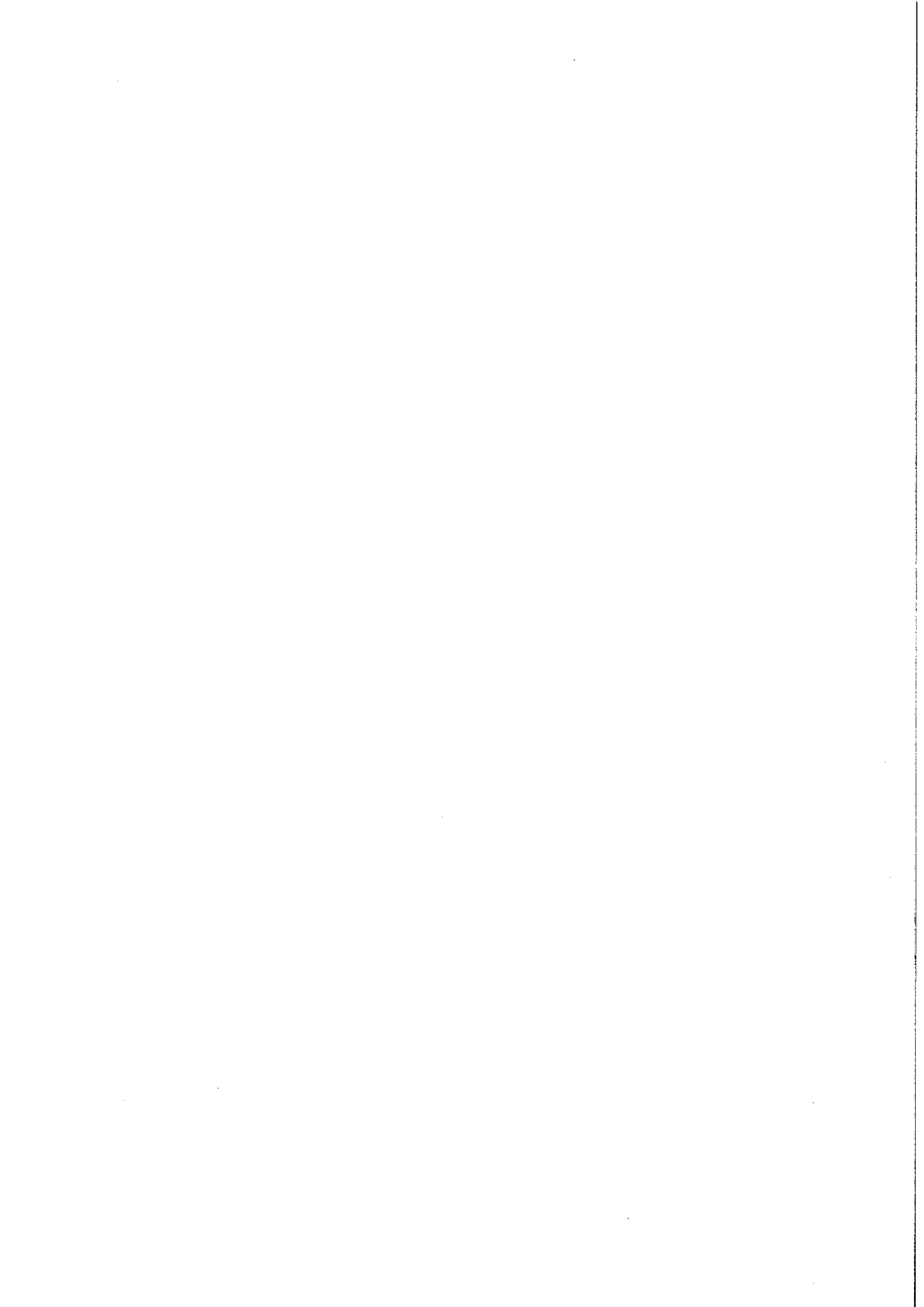
- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols


#### **General Purpose**

- 10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chair/Chairman and the Mayor

#### **Further Information**

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
- 13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p>Date Agreed: 05/06/17  Minute Number: 111/17  Prepared by:  Christopher Wayman  Version: 4.0</p>
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### Name

1. The Committee shall be known as the **PLANNING COMMITTEE**.
2. The Committee may be referred to as Planning.

### Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member
  - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.
5. In the event of an inquorate meeting, the Chair/Chairman, Vice-Chair/Chairman and the Mayor may agree a response to a time-sensitive application, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history. Should one or all of the designated Councillors not be present or available then those present, numbering not less than three, shall agree a response.

### Chairman

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

### Conduct of the Meeting

9. All meetings of the Planning Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
10. All business undertaken at the Planning Committee shall be done in accordance with the Town Council's standing orders and current legislation

### Area of Operations

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

- Reviewing Planning Applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
- Transport
- Forward planning
- Planning Enforcement

12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:

- 12.1 to undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale
- 12.2 to undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act
- 12.3 to make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.
- 12.4 to consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders, and convey collated comments to the AVDC Tree Officer.
- 12.5 to make suggestions in respect of street naming.
- 12.6 to make representations involving Listed Buildings and the Conservation Area in Buckingham
- 12.7 to act as the consultee and make representations as required in respect of all matters relating to roads and highways including, road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services
- 12.8 To promote all elements of equality in the built environment
- 12.9 Public Services – to act as the consultee, make representations, and support as required all matters relating to
  - housing strategy
  - public/community transport including Local Transport Plans
  - utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
  - waste infrastructure
  - mineral extraction
  - planning policy changes

### **Further Information**

- 13. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.
- 14. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
- 15. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



## **BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE**

### **TERMS OF REFERENCE**

#### **Name**

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE**.
2. The Committee may be referred to as TC&E.

#### **Membership**

3. Membership of the committee is open to any Councillor who wishes to be a member
  - 3.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
4. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

#### **Chairman**

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

#### **Conduct of the Meeting**

8. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
9. All business undertaken at the Town Centre & Events Committee shall be done so in accordance with the Town Council's standing orders and current legislation

#### **Areas of Operation**

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

##### **Markets**

- 10.1 the day to day running of the Street, Flea, Farmers and Specialist Markets.
- 10.2 the promotion of environmentally friendly carrier bags.

##### **Charter Fair**

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

##### **Annual Events**

- 10.5 to set up Road Closure Orders.

- 10.6 to arrange and co-ordinate the Town Council's events being; May Day, Music Festivals, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other such events as agreed from time to time.
- 10.7 to organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.
- 10.8 to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

#### **Promotion**

- 10.9 to promote the Town through appropriate media and via the web site.
- 10.10 to work with the Town Centre Traders.
- 10.11 to support any other Council events in the Town Centre.

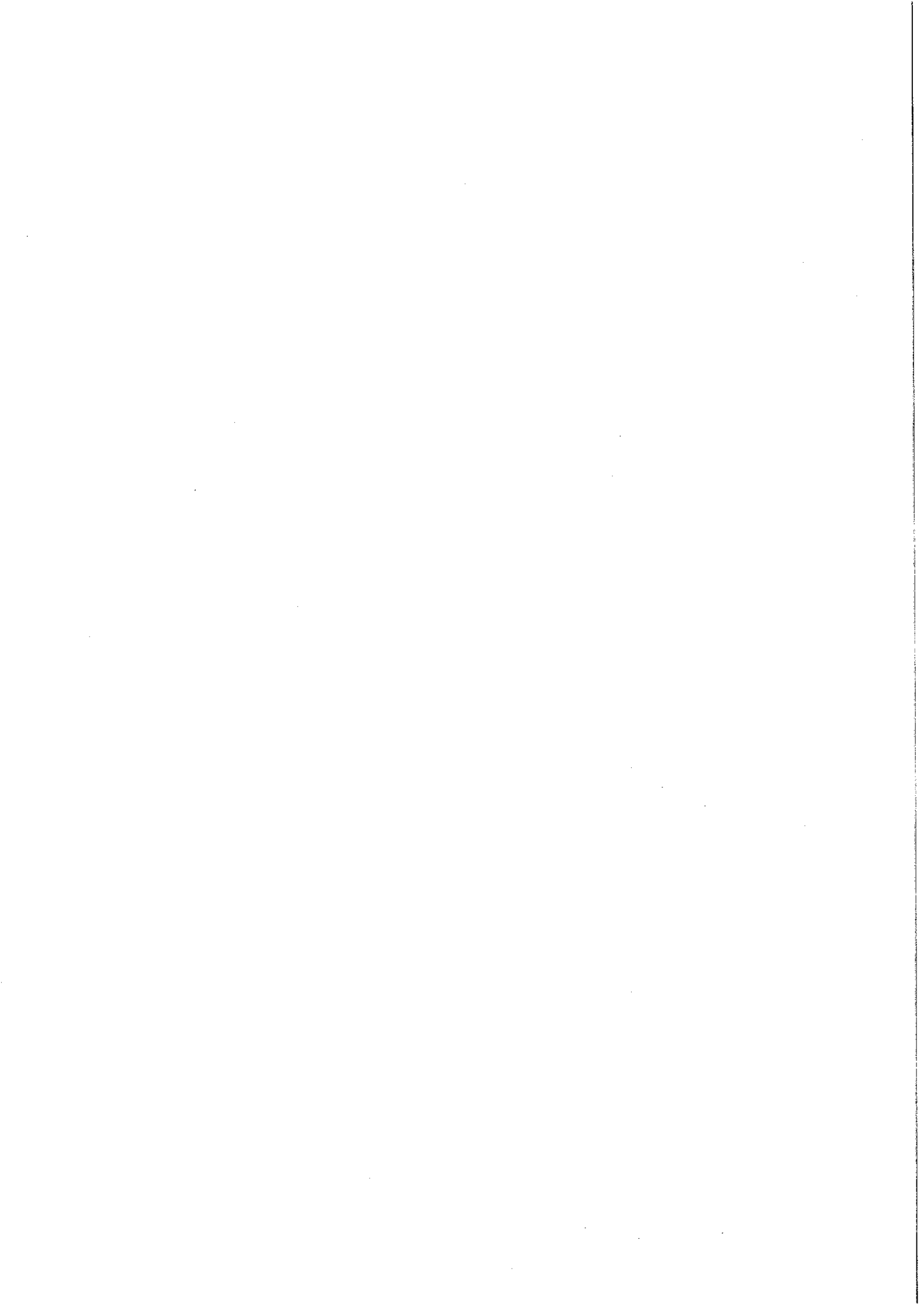
#### **Youth Budget**

- 10.12 to set up Youth Projects.

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







Cabinet Member  
Children's Services

**Buckinghamshire County Council**

County Hall, Walton Street  
Aylesbury, Buckinghamshire HP20 1UA

Cllr Warren Whyte

Telephone 0845 3708090  
www.buckscc.gov.uk

Mr C P Wayman  
Buckingham Town Council

22 March 2018  
WW/fams

[townclerk@buckingham-tc.gov.uk](mailto:townclerk@buckingham-tc.gov.uk)

Dear Chris

We are writing to update you on our plans to open new Children's Residential Care Homes. This project aims to increase local options for our young people who may require residential placements by opening up to four new local authority homes providing 20 new in-house residential care beds.

We last wrote to you in September and at that time confirmed that we were looking to open one of these new homes in the Westfields area of Buckingham. As part of the planning process for this site, we engaged local residents and held a public meeting to gather their views. At this time, residents expressed concerns over the suitability of this location. We have taken this on board and have taken some time to review our plans to ensure they will achieve the best long term outcomes for our looked after children.

As a result of this review, we have concluded that we will not now go ahead with the Westfields site and will pursue alternative options.

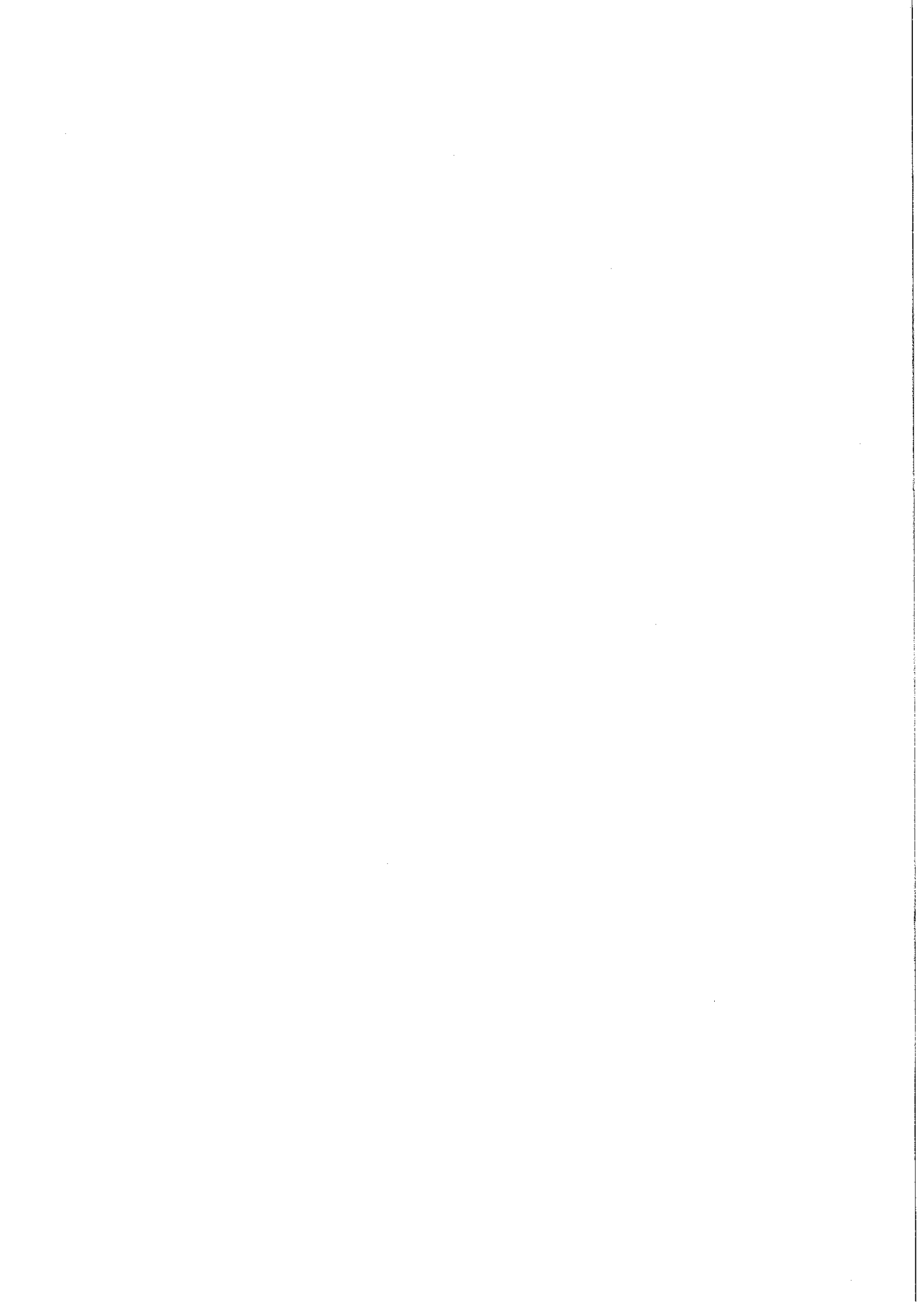
If you would like more information regarding this project, please let me know.

Yours sincerely



**WARREN WHYTE**  
Cabinet Member for Children's Services





**BUCKINGHAM TOWN COUNCIL  
FULL COUNCIL  
TUESDAY 8<sup>TH</sup> MAY 2018**

**Contact Officer: Town Clerk**

**MAJOR PLANNING APPLICATION**

17/04668/ADP Land north of A421 Tingewick Road

*BDW North Thames*

**Notes on a meeting held at Buckingham Town Council Chamber at 10.30am on Wednesday 18<sup>th</sup> April 2018.**

Present:	Mr. Andy Moore	}	mpc/BDW
	Mr. Tristan Robinson		
	Mr. Michael George		
	Cllr. Howard Mordue	}	Aylesbury Vale District Cllrs
	Cllr. Robin Stuchbury		
	Mr. Christopher Wayman, Town Clerk		Buckingham Town Council

1. Two entrances being available:  
BDW are taking this on board. They will also have a temporary access way.
2. Block paving  
Road need to be designed to adoptable standards  
BDW are concerned about connectivity.  
There will be 3 refuge points for pedestrians crossing the Tingewick Road  
A 30mph limit is proposed on Tingewick Road  
The first entrance loop in the estate will be a bus route  
The entrance will be extended to accommodate a wider footpath to cycleway
3. Footpath to Railway Walk  
Link to the edge of the Railway Walk agreed
4. (Area 2) LEAP  
To be moved further away from St Rumbold's Well, towards the bypass to preserve archeology
5. Shared surface roads  
Agreed to include more traditional roads and reduce the amount of shared surface pavings

6. Redesign of road sizing  
To accommodate new AVDC refuse vehicles (1m longer) BDW currently reformulating their calculations
7. Drainage  
Culvert at Tingewick Road/Railway Walk mentioned  
New flood requirements to accommodate 1 in 100-year flood level + 40%  
Springs in fields highlighted, which flow into Bath Lane & Gawcott Road
8. Ecology  
BDW have worked with the RSPB at the new Kingsbrook estate in Aylesbury pioneering a nature-friendly approach to development. Discussions about including bats within the new buildings
9. Criticisms of play equipment highlighted, wish for more disability equipment
10. Cemetery site access  
BDW willing to look at extending an arm from the roundabout to serve the cemetery.
11. Social housing  
Will comply with local conditions  
Large sheds will be installed rather than garages, as garages make the homes less affordable  
Lack of AH on Area 1 highlighted: BDW says there are bungalows, and fewer AH sites reduces maintenance and management travel time
12. Pedestrian safety  
RS raised the reopening of the railway arch for safe crossing of Tingewick Road  
HM suggested a footpath from the back of Area 1 past the allotments and Station House to the Bernwood Jubilee Walk
13. The Green Lanes and Shared Surfaces are part of the road hierarchy – 6.8m wide rather than 4.8m standard. Green Lanes are narrower than Shared Surface. BDW will provide details  
Loop roads are better than turning heads  
Possibility of changing colour of bricks
14. The distances for refuse bins to be hauled will be looked at
15. Foul water disposal  
There will be 2 pumping stations and an upgrade of the foul sewer system

**BUCKINGHAM TOWN COUNCIL  
FULL COUNCIL MEETING  
TUESDAY 8 MAY 2018**

Written by the Mayor, Cllr Jon Harvey

**TOWN & GOWN PARTNERSHIP: NEXT STEPS**

**Progress to date**

At the Town Council meeting on the 12 March it was agreed:

An amendment to the report recommendation Proposed by Cllr. Stuchbury and seconded by Cllr O'Donoghue and unanimously AGREED "There are a number of projects that could emerge from this but I think *in the very first instance and agreed by partners should be a terms of reference to form a joint planning team* to work towards developing a place where there is even greater mutual respect, reverence and affection between the University and its staff, the student body, the townsfolk, local businesses and the Town Council. My recommendation is we establish such a small focused body to be jointly chaired by the Mayor and VC with Councillors, TC Officers, students, University staff and local traders representation. Such a group can act as action/results focused working party to make recommendation back to appropriate parts of the University and TC structures. **ACTION TOWN MAYOR**

I had an initial meeting with Dr Jane Tapsell (Dean of the Business School and Pro Vice-Chancellor Academic and Student Experience) to discuss the next steps and we are proposing to our respective organisations the following terms of reference for the joint planning team. This is submitted here for discussion by the Town Council.

<b>Name of body</b>	<b>Pontio</b> <sup>1</sup> : The Joint Action Group between Buckingham Town Council and the University of Buckingham
<b>Aims</b>	<ol style="list-style-type: none"> <li>1) To initiate, coordinate and support actions which harness and blend the various resources of both the town and the university for the benefit of all who live, study, work, play and visit in Buckingham</li> <li>2) To build excellent relationships between the civic, academic, commercial and leisure organisations in the town</li> <li>3) To work for a future of Buckingham in which <i>all</i> enjoy a life full of ambition, learning, prosperity and well being</li> </ol>
<b>Membership</b>	<p>The Group will be jointly chaired by the Town Mayor and the Vice Chancellor (or his/her senior academic representative)</p> <p>Core membership will also extend to</p> <ul style="list-style-type: none"> <li>● One other University representative (probably from administrative staff)</li> <li>● One representative of the Student body</li> </ul>

<sup>1</sup> Pontio is Welsh for 'bridge, span or transition' which was successfully used in Bangor as the name for the joint University and Town arts centre which symbolises their joint working together. By using this name, this will echo the research road trip embarked upon by the Vice Chancellor and Mayor in Spring 2018 to visit the 'towns and gowns' of Aberystwyth and Bangor.

	<ul style="list-style-type: none"> <li>● One Town Councillor</li> <li>● The Town Clerk (or his/her nominated officer)</li> </ul> <p>The Group will also have the power to co-opt members from</p> <ul style="list-style-type: none"> <li>● Other local civic bodies</li> <li>● Commerce in the town</li> <li>● Cultural and leisure organisations</li> <li>● Interest groups / community</li> </ul> <p>Up to a maximum of ten people so as to keep the group tight and action focused.</p>
<b>Status</b>	The Group would be an 'arms length' body (similar to Destination Buckingham) which would report into the Town Council and the University Executive
<b>Frequency</b>	The Group will meet between four to six times per year
<b>Minuting</b>	To be shared between University and the Town Council
<b>Resources</b>	The Group will make bids to third parties as well as seek resources (to be agreed as formality necessitates) from the Town Council and University. Once established, the Group may choose to bid for a core fund to spend on small projects (again in a similar way to Destination Buckingham)

### University comments

Professor Susan Edwards, the newly appointed Director of External Affairs/Relations for the University of Buckingham says:

- *I fully endorse the idea of this JOINT PLANNING group which will meet 4/6 times each year.*
- *I endorse the values of the group which will build on mutual respect and affection of the town for the University and the University for the Town.*
- *Pontio as its name is important: it has so many many resonances including of course as a bridge it symbolises connecting.*
- *I am excited to be a part of it*

### Recommendation

Town Council approval is sought for the above. And to agree on the other councillor to be involved in the Group for the year beginning May 2018.



## BUCKINGHAM TOWN COUNCIL

Interim meeting of Full Council  
9<sup>th</sup> April 2018

**Officer:** Christopher Wayman Town Clerk

**BACKGROUND**

At Full Council on the 22<sup>nd</sup> January 2018 (724/17) Members received a report from the Town Clerk proposing a change to the Council's committee structure. It was unanimously **AGREED** to remit the body of the Officer's report to individual Committees for further debate and an informal meeting of the Full Council with recommendations come back to Full Council. The Town Clerk prepared a separate report for each Committee and the following recommendations were proposed:

**Resources Committee (26<sup>th</sup> February 2018 813/17)**

Proposed by Cllr. Stuchbury and seconded by Cllr. G. Collins for the Town Clerk to investigate and propose a form of scrutiny, similar to the remit of Resources Committee, to run alongside any new structure agreed at Full Council.

**Town Centre & Events Committee (5<sup>th</sup> February 2018 756/17)**

Proposed by Cllr. Smith, seconded by Cllr. O'Donoghue and unanimously **AGREED** To **RECOMMEND** to Full Council that Members support the report recommendations and suggest a means of scrutiny across the piece, not just for the TC&E committee. Additionally, the function of the Community and Wellbeing committee should be to "*promote community wellbeing through entertainment, activities, services and information with townsfolk engagement*"

**Environment Committee (12<sup>th</sup> February 2018 779/17)**

Proposed by Cllr. Stuchbury, seconded by Cllr. Collins, that the Town Clerk's report be noted, but that an additional report be submitted, recognising the functions and accountability of elected Councillors, and acknowledging democratic process and Members part in the new structure and changes to the powers of Chairmen within the legal framework of the Local Government Acts.

Proposed by Cllr. Smith, seconded by Cllr. O'Donoghue, that the report include a mechanism for decision-making between Committee meetings.

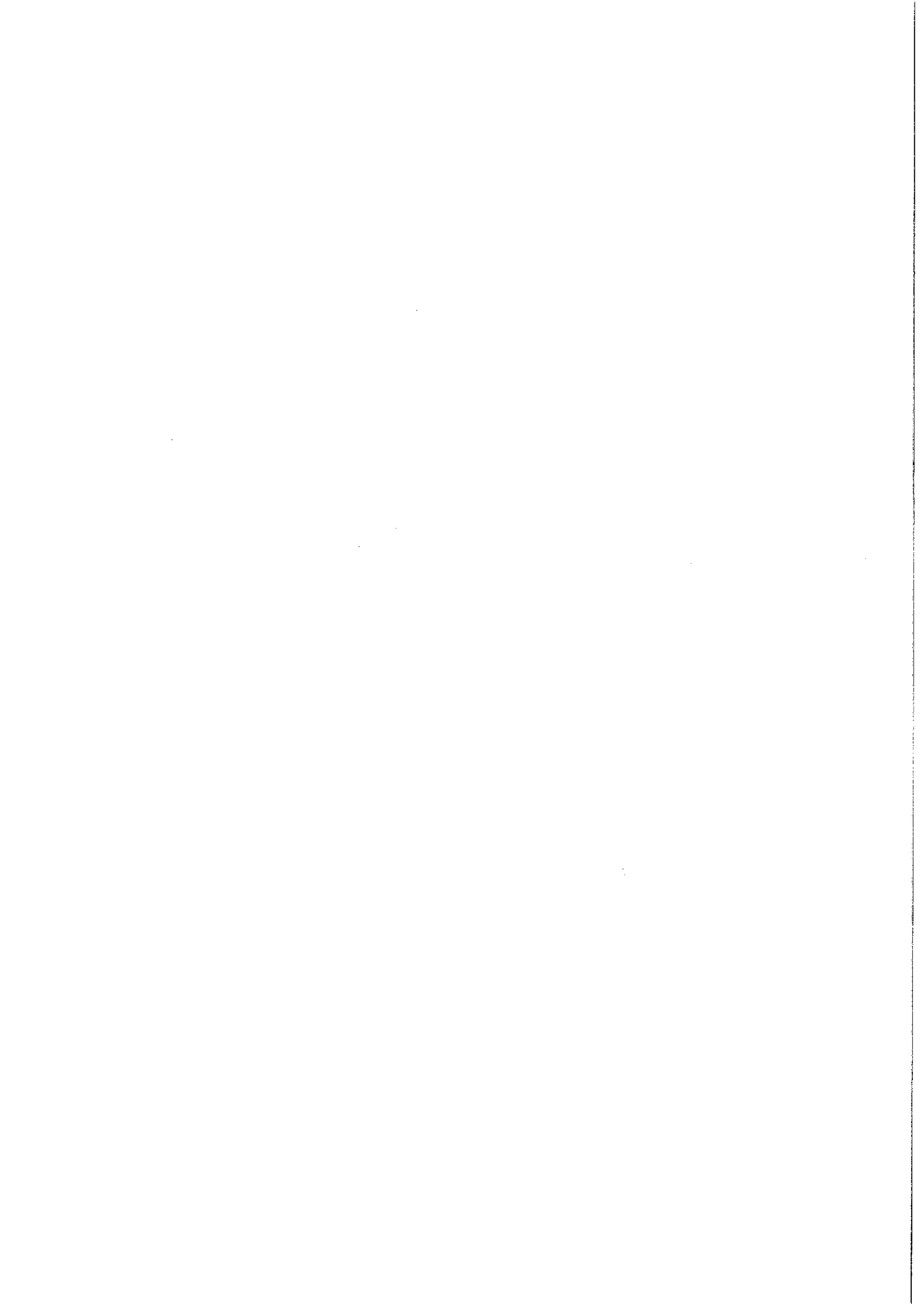
Members agreed, Cllr. Hirons excepted, that consideration of the change be deferred until the parallel detail report was available. **ACTION TOWN CLERK**

**Planning Committee (19<sup>th</sup> March 2018 848/17)**

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **RECOMMENDED** to Full Council that Planning Committee stays in place with the creation of an Economic Development Subcommittee.

**RECOMMENDATION**

That Members agree to allow the Town Clerk to investigate the Committees' recommendations but that at this moment in time no changes to the existing Committee structures are to be implemented.



**Buckingham Town Council**  
**Annual Town Meeting (ATM)**  
**Feedback Report 2018**

**Purpose**

This report provides a summary of Buckingham Town Council's Annual Town Meetings held online between 5-9<sup>th</sup> March 2018 and in person on Wednesday 21<sup>st</sup> March 2018 at Buckingham Community Centre.

The purpose of the Annual Town Meetings was to reflect on the key successes and challenges of Buckingham Town Council and its partners (Thames Valley Police, Buckinghamshire County Council, Aylesbury District Council and Buckingham University) throughout the year.

This year The Town Council tried a new format and hosted a virtual ATM meeting on the Town Council's Facebook page. Residents were invited, via a variety of media, to post questions or comment under discussion topics and Officers were encouraged to respond. The ATM of the 21<sup>st</sup> March was chaired by the Town Mayor and run in an Open Space format.

**ATM Attendance**

In previous years the ATMs have not been well attended with over half the audience comprising Town Councillors and Officers from partnering authorities. Opening the discussion up to Facebook resulted in over 17,139 interactions and increased the number of people viewing and following the Town Council's Facebook page and website. The meeting of the 21<sup>st</sup> March was heavily promoted online and via the usual media. This resulted in an audience where 65% were residents of Buckingham.

**Event Feedback**

Feedback from both events was very positive and Town Council Officers are recommending a similar format is used next year. Comments from the conclusion of the ATM are included below:

*"Next year try narrowing down topics that Buckingham Town Council have control over"*

*"Great structure, perhaps start earlier next time"*

*"Publish feedback online and link within the newspaper"*

## Format of the Event (21st March 2018)

The Town Mayor welcomed everyone and explained the format of the evening where the following rules applied:

- Attendees come up with an interesting topic and title for discussion.
- Attendees fill out a Post-It for their topic and place it on the flip chart schedule/agenda.
- If topics have something in common, they're combined into a single time slot.
- Discussion groups are positioned and attendees invited to take part.
- Everyone is free to move on to something else once they feel they have added to the discussion.

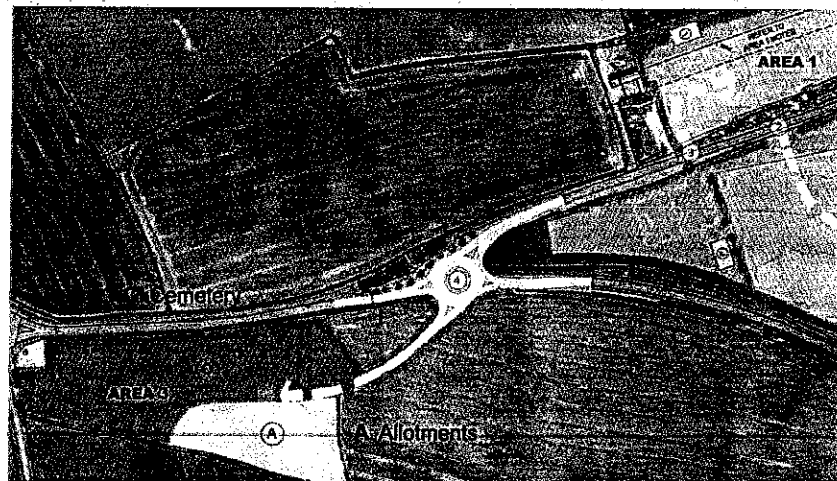
The following topics were highlighted and discussed by the groups. We have included, where possible, some of the questions asked and additional information.

### New Cemetery Tingewick Road

#### *"Where is the new cemetery?"*

The Town Council have carried out extensive research and scientific processes, as a result of which it has been determined that there is very little burial space remaining at the Brackley Road cemetery. This is due to the depth of soil in the remaining sections of the cemetery extension. As a result burial space is limited and currently there is no capacity to allow pre-purchasing of full burial spaces. The Garden of Rest which caters for ashes spaces and ensures that these can be provided for many years to come.

Currently the Town Council hopes to secure a new cemetery site (approx. 5.8 acres) within the next two years. Initial work in the form of environmental assessments has taken place which will allow an area next to the A421 to be used



as a new cemetery. 1.8 acres of the site would be left for a permanent allotment site however in the short to medium term a large % of the allocated cemetery could be used as allotments with the understanding in the long-term this will be required to be taken back for burial provision in the future. Additional facilities required. A multi-purpose building which would provide toilet facilities, Storage of burial machinery, equipment and a shelter from the elements for people attending funerals.

Road/paths for circulation around the cemetery and access to the new allotments. Car Park, off road Parking provision for the cemetery. The Town Council is pursuing approval of the cemeteries' planning application with assurance that the A421 roundabout is complete ahead of any construction on the Tingewick Road.

### **Traffic Noise from A421**

*"What can be done to reduce the traffic noise from the A421 into Lace Hill?"*

Suggestions of acoustic barriers and noise reducing road surfaces will be feedback to the Developers and District Council. These measures have previously been suggested by the Town Council when we consulted on the planning applications for the both the Lace Hill residential and commercial developments.

*"The Bletchley roundabout (A421) is in a poor state of repair"*

The Town Council has reported this to the Highways Authority

*"Gawcott Road – why not make it a no-through road at the top of the hill to prevent HGVs attempting to gain access to the town centre."*

Parking on the hill has become an issue since the road was resurfaced and residents are parking on the right.

Street lighting – Broken streetlights can be reported to Bucks County Council via the following portal <https://www.buckscc.gov.uk/services/transport-and-roads/report-a-problem/report-a-broken-streetlight/>

## Increase in Buckingham's Town Council Tax

*"Why do we have an increase in our Precept this year?"*

In 2018-19 the Buckingham Town Council budget will be increasing by **£12.10 per year** for a **Council Tax Band D** property to **£159.49**. This **7.59% increase** is so that we can continue to provide the current services, as well as take on new services and facilities. We have created the following infographic to explain

**PRECEPT 2018-19**

In 2018-19 the Buckingham Town Council budget will be increasing by **£12.10 per year** for a **Council Tax Band D** property to **£159.49**. This **7.59% increase** is so that we can continue to provide the current services, as well as take on new services and facilities.

This year, we will commission the installation of solar panels onto the Lace Hill & Buckingham Community Centres

48% of the budget will be spent on parks, green spaces, property & the cemetery

We will buy more grounds maintenance equipment to be able to carry out more services in-house

The public toilets and Shopmobility building were opened last year, and maintenance and cleaning costs are now included in the budget

Our Green Spaces team will expand from 4 to 7 posts

The Tourist Information Centre is now under management of the Town Council, and we will recruit a Town Plan Officer to update the Buckingham Neighbourhood Development Plan.

We will continue to plan and secure the purchase of land for an additional town Cemetery

We will continue to review all of the contracts and services to ensure *best value for money*

This means our costs in relation to maintenance, utilities, rates, staffing, pensions and administration have increased.

If you would like to find out more about the services Buckingham Town Council deliver, or if you would like to get involved in events, activities or volunteering please visit or our website [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk) or call us on 01280 816 426



## Tingewick Road Development

*Access/Traffic during construction – is this to be enforced on routing and times of day*

*What is the Town Council's view on the development?*

*No plans for supporting infrastructure- broadband etc.*

*Higher density than Lace Hill – have lessons been learnt?*

*What disruption is expected from the new roundabout at A421- who is responsible for maintaining it?*

Please see the Town Council response to the planning application from the Interim meeting of Full Council 19<sup>th</sup> February 2018.

Land North Of A421 Tingewick Road Buckingham Buckinghamshire  
Approval of the reserved matters details of the external appearance of the buildings, the landscaping of the site, layout and scale for each phase or part of the development together with discharge of conditions 2 (phasing) and 6 (design code) pursuant to outline permission 15/01218/AOP for consideration of means of access to provide up to 400 Residential Dwellings (including Affordable Housing), Open Space including Play Areas and sports and related recreation facilities, Landscaping, New Vehicular and Pedestrian Accesses, Engineering (including Ground Modelling) Works, Infrastructure Works (including Drainage Works and Utilities Provision) and Demolition (including Site Reclamation), Car Parking and Lighting.

Additional Plans & Documents listed on the website but not yet received (45)

- Design Code
- LEAP equipment (2)
- NEAP equipment
- Ecological Management Plan
- Arboricultural Report
- Hard Landscape proposals (16 sheets)
- Soft Landscape specification
- Soft Landscape Management Plan
- Soft Landscape proposals (18 sheets)
- Tree Protection Plan (2 sheets)
- Tree Report

The Planning Clerk had expanded the previous report on this application to include details of the Design Code document; this had been circulated with the agenda.

It was felt that little reference had been made to the Vision and Design Statement SPG; the design was monotonous, with uniformly coloured bricks and roofs. Buckingham had a variety of brick colours and slate and tile roofs and this estate would be the first sight of the town for travellers from the west, and should reflect the styles to be found in the town.

Members were against block paving for streets; it did not stand up to wear, was difficult to relay properly after roadworks, and would not be adopted. There was no guarantee that the 20mph speed limit would be implemented or enforced, and the block paving was stated not to be adequate for higher speeds; all roads should be built to adoptable standards. Criticism was also made of shared surface streets; experience at Lace Hill showed that these were unsafe, as people parked right up to walls and frontages, forcing pedestrians into the roadway. At the very least differently coloured tarmac could be used to mark off a footway. It was not clear from the document how 'private drives' were to be separated from continuation streets of another category; the one just inside the B access, which provided a much more direct route to the housing on the 'green lane' on the western perimeter, was of particular concern as it would be taking as much traffic as the other roads connecting with the access points without their strength of construction. If there was to be a physical barrier preventing this it should be stated, and reasons given.

None of the Affordable Housing had a garage and thus the social housing could be readily differentiated from the sale housing, contrary to the principle of tenure blindness. Pre-planning advice quoted had also discouraged the use of parking courts, yet this had been ignored. Garages should be wide enough to house and open the door on a modern car (generally over 2m wide including mirrors) or they would not be used, leading to on-street parking to the detriment of the general appearance of the street scene and the safety of residents.

There was no indication of how 'allocated parking' would be implemented; this could be a potential cause of conflict between residents.

The NEAP was too far from housing to ensure surveillance, leading to concerns about the safety of unaccompanied children.

The distance from the rear of some terrace houses to the street – for the hauling of bins for collection - was in some cases over 50m, well in excess of the guideline length, and might lead to bins being left at the front of the house, or being taken through the house itself.

Referring back to Lace Hill, where two points of access had been deemed necessary but only one was operational when the housing was largely occupied, ~~it was asked that both accesses and the connecting road be constructed and available for use from the start of works.~~

A surfaced footpath from the estate via the St Rumbold's Well area to the proposed foot/cycle path along the Scenic & Railway Walks was necessary so that children could walk dry-shod to school. The existing public footpath to Gawcott Road was not a convenient route to schools and involved unsafe sections on the way into town. The construction should acknowledge the likelihood of historic matter lying under the route chosen.

No landscaping should be done until the necessary archaeological work had



been completed. Care would need to be taken over drainage of the site, as the current waterlogged conditions were beneficial to the preservation of organic remains.

The difficulties experienced by Highways in maintaining efficient drainage via the Tingewick Road culvert (not in Council ownership) and its capacity crossing the line of the railway were noted as a concern to be addressed in relation to the rate of outflow from the attenuation basins.

A broadband service to all homes should be available on occupation, not many months later, as at Lace Hill.

An Equality Impact Assessment was requested to measure disabled access and road safety in particular, but also suitability of housing for residents with special needs.

It was hoped that the bypass roundabout would be completed early to alleviate problems generated by the construction traffic.

Proposed by Cllr. Stuchbury, seconded by Cllr. Hirons and **AGREED** that the Town Clerk be allowed to enter discussions at the appropriate time about acquisition of the open spaces on the development. Members noted that the Lace Hill management company charges were noticeably higher than Town Council rates for similar work.

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury, and **AGREED** that the Town Council make no formal response to this application until the documents listed above were received; however the above comments would be relayed to AVDC in order that the developer could consider Members' concerns related to the Design Code documents.

## Oxford to Cambridge East West Expressway

*"What is the Town Council's view on the development?"*

Please see below the minutes from Planning Committee of the 19<sup>th</sup> March 2018:

Cllr. Cole informed Members that the VALP was submitted to Government on the 28<sup>th</sup> February 2018 and would be subject to examination by an independent planning inspector during the summer. It was anticipated that it could be approved by early 2019.

*Oxford-Cambridge Expressway* – Cllr Harvey reminded Members that the Town Council have always been in full support of the project and favoured a route option that brought the road as close to Buckingham as possible. Route option B (located between Winslow and Padbury) offers the best integrated transport options following the line of the East-West railway. Cllr. Cole reminded Members that 60,000 houses and associated infrastructure will be constructed along the chosen route and that currently AVDC were only considering routes A and B as viable options.

Proposed by Cllr Harvey and seconded by Cllr O'Donoghue and **RECOMMENDED** to Full Council that the Town Council request that option B is chosen as the preferable route for the East-West Expressway.

A vote was taken and the results were:

In favour 6

Against 2

Abstentions 1

**Motion carried**

## Community Snow Clearance

*"Volunteers at weekends when the Town Council can not grit the town paths"*

The Town Council will promote a scheme similar to Bucks County Council's 'be a good neighbour' scheme, encouraging residents to help vulnerable neighbours clear their paths in poor weather.

*"Why is Tingewick Road, Gawcott Hill and Mitre Street not gritted?"*

Please find attached a link to how Bucks County Council decide which paths/routes to grit in poor weather:

<https://www.buckscc.gov.uk/services/transport-and-roads/road-maintenance-and-repairs/how-we-decide-when-to-grit-the-roads/>

The request to add Tingewick Road, Mitre Street and Gawcott Hill onto Highway's gritting routes has been forwarded onto the appropriate authorities.

**BE A GOOD NEIGHBOUR**

We all need a bit of extra help from time to time. Spare a thought for those near by that may be more vulnerable in this cold weather. Could you offer to help clear their path of snow and ice too?

**#BeAGoodNeighbour**

## Buckingham University

*"What discussions are happening with the Town Council?"*

Please see the minutes from Full Council of the 12<sup>th</sup> March 2018:

Cllr. Harvey spoke of the University staff's enthusiasm to make the partnership work. Cllr. O'Donoghue spoke in favour of the report recommendations thanking the Mayor for developing the opportunity. Cllr. Stuchbury called for a Terms of Reference to be established and for the Town Mayor to Chair the meetings.

An amendment to the report recommendation Proposed by Cllr. Stuchbury and seconded by Cllr O'Donoghue and unanimously **AGREED** "There are a number of projects that could emerge from this but I think *in the very first instance and agreed by partners should be a terms of reference to form a joint planning team* to work towards developing a place where there is even greater mutual respect, reverence and affection between the University and its staff, the student body, the townsfolk, local businesses and the Town Council. My recommendation is we establish such a small focused body to be jointly chaired by the Mayor and VC with Councillors, TC Officers, students, University staff and local traders representation. Such a group can act as action/results focused working party to make recommendation back to appropriate parts of the University and TC structures.

**ACTION TOWN MAYOR**

## **Buckingham's High Street**

*"More independent shops needed in town!"*

Buckingham Town Council works with Shop Buckingham (Traders Association) and groups such as Destination Buckingham to promote the town and encourage people to shop, eat and stay in Buckingham. From our recent consultation it appears that those residents' perception is that the High Street is declining due to high business rates (see below) and decreased footfall. We can all do our bit to promote and support the traders in our town encouraging more people to visit and use our shops and other facilities.

*"More litter bins needed for school pupils on London Road"*

There are currently four litter bins on London Road between Buckingham School and Sainsbury Local. However, there are only 2 between Buckingham School and the Tesco roundabout, one of which is located far from the footpath. Buckingham Town Council has written to AVDC requesting consideration for another litter bin in this location.

*"Reduce business rates and make parking free in Cornwall Meadow"*

Buckingham Town Council doesn't get much say in what businesses start up in the Town Centre that is normally between the landlord and the company. We have tried to use our limited powers in the Neighbourhood Plan to require 35% retail in the primary shop frontages. The Town Council has long been an advocate for free point of use parking in the Town Centre and in fact before the charges first came in 8 years ago was paying £27,000 a year to keep it free. AVDC would now require us to put the Town Council's element of the Council tax up by £32.20 to enable parking to be free.

## **Pot holes**

*"The quality of repair work is low – is this audited by County?"*

*"Who decides what is repaired and when?"*

The maintenance of roads is the responsibility of the Highways Authority and our Planning Committee regularly report dangerous pot holes to the County Council. We strongly advocate the use of their reporting tool – link here:

<https://www.buckscc.gov.uk/services/transport-and-roads/report-a-problem/report-a-pothole/>

## **Town Diary**

*"Publicise the use of the Town Diary"*

The Tourist information Centre is now under the management of Buckingham Town Council and we have successfully appointed a full time Supervisor. One of the Supervisors duties will be to coordinate the Town Diary and promote events in the local area.

## **Town Centre Parking**

*More informative Council website – shopping*

We do not feel the Council's website should be used to advertise private businesses but agree that we could add a section describing the types of shopping to be found within our arcades and Hidden Quarter.

*Better signage to The Hidden Quarter*

Buckingham Town Council has been working with Destination Buckingham to update the metal signposts throughout town and will be adding finger posts directing shoppers to the Hidden Quarter.

*Making the most of open days and event at University/Silverstone and Stowe.*

Our Tourist Information Centre staff share local events publicity to ensure that Buckingham is always seen as a destination associated with larger local events. In the future we would like to host stands at the University's open days to further publicise everything our town has to offer to our new students and their families.

*Farmers Market/Artisan Market and Food Fair*

We already host an annual Food Fair in the Buckingham Community Centre and support the Trader Association in previous food markets at the Christmas Light switch on.

*Reinstate the identity of our historic town offering tours?*

This is a lovely idea and something we have previously discussed at the Tourist information Centre. We have not had any requests to run walking tours but this could

be something to further investigate especially around larger events at the University and Silverstone.

*Why is car parking free in Winslow and not Buckingham?*

We understand the Winslow Town Council owns the car park and not the District Council.

## Format of the Virtual Annual Town Meeting

We feel that the virtual ATM enabled the Town Council to engage with a wider audience that ever before and great a forum for residents to discuss local issues.

The Town Council posed the following three questions for discussion:

Following the recent closure of Clays and NatWest, what ideas or initiatives would you suggest to attract more people to our High Street?		
Residents' Comments	No. similar comments	Town Clerk's comments
Free Parking in Cornwall Meadow and more spaces across town	31	Yellow lines and on street parking have just been reviewed by the County Council. The Town Council have long been advocates for free point of use parking in the Town Centre and in fact before the charges first came in 8 years ago were paying £27,000 a year to keep it free. AVDC would now require us to put the Town Council's element of the Council tax up by £32.20 to enable parking to be free.
A greater variety of shops in Buckingham	77	The Town Council doesn't get much say in what businesses start up in the Town Centre that is normally between the landlord and the company. We have tried to use out limited powers in the Neighbourhood Plan to require 35% retail in the primary shop frontages.
A shared community workspace	1	There is already such a place in town. It is based in the Old Town Hall and is run by Villiers. Jean Rush can help
Reduce business rates	10	Rates do appear to be a big issue. Town Council doesn't levy the Business rates, nor does it receive any of the income from them. The Town Council don't have a say over the business rates, for information on how they are calculated please see <a href="https://www.aylesburyvaledc.gov.uk/section/business-rates">https://www.aylesburyvaledc.gov.uk/section/business-rates</a>
Electric car points	1	This is something the Town Council have asked for before. We tried to include it with the Neighbourhood Plan but AVDC didn't want us to.
Replicate successful markets in other towns	2	We are continually looking at ways to review and improve our Street Market and have started publicising across social media raising the profile of our market and resulting in a number of new traders.
Reinvigorate the Traders Association and encourage people to shop locally	11	Buckingham Town Council is hoping to present some new initiatives at the next meeting of the Traders Association and will continue to publicise and promote via Discover Buckingham.
Pedestrianise the High Street	7	High rents and rates does appear to be a problem. There has been talk previously about pedestrianisation of the town centre. The concerns raise previous was the amount disruption of travelling from one side of town to the other. Do you think this is a big problem? or do you have a solution that might not have been thought of?



Nostalgic comments	20	We are glad the forum enabled residents to share their memories of Buckingham.
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The Future – Proposed changes to Local Authority could mean that Buckingham Town Council has the opportunity to take ownership of some services currently run by AVDC and Bucks County Council. Which services would you like to see run by your Town Council in the future?		
Comments	No. similar comments	Town Clerk's comments
Everything!	5	The Town Council will take on board residents' comment when responding the Government Minister's decision on the future of Local Government in Buckinghamshire.
Planning	1	
Rivers	1	
Registrars	1	

Following the recent interest in Otters - what would you like to see replace the wooden Otter sculptures in Bourton Park, and how could this be funded?		
Comments	No. similar comments	Town Clerk's comments
Replace with similar sculptures	71	The largest Otter had to be removed. It hadn't been treated properly when we took over maintenance of the park. As a result it continued to deteriorate and in the end needed to be removed. One option would be to keep the two existing but again they were not treated with the proper finish to protect them for longer so will eventually need to be replaced.

**Recommendation:** Members agree a statement to respond to the most popular subjects discussed during the two Annual Town Meetings:

**Replace the wooden Otters in Burton Park with a similar sculpture.**

Following the Bourton Park Survey and Virtual Annual Town Meeting there appears to be significant public interest in seeing the Otter sculptures replaced and improving the amenity value of the pond system in Bourton Park. Two local artists expressed interest in commissioning replacement Otter sculptures and at Environment Committee on the 5<sup>th</sup> April 2018 Members agreed to commission replacement sculptures from 'company B' funded from the Parks Maintenance budget.

**Buckingham Town Council to attract a greater variety of shops to the High Street.**

The Town Council does not have any influence in what businesses start up in the Town Centre that is normally an agreement between the landlord and the company. We have tried to use our limited powers in the Neighbourhood Plan to require 35% retail in the primary shop frontages. We are currently in the process of reviewing our

Neighbourhood Plan and will take on board residents' comments when forming our consultation.

**Free Parking in Cornwall Meadow and more spaces across the town**

The Town Council have long been advocates for free point of use parking in the Town Centre and in fact before the charges first came in 8 years ago were paying £27,000 a year to keep it free. AVDC would now require us to put the Town Council's element of the Council tax up by £32.20 to enable parking to be free, which we do not believe to be in the best interest of the town. We are investigating funding option to build tiered parking on the Cornwalls Meadow car park. This could be a partial tier, protecting the pleasant views toward Heartlands and boosting the amenity value of the site by creating a small river side area for shops and cafes.

## BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

### MEETING OF THE BOARD OF TRUSTEES

#### MINUTES

**At the sixtieth meeting of the Trustees held at Buckingham Town Council Chamber, Cornwalls Meadow, Buckingham Mk18 1RP at 7.30pm on Thursday 15<sup>th</sup> March 2017**

**Present:** Mr. R. Stuchbury (Chairman), Mr. T. Bloomfield, Mr. P. Fealey, Mr. H. Mordue, Mr. T. Mills and Mr. W. Whyte.  
Mrs. K. McElligott (Clerk)

#### **573 Apologies**

Mr. A. Mahi (Town Mayor) Mrs. N. Glover, Mr. D. Isham,

#### **574 Minutes**

The Minutes of the fifty-ninth meeting, held on 15<sup>th</sup> October 2015, were agreed as a true record and signed by the Chairman..

#### **575 Election of Chairman for the year ending July 31<sup>st</sup> 2017**

Proposed by Mr. Fealey, seconded by Mr. Mills, and **AGREED** unanimously that Mr. Stuchbury be Chairman for 2016-2017.

#### **576 Cheque signatories for the year ending July 31<sup>st</sup> 2017**

It was **AGREED** that the current cheque signatories (any two of Mr. Stuchbury, Mr. Fealey and the Clerk) would continue.

It was further **AGREED** that the accounts for the year ending 31<sup>st</sup> July 2016 would be signed off by Mr. Stuchbury and Mr. Bloomfield.

#### **577 Accounts for the year ending 31<sup>st</sup> July 2016**

Trustees had been circulated details of the transactions over the year, together with a copy of the accounts and report, audited and agreed by Mrs. M. Cotterill, with the agenda.

There being no queries or concerns, the accounts were signed by Mr. Stuchbury and Mr. Bloomfield.

The certificate recording the filing of the 2015 accounts had been circulated with the agenda, for information.

#### **578 Future of the Trust**

578.1 The Chairman reported on his attempts to meet Mr. Hawes, which had proved fruitless.

578.2 A letter had been received from KPMG, indicating that they were considering delivering an ultimatum to Mr. Hawes; if no response within 21 days they would proceed with the assignment of benefits without the deed of covenant, with BCC's allocation being distributed to the Trust.

Trustees discussed this and **AGREED** that the Clerk reply to KPMG supporting their proposed action, and enquiring about a timetable for the winding-up and final meeting. Another meeting of the Board would be called when this information was received.

Mr. Gibson at BCC would be kept informed.

**579 Financial situation at 1<sup>st</sup> March 2017:**

Current account:	£ 30.71
Deposit account	£1064.68
Bond account	£4189.38 (market value as at 31/1/17)
Total	£5284.77
Commitments:	£ 5.00 (room hire for this meeting)
	£ 50.00 (audit fee for year-end 31/7/16)

**580 Information**

The following were circulated with the agenda for Trustees' information:

- a) A list of the current Trustees with contact details
- b) The updated attendance list
- c) The lists of grants made over the history of the Trust

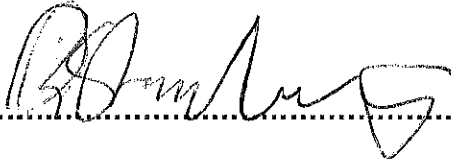
Mr. Fealey gave the Clerk his new address.

**581 Date of the next meeting**

Trustees agreed that a meeting would be arranged as and when required. In the meantime any correspondence would be circulated to all Trustees.

Meeting closed at 7.55pm.

Chairman.....



.....Date.....

**BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

**TRUST № 1010071**

**FINANCIAL STATEMENTS**

**JULY 31<sup>ST</sup> 2017**

## BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

**Address:** 5 de Clare Court  
Buckingham  
Bucks.  
MK18 1XD

**Trust Deed:** Dated 21 July 1998 and 1<sup>st</sup> June 1999

<b>Trustees:</b>	T. Bloomfield	BTC
	P.J. Fealey	G-w-L PC
	Mrs. N. Glover	BCC
	J. S. Harvey	BTC
	D. R. Isham	G-w-L PC
	T. Mills	AVDC
	A. Mahi (Town Mayor)	BTC
	H. Mordue	AVDC
	Ms. R. Newell	BTC
	R. Stuchbury (Chairman)	BTC
	W. Whyte	BCC

**Clerk:** Mrs. K. W. McElligott  
5 de Clare Court  
Buckingham  
Bucks.  
MK18 1XD

**Bankers:** National Westminster Bank plc.  
22 Market Square  
Aylesbury  
Bucks.  
HP20 1TR

**Independent Examiner:** Meryon Cotterill ACCA Reg.No 1042830  
Bell Pitch Cottage  
Whiteshill  
Stroud  
GL6 6BP

## **BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

The Board has pleasure in presenting its Report and Accounts for the period ended 31.07.17.

### **CONSTITUTION**

The Trust is a registered charity, numbered 1010071.

### **RESULTS**

There was an excess of income over expenditure for the year of £439.  
No taxation arises by virtue of the Trust's charitable status.

### **PRINCIPAL ACTIVITIES AND REVIEW OF BUSINESS**

The principal activity of the Trust is to utilise its assets for the benefit of the inhabitants of Buckingham and Gawcott.

The Trust has made no new awards during the course of the year; it had been hoped that the winding-up of the Buckingham Borough Development Corporation (document signed 2000) would have been completed which might have generated some additional income but this matter remains unresolved.

### **TRUSTEES**

Miss Martin resigned and was replaced by Cllr Isham, who sits on both Councils.

### **BOARD OF MANAGEMENT**

The Board Members, during the year to May 2017, were as follows:

T. Bloomfield  
P.J. Fealey  
Mrs. N. Glover  
D. R. Isham  
A. Mahi (Buckingham Town Mayor)  
Miss B.C. Martin  
T. Mills  
H. Mordue  
R. Stuchbury (Chairman)  
W. Whyte

and from May 2017

T. Bloomfield  
P.J. Fealey  
Mrs. N. Glover  
J. S. Harvey (Buckingham Town Mayor)  
D. R. Isham  
T. Mills  
H. Mordue  
Ms. R. Newell  
R. Stuchbury (Chairman)  
W. Whyte

In accordance with the Trust Deed, new trustees are appointed by:

Aylesbury Vale District Council	- two trustees
Buckinghamshire County Council	- two trustees
Buckingham Town Council	- four trustees
Gawcott-with-Lenborough Parish Council	- two trustees

Mrs. K. W. McElligott  
Clerk to the Trustees  
5 de Clare Court  
Buckingham  
Bucks.  
MK18 1XD

October 2017



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

I report on the accounts of the Trust for the year ended 31st July 2017, which are set out on pages 5-7.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Myn Cotterill	Bell Pitch Cottage
ACCA registration number 1042830	Whiteshill
	Stroud
	GL6 6BP
Signed: <i>Myn Cotterill</i>	Dated: <i>11<sup>th</sup> November 2017</i>

**BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2017**

	2015/2016		2016/2017	
	£	£	£	£
<b>Incoming Resources</b>				
Gains on sales of investments	nil		nil	
Interest	173		<u>164</u>	
<b>TOTAL INCOMING RESOURCES</b>		173		(164)
<b>Resources expended</b>				
Direct Charitable expenditure – grants	nil		nil	
Other expenditure	<u>55</u>		<u>55</u>	
<b>TOTAL RESOURCES EXPENDED</b>		55		55
<b>NET INCOME</b>		118		109
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>				
Unrealised gains/(losses)	321		(180)	
		321		(71)
<b>Fund balances brought forward</b>	4997		5393	
<b>Fund balances carried forward</b>		5393		5322



## BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

### NOTES TO THE ACCOUNTS – 31<sup>ST</sup> JULY 2017

#### 1. ACCOUNTING POLICIES

##### a) Accounting Convention

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

##### b) Taxation

The Trust is a registered Charity and therefore not subject to taxation.

#### 2. INVESTMENTS

Investments represent cash held in the Charities Official Investment Fund (COIF) – Deposit Account and Fixed Interest Account.

#### 3. CREDITORS

An invoice for legal advice has yet to be received, costs incurred before 31<sup>st</sup> July 2017.

#### 4. MEMBERS OF THE TRUST

No member of the Board of Management has received any emoluments in the period.

5. No liability falls on any member of the Trust. The Trust had 10 members at 31<sup>st</sup> July 2017.