



# BUCKINGHAM TOWN COUNCIL

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

30 May 2018

Councillor,

You are summoned to an Interim meeting of Buckingham Town Council to be held on **Monday 4<sup>th</sup> June 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. **Terms of Reference**

To review, amend or confirm the Terms of Reference for Staffing Committee

**Appendix A**

4. **AMENDED PLANS**

17/04668/ADP Land North Of A421 Tingewick Road (Tingewick Triangle)

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.

*BDW North Thames*

New documents:

Amended Drawings:

Affordable Housing Plan; Building Heights; Materials Plan; Parking Strategy Plan; Refuse Vehicle Tracking (Area 1 & Area 2); Site Layout; Street Hierarchy Plan

Comments from:

AVDC Ecologist; AVDC Environmental Health Officer; AVDC Landscape Architect **IM/10/18**




*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.*

5. **Annual Governance Statement** **Appendix B**  
To review and agree The Annual Governance Statement
6. **Accountant's Statement 2017/18** **Appendix C**  
To agree The Accountants Statement 2017/18
7. **Representatives on Outside Bodies** **Appendix D**  
To review and agree representatives to organisations per the attached list
8. **Photovoltaic Panels** **Appendix E**  
To agree a resolution to borrow for a total of £47,413. That an application is made to MHCLG to borrow the money to fund the installation of the Photovoltaic panels at Buckingham Community Centre and Lace Hill Sport and Community Centre. That subject to a satisfactory application for borrowing that the money is borrowed from Salix. That the Report including the budget is agreed.
9. **Chairman's Announcements**
10. **Date of next Meetings:**  
Full Council Monday 25<sup>th</sup> June 2018  
Interim Council Monday 23<sup>rd</sup> July 2018

To: All Councillors

	<b>Buckingham Town Council</b>  <b>Staffing Committee</b> <b>Terms of Reference</b>	<b>Date Agreed:</b>	
		<b>Minute No</b>	
		<b>Reviewed</b>	
		<b>Prepared by</b>	
		<b>Version</b>	1.0

## 1. Name

1.1. The Committee shall be known as the **Staffing (Confidential Matters) Committee**

## 2. Composition

2.1. Membership of the committee is open to any Councillor who wishes to be a member

2.2. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision (except the Mayor who is ex officio a member of all committees).

2.3. Any councillor attending this committee (as member or observer) cannot be involved in any subsequent staffing matter appeals.

2.4. Given the above, membership should not exceed eight members

## 3. Quorum

3.1. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

## 4. Area of Operations

The Committee shall be responsible for the Town Council's functions:

4.1. advising the Town Clerk on confidential matters relating to the discipline, capability and sickness management of staff employed by the Town Clerk

4.2. establishing a panel of members to hear formal cases of misconduct or capability as required by relevant council policies

## 5. Powers and Responsibilities

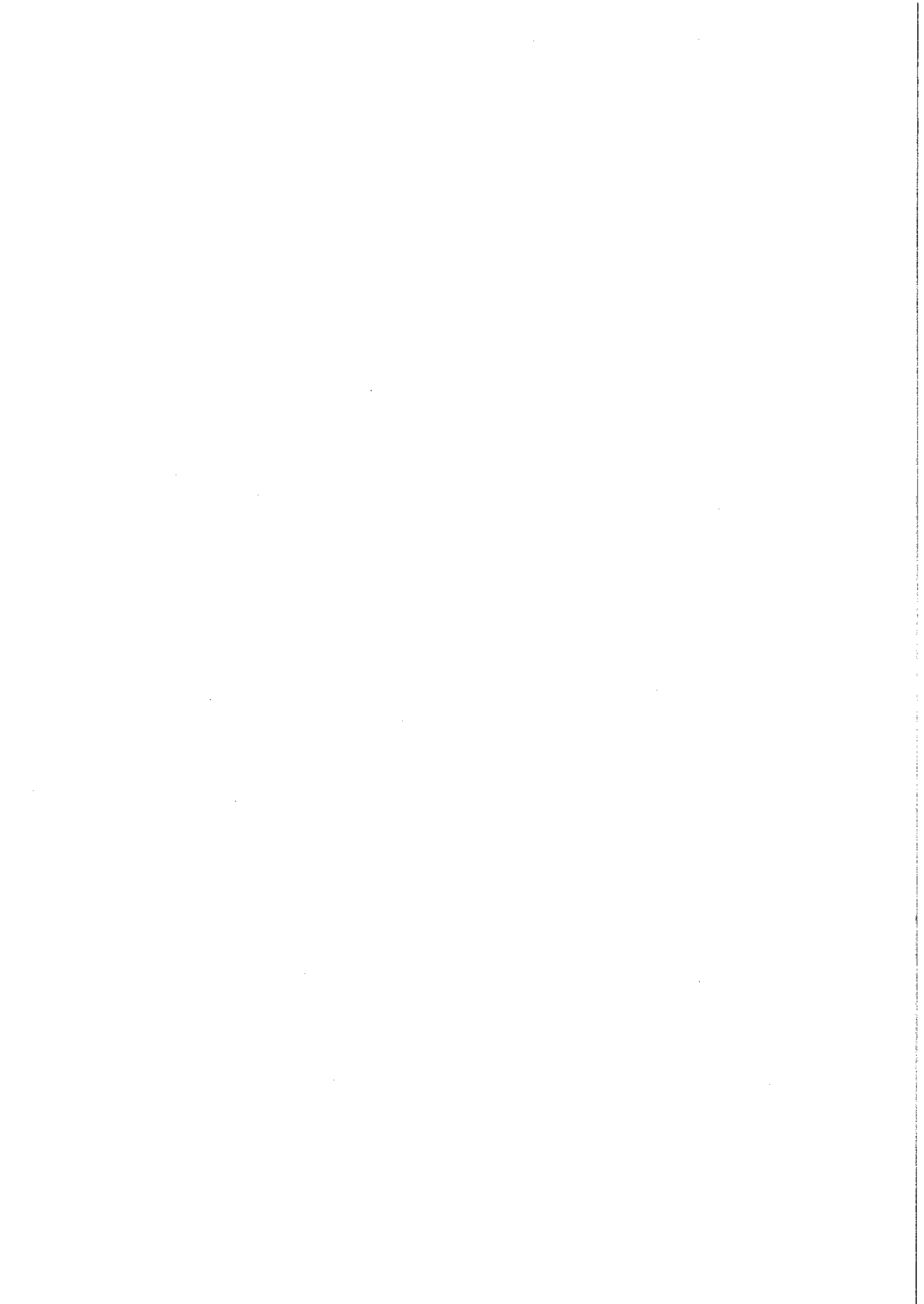
5.1. deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability

5.2. make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies

## 6. Conduct of the Meeting

6.1. All meetings of the Staffing (Confidential Matters) Committee shall be convened in accordance with the Town Council's standing orders, current legislation and good practice advice from NALC and ACAS.

6.2. All business undertaken at the Staffing (Confidential Matters) Committee shall be done so in accordance with the Town Council's standing orders, current legislation and good practice advice from NALC and ACAS.



**BUCKINGHAM TOWN COUNCIL**  
**INTERIM COUNCIL**  
**MONDAY 4<sup>TH</sup> JUNE 2018**

**Contact Officer: Mrs. K. McElligott**

**MAJOR PLANNING APPLICATION**

17/04668/ADP Land north of A421 Tingewick Road [*actually Land north of A421 and both sides of Tingewick Road*]

Approval of the 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)

*BDW North Thames*

**BTC/51/17 (Full Council 22<sup>nd</sup> January 2018), BTC/68/17 (Interim Council 19<sup>th</sup> February 2018) and BTC/86/17 (Interim Council 9<sup>th</sup> April 2018) are related reports.**

**Amended Plans**

The following were advised on 10<sup>th</sup> May 2018 (standard response sheet, not marked Amended Plans):

Site Layout

Affordable Housing Plan

Building Heights Plan

Materials Plan

Parking Strategy Plan

Refuse Vehicle Tracking Area 1

Refuse Vehicle Tracking Area 2

Street Hierarchy Plan

The following consultee comments have also been uploaded to the website since the last report:

Ecology	dated 10 <sup>th</sup> January	uploaded to website 10 <sup>th</sup> May
Landscape	dated 29 <sup>th</sup> March	uploaded to website 10 <sup>th</sup> May
Environmental Health	dated 13 <sup>th</sup> May	uploaded to website 13 <sup>th</sup> May
Parks and Recreation	dated 10 <sup>th</sup> May	uploaded to website 21 <sup>st</sup> May

All but the Refuse Tracking drawings and the Site Layout simply state REV B in the title line with no further information; the Refuse Tracking drawings do have a table of Revisions, but this describes Rev B as "REFUSE VEHICLE TRACKING UPDATED IN ACCORDANCE WITH REVISED PLANNING LAYOUT" which is almost as helpful as the description of Rev A "REFUSE VEHICLE TRACKING UPDATED IN ACCORDANCE WITH REVISED SITE LAYOUT". The new Site Layout is Rev N. The drawings originally received were all Rev A, except for the RefuseTracking ones (no revisions) and Site Layout (Rev J). Most of the drawings are A0 (approx 3ft x 4ft, or 8 x A4) except for the Area 1 Refuse Tracking (A2 or 4 x A4) and Site Layout (2AO, 16 x A4). Because I can only print off at A3 (2 x A4) maximum and I was obliged to match old and new to spot any differences, I asked when I would be receiving the paper copies. This

request was initially refused. I had to send a copy of Cllr. Mrs. Polhill's letter of 2014 (when general issue of paper plans was stopped) to AVDC to prove that we had been promised paper copies for major applications. Cllr. Mordue was kind enough to arrange personal delivery on Thursday 24<sup>th</sup> so that I had chance to produce this report in time for the agenda issue. Members are advised that the notes below may not be entirely complete, as I may have missed some of the changes.

Some of the drawings have been reissued because a particular change has had to be repeated on several different drawings. These changes are

1. Proposed bus route (Access A to Access B via the 'Focal Square') added
2. Footpaths added to access both LEAPS, the NEAP, and the Scenic Walk. There is still no path to St. Rumbolds Well.
3. The Area 2 LEAP has been re-sited further south, away from St. Rumbold's Well.
4. Pedestrian Crossings added on Tingewick Road (one where the path through the green space emerges through the hedge and one to the west of Access B, one to the east of Access A) as the only continuous footpath into town is on the Area 1, north, side of the main road.
5. The substations adjacent to the pumping stations by both attenuation basins have been re-sited off the westernmost road on each Area.
6. The long straight road crossing the Avenue between the main access and the Focal Square has been hatched in the block paving pattern in its entirety (ie as far as the eastern border of the site). Similar hatching has been added to the Shared Surface Street 09 linking Street 05 and Street 08.
7. Several new crossings have been added to minor roads (two parallel lines); it is not clear what these are – they may be just a different surface or they may be speed bumps.
8. "Street 04" has been added to a link road between the bus route and Green Lane 05; this was not labelled before so may be just correcting the omission, or it may be one of these redesignated streets: Street 05 (was previously Shared Surface Street 08); Street 08 was SSS 10, Streets 06 & 07 were SSSs 07 and 06 respectively (all in the southeastern corner of the site).

and are not individually noted in the comments below.

#### Site Layout

Because of the number of revisions to this drawing, it is not possible to tell what is new to the N revision; however all of the above have changed since the J revision, plus

The part of the accommodation schedule which noted 39 d(wellings)p(er)h(ectare) has been omitted.

A label has been added below the south east corner "Potential for accoustic [*sic*] fence – details subject to noise consultants/survey'.

Bin collection points added (for private drives and flats). These were previously on the Refuse Tracking drawings, but are no longer. Other houses will have housefront collection (but see below, Area 2).

#### Affordable Housing Plan

No apparent changes beyond the list above.

#### Building Heights Plan

No apparent changes beyond the list above.

Materials Plan

The only changes seem to be in the Key, where colours previously described as 'Stock Red Brick'; 'Stock Orange/Red Brick' and 'Red Brick' have been replaced by 'Forterra Kimbolton Red Multi', 'Forterra Clumber red' and 'Forterra Arden Special Reserve' respectively.

Parking Strategy Plan

10 additional visitor spaces have been provided on the perimeter Green Lanes; two on #05, and two, three and three on #06, all opposite Affordable Housing. Total Parking is now 239 in garages, 735 allocated parking spaces (private housing on driveway, affordable housing mainly in front of the house, flats in parking courts), plus 87 visitor parking spaces, 61 of which are in laybys on the perimeter roads, the rest unevenly distributed through the middle of Area 2.

One layby has been switched from one side of Street 05 to the opposite side for no apparent reason.

Refuse Vehicle Tracking Area 1Refuse Vehicle Tracking Area 2

The reasons for one set of revisions may be the general list above; the reason for the other is that the size of AVDC's trucks has changed – the new spec. is 2m longer and 0.6m wider than the dimensions used for the earlier drawings. This obviously affects the routes they can take. Either way the description provided is unhelpful.

Area 1 has a continuous loop road, no changes. Housefront collection for all.

Area 2 has had its plot numbers brought into line with the Site Layout and other drawings (the Refuse Tracking drawings are by Wood Hardwick, the others are all by Pegasus).

The eastern part of Green Lane 06 (Affordable Housing, facing the bypass) no longer has the vehicle passing along it. However, there is no 'Bin Collection Point' marked on the Site Plan so one must assume the binmen will take each bin to the end of the street for emptying.

There are several places where the previous drawing indicated that the lorry would use a parking bay to turn round in (and one parking court where four adjacent bays would have to be left clear for this) – these have all had the extent of the run adapted to avoid this.

Street Hierarchy Plan

The whole of the loop which is the proposed bus route has been coloured black (previously just The Avenue was black and the remainder a Primary Street);

The roads changed to 'Street' from 'Shared Surface Street' have been changed from purple to blue (Secondary Street). This leaves the only 'Primary Street' (brown) as the loop to the southeast of the Focus Square.

The comments from AVDC officers, are – like previous ones – very critical, and support most of the critical comments this Council has made. All have felt it necessary to spell out in detail what information must be submitted.

Ecology

Mr. Sharp says the proposed ecological management plan (EMP) by ACD Environmental Ltd (dated 21/12/2017) is 'generally acceptable in content, but lacks detail, consistency and a commitment to the delivery of ecological enhancement measures and management.

The use of the terms 'should, could, might' etc are vague and not appropriate for use in a management plan to be approved at the reserved matters stage.' He then details the information that must be included and quotes the relevant NPPF clauses.

Landscape

I have appended the Landscape Architect's comments because they are so detailed (and provide many views quotable in other application responses) that summarising them adequately would be very difficult.

Environmental Health

Two concerns:

1. Noise from the bypass.

Houses face southwest, so not being able to open the windows for ventilation to preserve the sound barrier provided by the double glazing is a problem in summer. Solution required.

2. Noise from the Ring Road Garage & works.

The suggested acoustic fence is noted, but no assessment of the potential noise from the site provided. This should be supplied (to appropriate British Standards).

Parks and Recreation

Mr. Houston describes the new Site Layout as unacceptable, and gives reasons, including a lack of any alterations addressing his previous comments. He includes 3 pages of AVDC's stipulations for minimum sizes, equipment and materials.

KM

May 27<sup>th</sup> 2018



## Design and Conservation

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To: Planning Team

Attn: Jason Traves

Application No: 17/04668/ADP

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From: Landscape Architect

Date: 29<sup>th</sup> March 2018

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**Site: Tingewick Road, Buckingham**

**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.**

### **Landscape Comments and Recommendations**

Firstly it is misleading that all the visualisations and elevations presented in the Design Code document are shown as flat ground. The site has undulating topography, and this must be accurately represented to gain a full understanding of the visual impact and site constraints. 3D visualisations, accurate elevations and sectional elevations are crucial for understanding the topography and visual impact of the scheme. Working with the topographic detail should also inform design choices.

The density of the development should maintain a similar urban grain as the surrounding existing settlement. The housing layout should be less dense, especially at the edges of the site, more in keeping with the semi-rural fringe site location, creating larger amenity spaces for the private dwellings and a greater opportunity for greening of streets.

There is no real sense of place conveyed and a lack of local distinctiveness. This should be reflected in the materials, building fabric, pavement, detailing and landscape. I am concerned that precedents used to illustrate design principles, convey a site that also displays little local distinctiveness and integration into the existing rural context. At present both Area 1 and 2 appear nucleated and suburban.

I am unconvinced by the street hierarchy as described in the Design Code. There needs to be more distinction between the different streets, providing variety in character so that the roads do not become homogenised and unrecognisable from each other, which would make wayfinding difficult. The Design Code attempts to differentiate the streets, although I am unable to see this in the masterplan layout.

I am unable to see the difference between shared surface streets and the other proposed streets. Shared street principles should include textured or pervious pavements that are flush with the kerb and reinforce the pedestrian-priority nature of the street. Paving materials, staggered blocks of landscaping and street furniture would help to define parking spaces and to delineate private from public space.

Church view green space is a successful feature with a function, however the surrounding buildings do not respond to this space. The housing should front on to the green space, responding to it like a localised village green, which in turn creates natural surveillance. Views to the church have been illustrated on the masterplan, however they appear to be fairly arbitrary, not running along access routes, but running through buildings, which do not appear as sight lines.

The existing public right of way appears lost in the current scheme. It should take on more of an important role in the development, and be a green corridor connecting the housing to the existing settlement. Pocket green spaces (like church view green) and squares could occur along the route to create a series of interesting spaces that clearly define the path.

I am concerned that the majority of affordable housing is located in the south eastern corner of Area 2. This area appears over dense with little relationship to the semi-rural edge of site location. Affordable housing should be evenly distributed throughout the development in small clusters either back to back or around corners, not in long rows. Area 1 must be of the same character as Area 2 to make it appear as part of the same development. There should be a similar mix of property types and affordable housing, as at present there appears to be a limited mix. I would again comment that the density appears fairly high in comparison to the surrounding context for a semi-rural location.

Parking courts are highly discouraged, these need to be reconsidered to remove large areas of dead hard space without active frontages or surveillance. Turning heads should not terminate in the green spaces. I am concerned that there are a number of long private drives leading to parking courts which would become spaces for opportunistic parking.

It is unclear whether the proposed scheme is relying on the existing vegetation on the site. There should be more proposed structural planting along the site boundaries to mitigate the visual impact of the development where possible. Green verges along pavements with trees should be encouraged, and hedges around the perimeter of plots should be implemented.

Segregation can be created through fencing as well as leading to visual and physical clutter. Where possible fencing and knee rails should be removed from the public open spaces. There are a number of places where fences are shown rather than brick walls to define public and private space- walls should be introduced along these boundaries.

I question why the play areas have perimeter fencing and whether there is any logic to the location of the NEAP play area at the far western end of the scheme. It appears far removed from the housing, increasing the distance of travel for the existing community in the east to access the play facilities. The MUGA also appears to be placed within an area of existing mature trees, with no regard to the physical context of the site or proximity to the root protection areas of the existing trees to be retained.

The play areas detailed in the Design Code appear to be exactly the same for both the NEAP and LEAP. I would expect the NEAP to be a larger play area than the LEAP. There doesn't appear to be a strategy for the play design, I note there are very few inclusive play elements and no indication of natural play, vegetation or trees. There are also very few benches to provide seating areas for families.

I query the location of the attenuation ponds, these further separate the development from the street frontage. I would suggest that these features (topography permitting) would be more appropriate in the larger area of open space west of the housing. The ponds should be designed as interesting spaces, with planting and possible access to water, there is the opportunity to create features in the landscape rather than large craters of vacant space.

I suggest that the applicant is mindful of policy DHE1- Protection of existing trees and provision of trees in developments of the Buckingham Neighbourhood Development Plan (BNDP).

There shouldn't be 'occasional' tree planting (as described in the Design Code), there should be a tree strategy, and trees should line the street frontages. There should also be tree planting in rear gardens, and in the public open spaces. Trees should be secured by underground guying not stakes. There should be native hedging to building frontages, beech or hornbeam would be suitable and mixed native hedging would be appropriate to the perimeter of the site.

St Rumbold's Well is a key site in the town of Buckingham- it appears to be overlooked in the masterplan, crudely labelled as 'existing Well feature to be retained'- as stated in the BNDP, there should be interpretation and an information point relating to the Well. On the Landscape masterplan I am unable to see how policy CLH7- Preservation of St. Rumbold's Well (BNDP) is being adhered to. The policy specifically requests that St. Rumbold's Well should be the main feature of the park. I also fail to see where the links are to the scenic railway walk and the proposed park. The park appears nucleated and disconnected from the existing context.

**Hanna Doyle**

**BA (Hons) MLA CMLI**

**Landscape Architect**

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

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## To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The annual internal audit report is completed by the authority's internal auditor.
  - Sections 1 and 2 are to be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

## Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

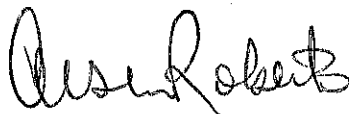
Date(s) internal audit undertaken

21/09/17 & 14/05/18

Name of person who carried out the internal audit **A Shepherd-Roberts**

**For Auditing Solutions Ltd**

Signature of person who carried out the internal audit



Date

14/05/18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
 Authority web address



## Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	301,432	288,520	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	671,567	739,070	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	211,911	314,199	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	300,521	369,658	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	4,702	4,702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-591,167	-574,035	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	288,520	393,395	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	195,754	377,138	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,661,382	2,894,075	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	58,624	56,537	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

ORGANISATION	PRESENT REPRESENTATIVE	TERM OF OFFICE	DUE FOR RENEWAL
<b>Access for All</b>	Cllr. C. Strain-Clark	1 year	May 2019
	Cllr Bates (Deputy)	1 year	May 2019
<b>A.V. Association of Local Councils</b>	Cllr. J. Harvey	1 year	May 2019
	Cllr D. Isham (Deputy)		
<b>AV Local Council Planning Liaison Group</b>	Cllr. P. Hirons		
	Cllr. M. Cole		
<b>Buckingham &amp; Gawcott Charitable Trust</b>	<i>The Mayor</i>	Term of Office	Ex officio
	Cllr. R. Stuchbury	2 years	July 2019
	Cllr. R. Newell	2 years	July 2019
	Cllr. T. Bloomfield	2 years	July 2019
<b>Buckingham &amp; River Ouzel Internal Drainage Board</b>	Cllr. Hirons		
<b>Buckingham Community Centre</b>	Cllr. A. Mahi Cllr. M. Try	1 year	May 2019
<b>Buckingham Community Wildlife Project</b>	Cllr. R. Newell Cllr. T. Bloomfield Cllr. D. Isham Cllr. M. Gateley	1 year	May 2019
<b>Buckingham General Charities</b>	<i>The Mayor</i>	Term of Office	Ex officio
	Cllr. T. Bloomfield	4 years	14 November 2021
	Cllr. Mrs. G. Collins	4 years	14 November 2021
	Cllr. A. Mahi	4 years	14 November 2021
<b>Buckingham Youth Centre</b>	Cllr. J. Harvey	1 year	May 2019
	Cllr. Stuchbury	1 year	May 2019
<b>CA (Citizen Advice)</b>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio
<b>Christmas Parade Committee</b>	Cllr. H. Mordue Cllr. M. Try		
<b>Dementia Action Alliance</b>	Cllr. J. Bates	1 year	May 2019

<b>Film Place Management Committee</b>			
<b>Local Area Forum</b>	Cllr. M. Smith	1 year	May 2019
	Cllr. P. Hirons (deputy)		
<b>North Bucks. Parishes Planning Consortium</b>	Cllr. P. Hirons	1 year	May 2019
	Cllr. M. Cole	1 year	May 2019
<b>Pontio</b>	Cllr. Harvey		
	Cllr. Smith		
<b>Tree Wardens</b>	Cllr. R. Newell		
	Cllr. R. Stuchbury		
	Cllr. T. Bloomfield		
	Cllr. D. Isham		
	Cllr. P. Hirons		
<b>Twinning Association</b>	Cllr. R. Newell		
	Cllr. P. Hirons		
	Cllr. C. Strain-Clark		
	Cllr. H. Mordue		

## Report on Installation of Photo-Voltaic Panels at Buckingham Community centre and Lace Hill Sport and Community Centre

### Introduction

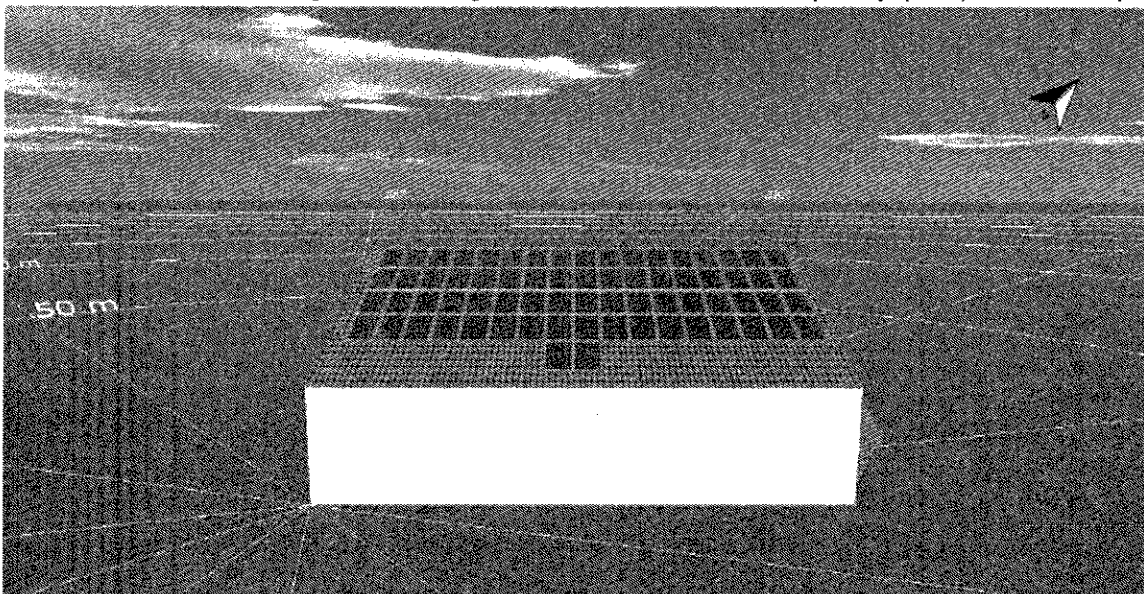
Buckingham Town Council has been a strong proponent for the local environment. Over many years it has undertaken numerous projects for the betterment of the town. The Town Council has been keen on providing renewable energy for approximately 7 years. Initially the Buckingham Community Centre was investigated as an option. Due to concerns over asbestos contained in the roof tiles and the building not being in the ownership of the Town Council the project stalled for a number of years.

When the community centre was purchased by the Town Council, the Council had already obtained Lace Hill Sport & Community Centre. However, the new centre had not been constructed with renewable energy, as a result of this and its prime direction for sunlight it was felt that it should also be included within the project.

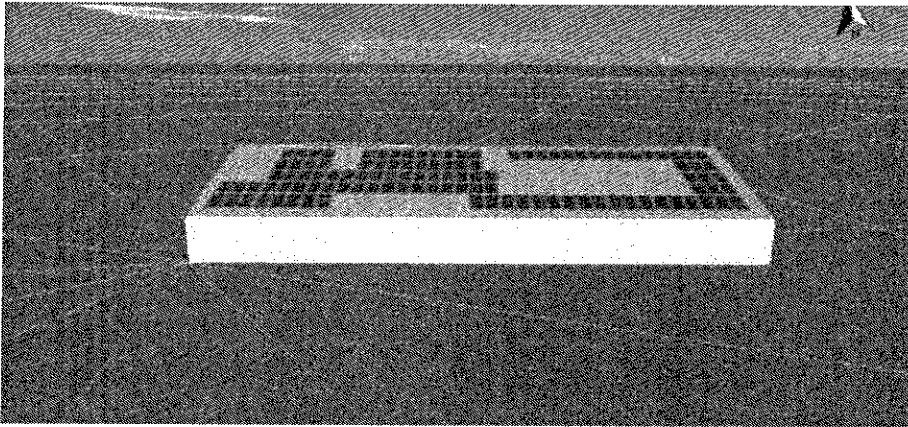
The Council agreed to go out to tender on the project, and following this process Kennedy & Campbell were appointed to supply and fit the panels.

### Project Summary

Kennedy & Campbell's drawing below illustrates the system layout on the roof of Buckingham Community Centre. This shows 70 BYD panels mounted flush to the roof at a pitch of 10 degrees. This gives a Total Installed Capacity (TIC) of 18.9kWp.



Kennedy & Campbell's drawing below illustrates the system layout on the roof of Lace Hill Sport and Community Centre. This shows 111 BYD panels mounted flush to the roof at a pitch of 10 degrees. This gives a Total Installed Capacity (TIC) of 29.97kWp.



The panels used are BYD (HK:1211) giving an 18.3% efficiency and carry a 25 year linear warranty on performance.

The contractors are aware of the situation regarding the asbestos within the roof tiles at Buckingham Community Centre and have made suitable arrangements. All engineers are trained to be aware of asbestos as well.

### Budget

The cost of the project at Buckingham Community Centre is £18,991, while the Lace Hill element is £28,422, giving an overall price of £47,413

Below are the estimated saving figures for the units for year 1 and for the 20 year period. These were estimated by the Town Clerk using figures from the government website and then a best guess on the amount of energy saved. These figures were used to compare the panels on a like for like basis with all the other tenders.

Community Centre	Annual generation kwh	18076
	FiT yr 1	£687
	Export Tariff yr 1	£455
	Savings from electricity yr1	£1,175
	Sub Total	£2,316
Lace Hill	Annual generation kwh	29447
	FiT yr 1	£1,119
	Export Tariff yr 1	£741
	Savings from electricity yr1	£1,898
	Sub Total	£3,757
	<b>Total Yr 1</b>	<b>£6,074</b>
	Estimated savings over 20 yr period	£159,231

Salix have also provided figures which are based on more complex information and factor in the efficiency of the panels, the global irradiation and the performance of the system. Salix estimates a saving for the first year of £10,789

## Appendix E

When preparing the Town Council's budget for the now current financial year the figures that were available were the estimated cost of the grant, the amount to be expected from the Export Rate and the Feed-in Tariff. The estimated savings on the Community Centre electricity will be received by the Community Centre; there is only a 20% amount that the Town Council contributes towards this cost. However, without knowing when the system would be set up or the exact savings (because the savings depend on how much electricity is used when the panels would be generating electricity), it was estimated that it could save £300.

Similar with the savings at Lace Hill, as the budget was overspent on the previous year for the electricity any saving would likely be used in bringing the cost down to the expected budget amount.

The 2018/2019 budget is attached in full. However, the budget lines in relation to this project are as follows:

Cost Centre	Account Code	Description	2017/8 budget	2018/9 budget
201	4252	Solar Panel Loan Repayment	£0	£9,500
102	4052	Heat Light Power [contribution to Buckingham Community Centre]	£2,900	£2,600
250	4159	Lace Hill Electricity	£2,500	£2,500
201	1081	Solar Panel FiT Rate	£0	-£2,500
201	1082	Solar Panel Export Rate	£0	-£1,500
		<b>SUB TOTAL</b>	<b>£5,400</b>	<b>£10,600</b>

Increase in the budget as a result of the panels is £5,200. This equates to a £1.08 increase in the Band D council tax for the year. This situation may alter in year 2 if the savings on the electricity are larger than thought. However, after 5 years and the loan has been repaid the panels will be providing £4,000 direct income to the Council with no further large outlay. In addition there will be the electricity cost saving. As a result over the 20 year period it is estimate the project will have generated/saved the Council £111,818 above the cost of the project.

### Risk Assessment

The following is the risk assessment for the Town Council for the risk associated with the project and possible implications.

Risk	Mitigating factors	Likelihood
Property damage during construction	<ul style="list-style-type: none"> <li>• Both buildings owned by the Town Council</li> <li>• Reputable company is employed</li> <li>• Trained workers will be carrying out the work</li> <li>• Company has insurance to cover this outcome</li> </ul>	Low

## Appendix E

Company falling into liquidation so the work isn't completed	<ul style="list-style-type: none"> <li>Employed a reputable company with many years of experience</li> </ul>	Low
Financial return lower than expected	<ul style="list-style-type: none"> <li>Return figures have been presented at the lower end of the scale</li> </ul>	Medium
Not having the borrowing application approved	<ul style="list-style-type: none"> <li>Written a comprehensive report and application</li> <li>No contract currently signed with the company so there will be no impact on the Council should borrowing not be granted</li> </ul>	Medium
Risk of damaged equipment or breakdowns	<ul style="list-style-type: none"> <li>Maintenance agreement is due to be in place following construction</li> <li>Warranty is provided on equipment so any breakdowns or problems should be fixed quickly</li> </ul>	Low
Risk of components producing less electricity than expected over time	<ul style="list-style-type: none"> <li>There is a long warranty on the panels for their life to ensure they deliver the expected electricity generation</li> <li>Maintenance agreement is due to be in place following construction</li> <li>Monitoring system will be in place to track the amount of energy generated</li> </ul>	Low
Risk of adverse weather affecting the panels	<ul style="list-style-type: none"> <li>Lace Hill and the Community Centre both have paid staff and are in use 7 days a week. Therefore reporting adverse weather and potential damage should be done relatively quickly e.g. wind causing damage or heavy snow falls. This can then be resolved</li> </ul>	Medium

### Public Consultation

The Town Council undertook public consultation on the proposal for photo-voltaic panels to be installed on the two buildings. This was promoted in the local newspaper – the Buckingham and Winslow Advertiser on the 20<sup>th</sup> April 2018. This was to help advertise the online survey. This went live on the 27<sup>th</sup> March 2018.

The Town Council ran a Facebook campaign to get respondents. The following was published:

Buckingham Town Council would like to install 300m<sup>2</sup> of solar panels on the roofs of our two Community Centres to produce our own clean electricity. The electricity generated by the Solar PV installations will help power the Community Centres, with any surplus feeding into the National Grid.



## Appendix E

It's estimated that the panels will generate 61,527 units of clean electricity, and save additional carbon dioxide from entering the atmosphere each year. The energy produced and the Feed-in Tariff incentive income from the Government will also provide the Town Council more than £4,000 in income each year.

The Town Council would embark upon an invest to save project and would expect the solar panel installation to pay for itself within five years. The installation would equate to a £1.08p increase per annum for Buckingham households across a 5 year period. After which, the installations should incur no further expenditure other than a small annual maintenance charge and result in £4,000 income per annum or £0.78 income per Buckingham household.

Buckingham Town Council would like resident's feedback on whether they support the Town Council's investment in renewable energies and encourage residents to complete the below (short) questionnaire. The consultation will run online until the 1st May 2018.

<https://www.surveymonkey.co.uk/r/WM9YL7X>

It was posted on the Town Council's Facebook page on the 29<sup>th</sup> March 2018. This had a reach of 918 people, 13 people liked the post, there were 169 people clicked on the post and 11 people went through to the link. There were 9 comments on the post – 7 said "Done" the other two were:

- Agree with the idea, survey done
- Renewable energy is a good idea. Did you know, there are also private sector companies that will install solar panels FREE on to public buildings? You get free/low cost electricity and the installer earns the feed in-tariff. No cost to tax payers, lower bills for the council.

It was posted on the Town Council's Facebook page on the 16<sup>th</sup> April 2018. This had a reach of 717 people, 15 people liked the post, there were 116 people clicked on the post and 4 people went through to the link. There were 6 comments on the post:

- Excellent idea being transparent to the taxpayer on this! Well done.
- Seems like a good investment
- Don't know too much about this subject but who knows it could be a good idea in the long run
- So you would like "resident's feedback". Which resident, one wonders!
- I like the transparency but frankly at the moment I'd rather you contributed the money to the county council road repair fund so that residents didn't have to pay for repairs to wheels and tyres. Once we've got that sorted I'd be delighted to have solar panels!

In response to this a resident replied with the following:

- The money is a pittance in comparison to the monies required for pot hole repairs. May I suggest you contact the [sic] Minister for Transport and ask him to give enough money to bcc to fix at least 20% of the work in the North of the county. The government have starved local authorities of money for years and that is why we are in this state. Solar is a brilliant idea and these panels should be on all suitable public buildings.

In total 28 people responded to the questionnaire. The full content of the questionnaire is below along with the responses:

[Introduction]

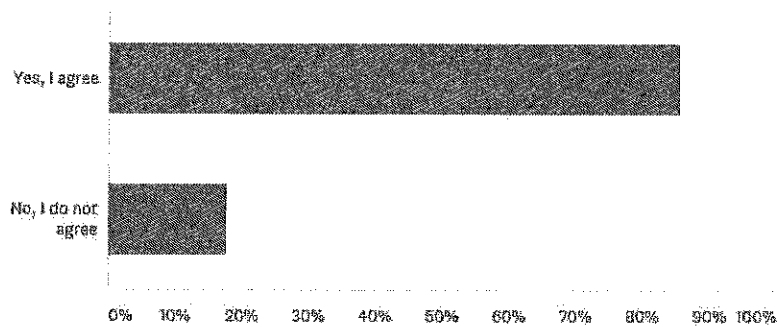
Buckingham Town Council would like to install 300m<sup>2</sup> of solar panels on the roofs of our two Community Centres to produce our own clean electricity.

The Town Council would embark upon an invest to save project and would expect the solar panel installation to pay for itself within five years.

Buckingham Town Council would like resident's feedback on whether they support the Council's investment in renewable energies and encourage residents to complete the below (short) questionnaire. The consultation will run until the 1st May 2018 and our feedback will be communicated online and in our newsletter.

**Q1. Do you agree that Buckingham Town Council should invest in renewable energies and install solar panels on the Lace Hill and Buckingham Town Community Centres?**

Answered: 28 Skipped: 0

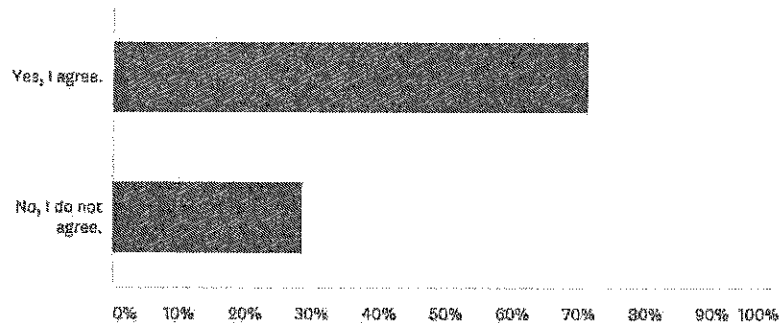


ANSWER CHOICES	RESPONSES	
Yes, I agree	85.71%	24
No, I do not agree	17.86%	5
Total Respondents: 28		

It appears that one person answered both yes and no to the question. Therefore removing one from each there were 27 valid responses with 23 for and 4 against (85% to 15%).

**Q2. Do you agree with the Town Council increasing the Parish Council Tax by £1.08 per household, per annum in order to fund this scheme? This equates to an overall rise in the Town Council Precept of £5,500 or 0.7% per annum.**

Answered: 28 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, I agree.	71.43%	20
No, I do not agree.	28.57%	8
Total Respondents: 28		

**Q3. We would welcome resident's feedback on this venture and if you leave contact details il[sic] we will respond accordingly.**

- Good idea [sic]
- TC should review spending and look to cut back - focus on the things which matter to most people. Why are we now paying for mobility scooters, health and wellbeing weekends, tourist leaflets and other non-essential items? If solar panels cover these unnecessary costs, then perhaps this might be a good option...
- Think it's very important that the council makes use of two of the largest public spaces in Buckingham for this purpose.
- More environmentally friendly projects like this in our town please. Use this project of a way of bringing in more investment to the local area.
- Renewable energy is the best way forward. Is there any way we can utilise the river to generate power for local use too?
- For future planning, any new build/re-build for the community should be automatically fitted with solar panels as part of the build cost.
- There are options to install panels for free and these should be explored.
- The bill has already increased in Buckingham and the household bill is one of the highest in the vale. I think you need to look at the budgets and find investment from current budgets. Also why should just Buckingham pay when surrounding villages also benefit from hall use. Lace hill should have been solar from the outset but mayberaise [sic] funds via hire of the halls
- More cost and no decrease in the cost for services or, the hire of the community centre!
- Great idea forward thinking Council

There was research done on the alternative of a company installing the panels for free; however, this would have meant leasing the roof space. It would have reduced the income for the Town Council and would have provided worse monetary returns over the life of the panels. Therefore it was discounted early as an option.

## Appendix E

Overall the majority of respondents were in favour of the plan, there were some neutral comments and a few negative, with over 70% of people wishing to go ahead despite the increase in precept over the short term.