



BUCKINGHAM TOWN COUNCIL

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

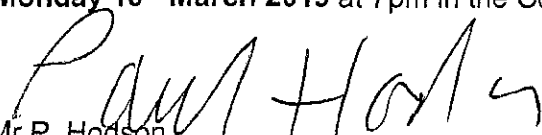
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Town Clerk: Mr P. Hodson

Wednesday, 13 March 2019

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 18th March 2019** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.


Mr P. Hodson
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. Minutes

To receive and agree the minutes and confirm any recommendations therein of the Full Council Meeting held on:

Monday 7th January 2019 (Precept)

Members to note a typographical error in minute 622/18. The minute should reflect the meetings agenda: *"To resolve to provide sundry grants under Section 137 of the Local Government Act 1972 as follows:*

Resolved that the Council in accordance with its powers under Section 137 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure"

Monday 28th January 2019

Monday 4th February 2019 (Extra-ordinary)

Copy previously circulated BTC/11/18

Copy previously circulated BTC/12/18

4. Interim Minutes

To receive and agree the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 25th February 2018

Copy previously circulated IM/06/18

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on:

- Monday 28th January 2019
- Monday 4th February 2019

Copy previously circulated PL/11/18

Copy previously circulated PL/12/18



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.

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on Monday 11th February 2019
Copy previously circulated TCE/06/18

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 18th February 2019
Copy previously circulated E/06/18

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 11th March 2019
Copy previously circulated R/06/18

To discuss and agree to implement the Web Content Accessibility Guidelines Report, following the decision by the Resources Committee that:

Members AGREE to RECOMMEND the Web Content Accessibility guidelines report to the next meeting of Full Council CSG/78/18
--

To discuss and agree to adopt the Media Policy, following the decision by the Resources Committee that:

Members AGREE to RECOMMEND the Council's Media Policy report to the next meeting of Full Council CSG/80/18
--

9. Economic Development Committee reporting

To discuss and agree the Committee to which the Economic Development Working Group should report.

10. Action List

Appendix A

11. To receive and question reports from District and County Councillors

12. Council Survey

To receive a written report from the Town Clerk

BTC/106/18
(Report to follow)

13. Social Media

To receive a written report from the Administrator

BTC/107/18

14. Friends of Buckingham

To discuss and agree whether to appoint Mr. L. Weston and Mrs. S. Handley as Friends of Buckingham (to be awarded a silver salver at the Mayor's Reception on the 17th May 2019)

15. Sport and Arts Award

To discuss and agree whether to present The Buckingham Pantomime with a Sport and Arts Award (to be awarded a silver salver at the Mayor's Reception on the 17th May 2019)

16. Buckingham Interim update audit 2018-19

To receive and agree an interim report from the Internal Auditor

Appendix B

17. Unitary Discussions

To receive a written report from the Town Clerk

BTC/108/18

18. Reports from Representatives on Outside Bodies

Members are to receive and question the following reports:

18.1 Minutes from Pontio Group held 15th October 2018

Appendix C

18.2 Minutes from The Aylesbury Vale Transport User Group held on 13th February 2019

Appendix D

18.3 Minutes from Access for All on 11th December 2018 and 11th February 2019.

Appendix E

- 18.4 A verbal update from Cllr. Try on the Lace Hill Health Hub Development Focus Group
- 18.5 A verbal update from Cllr. Harvey on the Aylesbury Vale Association Local Councils meeting

19. Mayoral Engagements

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

Functions the Mayor has attended:

31 JAN 2019, Oli Hilsdon Funeral
2 FEB 2019, Twinning Association Coffee Morning
6 FEB 2019, Well Street Church for presentation by Barbara, Town Mace Bearer
7 FEB 2019, General Charities meeting
7 FEB 2019, Mighty Women exhibition at the Old Gaol
11 FEB 2019, NALC conference in London
14 FEB 2019, Young Carers Benefit Concert at Stowe
15 FEB 2019, Young Carers (juniors)
23 FEB 2019, Food Fair
24 FEB 2019, Tree planting at Lace Hill
1 MAR 2019, Reception for Law Clinic Students
1 MAR 2019, Young carers (seniors)
2 MAR 2019, Pancake Races
7 MAR 2019, Dinner with the UoB Vice Chancellor
9 MAR 2019, Part-Time Law 25th Anniversary Dinner
15 MAR 2019, Civic Reception MK
17 MAR 2019, The Buckingham to Stowe Promenade

Functions the Deputy Mayor has attended:

30 th January	Holocaust Memorial Day, Milton Keynes
7 th February	Mighty Women, Old Gaol
23 rd February	Buckingham Food Fair
2 nd March	Pancake Races
7 th March	Dinner, Vice Chancellor University of Buckingham
9 th March	Fair Trade Big Brew Coffee Morning, Old Gaol
11 th March	Commonwealth Flag Raising, Community Centre

20. Chair's Announcements

21. Date of the next meeting:

Interim Council – Monday 15th April 2019
Annual Town Meeting Wednesday 20th March @ 7pm
Mayor's Reception & Annual Statutory Meeting 17th May 2019 @ 7pm
Full Council - Monday 20th May 2019

BUCKINGHAM TOWN COUNCIL
WEB CONTENT ACCESSIBILITY GUIDELINES REPORT
COMMUNICATIONS STRATEGY GROUP

REVISED: THURSDAY 17th JANUARY 2018

Agenda Item no. 6
Committee Chair: Cllr. Margaret Gateley
Contact Officer: Mrs Louise Stubbs

There has been a change to government Web Content Accessibility Guidelines (WCAG2), which have been enacted from 23rd September 2018 onwards. Buckingham Town Council's website is a 'public sector body' and therefore included in these guidelines. As the website already exists, the site has two years to be rectified and will need to comply with WCAG 2 at an AA level standard by 23rd September 2020.

All content added to the website after 23rd September 2018 must be compliant, and large amounts of old content must also be rectified to ensure it complies. If the council choose to create a new website after this date it must be completely compliant from the date of launch.

Recommendations:

It is RECOMMENDED that Option 1 suggested by Impact! is chosen and that the website be rebuilt to be WCAG2 AAA compliant and mobile friendly.

This option is recommended as the most cost effective and the least likely to incur additional costs at a later stage. It is not yet clear what the Council's range of responsibilities will be following the AVDC/BCC unitary council transfer process, but rebuilding the website now allows us to add additional pages with greater functionality than is currently needed as and when needed without needing to be concerned about whether the new content would be WCAG2 compliant. This is preferable to having to build an entirely new and compliant website once the unitary situation is better known.

The main principles of website accessibility

The site must be able to be used by as many people as possible. To do this it must be:

- Perceivable
- Operable
- Understandable
- Robust

The website must also contain an Accessibility Statement

This statement should cover:

- a) Which parts of the website are not accessible and why.
- b) A description of how accessible alternatives can be provided.
- c) A link to a contact form which enables users to report any failures of the website to comply with guidelines, and to request content which is excluded under accessibility guidelines in an accessible format.
- d) A link to the enforcement procedure, so that users can proceed if we fail to respond appropriately to their request or report about accessibility.

Exclusions to accessibility compliance:

- Office files (e.g. PDFs and Word documents) loaded to the site before 23rd September 2018, unless they are needed for users to complete admin related to the working of the council.
 - For example, old agendas and minutes will not need updating but Chamber booking forms would need to be.
- Pre-recorded video and audio if released before 23rd September 2020
- Live video and audio
- Online maps, as long as essential information is also available in another form.
- Third party content that is not funded, developed or under the control of the council.
- Physical heritage items that can't be reproduced effectively or safely as an accessible document.
 - For example, if we ever wanted to add scans of our physical archive content – 1850s cemetery records or paperwork.
- Archived content

Providing alternative copies of content

If requested, the Council must provide information on the website in another format, as long as it's reasonable to do so. Failing to do so would be a breach of the 2010 act, with regard to reasonable adjustments and would be dealt with by the Equality and Human Rights Commission.

Current status of Buckingham Town Council website with regard to WCAG2

Impact!, our website have completed an assessment of our website, identifying the areas that need upgrading to meet WCAG2 and the cost of this process.

Discussion with Impact indicated that changes made to the website to improve the functionality for users in finding the information that is needed are not compatible with allowing the website to be easily accessed via mobile device or change the shape and size of the screen or text, a large part of WCAG accessibility guidelines.

Therefore Impact recommended as their Option 1 a complete rebuild of the website. The end result would be a website that looks and feels very similar to the one we already have, but that complies with WCAG2. The additional benefit of this option is that the interface Officers use to update the website would be upgraded to one that has inbuilt compliance to WCAG2, this makes it much easier to add new pages and content that complies with WCAG2. It also upgrades the website to AAA standard, which should help protect the site from needing further development in the future if further guidelines are produced.

If options 2 or 3 are chosen and corrections are made to the existing website instead then Officers will have to solve multiple problems with content that isn't accessible and needs to be added in the future.

Impact's quote for compliance work is as follows:

Option 1

Complete rebuild of website to include full AAA compliance, plus limited bespoke design additions to enhance appearance: £1295 plus VAT.

Option 2

Bolt on of AAA compliance to existing website: £795 plus VAT.

Bespoke design elements for new workings (recommended):£240 plus VAT

Option 3

Bolt on of AA compliance to existing website: £595 plus VAT.

Bespoke design elements for new workings (recommended):£240 plus VAT

Additional changes may incur further charges.

Self-assessment

An initial self-assessment of Buckingham Town Council's website shows the following as query areas for level AA compatibility – where we currently either do not currently comply or are unable to determine whether the site meets the required standards or not. Guidelines that don't currently and are unlikely to apply in the future to the Town Council's website are not included but should be consulted if a new website was commissioned.

The following areas have been highlighted as potential problems:

1.0 Perceivable

1.1 Text alternatives

- Descriptions for pictures (alt-text tagging – hidden descriptions that screen readers can explain)
- Any button or control must have an alt text tag
- Non text decorative content should be skippable by screen readers.
- All information should be in a screen readable content, including pdfs and office files.
- Slideshows and similar should not be used to convey information. If they exist to create a specific sensory experience, then text content should describe the content.

1.2 Pre-recorded audio and video

- Complies currently – any future video would need audio description and closed caption options, unless it is acting as an accessible version for text content.

1.3 Adaptability of content

- Where information is partly or totally given by layout or colour coding, the information is also explicit in the code, so that it can be interpreted by programs and read in a way that clearly defines what each piece of information is and the correct order, or is alternatively available in a text form. (For example, staff structure maps – job title, name, pay band etc.)
- Content can be viewed in portrait or landscape
- Input fields – i.e. when filling in a form, must be clear and readable by software. (we do not currently use these, but will need to in order to comply with other parts of the guidance)

1.4 Distinguishable

- Colour is never the sole visual way of conveying information or indicating a user action that is required

- Auto playing audio must have a pause, stop and independent volume control (currently complies).
- Text contrast ratio must be 4.5:1, large text 3:1 unless the text is part of a logo or purely decorative.
- Text must be able to be resized up to 200% without loss of content or functionality
- Images of text instead of text should not be used, unless this is essential in some way.
- Should not need to scroll in two dimensions. Vertical width should be equivalent to 320 CSS pixels, horizontal to 256 CSS pixels. (for context this is a normal site page at 400% zoom) unless it's essential to maintain functionality, eg maps and diagrams.
- Non-text contrast where it's essential to the usage and understanding of the site must be 3:1 – for example colour bars on a graph
- Some accessibility adjustment software will increase text size and spacing. This should happen without causing any loss of content or functionality to the following limit:
 - line height at least 1.5 x font size
 - Paragraph spacing 2 x font size
 - Letter spacing 0.12 x font size
 - Word spacing 0.16 x font size
- Content that changes when the mouse moves or hovers (drop down menus) can be dismissed without needing to move the mouse or change keyboard focus.

2.0 Operable

2.1 Keyboard Accessible

- The website should be accessible using a keyboard, without dictating exactly which keys are needed to be used.
- No keyboard traps, the user should be able to move from one part of the site to another with their keyboard without getting stuck

2.2 Enough Time

- Time limits to completing content (doesn't currently apply) should not be used in the future without giving an option to extend the time to at least 20hrs.
- Moving or scrolling content should be able to be paused, stopped or hidden.
- Auto updating content (for example the use of RSS social media feeds if wanted in the future) should be able to be paused or stopped.

2.3 Seizures

- Avoid any (future) content that is known to cause seizures or physical reactions, ie flashes more than three times a second.

2.4 Navigable

- Allow users to skip blocks of text repeated on all pages (for example, if GDPR warnings are present multiple times)
- All pages to have descriptive titles
- Coding focuses on the navigable elements of a page (for example, using tagged headers as subtitles within a page) These elements should be descriptive
- Using descriptive links instead of 'click here'
- More than one way to navigate to every page on the site
- A visible keyboard focus interface should be available as an option.

2.5 Input Modalities

- Pointer actions must be reversible
- Label text should precede each named part of a user interface.

3.0 Understandable

3.1. Readable

- Software must be able to determine that the entire text of the site, including each paragraph is written in English (UK) with exceptions for common phrases, technical terms etc

3.2 Predictable

- When software focuses on one part of the page it should not initiate any changes.
- If software changes the setting or a user input component (eg, increases text size) it should not initiate any changes.
- Sets of components on each page should consistently be identified in the same way.

3.3 Input Assistance

- User input errors which need correcting should be identified and explained (for example, invalid postcode in a complaints form) Where sensible corrections can be suggested, they should automatically be made.
- User input sections should have a text explanation of what is required.
- Where a legal or financial transaction will take place (for example submission of a booking form) submissions must be reversible, data should be checked for input errors and there must be an opportunity to check and correct or confirm the submission.

4.0 Robust

4.1 Compatible

- Parts of coding that use mark up languages are complete and tidy so as not to cause interference with software reading the background coding.
- Every part of user input components must be adjustable and readable by users and assistive software/technology.
- Status messages should be readable by assistive software/technology without needing to be focused on. (for example, a GDPR pop-up)

5.0 Conformance

The website will only conform to WCAG if the entire website qualifies to all level A and level AA standards.

Any non-accessible content must be available in an accessible version.

When a claim that the website is accessible and complies with WCAG is made, it must be made in a particular format. This can include areas in which the site outperforms the requirements.

A statement of partial conformance can be made if it identifies the areas which do not comply and why it is currently impossible to make these elements accessible.

Posts to the website (for example updates on road closures, job adverts and events posts, that appear listed in the bottom left of each website page) have two days grace to be corrected if the user who submitted them did not initially comply with WCAG guidance.

Helpful References:

Web Content Accessibility Guidelines, 2.1 <https://www.w3.org/TR/WCAG21/>

Government Guidance for WCAG <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#making-a-plan>

BUCKINGHAM TOWN COUNCIL

MEDIA REPORT

COMMUNICATIONS STRATEGY GROUP

REVISED: THURSDAY 17th JANUARY 2018

Agenda Item no. 8
Committee Chair: Cllr. Margaret Gateley
Contact Officer: Mr Paul Hodson

Background

Point 21 of the Council's Standing Orders states that:

- 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.*

The Council does not have a current policy for dealing with the press.

The Council does have a social media policy, which was agreed by Council on 18 April 2018 and is attached. The policy largely refers to "representatives of the Council". The Council does not have a policy which fully clarifies the respective roles of officers and councillors in engaging with the media.

Recommendation

It is RECOMMENDED that the Communications Strategy Group suggests any changes to the proposed Media Policy. This was done in an advisory capacity on the 17th January 2019. It is proposed that this amended report now be presented to the Resources Committee on the 11th March 2019.

Draft Media Policy

1. Introduction

Buckingham Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.

The press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

The aim of the policy is to ensure that Buckingham Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol

The same principles apply for the written press, radio, television and other media.

4. Policy

a) Council Press Releases

i) Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;

ii) The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;

- iii) Members who identify a media opportunity should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;
- iv) If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, it should be referred to the Town Clerk;
- v) Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.
- vi) Press releases should include a relevant picture, in a print quality digital file type attached as a separate document to the text document.

b) Councillor Press Correspondence

- i) Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;
- ii) Such releases, political or non-political, should bear no reference whatsoever to the Council or any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;
- iii) Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

c) Press Protocol

- i) The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;
- ii) When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;
- iii) All press releases and other materials are filed for reference by the Town Clerk.

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Full Council	405/17	Sign posting to Cornwall Meadow Toilets	AGREED to install two additional finger post signs directing people to the toilets.	Estates Manager	Signs being installed November 2018	On-going
Full Council	712/15	Community Land Trust	Proceed with interest and advertising for local interest	Town Clerk		Longterm
Full Council	384/18; 686/18; 762/18	Screens in the Council Chamber	Members discussed and AGREED for the Town Clerk to bring a full report to Planning Committee with costs.	Town Clerk	At Planning Committee on the 25th Feb 2019 the following was agreed: Proposed by Cllr Harvey and seconded by Cllr. Stuchbury to accept the report recommendation that Option B is chosen, two 75" Prowise screens. That broadband is installed by CAT5Comms at a cost of £28.50 per month	25th March 2019
Full Council	507/18	Unitary Council	Town Clerk to form a planning workshop in early December as an opportunity to think through issues and design principles that the Council should be working towards.	Town Clerk	Second workshop arranged for 1st March 2019. Update at Full Council on 18th March 2019	18th March 2019
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk		18th November 2019
Interim	586/18	LAF Funding River Wardens	Town Council to submit a proposal to the County Council to use LAF funding to enable the River Wardens scheme to be set up and funded for the first 12 months.	Town Clerk	Bid submitted.	Mar-19

Full Council	684/18	GDPR Email	Proposed by Cllr. Newell, seconded by Cllr. Harvey and unanimously AGREED that councillors adopt mailbox option 3 and usage option A. i.e. that councillors are provided with a @cldr.buckingham-ic.gov.uk email address via VisionICT at a total annual cost of £306, and that councillors are allowed to download council emails to personal devices, provided they have signed a suitable security agreement beforehand.	Town Clerk		Apr-19
Full Council	687/18	New Homes Bonus	Town Clerk to draft NHB bids for the following priorities: 1. BMX track in Heartlands or Bourton Park 2. Covered and secure bike racks in the town centre 3. Support of The Buckingham General Charities' bid for the refurbishment of Church Street Almshouses. 4. Funding toward the extension of the Council Chamber	Town Clerk		May-19
Full Council Exo	695/18	Osier Way Development Proposals	Gawcott-with-Lenborough PC and BCC would be informed of the response. A news release was also agreed.	Planning Clerk	G-w-L have acknowledged and will take it to their meeting on Thursday and let us have their response in reply. BCC auto-acknowledgement of receipt only so far.	Item to be removed after March Full Council

BUCKINGHAM TOWN COUNCIL**SOCIAL MEDIA UPDATE****FULL COUNCIL****18th MARCH 2018****Committee Chair:** Cllr. Jon Harvey**Contact Officer:** Mrs Louise Stubbs**Recommendation:**

Councillors note the report.

Background:

Social Media accounts make up the parts of Buckingham Town Council's online presence that are hosted by other websites outside of our own. Social media is a growing part of how the public communicates with us. However, it also functions very differently to a static website.

Those who are interested in the town council can 'follow' or subscribe to our accounts on various websites, and instead of searching these accounts for what they might want to know, the onus is on staff to create regular new content, timed for when followers will be interested.

In September 2018 there was a gradual change of social media approach by the Town Council. In the first six months of enacting this approach all of the Town Council's social media accounts have increased their number of followers.

The accounts are as follows:

	Facebook	Instagram	Twitter
Town Council	@buckinghamTC	@buckinghamtc	@buckinghamtc
Tourist Information Centre	@discoverbuckingham	@discover.buckingham	@buckinghamTIC
Plastic Free Buckingham	@plasticfreebuckingham		
Buckingham Town Markets	@buckinghammarkets		

Lace Hill Sports and Community Centre	@lacehillcentre		
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The Town Council currently uses the three most common social media channels.

We have increased the use of Instagram, particularly because this is the most popular channel amongst younger residents. Facebook remains the channel most used to discuss and comment on matters relating to the Town Council, whilst Twitter is more commonly used by policy makers and councillors to quickly express views and exchange ideas.

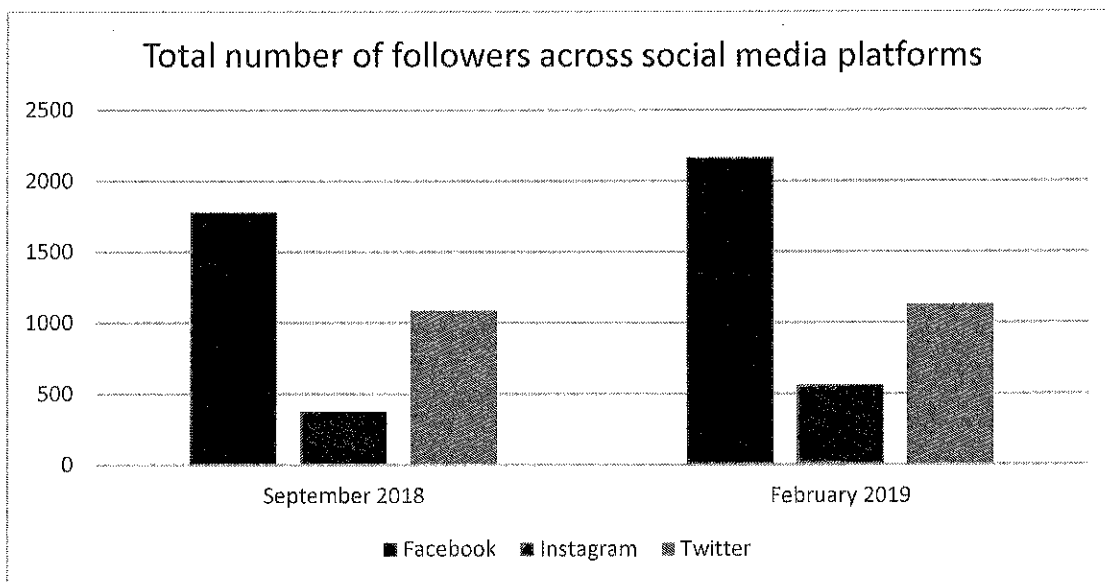
Fastest growing accounts:

In the period between September 2018 to February 2019 the biggest growth in account followers are on these accounts:

Buckingham Town Council – Instagram 58% rise

Lace Hill Community Centre – Facebook – 55% rise

Buckingham Tourist Information Centre – Twitter - 12% rise



The number of social media followers across all platforms has risen from 3233 to 3850, a 19% rise.




Social media isn't just about how many followers you have, it's also about how interactive you are and followers are with you.

Our primary source of private messages on social media was Facebook, we had previously been responding to these within a week, now we usually respond within a few hours.

One of the best ways to measure your social media presence is to look at how often users engage with the content you produce. This is because social media gathers each person or company a user follows together and shows the user all of this content at once, prioritising paid content, pictures, video, and content with high levels of interactivity.

As Facebook is our largest social media presence we generally do best there. This is a comparison of our engagement levels compared to other similar local accounts on the 15th February 2019.

It shows that despite a smaller total number of followers (page likes) than other local council accounts our engagement levels are significantly better; this means that more of the content we produced that week was then seen by all users, not just those who follow us.

Page		Total Page Likes	From last week	Posts This Week	Engagement This Week
1	 AVDC	4.1K	▲0.2%	22	101
2	 Aylesbury Town Council	3.7K	▲0.2%	5	52
YOU 3	 Buckingham Town Cou...	1.5K	▲0.1%	10	101

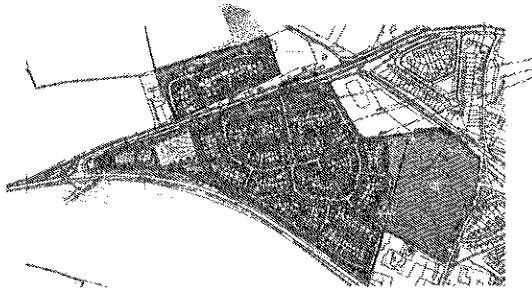
Most engaged with social media posts:

Facebook: Ice rink installation - 494 interactions

Facebook: Make Money Mowing - 118 interactions



At an Extraordinary Meeting of Buckingham Town Council, Councillors considered two proposals for new developments. The difference between the approaches of the two developers gave a clear example of the best way to develop new housing plans for the town.
bit.ly/2Si8MNH



2:53 am - 8 Feb 2019

Figure 1: Twitter



Figure 3: Instagram

Twitter: Extraordinary meeting re: Tingewick development – 74 interactions

Facebook: New bench by Gyre + Gimble - 70 interactions

Twitter: Green Spaces Gritting – 49 interactions

Instagram: Christmas lights and tree – 48 interactions

Instagram: Christmas tree – 44 interactions

Twitter: railway walk – 43 interactions

Instagram: railway walk – 33 interactions

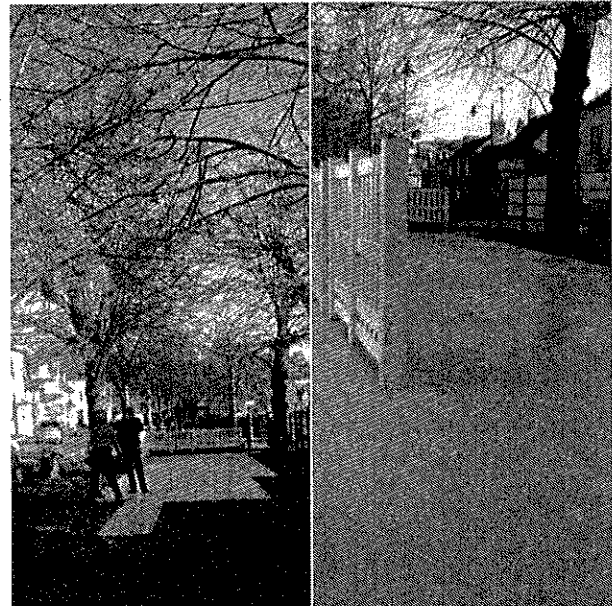


Buckingham Town Council

Published by Paul Hodson [?] · 26 November 2018 ·

The (artificial) Ice Rink is being installed in the Cattle Pens. The rink will be officially opened by the Town Mayor Cllr. Jon Harvey at 6pm today, assisted by the MK Ice Hockey Team's mascot 'Pucky'.

Tickets can be purchased from the Buckingham Tourist Information Centre (Old Gaol) or online at: <https://www.buckingham-tc.gov.uk/events/ice-rink/>



8,705

People reached

5,118

Engagements

Boost Post

Figure 2: Facebook

Demographic information:

The general demographic of social media followers of Buckingham Town Council is that they are 35-44 years old, and more women than men.

The best engagement is for posts with pictures attached – approximately 4 times the reach of a text post or post with a simple link. This is because algorithms prefer visual content, as do users.

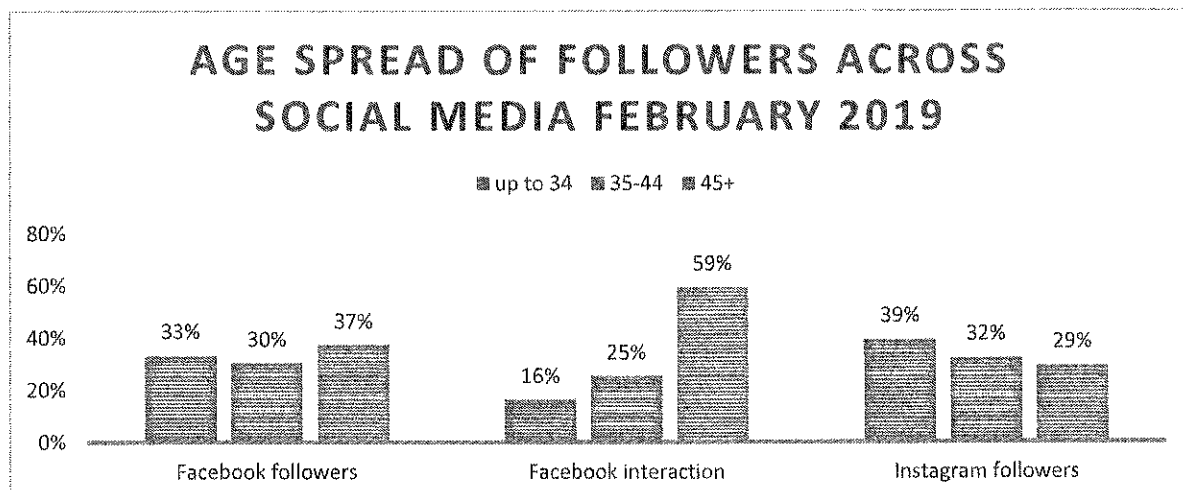
Twitter: Has near equal numbers of male and female followers. it doesn't give us age demographic information but does tell us that 90% of our twitter followers like dogs. Interests demographics can be used to target future content we produce.

Interests

Interest name	% of audience
Weather	95%
Science news	93%
Dogs	90%
Tech news	86%
Comedy (Hobbies and interests)	84%
Space and astronomy	84%
Music festivals and concerts	82%
Politics	80%
Technology	74%
Sports news	73%

Instagram: 38% of our users are under 35. Followers for the Instagram account are growing every day even when no new content has been produced.

Facebook: Despite a fairly even spread of users across age brackets, 59% of those interacting with posts are over the age of 45, while only 16% of under 35s interact with the account.



Buckingham Town Council

Internal Audit Report 2018-19 (Interim update)

Adrian Shepherd-Roberts

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visit to the Council, which took place on 13th December 2018 and 12th February 2019.

Internal Audit Approach

In completing our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Clerk and his staff operate generally effective control procedures in each of the relevant areas.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega software to maintain its accounting records, with a single current bank account in place with Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the opening trial balance detail in the financial software for 2018-19 with the closing detail contained in the 2017-18 Statement of Accounts and Annual Return;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure is appropriate for purpose;
- Checked to ensure that the financial ledger remains “in balance” at the present date;
- Checked and agreed detail in the cashbook, examining two months’ transactions (October 2018 and 31st January 2019) to supporting bank statements for the same month;
- Agreed the bank reconciliation detail at the month-end; and
- Noted, as previously, the back-up procedures for the Council’s PCs.

Conclusions

We are pleased to record that no issues have been identified from work completed. We will undertake further work at our final visit.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently:

- We note that the Standing Orders (SOs) and Financial Regulations (FRs) were reviewed, updated and adopted in March 2017; and
- We have continued our examination of the Council’s minutes, examining those for the Full Council and its Standing Committee meetings held in 2017-18 with a view to identifying whether or not any issues exist that may have an adverse effect on the Council’s future financial stability, both in the short and longer term.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final visit.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we selected at our first visit a sample of 40 individual payments processed to November 2018 including those individually in excess of £3,500 together with a more random selection of every 35th cashbook transaction irrespective of value. Our test sample totals £250,032 and equates to 58% by value of all non-pay costs for the year to date.

We have again reviewed the procedures in place for the approval and release of payments in discussion with the Accounts Assistant noting that invoices processed through the Purchase Ledger in Omega are filed either alphabetically in month order as they are paid or similarly in a separate file as "cashbook" payments, where not processed through the Purchase Ledger.

Finally, in this area, we have examined the content of three quarterly VAT reclaims to December 2018 submitted to HMRC with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. Further work will be undertaken at our final visit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition: we have

- We have examined the Council's approach to the identification, recording and management of financial risks noting that the Council has a detailed set of risk assessment documentation in place, which was reviewed and approved by the Council in July 2018;

- Reviewed the Council's insurance cover is with Zurich plc and we have examined the current year's policy schedule noting that Employer's and Public Liability stand at £10 million and £15 million respectively, with Fidelity Guarantee cover set at £1 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. Further work will be undertaken at our final visit.

We would remind Members and the Clerk that risk assessments, especially those in relation to financial risk should be subject to regular review, update and formal adoption by the Council at least annually.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We have been advised that the Council, at its 14th January 2019 meeting, approved a precept of £852,777 for 2019-20.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Review of Income

The Council receives income in addition to the Precept, primarily from room and sports facility lettings at Lace Hill Community Centre and the Tourist Information Office, property rents, burial and associated fees, market rents, roundabout advertising and occasional grants & donations, together with expended VAT, which is recovered quarterly.

Our objective is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. We have:-

Reviewed the bookings processes and procedures at the Lace Hill Sports & Community Centre also ensuring that invoices are issued and fees subsequently collected and posted to the relevant nominal ledger.

Also examined the procedures for recording and recovery of income in respect of burials, noting that the Council is using the RBS Burials software, whilst also maintaining a formal hand-written Burial Register. We have examined the forms relating to a sample of ten burials in 2018 and checked that fees have been collected, posted and banked accordingly.

Conclusions

We are pleased to report that no significant issues have been identified in the above mentioned areas. We will complete a review of the income at our final visit ensuring that it is correctly reported in the Annual Governance and Accountability Return.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is a petty cash scheme with a holding of £300.

We reviewed the Petty Cash for the Town Council at the first interim visit to ensuring that the system continued to operate effectively, also checking the physical cash held against the control record maintained.;

We have at this interim update visit checked the cash and till holdings at the Tourist Information Centre and Lace Hill Sports & Community Centre, also checking the physical cash held against the control records maintained; and at our first visit

We also checked a sample of the petrol account forecourt records to ensure that the correct delivery of fuel is registered and charged.

Conclusions

We are pleased to report that no significant issues have been identified in the areas reviewed.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended from 1st April 2018 with regard to employee contribution percentages. We have consequently, by reference to the November 2018 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2018-19 has been implemented and that a full staffing review has been completed, the results of which were implemented from April 2017;
- Noted that the processing of the Council's monthly payroll is undertaken "in house" utilising bespoke Sage payroll software;

- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for October 2018 to the Council's approved NJC pay scale spinal point and basic working hours;
- Ensured that Income tax and NI deductions from employees' and employer's NI contributions are calculated accurately for that same month;
- Similarly, ensured that superannuation deductions and employer's contributions have also been calculated appropriately, ensuring compliance with the employees' percentage scale of deductions applying from 1st April 2018; and
- Verified the accurate payment of net pay to individual staff members.

Conclusions

We are pleased to record that no issues have been identified in this area.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records.

The Council has no funds placed in investments currently, all funds being held in the Lloyds current account.

We note that the Council currently has one loan repayable to PWLB and we have checked the first half-yearly repayment made in 2018-19 by reference to the PWLB repayment demand.

Conclusions

No issues have currently been identified in this area. Further work will be undertaken at our final visit and we will ensure that the loan balances and interest charged are correctly identified in the year end accounts and in the Annual Governance & Accountability Return.

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 18th MARCH 2019

Contact Officer: Mr Paul Hodson, Town Clerk

Unitary Council

On 1 November 2018, the Secretary of State for Housing, Communities and Local Government confirmed his decision, subject to parliamentary approval, to implement a new single unitary council for Buckinghamshire to replace all five existing councils.

The Town Council held a workshop for councillors on Wednesday 5 December to discuss the Council's approach to potential approaches to working with town and parish councils by the new unitary council.

Background

The Council agreed at its Interim Meeting on 17th December 2018 for the Council to take some initial steps to prepare for potential discussions about the opportunities and challenges that may be posed by the creation of a unitary council in Buckinghamshire. (BTC/74/18). One action was for the Town Clerk to arrange further ad-hoc workshops as necessary during the year. The second workshop was held on Friday 1st March. The workshops included discussions around the current positions of the County and District Councils, long with updates on discussions held with clerks from other councils.

The new Shadow Council had yet to be legally formed, and disagreements (and potential legal action) remain between the councils involved in creating the new council. This means that while much can be done to prepare business cases and consult stakeholders, no formal discussions can be held with the new Shadow Council, making it likely that most discussions may have to wait until the new council is fully formed. However, the workshop did identify a number of issues which warrant earlier consideration. The following recommendation arises from those workshop discussions.

Green Spaces

The Green Spaces service in Buckingham currently provided for by the District Council is due to change from being a contracted out service to being managed in-house in April 2020. Given that the Town Council already manages roughly half the green spaces in the town, it would make far more sense for the remaining green spaces to be transferred to the Town Council, in a mutually agreeable arrangement, on 1st April 2020, rather than the new unitary council immediately setting up an in-house team to deliver this, just before entering discussions with the Town Council to devolve the service.

Pilot

It may well be that the new council seeks a number of town and parish councils to act as pilots to take on additional devolved services, assets and powers. Buckingham Town Council is well placed to be in the vanguard of councils in this area, given the Council's substantial experience in taking on devolved arrangements from both the District and County Council, and the Council's track record in running these services well.

Neighbourhood Planning

When the Secretary of State for Housing, Communities and Local Government confirmed his decision, subject to parliamentary approval, to implement a new single unitary council for Buckinghamshire to replace all five existing councils, he included the following statement:

"I similarly expect the councils to promote and help support the development of neighbourhood plans, as I consider these can be key building blocks for the successful implementation of change in Buckinghamshire that residents deserve."

Given that plans are underway for Buckingham Town Council to refresh its Neighbourhood Plan, with the bulk of the work to take place before April 2020, it would be most unhelpful for the new council to be established and then take a negative view of the town's new Neighbourhood Plan. It would therefore be most helpful if the District and County Councils could agree a way of working with Buckingham, and other councils in a similar position in the county, to ensure that the new Neighbourhood Plan is structured and developed in a way which will maximise the promotion and support available from the Shadow Council and then the new Unitary Council.

Recommendation

It is recommended that the Town Council writes to the respective Leaders and Chief Officers of Aylesbury Vale District Council and Buckinghamshire County Council, asking for their support in ensuring that the following items receive early consideration by the Shadow Council, once formed, during 2019, as they need to be discussed and decisions made before April 2020:

1. The need to provide a mechanism for the Shadow Council to negotiate with Buckingham Town Council and reach agreement in time for the Town Council to take on the management of green spaces which AVDC currently manages through an external contract in the town by April 2020.
2. The need for the County, District and Shadow Councils to work with Buckingham and other Town Councils during 2019 and early 2020 to ensure that new and refreshed Neighbourhood Plans received the promotion and support the Secretary of State intends
3. To emphasise that Buckingham Town Council wishes to be in the vanguard of local councils working with the Shadow Council to discuss taking on further devolved services, assets and powers
4. To offer the support of the Town Council in making plans for the successful implementation of the new unitary council in Buckingham



DRAFT MINUTES

PONTIO MEETING 2

UOB/BTC/PM/15.10.2018



Minutes of the Pontio Group meeting on 15 October 2018 at Buckingham University, Buckingham at 10.00 am.

Present: Cllr Jon Harvey (JH) – Mayor Of Buckingham – Joint Chair
Professor Susan Edwards (SE) –Director of Community Affairs and External Relations - Joint Chair
(on behalf of the Vice Chancellor (VC), Sir Anthony Seldon)
Cllr Mike Smith (MS) – Buckingham Town Councillor
Mr Paul Hodson – Town Clerk
Mrs Julie O'Shea (JO) – Law School Professional Skills Administrator, UOB
Kathy Robins - Buckingham Society
Sarah Davis - Chair of Friends of Buckingham University.
Ishola Boluwatife - Student Union President

1. Apologies for absence

Sir Anthony Seldon - Vice chancellor
Emma Potts - Buckingham University Chief Operating Officer

2. Declarations of interest

None

3. Welcome and introductions for new group members

The Group agreed to welcome both the Chairman and Vice Chairman of the student's Union as full members of the group. The Chair welcomed the new members to the Group. The Group needs help to widen its awareness of local challenges and needs. Other groups will be invited on an ad hoc basis as appropriate.

Formal invitations have been sent to BCC and AVDC. We are awaiting formal responses. Emma Potts, the New University Chief Operating Officer has been invited to join the Group.

The Trader's Association are currently reviewing their work. Agreed to defer to the next meeting appointment of a representative from the Buckingham business community.

Agreed that the vice president of the Student Union is a co opted member.



4. Minutes of the last meeting (25/7/18)

Agreed as correct

5. Actions from the last meeting

a. Terms of Reference and recording of PG minutes in UoB.

The University executive Committee meets weekly. The Committee has formally agreed the Terms of Reference. The group will report to the Town Council and University Executive by submitting minutes of meetings.

JH reviewed the reasons for the establishment of the group. SE reinforced that the group aims to remain for the long term. It is believed that Buckingham is one of the few towns to be taking this formal approach.

PH and SE and to research whether there are other comparable groups we can learn from.

SE PH

The group agreed to seek formal signing and sealing of the agreement.

It was agreed to delete references to Destination Buckingham because that Group is not currently meeting.

b. Declaration of interests

This has been added to the Agenda

c. Meeting with Emma Potts, COO UoB

To be arranged.

SE

d. New Town Clerk: Paul Hodson

PH updated that it is planned for Town Council elections take place next May. This may be delayed for a year if a county-wide unitary decision is made.

e. Linking of Buckingham Town Matters and University calendar

It was suggested that Town Council could support the development of the Buckingham tour which is provided for students. It was agreed to approach the Buckingham Society as to whether they would like to become involved.

KR



There was a discussion about the number of students in the town. The Town Council will investigate further with the District Council. Students can only live in halls in their first year.

PH

The Town Council provides a welcome pack for new residents. The University and Town Council will review the pack to find out if this presents an opportunity for joint working.

SE &
PH
JH

Residents can become readers of the library. JH to highlight through his blog.

MS has spoken to Diana who wasn't able to provide sufficient details about events, or details of plans the required three plus months into the future, to meet the timescale for inclusion in the Town Council's quarterly newsletter. PH will forward on lead times to Diana.

PH

The Students Union arranges talks and cultural events which would be relevant to residents.

MS raised the old newsletter which the university has circulated to residents. At the time it mitigated tensions between the town and students. Agreed to have a Pontio section of around 400 words in Buckingham Town Matters. To be titled University News.

SE &
PH

JH requested the university also consider circulating a distinct hard copy newsletter to residents living locally to the university.

SE will arrange content and distribution of a local leaflet. The Town Council will share the costs and numbers for delivering commercially.

SE &
PH

f. Bridge project

Carried forward to the next meeting. The Group will review options for funding, to include HS2 and WREN. Recommend from SU to consider granite and titanium. It appears to be deteriorating. PH will clarify ownership. The University will consider whether it would be possible to raise funding through sponsorship, for example by selling spaces for names.

SE &
PH

g. Community Engagement awards

Awards are given at quarterly boards and annual convocation. All awards currently reflect academic achievements. It was proposed to create six Civic Engagement Awards, one for each Business Unit. Agreed for JE and SE to bring something back to the next meeting, looking for each school to nominate someone. They will consult with the student body. JH will seek agreement from the Town Council. The Mayor would present the awards on behalf of the Town Council.

JO & SE

JH



h. Involving the Mayor in student welcome meetings

This has been agreed. The mayor is invited to the next matriculation on 29 November, and invitations will be extended twice yearly.

i. Minute taking

Confirmed

j. Complaints process information

To be included in the first Pontio page in the Buckingham Town Matters.

SE &
PH

k. Audit of civic engagement

Ongoing. SE will share with the group at the appropriate time.

SE

l. Review of Good Endings Fair

The first fair was held successfully. Around 300 people attended, with two dozen stalls. The Town Council will discuss whether to repeat next year. The University had a stall which was successful.

6. To decide on whether to convene a strategy 'awayday' to discuss future strategy for this group

It was agreed to hold a half day workshop in an afternoon on a Monday. This is likely to be after the next meeting.

7. New projects:

- a. The mayor is hosting a well-being walk on Sunday 24th March 2019, leaving from the Town Council Chamber at 11am.
- b. Others to be identified at the away day

8. To consider community relations between 'town and gown' - issues arising



Discussed above

9. Update on Town Council and wider town matters

Discussed above

10. Update on University and student matters

The main issues are arising from supporting freshers in areas such as cooking within budgets. The Friends group are supporting this.

11. Chairs' items

12. AOB

It was suggested to arrange a festival, such as a talent show or talent day next year.

13. Date and location of the next meeting

Agreed to arrange two meetings before the end of April 2019. The next to be on Monday 10th December from 11:00 to 12:30 in the Council Chamber.

The meeting finished at 13.00.

Signed

Dated



Appendix A: Terms of Reference

Name of body	Pontio¹: The Joint Action Group between Buckingham Town Council and the University of Buckingham
Aims	<ol style="list-style-type: none"> 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 2) To build excellent relationships between the civic, academic, commercial and leisure organisations in the town 3) To work for a future of Buckingham in which <i>all</i> enjoy a life full of ambition, learning, prosperity and well being
Membership	<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"> • One other University representative (probably from administrative staff) • One representative of the Student body • One Town Councillor • The Town Clerk (or his/her nominated officer) <p>The Group will also have the power to co-opt members from</p> <ul style="list-style-type: none"> • Other local civic bodies • Commerce in the town • Cultural and leisure organisations • Interest groups / community <p>Up to a maximum of ten people so as to keep the group tight and action focused.</p>
Status	The Group would be an 'arms length' body which would report into the Town Council and the University Executive
Frequency	The Group will meet between four to six times per year
Minuting	To be shared between University and the Town Council
Resources	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

¹ 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.

AVTUG

AYLESBURY VALE TRANSPORT USERS GROUP

MINUTES OF MEETING HELD ON 13th FEBRUARY 2019

AT AYLESBURY TOWN COUNCIL, TOWN HALL.

1. Present – Colin Higgs – CH (Chairman and Aston Abbotts Parish Council), Andy Huxley-AH (Vice Chairman/Secretary and AVDC/Aylesbury Town Councillor), Geoff Aldridge-GA (Treasurer and Wingrave Parish Council), Graham Oliver-GO (Haddenham), David Smale-DS (N/A), Heather Taylor-HT (Aylesbury Bus User), David Horsler-DH (Bucks CC), Ed Kendrick-EK (Bus/Rail User), Richard Clark-RC (Elm Farm Resident), George Grundy-GG (Arriva), Jonathan Clover-JC (Wendover Resident), Rosemary Butler-RB (Wendover Resident), Valerie Edwards-VE (Bedgrove Resident), Angela L-AL (Bedgrove Resident), Kathy Creasy-KC (Bedgrove over 60's), PSB-PSB (Bedgrove over 60's), D Brown-DB (Bus User), D Thomas-DT (Bus User) and P Butcher-PB (Bus User).
2. The Chairman CH welcomed all to the meeting and indicated that this meeting was an evening meeting in order to see what response we got. This is the first time in quite a while that we have had such a meeting.
3. Apologies were received from Rachel Webb, Warren Whyte, Janet Gowin, Cella Jones, Alan Wallwork, Liz Bendall, Janet Davies, Mary Oliver, Darren Swain, Simon Finney and Andy Clarke.
4. The minutes of the last meeting held on 13th December 2018 were approved and signed by the Chairman.
5. Matters Arising – GO asked about 106 money in respect to the bus service(s) in Haddenham. DH said that he would have words with Andy Clarke and report back. TC asked if she could get home tonight. GG said she would know in the next couple of hours! JC said it was difficult trying to find an AVTUG website. DH indicated that the meetings are on the BCC website.
6. Chairman's Report – Nothing to report.
7. Secretary's Report – After a brief discussion about the likes of the 500 and 60/X60 services GG indicated that Arriva were monitoring over the next two weeks. It was hoped that new buses would be introduced. The 500 service had a new double decker for the service. AH thanked GA for getting details of the meeting in the Bucks Herald. This certainly helped with attendance. Warren Whyte had apologised for the meeting but indicated that he had received reports of multiple breakdowns on the X60 over the last few months from Buckingham residents which he has reported to BCC for follow up with Arriva. AH indicated that he had received more from Tring Bus Users group regarding the 500 service. More information further on.

8. Treasurer's Report – GA reported that we had £355.32 in the bank and this would rise to £405.32 when we get our deposit back from Aylesbury Town Council assuming that we did not trash the place!
9. Bus Matters – EK asked about the Bus Stop indicator boards. The one at Stoke Mandeville appeared to be faulty. A new system was going in. EK also mentioned the bus service regarding the new development off Lower Road. Concern over services when HS2 comes in. DH indicated that there should be nothing to worry about. Concern long term re. bus passes. DH said that very few services had been affected or will be in the near future. RC asked if there was any news on the 55 and the Elm Farm service. People had taken to their cars. DH said he would look at the timetable. GG then spoke on behalf of Arriva. Regarding the 8/8A services there were no current plans to revert back to use of bus stops on Welbeck. Bedgrove ladies reported that Councillor Mark Wynn had been given a petition of 170 signatures for Arriva. This was regarding the re-using of the 4 bus stops on Welbeck. Arriva knew nothing of the petition. GG said that he would report back now he had received the petition. New timetables would be in place from 17/2. 8/8A would go passed the college at least once a day. Cam/Long Meadow – Changes to stops. No changes to the 9 service. Question asked why the 9 did not go to the hospital on Sunday. Lack of need. Arriva looking at service improvements for 60 and X60. This directed at TC after exchanges of emails. 150 could be subject to a change of route because of low bridge and use of double decker. There were timing issues. New timetable 17/2. GO - Concern over 280 re. Haddenham – Change of timing 17.10 to 17.00 – Next bus 17.40. Thame to Oxford from 17/2 a 15 minute service. X8 – New timetable 17/2. Services 300 and X30 – No changes. GG reiterated that they were dedicated to putting the service right on the 500 route. One issue was that although the service was operated by Arriva. It was 2 different divisions that ran the service – Arriva Midlands and Arriva Southern Counties. He would prefer it under one. Change of time for the 150 15.35 to 15.45. JC pleased with the changes to 8/8A re. school children. Concern over timings from Wendover clocktower to Aylesbury Bus Station with routings etc. He related information that an old lady had made a complaint and she had not had a reply. This to be looked into. JC also said that the 8 service because of timings had to sit at certain bus stops. Welbeck raised again. GG said he would take the comments back. DB raised concern over 500 service 09.05 not running all the time. It was late to-day 13/2. X600 and 500 not very comfortable because of use of older buses. Not helped by road Coldharbour etc. Issues all over with requests for new stock. Service to Bicester. GG looking into. PB concerned over the use of single decker instead of double decker buses on school runs. 12 standing on recent bus journey. GO reported something similar on 280. DS concerned about quality, service etc. DH said that tickets could be purchased from the likes of Marshalls not the council on commercial services provided for school runs. DH indicated that it should be cheaper this way. TC thoughts on 60/X60 Buckingham to MK – Will it affect Aylesbury to Buckingham. GG said that new tech machines are

being installed. Clarification over who is responsible for Bus Shelters – Parish Council. Bus Stops – Bucks CC.

10. Train matters – GA reported that East of Aylesbury from the likes of Tring and Leighton Buzzard with LNW fares were cheaper than Chiltern Railways.

Concern by EK that the services into London at weekends had altered to the extent that he sometimes couldn't get a train because of cancellations. AH reported that he had gone into London on the train at the weekend and the train he had travelled on went straight to Amersham and then to Marylebone. The reasons given were to do with repairs.

11. A.O.B. – JC brought up the subject of VALP – The Vale of Aylesbury Local Plan. Not much in it regarding the subjects we were discussing and therefore no mechanism to raise queries.

The next meeting will be Tuesday 12th March 2019.

11.00hrs FOR THE AGM/MEETING

VENUE: SMALL HALL, BUCKINGHAM COMMUNITY CENTRE.

Buckingham Access for All

Minutes of December 2018 meeting

10 December 2018 - Council Chamber

Actions from the meeting:	
All members	<p>To let Chris know of any potential volunteer drivers for the Community Bus (BART) trial scheme.</p> <p>To continue to monitor the Buckingham AccessAble/DisabledGo website to check details, make corrections and add comments</p> <p>To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website</p>
Ed	<p>To write to BTC on behalf of A4A about April Cottage</p> <p>To write to BTC concerning use of S106 funds to improve and add to dropped kerbs in the town</p> <p>To provide Jenny with bullet points on the issues he has found with the AccessAble website</p>
John R	John to try to make progress with the Chantry Chapel.
Mike	To investigate whether action can be taken with regard to April Cottage under the AVDC rules on Empty Houses
Derrick	To highlight the group's concerns about the safety of the Grand Junction site

In attendance: Cllr. Derrick Isham, Cllr. Chris Strain-Clark, Jenny Bates, Cllr Mike Smith, John Squires, Ed Grimsdale, Una Robinson, John Russell

Apologies: Cllr. Warren Whyte, Cllr Ruth Newell, Pam Tonge, Peter Strain-Clark, Joy Fuchter

1. Welcome, introductions and apologies

John welcomed everyone to the meeting. Apologies were received from Pam, Joy and Peter.

2. Minutes of the Meeting held on 12 November 2018.

There was a correction to Para 9 of the November Minutes – Mike has donated £100 towards the cost of the new picnic bench, not £200 as stated in the circulated Minutes. Apart from this the Minutes were agreed.

3. Matters Arising

Chantry Chapel:

John R has still not managed to make any progress with the National Trust to improve access to the Chantry Chapel.

Dental facilities in Buckingham:

At Buckingham House dental practice the small waiting has now been reinstated. It seems more like a corridor and there is no space for a wheelchair. John R has been trying to get a handrail installed at Bank Chambers and has spoken to the Fire Service. It appears that the staircase is not wide enough. The CQC report states that the disabled facilities are ok and that patients are referred to alternative dental practices if access became a problem for them. There was general

consensus that the law is not adequate. Although individual dental practices are assessed, there is no overview to ensure that accessible dental facilities are actually available in Buckingham. Currently, with the closure of the dental service at Buckingham Hospital, anyone with access problems has to travel to either Aylesbury or MK for dental treatment.

Former Natwest building:

Ed informed the group that he has received sponsorship to write a background article on the building's history. He has visited the building and observed various issues. The front windows on the first floor open at the bottom and do not conform with H&S regulations and will have to be replaced. An extra flat has been built on the ground floor which has resulted in loss of access to the rear of the building to take out rubbish. Tenants will now have to take it out at the front, around the front of the White House to the back of the building. The flats are not accessible. Una attended a recent Council meeting and it was reported that the bins would be kept inside. Ed felt it would be important to remain observant once the flats are occupied.

4. **Acting Chairman's Report**

Nothing further to report.

5. **Treasurer's Report**

The current funds remain at £894.45. with £220 in BTC reserves.

6. **Secretary's Report**

Nothing to report.

7. **Buckingham Hospital/Lace Hill Medical Centre/April Cottage**

Christine reported that it now seems to be agreed that there needs to be a GP presence in the town centre but the powers that be seem to have accepted that the hospital will go. BTC is organising a community meeting after Christmas. John R said he believes that people will attend a meeting. Una said that she thinks we should make every effort to retain the hospital.

8. **Picnic Benches**

BTC has decided to purchase the picnic bench available commercially but to replace the top to make it more accessible. The bench is to be ordered and installed in the Spring.

9. **Grand Junction**

Mike reported that AVDC does not know who owns the Grand Junction. This matter is on the Town Council's Action List. Una was concerned that the bins are locked outside and she is concerned about the inside of the building which she feels may be a safety hazard. She suggested that it should be inspected by Environmental Health. Derrick agreed to take the matter further with the Town Council.

10. **Adaptive Community Bus (BART) update**

Christine reported that some films trips with the bus have been organised and a couple of additional drivers have been found. The bus has a website and facebook page but it was felt that more publicity about its availability is still needed. The bus can be hired by anyone but the idea was also to have regular routes. U3A has also been informed about the bus. It was suggested that contact details could be included on the Accessible Buckingham fb page.

11. **AccessAble/DisabledGo**

Ed feels that the website is not user friendly and the new website is not an improvement. The filters don't seem to work. Ed agreed to provide bullet points on the website issues he has found.

12. **Fair for All Award**

Christine has suggested that BTC should work towards achieving the Fair for All award which covers all aspects of events such as access, signage, sound system etc. AVDC has achieved it already.

13. **Accessibility issues**

John S raised his concerns about people parking in disabled spaces. He feels that there needs to be more provision and it needs to be checked more often. The group felt that this is a problem nationwide.

Una is concerned about the A boards outside the new cocktail bar. She also feels that the kerbs by the Shopmobility unit need to be sorted as they are getting more dangerous.

14. **Next meeting:** Monday, 11 February 2019, 2:00 – 3:30pm in the Council Chamber.

Buckingham Access for All

Minutes of February 2019 meeting

11 February 2019 - Council Chamber

Actions from the meeting:	
All members	To let Chris know of any potential volunteer drivers for the Community Bus (BART) trial scheme. To continue to monitor the Buckingham AccessAble/DisabledGo website to check details, make corrections and add comments To report problems with roads and pavements to Transport for Bucks as they arise using the TfB website
Ed	To write to BTC on behalf of A4A about April Cottage To write to BTC concerning use of \$106 funds to improve and add to dropped kerbs in the town To provide Jenny with bullet points on the issues he has found with the AccessAble website
John R	John to try to make progress with the Chantry Chapel.
Mike	To investigate whether action can be taken with regard to April Cottage under the AVDC rules on Empty Houses

In attendance: Cllr. Derrick Isham, Cllr. Chris Strain-Clark, Jenny Bates, John Squires, Una Robinson, John Russell, Joy Fuchter, Pam Tonge

Apologies: Cllr. Warren Whyte, Cllr Ruth Newell, Peter Strain-Clark, Cllr Mike Smith, Ed Grimsdale

1. **Welcome, introductions and apologies**

John welcomed everyone to the meeting.

2. **Minutes of the Meeting**

The Minutes of the meeting held on 11 December 2018 were agreed.

3. **Acting Chairman's Report**

John has still not had any success with the National Trust concerning access to the Chantry Chapel. Joy offered to raise the issue in a post on facebook.

He has still not had any success with trying to improve access to the Bank Chambers dental practice. He feels that the width of the stairs is sufficient to allow for a hand rail.

John also highlighted that most of the coffee shops in Buckingham are not accessible. For example, Squire's coffee shop has no parking. However, accessibility at Prego's has been improved and the new University building is also good for coffee and disabled parking is available.

4. **Treasurer's Report**

The current funds remain at £894.45. with £220 in BTC reserves.

5. **Secretary's Report**

Nothing to report.

6. **Buckingham Hospital/Lace Hill Medical Centre/April Cottage**

Christine informed the group that a public meeting is planned for 13 March in the Community Centre at 6.30pm. Both John R and Christine would be attending the next Lace Hill Medical Centre focus group meeting the following day. Jenny said that she felt that the consultation measures being taken did not meet the requirements for the NHS to consult with the public. John R said that realistically he feels that the development is going to happen and the main drive should be to damage limitation. *(Note: Please note that the 13 March public meeting will not now take place.)* Pam reported that she had phoned the Swan Practice before Christmas for an appointment and was told that the earliest available appointment was in March but that she could try online.

7. **Adaptive Community Bus (BART) update**

Christine reported that a regular route has not yet been worked out. Joy suggested using the bus for taking people from the church to the cemetery. The WI has also indicated that it may be interested in using the bus. Joy agreed to speak to Carol Penny about the bus possibly being used by the Carers Group.

8. **HSBC development/Planning enforcement/building inspection**

Pam said that she is still has concerns about the development and the use of the pavement for the coffee shop. The paving stones have not been well laid and the pavement is no longer flat. Ed had said in a previous meeting that he would raise the issues. John R agreed to go and have a look. Una was concerned that the zig zag markings for the crossing were being disregarded and that there appears to be no provision for disposing of waste food. Una highlighted that the pavement is less than the required 2m wide, leaving insufficient space for mobility scooters etc.

The group questioned the role of building inspection in ensuring that building works were compliant and questioned whether planners ever visited sites before making decisions. Also there doesn't appear to be any enforcement of decisions eg no action has been taken on the Costa door that still opens outwards, there are still tables in front of Binns even though they have a garden at back of the restaurant. There is also an A board outside. There are also a lot of A boards in Well Street obstructing the pavement.

9. **Fair for All award**

Christine reported that the Town Council has agreed to try to improve access to BTC events. She has had a meeting with the Chair of the Town Centre & Events Committee and the Events Coordinator. A BuDs representative was due to attend a meeting the following week in Buckingham to discuss further.

10. **Recruitment of new A4A members**

Joy feels that it is important for A4A to recruit new members to get new younger, different, views on accessibility issues in Buckingham although she feels it is very difficult for a new person to come in and be part of the group and had felt disheartened after November meeting. There have been efforts in the past where individuals were spoken to and said they would come to the next meeting but they never turned up. Derrick said that unfortunately people only really understand accessibility issues when it affects them personally.