

BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

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Town Clerk: Mr P. Hodson

Councillors,

You are summoned to the **Full Council** of Buckingham Town Council to be held on **Monday 20th May 2019** at 7p.m. 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

Members are asked to receive apologies.

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 18th March 2019

Copy previously circulated BTC/13/18

4. Interim Minutes

To receive and agree the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 15th April 2019

Copy previously circulated IM/07/18

5. Planning Committee

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

- Monday 25th February 2019
- Monday 25th March 2019
- Monday 15th April 2019

Copy previously circulated PL/13/18

Copy previously circulated PL/14/18

Copy previously circulated PL/15/18

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on Monday 1st April 2019

Copy previously circulated TCE/07/18

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 8th April 2019

Copy previously circulated E/07/18

Buckingham



Twinned with Mouvaux, France



8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 29th April 2019
Copy previously circulated R/07/18

936/18 Committee Calendar 2020

Members received the calendar of Council Committee meetings and **AGREED** to recommend the dates to Full Council including a request to separate the Annual Statutory Meeting and Mayor's Reception for 2020.

9. Economic Development Working Group

To receive the minutes of the Economic Development Working Group meetings held on:

Thursday 4th April 2019

Copy previously circulated EDW/03/18

Thursday 27th February 2019

Copy previously circulated EDW/02/18

Thursday 24th January 2019

Copy previously circulated EDW/01/18

10. Action List

Appendix A

11. MAJOR PLANNING APPLICATION

BTC\01\19

19/01564/APP

12-13 Market Hill, MK18 1JX

Formation of new entrance to upper floors over existing shop off Market Hill; in-fill and cover of rear yard to form delivery area at first floor and staff and stock facilities to ground floor; to create 8 No, 1 bed flats and 1 No 2 bed flat to second floor and additional floor over existing shop; to create 23 No 1 bed flats to the rear of 12-13 Market Hill on vacant land with access off Summer Hill; provision of parking spaces, turning area for deliveries and new ramp to first floor of existing building at rear. Demolish the existing flue and lift to the rear of the existing building together with 2 No roof maintenance cupboards and extract pods located on the roofs of the existing building

Terkelson

12. Standing Orders Item 5

BTC\02\19

12.1 Delegated arrangements (S.O. 5.k.iv)

To review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities.

Appendix B

12.2 Committee Terms of Reference (S.O. 5.k.v)

To review and amend or confirm the terms of references for committees.

12.2.1 Environment

Appendix C

12.2.2 Resources

Appendix D

12.2.3 Planning Committee

Appendix E

12.2.4 Town Centre & Events Committee

Appendix F

12.2.5 Economic Development Working Group

Appendix G

12.2.6 Staffing (Confidential Matters) Committee

Appendix H

12.2.7 Communications Strategy Group

Appendix I

12.3 Committee Choices (S.O. 5.k.vi)

Members are asked to complete the attached form and bring it to the meeting.

Appendix J

12.4 Standing Orders and Financial Regulations (S.O. 5.k.viii)

12.4.1 Review and adoption of appropriate standing orders

Appendix K

12.4.2 Review and adoption of appropriate financial regulations

Appendix L

12.5 Review of Arrangements with Other Local Authorities (S.O. 5.k.ix)

Appendix M

Review of arrangements including and charters and agency agreements, and contributions to expenditure incurred by other local authorities.

12.6 Review of Representation (S.O. 5.k.x)

Appendix N

Review of work with external bodies and arrangements for reporting back.

12.7 Inventory of Land and Assets (S.O. 5.k.xii)

Appendix O

Review of inventory of land and assets including buildings and office equipment

12.8 Insurances (S.O. 5.k.xiii)

Appendix P

Confirmation of arrangements for insurance cover in respect of all insured risks;

- 12.9 Subscriptions (S.O.5.xiv) **Appendix Q**
Review of the council's and/or staff subscriptions to other bodies;
- 12.10 Complaints & Compliments (S.O) 5.k.xv) **Appendix R**
Review of the council's complaints procedure;
- 12.11 FOI and Data Protection (S.O. 5.k.xvi) **Appendix S**
Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
- 12.12 Press and Media (S.O. 5.k.xvii) **Appendix T**
Review of the Council's policy for dealing with the press and media.
- 13 Financial Risk Assessment** **Appendix U**
To review and confirm the Council's Financial Risk Assessment
- 14 Internal Audit Report** **Appendix V**
To receive and approve the 2018/19 Internal Audit Report and to delegate any recommendations to the Resources Committee for action
- 15 Annual Governance statement** **Appendix W**
To approve Section 1 of the Annual Return Part 3 – the Annual Governance Statement 2018/19. The Mayor and Town Clerk to sign the document accordingly.
- 16 Annual Return** **Appendix X**
To approve Section 2 of the Annual Return Part 3 – Accounts Statements 2018/19. The Mayor to sign the document accordingly
- 17 AccessAble** **BTC\03\19**
To receive a report from Town Clerk and consider recommendations.
- 18 Unitary Council**
To receive a verbal report from the Town Clerk and make any relevant decisions regarding unitary discussions
- 19 Committee Calendar 2020 (SO 5.k.xviii)** **Appendix Y**
To receive and agree the Committee Calendar for 2020
- 20 Staffing Update**
To receive a verbal update from the Town Clerk
- 21 New Homes Bonus** **BTC\04\19**
To receive a report from the Town Clerk
- 22 To receive and question reports from District and County Councillors**
- 23 Review of Polling Districts & Polling Places** **Appendix Z**
- 24 Reports from Representatives on Outside Bodies**
Members are asked to note the reports listed below:
- 23.1 To receive a verbal report from Cllr. Try on the Health Focus Group
- 23.2 To receive a verbal report from Cllr. Harvey on the Aylesbury Vale Association of Local Councils
- 23.3 To receive and note the minutes and Financial statements of the Buckingham and Gawcott Charitable Trust **Appendix AA**
- 23.4 To receive and note the minutes for the Aylesbury Vale Transport Users Group. **Appendix BB**

24 **Mayoral Engagements**

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

Functions the Mayor has attended:

- 21 MAR 2019, Happy Birthday Buckingham Library
- 21 MAR 2019, Launch of the Buckingham Enterprise & Innovation Unit
- 22 MAR 2019, University Graduation ceremonies
- 23 MAR 2019, University Graduation ceremonies
- 23 MAR 2019, Swimathon visit
- 24 MAR 2019, Well Being walk 2019
- 29 MAR 2019, RAF Croughton reception
- 5 APR 2019, BACAB fundraising evening with Andy McConnell
- 10 APR 2019, Mayor of Leighton-Linslade's charity meal
- 13 APR 2019, Buckingham Rugby VP Lunch
- 15 APR 2019, BACAB Committee meeting
- 28 APR 2019, Civic Service at St. Bernadines
- 2 MAY 2019, Retina UK visit
- 2 MAY 2019, General Charities meeting
- 4 MAY 2019, MK Dons big match
- 4 MAY 2019, Mayor & Mayoress of Towcester Glitz & Glamour
- 7 MAY 2019, Banbury Mayor Making
- 12 MAY 2019, Girl guide banner service
- 13 MAY 2019, University meeting of all staff
- 15 MAY 2019, Dan Hannan - Vinson Building

Functions the Deputy Mayor has attended:

25 **Chair's Announcements**

- 26 **Dates of the next meetings:** Interim Council – Monday 24th June 2019
Full Council - Monday 15th July 2019

Full Council Action Tracker

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Full Council	712/15	Community Land Trust	Proceed with interest and advertising for local interest	Town Clerk	In Progress	Longterm
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk		18th November 2019
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 Alms-houses. 4. Funding toward the extension of the Council Chamber	Town Clerk	In Progress	May-19

BUCKINGHAM TOWN COUNCIL
 FULL COUNCIL
 MONDAY 20TH MAY 2019

Agenda No. 11

Contact Officer: Mrs. K. McElligott

MAJOR PLANNING APPLICATION

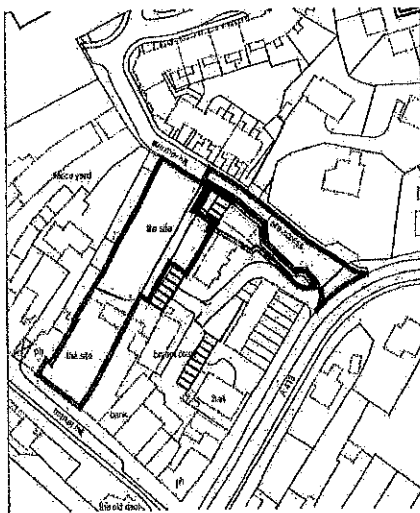
19/01564/APP 12 - 13 Market Hill, MK18 1JX

Formation of new entrance to upper floors over existing shop off Market Hill; in-fill and cover of rear yard to form delivery area at first floor and staff and stock facilities to ground floor; to create 8 No. 1 bed flats and 1 No. 2 bed flat to second floor and additional floor over existing shop; to create 23 No 1 bed flats to the rear of 12-13 Market Hill on vacant land with access off Summer Hill; provision of parking spaces, turning area for deliveries and new ramp to first floor of existing building at rear. Demolish the existing flue and lift to the rear of the existing building together with 2 No roof maintenance cupboards and extract pods located on the roofs of the existing building

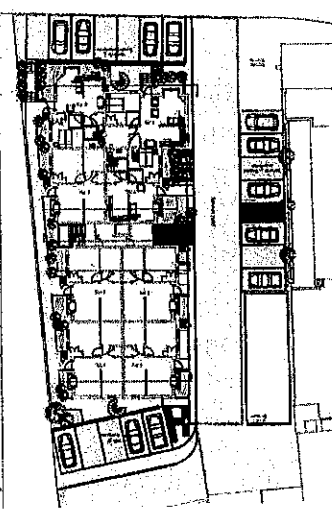
Terkelsen

Site:

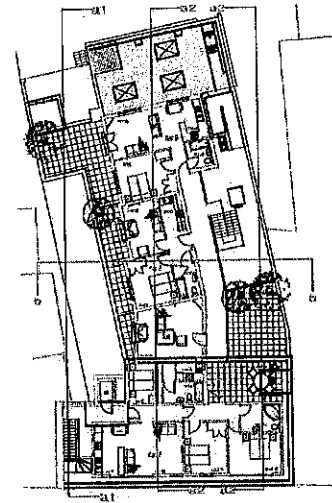
Three storey retail unit currently occupied by M&Co and its two-storey back premises; the yard behind it, accessed from Moreton Road via Summerhouse Hill (note that the application refers to Summer Hill throughout). The yard is currently used for deliveries to M&Co and Boots, and car parking.



Site



ground floor new building



new top storey, existing building

Proposal:

To retain the ground floor as a shop and construct a new stock room and staffroom at the rear;

To separate off the first floor and give it an entrance via a new door in the space currently occupied by the shop window nearest the Buckingham Inn (The Whale) and a ramped access at the rear for deliveries; the new door will give access to all floors above via stairs and lift;

To extend the second floor out over the flat roof at the rear and turn it into 5 1-bed flats;

To add an additional storey with a flat roof to contain 3 1-bed and 1 2-bed flats and a roof terrace. The 2-bed flat will face into Market Hill.

To build a new block in the yard at right angles to the existing building, retaining a service road and the existing car parking. The block will be 3 storeys, but because the site slopes upward from

Market Hill to Summerhouse Hill, the ridge of its pitched roof will be about 1m higher than that of the existing building; the ground floor has 8 flats, 7 of which are wheelchair-accessible; the first floor 8 flats and the second 7. It will have lift and stair access to all floors.

(5+4 + 8+8+7 = 32 in all).

There are 19 parking spaces (excluding the existing bays) – 5 between the existing and proposed buildings, 7 against the side wall, including two disabled bays, and 7 at the Summerhouse Hill end.

As the numbering of the flats in the new and existing buildings both start at 1, I have added N or E as appropriate; note that these do *not* indicate North and East.

Design & Access Statement:

P2: the proposed use of the first floor of the shop unit (currently storage) is described only as 'commercial'.

P3: "The new build at the rear will provide up to 8 flats at ground floor level accessible for wheelchair bound users.." Flat N1 is shown as having step access to its front door.

P4: Parking spaces 2.45m x 4.85m; the two disabled spaces have a shared path between them, gauged at 2m wide. The reasons given for 19 spaces for 32 flats are:

- central site close to amenities, ample public parking, public transport;
- discourage non-essential car use, and encourage walking, cycling and use of public transport.

7 of the bays give on to Summerhouse Hill, a not particularly wide road, just below a slight bend; there will be limited space to stand in to get items out of the boot if the driver reverses in, so drivers may go in forwards, and reverse out. Overflow parking will undoubtedly be on Summerhouse Hill itself to the detriment of its own residents' amenity and passage for emergency and other large vehicles.

Cycles: there is to be a covered cycle store; it looks as if there is accommodation for 8 cycles. The nature of the cover is not obvious from the drawings, nor whether it is secure.

Waste: "Each unit has defined bin storage area and communal bin storage areas located next to the service road...The commercial part of the site has existing arrangements..." The 8 flats on the ground floor of the new block each have a single bin in a cupboard outside the front door and these bins will have to be hauled to the specified collection point, a good way for the four flats facing The Whale's garden due to the steps at the Summerhouse Hill end of the rear access path (7 of these flats are for wheelchair users, but AVDC can organise bin collection and return for registered disabled residents provided it is within their guideline hauling distance). There are a further 12 shown in a group at the end of the 5 parking bays. Oddly, the flats at the back of the existing building (flat E5 on the second floor, flat E9 on the third) seem to have two bins stationed on the adjacent landing, which would mean E5 residents hauling them to the front left area (about as far as is possible) to the lift to get them downstairs – and then they'd be on Market Hill – and and E9 bumping them downstairs as E6 blocks the way to the lift. There are no other bins represented, whether in pounds or in/adjacent to flats. That is nowhere near the 64 bins 32 flats need.

Appearance:

- "The existing building is a constructed in red facing brick with timber sash windows. "
- "Whilst the frontage is predominant to Market Hill, the major part of the proposals is to the rear of the façade and will not be seen from the main street" *but is still in the Conservation Area*
- "As the existing brick is a 20th Century facing brick, it is proposed to construct the new build to contrast with the existing by using stained/naturally weather timber cladding with render, coloured highlights to reflect the dominant colours of the buildings within its locality. "
- "The proposed design and materials does not intend to mimic the traditional appearance of the existing building, in order that the original character is retained and enhanced by the

- new. The colours will be sympathetic to the character of the area”
- “Windows within the roof reflects the dormer windows of the area.” *Few of the town's dormers are unhooded and triangular with a base measurement c. 2.5m.*

This is the only document supplied with the drawings.

Consultee comments; (as at 12th May 2019)

- AVDC Ecologist: has asked for 10 swift boxes to be installed
- AVDC Parks and Recreation: has requested £45,100 for offsite provision
- **Affordable Housing** The AVDC Officer's comments include: “Attention should be paid to policy HP5 of the Buckingham Neighbourhood Development Plan which states that a minimum of 35% affordable housing should be provided on sites of 25 or more dwellings subject to viability.

Some clarity will be required as to whether and what proportion of this application might be considered conversion from office to residential as this may render some units ineligible for an affordable housing contribution.

If there are 25 or more qualifying dwellings then 35% affordable housing will be applied to those units with a tenure split of 75% affordable rent and 25% shared ownership.

If there are 10 - 24 qualifying dwellings then paragraph 64 of the NPPF would apply, that is at least 10% of dwellings as affordable home ownership. Our preference would be for shared ownership.”

Clerk's comments:

1. BNDP policies relevant to this application

a) EE2 – Allocation of land for retail, office and mixed development

“Proposals will be supported for new mixed used developments at the locations shown in figures 9.3, 9.4 & 9.5. Office usage on upper floors, with residential development permitted on upper floor levels where the primary ground floor frontage is A1, A2, A3, A4 or A5 will be supported. This policy would only be applicable should the sites become available.” 9.5 covers *the land north of Market Hill from West Street to Moreton Road*

b) HP4 – Provide a diverse housing mix *not very diverse*

c) HP5 – Provide Affordable Housing *35% of 32 is 11.2, but see the Officer's caveat above on qualifying number of flats*

d) HP7 – Windfall Sites - *the 23 flats in the new block are well over the limit of 10*

e) DHE6 – Provision of good quality private outdoor space *apart from the small (private) terraces on the top storeys of the proposed building, and some token shrubbery at ground level round the new there is nothing*

f) I5 – Sewage Management *there is no indication of whether the town centre sewers can cope, and given the frequency of attendance by Anglian Water in Market Hill one would have liked to see evidence of capacity in the system*

2. The path along the back of the new block serving Flats N5-8 has two flights of steps into the Summerhouse Hill parking area; disabled residents will therefore have to exit by travelling the length of the block, turning to pass under the spiral fire escape, and then halfway back again to their car or the whole way back, plus a bit, to get to Summerhouse

Hill and into town via the Moreton Road. The slope on this path is approx. 1m end to end.

3. Recently Western Power have reported that the town centre electricity supply is inadequate for the additional flats above Clays and a new connection will have to be made from the substation beside the Grand Junction; some indication of the feasibility of providing the additional load required by this proposal should be provided, as the substation at Summerhouse Hill already has the additional dwellings at Summerhouse Hill (due to the revision subdividing house units into flats) to take into consideration and possibly the recent application for 17 flats for behind the CAB (no decision yet).
4. Despite their worthy aims in providing below-guideline parking, Members may consider 2 disabled spaces for 7 Section M-compliant flats inadequate.
5. Flat E6 looks to be the only one on the top floor with lift access. There is another staircase further back into the wing, but no other lift. A long way to haul shopping, especially as access to the other one is via Moreton Road and Summerhouse Hill.
6. All the flats on the new top floor of the shop building and all but one (E1) on the existing floor below have access to a roof terrace, some larger than others
7. All but one (E2) of the flats in this building have bathrooms; E2 has a shower room only, whereas
8. Of the 23 flats in the new building, two have bathrooms (N1 & N9), 14 have shower rooms, and Nos. N2-8 have neither – the bathrooms have only a toilet, a handbasin, and what I take to be a seat. If this a wetroom shower, then the layout means that the whole possibly wet floor must be crossed to access the toilet and handbasin, which may be hazardous for a resident with partial mobility, and will track wetness out into the adjacent room.

KM May 2019

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 20th May 2019

Review of Documents Required by Standing Orders

Agenda No. 12

Contact Officer: Mr Paul Hodson, Town Clerk

Recommendation


It is recommended that councillors review and confirm each of the documents listed.

Background

Standing Orders, as agreed by Full Council at the Annual Statutory Meeting in 2018, requires that the Council reviews or confirms a range of items. These are all included with this report as appendices. For ease, the following table highlights where documents have been amended since they were last agreed by Council.

Item	Appendix	Last Amended
12.1 Delegated arrangements; to review, amend or confirm the delegation arrangements to committees, sub-committees, employees and other local authorities. (S.O. 5.k.iv)	Appendix B	Unchanged from May 2018
12.2 Committee Terms of Reference (S.O. 5.k.v); To review and amend or confirm the terms of references for committees:		
12.2.1 Environment	Appendix C	Unchanged from May 2018
12.2.2 Resources	Appendix D	Unchanged from May 2018
12.2.3 Planning Committee	Appendix E	Unchanged from May 2018
12.2.4 Town Centre & Events Committee	Appendix F	Unchanged from May 2018
12.2.5 Economic Development Working Group	Appendix G	Agreed by Full Council during 2018
12.2.6 Staffing (Confidential Matters) Committee	Appendix H	Unchanged from May 2018
12.2.7 Communications Strategy Group	Appendix I	Unchanged from May 2018
12.3 Committee Choices (S.O. 5.k.vi); Members are asked to complete the attached form and bring it to the meeting.	Appendix J	To be decided

12.4 Standing Orders and Financial Regulations (S.O. 5.k.viii);		
12.4.1 Review and adoption of appropriate standing orders	Appendix K	Unchanged from May 2018
12.4.2 Review and adoption of appropriate financial regulations	Appendix L	Unchanged from May 2018
12.5 Review of Arrangements with Other Local Authorities; review of arrangements including and charters and agency agreements, and contributions to expenditure incurred by other local authorities. (S.O. 5.k.ix)	Appendix M	New description
12.6 Review of Representation (S.O. 5.k.x) Review of work with external bodies and arrangements for reporting back.	Appendix N	Unchanged from May 2018
12.7 Inventory of Land and Assets including buildings and office equipment (S.O. 5.k.xii)	Appendix O	Updated version for end of March 2019, as reviewed by Internal Auditor.
12.8 Confirmation of arrangements for insurance cover in respect of all insured risks (S.O. 5.k.xiii)	Appendix P	Updated details provided as agreed for 2019. The policy has not changed, equipment including the new lease vehicle has been added as obtained.
12.9 Review of the council's and/or staff subscriptions to other bodies; (S.O.5.xiv)	Appendix Q	Updated with current prices; no changes to the list of subscriptions.
12.10 Complaints & Compliments (S.O) 5.k.xv) Review of the council's complaints procedure;	Appendix R	Unchanged from May 2018
12.11 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (S.O. 5.k.xvi)	Appendix S	As agreed by Full Council as part of the new Staff Handbook during November 2018 (503/18)
12.12 Review of the Council's policy for dealing with the press and media. (S.O. 5.k.xvii)	Appendix T	As agreed by Full Council in 2019 (814/18)

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

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

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

2. Decisions of the Full Council:

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

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

3. Committees and Sub-Committees

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

4. Working Parties/Groups

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

5. Town Council Staff

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

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

The following have been delegated to Town Council Staff:

a) General Matters

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

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

b) Urgent Matters

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



Buckingham Town Council

Terms of Reference

Date Agreed: 06/05/2014

Reviewed May 2018

Minute Number: 7/14

Prepared by:

Christopher Wayman

Version: 2.0

Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Area of Operations

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

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

Further Information

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



Buckingham Town Council

Terms of Reference

Date Agreed: 6/05/2014
 Minute Number: 166.3/17
 Reviewed 8th May 2018
 Prepared by:
 Christopher Wayman
 Version: 2.0

Name

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

Membership

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

Chair/Chairman

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

Conduct of the Meeting

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

Area of Operations

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

Powers and responsibilities

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

Finance

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

Personnel

- 10.12) to monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)

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

Civic Matters

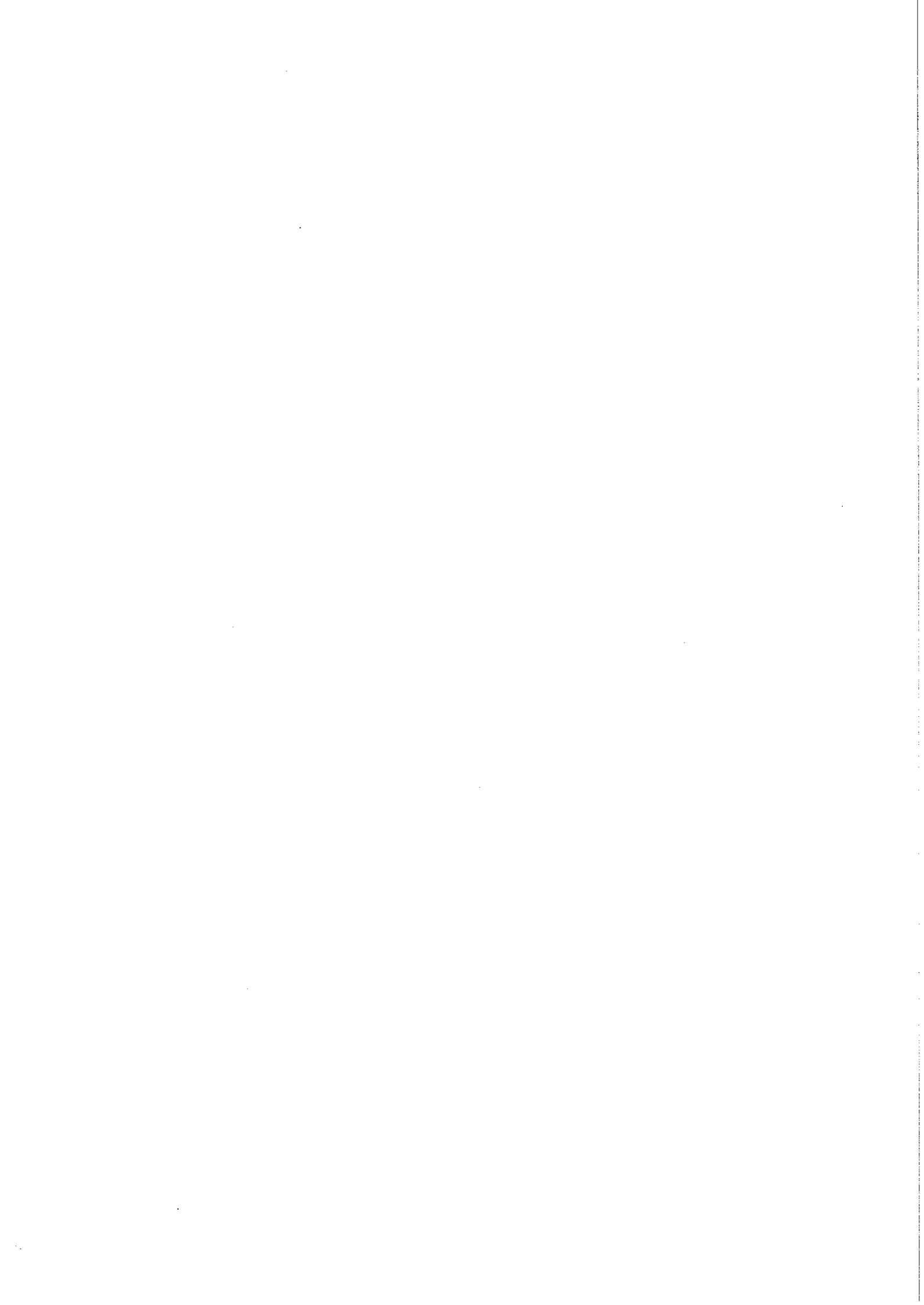
- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

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

Further Information

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





Buckingham Town Council

Terms of Reference

Date Agreed: 05/06/17
 Minute Number: 111/17
 Prepared by:
 Christopher Wayman
 Version: 4.0

Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Area of Operations

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

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

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

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

Further Information

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



BUCKINGHAM TOWN COUNCIL TOWN CENTRE AND EVENTS COMMITTEE

TERMS OF REFERENCE

Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Areas of Operation

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

Markets

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

Charter Fair

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

Annual & Other Events

- 10.5 to set up Road Closure Orders.

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


Promotion

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

Youth Budget

- 10.12 to set up Youth Projects.

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

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: Draft for Discussion</p> <p>Minute Number:</p> <p>Prepared by: Christopher Wayman</p> <p>Revised: Mrs. K. McElligott</p> <p>Version: 1.1</p>
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Name

1. The body shall be known as the **ECONOMIC DEVELOPMENT WORKING GROUP.**

Membership

2. Membership of the Working Group is open to any Councillor who wishes to be a member
3. That Members of organisations with an interest in the Economic Development of Buckingham are co-opted onto the Working Group
4. That any other member of the public with a relevant interest can be co-opted onto the Working Group as agreed at its meetings.
5. That all Group members have equal voting rights.
6. The Working Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater, to include at least one Councillor and one co-opted member.

Chairman

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

Conduct of the Meeting

As the Group's budget is controlled by the Town Council:

10. All meetings of the Economic Development Working Group shall be convened in accordance with the Town Council's standing orders and current legislation.
11. Meetings shall be held in the Council Chamber at regular intervals to be determined at the first meeting, at a time to suit members.
12. The Office will appoint a Clerk to produce and circulate agendas and meeting notes, and carry out any actions/correspondence agreed at the meeting.

Area of Operations

13. The Working Group shall be under the aegis of the Town Council but, working with other appropriate representatives of the town, be responsible for and have the

authority for (unless stated elsewhere) the following aspect of the Town Council's functions:

Economic Development

14. In addition to the area of operation above the Economic Development Working Group has the following responsibilities:
- a) To work with other stakeholders to aid in the economic development of the town;
 - b) Liaising with businesses to create a strong cohesive voice for the town;
 - c) Devising an economic strategy and other policies to ensure the town is thriving, and, to undertake the actions outlined within the agreed strategy and policies;
 - d) Implementing projects to ensure Buckingham is a better place to visit and work;
 - e) Encouraging businesses to relocate into Buckingham;
 - f) Development of tourism and marketing strategies for the town.

Further Information

15. The Working Group has authority to proceed with all items within its budget, but must refer to the Resources Committee when non budgeted expenditure is anticipated.
16. The Working Group shall appoint task and finish groups as and when it is deemed necessary and shall set out Terms of References for those bodies.

	Buckingham Town Council Staffing Committee Terms of Reference	Date Agreed:	4 th June 2018
		Minute No	94/18
		Reviewed	June 2018
		Prepared by	Claire Childs
		Version	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 not attend the meeting.
- 2.3. Any councillor attending this committee cannot be involved in any subsequent staffing matter appeals.
- 2.4. Given the above, membership should not exceed eight members to be reviewed at the beginning of the new financial year.

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:

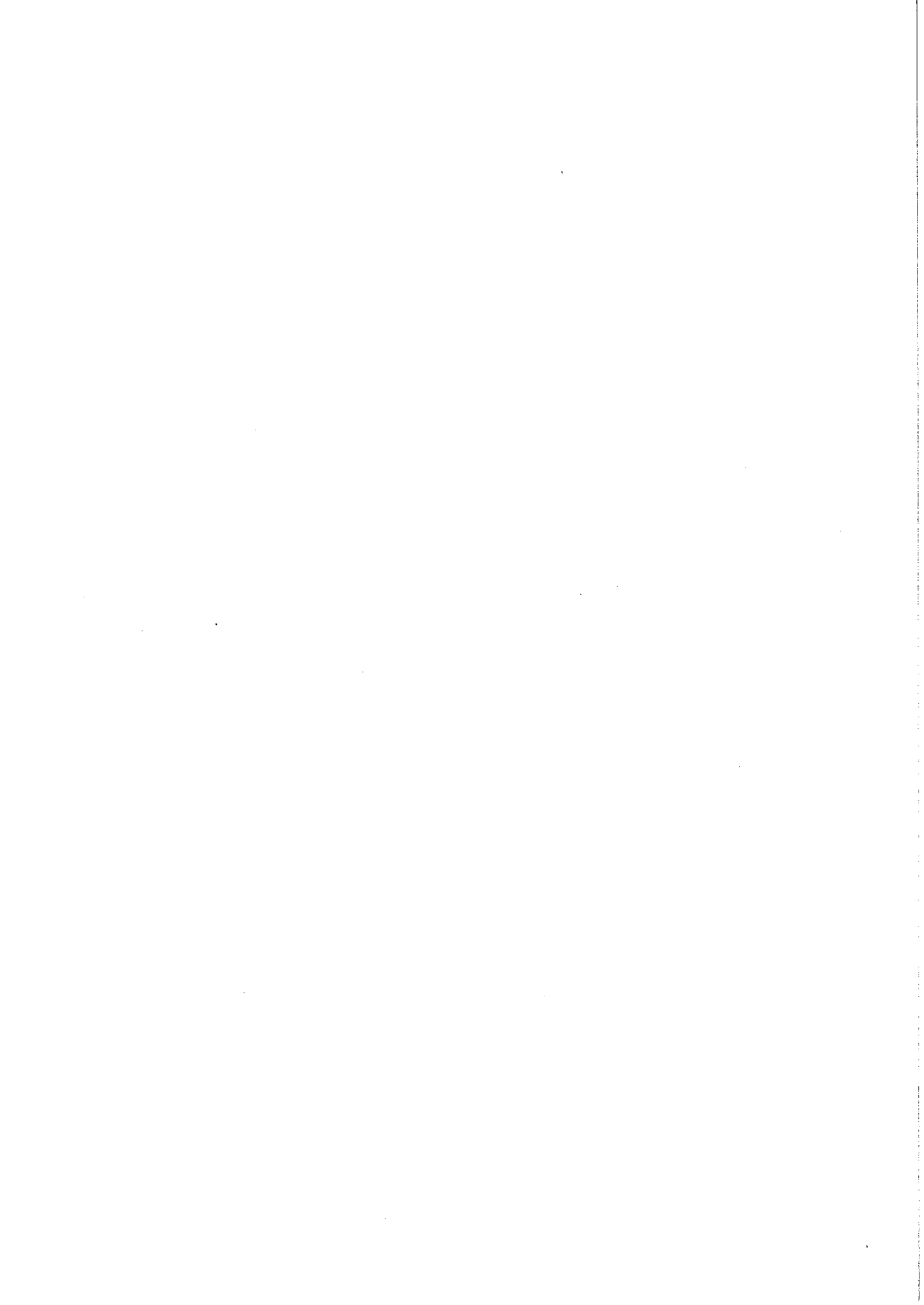
- 4.1. Advising the Town Clerk on confidential matters relating to the discipline, capability and sickness management of staff employed by the Town Clerk
- 4.2. Establishing a panel of members to hear formal cases of misconduct or capability as required by relevant council policies

5. Powers and Responsibilities

- 5.1. Four or more Staffing Committee Members are required for 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 relevant policies
- 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 relevant policies.





Buckingham Town Council

Terms of Reference

Date Agreed: 17/09/2012

Minute Number: 381/12

Prepared by:

Christopher Wayman

Version: 1.2

Name

1. This Sub Committee of Resources shall be known as the **COMMUNICATIONS SUB COMMITTEE**

Membership

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

Chairman

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

Conduct of the Meeting

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

Area of Operations

9. The Sub Committee has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets and social media.

Powers and responsibilities

10. In addition to the areas of operation above the Communications Sub Committee has the following specific responsibilities:
 - 10.1. To discuss and agree articles for inclusion within the Town Council's newsletter
 - 10.2. To compile and arrange for distribution of the Town Council's newsletter.
 - 10.3. To agree procedures for the communication methods the Council uses.
 - 10.4. To review and arrange for the management of any website under the Town Council's control
 - 10.5. The Sub Committee has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Sub Committee must refer to the Resources Committee when non budgeted expenditure is anticipated

MEMO

TO Councillors
FROM Nina Stockill, Committee Clerk
DATE May 2019
SUBJECT Committee Choices

Dear All

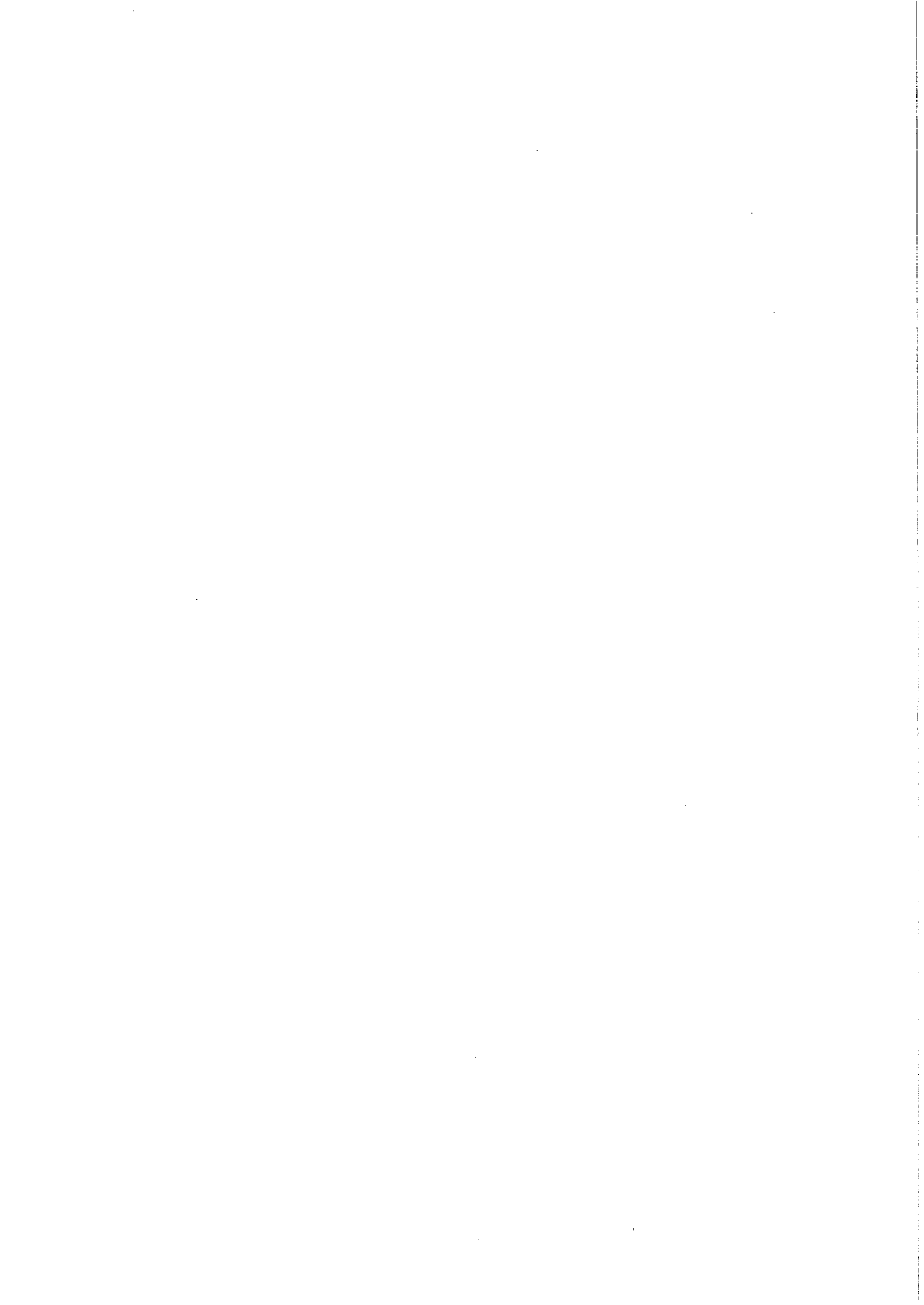
Please complete the following indicating which Committees you wish to serve on for 2019/20 and return to the office.

Regards

Nina

Name:.....

FULL COUNCIL	X
PLANNING	
TREE SUB COMMITTEE	
TOWN CENTRE & EVENTS	
CHRISTMAS LIGHTS	
FRINGE GROUP	
RESOURCES	
COMMUNICATIONS STRATEGY GROUP	
ENVIRONMENT	
STAFFING (CONFIDENTIAL MATTERS)	
NEIGHBOURHOOD PLAN WORKING GROUP	





1. Rules of debate at meetings
 - a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
 - b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
 - c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
 - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
 - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
 - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
 - g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
 - h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
 - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
 - j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
 - k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
 - l A councillor may not move more than one amendment to an original or substantive motion.
 - m The mover of an amendment has no right of reply at the end of debate on it.



- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.



- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.
2. Disorderly conduct at meetings
- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
 - b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
 - c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
3. Meetings generally
- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
 - b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
 - c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
 - d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.



- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 15 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide audible commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an audible report or commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).



- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the council or committee are present and in no case shall the quorum of a meeting be less than three.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.



x A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.

c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d The council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 4(d)(v) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

vii. may dissolve a committee.

5. Ordinary council meetings

a In an election year, the annual meeting of the council shall be held on or within 14 days



- following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
 - c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
 - d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
 - e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
 - f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
 - g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
 - h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
 - i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
 - j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - k In the first meeting after the annual meeting of the council, the business of the meeting



shall include:

- i. Confirmation of the accuracy of the minutes of the last meeting of the council;
- ii. Receipt of the minutes of the last meeting of a committee;
- iii. Consideration of the recommendations made by a committee;
- iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- v. Review of the terms of reference for committees;
- vi. Appointment of members to existing committees;
- vii. Appointment of any new committees in accordance with standing order 4 above;
- viii. Review and adoption of appropriate standing orders and financial regulations;
- ix. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xiv. Review of the council's and/or staff subscriptions to other bodies;
- xv. Review of the council's complaints procedure;
- xvi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;

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

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members



of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Councillors will vote by show of hands. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 4 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with



standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
 - f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
 - g Motions received shall be recorded and numbered in the order that they are received.
 - h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection
10. Motions at a meeting that do not require written notice
- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint or terminate a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.



11. Handling confidential or sensitive information

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

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."



- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(f) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless (s)he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which (s)he has a disclosable pecuniary interest. (S)He may return to the meeting after it has considered the matter in which (s)he had the interest.
- c Unless (s)he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which (s)he has another interest if so required by the council's code of conduct. (S)He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.



- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.
14. Code of conduct complaints
- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
 - b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
 - c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.
15. Proper Officer
- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - b The Proper Officer shall:



- i. serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda
- ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;
- iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- v. facilitate inspection of the minute book by local government electors;
- vi. receive and retain copies of byelaws made by other local authorities;
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council or the Chairman or in his absence Vice-Chairman of the Planning Committee, depending on the Terms of Reference for the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or the Planning Committee;



- xvi. manage access to information about the council via the publication scheme; and retain custody of the seal of the council which shall not be used without a resolution to that effect.

See also standing order 22 below.

- xvii. action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.



- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically via email;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
 - vii. The tendering firms name and bid amount is to be disclosed to the Councillors in confidential session
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of



£363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

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19. RESPONSIBILITIES TO PROVIDE INFORMATION

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

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

23. Communicating with District and County or Unitary councillors

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

24. Restrictions on councillor activities

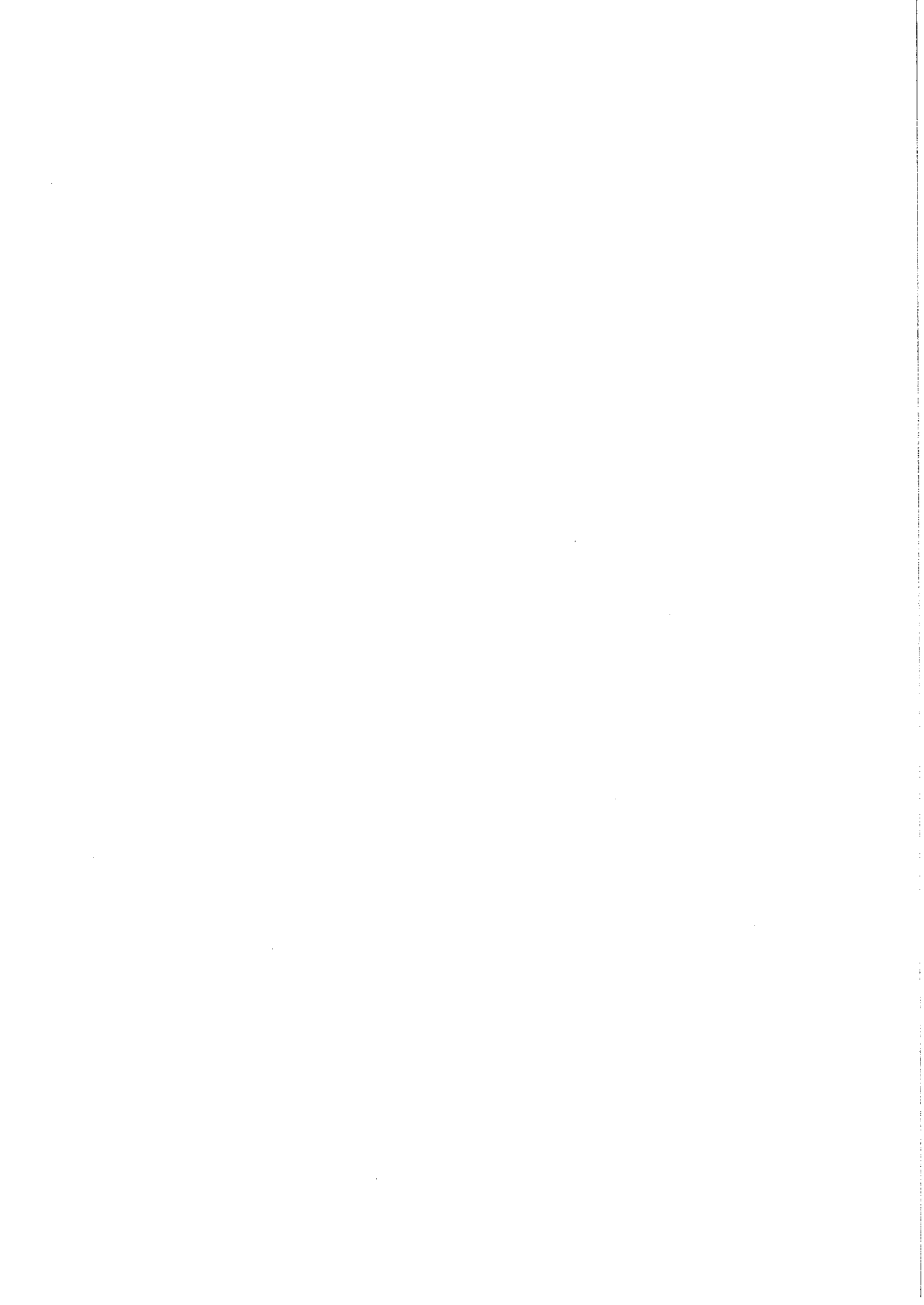
- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.



- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.





1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;



- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);



- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and

shall be a matter for the full council only.

1.14. In addition the Resources Committee shall:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- addressing recommendations in any report from the internal or external auditors,
- writing off bad debts;

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)*.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity



shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.



- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council including any proposals for revising the forecast.
- 3.2. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- a duly delegated committee of the council for items over £1,500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.



- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year, the RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£250] or [15%] of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.



- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council the Resources Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.



- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).



- Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.



- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.



- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.



- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the relevant committee, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The relevant committee will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.



10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and



- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(d), and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.



- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Resources Committee at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

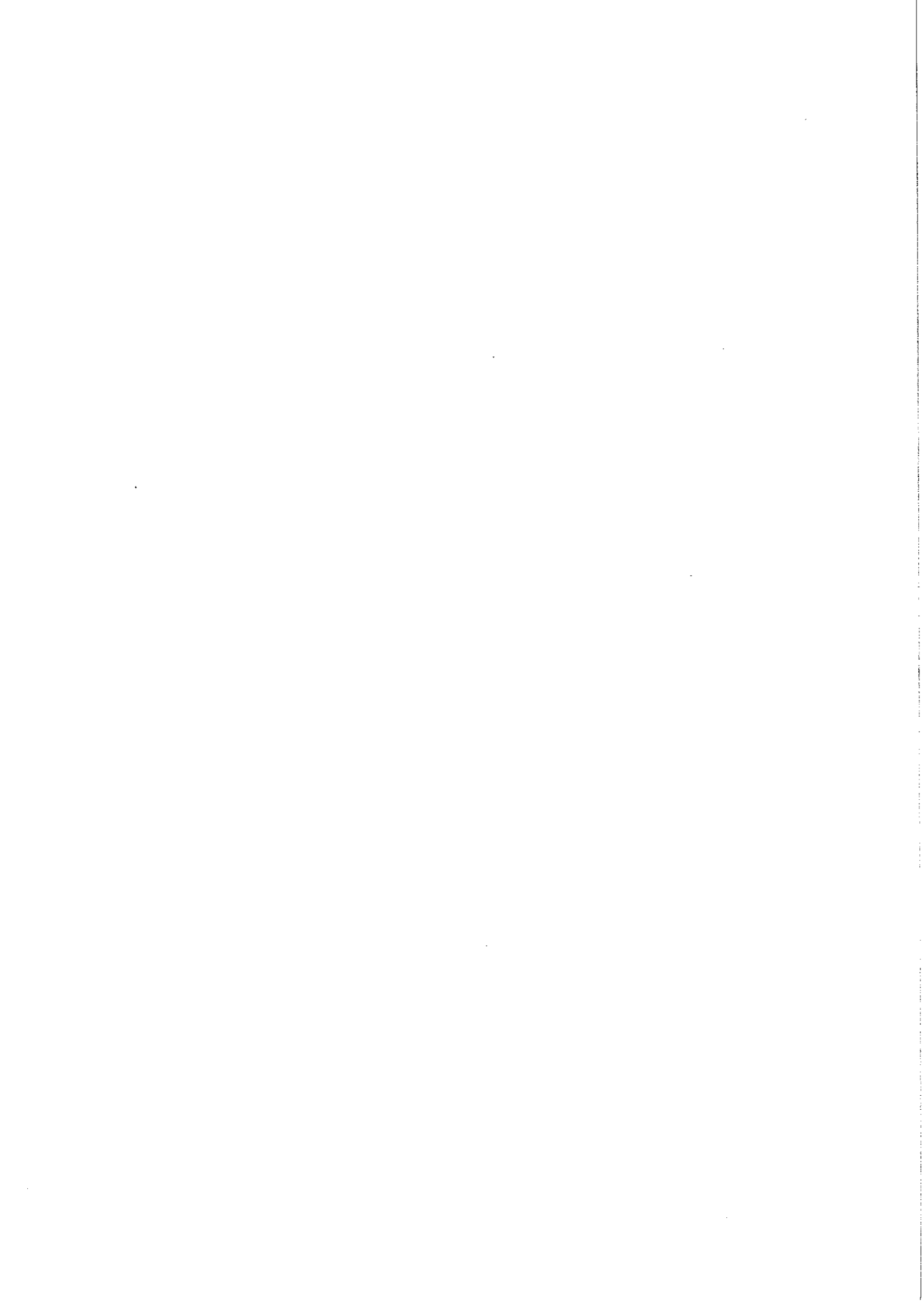


16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

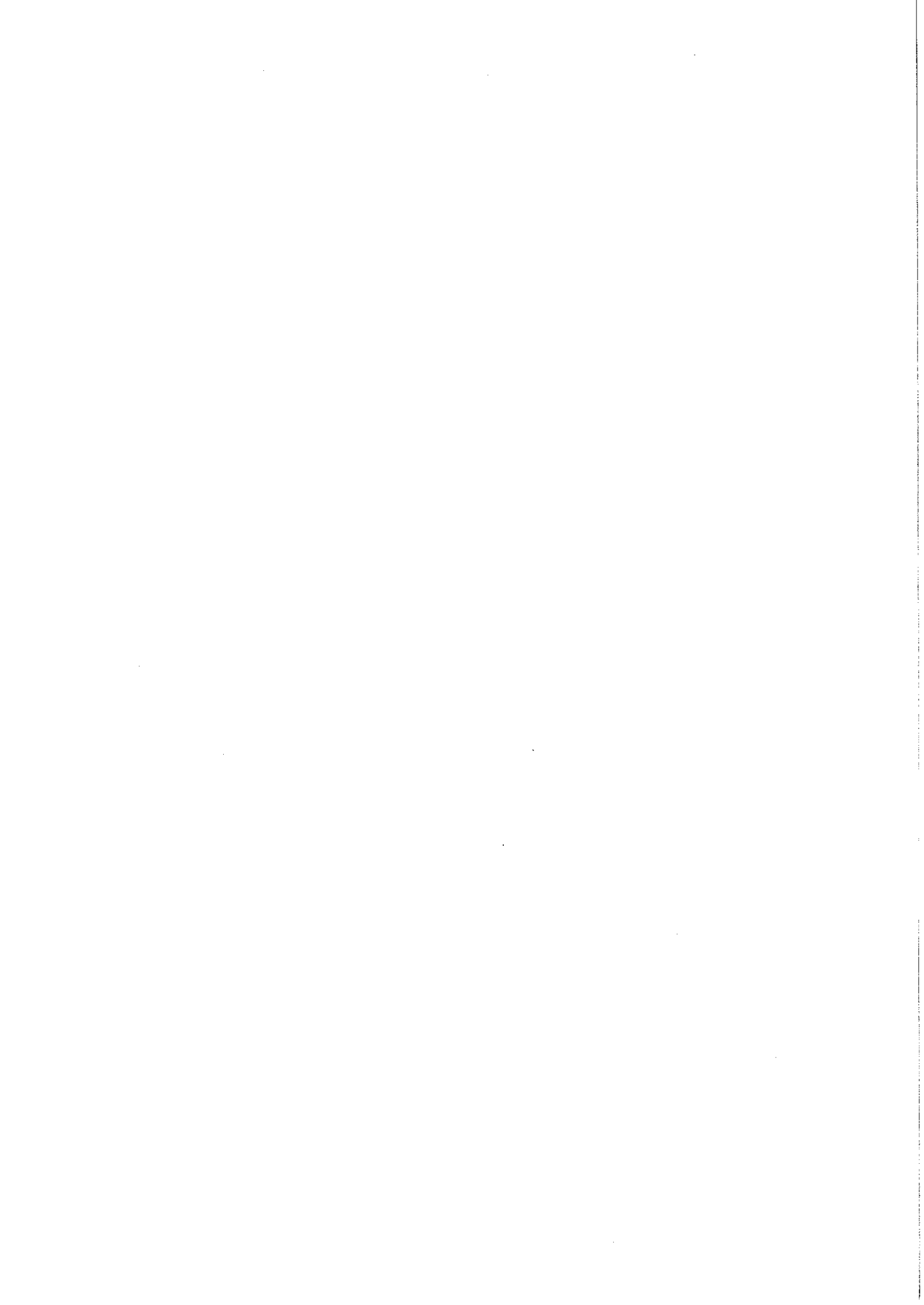


Appendix M; Review of Arrangements with Other Local Authorities

May 2019

Buckingham Town Council currently has the following arrangements with other local authorities

1. To provide a set of urban transport services on behalf of Buckinghamshire County Council under a devolved services arrangement. This arrangement has been ongoing for five years, and has been extended for one year for 2019/20, pending discussions with the unitary council about the ongoing service. Value £20,353 pa.
2. To provide minor highway repairs on behalf of Buckinghamshire County Council. At present this is a one-off arrangement, which is to be completed during 2019. Value £8,400.
3. To pay AVDC to empty dog bins in the Town Council's parks and green spaces. Cost £4,500 pa.



Representatives on Outsides Bodies 2018/19

ORGANISATION	PRESENT REPRESENTATIVE	TERM OF OFFICE	DUE FOR RENEWAL
Access for All	Cllr. C. Strain-Clark	1 year	May 2019
	Cllr Bates (Deputy)	1 year	May 2019
A.V. Association of Local Councils	Cllr. J. Harvey	1 year	May 2019
	Cllr D. Isham (Deputy)	1 year	May 2019
AV Local Council Planning Liaison Group	Cllr. P. Hirons		
	Cllr. M. Cole		
Buckingham & Gawcott Charitable Trust	<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
Buckingham & River Ouzel Internal Drainage Board	Cllr. Hirons		
Buckingham Community Centre	Cllr. A. Mahi Cllr. M. Try	1 year	May 2019
Buckingham Community Wildlife Project	Cllr. R. Newell Cllr. T. Bloomfield Cllr. D. Isham Cllr. M. Gateley	1 year	May 2019
Buckingham General Charities	<i>The Mayor</i>	Term of Office	Ex officio
	Cllr. T. Bloomfield	4 years	14 November 2020
	Cllr. Mrs. G. Collins	4 years	14 November 2020
	Cllr. R. Newell	4 years	January 2019
Buckingham Youth Centre	Cllr. J. Harvey	1 year	May 2019
	Cllr. Stuchbury	1 year	May 2019
CA (Citizen's Advice)	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio
Christmas Parade Committee	Cllr. H. Mordue Cllr. M. Try		

Representatives on Outsides Bodies 2018/19

Dementia Action Alliance	Cllr. C. Strain-Clark	1 year	May 2019
Film Place Management Committee	Cllr. Strain-Clark		
Local Area Forum	Cllr. M. Smith	1 year	May 2019
	Cllr. P. Hirons (deputy)	1 year	May 2019
North Bucks. Parishes Planning Consortium	Cllr. P. Hirons	1 year	May 2019
	Cllr. M. Cole	1 year	May 2019
Pontio	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio
	Cllr. Smith		
Tree Wardens	Cllr. R. Newell		
	Cllr. R. Stuchbury		
	Cllr. T. Bloomfield		
	Cllr. D. Isham		
	Cllr. P. Hirons		
Twinning Association	Cllr. R. Newell		
	Cllr. P. Hirons		
	Cllr. C. Strain-Clark		
	Cllr. H. Mordue		

A	B	C	D	E	F	G	H	I	J	K	L
1	Buckingham Town Council Asset Register										
2	Record of all Council Held Assets as at Year End 2018/19										
3											
4	Categories of Assets			Locations of Assets							
5				Bourton Park							
6	BLD	Buildings/Interiors		Bowis Club							
7	UND	Land		Buckingham Community Centre							
8	VEC	Vehicles		Cemetery							
9	INF	Infrastructure (inc Fixtures & Fittings)		Chamber (including side Office & Toilet)							
10	ENV	Environmental		Chandos Park							
11	PEQP	Play Equipment		Depot - Hillcrest Way							
12	MEQP	Maintenance Equipment		Grenville Garage							
13	OECP	Office Equipment		Lee Hill Sports and Community Centre (LHSCC)							
14	FRN	Furniture		Ken Tague Play Area							
15	CER	Ceremonial		Orchers Brook							
16	MISC	Misc		Railway Walk							
17	SGN	Signage		Skate Park							
18	RES	Training/Learning Resources		Verney Close (Town Council Office)							
19											
20											
21	Asset No	Cat	Description	Quantity	Location	Use	Purchase Cost (£)	Asset Register Value	Date Acquired	Disposal Value	Life Span (Years)
22	FRN01	FRN	Curved work stations (with built in draws)	8	Verney Close	Standard Town Council Work Spaces		2,500	2011		8
23	FRN02	FRN	Wooden Computer Desk	1	Verney Close	Office Administrators Work Station		300	Unknown		8
24	FRN03	FRN	RS Soho Atlas Operator Chair - Black	1	Verney Close	Green Space Manager Desk Chair	90	90	Jul-05		5
25	FRN04	FRN	Niceday 'k2' operator office chair - Black	6	Verney Close	Standard Office Chairs		250	2011		5
26	FRN05	FRN	Filling Cabinet (4 Draw)	3	Verney Close	Admin Storage		500	Unknown		10
27	FRN06	FRN	Filling Cabinet (2 Draw)	2	Verney Close	Admin Storage		200	2011		10
28	FRN07	FRN	Small grey Bistley filing draws	2	Verney Close	Admin Storage		160	2011		10
29	FRN08	FRN	Fire Safe	1	Verney Close	Personal and Cemetery Records	1,000	1,000	2011		10
30	FRN09	FRN	Notice Board	6	Verney Close	N/A		200	2011		6
31	FRN10	FRN	Shelving Unit (light Wood)	4	Verney Close	Storage of Finance Files		120	2011		6
32	FRN11	FRN	Set of light wood desk draws - 3 draws	1	Verney Close	N/A		20	2011		6
33	FRN12	FRN	White Board	1	Verney Close	N/A		30	2011		5
34	FRN13	FRN	Shelf Unit - wooden one unit glass front door one unit wooden door	1	Verney Close	Resources Storage		250	Unknown		8
35	FRN14	FRN	Coat Stand	1	Verney Close	NA		40	2011		8
36	FRN15	FRN	Bin - Plastic	9	Verney Close	NA		15	2011		8
37	FRN16	FRN	Bin - Paper Recycle	1	Verney Close	NA		20	2011		4
38	FRN36	FRN	Tweedie Mesh Task Chair-Black	3	Verney Close	Standard Office Chairs		180	2017		5
39	EQP01	EQP	Internal Mitel 5235 Ip phone	1	Verney Close	Communicating with ground floor AVDC/BCC		50	2011		5
40	EQP02	EQP	Panasonic KX-17735 Phone	8	Verney Close	Desk Phones		650	2011	£0 Jun-16	5
41	EQP03	EQP	Sharp Copier/Printer - MX311-4N PCL6	1	Verney Close	Main printer/scanner/copier	On contract	On contract	2014		On Contract
42	EQP04	EQP	Canon Printer - LBP5000	1	Verney Close	Printer used by Deputy Town Clerk		350	Unknown		6
43	EQP05	EQP	Fujitsu YKQ0014735	1	Verney Close	Computer used by Town Clerk		400	2011		5
44	EQP06	EQP	Fujitsu Desktop Computer YKQ0013216	1	Verney Close	Computer used by Deputy Town Clerk		400	2011		5
45	EQP07	EQP	Think Centre Desktop Computer GQPYD-G7166	1	Verney Close	Computer used by Evens Coordinator		400	2011		5
46	EQP08	EQP	Fujitsu Desktop Computer YL5J079812	1	Verney Close	Computer used by Accounts Assistant		400	2011		5
47	EQP09	EQP	Fujitsu Desktop Computer YKQ0016211	1	Verney Close	Computer used by Green Spaces Manager		400	2011		5
48	EQP10	EQP	Fujitsu Desktop Computer YL5J101183	1	Verney Close	Computer used by Administration Officer		400	2011		5
49	EQP11	EQP	Fujitsu Desktop Computer YL5J101177	1	Verney Close	Computer used by Town Plan Officer		400	2011		5
50	EQP12	EQP	Think Centre Desktop Computer 7844KUG55BHPFR	1	Verney Close	Computer used by Committee Clerk		400	Unknown		5
51	EQP13	EQP	Fujitsu Desktop Computer YL5J101177	1	Verney Close	Computer used by Planning Clerk		400	2011		5

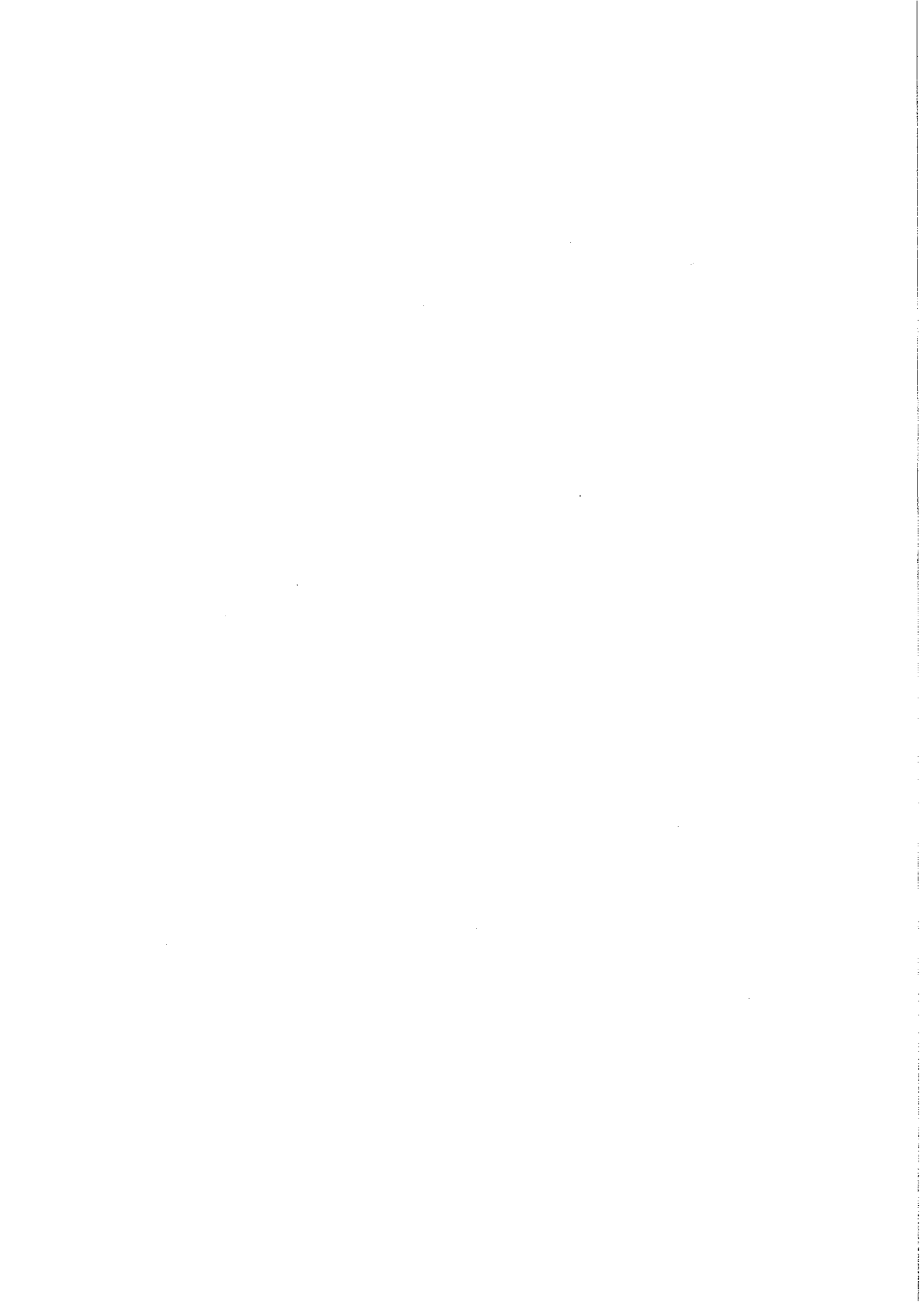
	A	B	C	D	E	F	G	H	I	J	K	L
52	EQP14	EQP	Monitor - Fujitsu	3	Verney Close	DT C/Admin/Committee Clerk		360	2011			5
53	EQP15	EQP	Monitor - LG	2	Verney Close	Events Coordinator/Green Spaces		260	2011			5
54	EQP16	EQP	Monitor - BSNQ Senseye	2	Verney Close	Accounts Assistant/Town Plan Officer		260	2011			5
55	EQP17	EQP	Monitor - DGM	1	Verney Close	Monitor used by Planning Officer		80	2011			5
56	EQP18	EQP	Monitor - HP 1702	1	Verney Close	Spare Monitor		100	2011			5
57	EQP19	EQP	Monitor Stand - Fellowes	1	Verney Close	Used by Deputy Town Clerk		40	2011			5
58	EQP20	EQP	Monitor Stand	1	Verney Close	Used by Accounts Assistant		40	2013			5
59	EQP21	EQP	Acer Laptop	1	Verney Close	Payroll and Committee Clerk	450	450	2014			5
60	EQP22	EQP	Samsung GT-B2710 Mobile Phone	5	Verney Close	Staff Mobiles		200	2011			5
61	EQP23	EQP	Tendra Wireless Router	1	Verney Close	Property of Care	On contract	On contract	2014			NA
62	EQP24	EQP	Netgear - ReadyNAS Duo Hub	1	Verney Close	N/A	On contract	On contract	2011			NA
63	EQP25	EQP	Shredder Fellowes W-75c	1	Verney Close			60	2011			5
64	EQP26	EQP	Phillips Magic 5 Eco Fax Machine	1	Verney Close	Office Fax machine		70	2011			5
65	EQP27	EQP	GBC Laminator	1	Verney Close	Office Laminator	125	125	2017			5
66	EQP28	EQP	Aircon Unit	1	Verney Close	Health & Safety	404	404	2017/18			5
67	RES01	RES	SLCC Clerks Manual	1	Verney Close	Reference Resource		68	Unknown			5
68	RES02	RES	Civic Ceremonial - Paul Millward - Shaw & Sons	1	Verney Close	Reference Resource		40	Unknown			10
69	RES03	RES	Local Council Finance - Chris Richards	1	Verney Close	Reference Resource		20	Unknown			5
70	RES04	RES	Arnold-Baker Local Council Administration	2	Verney Close	Reference Resource		75	Unknown			10
71	RES05	RES	Spoons External Works & Landscape	1	Verney Close	Reference Resource		130	Unknown			5
72	RES06	RES	Buckingham - D J Elliott	1	Verney Close	Reference Resource		10	Unknown			10
73	RES07	RES	A County Town - Walker	1	Verney Close	Reference Resource		10	Unknown			10
74	RES08	RES	The Book of Buckingham - Clarke	1	Verney Close	Reference Resource		20	Unknown			10
75	RES09	RES	The Conduct of Meetings - Curry & Sykes	1	Verney Close	Reference Resource		10	Unknown			10
76	RES10	RES	Points of Order - Gladys Walker	1	Verney Close	Reference Resource		10	Unknown			10
77	MISC26	MISC	Acrylic Ballot/suggestion box	5	Verney Close	Information	182	182	2016			15
78												
79	FRN17	FRN	Large Boardroom Table	1	Council Chamber	Council Meetings/Room Hire		10,000	Unknown			25+
80	FRN18	FRN	Chairmans Chair	1	Council Chamber	Council Meetings/Room Hire		1,500	Unknown			25+
81	FRN19	FRN	Boardroom Chairs	16	Council Chamber	Council Meetings/Room Hire		12,000	Unknown			10
82	FRN20	FRN	Boardroom Chairs	2	Council Chamber	Council Meetings/Room Hire		600	Unknown			10
83	FRN21	FRN	Writing Side Table	1	Council Chamber	Committee Clerk		200	Unknown			5
84	FRN22	FRN	Queen Ann Chair	8	Council Chamber	Council Meetings/Room Hire		3,000	Unknown			10
85	FRN23	FRN	Elbow Chair	1	Council Chamber	Council Meetings/Room Hire		350	Unknown			10
86	FRN24	FRN	Notice/Pin Boards - Chamber room	4	Council Chamber	Interior		180	Unknown			3
87	FRN25	FRN	Curtains & Pole - Chamber room	1	Council Chamber	Interior		120	Unknown			5
88	FRN26	FRN	Stationary Cupboards	5	Council Chamber	Storage		375	Unknown			5
89	FRN27	FRN	Notice/Pin Board - Small Office	1	Chamber Office	Interior		40	Unknown			3
90	FRN28	FRN	Curtains & pole - Small Office	1	Chamber Office	Interior		50	Unknown			3
91	FRN29	FRN	Carpets	3	Council Chamber	Interior		500	Unknown			10
92	FRN30	FRN	Small two drawer table	1	Council Chamber	Council Meetings/Room Hire		550	Unknown			5
93	FRN31	FRN	Keypad lockable wall unit	1	Chamber Office	Key Safe		100	Unknown			5
94	FRN32	FRN	Small Table (wooden)	1	Council Chamber	Council Meetings/Room Hire		40	Unknown			5
95	FRN33	FRN	Notice Board (by main outside door)	1	Council Chamber	Displaying Council Agendas/Minutes		180	Unknown			5
96	FRN34	FRN	Leaflet holders	2	Council Chamber	Display		80	Unknown			3
97	FRN35	FRN	Shelves	3	Chamber Office	Storage		30	Unknown			3
98	INF01	INF	Alarm System	1	Council Chamber	Security		500	Unknown			5
99	OEQP01	OEQP	Microwave - Sharp	1	Council Chamber	Council Meetings/Room Hire		30	Unknown			3
100	OEQP02	OEQP	Fridge - Philco	1	Depot	Council Meetings/Room Hire		100	Unknown			4
101	OEQP03	OEQP	Laptop - HP Compaq 6715b	1	Council Chamber	Digital Notice Board		400	Unknown			4
102	OEQP04	OEQP	Projector - Epson EMP795	1	Council Chamber	Council Meetings/Room Hire	1,150	1,150	2005			5
103	OEQP05	OEQP	42" TV Screen - Sony FWD42pv1	1	Council Chamber	Digital Notice Board	1,199	1,199	2005			4
104	OEQP07	OEQP	Karcher Vacuum Cleaner	1	Council Chamber	Health & Safety	75	75	2017/18			5
105	INF02	INF	Fire Alarm	1	Council Chamber	Health & Safety		400	Unknown			5
106	CER01	CER	BTC Pancake Race Plaque	1	Council Chamber	Ceremonial		50	Unknown			15
107	CER02	CER	Buckingham Sign	1	Council Chamber	Decoration		200	Unknown			25+

A	B	C	D	E	F	G	H	I	J	K	L
108	CER03	Buckingham Street Pictures Framed	2	Council Chamber	Decoration		100	Unknown			25+
109	CER04	Certificates - Framed	2	Council Chamber	Health & Safety		10	Unknown			5
110	CER05	Clock	1	Council Chamber	Decoration		15	Unknown			5
111	CER06	Copland statues	1	Council Chamber	Gift		750	Unknown			25+
112	CER07	Deputy Mayors Medallion	1	Council Chamber	Ceremonial		300	Unknown			25+
113	CER08	Full Council Photo's Framed	6	Council Chamber	Decoration		240	Various			25+
114	CER09	Gavel	1	Council Chamber	Ceremonial		50	Unknown			25+
115	CER10	Glass Vase - Plaque base	1	Council Chamber	Decoration		60	Unknown			25+
116	CER11	Irish Plate	1	Council Chamber	Gift		100	Unknown			25+
117	CER13	Mace Case	1	Council Chamber	Ceremonial	2,336	2,336	2012			10
118	CER14	Mace Barers Robes	1	Council Chamber	Ceremonial		495	1997			10
119	CER15	Mayoral Portrait Photo's Framed	19	Council Chamber	Decoration		300	Unknown			NA
120	CER16	Mayors Chain	1	Council Chamber	Ceremonial		4,000	Unknown			25+
121	CER17	Mayors Robe	1	Council Chamber	Ceremonial		695	1957			NA
122	CER19	Millennium 2000 Medallion	1	Council Chamber	Ceremonial		150	Unknown			NA
123	CER20	Mowance Plate	1	Council Chamber	Ceremonial		100	Unknown			NA
124	CER21	Old Maps/Pictures Framed	2	Council Chamber	Gift		300	Unknown			NA
125	CER22	Plaque-Captain ff Stewart	1	Council Chamber	Decoration		100	Unknown			NA
126	CER23	Queens-Visit to Buckingham - Framed	1	Council Chamber	Gift		30	Unknown			NA
127	CER24	Signet Ring	1	Council Chamber	Ceremonial		500	Unknown			NA
128	CER25	Statue-Cadet Sunday Parade	1	Council Chamber	Gift		80	Unknown			NA
129	CER26	The Rifles Army Cadet Force Swan Crest picture framed	1	Council Chamber	Decoration		300	Unknown			NA
130	CER27	Table plaque-	1	Council Chamber	Gift		200	Unknown			NA
131	CER28	South African Campaign	1	Council Chamber	Ceremonial		795	1997			10
132	CER29	Town Clerks Robes	1	Council Chamber	Ceremonial		495	2009			10
133	CER30	Town Clerks Wig	1	Council Chamber	Ceremonial		1,000	Unknown			25+
134	CER31	Large Wood Town Crest (Shield) Buckingham Swan	1	Council Chamber	Ceremonial		745	1957			10
135	CER32	Town Clerks Robes	1	Council Chamber	Ceremonial		34,472	Unknown			25+
136	CER33	Trumpet-The Rifles 10/5/2009	1	Council Chamber	Gift		245	2017/18			5
137	MISC01	Commemorative Mace Brooch	1	Council Chamber	Ceremonial		15	Unknown			5
138	MISC02	Glass Pouring Jugs	3	Council Chamber	Council Meetings/Room Hire		20	Unknown			5
139	MISC03	Glasses	25	Council Chamber	Council Meetings/Room Hire		20	Unknown			5
140	MISC04	Buckingham Logo Table Mats	3	Council Chamber	Council Meetings/Room Hire		90	Unknown			3
141	MISC05	Coffee Machine	1	Council Chamber	Council Meetings/Room Hire		65	Unknown			4
142	MISC06	Flip Chart	1	Council Chamber	Council Meetings/Room Hire		200	Unknown			4
143	MISC07	Hair Dryer	1	Chamber Toilet	Toilet		15	Unknown			4
144	MISC08	Soap Dispenser	1	Chamber Toilet	Toilet		40	Unknown			5
145	MISC09	Toilet roll holders	1	Council Chamber	Council Meetings/Room Hire		20	Unknown			4
146	MISC10	Fire Extinguisher-red	2	Chamber Toilet	Toilet		20	Unknown			4
147	MISC11	Fire Signs	2	Council Chamber	Fire Safety Regulations		50	Unknown			5
148	MISC12	Fire Extinguisher signs	2	Council Chamber	Fire Safety Regulations		50	Unknown			5
149	MISC13	PA System	1	Council Chamber office	Events	500	500	Unknown			20
150	BLD12	Main Fire Doors	5	Council Chamber	Infrastructure		750	Unknown			20
151	BLD13	Radiators	4	Council Chamber	Infrastructure		400	Unknown			20
152	BLD14	5 Tier light	1	Council Chamber	Infrastructure		50	Unknown			15
153	BLD15	Single light	2	Council Chamber	Infrastructure		20	Unknown			15
154	BLD16	Sink - hot& cold tap	1	Council Chamber	Infrastructure		25	Unknown			15
155	BLD17	Sink - hot& cold tap	1	Chamber Toilet	Infrastructure		25	Unknown			15
156	BLD18	Toilet	1	Chamber Toilet	Infrastructure		200	Unknown			20
157	BLD19	Lights	5	Council Chamber	Infrastructure		100	Unknown			10
158	BLD20	Vents/Fan	1	Chamber Toilet	Infrastructure		100	Unknown			10
159	BLD21	Wall Mounted Letter Box	1	Council Chamber	Infrastructure		100	Unknown			10
160	CER35	Town Chiers Bell	1	Council Chamber	Infrastructure		304	2000			5
161	CER36	Mayors Consort's Badge	1	Council Chamber	Ceremonial	398	398	2001			15+

A	B	C	D	E	F	G	H	I	J	K	L
218	INF31	Brompton Picnic Unit	1	Ken Tagg Play Area	Leisure	848	848	2016			
219	INF32	Memorial bench	4	Cemetery	Street furniture	1,800	1,800	various			
220											
221	VEC01	Quad Bike & For Williams Trailer - Honda 4510	1	Depot	Outdoor Grounds Keeping	4,510	5,000	2005			
222	MEQP01	Pressure Washer	1	Depot	Outdoor Grounds Keeping	587	600	2011			
223	VEC02	Nissan Cabstar	1	Depot	Outdoor Grounds Keeping	12,014	12,014	2012			
224	MEQP02	Buckingham Town Council Traffic Cones	130	Depot	Council Events	1,105	1,105	2013			
225	MEQP09	Strimmer	3	Depot	Outdoor Grounds Keeping		550	Various			
226	MEQP10	Leaf Blower	1	Depot	Outdoor Grounds Keeping		250	2008			
227	MEQP11	Path Sweeper	1	Depot	Outdoor Grounds Keeping		485	2000			
228	MEQP14	Cordless Power Tools (set)	3	Depot	Outdoor Grounds Keeping		700	Unknown			
229	MEQP16	Sheils Gun	1	Depot	Outdoor Grounds Keeping	25	25	2013			
230	MEQP17	Wheelbarrow	2	Depot	Outdoor Grounds Keeping	120	120	2013			
231	MEQP18	Sander	1	Depot	Outdoor Grounds Keeping	100	100	2013			
232	FRN42	Bespoke Mesh Enclosure	1	Depot	Storage area	585	585	2017			
233	EQP31	Crowd Control Barrier 1.1m	10	Depot	Events barriers	330	330	2016			
234	EQP32	Defiance Pro Safebox - kerb ramps	3	Depot	Events access	237	237	2016			
235	MEQP22	Ferax 172" Drive socket set 32pc	1	Depot	Maintenance equipment	58	58	2016			
236	MEQP23	Reiser R2 Cutter Screw chunky assortment case	1	Depot	Maintenance equipment	38	38	2016			
237	MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader	1	Depot	Maintenance equipment	797	797	2016			
238	MEQP25	SISIS Dragmat	1	Depot	Maintenance equipment	2,750	2,750	2016			
239	MEQP26	Tolan 390 Handdaw	1	Depot	Maintenance equipment	480	480	2016			
240	MEQP30	Haermerlin Hose Trolley	1	Depot	Maintenance equipment	36	36	2016			
241	MISC23	England Flag	40	Depot	Maintenance equipment	109	109	2016			
242	BLD22	White Vanity Unit & Basin	1	Depot	Signage	160	160	2017			
243	INF35	Storage Racking	1	Depot	Health & Safety	42	42	2016			
244	BLD23	Handwash unit - toilet	1	Depot	Storage	1,057	1,057	2016			
245	BLD24	Heater Elhur RF8E - office	1	Depot	Infrastructure	129	129	2016			
246	VEC08	Mitsubishi L200	1	Depot	Infrastructure	257	257	2016			
247	MEQP08	Yellow Road Information Signs	8	Grenville Garage	Outdoor Grounds Keeping	15,145	15,145	2015			
248	MEQP04	Divered Traffic Signs	14	Grenville Garage	Council Events		640	Various			
249	MEQP05	Road Closed Signs	18	Grenville Garage	Council Events		980	Various			
250	MEQP21	No waiting traffic cones	100	Grenville Garage	Council Events		1,260	Various			
251	MEQP06	Metal Barriers	28	Moreton Road	Council Events		676	2016			
252	MEQP07	Sack Barrow	1	Moreton Road	Council Events		1,400	Various			
253	MEQP08	Plastic Barriers	20	Moreton Road	Outdoor Grounds Keeping		80	Unknown			
254	EQP30	Xpanda Barrier Red/White	2	Moreton Road	Market		1,000	Various			
255	SGN15	Buckingham Street Market signs	8	Moreton Road	Market Equipment		176	2017			
256	BLD01	Youth Shelter	1	Skate Park	Signage		357	2017			
257					Leisure		3,000	2000			
258	SGN12	Town Entrance Signs	Various	Bypass	Information		7,000	Unknown			
259					Leisure		1,000	Unknown			
260	INF24	Bench (North End Court)	1	Town Centre	Decorative		2,000	Unknown			
261	CER38	Cannon	1	Town Centre	Decorative		20,000	Unknown			
262	CER34	Swan Girl Statue	1	Town Centre	Leisure		30,000	Unknown			
263	INF25	Concrete Flower Beds	6	Town Centre	Leisure		3,000	Unknown			
264	INF26	Flower Beds	2	Town Centre	Information		4,000	2007			
265	SGN11	Finger Posts	11	Town Centre	Infrastructure		1,763	Various			
266	INF27	Feeder pillars	1	Town Centre	Security		4,530	2012			
267	INF28	CCTV movable camera	1	Town Centre	Street furniture		450	2016			
268	ENV10	Memorial Bench Eddie Hogan memorial bench nr. 13 light	1	Town Centre	Street furniture		1,222	2017/18			
269	ENV11	Benches	1	Town Centre	Street furniture		514	2016			
270	ENV12	Toilet fixtures and fittings	1	Town Centre	Street furniture		514	2016			
271	ENV10a	Bin next to ENV10			Street furniture						
272	ENV11	Bin next to ENV11			Street furniture						
273	ENV12	Bin next to ENV12			Street furniture						

A	B	C	D	E	F	G	H	I	J	K	L
274	BLD02	ENV	32	Town Centre	buildings	163668.52	163668.52	2017/18			NA
275	ENV09	ENV	Various	Various	Dog bins		4,640	Various			
276											
277	TIC1			Desks, cabinets	furniture		579	2017/18			
278											10
279	MISC13	MISC	Various	Christmas Lights	Leisure		21,000	2011			10
280	MISC14	MISC	45	New Christmas Lights	Leisure		675	2017			10
281											25+
282											10
283	FRN36	FRN	1	Notice Board	N/A		42	2017			15
284	FRN37	FRN	1	Desk Maple	Office desk		253	2017			5
285	FRN38	FRN	1	Notice Board	N/A		30	2017			5
286	FRN39	FRN	1	Bookcase	Mobile Bookcase		69	2017			5
287	FRN40	FRN	1	Coat Rack	Coat rack		24	2017			5
288	FRN41	FRN	1	Operator Chair Black	Office chair		53	2017			5
289	MISC15	MISC	6	Wood salad bowls	Kitchen equipment		26	2017			5
290	MISC16	MISC	42	25cm Plate	Kitchen equipment		119	2017			5
291	MISC17	MISC	3	Cafe Jug	Kitchen equipment		78	2017			10
292	EQP28	EQP	1	HP Probok	Computer used by LHSCC co-ordinator		559	2017			10
293	EQP29	EQP	1	HP Officejet Pro 6830	Printer		83	2017			10
294	MISC18	MISC	4	Tea Tray - Blue	Kitchen equipment		57	2017			10
295	MEQP20	MEQP	1	6ft Fibreglass Stepladder	Maintenance equipment		88	2016			10
296	MEQP27	MEQP	1	160 mini (pitch) line marker	Maintenance equipment		345	2016			10
297	MEQP28	MEQP	1	Measuring tape 100m	Maintenance equipment		24	2016			25
298	MEQP29	MEQP	1	Plifix Grass Tufts	Maintenance equipment		73	2016			25
299	FRN43	FRN	1	Changing room furniture - benches and hooks	Changing room furniture		3,999	2016			25
300	INF33	INF	1	A-max notice board 18x44	Noticeboard		567	2017			5
301	SGN13	SGN	1	MUGA sign	signage		267	2017			10
302	SGN14	SGN	1	Play Area sign	signage		724	2017			10
303	SGN16	SGN	1	LHSCC sign building external	signage		3,050	2017			15
304	MISC19	MISC	18	Mops	Maintenance equipment		93	2016			15
305	MEQP30	MEQP	1	Logic LTA 160 Terminator Altrator	Maintenance equipment		2,075	2016			15
306	MISC20	MISC	100	Prima Plus folding chair - Charcoal	Maintenance equipment		1,571	2016			10
307	MISC21	MISC	4	Mogo Chair Trolley	Functions		745	2016			10
308	MISC22	MISC	1	Table bundle 19 tables and one trolley	Functions		918	2016			10
309	INF34	INF	6	Pin boards - mixture of glazed and un glazed	Noticeboard		333	2016			10
310	PEQP8	PEQP	1	24x8' Aluminium socketed goals	Play Equipment		542	2016			10
311	PEQP9	PEQP	1	3mm goal nets	Play Equipment		85	2016			5
312	PEQP10	PEQP	2	Badminton Posts	Play Equipment		163	2018			
313	MISC24	MISC	2	Boot wiper 2.4m	Leisure		150	2016			15
314	FRN44	FRN	2	Office Screen 700mmx1800mm	Storage		403	2016			25
315	MISC25	MISC	1	Roll Cage	Storage		185	2016			25
316	FRN46	FRN	3	Blinds	Interior		515	2016			10
317	FRN47	FRN	2	Igenix IG9920 48cm under counter fridge + chillbox white	Infrastructure		400	2016			25
318	MISC27	MISC	10	Flexitable deluxe (folding) 1600 x 800 beech table	Functions		1,490	2016			25
319	MISC28	MISC	20	Austin chair, chrome frame padded seat burgundy	Functions		579	2016			10
320	MISC29	MISC	1	IG40115 1.5 Litre Catering urn Stainless steel	Functions		80	2016			
321	BLD25	BLD	1	External Letterbox	Infrastructure		67	2016			
322			1	Floor Cleaner - pneumatic	Maintenance equipment		2112	2017/18			
323			1	ICTV	Infrastructure		2,700	2017/18			
324			7	Office Chairs	Infrastructure		420	2017/18			
325			1	Henry Hoover	Maintenance equipment		120	2018/19			
326	EQUIP1	EQP	1	Options EIP040UBEZ1 Projector	Projector		530	2018			
327			1	Depot	Staff		25	2018			
328			1	Case for pens - B027	Street furniture		665	2018			
329			1	Finger-Posts-fingals-fingers	Street furniture		529	2018			

A	B	C	D	E	F	G	H	I	J	K	L
330	Kubota ride-on mower - R091		1	Depot	Outdoor grounds/keeping	12,495	12,495	01/04/2018			
331	Teak Bench - C050		1	Town	Street Furniture	562	562	15/11/2018			
332	Utherin 50tr - E015		1	Town	Street Furniture	534	534	17/07/2019			
333	Bench - G018		1	carternary	Street Furniture	300	300	08/09/2019			
334	3 x information panels		3	Town	Street Furniture	2965	2965	05/04/2018			
335	13x printed banners		13	Town	Street Furniture	1853	1853	20/09/2019			
336	Milch Mower - 1007		1	Depot	Outdoor grounds/keeping	470	470	05/04/2018			
337	Quad Boom Sprayer - 0003		1	Depot	Outdoor grounds/keeping	370	370	30/08/2018			
338	Silentblower - 2002/R050		1	Town	Street Furniture	250	250	05/10/2018			
339	Brushcutter - R024		1	Depot	Outdoor grounds/keeping	225	225	26/06/2018			
340	Outfield Presses - R026		1	Depot	Outdoor grounds/keeping	473	473	17/08/2018			
341	Gazebo - CB GazeboShop.co.uk		1	Depot	Events	385	385	05/07/2018			
342											
343											
344											
345											
346											
347							1,319,987				





Lines of Cover applying

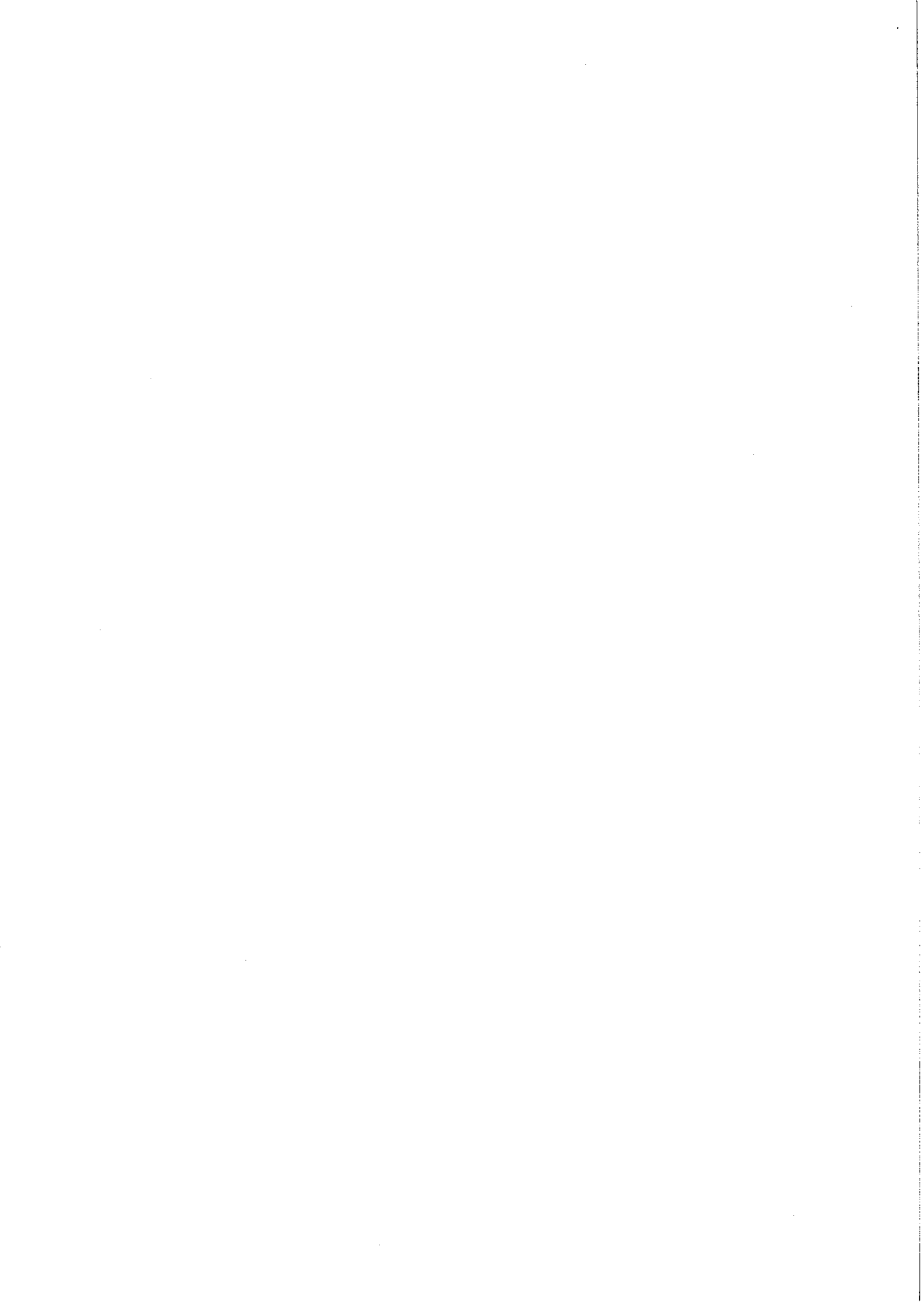
PART A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Grenville Road Garage, Grenville Road, Buckingham, Buckinghamshire, MK18 1LR	£0.00	N/A	£2,484.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Council Offices, Buckingham Centre, Verney Close, Buckingham, Buckinghamshire, MK18 1JP	£0.00	N/A	£1,995.17	£1,330.11	£0.00	£0.00	£0.00	£0.00	£0.00
3. , Council Chamber, Buckingham, Buckinghamshire, MK18 1RP	£0.00	N/A	£37,959.39	£0.00	£4,137.80	£0.00	£0.00	£0.00	£0.00
4. The Cemetery Lodge and 2 x Chapel, Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	£815,427.59	£5,000.00	£2,484.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Tennis Club House, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	£80,520.27	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilets	£241,560.83	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00



Chandos, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW									
7. The Pavilion, Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	£392,376.60	£2,000.00	£3,992.77	£250.92	£0.00	£0.00	£0.00	£0.00	£0.00
8. Lace Hill Community Centre, Catchpin Street, Buckingham, Bucks, MK18 7RR	£2,015,710.00	£35,000.00	£10,609.00	£7,426.30	£2,121.80	£0.00	£0.00	£0.00	£0.00
9. Buckingham Town Council Depot, Unit 12 & 17, Hillcrest Way, Buckingham, MK18 1HJ	£219,447.17	N/A	£0.00	£8,654.26	£0.00	£0.00	£0.00	£1,063.37	£0.00
10. The Toilet and Shopmobility unit, Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£239,763.40	N/A	£0.00	£31,827.00	£2,121.80	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 9, 10

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 4, 5, 6, 7, 8

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000



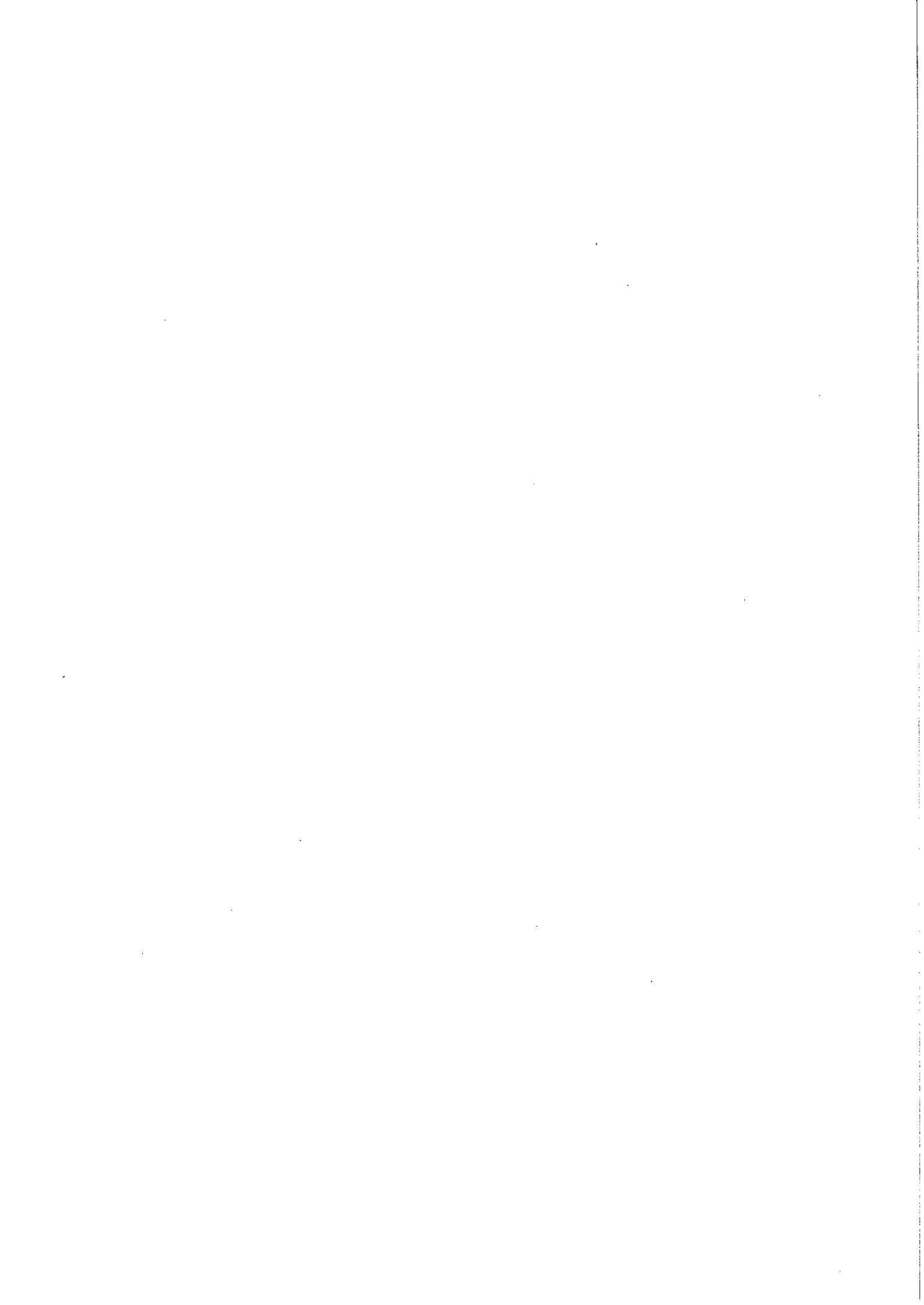


Excesses Applicable to Premises 4, 5, 6, 7, 8, 9 & 10

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (see pages 35 - 37)



PART B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	N/A		£1,000	12	£180,000	24
Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	N/A		N/A		N/A	
Catchpin Street, Buckingham, Bucks, MK18 7RR	N/A		N/A		N/A	

For Premises: 1, 2, 3, 9, 10

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 4, 5, 6, 7, 8

Insured Perils applicable to Business Interruption: 1-16

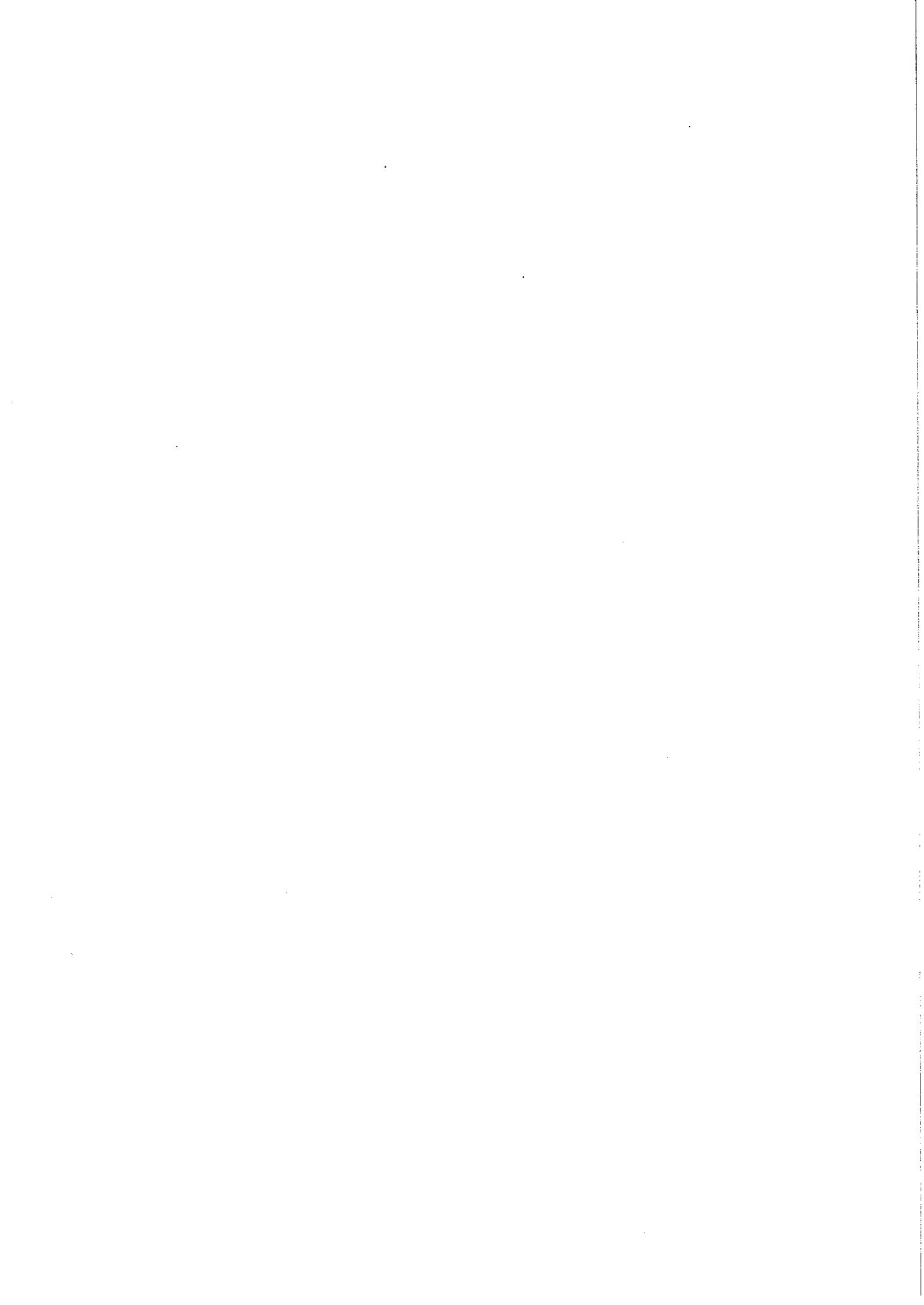
Operative Endorsements:

Section 5 – Special Extensions – 2 is held to be removed and restated as follows:

2. The insurance by this Part is extended to include loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
- (a) (i) any occurrence of a Notifiable Disease (as defined below) at the **premises** or attributable to food or drink supplied from the **premises**
 - (ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Notifiable Disease
 - (ii) any discovery of a Notifiable Disease within 10 miles radius of the **premises**
 - (b) the discovery of vermin or pests at the **premises**
 - (c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
 - (d) any occurrence of murder or suicide at the **premises**.

Special Provisions

- (d) 'Notifiable Disease' will mean illness sustained by any person resulting from:
 - (i) food or drink poisoning
 - (ii) one of the following specified human infectious or human contagious diseases:



Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

(b) For the purposes of this Special Extension:

- (i) 'Indemnity Period' will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied (or in the case of (d) above, with the date of the occurrence) and ending not later than the Maximum Indemnity period thereafter

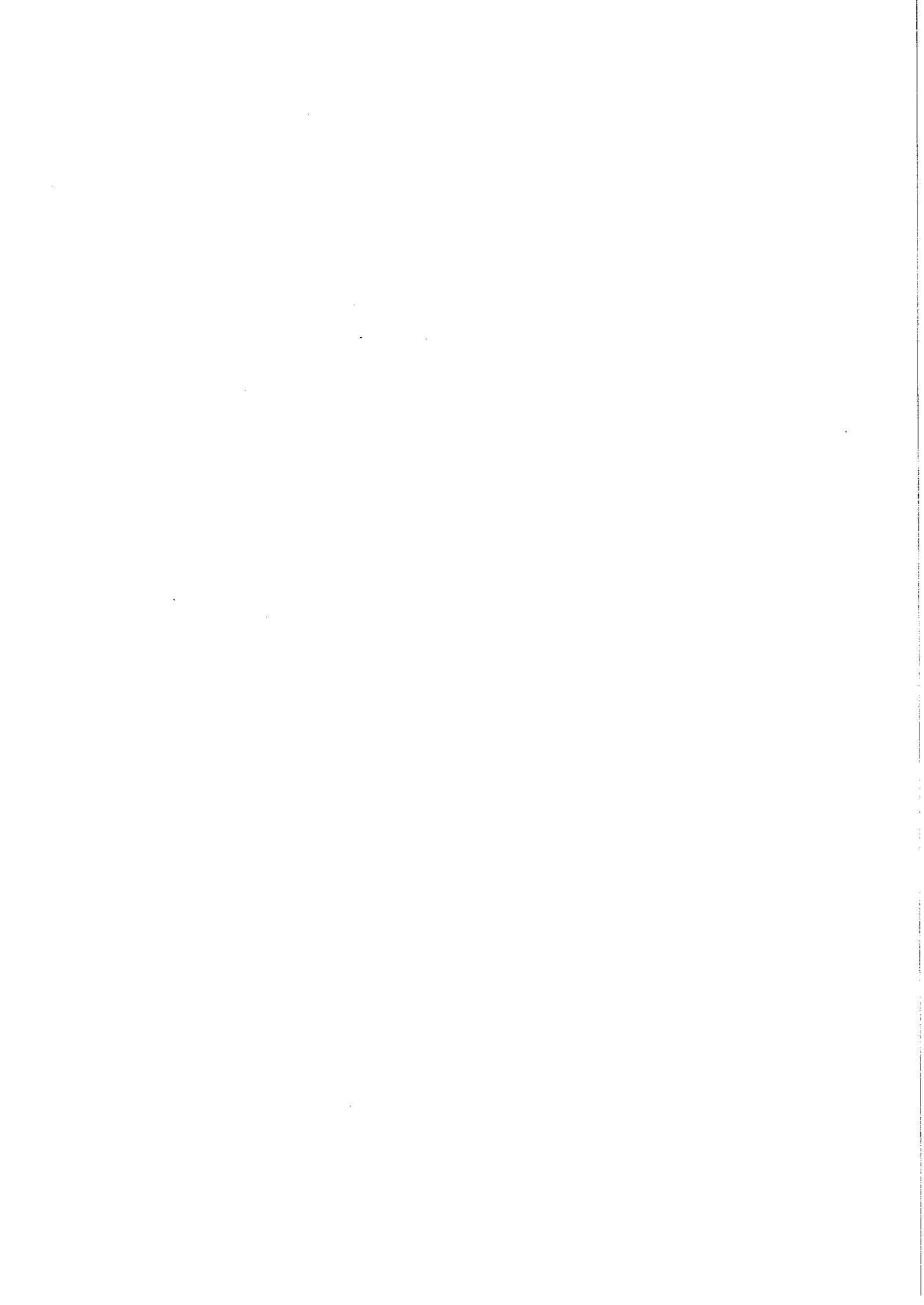
'Maximum Indemnity Period' will mean 3 months

- (ii) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

(c) The **insurer** will not be liable under this Special Extension for:

- (i) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the **insured** or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto
- (ii) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.

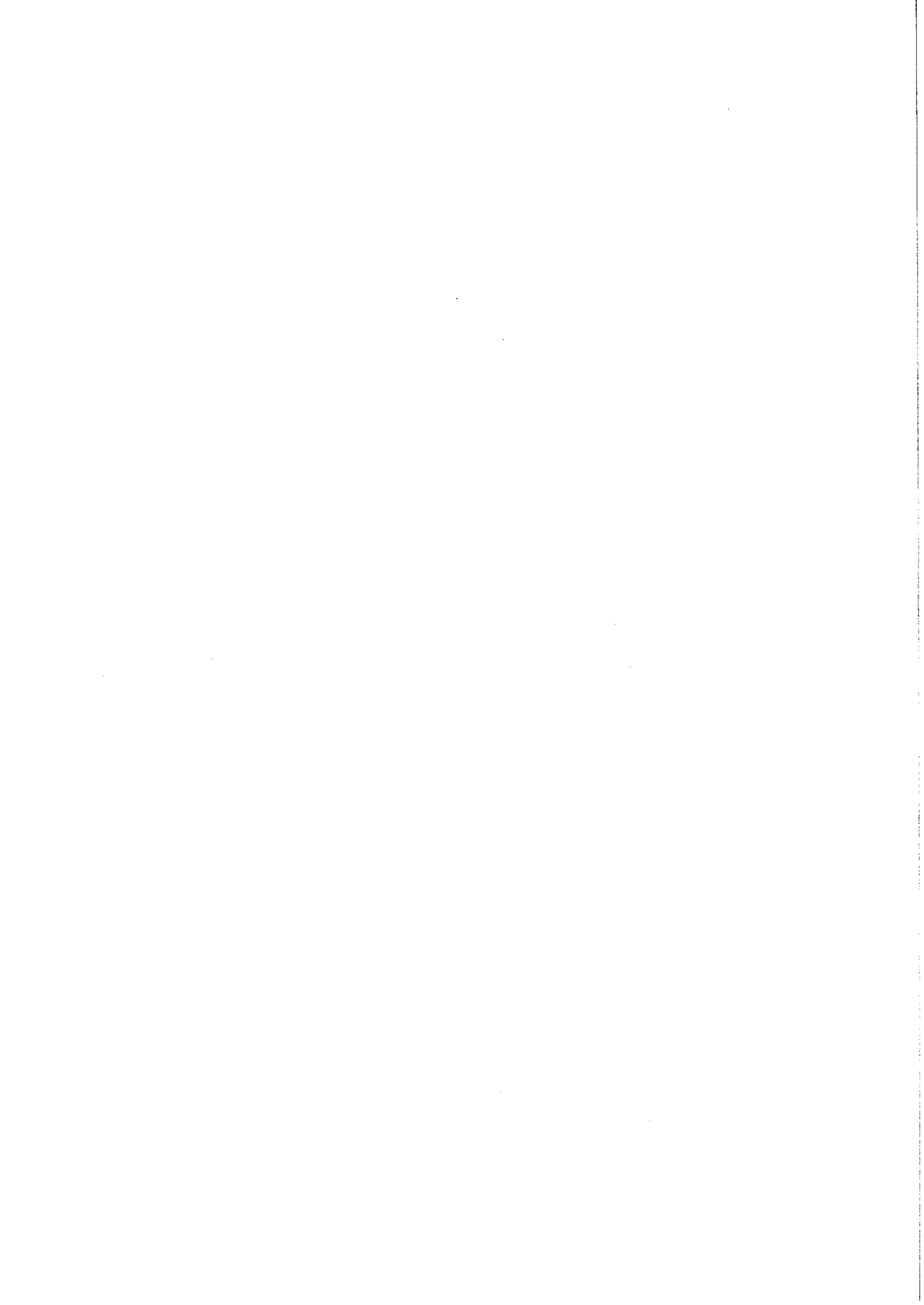
(d) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.





- (e) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto.

- (f) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident and then only for an amount not exceeding £250,000 or the Sum Insured whichever is the lesser.



PART C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

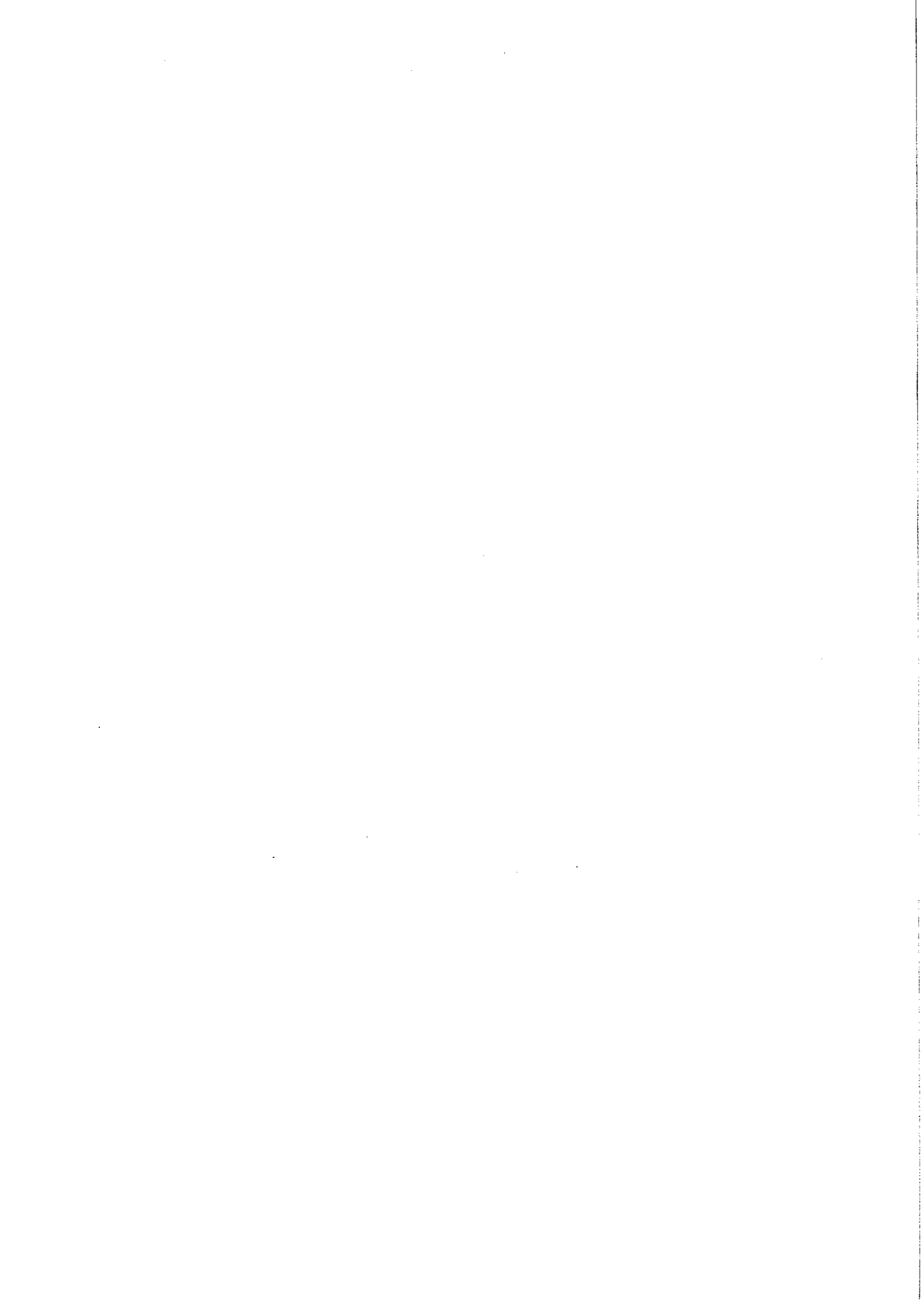
Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Water bowsers, street signs, plastic cones and items used for events	£7,528.77	£100
Play areas/play equipment	£121,805.27	£100
Christmas Lights	£24,848.27	£100
Office equipment incl computers & sports equip	£2,728.43	£100
War memorial at Church Hill	£49,696.56	£100
Charter fair signs	£7,990.41	£100
Regalia	£124,241.37	£100
Street Furniture	£12,180.53	£100
Mowers and Maintenance Equipment	£18,109.56	£100
Trailer for Williams	£750.06	£100
Mower on hirer	£9,548.10	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)



PART D – Money

	Limit any one loss
1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other money :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) (see page 38)

Operative Endorsements:

'In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'



PART E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

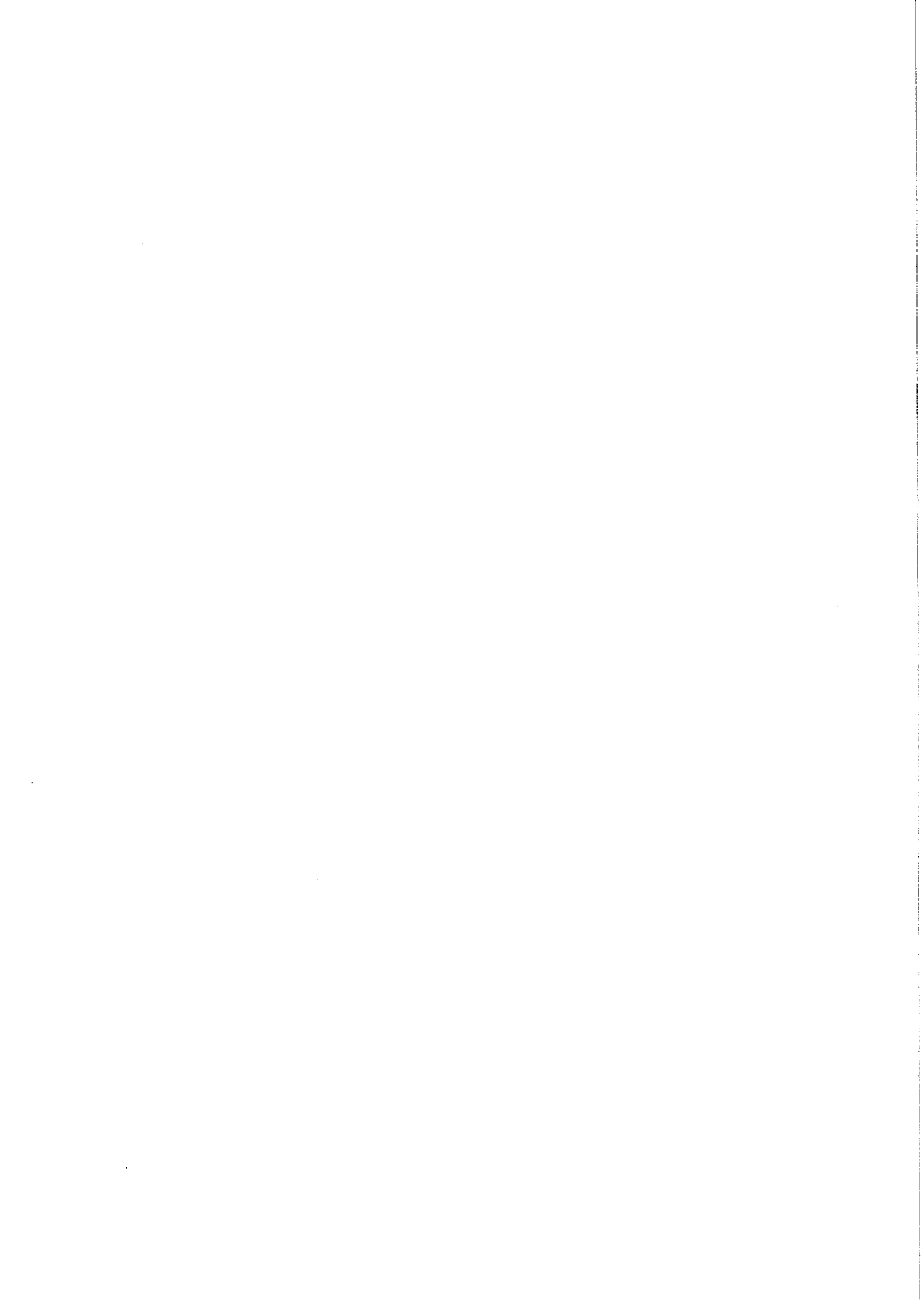
Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

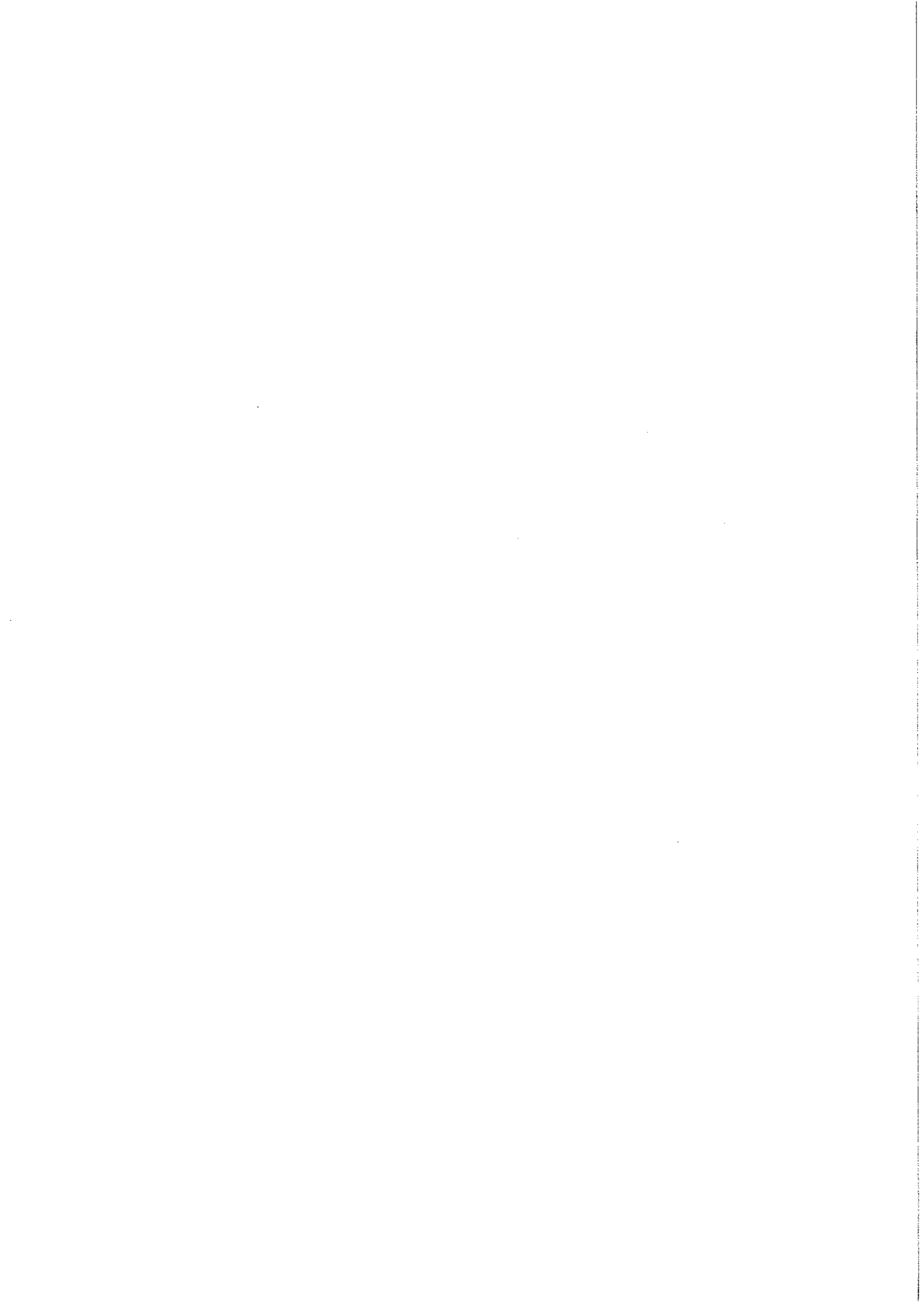
- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified



Exclusions

The insurer shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



2. Section 14 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the territorial limits.

5. Officials Indemnity

Section 3 – Financial Loss

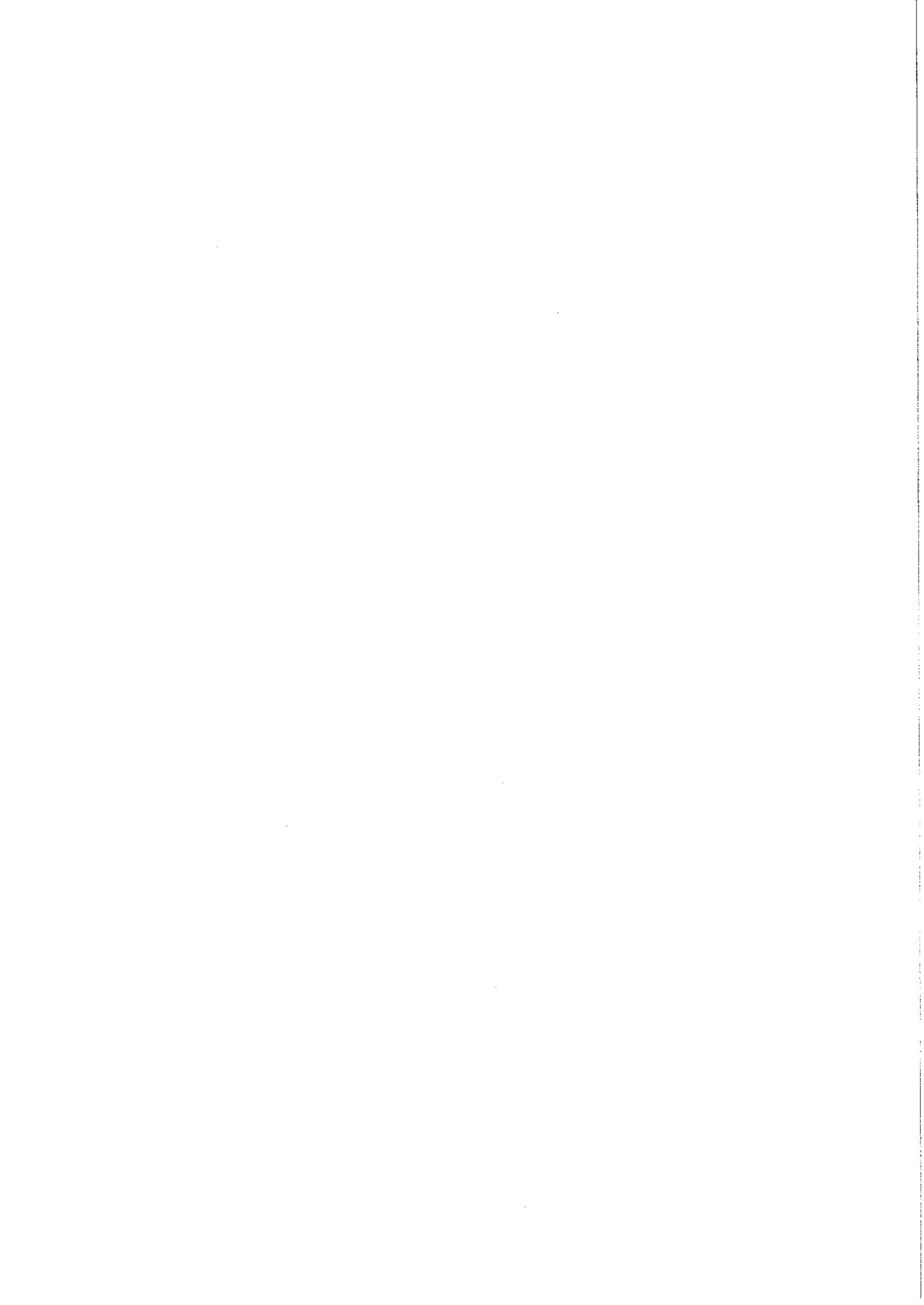
For the purposes of this Section, **employee** is held to include **member**

PART G – Employers Liability

Limit of Indemnity:

£10,000,000

Operative Endorsements:





PART H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower



PART I – Motor Vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 23
A. Comprehensive

EXCESS : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Total Loss
£ Nil	Third party
Additional to any other Excess which applies	

Age and Inexperienced Driver Excess: Section 11		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

Repair Limit:	£Nil
Section 12	

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit:	£150
Section 13	

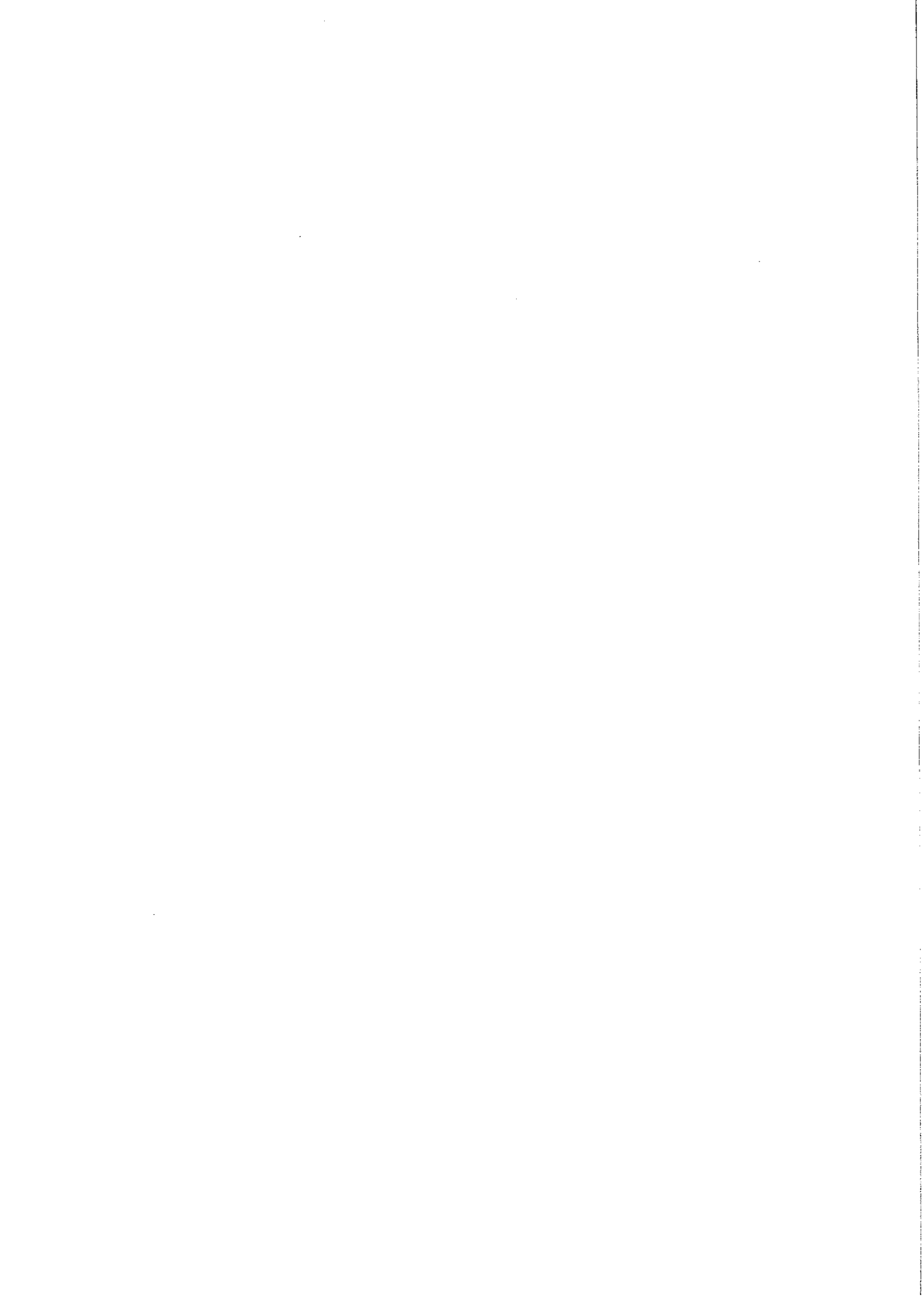
Medical Expenses Limit:	£250
Section 14	

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

1. Motor Insurers Database



It is a condition precedent of this policy that you supply such details of the vehicles whose use is covered by the policy as are required by the relevant law applicable in Great Britain and Northern Ireland for entry on the Motor Insurers Database

2. The following clause is added to Part I Section 2:

Corporate Manslaughter and Corporate Homicide Act 2007

In respect of any event which may be the subject of indemnity under this section the **insurer** will pay legal costs and expenses incurred with the **insurer's** prior written consent in connection with the defence of any criminal proceedings (including any appeal against conviction arising from any such proceedings) brought in respect of a charge and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to be committed during the period of insurance in the course of the **business**.

Provided always that:

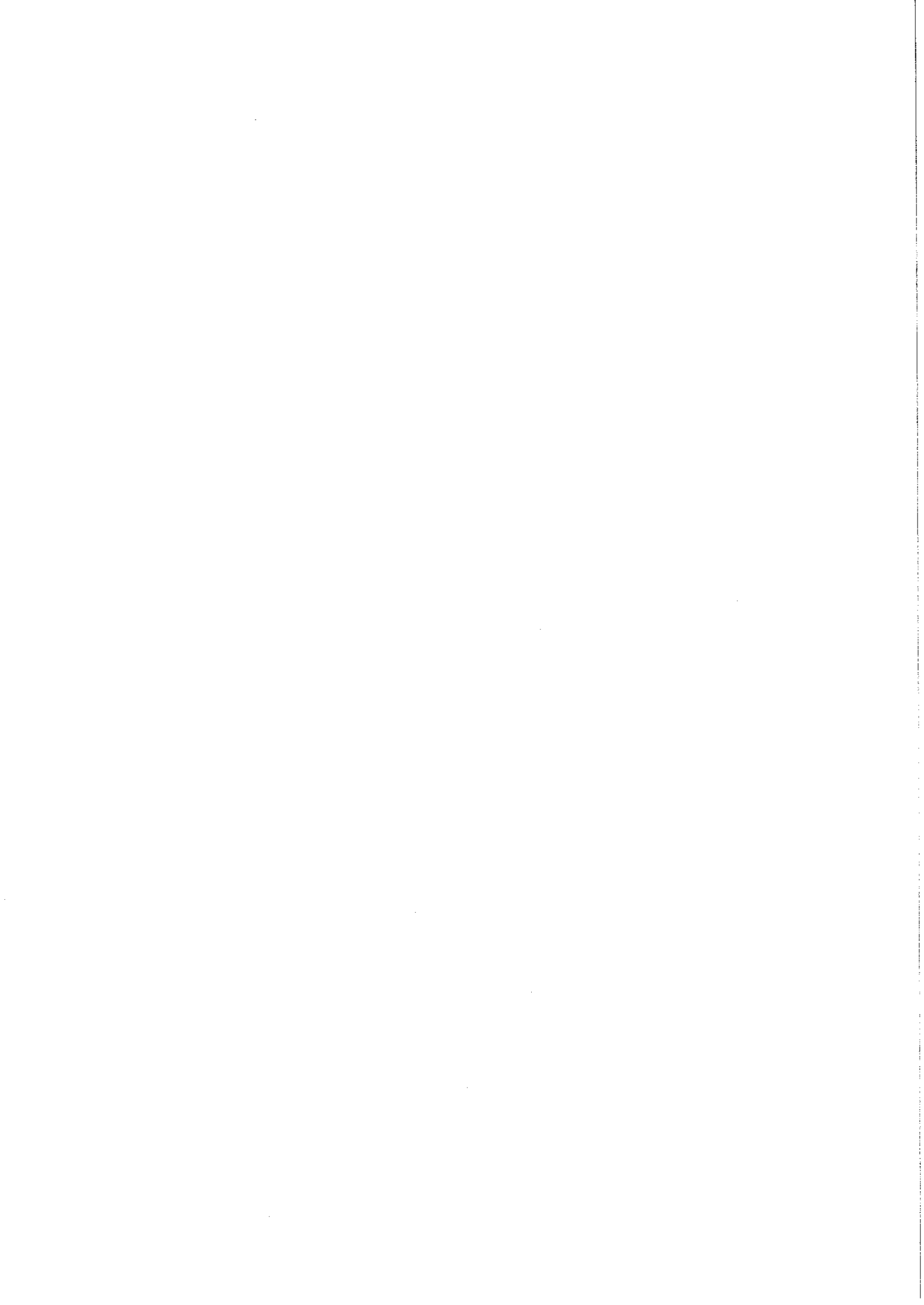
- a) the **insurer's** liability under this clause will not exceed £5,000,000 in any one period of insurance
- b) this clause will only apply to proceedings brought in the **territorial limits**
- c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
- d) the **insured** will give the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this clause
- e) in relation to any appeal counsel has advised there are strong prospects of such an appeal succeeding
- f) the **insurer** will be under no liability:
 - i) where the **insured** has committed any deliberate or intentional criminal act giving rise to a corporate manslaughter or corporate homicide charge
 - ii) in respect of fines or penalties of any kind
 - iii) where indemnity for defence costs is available from any other source or is provided by any other insurance or where but for the existence of this clause indemnity would have been provided by such other source or insurance.

PART J – Motor Legal Expenses and Uninsured Loss Recovery

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

Limit of indemnity:

£100,000 per insured incident



PART N – Fidelity Guarantee

Persons Guaranteed:	Sum Insured
All members and employees	£1,000,000

Excess: £100 each and every loss

PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

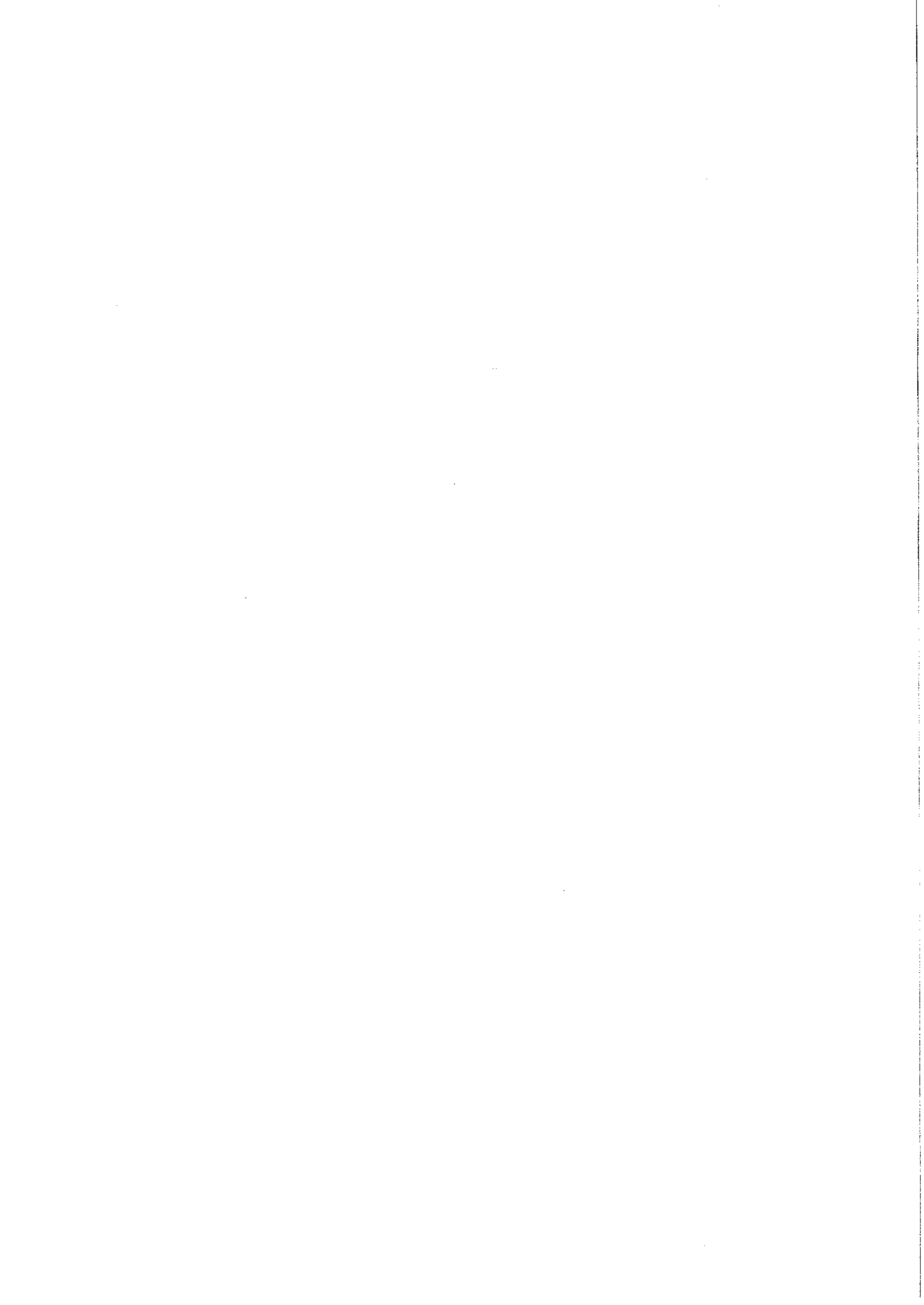
Capital Sum	£100,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90



PART P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards

(A) Employment Disputes	Operative
(B) Compensation Awards	Operative

4. Legal Defence	Operative
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5. Property Protection and Bodily Injury

(A) Property Protection	Operative
(B) Bodily Injury	Operative

6. Tax Protection	Operative
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7. Contract Disputes - £5,000 Limit	Operative
(b) Not operative	

8. Statutory Licence Protection	Operative
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Limit of Indemnity:	£200,000
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The following is also operative: EPL Extension
Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the insurer has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

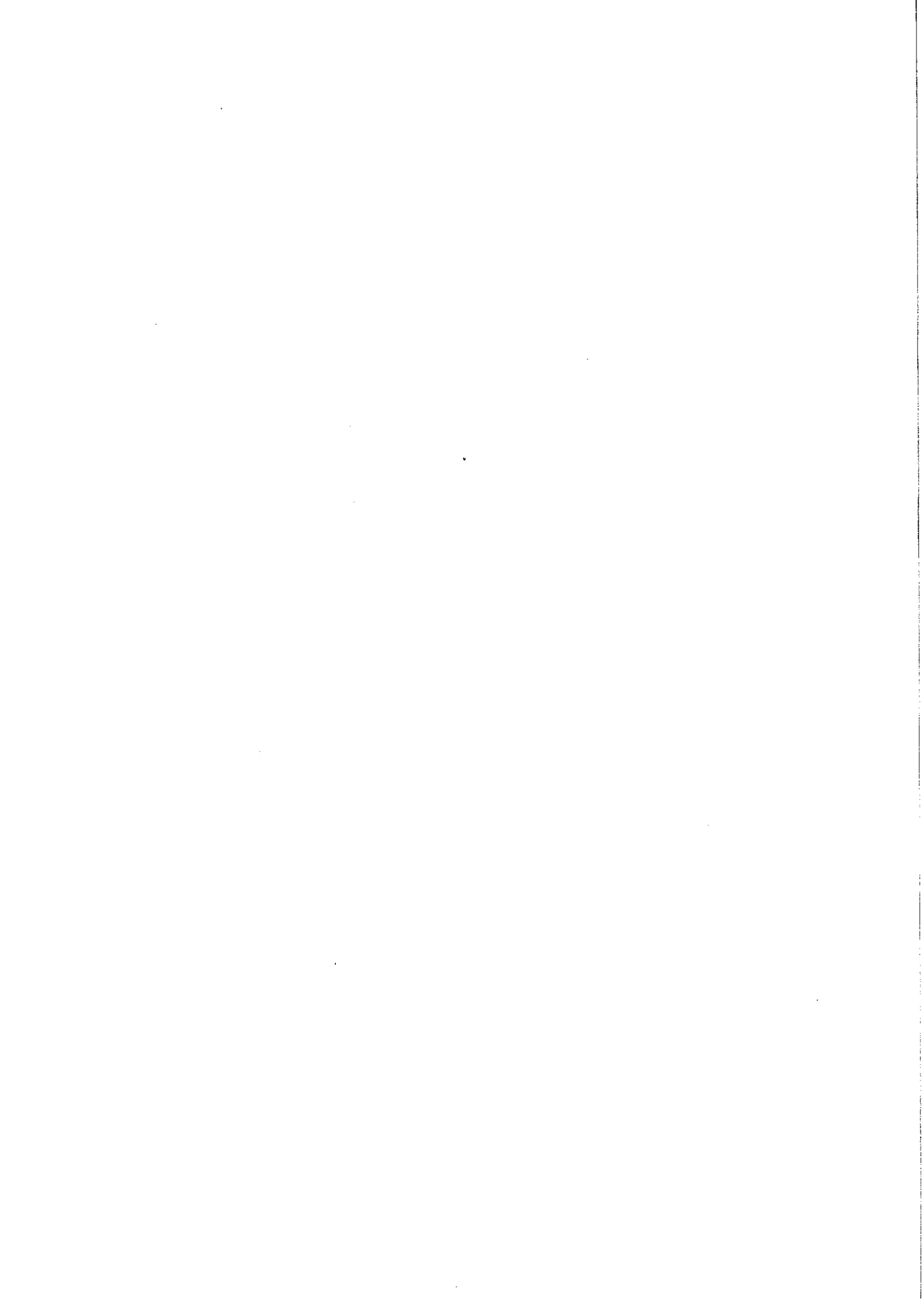
The insurer will negotiate for the insured's legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the insurer has the right to select the method of enforcement, or to forego enforcing judgment if the insurer is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity





provided by this section if the debt is due within the first 90 days of the indemnity provided by this section

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.





ZURICH[®]

Certificate of Motor Insurance

Certificate number: YLL-272003-3213

1. Description of vehicle: Motor vehicle bearing the registration mark(s): OV09 GMG, OY15PZX, Y923NWL, KX18BBV, KW19NDD

2. Name of policyholder: Buckingham Town Council

3. Effective date of the commencement of insurance for the purpose of the relevant law: 01/04/2019

4. Date of expiry of insurance: 31/03/2020

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

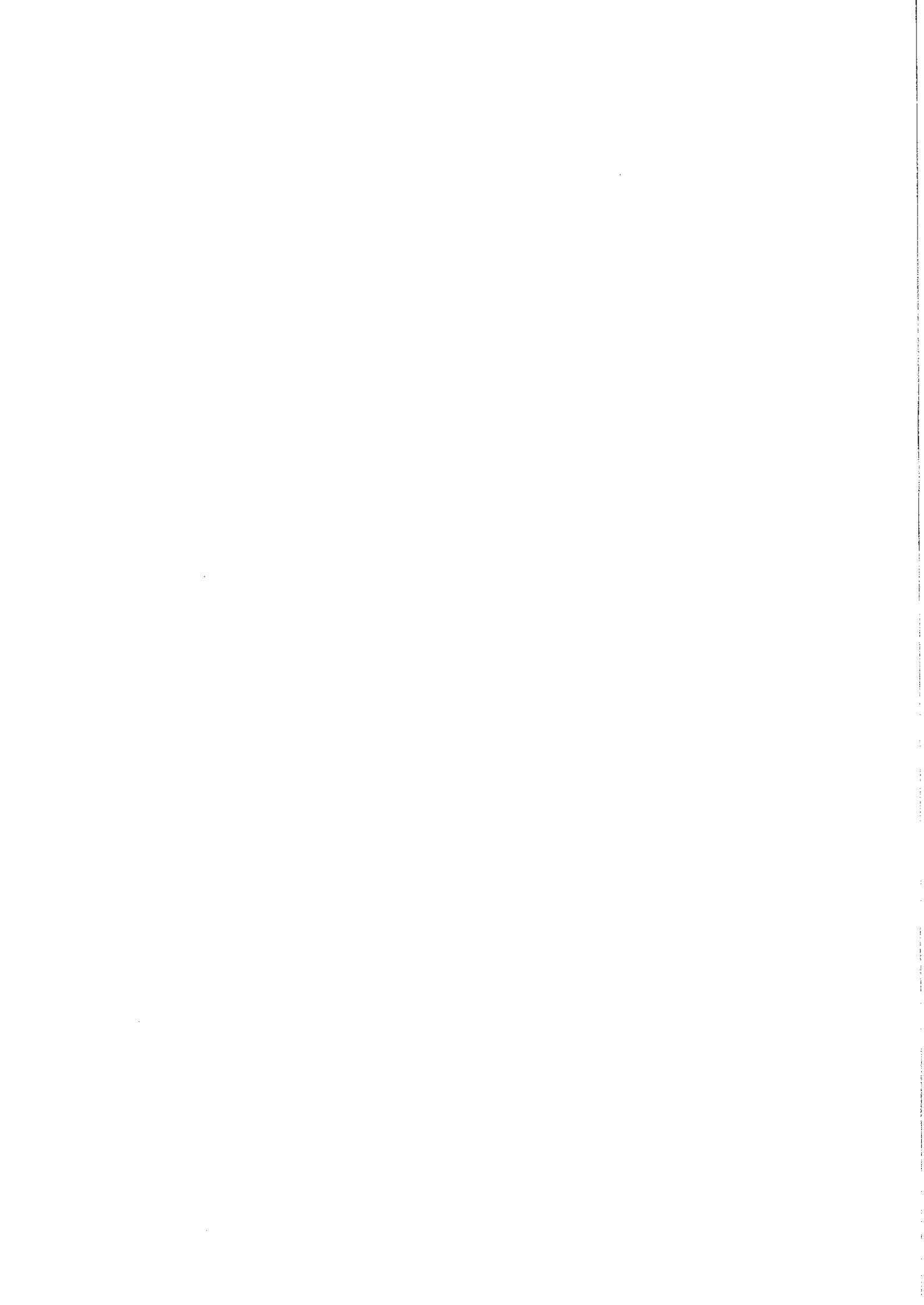
Use for social domestic and pleasure purposes.
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.

For Zurich Insurance plc. Authorised Insurers

Tulsi Naidu
Chief Executive Officer of Zurich Insurance plc, UK Branch



Annual Subscriptions

Review of the council's and/or staff subscriptions to other bodies;

Transaction	Beneficiary	Amount
Cemeterey Subscription (ICCM)	Greenspaces Team	90
BMKALC	Town Council	1879.89
North Buck Parishes Planning Committee	Council	20
Bucks Playing Fields	Green Spaces	20
Horticulture Weekly	Green Spaces	207.9
SLCC Membership	Town Clerk	337
Information Commisioners Office	Council	40
Aylesbury Vale Associate Local Councils	Council	25
Tree Software Annual Subscription	Green Spaces	350
Friends of Buckingham Library	Council	50
Sage subscriptions	Council	1400
Council Protection of rural England	Green Spaces	36
SLCC Membership	Deputy Town Clerk	233
NALC National Association Local Clerks	Town Clerk	243
NABMA	Council	318
ELAS (HR)	Council	4327.56
RBS (software)	Council	802
Microshade (hosting)	Council	6000
Website	Council	500
Domain names	Council	150
CLlr Email x 17 hosted	Council	306
Payroll Options	Council	1300
Total		18635.35





Buckingham Town Council Complaints Policy/Procedure

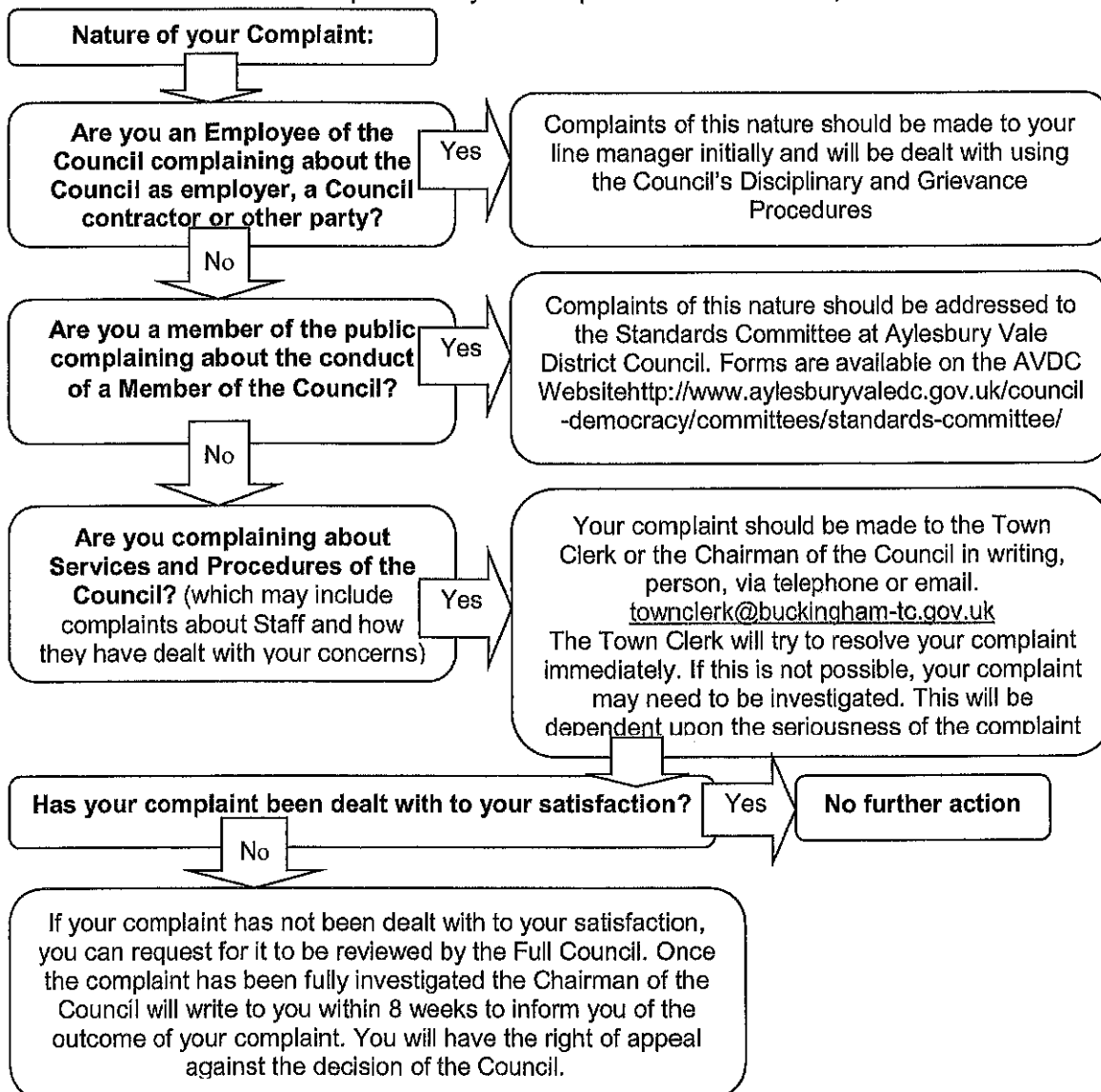
Date Agreed: 25/02/2013
Minute Number: 773/12
Prepared by: Paul Hodson
Version: 2.2

This document is designed to work in conjunction with the Council's Health and Safety at Work, Bullying and Harassment, Disciplinary and Grievance procedure.

The Procedure:

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we will try to resolve your complaint.

The Flowchart below will explain how your complaint will be received, handled and resolved.



Definition:

A complaint is defined as: An expression of dissatisfaction by one or more members of the public about council administration, service or procedure (whether provided directly by the council or by a contractor or partner) that requires a response. There is no difference between a 'formal' and an 'informal' complaint. Both are expressions of dissatisfaction that require a response.

Introduction

Buckingham Town Council is committed to providing a quality service for the benefit of the people who live and work in its area or are visitors to the locality.

Pursuant to Local Government Act 1974, the Local Government Ombudsman (LGO) has no jurisdiction over Parish and Town Councils in England. Consequently, there are no statutory mechanisms in place should complaints be made against local councils in England.

Buckingham Town Council therefore feels that to improve communications and services to its residents, a fair, clear and concise guide on the handling of complaints will guarantee that a transparent system provides a platform to ensure that all complaints are treated with the same respect and importance that they deserve.

Whilst the Town Council will attempt to deal with all complaints itself, there are times when the Council will need to defer to another body to take the complaint forward to a satisfactory resolution. The Council will consider engaging other procedures/bodies in respect of the following types of complaint:

Type of Conduct	Refer to
Financial Irregularity	Complaints about financial irregularity should be referred to the Council's auditor, whose name and address can be obtained from the Town Clerk. Local elector's right to object Council's audit of accounts pursuant to s.16 of the Audit Commission Act 1998. On other matters, the council will refer to its auditor of the Audit Commission.
Criminal Activity	Any complaints which involve criminal activity will be referred to the Police.
Member Conduct	A complaint relating to a Member's failure to comply with the council's Code of Conduct must be referred to the Monitoring Officer for the Standards Committee of Aylesbury Vale District Council.
Employee Conduct	Any complaint which involves the conduct of a council employee will be handled by the council's internal disciplinary procedure.

Although the LGO has no jurisdiction over Parish Councils, it is useful for the Council to understand the jurisdiction of the LGO in order to assist members of the public to complain to the LGO where appropriate. The legislation is contained within the Local Government Act 1974 (the Act) s26 and 27.

The key points are:

Parish Councils are unable to lodge complaints as a public body (s 27(1) of the Act) about another local authority or public body defined in s 25 of the Act, but this does not prevent individual Councillors from making complaints about another local authority or public body in their personal capacity. In their official capacity, a Parish Councillor, if so requested by Members of the public, could represent them in making complaints. Please note:

- Complaints must be made in writing;
- Complaints must be made within 12 months of the matters which are subject to the complaint;
- Complainants must first give the authority in question notice of the complaint and give them an adequate opportunity to investigate and reply to the complaint. This usually entails exhausting that authority's complaints procedure;
- The Ombudsman may not investigate matters which are or have been subject to a right of appeal; and
- The Ombudsman may not investigate matters where the complainant has or has had a remedy by way of court proceedings.

The most common application of the last two points (e.g. the Ombudsman's lack of jurisdiction where the subject matter of the complaint is subject to a right of appeal or court proceedings) is in respect of judicial review. Many councils claim that the Ombudsman does not have jurisdiction in certain cases due to the availability of judicial review. In certain circumstances the Ombudsman can rely on section 26 (6) of the Act which states that:

'A Local Commissioner may conduct an investigation notwithstanding the existence of such a right or remedy if satisfied that in the particular circumstances it is not reasonable to expect the person affected to resort or have resorted to it.'

Complaints Procedures for Local Councils

The LGO has provided guidance on the subject of complaints procedures. A copy of the full guidance can be viewed on the LGO website:

<http://www.lgo.org.uk/publications/guidance-notes/>

Whilst most of the guidance is aimed at higher level authorities the guidance is useful and forms a good basis at Parish level.

The Town Council's complaints system is:

- Well publicized and easy to use;
- Helpful and receptive;
- Not adversarial;
- Fair and objective;
- Based on clear procedures and defined responsibilities;
- Quick, thorough, rigorous and consistent;
- Decisive and capable of putting things right where necessary;
- Sensitive to the special needs and circumstances of the complainant;
- Adequately resourced;
- Fully supported by Councillors and Officers; and
- Regularly analyzed to spot patterns of complaint and lessons for service improvement.

The identity of a complainant will only be made known to those who need to consider the complaint and the Council will promise to maintain confidentiality where possible and if circumstances demand.

The Council operates a three stage complaints procedure whereby issues are resolved by:

- Front line staff; then
- Management; then
- Senior management/Members.

Good practice dictates that a deadline is set for the handling of any complaint and the Council will not leave this open ended. Some flexibility is required to deal with lengthier and more complex complaints and this is reflected in the Council's complaints procedure.

Maladministration

Whilst Parish Councils are not under the jurisdiction of the LGO the Council is aware that section 92 of the Local Government Act 2000 gives councils the power to make payment 'in cases of maladministration'. The relevant text of section LGA 2000 s92 follows:

92 Payments in cases of maladministration etc.

(1) Where a relevant authority consider –

- a) That action taken by or on behalf of the authority in the exercise of their functions amounts to, or may amount to, mal administration, and
- b) That a person has been, or may have been, adversely affected by that action

Maladministration can be defined by the LGO as apparent 'maladministration' or service failure. This can include:

- Delay;
- incorrect action or failure to take any action;
- failure to follow procedures or the law;
- failure to provide information;
- inadequate record-keeping;
- failure to investigate;
- failure to reply;
- misleading or inaccurate statements;
- inadequate liaison;
- inadequate consultation; and
- broken promises

This list is not exhaustive and maladministration is a broad concept. It has been described as bias, neglect, inattention, delay, incompetence, ineptitude, perversity, turpitude etc.

For more information on maladministration and the LGO's advice on the matter please go to: <http://www.lgo.org.uk/guide-for-advisers/maladministration-service-failure/>

The Council's complaints procedure is a document which specifically refers to complaints about administration, services and procedures, but may involve the conduct of a member of staff or officer of the Council. In this case the complaint will be dealt with under the Council's Disciplinary Procedure as detailed in the introduction section of this document.

At all time the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

More details can be found on the LGO website <http://www.lgo.org.uk/guide-for-advisers/>

Management of unreasonable complainant behaviour

In a minority of cases complainants will act in a way that is unreasonable. Because of the nature or frequency of their contact with the Council, a small number of complainants can hinder the consideration of their own and other complainants' cases. This may be because of unacceptable behaviour in their dealings with the Council, or because of unreasonably persistent contacts that distract staff from their work but add nothing to the Council's knowledge or understanding of the case under consideration.

The Council will differentiate between persistent complainants and unreasonably persistent complainers. People bringing complaints back to the Council are 'persistent' because they feel the Council have not dealt with their complaint properly and are not prepared to leave the matter there. Some complainants may have justified complaints may pursue them in inappropriate ways. Others may pursue complaints which appear to have no substance.

Examples of unreasonable actions and behaviour

The LGO outlines experiences of actions and behaviours which have come to its attention. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonable, persistent behaviour that interferes with the investigation, consideration and timing of a suitable resolution of the complaint.

Examples include

- refusing to specify the grounds of a complaint, despite offers of help;
- refusing to co-operate with the complaints investigation process;
- refusing to accept that some issues may not fall within the scope of the procedure;
- insisting on the complaint being handled in ways that are not compatible with the agreed complaints procedure or with good practice;
- making unjustified comments about staff who are trying to deal with the issues and seeking to have them replaced;
- changing the basis of the complaint as the investigation proceeds;
- denying or changing statements the complainant made at an earlier stage;
- introducing trivial or irrelevant information at a later stage;
- raising numerous but unimportant questions; insisting they are all answered;
- covertly recording meetings and conversations;
- submitting falsified documents from themselves or others;
- pursuing parallel complaints on the same issue with a variety of organisations;

- making excessive demands on the time and/or resources of staff with lengthy calls, emails to council staff, detailed letters every day and expecting immediate responses;
- refusing to accept the decision; repeatedly arguing point with no new evidence.

These examples will act as trigger points which will activate this section of the policy, which could result in the restriction of access to council staff.

The decision to designate a complainant's behaviour as unreasonable and restrict access to council staff will only be made if the Council is satisfied that:

- the complaint is/has been investigated fully and properly;
- the decision that has resulted is the correct one;
- communications with the complainant has been adequate; and
- the complainant cannot provide any significant new information that may affect the Council's decision on the complaint.

If it becomes necessary that the complainant's behaviour is unreasonable and results in the need to restrict contact, the following steps will be considered:

- offering the complainant a meeting with a senior staff member to explore the resolution of the complaint and explain why their current behaviour is seen as unreasonable;
- share the Council's agreed policy with the complainant and warn that restrictive actions may need to be applied should their behaviour continue;
- advise the complainant to find a suitable advocate to act on their behalf

Options for action

Any actions taken should be appropriate to the nature and frequency of the complainant's contacts. The objective is to manage the complainant's unreasonable behaviour in order to bring the complaint to the quickest resolution, without further distractions.

Options include:

- placing limits on the number and durations of contact with staff;
- offering a restricted time slot for any necessary calls;
- limit contact to one medium (telephone, email, letter etc.)
- appoint one member of staff with whom the complainant can communicate;
- ensure that any face to face contact takes place with a witness present;

If a decision is taken to restrict access, the complainant will be sent a letter which will explain:

- why the decision was taken;
- what impact this will have on the complainant's contact with the Council;
- how long the restrictions will last; and
- what the complainant can do to have the decision reviewed.

The member of staff to whom the complaint has been allocated is required to keep adequate records of all correspondence, face to face meetings and check to ensure that no important significant facts or evidence is overlooked.


A review date will be specified when the decision to restrict is imposed. Restrictions should be lifted at this point unless there are valid grounds to extend the restrictions.

Unacceptable Behaviour

The Council will not tolerate abusive, deceitful, offensive, threatening or other forms of unacceptable behaviour from complainants. When it occurs, the Council will take proportionate action to protect the wellbeing of our staff and the integrity of our complaints system.

In these cases the Council will implement the agreed Bullying and Harassment Procedure.



	<p>Buckingham Town Council</p> <p>Freedom of Information Act</p> <p>Publication Scheme</p>	<p>Date Agreed: 5th November 2018</p> <p>Minute Number: 503/18</p> <p>Prepared by: Paul Hodson</p> <p>Version: 2.1</p>
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Introduction

- **The Councils Commitment to the Act**

Buckingham Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

The Council is committed to openness and accountability and currently makes large amounts of information available to the public through the website, via the telephone, email and by post. Should a personal visit to view information be required, and appointment will be necessary.

- **The Freedom of Information Act 2000**

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at www.ico.gov.uk.

- **Publication Scheme**

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Buckingham Town Council adopted the generic model scheme on 5th November 2012. This policy is designed to provide everyone with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public.

- **Freedom of Information Requests and the Publications Scheme**

The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

Model Publication Scheme

This Model Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted by any public authority without further approval and will be valid until further notice.

This publication commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
2. To specify the information which is held by the authority and falls within the classifications below;
3. To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this scheme;
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To provide a schedule of any fees charged for access to information which is made proactively available;
7. To make this publication scheme available to the public.

Classes of information

- **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

- **What our priorities are and how we are doing.**

Strategy and performance information, plans, inspections and reviews.

- **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedure, consultations.

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an

individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information, it will do so.
5. Obligations under disciplinary and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Information available from Buckingham Town Council under the Model Publication Scheme.

Information to be Published	How the information can be obtained	Cost
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Class 1 – Who we are and what we do (Organisational information, structures, locations and costs) Current information only.	Website Hard Copy	Free 10p per A4 Sheet
Who's who on the Council and it's Committees	Website Hard Copy	Free 10p per A4 Sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 10p per A4 Sheet
Staffing Structure	Hard Copy	10p per A4 Sheet
Class 1 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy	10p per A4 sheet
Annual return and report by Auditor	Hard Copy	10p per A4 Sheet
Finalised Budgetz	Hard Copy	10p per A4 Sheet
Precept	Hard Copy	10p per A4 Sheet
Borrowing Approval letter (if available)	Hard Copy	10p per A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	10p per A4 Sheet
Grants given and received	Hard Copy	10p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Hard Copy	10p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	10p per A4 Sheet
Quality Status	Hard Copy	10p per A4 Sheet
Local Charters drawn up in accordance with DCLG guidelines	Hard Copy	10p per A4 Sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 10p per A4 Sheet
Timetable of meetings (Council, and Committee, Sub Committee, Working Group meetings and Town Meetings)	Website Hard Copy	Free 10p per A4 Sheet
Agendas of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 10p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 10p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Hard Copy	10p per A4 Sheet

Responses to consultation papers	Hard Copy	10p per A4 Sheet
Bye-Laws	Hard Copy	10p per A4 Sheet
Class 5 – Our policies and Procedures Current recent Protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 10p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders (<i>on website</i>); Committee and Sub-Committee terms of Reference; Delegated authority in respect of officers; Code of Conduct (<i>on website</i>); Policy Statements	Website <i>where indicated</i> Hard Copy	Free 10p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Equalities and diversity policies; Health and Safety Policy Recruitment policies; Policies and Procedures; Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10p per A4 Sheet
Information Security Policy	Hard Copy	10p per A4 Sheet
Records Management Policy (records retention, destruction and archive)	Hard Copy	10p per A4 Sheet
Data Protection Policy	Website Hard Copy	Free 10p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy Some information may only be available by Inspection	10p per A4 Sheet
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	10p per A4 Sheet
Assets Register	Hard Copy	10p per A4 Sheet
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	10p per A4 Sheet
Register of Members' interests	Hard Copy	10p per A4 Sheet
Register of gifts and hospitality	Hard Copy	10p per A4 Sheet
Class 7 – the services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy Some information may only be available by inspection	10p per A4 Sheet
Allotments	Hard Copy	10p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	10p per A4 Sheet
Community Centres and Village Halls	Hard Copy	10p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	10p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Hard Copy	10p per A4 Sheet

Public convenience	Hard Copy	10p per A4 Sheet
Agency agreements	Hard Copy	10p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g. burial fees)	Hard Copy	10p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	10p per A4 Sheet

Contact details:

Website address: www.buckingham-tc.gov.uk

Request for hard copies:
Mr. Paul Hodson, Town Clerk
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

Email: office@buckingham-tc.gov.uk

Telephone: 01280 816426

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the Town Council

Red – Legislation
Blue – Information Commissioner
Black – Buckingham Town Council

DATA PROTECTION ACT 2018 POLICY

This policy applies to:

- All employees of this Council;
- All regional staff or home workers operating on behalf of this Council.

This policy is operational from 25 May 2018.

The purpose of this policy is to enable the Council to:

- Comply with our legal, regulatory and corporate governance obligations and good practice
- Gather information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Ensure business policies are adhered to (such as policies covering email and internet use)
- Fulfill operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting, credit scoring and checking
- Investigate complaints
- Check references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments
- Monitor staff conduct, disciplinary matters
- Market our business
- Improve services

This policy applies to information relating to identifiable individuals e.g. staff, applicants, former staff, clients, suppliers and other third-party contacts.

We will:

- Comply with both the law and good practice
- Respect individuals' rights
- Be open and honest with individuals whose data is held
- Provide training and support for staff who handle personal data, so that they can act confidently and consistently

We recognise that its first priority under the GDPR is to avoid causing harm to individuals. In the main this means:

- Complying with your rights,
- Keeping you informed about the data we hold, why we hold it and what we are doing with it,
- Keeping information securely in the right hands, and
- Holding good quality information.

Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, we will seek to

give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

The Council has identified the following potential key risks, which this policy is designed to address:

- Breach of confidentiality (information being given out inappropriately).
- Insufficient clarity about the range of uses to which data will be put — leading to Data Subjects being insufficiently informed
- Failure to offer choice about data use when appropriate
- Breach of security by allowing unauthorised access.
- Failure to establish efficient systems of managing changes, leading to personal data being not up to date.
- Harm to individuals if personal data is not up to date
- Insufficient clarity about the way personal data is being used e.g. given out to general public.
- Failure to offer choices about use of contact details for staff, clients workers or employees.

In order to address these concerns, to accompany this policy, we have an Information Security policy and we will issue Privacy Notices to explain what data we have, why we have it and what we will do with it. The Privacy Notice will also explain the data subject's rights. We will offer training to staff where this is necessary and appropriate in the circumstances to ensure compliance with DPA. Such training will vary according to the role, responsibilities and seniority of those being trained.

We aim to keep data only for so long as is necessary which will vary from according to the circumstances.

We have no intention to transfer data internationally.

The person responsible for Data Protection is currently Paul Hodson with the following responsibilities:

- Briefing the board on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintain a Data Audit and keep this up to date
- Reporting breaches to the Information Commissioners Office and the relevant Data Subject(s)

Significant breaches of this policy will be handled under the Council's disciplinary procedures which may amount to gross misconduct.

Subject Access Request

Any subject access requests will be handled by Paul Hodson

Subject access requests must be in writing. All staff are required to pass on anything, which might be a subject access request to Paul Hodson without delay. The applicant will be given their data within 1 month unless there are complexities in the case which justify extending this to 2 months. You will be notified of any extensions to the deadline for response and the reasons as soon as possible.

We have the right to refuse a subject access request where data is requested at unreasonable intervals, manifestly unfounded or excessive. You will be notified of the reasons as soon as possible.

Where the individual making a subject access request is not personally known to Paul Hodson their identity will be verified before handing over any information.

The required information will be provided in a permanent and portable form unless the applicant makes a specific request to be given supervised access in person.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact Paul Hodson and provide with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.



Date Agreed: 19 March 2019

Minute Number: 819/18

Prepared by: Paul Hodson

Version: 1

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.

Buckingham Town Council Financial Risk Assessment

Revised May 2019

RISK AREA	RISK IDENTIFIED	MITIGATION
1. To provide and maintain standards for Town Council services to the residents of Buckingham	The risk of legislative change which will have an impact on the Town Councils powers, duties and funding	Town Clerk & staff keep appraised of developments and good practice, including through SLCC, BMKALC and NALC membership.
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly, including review of the asset register each year in preparation for the Annual Return Assets recorded and managed through RBS asset tool from April 2019
2. To provide a safe and fulfilling working	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council H & S & First Aid training, insurance, Risk Assessments regularly checked and updated

<p>environment for staff</p>	<p>Potential legal proceedings up to corporate manslaughter</p>	<p>Employers Liability insurance is in place</p> <p>Employee training and awareness</p>
<p>3. To maintain financial records that are correct and comply with all recommended accounting practice</p>	<p>Staff retention issues</p> <p>Adverse audit reports, legal action and loss of confidence in Town Council</p>	<p>Staff training where appropriate. Annual appraisals review four year goals and where appropriate plans put in place.</p> <p>Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.</p> <p>RBS used to manage accounts and provide regular reports to Resources Committee to provide assurance</p>
	<p>Loss of income through error or fraud</p>	<p>Fidelity Guarantee Insurance</p> <p>Town Clerk continually review controls and current procedures</p>
<p>4. To ensure that all actions taken by the Town Council comply with all current Legislation</p>	<p>Non-compliance with legislation or practice result in Council being 'Ultra Vires'</p>	<p>Town Clerk to keep appraised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.</p>
<p>5. Cemetery</p>	<p>Inadequate space to meet demand</p> <p>Loss of income</p>	<p>Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery.</p> <p>New land identified, Current Negotiations with Land owner and planning under way.</p>
<p>6. Employment Contract</p>	<p>Compensation claims from employee for contractual employment defects (including statutory failure)</p>	<p>Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS.</p> <p>Matters relating to staff discussed by Staffing (Confidential)</p>

		<p>Matters) Committee</p> <p>Town Clerk to keep up to date with employment law and seek HR advice where appropriate</p> <p>Contract with ELAS in to quality assure contracts, policies and processes and provide expert advice as required</p> <p>Other policies in place</p> <p>Legal insurance in place</p>
<p>7. Staff</p>	<p>Compensation claim from employee for contractual employment defects (including statutory failure)</p> <p>Impact of staff loss</p> <p>Loss of key staff trained in financial systems, process or rules</p>	<p>By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff</p> <p>Staffing arranged so that knowledge is distributed between RFO and at least two other staff</p> <p>Use of common systems, including popular accounts system, and retention of detailed manuals.</p>
<p>8. Financial Control</p>	<p>Inappropriate expenditure made</p> <p>Financial Regulations become out of date with change in technology, regulation or business</p>	<p>Payments reported to Resources committee for review and corrective action if necessary</p> <p>Financial procedures ensure no individual has unique access to expenditure</p> <p>Council to review financial regulations once a year</p> <p>Annual internal audit to comment on any need to make updates</p>

		<p>The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices</p> <p>Quarterly review of nominal ledger</p> <p>Monthly review of income and expenditure</p> <p>Seven week review by Resources Committee</p> <p>Contingency included in budget</p> <p>Reserves equivalent to at least two month's spend available for immediate use</p> <p>Remainder of reserves available with 32 day's notice</p>
<p>9. Systems & Record keeping</p>	<p>Lack of budgetary overview/overspend against budget</p> <p>Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)</p> <p>Lack of accurate or effective account records and control</p> <p>Loss of data</p>	<p>The RBS Omega accounts system is used which is an accepted accounts package</p> <p>A back up is made to the main server at the end of each day; this is then backed up to a cloud server offsite.</p> <p>Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued</p> <p>All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee</p> <p>Documents are retained for 12 years</p>

	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMR&C</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures have been inspected by HMR&C every three/four years and have been approved</p>
<p>Payroll / Pension</p>		<p>Payroll is outsourced to a specialist company</p> <p>The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC</p> <p>All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis</p> <p>The monthly pay is issued via BACs payments which have been established for some time with the bank</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies</p>

	<p>The Council agrees the salary scales for Town Council staff</p>	
<p>10. Banking Arrangements & Procedures</p>	<p>Lloyds Bank is used which offers no Bank charges</p> <p>Accounts</p>	<p>One bank account used daily with RFO, Finance Officer & DTC</p> <p>Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow</p>
<p>11. Banking Security/Access to Finances</p>	<p>Cheques</p>	<p>Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)</p>
	<p>Transfers</p>	<p>Transfers to the higher rate deposit which are done via telephone or online banking by the RFO. Funds in the higher rate deposit account can only be transferred into the general savings account</p>
	<p>Bank Reconciliation</p>	<p>All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO</p>
	<p>Separation of Duties</p>	<p>The office has established separation of duties to ensure that no one person has access to the bank balances or cash wherever possible as two Councillor's signatories are</p>

		required
	<p>Access to the main bank accounts</p>	<p>As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures</p> <p>All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)</p>
	<p>Access to petty cash accounts</p>	<p>The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to Finance Officer and DTC.</p>
	<p>Cheques</p>	<p>All invoices will either have a Purchase Order or are authorised by either Clerk, DTC or Estates Manager. They are paid via cheque, which requires 2 Councillor's signatories, or BACs. Councillors also see the related invoice and authorise this with their signature</p>
	<p>Petty Cash – Cash Payments</p>	<p>All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.</p> <p>All payments are reported to Resources with a full reconciliation report</p>

	<p>Hire Charges</p>	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis</p> <p>All post is logged by an Officer and any payments received are itemised & given to the Finance Officer for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p> <p>All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event</p> <p>Any buckets are locked securely in the Town Council office or Chamber and at the end of the event</p> <p>At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff</p> <p>When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out</p>
<p>Hire charges received within the office</p>		
<p>Cash collected from community events</p>		
<p>Processing and banking</p>		

		<p>and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>
<p>12. Financial Administration</p>	<p>Records non-compliant or inadequate</p> <p>Expenditure/income coded incorrectly</p> <p>Standing Orders</p> <p>Standing orders are reviewed and approved by Town Council on an annual basis</p> <p>Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns</p> <p>Invoice payment without authority</p>	<p>Internal auditor reviews record keeping annually</p> <p>Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation</p> <p>RFO checks nominal ledger every quarter</p> <p>Items are coded</p> <p>The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices</p> <p>Programme of meetings to meet statutory deadlines</p> <p>All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by Town Clerk to</p>

		<p>authorise payment. Two Councillors sign cheques and Resources Committee review all payments</p> <p>Individual receipts to be issued for all cash payments and for cheque payments on request</p> <p>Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons</p> <p>Cash and cheques stored securely and banked within 5 working days of receipt</p> <p>Bank statements reconciled monthly</p>
<p>13. Ordering Procedure</p>	<p>To avoid fraud and ensure authority of expenditure</p>	<p>A comprehensive ordering system was established which ensures that all orders are requested in writing, correctly authorised by the Clerk or approved by council & are within acceptable budget limits</p> <p>This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems</p>
<p>14. Annual Budget & Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future</p>

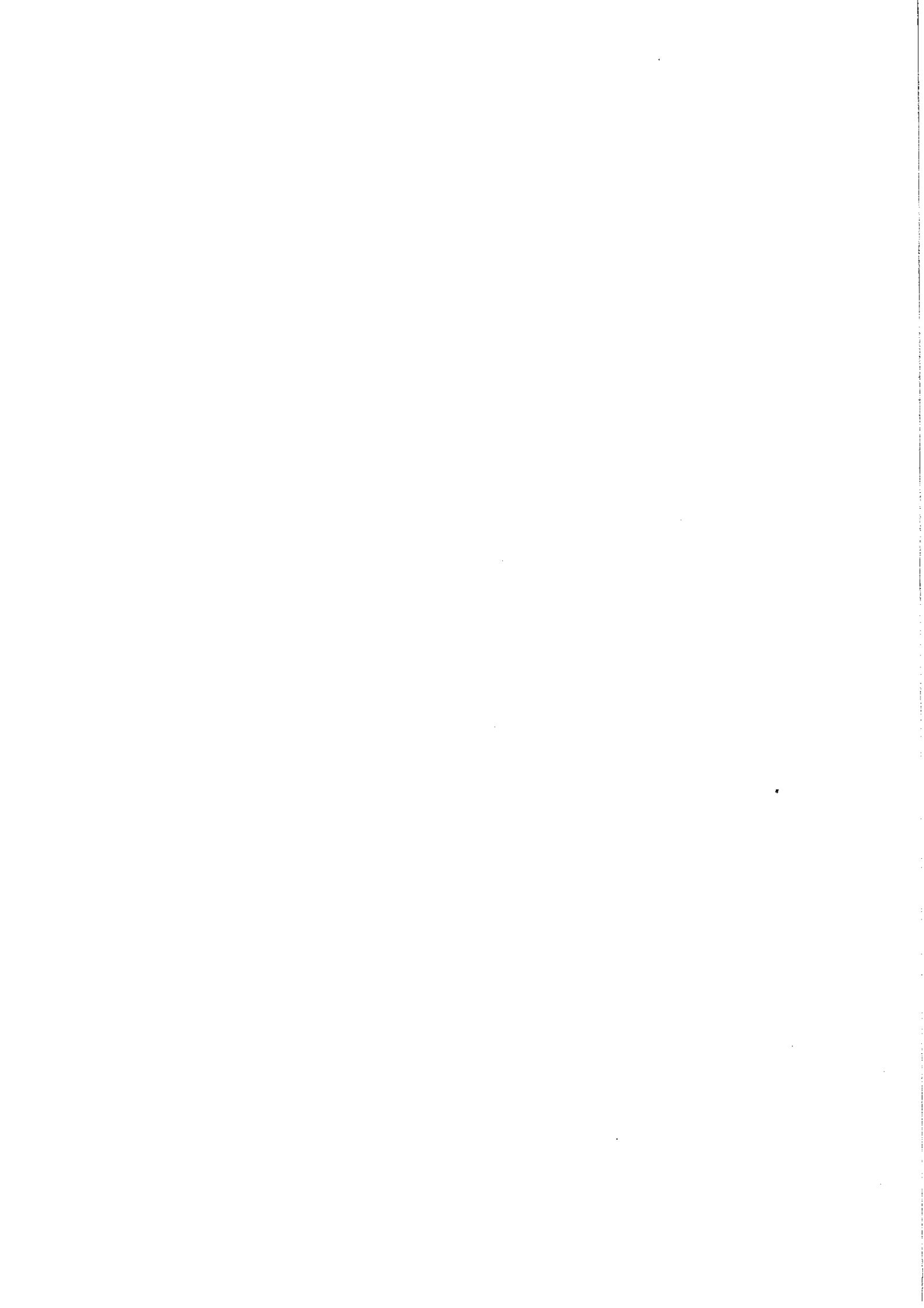
	<p>budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by AVDC.</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is discussed by a Precept meeting in January, and approved by Full Council later in January. AVDC is immediately advised of the precept for the coming year once agreed</p>
<p>15. Monitoring of Budgets</p>	<p>Comprehensive budgets</p> <p>Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year</p> <p>Monitoring</p> <p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the</p>

		<p>remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p> <p>Each Committee receives a report on the use of its budget at each meeting</p>
	<p>Reporting</p>	<p>A full report of expenditure against budget is lodged with council at each Resources Committee meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by members if needed along with committed expenditure</p>
<p>16. Insurable Risks</p>	<p>Public Liability</p>	<p>Insurance cover</p> <p>In addition, weekly and annual checks of play equipment are made using ROSPA standards</p>
	<p>Employer's Liability</p>	<p>Insurance cover</p>
	<p>Theft of money by third party</p>	<p>Insurance cover</p>
	<p>Theft of money by employee or member</p>	<p>Fidelity Guarantee cover</p>
	<p>Property</p>	<p>Cover for buildings & contents</p> <p>All risks cover for selected items</p>
	<p>Officials Indemnity</p>	<p>Continue with existing cover (£250k)</p>
	<p>Libel and Slander</p>	<p>Continue existing cover (£250k)</p>

	Personal Accident	Continue with existing cover (scale benefits)
	Legal disputes	Cover for specified legal disputes
	Long term sickness of employee	Not covered by insurance; managed within the overall staffing budget Liability limited by contract
	Business interruption	Potential alternative premises available at the Lace Hill Centre and Council Chamber IT back-up off site and ability to restore onto hired equipment Cover in place for excess costs
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite
17. Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot
18. Asset List	Purchased	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019. This is updated throughout the year with new assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list
	Maintained	The asset list is circulated to staff on an annual basis to ensure that all items are correct

		<p>The Town Council has a scheme for maintenance of assets</p> <p>The internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.</p> <p>The report is presented to Council for acceptance.</p> <p>The Council review the effectiveness of Internal Audit annually</p>
<p>19. Internal Audit</p>	<p>Internal Audit</p>	<p>The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk & RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the</p>
<p>20. Annual Audit</p>	<p>Annual Audit</p>	

		<p>Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>
<p>21. Insurance</p>	<p>Fidelity Insurance</p>	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>
	<p>Insurance</p>	<p>Zurich has been used as a recognised Town Council provider</p> <p>BTC are currently tied into a deal until 2020</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>



Annual Internal Audit Report 2018/19

BUCKINGHAM TOWN COUNCIL

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 2019.

The internal audit for 2018/19 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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

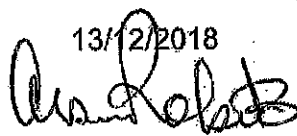
13/05/19

12/02/2019

13/12/2018

Name of person who carried out the internal audit
AUDITING SOLUTIONS

Signature of person who carried out the internal audit



Date

13/05/19

*If the response is 'no' you must include a note to 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).



Buckingham Town Council

Internal Audit Report 2018-19 (Final update)

Adrian Shepherd-Roberts

*For and on behalf of
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 Governance and Accountability Return (AGAR).

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, 12th February 2019 and 13th May 2019.

Internal Audit Approach

In completing our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. 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 for the year, 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.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

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 AGAR;
- 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 three months’ transactions (October 2018 and 31st January and 31st March 2019) to supporting bank statements for the same months;
- 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.

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 completed 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.

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 have selected a sample of 59 individual payments processed to March 2019 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 £321,505 and equates to 53% by value of all non-pay costs for the year to date.

Finally, in this area, we have examined the content of quarterly VAT reclaims to March 2019 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.

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 for this financial year in November 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.

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.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the AGAR, 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 the 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.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

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 half-yearly repayments made in 2018-19 by reference to the PWLB repayment demands.

Conclusions

No issues have currently been identified in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant.



Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

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 and published **before 1 July 2019**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

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.

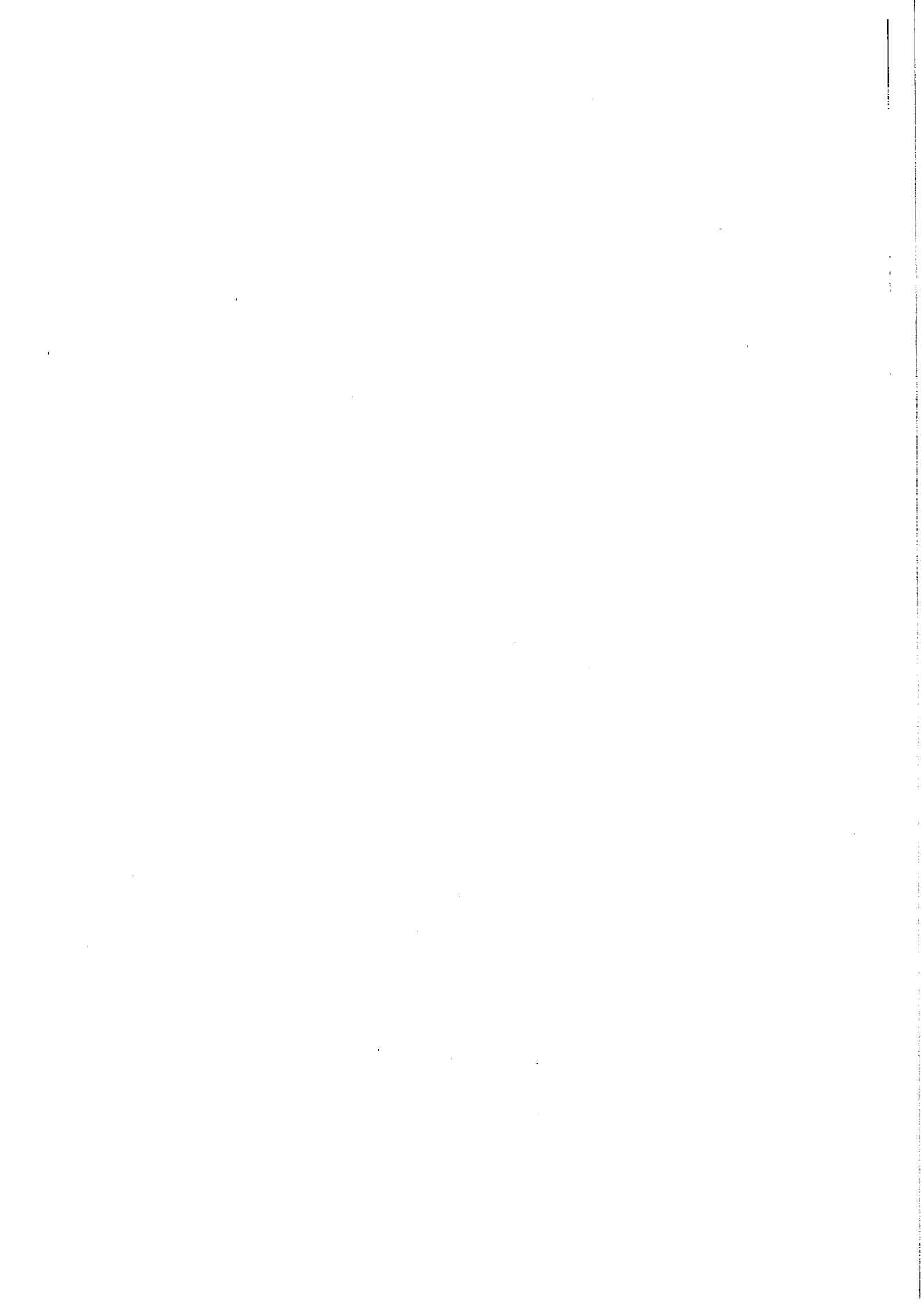
*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- 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. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible 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 returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial 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 full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved 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 **before 1 July 2019.**

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 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?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk



Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

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 2019, 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, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk

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

www.buckingham-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

BUCKINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	288520	393395	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	739070	813075	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314199	166468	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	369900	422,185	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	4702	4702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	573791	437,047	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	393395	509,004	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	377138	524012	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2894075	3072656	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	56537	54354	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 20TH MAY 2019

Agenda no. 17

Contact Officer: Mr Paul Hodson, Town Clerk

AccessAble service (was DisabledGo)

Recommendation

Councillors are recommended to note the report, and to agree to request AccessAble to work with Buckingham Town Council and Buckingham Access 4 All to provide revised versions of all the deleted surveys during 2019.

Background

The Town Council entered into a contract with DisabledGo in 2016. The project was joint working with Buckingham Town Council, Buckingham Access 4 All and a not for profit social enterprise – DisabledGo - to assess venues within the town of Buckingham for accessibility. This was done with the aim of promoting accessibility to venues, shops and other buildings and reduce social isolation by highlighting venues which are accessible to people with a wide range of access issues. This two-year agreement included the provision of 32 Detailed Access Guides (DAGs) and 32 Key Access Reviews (KARs). The KARs were provided by volunteers, who were trained by DisabledGo to carry out the access surveys. Buckingham Access 4 All in supporting the project and carrying out surveys.

Overall the project was successful. By 2017, 34 Disabled Access Guides and 34 KARs had been completed. The project was successful; the surveys were published on DisabledGo's website. Venues became aware of what accessibility issues customers have when they visit their premises and encourages them to take this into account when carrying out alterations to their premises - e.g. Gelateria Gizzeria installed a disabled toilet when they carried out their renovations.

New Agreement

The original agreement came to an end in autumn 2018. At this time, DisabledGo rebranded from DisabledGo to AccessAble, to better reflect the wider user base, which includes carers, older people, people with mental health issues and people with temporary access requirements due to illness, injury or treatment side effects. At the same time, their website was relaunched and an app introduced to give access to the site from smartphones.

AccessAble provided the Town Council with a proposal to continue the service for three years, including to "review, survey and maintain 65 Detailed Accessibility

Guides and 17 Key Access Guides” at a cost of £3,400 per year. It was made clear that if a new agreement was not reached, AccessAble would remove all Buckingham surveys from the site, because without the annual reviews covered by the contract they would not be able to vouch for the accuracy of that information.

The Resources Committee decided to approve this proposal (483/18). The Council issued a press release to celebrate the new agreement, and highlighted the service in the spring edition of Buckingham Town Matters.

Loss of Surveys

Following the agreement being reached, it became apparent that many of the surveys carried out by volunteers had been removed by the website. It had been the understanding of the Resources Committee when the decision was made to provide further funding that the existing surveys would be maintained and added to. AccessAble believe that Town Council staff were told that this would happen during discussions over the summer and early autumn. This may have been the case, however neither the Resources Committee nor Buckingham Access 4 All were aware of this, and the documentation provided by AccessAble did not make it clear.

The surveys were removed as part of the change from DisabledGo to AccessAble. AccessAble’s research identified that the information contained in the original surveys has proved unhelpful for almost all cases across the programme (gathered from engagement from groups such as the one in Buckingham), and so this information was removed.

There was some confusion because the original volunteer surveys were called Key Access Reviews (KARs) and the new system includes Key Access Guides (KAGs). It was wrongly assumed that these are the same.

AccessAble have advised that KAGs are smaller than a Detailed Access Guide but have more detail than a KAR. AccessAble intends to start to bring the previously surveyed venues back in line with a much more in depth Guide whilst also enabling volunteers to undertake a more rounded level of survey, rather than the “simplistic” version they have been involved with in the past.

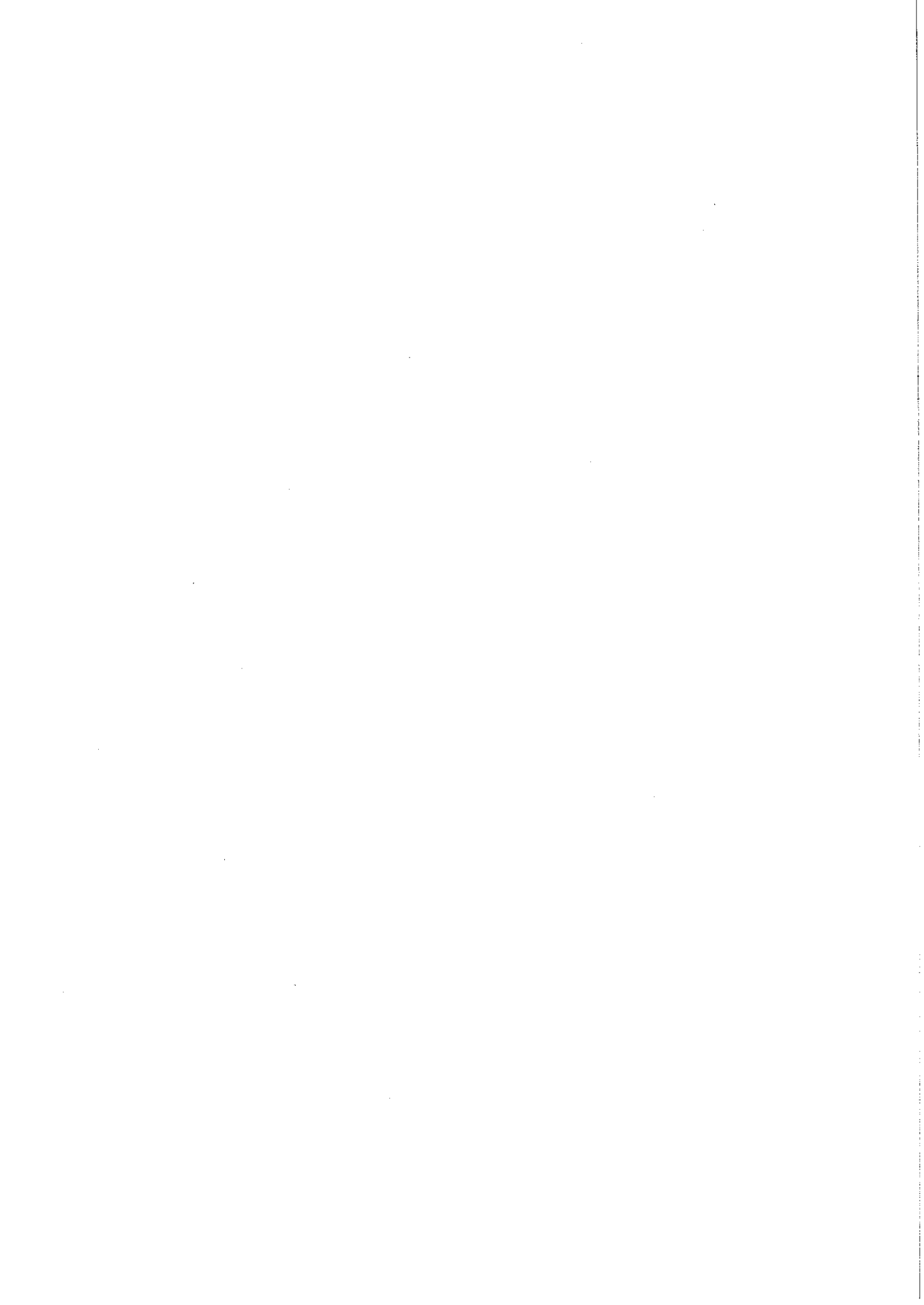
Current Situation

AccessAble had arranged to provide a workshop for volunteers to train them in the new survey process, and a separate workshop for Town Councillors to brief them on the new service. However following concerns raised by Town Councillors and Buckingham Access 4 All, the new contract has been provided for Councillors to review. Staff from AccessAble will attend Full Council to answer any queries members may have.

Recommendation

Councillors are recommended to note the report, and to agree to request AccessAble to work with Buckingham Town Council and Buckingham Access 4 All to provide revised versions of all the deleted surveys during 2019.

2020		Meeting 1	Meeting 2	CIVIC / TOWN COUNCIL EVENTS
Jan	6	Resources		
	13	Precept		CSG 16th January
	20	Planning		
	27	Full Council		
Feb	3	Planning		
	10	Town Centre & Events		
	17	Environment		
	24	Interim	Planning	EDWG 26th Feb
Mar	2	Resources		
	9			CSG 12th March
	16	Full Council		Annual Town Meeting Wed 18th March
	23	Planning		
	30	Town Centre & Events		
Apr	6	Environment		
	13			Easter Monday BH
	20	Interim	Planning	CSG 23rd April
	27	Resources		EDWG 30th April
May	4			Early May BH (7th May elections)
	11	Annual Statutory Meeting		
	18	Full Council	Planning	Mayor Making Friday 29th May
	25			Late May BH
June	1	Planning		
	8	Town Centre & Events		CSG 11th June
	15	Environment		
	22	Interim	Planning	
	29	Resources		
July	6			
	13	Full Council		
	20	Planning		EDWG 24th June
	27	Town Centre & Events		CSG 30th July
Aug	3			
	10			
	17			
	24			
	31			Bank Holiday Monday
Sept	7	Environment		CSG 3rd September
	14	Interim	Planning	EDWG 17th Sept
	21	Resources		
	28			
Oct	5	Full Council		
	12	Planning		CSG 15th October
	19	Town Centre & Events		
	26	Environment		
Nov	2	Interim	Planning	EDWG 4th Nov
	9	Resources		
	16			
	23	Full Council		CSG 26th November
	30	Planning		
Dec	7	Town Centre & Events		
	14	Environment		EDWG 17th Dec
	21	Interim	Planning	
	28			25th & 28th Bank Holidays Friday 1st January 2021 Bank Holiday
Please Note: CSG dates are draft until confirmed by Committee in June 2019				



BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

MONDAY 20th May 2019**Agenda No. 20****Contact Officer: Mr Paul Hodson, Town Clerk****Recommendation**

It is recommended that Council agrees to the submission of a bid for New Homes Bonus funding to Aylesbury Vale District Council for works of the type described (to remove the old office next to the council chamber, refurbish the room, and carry out additional works to the Community Centre including the installation of air conditioning and solar panels), but that if the bid is successful no works progress until Full Council have agreed the final scope of works.

New Homes Bonus Project Funding

AVDC have announced that there will be a New Homes Bonus project grant scheme for 2019/20 and that it has opened for Expressions of Interest. The closing date is Friday 14 June 2019. Expressions of Interest need to include statements as to why the project is needed in relation to the impact of growth on the relevant area, and the need and community support for the proposed investment. This may be the last year the funding is available in this form. Because of the unitary decision, any funding recommendations made after April 2019 may have to be signed off by the new shadow authority before they can be confirmed.

Background

The New Homes Bonus (NHB) is a national initiative introduced by the government in April 2011. The scheme is designed to ensure that the economic benefits of housing growth are returned to the councils and communities where that growth has taken place by providing funding to local councils for increasing the number of homes in their area.

For every new home built and occupied in Aylesbury Vale and every long-term empty home brought back into use, the Government gives AVDC a non-ring fenced New Homes Bonus grant each year - for five years in 2017/18 and four years in 2018/19.

AVDC pass a share of the NHB to parishes to help alleviate the impacts of housing growth on local communities. In the past, Buckingham has received funding from the programme for:

Cotton End Steps	£25,946.00
Multi-use games area (MUGA) at Bourton Park Meadow	£35,905
Trim Trail at Bourton Park Meadow	£2,608
New town centre toilet block and permanent base for Shopmobility	£229,222
TOTAL	£293,681

Councillors have previously agreed a list of projects to be considered for New Homes Bonus funding (minute **687/18**)

Members discussed and prioritised the existing list of proposals as follows:

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 Alms-houses.
4. Funding toward the improvement of the Council's room at the Community Centre.

Following consultation with the relevant officer at Aylesbury Vale District Council, it has become apparent that:

1. S106 funding may be available to fund the development of a BMX track. The challenge is whether a location can be agreed, and demand evidenced. AVDC would be unlikely to agree for New Homes Bonus funding to be used while S106 funding is a possible source of funding.
2. Covered and secure bike racks could be funded through the micro-grant scheme, if required, and so would not be suitable for a larger application
3. Refurbishment of Alms Houses would not meet the funding criteria.
4. Funding for the improvement of the Community Centre overall, including removing the office as planned, and to make the various rooms more attractive to hirers and to increase the quality of the venue, would clearly meet the funding criteria.

In light of this information, quotes are being sought for works to improve the Council's room at the community centre by removing the old office and installing a mezzanine floor, as per drawings and structural calculations obtained by the Town Council in February 2018. Quotes are also being obtained for works to the community centre, including installation of a modern air-conditioning system. Quotes have already been obtained to replace the majority of doors in the community centre and to install solar panels.

Recommendation

Given the need for the final proposal to be submitted by 14th June 2019, it is recommended that Council agrees to the submission of a bid for New Homes Bonus funding for works of the type described, with the condition that if the bid is successful no works progress until Full Council have agreed the final scope of works.

NOTICE OF REVIEW OF POLLING DISTRICTS & POLLING PLACES



AYLESBURY VALE
DISTRICT COUNCIL

The Council is to conduct a review of existing Polling Stations in accordance with compulsory legislative requirements.

Submissions on any aspect of the Polling Stations will be welcomed from:

- Any elector or Local Council.
- Any local constituency political party.
- Any person/group having a particular interest and/or expertise in access to premises or facilities for persons who have different forms of disability.

More information, current Polling arrangements and a submission form can be obtained from:

The Council's website:

www.aylesburyvaledc.gov.uk/council-democracy

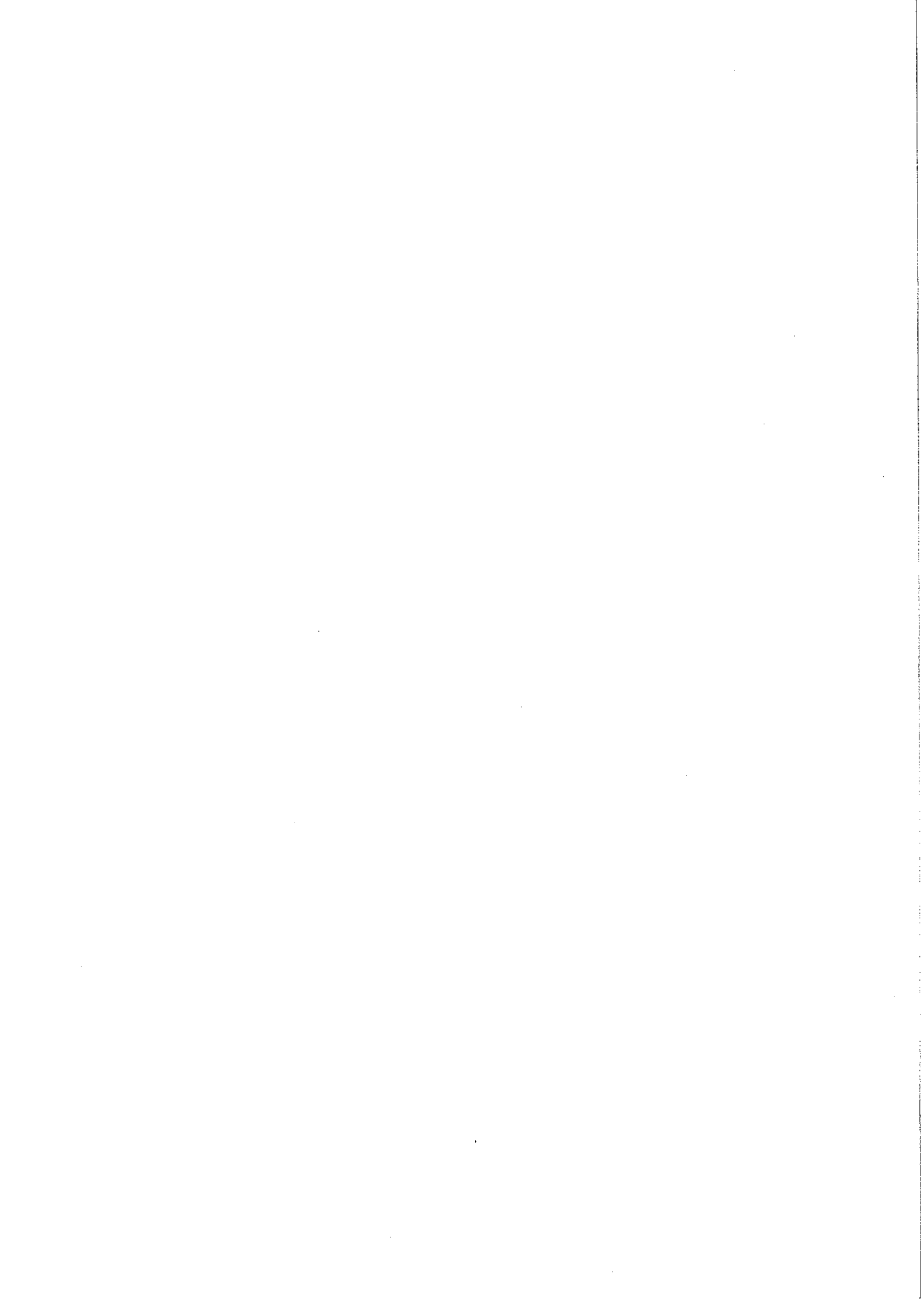
or

Electoral Services, The Gateway, Gatehouse Road,
Aylesbury HP19 8FF (01296) 585701

First round of submissions close on Friday 26 April 2019

Dated: 1 April 2019

Published by the Electoral Registration Officer, The Gateway, Gatehouse Road Aylesbury HP19 8FF



Polling Station Reference	District(s)	Polling Place	Total Elector Count	Postal Voters
1	AAC	Walton Parish Hall, Walton Street, HP21 7QX	1888	259
2	AAD	Methodist Church Hall, Buckingham Street, HP20 2NQ	1188	154
3A	AAA	Limes Avenue Baptist Church, Limes Avenue, HP21 7HE	2598	424
3B				
4A	AAB	Bedgrove Pavillon, Bedgrove Park, Ambleside, HP21 9TT	2598	437
4B				
5A	AAR	Grange School, MFL Block, Wendover Way, HP21 7NH	1882	388
5B				
6A	AAM	Prebendal Farm Community Centre, Somerville Way, HP19 7QT	3215	415
6B				
7A	AAW	Falford Leys Community Centre, Hampden Square, HP19 7HT	3408	429
7B				
8A	AAF	Alfred Rose Park Community Centre, Dunsham Lane, HP20 2EW	2476	312
8B				
9A	AAG	St John Ambulance Training Centre, Tindal Road, HP20 1HR	2082	292
9B				
10	AAZ	Jubilee Hall, Aylesbury Road, HP22 5DL	332	38
11A	ABE	Watermead Village Hall, The Piazza, HP19 0FU	1800	229
11B				
12A				
12B	AAH	Haydon Abbey School, Weedon Road, HP19 9NS	5855	890
12C				
12D				
13A	AAJ	William Harding Extended School, Dalesford Road/Waivers Way, HP21 9TJ	3297	581
13B				
14	ABB			
15A	AAK	Room 7, Olympic Lodge, Stoke Mandeville Stadium, Gultman Road, HP21 9PP	2960	419
15B				
17A	AAE, AAL			
17B	AAL, BEA	Oakfield Scout Hall, Oakfield Road, HP20 1LL	4190	603
17C	AAL			
18A	AAN	Quarrendon & Meadowcroft Community Centre, Bowiers Field, Meadowcroft Road, HP19 9HH	1931	242
18B				
19	AAO, BEC	Haydon Hill Community Centre, 10 Dickens Way, HP19 8SR	1395	150
20	AAU	Berryfields Community Suite, Berryfields Primary School, HP18 0FG	4256	437
21A	AAP	Southcourt Community Centre, Prebendal Avenue, HP21 8LF	2149	233
21B				
22A	AAQ	Church of the Good Shepherd, Church Square, Churchill Avenue, HP21 8NH	2517	327
22B				
23A	AAI	Walton Court Community Centre, Walton Court Shopping Centre, Hannon Road, HP21 8TJ	3125	262
23AA				
23B	AAS			
24	ABA, ABC	Hawkstade Farm Community Centre, Orwell Drive, HP21 9YL	1973	266
25A	AAT	The Anthony Hall, London Road, HP22 5HG	3284	440
25B				
26	AAV, AAX	Buckland Village Hall, Buckland, HP22 5HU	724	128
27	ABD	Stoke Mandeville Village Comm Centre, (Park Room), Eskdale Road, HP22 5UJ	1629	239
28A	ABH	Weston Turville Village Hall, School Approach, Main Street, HP22 5RW	2676	419
28B				
29A	BBJ	Jubilee Hall, Aylesbury Road, HP22 5DL	2130	327
29B	BBJ, BCW			
30	BBL	Boarstall Tower, Boarstall, HP18 9UX	103	30
31	BBM	Brill Memorial Hall, Church Street, HP18 9RT	937	115
33	BDT	Oakley Village Hall, Oxford Road, HP18 9RD	854	89
34A	BBN, BBP			
34B				
34C	BBP	Buckingham Community Centre, Cornwalls Meadow, MK18 1RP	4751	622
34D				
35A	BBR	Buckingham Youth Centre, London Road, MK18 1AS	5090	739
35B				
35C				
36	BBV	Methodist School Room, The Green, LU7 0RJ	1429	200
37	BDK	Millennium Hall, Vicarage Road, HP23 4LR	600	70
38	BEG	Elizabeth Griffin Memorial Hall, Church Road, LU7 9BX	445	54
39	BCI	Edlesborough Memorial Hall, 69/71 High Street, LU6 2HX	1378	165
40	BCB	All Saints Church, Main Road South, HP4 1QX	408	44
41	BCZ	Ews Barn, Grove Farm, (c/o Thameside Homes Ltd), LU7 9DF	225	31
42	BDR	Northall Village Hall, South End Lane, LU6 2EX	376	51
43	BCE	Greenacre Hall (Carrington Room), Main Road, MK17 0JS	542	62
44	BCO	Great Brickhill Parish Hall, Horsepond, Rotten Row, MK17 9BA	697	101
45	BEH	Soulbury Parish Hall, High Road, LU7 0BT	631	108
46	BEK	Stoke Hammond Community Centre, Bragenham Side, MK17 9DB	1125	152
47	BCP	Great Horwood Village Hall, High Street, MK17 0QL	832	108
48	BDF	Little Horwood Memorial Hall, 14 Mursley Road, MK17 0PG	379	63
49	BDO	Nash Village Hall, Stratford Road, MK17 0ES	350	42
50	BEO	Thornborough Village Hall, High Street, MK18 2DF	524	64
51	BEZ	Jubilee Hall, Stock Lane, MK17 0LS	396	49
52	BCD, BFG	Cricket Pavilion, Ashfold School, HP18 9NG	219	36
53	BCH	Edgcote Village Hall, Buckingham Road, HP18 0TR	205	30
54	BCQ, EDB, BFE	Grendon Underwood Village Hall, Main Street, HP18 0SP	989	139
55	BDH	Ludgershall Memorial Hall, High Street, HP18 9PD	323	39

56	BEY	Westcott Cricket Club, Ashendon Road, Westcott, HP18 0PB	363	51
57A	89F, BCR, BDA	Haddenham Village Hall, Banks Park, Churchway, HP17 8EE	4179	632
57B	BCR			
57C				
58	BCC, BCK	Dinton Village Hall, Upton Road, HP17 8UQ	691	124
59	BBK	Bishopstone Village Hall, Moreton Lane, HP17 8SQ	214	15
60A	BEL	Stone Village Hall, 50 Oxford Road, HP17 8PB	1819	289
60B				
61	BBU	Chearsley Village Hall, Winchendon Road, HP18 0DW	428	66
62	BCA	Bernard Hall, Upper Church Street, HP18 0AP	471	55
63	BCX	Ickford Village Hall, Bridge Road, HP18 9HX	547	55
64A				
64B	BDG	Church House, High Street, Long Crendon, HP18 9AL	1927	264
65	BEE	Shabington Village Hall, Marsh Road, HP18 9HF	415	38
66	BFF	Worminghall Village Hall, The Avenue, HP18 9LD	425	55
67	BBC	Akeley Village Hall, Church Hill, MK18 5HA	399	66
68	BBH	Beachampton Village Hall, Main Street, MK19 6DX	144	27
69	BDC	Lackhamstead Village Hall, Church End, MK18 5NU	165	22
70	BBO	Malds Moreton Village Hall, Main Street, MK18 1QS	344	51
71	BDD, BDE	Church Hall, Lillingstone Lovell, MK18 5BB	209	29
72	BCL, BDI	Malds Moreton Village Hall, Main Street, MK18 1QS	731	171
73	BEM	Dadford Village Hall, Main Road, MK18 5LD	243	30
74	BEP	Thornborough Village Hall, High Street, MK18 2DF	89	13
75	BBS	Calvert Green Community Centre, Cotswolds Way, Calvert, MK18 2FJ	776	117
76	BBT	Charndon Community Centre, Charndon Playing Fields, Steeple Claydon Road, OX27 0BL	240	24
77	BCT	All Saints Church, Church End, MK18 4DB	173	25
78	BDJ	Marsh Gibbon Village Hall (Committee Room), Clements Lane, OX27 0HG	780	97
79	BDY, BES	Twyford Village Hall, The Square, MK18 4EE	539	51
80	BDZ	Old School, Main Street, MK18 4LN	246	24
81	BDN	Mursley Village Hall, Main Street, MK17 0RT	536	55
82	BDQ	Newton Longville Village Hall, 2 Paradise, MK17 0AQ	1536	232
83	BCY	Ivinghoe Old School Community Hub, 2 High Street, LU7 9EX	523	57
84A				
84B	BDX	Pitstone Memorial Hall, The Millennium Room, Vicarage Road, LU7 9EY	2544	332
85	BCV, BDS	North Marston Memorial Hall, High Street, MK18 3QL	630	64
86	BDU, BDW	Oving Village Hall, Bowling Alley, HP22 4HD	425	45
87	BEB	Qualnton Memorial Hall, 2 Station Road, HP22 4BW	1031	136
88	BCG, BDM	East & Botolph Claydon Village Hall, Botolph Road, MK18 2LR	398	54
89A				
89B	BEI	Steeple Claydon Village Hall, 48 Queen Catherine Road, MK18 2PY	1831	212
90	BCN	Granborough Village Hall, Church Lane, MK18 3NN	462	59
91	BCF, BEJ	Stewkley Village Hall, High Street North, LU7 0EW	1505	197
92	BCU, BEN	Swanbourne Village Hall, 9 Mursley Road, MK17 0SH	389	57
93	BBG, BBW, BEQ	Tingewick Village Hall, Main Street, Bucks, MK18 4NL	1061	144
94	BBI, BEX	Westbury Village Hall, Playing Field Road, Westbury, NN13 5LA	448	64
95	BCM	Gawcott Village Hall, Buckingham Road, MK18 4JD	651	74
96	BED	Radcliffe cum Chackmore Parish Hall, Main Street, MK18 5JE	202	26
97	BEF	The Reading Room, Main Street, MK18 5LX	91	20
98	BER	Turweston Village Hall, Main Street, NN13 5JU	159	22
99	BEV	The Old School, Main Street, MK18 5DU	106	13
100	BBD	Ashendon Village Hall, Main Street, HP18 0HB	187	21
101	BCJ, BEU	Waddesdon Methodist Hall, High Street, HP18 0JE	1499	146
102	BDP, BET	St Nicholas Parish Church, Berreck Hill, HP18 0DY	193	25
104	BBY, BFA	St John's Hall, White Horse Lane, HP22 4JZ	754	124
105	BCS	John Bricles Hall, Hardwick, HP22 4DZ	246	31
106	ABF, BEW	The School Room, 29/31 High Street, HP22 4NW	311	44
107	BBQ	Buckingham Park Community Centre, Jubilee Square, HP19 9DZ	1785	212
108	AAV	Halfon Village Hall, Old School Close, HP22 5NG	353	77
109A				
109B				
109C	ABG	Wendover Memorial Hall, Wharf Road, HP22 6HF	5997	987
109D				
109E				
110A				
110B	BFB	Wing Village Hall, 71 Leighton Road, LU7 0NN	2285	294
111	BBE	Aston Abbots Village Hall, The Green, Cublington Road, HP22 4LX	342	31
112	BBZ	Biggs Pavilion, Orchard Ground, Stewkley Road, LU7 0LR	267	50
113	BDL	Mentmore Village Hall, The Green, LU7 0QF	317	62
114	BFC	Community Centre, Church Street, HP22 4PE	1223	167
115A				
115B	BFD	Winslow Public Hall, Elmfields Gate, MK18 3JA	4003	526
115C	BBA, BFD			
116	BBB	Adstock Village Hall, Church End, MK18 2HY	291	29
117	BDV	Padbury Village Hall, Main Street, MK18 2AY	628	87
118	BBX	Chilton House, Aylesbury, Bucks, HP18 9LR	234	40



Office Use Date received: ENO of submitter:

2019 Review of Polling Districts and Polling Places

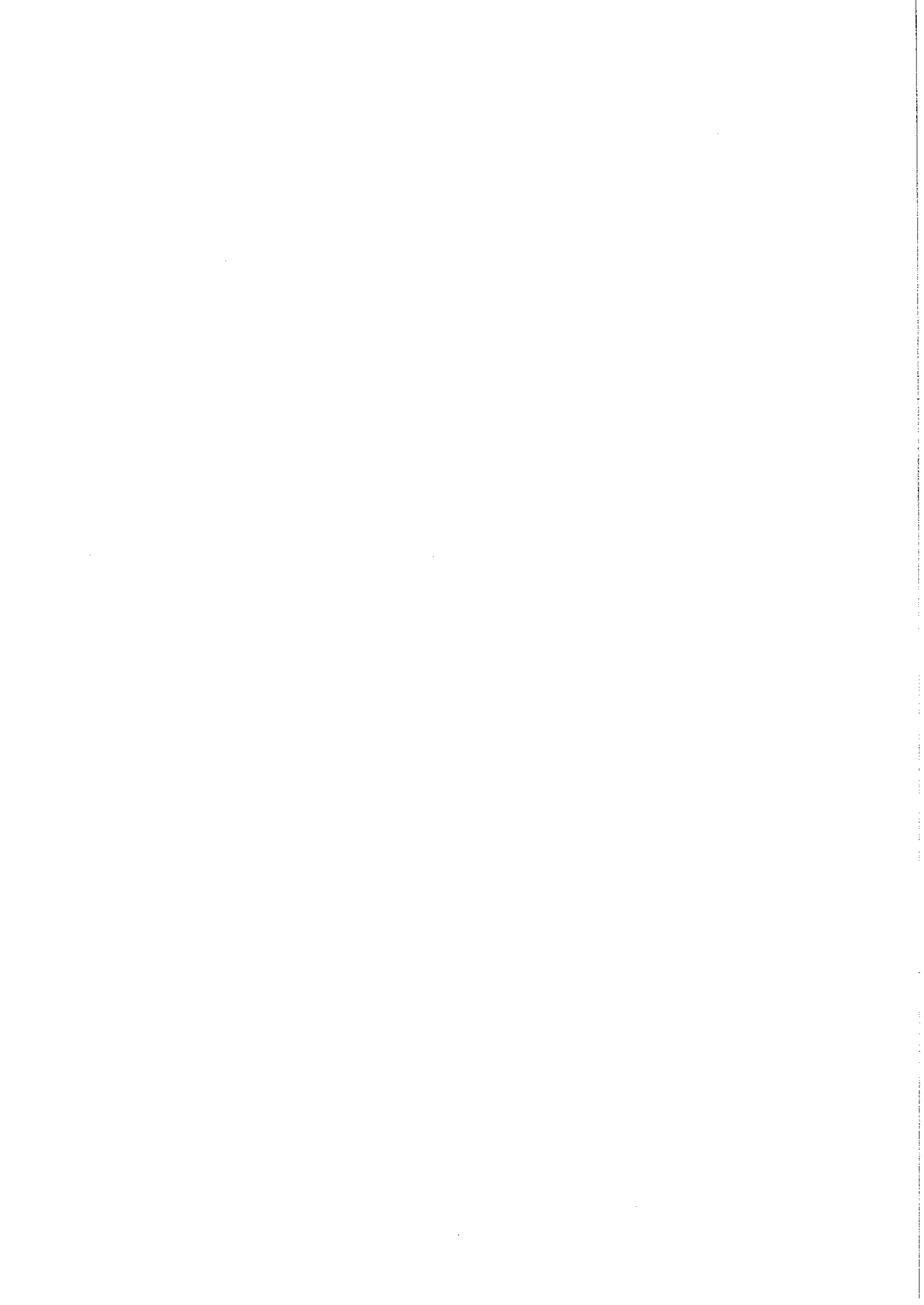
Submission Form

Your details	
Full Name (please print):	
Organisation you are representing (if applicable):	
Residential address:	Postcode:
Postal address (if different from residential address)	Postcode:

Your submission	
Which ward(s) or parish does your submission relate to?	
What polling station(s) does your submission relate to?	
What is your submission (use an additional page if necessary)?	
Signature:	Date:

Please be aware that pursuant to The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, this submission and any other correspondence will be published on completion of the review. Receipt of your submission will be acknowledged.

Send to:
Aylesbury Vale District Council, Electoral Services, The Gateway, Gatehouse Road, Aylesbury, Bucks, HP19 8FF
Or email a copy to ereg@aylesburyvaledc.gov.uk



BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

MEETING OF THE BOARD OF TRUSTEES

MINUTES

At the sixty-first meeting of the Trustees held at Buckingham Town Council Chamber, Cornwalls Meadow, Buckingham MK18 1RP at 2.00pm on Wednesday 25th April 2018

Present: Mr. R. Stuchbury (Chairman), Mr. T. Bloomfield, Mrs. N. Glover, Mr. D. Isham, Ms. R. Newell, Mrs. K. McElligott (Clerk)

582 Apologies

Mr. P. Fealey, Mr. J. Harvey (Town Mayor), Mr. H. Mordue, Mr. T. Mills and Mr. W. Whyte.

583 Minutes

The Minutes of the sixtieth meeting held on 15th March 2017 were agreed as a true record and signed by the Chairman.

The confirmation of the subsequent filing of the 2016 accounts was attached to the agenda for information.

584 Election of Chairman for the year ending July 31st 2018

Proposed by Mr. Bloomfield, seconded by Mr. Isham, and **AGREED** unanimously that Mr. Stuchbury be Chairman for 2017-2018.

585 Cheque signatories for the year ending July 31st 2018

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

It was further **AGREED** that the accounts for the year ending 31st July 2017 would be signed off by Mr. Stuchbury and Mr. Fealey.

586 Accounts for the year ending 31st July 2017

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

There being no queries or concerns, the accounts were signed by Mr. Stuchbury and would be sent to Mr. Fealey for countersignature.

587 Buckingham Borough Development Company

The Clerk had provided a report which included the legal advice sought on the two deeds. Mr. Mills had provided written comments which were circulated to Trustees.

The Chairman voiced concerns regarding the change to Unitary Authority (exact details as yet unresolved); Trustees decided to write to KPMG to ask if there was a real prospect of monies payable to the Trust and decided

- a) if there were to be proceeds from the liquidation, Trustees would agree to sign the deeds;
- b) if not, there was no point signing, and the Trust would be dissolved per Minute 534. The various related Minutes would be circulated with the next agenda, and updated information sought on the Foundation.
- A letter would be sent to KPMG, enclosing Mrs Davis' legal opinion.

588 Financial situation at 16th April 2018:

The current transaction calendar was circulated with the agenda, showing

Current account:	£ 30.71
Deposit account	£1191.36
Bond account	£4177.75 (market value as at 31/1/18)
Total	£5399.82

Commitments:	£ 7.50 (room hire for this meeting)
	£ 50.00 (audit fee for year-end 31/7/16)
	£ 549.00 (Chandler Ray legal advice fee)
Total	£ 606.50

589 Information

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

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

Note that nominating Councils may change their Trustees in May. Revised details will be circulated if appropriate

590 Date of the next meeting

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

Meeting closed at 2.20pm.

Chairman.....



Date.....

25th January 2019

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

TRUST № 1010071

FINANCIAL STATEMENTS

JULY 31ST 2018

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

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

Trust Deed: Dated 21 July 1998 and 1st June 1999

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

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

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

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

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

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

CONSTITUTION

The Trust is a registered charity, numbered 1010071.

RESULTS

There was an excess of expenditure over income for the year of £468.
No taxation arises by virtue of the Trust's charitable status.

PRINCIPAL ACTIVITIES AND REVIEW OF BUSINESS

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

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

TRUSTEES

No Trustee posts have changed from last year.

BOARD OF MANAGEMENT

The Board Members, during the year to July 2018, were as follows:

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

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

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

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

October 2018

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

I report on the accounts of the Trust for the year ended 31st July 2018, which are set out on pages 5-7.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement


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

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

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

have not been met; or

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

Myn Cotterill  ACCA registration number 1042830	Bell Pitch Cottage Whiteshill Stroud GL6 6BP
Signed:	Dated: 8/12/2018

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST JULY 2018**

	2016/2017		2017/2018	
	£	£	£	£
Incoming Resources				
Gains on sales of investments	nil		nil	
Interest	<u>164</u>		<u>139</u>	
TOTAL INCOMING RESOURCES		164		139
Resources expended				
Direct Charitable expenditure – grants	nil		nil	
Other expenditure	<u>55</u>		<u>607</u>	
TOTAL RESOURCES EXPENDED		55		607
NET INCOME		109		(468)
OTHER RECOGNISED GAINS/(LOSSES)				
Unrealised gains/(losses)	(180)		(48)	
		(71)		(516)
Fund balances brought forward	5393		5318*	
Fund balances carried forward		5322		4802

* Cumulative error corrected

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

NOTES TO THE ACCOUNTS – 31ST JULY 2018

1. ACCOUNTING POLICIES

a) Accounting Convention

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

b) Taxation

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

2. INVESTMENTS

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

3. CREDITORS

Auditors fee est £50.

4. MEMBERS OF THE TRUST

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

5. No liability falls on any member of the Trust. The Trust had 10 members at 31st July 2018.

AVTUG
AYLESBURY VALE TRANSPORT USERS GROUP

MINUTES OF THE MEETING HELD 12th MARCH 2019
AT THE BUCKINGHAM COMMUNITY CENTRE

1. Present – Colin Higgs – CH(Chairman & Aston Abbots PC), Andy Huxley – AH(AVDC, Vice-Chairman & Secretary), Geoff Aldridge – GJA(Treasurer & Wingrave PC), Rosemary Stuchbury – RS(Tingewick PC), Janet Gowin – JG(North Marston), Janet Davis – JD(North Marston), Graham Aylett – GA(Aylesbury Old Town Residents Association), Jean Thompson - JT(Bus User), Colin Bloxham – CB(Green Party), Thelma Sackman – TS(BFWI), David Horsler- DH(Bucks CC), George Grundy – GG(Arriva) and Darren Swain – DS(Arriva).
2. The Chairman welcomed all to the meeting.
3. Apologies for absence – Jon Harvey, Derek Isham, Richard Clark, Robin Stuchbury, Warren Whyte, Andy Clarke, Alan Wallwork, Liz Bendall & Trish Cawte.
4. The minutes of the last meeting held on the 13th February 2019 were approved and signed by the Chairman.
5. Matters arising – GG brought up the subject of Bedgrove and indicated that a meeting had been arranged with local Councillors and he would report back. DH raised the subject of Haddenham following discussion in respect to Graham Oliver (Meeting in Aylesbury Feb. 2019). DH has replied to GO that Bucks CC had gone out to tender and a service will be provided when suitable roads are in place. GA welcomed the evening meeting we had in February and offered a parking space at his house in we did this again. The subject of air pollution in the bus station to be raised later. CB showed concern about VALP (Vale of Aylesbury Local Plan) in respect to provision for vehicles and the width of roads. GA mentioned that the VALP inspector was yet to approve the plan. AH said that there was a slight reduction in the number of houses required. JD showed concern about school bus services. TS indicated that there had been an amalgamation of services from Winslow to Buckingham. DH - All services to be reviewed by September 2019. GG said that there were no time changes to the 60 or X60 services.
6. Chairman's Report – CH indicated good support from bus operators. He added that he thought the evening meeting was well attended and we should consider repeating this.
7. Secretary's Report – AH reported that he had received an email from a Bedgrove resident who had attended the February evening meeting. Please refer to previous message regarding GG meeting with local councillors.
8. Treasurer's Report – GJA reported a bank balance of £368.19. TS asked how we were funded. AH said that in the past as a former county councillor he had

- managed to obtain funds for this purpose. GA said that if we required further funds we could apply to AOTRA (Aylesbury Old Town Residents Association).
9. Bus Matters – RS Issue with the 133 Redline service both last week and to-day. Driver very polite but didn't appear to know his route. 7 day service. DH to take up the matter with Redline. CH concerned about the 11 service into Pearson Close. DH indicated that the 280 went into Pearson Close and that there was a change for the 11. GA re. Bedgrove. It was reiterated that the meeting would take place next Monday. TS who is from the Women's Institute and that they were looking at two resolutions this year. One related to Smear Testing and the other – A call against the decline in local bus services which has appeared over the last ten years. There will be a vote regarding the above at a meeting in the Gateway on 23rd April 2019. There are two sessions 14.00 – 16.30hrs and 19.00 – 21.30hrs. If the resolutions are passed they will form mandates to lobby councils etc. RS concerned about cuts in services. DH responded that the rural review in the south of the county was taking place at the moment and the rest of the county by next March 20th 2020. JD had concerns over the employment of overseas drivers and language barriers. DS indicated about monitoring and GG about scanning. GA raised concern that to-day in trying to get to the meeting the 09.15 X60 did not appear. This meant that at around 09.45 the 60 and X60 both would be leaving at similar times. GA still has concerns about the Stoke Mandeville Hospital buses in respect to patients getting information about buses and bus stops.
 10. Train matters – With no representative from Chiltern Railways there was very little to report.
 11. A.O.B. – The subject of bus station pollution was again raised with GA showing articles in the Telegraph. It was again emphasised that drivers were leaving buses without switching engines off. GJA added that only 60 drivers of cars had been prosecuted in the past 10 years.

The meeting closed at 12.10.

Next meeting to be held in Aylesbury at 14.00hrs on 18th June 2019.