



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

Wednesday, 10 July 2019
Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 15th July 2019** at 7pm, in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr P. Hodson
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meetings held on:

- Friday 17th May 2019
- Monday 20th May 2019

Copy previously circulated BTC/01/19

Copy previously circulated BTC/02/19

4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 24th June 2019

Copy previously circulated IM/01/19

5. Planning Committee

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

- Monday 13th May 2019
- Monday 3rd June 2019
- Monday 24th June 2019

Copy previously circulated PL/15/18

Copy previously circulated PL/01/19

Copy previously circulated PI/02/19



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 10th June 2019. **Copy previously circulated TCE/01/19 RECOMMENDED** to Full Council that the Mayor reads the Proclamation of the new King outside the Old Goal. It is recommended that TC & E receive an annual report reviewing plans for the death of a member of the Royal Family. (81/19)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 17th June 2019
Copy previously circulated E/01/19

8. Resources Committee

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 8th July 2019
Copy previously circulated R/01/19

8.1. **Members AGREED** to recommend to Full Council to amend Standing Orders to specify that **“The contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.”** (Standing Order 1t/min 167/19)

[Link to Standing Orders: <https://www.buckingham-tc.gov.uk/your-town-council/committees/full-council/>]

8.2. **Members AGREED** to recommend to Full Council for the Town Mayor to arrange a date for the 2019/20 Civic Service. (min 169.2/19)

9. Economic Development working Group

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

- Tuesday 4th April 2019
- Wednesday 8th May 2019
- Thursday 27th June 2019

10. Terms of Reference

10.1. Town Centre & Events

To review and agree the Terms of Reference as amended at TC&E (min 60/19)

[Link to TC&E Terms of Reference: <https://www.buckingham-tc.gov.uk/your-town-council/committees/town-centre-and-events/>]

10.2. Staffing (Confidential Matters) Committee

To review and agree the Terms of Reference as amended at Resources (min 166.3/19)

[Link to Staffing (confidential matters) Committee Terms of Reference: <https://www.buckingham-tc.gov.uk/your-town-council/committees/staffing-confidential-matters-committee/>]

10.3 Resources Committee

To review and agree the Terms of Reference as amended at Resources Committee (min 166.2/19) [Link to Resources Committee Terms of Reference: <https://www.buckingham-tc.gov.uk/your-town-council/committees/resources/>]

11. Ear-Marked Reserves

To receive a written report from the Town Clerk

BTC/33/19

12. Action List

Appendix A

- 13. To receive and question reports from District and County Councillors**
- 14. Representation on Buckingham Town Council**
To receive and consider a written report from the Town Clerk. **BTC/34/19**
- 15. Bard of Buckingham**
To receive and consider a written report from the Town Clerk **BTC/35/19**
- 16. Walnut Drive – Funding request**
To receive a written report from the Town Clerk **BTC/36/19**
report to follow
- 17. Twinning arrangements**
To receive and consider a written report from the Town Clerk **BTC/37/19**
- 18. Youth Council**
To receive and consider a written report from the Town Clerk **BTC/38/19**
- 19. Nominees to Buckingham General Charities**
To receive and consider a written report from the Town Clerk **BTC/39/19**
- 20. New Homes Bonus**
To discuss endorsing a Micro grant application from Buckingham Canal Society **Appendix B**
- 21. Managing Reserves**
To receive a report from Town Clerk and consider recommendations. **BTC/40/19**
- 22. Unitary Council**
To receive a verbal report from the Town Clerk
- 23. Neighbourhood Plan Refresh**
To receive a verbal report from the Town Clerk
- 24. Reports from Representatives on Outside Bodies**
Members to receive reports from Town Council representative on outside bodies.
- 25. Councillor Attendance 2018/19**
Members to note the Councillor Attendance spreadsheet for 2018/19 **Appendix C**
- 26. Motion – Climate Emergency**
It is now clear that the world has less than 12 years to switch away from fossil fuels to avoid the worst impacts of climate change. Reducing energy use and switching to clean energy will also increase energy security, improve air quality, minimise fuel poverty, boost the local economy and provide jobs and training.
- It is proposed that Buckingham Town Council declares a climate emergency and commits to going carbon neutral by 2030. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Proposer Ruth Newell, Seconder Robin Stuchbury
- 27. Motion – Climate Change Action Plan**
Proposed by Cllr. Newell and seconded by Cllr. Stuchbury.
We call on Buckingham Town Council to support the need for a Climate Change Action Plan for Buckingham Town, so that we take the first step towards taking some concerted actions to reduce and move towards a Net Zero Carbon Footprint for the town. There are so many no-cost

and low-cost options available that when combined with the funding available to community and other organisations we can start to play an increased role in combating climate change.

28. Mayoral Engagements

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

Functions the Mayor has attended:

May 17 Mayor-Making
May 21 Pontio Group
May 22 National Trust 30 Years at Stowe
May 24 Buckingham School Sports Academy Awards
Jun 06 EDWG Market Town Visit, Towcester
Jun 11 Bayeux War Memorial visit
Jun 14 Le Mans Hotel de Ville (City Hall) visit
Jun 27 EDWG Meeting, Council Chamber
Jun 28 EntFest 2019 University of Buckingham
Jun 29 Armed Forces' Day flag-raising, Cornwall's Meadow
Jun 29 Medical School Graduation University of Buckingham
Jul 07 Buckingham Festival *Love's Labours Lost*, Maids Moreton Mill
Jul 09 Medical Detection Dogs Visit, Gt Horwood
Jul 10 Bourton Meadow ITCC Graduation, Bourton Meadow Academy
Jul 11 Buckingham Fringe Week Youth Project, Royal Latin School
Jul 13 Buckingham Festival Gala Concert, Parish Church
Jul 14 Vice-Chancellor's Summer Reception, University of Buckingham (Mayoress)

Functions the Deputy Mayor has attended:

May 26th Music in market
June 22nd Civic Day awards

29. Chair's Announcements

30. **Date of the next meeting:** Interim Council – Monday 9th September 2019
Full Council - Monday 30th September 2019

**BUCKINGHAM TOWN COUNCIL
EAR-MARKED RESERVES
MONDAY 15th JULY 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

- a) It is recommended that the following funds are added to Environment Committee's earmarked reserves, with the remainder being moved to the general reserve, as AGREED by Environment Committee on 17th June 2019 (108/19)

New cemetery	£20,000
Play area replacement	£10,000
Solar panels for Lace Hill	£28,076

- b) It is recommended that the following funds are added to TC&E's Earmarked reserves as AGREED by TC&E Committee on 10th June 2019 (63/19):
- Christmas Lights £1,000
 - Fair Trade Promotion £400
 - Bonfire and Fireworks £200 (to be donated to the Air Cadets in recognition of their assistance at the Town Council's Bonfire Night event)

2. Background

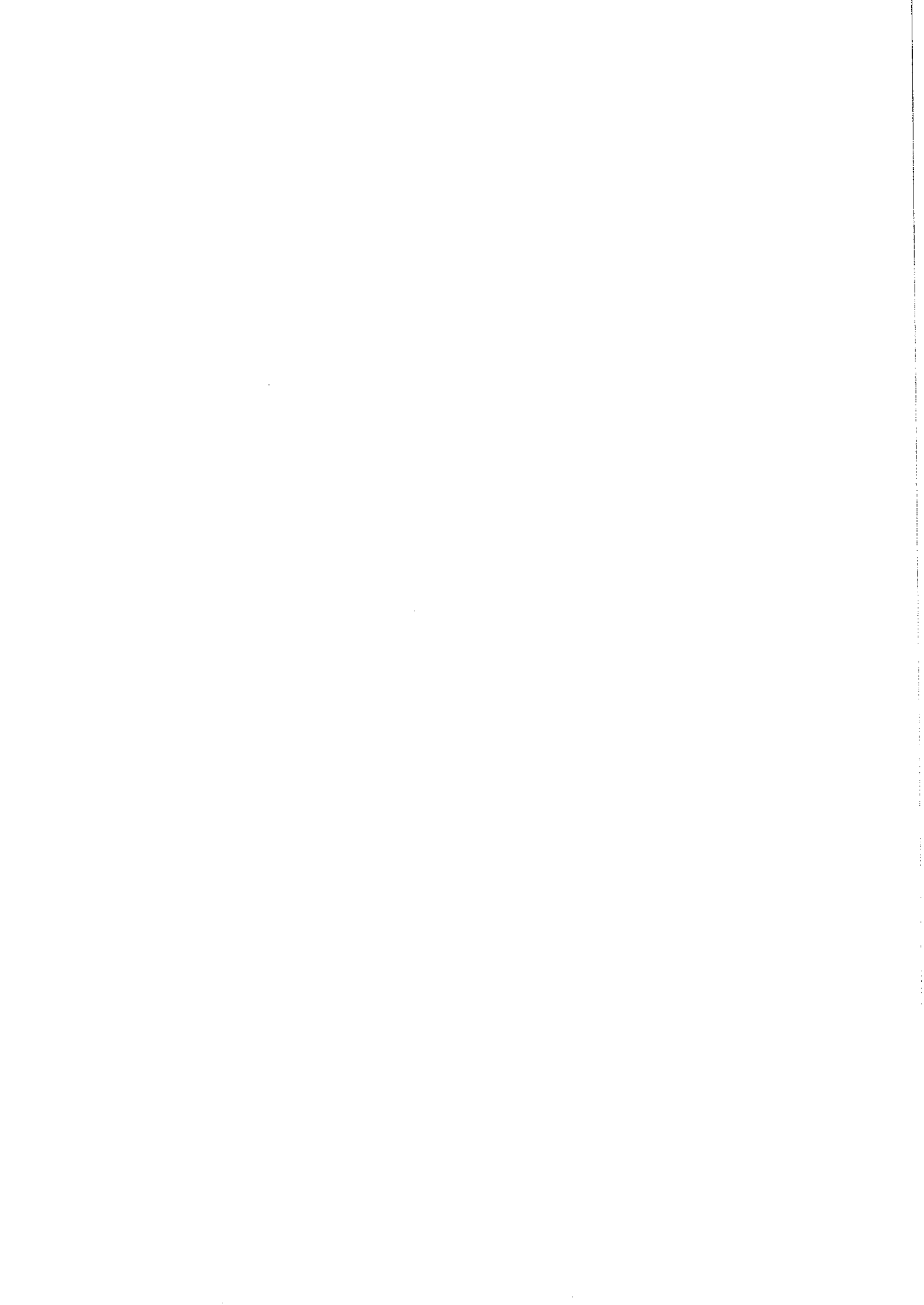
The Council's Financial Regulations, as agreed by Full Council on 19 May 2019, state that:

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

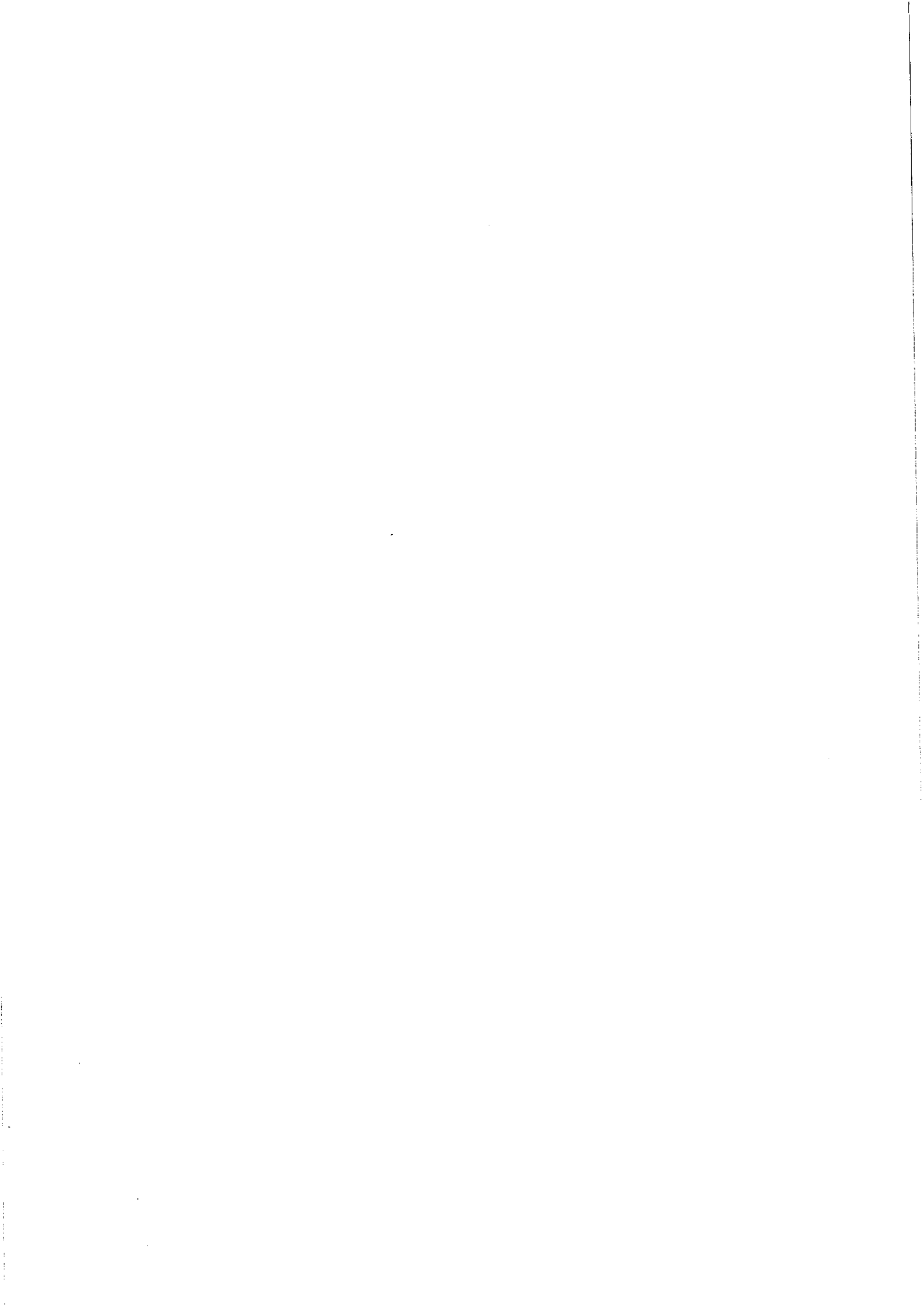
And

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Full Council already agreed to move £20,000 into an ear-marked reserve for work towards the new cemetery replacement during the Precept meeting in February 2019 (621/18).



Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Full Council	712/15; 20/19	Community Land Trust	Proceed with interest and advertising for local interest	Town Clerk	Town Clerk to provide an update at FC on the 30th September 2019	30th September 2019
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; 31/19	New Homes Bonus	Members received and AGREED that the 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.	Town Clerk		
Full Council	22.2.4/19; 60/19	Youth Council	Proposed by Cllr Harvey, seconded by Cllr. Hirons and unanimously AGREED for the Town Clerk to write a report for the next Full Council on the reinvigoration of the Buckingham Youth Council. Cllr. Harvey volunteered himself to lead on the new Youth Council agenda	Town Clerk	15th July 2019	15th July 2019
Interim	123/19	Twinning	A report is to be brought back to the next meeting of Full Council outlining the formal Twinning process and proposing a budget for a civic function.	Town Clerk		15th July 2019



BUCKINGHAM TOWN COUNCIL
REPRESENTATION ON BUCKINGHAM TOWN COUNCIL
MONDAY 15th JULY 2019

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that the Council adopts the following options from those listed:

- a) Provides support for breastfeeding mothers by clearly stating that the Council Chamber is breastfeeding friendly
- b) Offers experienced councillors as sponsors / mentors to prospective candidates and new councillors
- c) Provides a series of case studies of local councillors to promote online, in the newsletter and through press releases
- d) Promotes the training available to councillors, and the skills the role can provide
- e) Holds two or three drop in workshops for prospective candidates to meet informally with experienced councillors and officers to hear about the role and work of the council, the commitment required and opportunities to influence the town
- f) Ask the Communications Strategy Group (CSG) to oversee development of promotional materials, including consideration of the templates provided by NALC
- g) Advertises the finish times of meetings

2. Background

2.1. Earlier this year, a resident contacted the Council asking what the Council was doing to increase the representation of woman amongst councillors. It was agreed with the then-mayor to provide a report for discussion in July 2019, to give Councillors the opportunity to consider actions that might be taken in the run up to the 2020 Town Council elections. The resident suggested that the Council:

- Advertise end times to Council and Committee meetings.
- Holds Council and committee meetings at different times / days, to help stay at home mothers to attend, since you can offer to pay child-care expenses.

3. Elections in 2020

3.1. Elections are due to be held for Buckingham Town Council on Thursday 7 May 2020. The exact day may change, dependent on the final implications of the bank holiday recently announced to be held on Friday 8 May to mark the 75th anniversary of VE Day. The elections for the new Unitary Council will be held on the same day. It is likely that the shadow council will carry out its

own promotion of the opportunity to stand for that council. However, it is too soon to know what form that will take. It is therefore proposed that the Town Council form its own plans, subject to changes being proposed should the unitary's plans become complimentary.

4. Public Sector Equality Duty

4.1. The Public Sector Equality Duty 2010 requires Members to have due regard to the need to: *Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

This means that Councillors should have an understanding of the needs and concerns of residents from each of the nine protected groups. Clearly, the more Councillors who share a characteristic, and the wider the range of characteristics shared by Councillors, the better Council as a whole will be able to take account of the range of needs in the town.

5. Does Local Government Work for Women Report

5.1. The report, "Does Local Government Work for Women?" (The Fawcett Society, 2017) looked at all levels of local government, including town parish councils. The findings of that report included:

- Only 4% have a formal maternity, paternity, or adoption policy in place for councillors
- 33% of women councillors have experienced sexist comments from other councillors
- From 1997 to 2017, the proportion of councillors who are women has only risen from 28% to 33%.
- Many of the recommendations from the report referred to political parties. For example, that "*Political parties need to take positive action measures to enable and encourage more BAME women councillors to be selected.*" (The Fawcett Society, 2017), page 8

5.2. These are not directly relevant to Buckingham Town Council. The Town Council does not have a political structure. While some councillors choose to stand for a political party, no party has control of the Town Council, and there is no political structure within the Council. However, proposals which may be relevant, included:

- Provide active sponsorship of new councillors, ensure women councillors are encouraged to take them up, to help them progress.

6. NALC's Diversity Commission

6.1. The Diversity Commission was launched by NALC to support the growth of diversity in local councils. The Commission has begun work to look at ways for local councils to encourage every member of their community to get involved with what happens locally. They are asking local councils to:

- a) Encourage more people from diverse backgrounds to stand for election
- b) Be representative of the community they serve
- c) Devote more time to engaging those who feel isolated from their community

6.2. The Commission has produced a report (National Association of Local Councils (NALC), Diversity in Local Councils 2018). [Link](#)
The report summarises findings of a survey of over 2,100 councillors (2.1%).

7. About Buckingham Town Council

- 5 out of the 17 current Town Councillors are women, making 20% compared to the local council census figure of 39.2%.
- The average age of Buckingham Town Councillors is 67. 12 Town Councillors, or 80%, are aged over 65, the current general retirement age. Whilst many people retire before or after 65, this is still considerably higher than the local council census figure of councillors who are retired, which is 49.6%. Nationally, 10.8% of councillors are under 45, compared to 0 in Buckingham.
- The current average length of service for a Buckingham Town Councillor is 15 years, compared to the local council census figure of 7.5 years.
- Nationally, 13.% of councillors were a carer for a child under the age 18. At present no Town Councillors fit into this category.

7.1. The Council already provides digital papers which are readable in a range of formats and meets in an accessible venue. The Council promotes its work through the quarterly newsletter, regular social media posts and press releases, which enable residents to see the breadth of projects the Council is involved in.

7.2. The Council is not allowed to pay for childcare or other dependant's care allowance.¹

8. About Buckingham

8.1. Buckingham's demographic profile is slightly different to the national profile, notably in the following aspects:

- 15.7% of people are aged 65+, compared to 18% nationally.²

¹ (Tharmarajah, 2013) p.52

² Mid-Year Estimates (ONS) 2017

- 85.7% of people are White British, compared to 79.8% nationally³
- The largest groups by religious belief are Christian 62.3% (59.4% nationally), No religion 26.8% (24.7% nationally) and Muslim 1.9% (5.0% nationally).⁴
- Unemployment Benefit (JSA and UC) claimants 0.6% (England average 2.2%)⁵
- Incapacity Benefits claimants 2.3% (England average 5.4%)⁶
- Attendance Allowance claimants 12.5% (13.1% claim in England)⁷

8.2. These figures show that Buckingham has a slightly younger population than the national average, and a marginally higher number of people identifying themselves as Christian or of no religion.

9. Equalities Monitoring

9.1. One approach used in larger organisations is to record and monitor the diversity of councillors. At present, the Town Council does not ask councillors for information such as their ethnicity, sexual orientation or religious beliefs. However, with only 17 councillors, it would not be possible to do this for all the nine protected characteristics without risking making confidential information about councillors easy to find out. For example, a councillor with a hidden disability may not wish to make this publicly known. It is not therefore recommended that the Council publishes details of how may councillors would describe themselves as meeting each of the protected characteristics.

10. NALC Resources

10.1. Following publication of the report, NALC produced a set of resources to help councils with an election in 2019 to promote the opportunity of becoming a councillor, with a view to attracting a larger number and wider range of candidates. These resources consist of editable posters, flyers and press releases, along with a promotional video and case studies of current councillors. NALC also provide the Good Councillor Guide (National Association of Local Councils (NALC), 2018).

11. Opportunities

11.1. At present, The Town Council's ability to directly increase the diversity of councillors is limited. As a non-political council, it is not possible to consider targeted shortlists, for example. It is a vital aspect of democracy that anyone eligible may stand for election, and that residents have a free

³ Census 2011

⁴ Census 2011

⁵ Department for Work and Pensions, October 2018

⁶ Department for Work and Pensions, May 2018

⁷ Department for Work and Pensions, May 2018

choice of which candidates to vote for. However, the Council could explore several options for

12. Conclusion

- 12.1. From the information available, it appears that the Town Council has a disproportionate number of male councillors, and a higher than usual number of retired councillors, compared to a lower than average number of retired residents. There are no Town Councillors currently caring for a child aged under 18, and no councillors aged below 45.
- 12.2. This has not always been the case; several of the current councillor were first elected in their mid-thirties. It is a good sign that councillors serve on average for twice the national average; a council with a quick turn over of members would be less stable, and more likely to repeat past mistakes. However, to ensure the widest representation, the council should consider steps to promote the opportunity to stand for election to a wider group than currently represented, notably to younger people, to women and to those with young families.
- 12.3. There are three ways the Council could increase the likelihood of candidates from these groups standing for election: reviewing the requirements placed on councillors to see if any changes could be made to make the role more accessible, providing additional support for councillors, and reviewing how the role is promoted to prospective candidates.
- 12.4. The Council is restricted in some aspects. The Council cannot pay for childcare for Councillors during meetings, or pay any expenses other than the annual allowance and travel and subsistence where relevant.

13. Options for Reviewing Requirements on Councillors

- a) Move some meetings to daytime, to make them accessible to a wider range of people
- b) Hold Council meetings in a larger venue for a few months to enable prospective candidates to observe
- c) Reduce the maximum meeting length to two hours, or 90 minutes for committees

- 13.1. The above options are all possible. However, daytime meetings would exclude those who work full time. The ideal time for meetings for parents varies depending on personal arrangements and the age of children. Moving the venue for meetings would make more room for potential observers, but would cause disruption and may lead to people missing meetings through confusion.

13.2. The Council currently limits meetings to three hours (a meeting cannot progress beyond 10pm without the consent of officers present). In practice meetings rarely continue past 9pm; formalising this would be possible, but may risk limiting Councillors' opportunity to fully debate issues on a lengthy agenda.

14. Options for Providing Additional Support for Councillors

- d) Provide support for breastfeeding mothers by clearly stating that the Council Chamber is breastfeeding friendly
- e) Provide experienced councillors as sponsors / mentors to prospective candidates and new councillors

14.1. These options are both possible and, with the support of relevant councillors, could be achieved at no cost. It is recommended that they are both pursued.

15. Options for Promoting the Role of Councillors

- f) Provide a series of case studies of local councillors, particularly of women and those who became councillors at a younger age, to promote online, in the newsletter and through press releases
- g) Promote the training available to councillors, and the skills the role can provide
- h) Hold two or three drop in workshops for prospective candidates to meet informally with experienced councillors and officers to hear about the role and work of the council, the commitment required and opportunities to influence the town
- i) Ask the Communications Strategy Group (CSG) to oversee development of promotional materials, including consideration of the templates provided by NALC
- j) Advertise the finish times of meetings

15.1. The options listed are all possible within current budgets. Using the winter edition of the newsletter to promote the role and support available, including planned workshops and offers of mentoring, would enable possible candidates to be as well informed as possible.

**BUCKINGHAM TOWN COUNCIL
BARD OF BUCKINGHAM
MONDAY 15th JULY 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that:

- a) The Council agrees to support the creation of a Bard of Buckingham in principle
- b) The Council agrees to welcome the Bard to present spoken word performances at Town Council events on a case by case basis, to be agreed by the Town Centre & Events Committee
- c) The Council agrees to ask the Town Centre & Events Committee to consider options for an event to be held to elect the first Bard of Buckingham

2. Background

2.1. The Economic Development Working Group has undertaken a series of visits to other market towns to compare their visitor offering to Buckingham. On one of the visits it was noted that Stony Stratford has a "Bard of Stony", who takes part in local events to present poems written for the town and specific occasions. Informal discussions began as to whether a Bard of Buckingham would be a positive innovation.

3. Local Bards

3.1. A number of areas and towns have a local bard, notably Stony Stratford¹ and Cambridge². Each bard is slightly different; however the general approach is similar. The Cambridge Bard's website advises that:

Bards differ from Poet Laureates in key ways: while both are generally geographically-based, the source of their words comes from a different place. While a Poet Laureate is usually (though not always) employed by an official body to represent the views of those in power to the masses, a modern Bard is democratically elected by a combination of their peers and the public.

3.2. Bards tend to be overseen by a Bardic Council of local poets and supporters. It is not therefore proposed that the Town Council creates a civic role for a bard. It is rather proposed that the Town Council works with other local groups to initiate the election of a bard, and then supports their role and welcomes them to support Town Council events.

¹ <https://bardofstony.weebly.com/about.html>

² <http://www.cambridgebard.co.uk/whats-a-bard/>

3.3. The University of Buckingham's Lecturer in Creative Writing, Cherry Coombe, is keen to support the development of a project, including promoting and helping to plan an initial event.

4. Bardic Council

4.1. Local poets would be invited to take part in an initial meeting to discuss the proposal to have a Bard of Buckingham. If agreeable, this group would form the initial Bardic Council, to agree the details of the election of the Bard, their role description, and to support the first Bard in developing the role.

5. Electing a Bard

5.1. Election of a bard would take place at an event, following prospective candidates each performing works either prepared for the event or of their choice. The details would need to be clarified by a relevant group beforehand. The costs of an event could be minimal – it would either be held in a room in a pub or a community venue. Elections – or a Bardic Trial – would be held either every year or every other year.

6. Role of the Bard

6.1. The Bard's precise role description could be agreed by the Bardic Council. However, traditionally the bard would live within one day's walking distance of the centre of Buckingham. It is likely that the Bard would be tasked with promoting Buckingham, giving voice to the people of Buckingham, and promoting positive relations between residents.

7. Resource Implications

7.1. There are no resource implications for the Town Council for the creation of a Bard of Buckingham. The Council may choose to support an initial event, however it is proposed that the Town Centre & Events Committee consider this in detail if the Council agrees to support a Bard in principle, taking account of other events currently planned.

**BUCKINGHAM TOWN COUNCIL
TWINNING UPDATE
MONDAY 15th JULY 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that the Council notes the update and takes no action until the Twinning Association provide a proposal for a civic lunch in 2020.

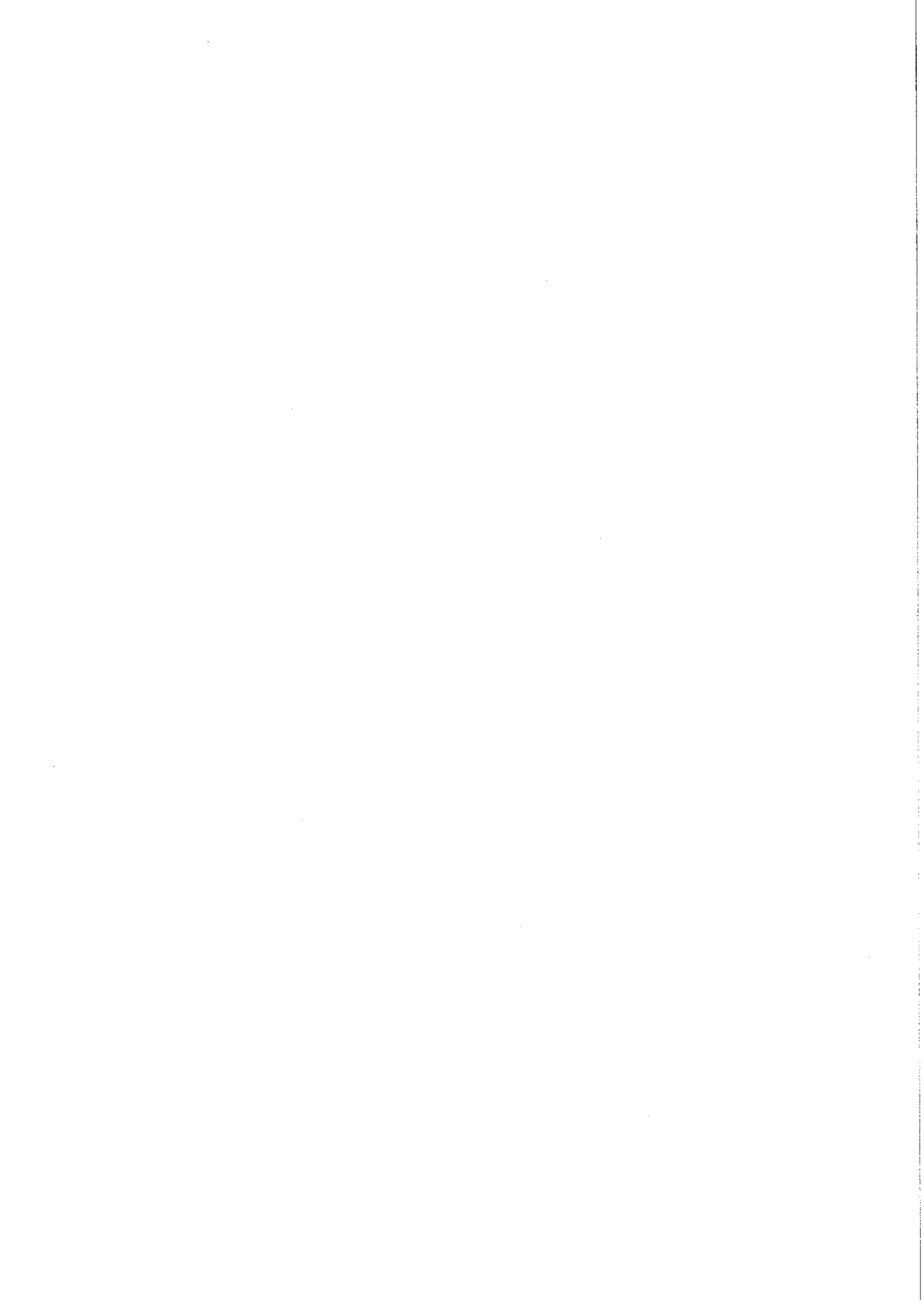
2. Background

2.1. The Council agreed on 24th June 2019 to progress long term friendship agreement with Neukirchen Vluyn to a formal Twinning agreement to be formally signed by the Mayors of the two towns in due course when an appropriate event can be arranged. Councillors requested that a report be brought back to the next meeting of Full Council outlining the formal Twinning process and proposing a budget for a civic function. (123/19).

3. Update

3.1. The Twinning Association have advised that a few representatives from Neukirchen Vluyn will visit Buckingham on 31 August / 1 September 2019, including the Mayor of Neukirchen Vluyn. The two Mayors, Harald Lenssen and Mark Cole will have an informal discussion at that time.

3.2. The Twinning Association are hoping to formalise the arrangement at a Civic lunch in spring 2020. As yet no date or details have been proposed.



**BUCKINGHAM TOWN COUNCIL
YOUTH COUNCIL REINVOICATION
MONDAY 15th JULY 2019**

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that the Council:

- a) Sets up a working group of interested Town Councillors, along with officers, to plan the recruitment process and agree the initial meetings for the Youth Council
- b) Nominates up to 3 Town Councillors to support the reinvigoration of the Town Council, and to be silent councillors.

2. Background

2.1. The Council agreed on 20th May 2019 for the Town Clerk to write a report for the next Full Council on the reinvigoration of the Buckingham Youth Council. (22.2.4/19).

2.2. The Council supports young people in a number of ways. Appendix 1 summarises current work for clarity. It is not proposed to make any changes, other than to reinvigorate the Youth Council.

3. Buckingham Town Youth Council

3.1. Attached as Appendix 2 is a copy of the initial report from 2009, which set out the purpose and vision for having a Youth Council. The idea and approach still stand as good practice for a Town Council to support a Youth Council.

3.2. The Youth Council ran from 2012 to 2016. The last formal meeting was held in September 2016. At present the Council has no contacts with prospective Youth Councillors, or any immediate plan for

3.3. The original idea was to recruit one young person from each year group from both the Buckingham School and the Royal Latin School and then another three members from the whole town, to account for students attending other schools. This was to mirror the Town Council's 17 members. In reality, attendees tended to be from year groups 10-12. It is always a challenge to retain Youth Councillors, and it proved particularly so with an older profile, who more quickly needed to take time out for exams and then left.

3.4. The Buckingham School and The Royal Latin School were targeted as initial sources of Youth Council members. The decision to involve Councillors was

taken and three silent Councillors, Cllrs. Stuchbury, O'Donoghue and Mordue had volunteered.

- 3.5. The Town Council has retained an ear-marked reserve of £1,000 for the Youth Council.
- 3.6. The Youth Council had three silent Town Councillors to attend and support. It may be helpful to repeat this approach. This would ensure that at least one Town Councillor was able to attend meetings, and would provide a range of role models to be demonstrated to the young people. These three councillors would also take the lead in helping to recruit members, working with the schools and supporting youth councillors to get the reinvigorated Youth Council up and running
- 3.7. Supporting a Youth Council requires a significant time commitment from Councillors and officers. It is likely that this would include the administrator minuting and arranging meetings, as least to begin with, and the Town Clerk and Deputy Clerk supporting work to recruit members and train new Youth Councillors.
- 3.8. Making the Youth Council effective would require a sustained effort to recruit new councillors. It is proposed to target year 6 and 7 students in the first instance, to focus on students with less exam pressures, and to make the council more sustainable for the next few years.
- 3.9. The following steps are recommended if the Council wishes to reinvigorate the Youth Council:
 - a) Set up a working group of interested Town Councillors, along with officers, to plan the recruitment process and agree the initial meetings for the Youth Council
 - b) Nominate up to 3 Town Councillors to support the reinvigoration of the Town Council, and to be silent councillors.

Appendix 1; Current Support for Young People

4. Events

4.1. The Town Centre & Events Committee put on several events throughout the year for young people:

4.2. **May Day**

4.3. Organised by Buckingham Town Council, this event takes part on May Day and involves young people from the Primary Schools within Buckingham who celebrate May Day with traditional May Pole Dancing and country dances. The event takes place on the green outside St Peter & St Paul Church.

4.4. **Youth Project**

4.5. The Youth Project is part of the Buckingham Fringe Week and is organised by Buckingham Town Council.

4.6. This event came to be by the hard work of Cllr Robin Stuchbury and John Bercow MP about 10 years ago to bring the Buckingham Secondary School and The Royal Latin School together, through art and drama. The project was then handed over to Cllr Lisa O'Donoghue and since then Lisa and the Events Co-ordinator have worked together with the schools to make the event happen.

4.7. This has been very successful and each year the schools work together to put on an evening of drama based on a certain theme. All the work is done by the students themselves and performed to a small audience.

4.8. **Play Around The Parishes**

4.9. This is organised by AVDC and supported in Buckingham by Buckingham Town Council.

4.10. Three day long sessions are booked for Buckingham for the summer holidays and are held in Chandos park. The sessions are paid for out of the Youth Project budget 301/4094. The sessions are for children ages 1 – 11years and are free to the public. There are lots for the children to do, such as arts and crafts, giant games, soft play, bouncy castles and more. Staff from AVDC run the sessions. The sessions are very popular with local families and up to 300 people attend throughout the day.

4.11. **Local Democracy Event**

4.12. The "European Local Democracy Week" (ELDW) is a pan-European event which aims at boosting local democracy and citizen participation. It is an initiative co-ordinated by the Congress of Local and Regional Authorities of the Council of Europe

4.13. Organised by Buckingham Town Council, the Local Democracy Event has been going for approx. 10 years and is based on the European Local Democracy Week. This event was originally organised in Buckingham by Cllr

Robin Stuchbury and John Bercow MP involving the Buckingham School and the Royal Latin School.

- 4.14. Each year the Events Co-ordinator lets the two schools know the topic for the year and ask the school to come up with 10 questions each based on the theme and then a debate takes place between the two schools. In the past a panel made up of the current Mayor, TVP, John Bercow MP and other invited guests have taken questions from the students.

5. Buckingham Activities Group (BAG)

- 5.1. This group was set up in 2012 by AVDC due to an increase in youth anti social behaviour in the parks during the summer. The original group consisted of members from AVDC, Buckinghamshire County Council, AdAction, The LAF Group, Buckingham Town Council, Buckingham Youth Club, Vale of Aylesbury Housing Trust, TVP, Project Street Life, Youth for Christ.
- 5.2. The aim of the group was to provide activities for those aged between 14 and 18years of age, that would not necessarily go to the Youth Club or Project Street Life.
- 5.3. Ad Action and Youth for Christ did some outreach work during the evenings and would engage with young people they found in the parks.
- 5.4. The most successful event to come out of this group has been the free 'Turn Up and Play' basketball sessions, which run every Monday during the summer holidays. Coach Jenner has been running the sessions and runs two sessions. 8 to 12 years and then 12 years and up. There have been some young people that thanks to the sessions have now gone on to play for teams in Milton Keynes.
- 5.5. The BAG through Project Street Life have organised the Junior Bake Off which formed part of the Food Fair.
- 5.6. BAG has its own budget 901/9048 from which it pays for the basketball sessions and any other activities it puts on. The funding for this budget comes partly from Buckingham Town Council and AVDC for which the BAG group applies for.

By giving the Youth Council Officer time to help minute the meetings and set up the agenda and help aid the Youth Council to carry out any activities that it wishes to pursue

Meeting Format

It is envisioned that the format will follow normal committee meetings; however meetings will should be shorter and have more time for interacting and socialising before and after.

Finances

It is very important for The Youth Council to have control over its budget/finances. The Town Council should be willing to give some financial support to the group to help it start up and run all the Youth Councils studied appear to have received funds from their parent Councils (Normally between £500 - £1,000). Most Youth Councils have their own bank account and raise funds by applying for grants, conducting fundraising activities and asking the parent Council for money within the precept. The cheque signatories are envisioned to be the Chairman, Vice – Chairman and Treasurer.

Possible Change

Whilst this maybe what is recommended for the Youth Council to start up, it is important for the Youth Council to have it's own identity and it would be useful for them to review the Constitution and how they wish to work within the first few meetings of it being set up.

Time Frame

If arrangements can be made soon the Youth Council could start soon after the beginning of the new school year in September.

Recommendation

- The Town Council to resolve to support the setting up of a Youth Council for the town of Buckingham.
- The Deputy Town Clerk to contact the schools and make arrangements for the setting up of Youth Council as outlined above.
- Nominate a Town Councillor to aid in setting up a Youth Council.
- The Town Council to commit money to give the Youth Council a budget.

BUCKINGHAM TOWN COUNCIL
GENERAL CHARITIES
MONDAY 15th JULY 2019

Contact Officer: Mr Paul Hodson, Town Clerk

1. Recommendations

1.1. It is recommended that the Council:

- a) Clarifies the three appointees to the Trust to serve until May 2020, in addition to the current Mayor, Councillor Mark Cole, who is the ex-officio trustee.
- b) Appoints trustees for a five-year term from May 2020, to coincide with the Council's five year term, but reviews the appointments each year, particularly to ensure that if one of the three trustees becomes Mayor, the council still has four trustees appointed for that year

2. Background

2.1. The Council agreed on 20th May 2019 for the Town Clerk to bring a report back to a future meeting of Full Council reviewing the Council representatives on the Buckingham General Charities (22.6/19).

2.2. The General Charities has places for four Town Councillors as trustees. These consist of the Mayor as ex-officio trustee, and three other members.

3. Change of Structure

3.1. The Buckingham General Charities changed from being a normal charity to a Community Interest Organisation (CIO) on 11 September 2014. This limited to the liability to trustees, and brought the charity into line with current good practice. prior to that trustees had carried personal liabilities. The Charity's Compliance and Governance Committee agreed that trustee appointments should run from that date going forward.

3.2. It seems that in the past Town Council appointees have been made for 4 years at the start of each Council term. I.e. Town Councillors were appointed for their length of election.

3.3. The trust has now reviewed their lengths of appointment, and appoints each trustee for 4 years. So each trustee should have been reviewed in September 2018, and then reviewed again in September 2022. Town Council appointments have not been aligned with the Trust's new schedule. This has led to some uncertainty about who the Town Council's nominees are.

4. Way Forwards

- 4.1. It would not be possible for the Town Council to make appointments beyond the current term of the Town Council. I.e. the Town Council can only appoint its representatives to act during their current term – until May 2020.
- 4.2. It is proposed that Town Council clarifies the three appointees to the Trust to serve until May 2020, in addition to the current Mayor, Councillor Mark Cole, who is the ex-officio trustee.
- 4.3. It is proposed that the Council then appoints trustees for a five year term from May 2020, to coincide with the Council's five year term, but reviews the appointments each year, particularly to ensure that if one of the three trustees becomes Mayor, the council still has four trustees appointed for that year

NEW HOMES BONUS MICROGRANT FUNDING SCHEME

Application Form 2019/20



IMPORTANT :

- Please read the guidance notes under each question on the application form carefully before completing each question.
- Please answer the questions on the form itself and do not attach documents unless they are specifically asked for in the Application Checklist at the end of the form.
- Please complete the form electronically. We will not accept handwritten applications.
- Please include as much information relevant to each question as possible as the application will be scored – the boxes will expand to accommodate your answers.
- We advise that you check with the relevant clerk that your town or parish council is happy to endorse an application to the NHB before completing the form.

Closing dates for microgrant applications 15th of each month

As from 1st April you may now request up to £2,000

Section A – About your organisation	
1. Organisation name	Buckingham Canal Society
2. Contact person	Colin Levett
Position in organisation	Trustee and Grant Officer
3. Correspondence address	
	Post code
4. Email address (if a parish council please give registered email address for remittance advice).	
5. Telephone number	
6. Website address	www.buckinghamcanal.org.uk
7. What are the main aims of your organisation? Please include your mission statement if you have one.	To restore the Buckingham Canal to full navigation in the interests of conservation, biodiversity, tourism and local quality of life, and to use the restoration as a catalyst for wider social, economic and environmental regeneration in areas neighbouring the canal.

8. Please describe your group's main activities.	Restoration of the Buckingham Canal
9. What type of organisation is your group? Please click on the box that applies	<input checked="" type="checkbox"/> Charity Registration No. 1156662 <input type="checkbox"/> Town/Parish Council <input type="checkbox"/> Trust <input type="checkbox"/> Club <input type="checkbox"/> Society <input type="checkbox"/> Social Enterprise/CIC/CIO
10. Please attach a list of your Committee members & their positions.	<input checked="" type="checkbox"/> List attached
11. Where does your organisation meet?/Where does your activity take place? Please provide full address and post code	Trustee meetings are held at the Town Council Chamber, Cornwalls Meadow, Buckingham, MK18 1RP Activity takes place at numerous sites along the length of the canal, but notably at Bourton Meadow Postcode MK18 7DE
12. How often does your group meet?	Trustees meet quarterly. Project meetings are held at least monthly. Workparties meet 2 or 3 times a week.
13. How many people attend your group?	Workparties vary in size from 12 to 30
14. Does your group/organisation have an equality policy?	Yes
15(a). What is your organisation's total income this year? From all sources -- to demonstrate the scale of your organisation.	£ 63091
15(b) What is your organisation's total planned/budgeted expenditure for this year? Please give figures, do not write "see attached accounts". Organisations with total income or expenditure in excess of £100,000 per annum are unlikely to be awarded a microgrant.	£55000
16. How did you raise this income? e.g. rental income, fundraising events, subscriptions, donations, grants etc.,	Subscriptions, general donations, grants Festivals/Functions/Events
Section B – About this funding application	
17. Project title	Promoting Buckingham and the Buckingham Canal
18. Project Summary Important information to help you application score more highly - please include the following in your summary (not necessarily in this order):	This Project is to raise awareness of the Buckingham Canal restoration and of its links to Buckingham Town.

<p>(a) Give a brief project description and tell us what you plan to do, how and why?</p> <p>(b) Is this project stand-alone, or is it part of a wider project? If a wider project please explain e.g. refurbishment of disabled toilet facilities as part of a wider programme of village hall renovations.</p> <p>(c) Will you be providing new facilities or replacing and improving upon existing facilities?</p> <p>(d) Will the grant enable you organisation to provide new activities, and/or continue with established activities?</p> <p>(e) How will you spend the money if you are successful in your application? Give a breakdown of what will be purchased and attach supporting evidence such as quotes/estimates wherever possible.</p> <p>(f) Any other relevant information</p>	<p>a - We would design and purchase promotional roller banners, display banners and information leaflets.</p> <p>b - This project is one part of the larger restoration project.</p> <p>c - No</p> <p>d - The project will enable us to attend further events where we can raise awareness.</p> <p>e - 5 No. Roller Banners incl. artwork £540 3 No. Fixed banners incl. artwork £182 Leaflets £300, 2 No. Folding Tables £98 2 No. Table cloths with logos £202. Total = £1,322</p> <p>f - The Bourton Meadow site is already achieving increased ecological improvements. Please refer to email attached from a local resident.</p>
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<p>19. Why is your project needed and is the need related housing growth in your area?</p> <p>(a) Please explain the community need that will be met by this project. Will the whole community benefit from the project or a single sport or special interest group, for example?</p> <p>(b) Please tell us if the project is <u>needed</u> because of <u>housing growth</u> and a consequent increase in population in your area, or by the effect of growth in a neighbouring area. (e.g. the need to provide a larger, fit-for-purpose community facility for a growing population, or more activities for the elderly living in the community to help reduce loneliness or isolation).</p>	<p>The rewatering of the currently dry canal section will provide additional habitat for the species for the nature reserve to re-establish themselves as a part of critical biodiversity management. Species such as water vole, dragonflies and butterflies have been successfully re-established in other sections of the restored waterway as a by product of preserving the clay lined canal as a broader part of the heritage restoration of the whole canal from Buckingham to Cosgrove. The enhancement of this public access green infrastructure underpins the housing growth of the surrounding towns and</p>
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	villages to provide recreational space for the growing community.
Section C: Community benefit	
20. Which Aylesbury Vale Ward will this project be based in?	Buckingham Town
21. Who will benefit from the project? Explain <u>who</u> will benefit from the project and <u>how</u> e.g. community groups, young people, older people, please specify.	People living in urban areas <input checked="" type="checkbox"/> People living in rural areas <input checked="" type="checkbox"/> People from a minority group <input type="checkbox"/> People on low incomes <input checked="" type="checkbox"/> Young people <input checked="" type="checkbox"/> Older people <input checked="" type="checkbox"/> Other (please describe) Disabled people Any other additional relevant information about the beneficiaries
22. What are the expected long term benefits to the community of the project? (e.g. does the project encourage cohesion and integration/overcomes barriers to social inclusion and/or other?)	The enhancement of this public access green infrastructure underpins the housing growth of the surrounding towns and villages to provide recreational space for the growing community. Participants are volunteers usually 50% local to the project site and provides opportunity for people to meet and form friendships as well as practical outcomes and health benefits of outdoor activities
23. Approximately how many people will benefit from this project?	500
24. How many volunteers will be involved in this project? (then see below)	12
Additional information (required): Please include details of volunteer involvement (number of volunteer hours per week/total and a brief outline of the activities they will be involved in, in kind contributions such as skills, labour, discounts, donated materials, etc.; plans for future maintenance/replacement). About 4000 volunteer hours over the last 6 months.	
Section D: Funding this project	

25. What is the total cost of this project?	£ 1322
26. How much are you applying for? Up to £2,000.	£ 1322
27. Who else have you approached for funding and what was the result?	No one else has yet been approached in connection with this awareness project.
28. How much is your organisation contributing to the project?	£We will contribute the shortfall of any grant awarded.
29. What difference will this project make to your organisation/community?	We see this as a chance for our local attraction and organization to expand their contacts, collaborate on projects, discover opportunity's and share ideas, in regards to the local tourism market. We are members of the Buckingham Tourist network and contribute to the new tourism strategy for Buckingham and the surrounding area

Section E – Grant Payment Information

30. Please give the appropriate bank or building society account details. If approved, your grant will be paid into this account by BACS transfer.

Account Name	Buckingham Canal Society
Bank/Building Society Name	Santander
Branch Name and Postcode	Bootle Merseyside L304GB
Sort code (please insert a number in each box and tab between boxes)	(6 digits)
Bank account number (please insert a number in each box and tab between boxes)	(8 digits)
Building society roll number	

Please check these numbers carefully and ensure they are for the correct account.

31. Please enclose a single page photocopy of a recent bank statement for this account	<input checked="" type="checkbox"/> Enclosed
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32. Please tell us how you heard about the New Homes Bonus?	Applied previously
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Do you have any special communication needs? We will do our best to respond to them.
No

The New Homes Bonus Funding Scheme aims to ensure quality of service and equality of access through all activities. Organisations receiving grants are expected to reflect these standards in line with the Equality Act 2010. For further information, please visit www.homeoffice.gov.uk/equalities/equality-act

Important: In signing and/or endorsing this application, you are also confirming that you have read and agree to the new GDPR privacy terms included at the end of this form.

Signature of main contact. This must be the signature of the person named in Section A.
I confirm that, to the best of my knowledge and belief, all the information in this contact form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:	Position in organisation Trustee and Grant Officer	Date
Print name: Colin Levett		

Signature of second contact
One of the signatories must be one of your organisation's bank account signatories and/or the Chairman of your organisation.

Signed	Position in organisation Chairman	Date
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Second signatory name	
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Second signatory contact address

Email	
Telephone number	Mobile number

Important: Signature of Chairman of the town/parish council endorsing this application

Signed:	Position in Organisation	Date
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Email	
Telephone number	Mobile number

Application checklist		
Important. We can only process your application if:	All the questions are completed on the application form The relevant people sign the form All necessary documents are enclosed:	
	Enclosed:	Reason if not enclosed
Committee List	<input checked="" type="checkbox"/>	
Copy of your organisation's most recent Bank Statement	<input checked="" type="checkbox"/>	
Quotes/Plans/Estimates (these may be from online brochures if purchasing equipment, to show the items to be bought and prices).	<input checked="" type="checkbox"/>	

Privacy Notice for Grants to the Voluntary and Community Sector

Aylesbury Vale District Council (AVDC) is committed to protecting your privacy when you use our services. It is recognised that the grant process may occasionally involve the use of personal

information especially in the case of smaller organisations. Although this is in a professional or official capacity, given it is for the voluntary and community sector the following Privacy Notice details how we use and protect such personal information.

Our contact details are: **The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information may we have about you:

- Name, contact information which may include address, organisation affiliation

Why are we using your information?

- We need this information to administer applications for the Council's grants programme and award funding to voluntary and community sector organisations operating in Aylesbury Vale.

We can use your information because

- **You have given us permission to use it**
- **We need it to provide you with a service as a local authority**

You have the right to stop us using your personal contact information at any time by emailing: jroffe@aylesburyvaledc.gov.uk, Telephone: 01296 585186 or writing to the Grants Officer, at the address at the top of this notice.

However, if the paperwork for the grant is incomplete or you are still within the funding period you will need to provide an alternative contact for your organisation.

If you do not give us sufficient contact information for your organisation it will affect the grant process and may mean we will not be able to provide any funding to the organisation.

We may share your information with

We may use your information to offer you other funding and training information relevant to your organisation, but we will **not** share your information with any other bodies unless there is a legal reason to do so.

Automated Decision Making

We do not use any automated decision making.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice can be found on <https://www.aylesburyvaledc.gov.uk/privacy-notice>

We would though like to bring to your attention that we will hold application and monitoring forms for six years from the end of the funding period, after which they will be securely destroyed.

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495, or use the following link

<https://www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints>

<p>Please <u>email</u> a signed copy of this form in and supporting documentation to: Jan Roffe, Grants Officer AVDC, The Gateway, Gatehouse Road, AYLESBURY, Buckinghamshire HP19 8FF</p>	<p>If you are unable to enter an electronic signature, please <u>also</u> email a completed copy of the application form to: jroffe@aylesburyvaledc.gov.uk Any questions, please call 01296 585186</p>
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BUCKINGHAM TOWN COUNCIL**Full Council****Monday 15th July 2019****Contact Officer: Paul Hodson, Town Clerk****Subject Managing Reserves****Recommendation**

It is recommended that the Council:

1. Invests £50,000 in the CCLA's Local Authority Property Fund
2. Invests £100,000 in a one-year bond with the United Trust
3. Invests £250,000 in the CCLA's Public Sector Development Fund

Background

At present, the Council has £400,000 in an account with the Council's bank – Lloyds – which pays 0.75% interest per year and requires 32 days' notice to move funds. The general account pays negligible interest. The Council has no other investments.

General Reserves

The SLCC, BMKALC and the Council's internal and external auditors agree that approximately 3 to 6 months of the precept should be kept as a general reserve. Based on the 2019/20 budget, this means the general reserve should be £214,841 to £429,682. The actual amount in general reserve in April 2019 was slightly higher than this, although a number of proposals to increase ear-marked reserves, to be discussed at Full Council on 15 July 2019, are likely to reduce the amount to just within the top of the revised range.

Given that the Council should only use the £214, 841 minimum reserve requirement in extreme circumstances, it is proposed to move this amount to a more profitable arrangement. The required minimum reserve will increase in future years, as the number of council tax payers in the town grows each year for the foreseeable future, the Town Council's budget is at least certain not to reduce.

Options

It is proposed to adopt each of the three following options:

1. Local Authority Property Fund

CCLA operate a Local Authority Property Fund (LAPF). This is the only product of its kind available to a council with a budget as low as Buckingham Town Council. The fund is currently used by a wide range of local authorities. Investing in this fund does present more risk; the value of property can go down as well as up. However, returns have been consistently higher for this fund than a normal interest account would provide. The fund focusses on low risk property investments, which are described in

the attached summary document. Given the increased risk, it is proposed to invest £50,000 of Council funds in the LAPF, with a view to seeing this as a long-term, i.e. ten year, investment. The fund is currently paying an annual interest rate of 4.25%. Further information on the fund is attached.

2. One-year bond

It is also proposed to move £100,000 to a one-year bond. A range of products are available, however the best rate currently available is provided by the United Trust at 1.95% for a one-year bond. This bond is currently held by a number of local councils. The Council would not be able to access this money until the end of the 12-month period. However, given the very low likelihood that the Council would need to draw on this level of reserve at short notice, it would be prudent to invest some funds for the higher return available. This would still leave £64,000 of the £214,000 minimum general reserve available at short notice.

3. Public Sector Development Fund

CCLA provide an alternative to the usual savings account for local councils. Their Public Sector Development Fund (PSDF) gives a very slightly higher return, 0.7570%, as well as giving access to move funds within 24 hours, rather than the 32 days required by the Lloyds account. More importantly, it would spread the funds across a range of banks, reducing the Council's exposure to the risk of the current bank crashing. It is proposed to move £250,000 into this fund, i.e. what is left of the £400,000 currently in the Lloyds saving account, and to require the Responsible Financial Officer to move whatever remaining funds are not required to ensure effective cash flow to this fund, to ensure maximum return for the Council. Further details of the Fund are attached.

The Local Authorities' Property Fund

Fund Fact Sheet – 31 March 2019

Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

Suitability

The Fund is suitable for the long-term funds of any local authority seeking exposure to UK commercial property.

Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

Who can invest?

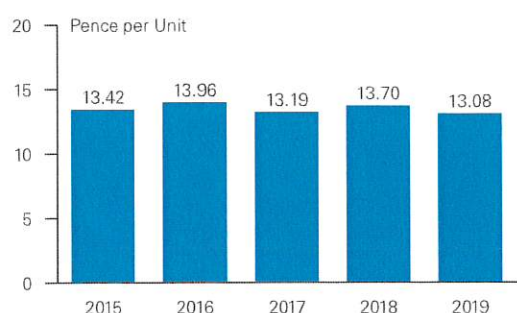
Any local authority in England, Wales, Scotland and Northern Ireland.

Income

Gross dividend yield	4.26%*
MSCI/AREF UK Other Balanced Quarterly Property Fund Index yield	3.59%
Official Bank Rate	0.75%

* Based upon the net asset value and historic gross annual dividend of 13.0783p. Distribution for the most recent quarter has been estimated.

Rolling 12 month distributions to 31st March:

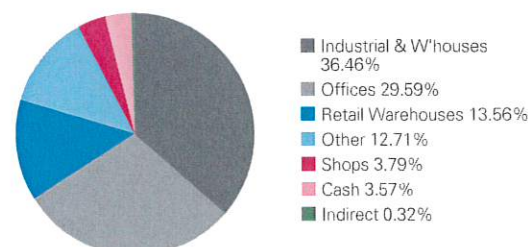


Fund update

The prime focus of our strategy is on asset selection and management. We try to identify assets which, through active management of the structure, lease or tenant can, over time, make a meaningful contribution to both capital and income returns. This approach is supported by an active approach to sub-sector weightings, seeking a long-term bias to the parts of the sector expected to have the best returns. At present, this is reflected in a relatively high weighting to industrial and office assets and a low exposure to the retail sector, with no exposure to shopping centres. Recent portfolio changes have resulted in an increased exposure to the 'other' category, a sub-sector which includes hotels and car showrooms; assets characterised by long leases and inflation adjusted rents.

Cash flows into the Fund have continued at a significant level, £37.1m was received in the period. A number of potential purchases were progressed in the quarter, but none were completed and as a result the cash weighting rose to 3.6%. It was 0.4% at the end December. There were some important lease events which boosted fund income, including at Magna Park in Lutterworth and Stadium Gate in Leeds. Set against this, a new void at the Arena in Bracknell has begun a refurbishment programme. The retail warehouse at Nottingham, previously let to Homebase, has a new tenant and the contract is due to complete shortly on a 20-year lease. At the end of the period, the void rate was 9.5% of which, over half was due to pending development activity. This compares with an equivalent level of 6.4% in December.

Asset allocation at 31 March 2019



The Fund has credit facilities which, at quarter end, were not utilised.

Discrete year total return performance (net)

12 months to 31 March	2019	2018	2017	2016	2015
The Local Authorities' Property Fund	+5.99%	+9.72%	+3.07%	+11.26%	+17.81%
Benchmark	+5.69%	+10.46%	+4.58%	+10.98%	+16.86%

Annualised total return performance (net)

Performance to 31 March 2019	1 year	3 years	5 years
The Local Authorities' Property Fund	+5.99%	+6.23%	+9.46%
Benchmark	+5.69%	+6.88%	+9.63%

Benchmark – MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Net performance shown after management fees and other expenses. Past performance is no guarantee of future returns. Source: CCLA

Top ten property holdings at 31 March 19 – total 35.17%

London, Beckton Retail Park	Leeds, Park Row
London, Kingsway	Coventry, Torrington Avenue
London, Goodman's Yard	Brighton, West Street
London, Stockley Park, Longwalk	Bristol, Gallagher Retail Park
Elstree, Centennial Park	Bracknell, The Arena

Key facts

Total fund size	£1127m
Current borrowing	£0m
Number of holdings	73
Income units	
Offer (buying) price	327.40p (xd)
Net asset value	306.70p (xd)
Bid (selling) price	301.95p (xd)
Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Risk warning and disclosures

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The Local Authorities' Property Fund

Fund Profile – 31 March 2019

A unique, specialist Property Fund available only to Local Authority Investors

Price at 31.03.19

Income units
Gross dividend yield

Net asset value

306.7p (xd)
4.26%*

* Based upon the net asset value and historic gross annual dividend of 13.0783p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers appointed by the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund to represent unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Meeting your needs

Suitable for Local Authorities, the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector.

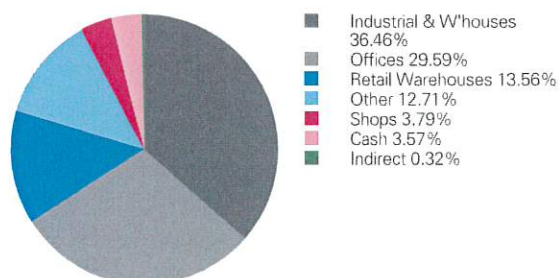
The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Sector strategy

The portfolio favours industrial assets and well placed offices. The allocation to hotels has been increased. Traditional shop exposures are low, there are no holdings of shopping centres.

Asset allocation at 31 March 2019



The Fund has credit facilities which, at quarter end, were not utilised

Fund size: £1,127 million

Property portfolio details

Top 5 properties = 21.6 % of the portfolio

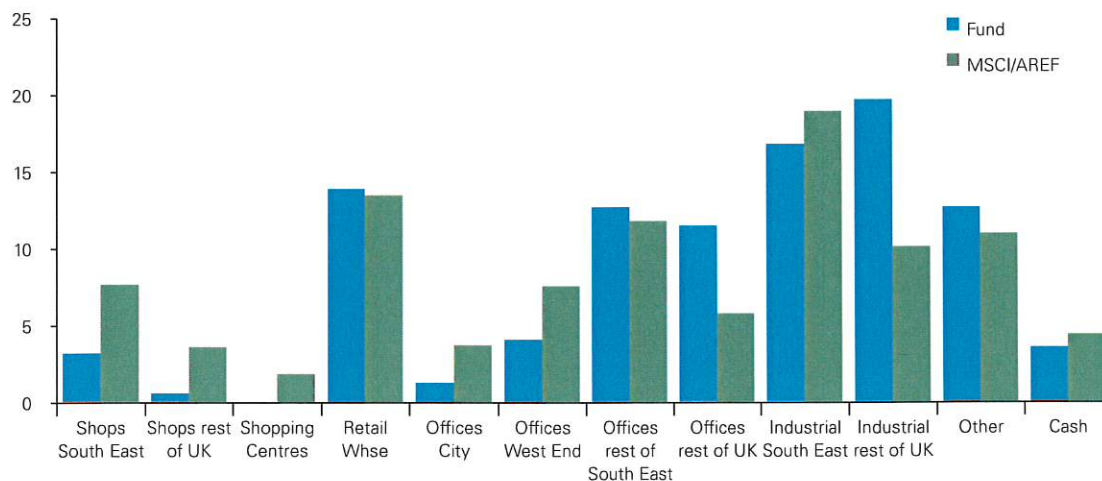
Top 5 tenants = 18.8% of rental income

Weighted unexpired lease term years 6.8 yrs

Void rate excluding developments in progress 4.9%

Void rate including developments in progress 4.6%

Asset allocation by region and category 31 March 2019



Fund Data and MSCI/AREF UK Other Balanced Quarterly Property Fund Index data as at 31 March 2019. Source: CCLA & MSCI/AREF

Top ten property holdings at 31 March 19 – total 35.17%

London, Beckton Retail Park
 London, Kingsway
 London, Goodman's Yard
 London, Stockley Park, Longwalk
 Elstree, Centennial Park

Leeds, Park Row
 Coventry, Torrington Avenue
 Brighton, West Street
 Bristol, Gallagher Retail Park
 Bracknell, The Arena

Market update

Sector valuations dipped in November, ending 25 consecutive months of increases. The decline reflected weakness in the retail sector, which offset progress elsewhere. Since then, values have continued to ease, but the total return to investors has remained positive due to the contribution from income. Within the sector, the strong disparity of returns from the various sub-sectors has continued. Shopping centres, traditional shops and retail warehouses have all been weak, offices have been mixed and there has been continued support for industrials and for assets with secure future income, such as hotels. Overall rental income has increased, but as is the case with capital values, the performances in different parts of the sector have varied substantially. Transaction volumes eased over the quarter, in part because of general uncertainty, but also because of reduced supply as retail sellers removed assets from weak markets and the supply of good-quality industrial assets declined.

Fund activity

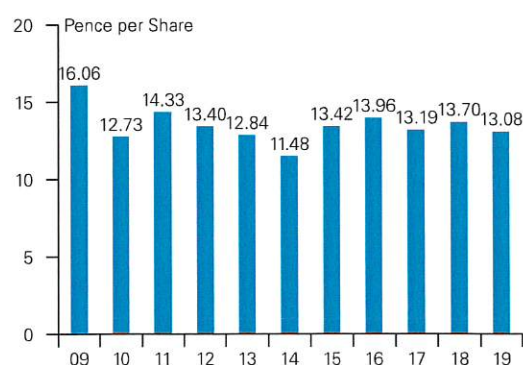
The Fund continued to enjoy strong cash inflows, of some £37m in the quarter. No acquisitions were completed and as a result the cash weighting rose to 3.6%. Lease events supported income with new agreements at Magna Park and Stadium Gate in Leeds important. The combined void rate of investment voids and assets under refurbishment moved higher, to 9.5% as refurbishment work began on the office asset at the Arena in Bracknell.

Outlook

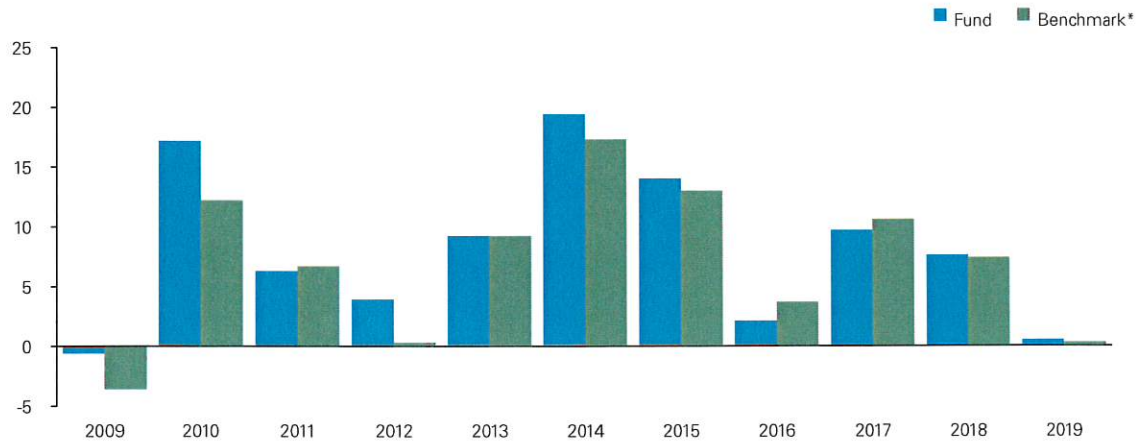
The wide dispersion of sub-sector returns is expected to continue. In an uncertain economic environment, assets with secure long-term income characteristics will remain in demand, whilst a difficult trading environment will keep pressure on retailers. Capital returns are expected to remain under pressure, but weakness here should be offset by the sector's steady income flow.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)

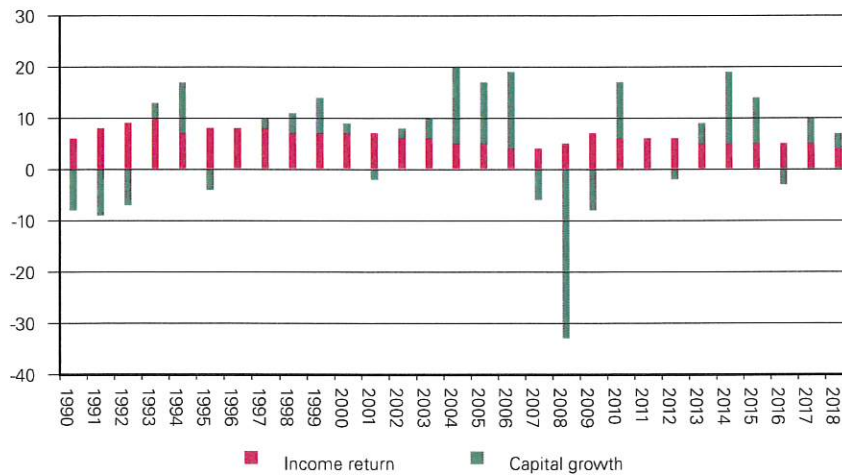


* The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index. Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

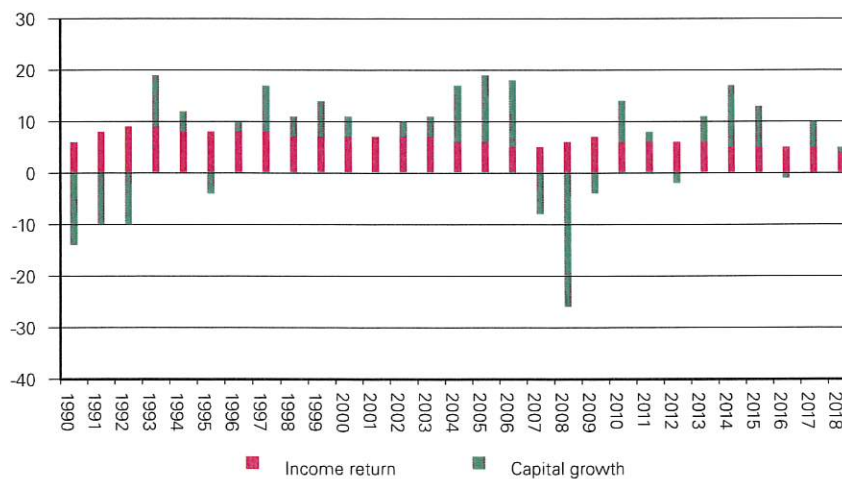
Source: CCLA & MSCI/AREF

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



MSCI/AREF UK Annual Property Digest returns (before expenses)



Source: CCLA & MSCI/AREF

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

Long-term performance

Total return performance (net) 12 months to 31 March

	2019	2018	2017	2016	2015
The Local Authorities' Property Fund	+5.99%	+9.72%	+3.07%	+11.26%	+17.81%
Benchmark	+5.69%	+10.46%	+4.58%	+10.98%	+16.86%

The benchmark is the MSCI/AREF UK Other Balanced Quarterly Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: CCLA & MSCI/AREF

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%.

Key facts

Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

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The Public Sector Deposit Fund

UK Short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 May 2019

Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

Suitability

The Fund is a suitable investment for all public sector short term investments where the requirement is for a high level of capital security and a competitive rate of interest.

Who can invest?

The Fund is open to all public sector investors.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

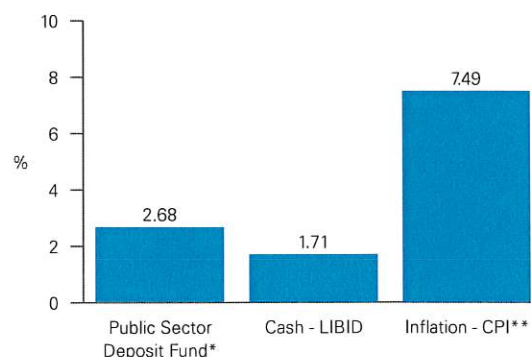
Top 10 counterparty exposures (%)

Royal Bank of Canada	9.7
DBS Bank	9.5
Landesbank Baden-Wuerttemberg	7.4
Santander UK	4.5
Lloyds Bank	4.5
BNP Paribas	4.3
Credit Agricole CIB	4.3
MUFG Bank	4.3
DZ Bank	4.3
Mizuho Bank	4.3

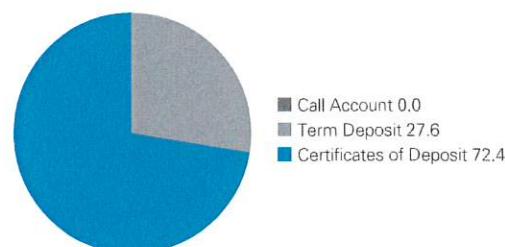
Share class 4 yield as at 31 May 2019

0.7673%

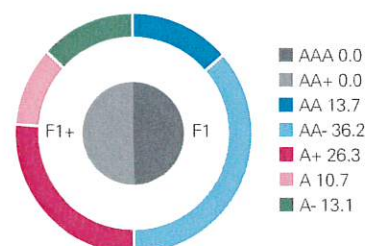
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

UK	18.5
Canada	14.7
Germany	13.5
Singapore	13.5
Japan	12.6
France	8.4
Sweden	7.2
Finland	4.2
Netherlands	3.4
Switzerland	1.9

*Source: CCLA - Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns. Holders of the Fund are not covered by the Financial Services Compensation Scheme. **CPI is lagged one month. †Using Fitch Ratings methodology.

Income - period to end May

Average yield over the month	0.7637%
Yield at the month end	0.7673%

Discrete year total return performance (gross)

12 months to 31 May	2019	2018	2017	2016	2015
The Public Sector Deposit Fund	+0.80%	+0.40%	+0.39%	+0.54%	+0.52%
Benchmark	+0.55%	+0.26%	+0.16%	+0.37%	+0.36%
Relative	+0.25%	+0.14%	+0.23%	+0.17%	+0.17%

Annualised total return performance (gross)

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.80%	+0.53%	+0.53%
Benchmark	+0.55%	+0.32%	+0.34%
Relative	+0.25%	+0.21%	+0.19%

Source: CCLA - Benchmark - London Interbank Sterling 7 Day Bid Rate. Gross performance shown before management fees and other expenses with gross income reinvested. Net returns will differ after the deduction of fees and other expenses. The yield on the Fund will fluctuate and past performance is no guarantee of future returns.

Market update

The Bank of England's Monetary Policy Committee (MPC) met at the start of May and despite unanimously voting for no change in policy, the minutes revealed the Bank remains the only major central bank that is maintaining an interest rate tightening stance, referencing that MPC members believe more than one interest rate hike is required in the future to keep a lid on growing inflationary pressures. Once again, despite the Bank's warnings, they were ignored by a market which sees a rate cut as a more likely option. Sterling money market rates again moved lower during the month after the Prime Minister announced her resignation, leaving the UK economy in a state of flux, while the Conservative Party selects a new leader.

UK GDP expanded by 0.5% in the first three months of the year, compared with just 0.2% in a dull final quarter of 2018. A feature was the strength of the manufacturing sector, output rose at the fastest rate recorded since 1988. The sustainability of this rate of growth came under immediate question given the risk that, activity was influenced by the rush to fulfil orders before the original Brexit date. Unemployment fell again, to 3.8%, a level last seen in 1974. Over the past year, 354,000 jobs were created and 100,000 were added in the quarter, although the most recent data hints at a sharp decline in new vacancies. Wages, excluding bonuses grew by 3.5%, comfortably above the inflation rate. Bonus payments, however, fell substantially due to reduced payments in the retail sector. Inflation rose to 2.1% from 1.9%, a lower rate than forecast. Energy costs rose sharply, electricity by 10.9%, gas by 9.3% and there was again the traditional Easter surge in air fares, up by over 26%. Moderating these increases was an unexplained 5% fall in core goods prices, after a 2% decline in the previous month; so far, the cause of this fall remains a puzzle.

Key facts

Fund size	£475m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	51.41 days
Launch date	May 2011
Minimum initial investment	£25,000
Minimum subsequent investment	£5,000
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%)

*Dealing instructions must be received by 11.30 am.

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	May		June		July		Aug		Sept		Oct		Nov																
	ASM	FC	FC	P	TCE	E	I	P	R	FC	P	TCE	E	I	P	R													
2018/19																													
J.BATES	0	0	0	1	0	1																							
T.BLOOMFIELD	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
M. COLE	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
G. COLLINS	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
P. COLLINS	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
M. GATELEY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
J. HARVEY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
P. HIRONS	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
D. ISHAM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
A. MAHI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
H. MORDUE	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
R. NEWELL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
L. O'DONOGHUE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
A. RALPH																													
M. SMITH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
C. STRAIN-CLARK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
R. STUCHBURY	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
M. TRY	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
CLERK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1													
TOTAL CLLRS.	11	12	8	12	9	17	6	14	12	7	10	10	10	16	7	12	17	9	8	11	9	11	13	7	9	11	17	9	12
May			June		July		Aug		Sept		Oct		Nov																

Percentage Attendance at Committee

	EXO FC 13/5/19	Informal 25/2/19	EXO 21/5/18	Staffing Comm 11/6/18	EXO FC 4/2/19	Staffing 18/1/18	EXO FC 4/2/19	
								Clr.
	1			1				J. Bates.
0	1			1		0		T. Bloomfield.
1	1			1		1		M. Cole.
0	1			1		0		G. Collins.
0	1			1		0		P. Collins.
0	1			1		1		M. Gateley.
1	1			1		1		J. Harvey.
0	1			1		1		P. Hiron.
1	1			1		1		D. Isham.
1	1			1		1		A. Mahi.
1	0			1		1		H. Mordue.
0	0			1		0		R. Newell.
1	1			1		1		L. O'donoghue.
1	1			1		1		A. Ralph.
1	1			1		1		M. Smith.
1	0			1		0		C. Strain-Clark.
1	1			1		1		R. Stuchbury.
1	1			1		1		M. Try.
1	1			1		1		Clerk
11	14			12		6		16
				6		6		13
								0

CLLR	FULL	PLAN	TC&E	Environment	Resources	OTHER
J. BATES	7	N/A	14	N/A	N/A	29
T. BLOOMFIELD	93	N/A	100	N/A	88	43
M. COLE	86	100	N/A	N/A	N/A	71
G. COLLINS	64	N/A	43	N/A	88	57
P. COLLINS	86	N/A	57	86	88	71
M. GATELEY	71	N/A	86	100	13	57
J. HARVEY	93	75	86	100	75	71
P. HIRONS	79	94	N/A	100	75	43
D. ISHAM	93	100	100	100	75	71
A. MAHI	93	94	100	100	75	86
H. MORDUE	57	N/A	86	14	88	86
R. NEWELL	79	N/A	N/A	86	88	43
L. O'DONOGHUE	100	100	100	71	100	100
A. RALPH	71	75	N/A	N/A	N/A	57
M. SMITH	93	N/A	N/A	100	100	71
C. STRAIN-CLARK	86	N/A	100	86	38	43
R. STUCHBURY	100	88	86	100	88	57
M. TRY	71	75	N/A	N/A	75	57