



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

**FULL COUNCIL**

Wednesday, 22 January 2020

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 27<sup>th</sup> January 2020** 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 of the Full Council Meetings held on:

- Monday 18<sup>th</sup> November 2019 **Copy previously circulated BTC/04/19**
- Monday 13<sup>th</sup> January 2020 (Precept) **Copy previously circulated BTC/05/19**

### 4. Interim Minutes

To receive the minutes of the Interim Council meeting held on Monday 16<sup>th</sup> December 2019

**Copy previously circulated IM/03/19**

### 5. Planning Committee

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

- Monday 25<sup>th</sup> November 2019 **Copy previously circulated PL/08/19**
- Monday 16<sup>th</sup> December 2019 **Copy previously circulated PL/09/19**

### 6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on Monday 2<sup>nd</sup> December 2019 **Copy previously circulated TCE/04/19**



Twinned with Mouvoux, France



Members are reminded when making decisions that 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.

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.

**7. Environment Committee**

To receive the minutes of the Environment Committee meeting held on Monday 9<sup>th</sup> December 2019  
**Copy previously circulated E/04/19**

**8. Resources Committee**

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 6<sup>th</sup> January 2020:

658/19 Members received a report and **AGREED** to recommend that Full Council agrees to the draft Terms of Reference, Complaints Policy/Process, Freedom of Information Appeals Process and creation of an Appeals Committee. **BTC/144/19**

664/19 Financial Management and Risk Assessment

Members received, reviewed and **AGREED** to recommend the updated version to Full Council

**Appendix A**

**Copy previously circulated R/04/19**

**9. Presentation from representative of The Swan Practice**

To receive a presentation from Ms. D. Ratanabuabua and Dr. G. Gavriel of The Swan Practice and Mr. D. Leveson of Buckinghamshire Healthcare Trust regarding plans for the Swan Practice

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

**11. Action List**

**Appendix B**

**12. Application 19/01476/APP – ADDITIONAL DOCUMENT**

**BTC/145/19**

Station House, Tingewick Road, MK18 1<sup>ST</sup>

Erection of 11 dwellings

*West [Signature Homes]*

**13. Motion – Cllr. M. Cole, Town Mayor**

"That this Council investigates the provision of robes for all councillors to wear on civic or other public occasions, following the lead of Aylesbury Town Council. This would give councillors a more public presence, and enrich the status of Buckingham as an historic market town with royal charters."

**Appendix C**

**14. Staff Handbook Annual Review (min 503/19 refers)**

**BTC/146/19**

To receive a written report from the Deputy Town Clerk

**15. New Councillor Drop-in Session (9<sup>th</sup> March 2020)**

To receive a verbal report from the Town Clerk

**16. Unitary Update**

16.1. Unitary Workshop

To receive a written report from the town Clerk

**BTC/147/19**

16.2. Devolved Services

To receive a verbal report from the Town Clerk

**Appendix D**

16.3. Council Representatives on outside bodies

To receive a verbal report from the Town Clerk

**17. Reports from Representatives on Outside Bodies**

Members are asked to note the minutes listed below:

17.1. AVTUG 10<sup>th</sup> September and 10<sup>th</sup> December 2019

**Appendix E**

17.2. AccessforAll 11<sup>th</sup> November 2018

**Appendix F**

17.3. Buckingham and Gawcott Charitable Trust 25<sup>th</sup> January 2020

**Appendix G**

## 18. Mayoral Engagements

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

Functions the Mayor has attended:

Nov 21 Tesco Big Food Collection, Buckingham  
Nov 22 Funeral of Mrs Sue Calder, Crown Hill  
Nov 22 Royal Latin School Gala Dinner, Williams F1, Wantage  
Nov 23 Wellness Fair, Buckingham Community Centre  
Nov 28 Buckingham & Gawcott Charitable Trust, Council Chamber  
Nov 30 Buckingham Christmas Lights Switch-On  
Dec 01 Winter Fair, Lace Hill Community Centre  
Dec 03 AVDC Chairman's Charity Luncheon, Hartwell House  
Dec 06 Bucks Young Carers (YC2) Christmas Party  
Dec 07 Bourton Meadow School Christmas Fair  
Dec 09 Environment Committee (ex-officio)  
Dec 11 Buckingham School OAP Christmas Luncheon  
Dec 14 Buckingham Christmas Parade  
Dec 14 Buckingham Community Fair, Community Centre  
Dec 15 Vice Chancellor's Reception, University of Buckingham  
Dec 17 Pontio Group, University of Buckingham  
Jan 06 Resources Committee (ex-officio)  
Jan 09 Unitary Pilot Meeting, Council Chamber  
Jan 09 BNDP Presentation, Gawcott Parish Council, Gawcott  
Jan 14 RAF Croughton Open Day  
Jan 22 Cllr Derrick Isham Funeral, Buckingham Parish Church

Functions the Deputy Mayor has attended:

Dec 14 Buckingham Christmas Parade

## 19. Chair's Announcements

**20. Date of the next meetings:** Interim Council – Monday 24<sup>th</sup> February 2020  
Informal Meeting – Monday 24<sup>th</sup> February 2020  
Full Council - Monday 16<sup>th</sup> March 2020  
Annual Town Meeting – Wednesday 18<sup>th</sup> March 2020



**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 27th January 2020**

Contact Officer: Paul Hodson, Town Clerk

**Complaints Policy/Procedure and Appeals Committee**

**1. Recommendations**

1.1. It is recommended that Members agree to:

- a) Establish an Appeals Committee, using the proposed draft Terms of Reference.
- b) Adopt the revised Complaints Policy/Procedure to specify that appeals to complaints will be heard by the Appeals Committee, rather than Full Council
- c) Adopt the proposed process for complaints about responses to Freedom Of Information complaints

**2. NALC Guidance**

2.1. The National Association of Local Councils (NALC) provides advice on handling complaints in the advice note LTN 9E Handling Complaints (England). The advice note has been circulated to members of the Resources Committee. However, the Town Council is not permitted to publish the note, because it is copyrighted by NALC.

2.2. The advice note includes the following advice:

- 16 *Any complaints should consist of at least 2 stages which permits the complainant to appeal the outcome of a complaint*
- 19 *If the complaints procedure provides an opportunity for the complainant to attend a meeting to make representations about his complaint, he is likely to feel more comfortable speaking to an officer of the council or at a meeting of a sub-committee or a small committee, rather than a meeting of the full council.*

**3. Appeals under the Complaints Policy**

The Council's current Complaints Policy states that:

- 3.1. If your complaint has not been dealt with to your satisfaction, you can request for it to be reviewed by the Full Council. Once the complaint has been fully investigated the Chairman of the Council will write to you within 8 weeks to inform you of the outcome of your complaint. You will have the right of appeal against the decision of the Council
- 3.2. In practice, it is hard for a detailed complaint to be given the attention it deserves as part of a Full Council meeting. It is common practice for Councils the size of Buckingham Town Council. An Appeals Committee would enable appeals to be heard in depth. A separate committee could also meet more

flexibly, and so respond to complaints more quickly than Full Council is able to.

3.3. It is proposed to amend this section of the policy to say:

*3.4. Should the complaint not be resolved, at this point, the complainant can appeal in writing to the Mayor of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days. The appeal will be considered by the Appeals Committee who will determine the Council's final formal response.*

#### **4. Appeals Committee**

4.1. It is proposed to establish an Appeals Committee for the purpose of hearing appeals to complaints and Freedom Of Information complaints. It is proposed that the Appeals Committee is comprised of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee would delegate.

4.2. It is proposed to amend the Complaints Policy to say:

4.3. Should the complaint not be resolved, at this point, the complainant can appeal in writing to the Chair of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days. The appeal will be considered by the Appeals Committee who will determine the Council's final formal response. The Appeals Committee is comprised of the Chair of the Council and Chairs of the Council's 3 Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee will delegate.

4.4. The final formal response will be sent, in writing, to the complainant, within 21 working days.

4.5. The decision of the Appeals Committee is final and there is no further right of appeal.

#### **5. Freedom Of Information Complaints**

5.1. The Council does not currently have a policy for responding to complaints about responses the Council may provide to Freedom Of Information requests.

At present, these would go through the current Complaints Policy, which would involve a review by Full Council.

5.2. The Information Commissioner's Office advises that:

*Under the (Freedom of Information) Act, there is no obligation for an authority to provide a complaints process. However, it is good practice (under the section 45 code of practice) and most public authorities choose to do so. If you do have a complaints procedure, also known as an internal review, you should:*

- ensure the procedure is triggered whenever a requester expresses dissatisfaction with the outcome;*
- make sure it is a straightforward, single-stage process;*
- make a fresh decision based on all the available evidence that is relevant to the date of the request, not just a review of the first decision;*

- *ensure the review is done by someone who did not deal with the request, where possible, and preferably by a more senior member of staff; and*
- *ensure the review takes no longer than 20 working days in most cases, or 40 in exceptional circumstances.*

*When issuing a refusal notice, you should state whether you have an internal review procedure and how to access it. If a requester complains even when you have not refused a request, you should carry out an internal review if they: disagree with your interpretation of their request; believe you hold more information than you have disclosed; or are still waiting for a response and are unhappy with the delay.*

*Even if your internal review upholds your original decision (that, as at the date of the request, the information was exempt from disclosure) you may wish to release further information if circumstances have changed and your original concerns about disclosure no longer apply. You are not obliged to do this but it may resolve matters for the requester and reduce the likelihood of them making a complaint to the Information Commissioner if you do.<sup>1</sup>*


5.3. It is proposed that the Council adopts the following process if a complaint is received regarding a response to a Freedom Of Information request:

5.4. The complainant is advised to appeal in writing to the Mayor of the Council at the Council offices. The letter of appeal will be acknowledged to the complainant, in writing, within 7 working days.

- *An internal review will be carried out based on all the available evidence that is relevant to the date of the request, not just a review of the first decision*
- *It is likely that the review will be done by the Deputy Town Clerk, given that the Town Clerk is the Council's named "Person responsible for Data Protection" and is the person responsible for handling subject access requests.*
- *The Deputy Town Clerk will be overseen by the Chair of Resources in carrying out this review.*

5.5. The appeal will be considered by the Appeals Committee within 20 days of receipt, who will determine the Council's final formal response. The complainant will be invited to attend the appeal hearing to make their case.

<sup>1</sup> <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/#20>

	<b>Buckingham Town Council</b>	<b>Date Agreed:</b>
	<b>Terms of Reference</b>	<b>Minute Number:</b>
		<b>Prepared by:</b>
		Paul Hodson
		<b>Version: 1</b>

## 1. Name

1.1. The Committee shall be known as the **Appeals Committee**

## 2. Composition

Membership will consist of the Mayor of the Council and Chairs of the Council's four Standing Committees. In the absence of any Chair, the Vice Chair of the relevant Committee would delegate.

2.1. Councillors who are not Members of the Committee may not attend the meeting.

## 3. Chair

3.1. The Committee shall be chaired by the Mayor, or in their absence the Deputy Mayor.

## 4. Quorum

4.1. The Committee shall be subject to a quorum of 3.

## 5. Area of Operations

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

5.1. Hearing appeals to complaints made to the Council under the Complaints Policy

5.2. Hearing appeals made to complaints made regarding Freedom of Information Request responses made by the Town Council

## 6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council

6.2. Making final decisions on complaints made to the Council regarding responses to Freedom Of Information requests

## 7. Conduct of the Meeting

7.1. All meetings of the Appeals Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies

7.2. All business undertaken at the Appeals Committee shall be done so in accordance with the Town Council's standing orders, current legislation and relevant policies.



# Draft Financial and Management Risk Assessment

## Buckingham Town Council - Financial and Management Risk Assessment

This document has been produced to enable Buckingham Town Council to assess the financial and management risks that it faces and to satisfy itself that it has taken adequate steps to minimise them.

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments and good practice, including through SLCC, BMKALC and NALC membership.	Existing Procedures are adequate
	Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually In addition, weekly and annual checks of play equipment are made using ROSPA standards	By annual resolution of Full Council
Insufficient staff or other resources to deliver the service needs	2	3	6	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	Existing Procedures are adequate	

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
					RFO 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	Review annually through appraisal process
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employers Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
	Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals and where appropriate plans put in place.	Existing Procedures are adequate
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee to provider assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually review controls and current procedures	Existing Procedures are adequate

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery.	Existing Procedures are adequate
	Loss of income	3	4	12	New land identified, Current Negotiations with Land owner and planning under way.	For six monthly review; operational site required by 2024
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS.	Annual review
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					RFO to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with ELAS in to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	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	Existing Procedures are adequate
	Loss of key staff trained in financial systems, process or rules	4	3	12	Staffing arranged so that knowledge is distributed between RFO and at least two other staff	Existing Procedures are adequate
					Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary	7 Weekly reports
					Financial procedures ensure no individual has unique access to expenditure	By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
				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	Existing Procedures are adequate	
		1	3		Quarterly review of nominal ledger	Quarterly review

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Lack of budgetary overview/overspend against budget			3	Monthly review of income and expenditure Seven week review by Resources Committee	Monthly review 7 Weekly reports
	Lack of finance to meet unbudgeted, urgent commitments ( with safety or other critical implications)	2	3	6	Contingency included in budget Further Reserves of equivalent to at least three more month`s spend available for use within 32 days Remainder of reserves available with 32 day`s notice	By annual resolution of Full Council Existing Procedures are adequate Existing Procedures are adequate
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package 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.	Existing Procedures are adequate Existing Procedures are adequate
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee Documents are retained for 12 years	Existing Procedures are adequate Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	VAT not accurately managed	1	3	3	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 VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					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	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
					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.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC	Existing Procedures are adequate
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to Finances	Cheques	1	3	3	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)	Existing Procedures are adequate
	Transfers	1	3	3	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	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Bank Reconciliation	1	3	3	<p>All accounts are reconciled using the RBS Omega system within 10 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>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances or cash. Two Councillor's signatories are required at all times. The RFO does not have access to petty cash or cheques.	Existing Procedures are adequate
	Access to the main bank accounts	1	4	4	<p>As detailed under Banking arrangements &amp; 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>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>



<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
	Access to petty cash accounts	1	3	3	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.	Existing Procedures are adequate
	Cheques	1	3	3	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	Existing Procedures are adequate
	Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.	Existing Procedures are adequate
All payments are reported to Resources with a full reconciliation report					Existing Procedures are adequate	
	Hire Charges	1	3	3	Council agree the charges	Existing Procedures are adequate
The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval					Existing Procedures are adequate	
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					Existing Procedures are adequate	

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
	Hire charges received within the office	1	3	3	All post is logged by an Officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
					All cash received from hirers that visit the office is itemised on the Accounts system	Existing Procedures are adequate
	Cash collected from community events	1	2	2	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	Existing Procedures are adequate
					Any buckets are locked securely in the Town Council office or Chamber and at the end of the event	Existing Procedures are adequate
					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	Existing Procedures are adequate
	Processing and banking	1	2	2	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	Existing Procedures are adequate
					When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					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	Existing Procedures are adequate
					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	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	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 Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
Non-compliance with statutory deadlines for the completion/approval/submission	2	3	6	Programme of meetings to meet statutory deadlines RFO and Deputy Town Clerk check meeting	Existing Procedures are adequate	

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
	of accounts and other financial returns				dates each year against statutory requirements	
	Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					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	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	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	Existing Procedures are adequate
					The RFO 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 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	Existing Procedures are adequate
					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	Existing Procedures are adequate
					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 the Principal Authority.	Existing Procedures are adequate
					Comprehensive minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting in January, and approved by Full Council later in January. The Principal	Existing Procedures are adequate

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
					Authority is immediately advised of the precept for the coming year once agreed	
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
					This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate
Any that do not meet the budget levels are highlighted by members if needed along with committed expenditure					Existing Procedures are adequate	

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>	
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate	
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate	
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate	
	Property		2	4	10	Cover for buildings & contents	Existing Procedures are adequate
						All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate	
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate	
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate	
	Legal disputes	2	4	8	Cover for specified legal disputes	Existing Procedures are adequate	
Long term sickness of employee	5	3	15	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate		

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Liability limited by contract	Existing Procedures are adequate
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
					Ability to restore onto hired equipment	Existing Procedures are adequate
					Cover in place for excess costs	Existing Procedures are adequate
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
					All electronic documents backed up daily offsite	Existing Procedures are adequate
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019.	Existing Procedures are adequate
					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	Existing Procedures are adequate



<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
	Maintained	1	3	3	<p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p> <p>The Town Council has a scheme for maintenance of assets</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
19. Internal Audit	Internal Audit	1	3	3	<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>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
20. External Audit	External Audit	1	3	3	<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 RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p>	<p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor	Existing Procedures are adequate
					Once these have been formally adopted and signed by Council, they are lodged with external auditors	Existing Procedures are adequate
					Any queries raised by the auditors are dealt with by the RFO in the first instance	Existing Procedures are adequate
					Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate
21. Insurance	Fidelity Insurance	1	3	3	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate
					Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently tied into a deal until 2020	Existing Procedures are adequate

<b>RISK AREA</b>	<b>RISK(S) IDENTIFIED</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Assessment</b>	<b>MITIGATION CONTROL OF RISK</b>	<b>REVIEW / ASSESS / REVISE</b>
					Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	Management Pension Fund	1	3	3	The Town Council is part of the Buckinghamshire County Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	2	4	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate

Appendix 1

**Buckingham Town Council - Risk Assessment Matrix**

Rating	Likelihood	Description	Rating	Impact	Cost	Timescales
1	Very Low	Highly unlikely to occur, may only occur in exceptional situations.	1	Very Low	No increase in budget	No change to timeline
2	Low	Most likely will not occur. Infrequent occurrence in other similar circumstances.	2	Low	< 5% increase in budget	< 1 week delay in timeline
3	Moderate	Possible to occur.	3	Moderate	5 - 10% increase in budget	1 - 2 weeks delay in timeline
4	High	Likely to occur. Has occurred in past similar circumstances.	4	High	10 - 20% increase in budget	2 - 4 delay in timeline
5	Very High	Highly likely to occur. Has occurred in past similar circumstances and conditions for it appear in this particular circumstance.	5	Very High	> 20% increase in budget	> than 4 weeks delay to timeline

Above are the criteria to be used for undertaking risk assessments for Buckingham Town Council

**Appendix 2**





Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Interim	712/15; 20/19	Community Land Trust	Proceed with interest and advertising for local interest	Town Clerk	Community Land Trusts to be discussed at Interim Full Council on the 24th Feb 2020	February
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk	No changes have been made; the Handbook will be resubmitted to the Resources Committee on 6th January and then to Full Council on 27th Jan	January
Interim	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	Tender documents issued on 12/11/2019	February
Interim	22.2.4/19; 60/19; 200/19	Youth Council	AGREED to accept the report recommendation to: 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) Nominate up to 3 Town Councillors to support the reinvigoration of the Youth Council, and to be silent councillors.	Town Clerk	Councillors O-Donoghue, Harvey, Gately and Stuchbury have met, agreed the next steps, and will be meeting with representatives from schools and community groups in the next few months.	February
Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> <li>That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&amp;D Statement as a Design Guide, replacing the current AVDC SPG.</li> <li>That Buckingham Town Council, in conjunction with the Buckingham Society and other interested parties, hold a celebration event marking 20 years of the Buckingham Design Guide.</li> </ul>	Town Clerk	Events to be organised by the new Town Council post-May 2020.	July
Full Council	384/19	Photograph	Members discussed and <b>AGREED</b> arrangements for formal photographs of the current Council and also the Council who will be elected in May 2020	Town Clerk	Arrangements in place	February
Interim	203/19	Managing Reserves	Members <b>AGREED</b> for the Town Clerk to report back on an Investment Strategy before any decisions were made.	Town Clerk	Report to February Interim	February
Full Council	379/19; 521/19	Unitary	<ul style="list-style-type: none"> <li>The Council submits an expression of interest to be a placed based pilot for taking on additional devolved assets and services from the new Shadow Council.</li> <li>The Council holds a workshop for Town Councillors to discuss a draft pilot bid in January 2020.</li> <li>The Council holds a workshop for Town Councillors and local partners to discuss the draft pilot bid in February 2020.</li> </ul>	Town Clerk	Report to January's Full Council	January
Interim	381/19	NDP	1. That the Council progress with plans for a full refresh of the Buckingham Neighbourhood Plan. This would work towards having clear options available for the new Council in May 2020. The target date would be the end of March, 2020 for these to be developed. 2. That representations as to the retention of the existing NDPs' policies in relation to affordable housing be made in the upcoming consultation period on VALP modifications. 3. That representations are made to the shadow Buckinghamshire Council regarding clarification of the future plans for implementing CIL.	Town Plan Officer and Town Clerk		February

Interim	449/19	AVDC Planning Dept.	"....I accordingly propose that this Council asks Cllr Angela Macpherson for an assurance that she will make improvements to AVDC Planning's performance a priority." The Town Clerk reported that the developers of the council's new cemetery were still waiting on an outstanding report from AVDC's Planning Department to finalise the planning permission and it was not clear as to why its taking so long. Members AGREED for the issue to be highlighted in the Town Clerk's letter to Cllr. Macpherson.	Town Clerk		February
Interim	502/19	20mph Speed Limits	This should be achieved by Buckingham County Council carrying out a town wide review and implementing speed reductions as required... In addition, the new County and Highways Authorities will shortly be in place and it will be necessary to press them to accept 20mph speed limits in Buckingham where requested and after consultation with Residents. 1. Outside schools and other places vulnerable residents can be at risk. 2. Within all proposed housing developments, at the onset of the development modelling and design stages and before planning agreement is reached. * 3. Within existing developments; Lace Hill, St. Rumbolds Field, Moreton Road 1 & 2, etc. * 4. The policy be incorporated into the Buckingham Neighbourhood Plan.	Town Clerk	Report on case studies to be submitted on the February agenda for Interim.	February
Full Council	512/19	Climate Change Action Plan	The Climate Change Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Town Clerk	Report back on Committee reviews to the March Full Council	March



**BUCKINGHAM TOWN COUNCIL**  
**REVISED PLANS FOR STATION HOUSE, TINGEWICK ROAD.**  
**FULL COUNCIL MONDAY 27<sup>TH</sup> JANUARY 2020**

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

**Application 19/01476/APP**

Station House, Tingewick Road, MK18 1ST  
Erection of 11 dwellings  
*West [Signature Homes]*

A formal response sheet was received from AVDC for this application on 17<sup>th</sup> December 2019, with respond-by date 14<sup>th</sup> January 2020. This has been extended by negotiation to 28<sup>th</sup> January 2020. The only new document on the website was a Heritage Impact Statement dated 21.10.18 drawn up for a previous application, 18/02733/APP, and not edited or updated. It is not particularly well-researched – for example stating that the railway was mainly used for transport of milk - and duplicates much of the content of the Design and Planning Statements.

I contacted Parish Support for further information and received the following reply:

I think the applicant wants to draw information from the previous document and reference it to the new application, it was at there request. Hazrat Hussain

The only other consultee response currently on the website is from the Police Crime Prevention Advisor, who has refused to change her original comments as they have not been addressed.

**Recommendation:**

That Members respond that the additional document makes no difference to their original response, and may want to add a rider that, given the holiday period, the time allowed for response was inconsiderate.

**Background:**

Members responded to the current application at an Extraordinary Meeting held on 13<sup>th</sup> May 2019:

**19/01476/APP**

**OPPOSE & ATTEND**

Station House, Tingewick Road

Erection of 11 dwellings

Members criticised the lack of awareness on the part of the applicants, who had failed to notice the development opposite (17/04668/ADP) was under construction and the 'proposed' bypass

roundabout almost completed. Some of the previous application documents had not been updated to reflect the new scheme.

The current proposal is contrary to

- the BNDP Policy HP7 which supports development of small windfall sites of 10 dwellings or less; which includes para 6.9 which states that the density of development should create a character appropriate to the site's context;
- Policy HP4 which provides for a diverse housing mix;
- Policy DHE6 which provides for good quality outdoor space for new developments.

It is contrary to AVDC policies, with no reference to its Buckingham Design Guidelines of April 2001, which provide for local distinctiveness, and it fails to use Station House as a reference – no chimneys for instance. The application provides no details of materials which might reflect local design. AVDC's previous reason for refusal because of the impact on the surrounding landscape is unaddressed.

It is also contrary to NPPF Paras 124-127 regarding achieving Well-Designed Places, and Paras 184, 185 and 189 regarding Conserving and Enhancing the Historic Environment.

It is a cramped narrow three-storey terraced housing overdevelopment which would overshadow Station House, which may not be Listed, but it has historic character. The design statement seeks to enhance the heritage asset of the site, but proposes the very opposite.

The Drainage Strategy does not appear to have been updated from a previous application, and if a Klargestor tank disposal is still proposed there is no indication of where this is to be sited.

There are no details on the website about refuse collection and the only reference is a rectangular bin store on a drawing; it is not clear what this is to contain, whether houses will have individual bins, and if so, where these are to be kept as there is no rear access to some plots. The cursory comment from the AVDC Officer is unhelpful.

Similarly, without rear access to gardens (and a shed) or designated (covered, secure) cycle parking, it is difficult to see how car use will be discouraged in the absence of a bus service along the main road.

Members also assumed (in the absence of any information on boundary treatments) 1.8m walls/fences to the gardens, which would prevent surveillance of the parking areas, which were, in many cases, only overlooked by bathroom or landing windows.

Members felt that an archaeological investigation of the site should be carried out.

The Town Clerk was asked to investigate having Station House Listed. The loss of the walnut tree was regretted, and Members asked that it be Protected.

The previous application (18/02733/APP), for which the Statement was prepared, was reviewed at the 18<sup>th</sup> November 2018 Full Council meeting and withdrawn the following month. It was for the erection of 18 flats. Members' response was **OPPOSE & ATTEND:**

The revised proposal is to demolish Station House and its garage and erect 18 flats in three blocks with two flats on each floor. A report on the current condition of Station House (which AVDC considered to be a non-designated heritage asset) had been supplied, which stated that the original house was in good repair but needed some work, particularly on the external and internal woodwork. The modern flat-roof extension was in a much worse condition and should be demolished. The house could be saved but would need considerable expenditure to bring it up to modern standards, and it would be more cost-effective to demolish it and rebuild.

The Planning Clerk's report noted that:

- The changes made did not address the Town Council's comments, nor AVDC's reasons for refusal of the previous application (18/00216/APP);
- Reducing the number of flats from 20 to 18 made no material difference to the dph figure which AVDC considered excessive;
- The design was exceptionally bland, not even as interesting as the previous version;
- The uniform design of the type A blocks meant that some rooms had windowless walls unnecessarily, as they faced away from the road; the Block B rooms have windows on both walls of the larger rooms;
- There are no lifts in the stairwells, though three disabled parking spaces are to be provided, which restricts residents or their visitors with limited mobility to the ground floor;
- The bus service information is unhelpful and incorrect, and does not mention there is no service along Tingewick Road;
- There is inconsistency between documents on the number of parking places; 27 is the guideline requirement;
- Surface Water disposal is to be by infiltration, and if this is impracticable, via pipework to the ditch on the south side of Tingewick Road. Given the depth below road level of the site, proof of the feasibility of this alternative should be provided;
- The Transport Statement mentions the new roundabout being provided as part of the neighbouring development, but does not recognise the likely increase in traffic when better access to the west becomes available;
- Cycle parking should be under cover and secure, not open and without surveillance, especially so close to public paths;
- This Council maintains that the safest crossing of the Tingewick Road for pedestrians is via the existing (but filled-in) railway bridge arch, which gives direct safe access via the Scenic and Railway Walks to the employment areas and the senior schools. There is no evidence that this has been investigated.

There was an earlier – Refused – application in 2018 for 20 flats which involved demolishing Station House which was considered at the 12<sup>th</sup> March Full Council. Members' responded:

Members opposed this application on the grounds of overdevelopment of the site, and lack of reference to local style as described in the Buckingham Vision & Design SPG.

Concern was also expressed at the lack of visitor parking, and the inadequate disabled access – no lifts had been included.

Access to the footpath and cycle network along the old railway line and hence the senior schools and employment areas would be across a busy 50mph road; to encourage use of the network it was suggested that the original railway arch be reopened, perhaps via a s106 contribution.

The SuDS officer's comments were noted, and Members look forward to acceptable amended plans as requested, and the housing officer's comment about an affordable element was welcomed.

KM

9/1/20







**BUCKINGHAM TOWN COUNCIL**

**Full Council**

**MONDAY 27<sup>th</sup> January 2020**

Contact Officer: Deputy Town Clerk

**Staff Handbook**

**1. Recommendations**

1.1. It is recommended that Members note and AGREE the below changes to the staff handbook.

**2. Background**

2.1. The staff handbook has been in use for just over a year and has worked well. It is now overdue its annual review and the following minor updates are recommended.

2.2. ELAS's senior law consultant has reviewed the full document and confirms it conforms to all current legislation and best practice.

**3. Proposed Changes**

- Page 3 - amend the first paragraph to - Observe and adhere to the safety rules and guidance within the Council's Health and Safety Policy agreed at the meeting of the Resources Committee of 23/09/2019 (min. no. **357/19**).
- Page 3 - correct the fifth paragraph from 2011 to 2012.
- Page 25 paragraph f) - The words "or director" have been removed.
- Page 28 first line – add the word "the" before Town Clerk.
- Appendix 3 be amended to include the extra two days statutory leave required by the Green Book.





**BUCKINGHAM TOWN COUNCIL  
UNITARY CONSIDERATIONS  
MONDAY 27<sup>th</sup> JANUARY 2020**

**Contact Officer: Mr Paul Hodson, Town Clerk**

**1. Recommendations**

1.1. It is recommended that:

- a) The Council Requests Buckingham's charters be returned to the Town Council
- b) The Council Requests to explore planning powers being considered in the future

**2. Community Board Consultation**

2.1. The Town Council has received a response to the letter sent to Councillor Martin Tett, which is attached. It is not proposed to enter into further correspondence on this matter at present.

**3. Devolution**

3.1. The Council has submitted a request to be a pilot for taking on additional assets and services from the new Buckinghamshire Council. No details have been discussed; the decision as to who can take part will be made in March. 2020.

3.2. A workshop was held for Town Councillors on Thursday 9th January 2020 in the Council Chamber. The Workshop was attended by Cllrs. Cole, Gateley, Harvey, Hirons, Newell, Ralph, Smith and Strain-Clark, along with the Town Clerk, Estates Manager, and Communications Clerk.

3.3. Town Clerk gave a presentation on the devolution offer which has been published by the Shadow Buckinghamshire Council. Following a discussion of the assets and services the Town Council may wish to discuss considering taking on, Councillors agreed to make the following recommendations to Full Council:

- c) Request Buckingham's charters be returned to the Town Council
- d) Request to explore planning powers being considered in the future

**ACTION: TOWN CLERK**

**4. Next Workshop**

4.1. The next workshop will take place at 7pm on Thursday 6th February in the Council Chamber and will include County and District Councillors.

**5. County Council Liaison Meeting**

5.1. Councillor Mordue is going to attend this meeting for the Town Council on Wednesday 29<sup>th</sup> January 2020.



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,  
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Town Clerk: Mr. P. Hodson

## Appendix D



[unitarycomms@buckscc.gov.uk](mailto:unitarycomms@buckscc.gov.uk)  
Buckinghamshire County Council  
Walton Street  
Aylesbury  
HP20 1UA

Our Ref: UNIT 5

22<sup>nd</sup> January 2020

Dear ,

I am writing to submit an expression of interest in Buckingham Town Council becoming a place-based pilot for taking on the running of local services and assets, in line with the offer made by the shadow Buckinghamshire Council.

The Town Council has demonstrated ambition for our communities in recent years, through successfully taking on a range of devolved assets and services. These have included:

- Brackley Road Cemetery – taking over the role of Burial Authority from Aylesbury Vale District Council. The cemetery is well run and popular with residents
- Bourton Park – was taken over from Aylesbury Vale District Council. The park is now well maintained, and is also used as a venue for local events
- Chandos Park – was taken over from Aylesbury Vale District Council. The park is now well maintained, and is also used as a venue for local events
- Urban transport services – the Council is operating the standard devolved arrangement with TfB which includes grass verge cutting. Buckingham uses a combination of the Town Council's Green Spaces Team and a social enterprise to deliver the service. The social enterprise employs several local people each year. Complaints are rare. The Council are planning to sow wild flowers along part of back section of the bypass this year, to encourage local wildlife and reduce cutting
- Buckingham Fringe Week; the Town Council took this annual event on when the District Council stopped supporting this series of events.
- Tourist Information Centre – the Town Council took this service over from Tourism South East. The service is now run at less cost but is open for more hours than when operated by TSE
- Shopmobility – the Town Council took the service over from the District Council to ensure it continues to be provided
- Public toilets – the Town Council now successfully manages two of the three public toilets in the town
- Additional devolved services – the Town Council has taken part in the pilot project to deliver minor highway repairs. The Council has successfully arranged for minor



potholes to be repaired, drainage covers to be replaced and long-standing issues to be resolved

- Operating the town's two charter markets and fairs and the flea market
- Lace Hill Sports and Community Centre – the Town Council took this on from the developer and has developed strong use by the local community

The Town Council would like to discuss taking on a range of assets and services in the town. The Council would like the following to be included in discussions:

- All the green spaces currently covered by AVDC's green spaces management contract, including:
  - Embleton Way
  - Bridge Street playground and skatepark -
  - Green space at Overn Avenue and Western Avenue
  - Heartlands and other parkland
  - Holloway Spinney (Page Hill) and the green space behind Watlow Gardens between Watchcroft Drive and the Maids Moreton boundary
  - Land behind Castle House
  - Maids Moreton Avenue (woodland)
  - Open/greenspace within Housing Estates
  - Orchard off Page Hill Avenue/ behind Addington Road
  - Scenic Walk
- Cattle pens (including bus station and trees)
- Land outside Jardines
- Land outside Old Gaol
- Moreton Road Toilets
- Play areas (Skate Park, Stratford Fields, Overn Avenue, Moreton Road)
- Stratford Fields
- Verney Close Spinney
- Youth Centre

In addition, the Town Council retains an interest in discussing a shared approach to the car parks and leisure centre at some point, which are currently out of scope.

The Town Council is keen to explore all possible options, and to develop a strong, ongoing relationship with the new Buckinghamshire Council to ensure that all public services and assets in the town are protected and delivered in the best way for current and future residents.

Yours sincerely,

Paul Hodson  
Town Clerk

Cc Councillor Charlie Clare

Councillor Warren Whyte  
Councillor Howard Mordue  
Councillor Robin Stuchbury  
Councillor Simon Cole  
Councillor Tim Mills



AYLESBURY VALE TRANSPORT USERS GROUP

MINUTES OF MEETING HELD ON 10<sup>TH</sup> DEC 2019

AT THE AYLESBURY TOWN HALL

1. Present – Colin Higgs – CH (Chairman & Aston Abbots Parish Council, Andy Huxley – AH (Vice Chairman & Secretary, AVDC/ATC Councillor), Richard Clark – RC (Treasurer), Bronwen Lee – BL (Transport User), David Horsler – DH (Buckinghamshire CC), Graham Oliver – GO (Haddenham), Mary Oliver – MO (Haddenham), E.R. Kendrick – EK (Aylesbury Bus User), Liz Bendall – LB (Tring TUG), Janet Gowin – JG – (North Marston), Christine Dodds – CD (Transport User, Winslow), Jonathan Clover – JC (Wendover) and Matthew Edwards – ME (Green Party & Chameleon Lounge Ltd).
2. The Chairman welcomed all to the meeting. He also introduced Richard Clark as the new Secretary. 50 OK 55 misses Elm Farm. Issues in Great Missenden. Early in Aylesbury. DH meeting with Taj Khan (Redline) with this and other issues to discuss.
3. Apologies for absence – Janet Davis, Colin Bloxham, Andy Clarke, Rachel Webb and Alan Wallwork.
4. The minutes of the last meeting were approved and signed by the Chairman.
5. Matters arising – The matter of the over 16's who had now have to pay after 0900hrs. AH reported that he had been in touch with Andy Clarke and he provided information on a bursary scheme that was available. The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.  
<https://www.gov.uk/1619-bursary-fund>
6. Chairman's report – The Chairman said that he had nothing further to add.
7. Secretary's report – Andy Clarke had indicated that following the previous meeting in September he had logged the over hanging tree issue at the Buckingham School bus stop. It is now programmed for action.  
<https://www.fixmystreet.buckscc.gov.uk> or call Contact Centre on 01296 382416.

Dates for next year's meeting –

04/02 Aylesbury (Evening 1800 hrs).

10/03 Buckingham (11.00hrs/AGM).

09/06 Aylesbury (1400hrs).

08/09 Buckingham (1100hrs).

08/12 Aylesbury (1400hrs).

Email received from Alan Wallwork (Chesham TUG) regarding new timetable for Metropolitan line re. leaves on the line. Aylesbury to Marylebone with regards to Chiltern Railways approx. 3 minutes earlier. Email from JG regarding apologies from Janet Davis who isn't well. Janet wanted to raise an issue of the X60 being a single decker at school time meaning that the bus was full. DH to look into. Several emails and comments regarding the 280 Sapphire service between Aylesbury and Oxford especially in Haddenham. Details to follow in Bus Matters. Emails from David Horsler, Rachel Webb, Red Rose and Arriva had been forwarded to members.

8. Treasurer's report – RC reported that we had £276.06 in the bank.
9. Bus Matters – DH reported that there were minor changes on the buses. 164 changed back to original service from 7<sup>th</sup> Jan. 2020. 691 – Dagnall School run. Christmas timetable on the Bucks CC website. 112 long journey – DH to look into. LB – Leaflets for timetables in libraries. 500 30 to 20 mins. Better service. DH to report back to Arriva. JC said that there should be copies of timetables in the likes of Aylesbury and Wendover. The empty information centre was mentioned again and AH said that nothing was happening. 8/50 timetables and routes are similar. ME mentioned working USB contacts on buses – Arriva OK with others not so. JG – 60 had overseas driver who didn't know the route and spoke little English. AH reported that the 13 indicated that it went to Stoke Mandeville Hospital but didn't always go there. RC indicated that Graham Aylett normally brought up the subject of air pollution in the bus station. DH indicated that it was occasionally monitored. ME mentioned climate efficiency buses. It was thought that it could be quite a way off given the cost involved. Quite a lengthy debate took place regarding the 280. AH read out 2 emails from Haddenham residents before passing on to JO. He had gone to some trouble to produce the details he presented. The subject of safety was raised regarding the changeover at Fort End, Haddenham where buses had to double park with passengers having to alight into the road. Others matters were raised and emails passed on to DH. He said that he would take up the issues with Arriva. Web and timetables do not agree.
10. Train Matters – No attendance from Chiltern Railways. ME said that in his opinion trains of Chiltern Railways ran their air conditioning too cold.
11. AOB – JC said there were just 7 days left to have your say on the VALP (Vale of Aylesbury Local Plan).

The meeting closed at 12.45hrs.

The next meeting will be an evening meeting at

AYLESBURY TOWN HALL, 5 CHURCH STREET, AYLESBURY HP20 2QP.

TIME & DATE: 1800hrs. 4<sup>th</sup> FEBRUARY 2020



**BUCKINGHAM ACCESS FOR ALL**

MINUTES OF OUR NOVEMBER MEETING

2:00 Monday, 11th NOVEMBER

IN the BUCKINGHAM TOWN Council Chamber

1. Apologies for absence: Joy Fuchter, Sue Bird wood, Pam Tonge, Holly Armstrong, Warren Whyte, Mike Smith & Anthony Morton.

2. Minutes of our last Meeting held on Monday, 14th October: Agreed

3. Matters arising (if not mentioned elsewhere on the Agenda).

Accessible Park Bench has been opened. BTC Estates' team erected the Bench gratis. Linking the bench site to the path network with an accessible path will cost c.£2,000

Puffin lights have installed on the Jardines to White House Crossing: excellent news; Access has been on this case for 10 years or more. WW seems to have stirred BCC into action. A real boon and blessing for Buckingham

4. (John) Treasurer's report. £947.76 in hand

5. (Ed) Secretary's report:

Lace Hill Medical Centre: BTC want a Public Meeting:that may happen next year (February?)

Are we set to lose one of our town Pharmacies?

Jardines have absorbed Lloyds. Can both branches co-exist?

Adaptive Community Bus (BART)

Chris told us of possible issues w.r.t. "local committee"

AccessAble: attending a B.T.C Meeting next week. John and Ed will attend and speak at the open (public) Session

Accessible Buckingham: continued activity and increase in members

Putative Conversion of Oddfellow's Hall to Pseudo H.I.M.O. may be stalling. Important that we all think of creative uses for this space / building.

Shopmobility in Buckingham: new part-time appointment is coming; to work also at TIC.

Progress on Lottery Bid / Accessible Equipment

Lee would like a joint project to supply such kit to the St Rumbold's new Estate: Ed to investigate Lottery grant

Charging for Parking at Buckingham Community Hospital: BTC pressing for review

.Members indicated that S.M.Hospital's parking is (often) free.

Concerns re New Estates is becoming a national issue; worries that joint land and infrastructure is not being completed or handed on to local authorities, resulting in householders facing an estate ground tax and a Council tax each year.

6. MEMBERS' SPOT: your local issues

Worries about pedestrian safety and need for speed controls. 1 house has received a direct hit from cars twice.

Anthony Jeffs has reminded Ed of the difficulties caused by the those on the path behind Waitrose getting tickets from the Parking Ticket machine; the pavement gets block and there's a knock-on effect on those attempting to park in the Disabled Bays which are sited on an incline and have insufficient loading and unloading room. Ed to contact AVDC

7. Next meeting – Monday, December 9th, 2019, 2:00 – 3:30pm in the Buckingham Town Council Chamber .



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## BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

### MEETING OF THE BOARD OF TRUSTEES

#### MINUTES

At the sixty-second meeting of the Trustees held at Buckingham Town Council Chamber, Cornwalls Meadow, Buckingham MK18 1RP at 4.00pm on Friday 25<sup>th</sup> January 2019

**Present:** Mr. R. Stuchbury (Chairman), Mr. T. Bloomfield, Mr. P. Fealey, Mr. J. Harvey (Town Mayor), Mr. D. Isham, Mr. T. Mills, Mr. H. Mordue, Ms. R. Newell

#### 591 Apologies

Mrs. N. Glover and Mr. W. Whyte.

#### 592 Minutes

The Minutes of the sixty-first meeting, held on 25<sup>th</sup> April 2018, were agreed as a true record and signed by the Chairman.

#### 593 Confirmation of filing 2017 accounts at the Charity Commission

Noted.

#### 594 Election of Chairman for the year ending 31<sup>st</sup> July 2019

Mr. Stuchbury was proposed by Ms. Newell, seconded by Mr. Isham, and elected *nem con*.

#### 595 Cheque signatories for the year ending 31<sup>st</sup> July 2019 & Trustees to sign off 2018 accounts

Mr. Stuchbury, Mr. Fealey and the Clerk were confirmed as cheque signatories (no change), and Mr. Bloomfield and Mr. Mills to sign off the accounts.

#### 596 Accounts for the year ending 31<sup>st</sup> July 2018.

The following were circulated with the agenda:

1. The record of all individual transactions including interest payments to 31/7/18.
2. A copy of the accounts as submitted and agreed by Mrs. M. Cotterill as a true record, required details of which will be submitted to HMRC/Charity Commission when countersigned by Trustees.

*Trustees were informed that HMRC have changed the filing period, meaning that the accounts must be filed before 31/5/19*

The accounts were signed off.

#### 597 Buckingham Borough Development Company

KPMG were close to finalising the liquidation, and had asked for the Trust's bank account details to enable BCC's portion to be transferred as agreed.

Mr. Stuchbury had had discussions with AVDC about a similar transfer, given that the Unification of County and District Councils was in progress and it was expected that AVDC would cease to exist in April 2020. This would be best progressed by District

Councillors – Mr. Fealey and Mr. Mills volunteered to do this. *Mr. Mordue declared an interest and did not take part in this discussion.*

Proposed by Mr. Fealey, seconded by Mr. Bloomfield, and **AGREED** that the additional funds be used for grants and then the Trust be dissolved.

Trustees then discussed whether to set an upper limit on grant payments in order to spread the money as widely as possible. It was agreed to contact the organisations who had applied and been deferred pending receipt of funds to see if they still wished to be considered. Trustees would then consider applications on their merits.

It has already been decided that residual monies be transferred to the Community Foundation.

**598 Financial situation of the Trust at 31<sup>st</sup> December 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:	£ 5.00 (room hire for this meeting)
	£ 50.00 (audit fee for year-end 31/7/16)
	£ 549.00 (Chandler Ray legal advice fee)
Total	£ 604.00

**599 Information**

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

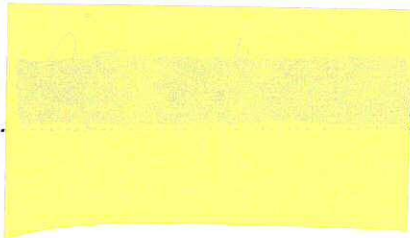
- a) A list of the current Trustees with contact details
- b) The updated attendance list
- c) The lists of grants made over the history of the Trust

**600 To agree a date for the next meeting**

*Agreed that this be left open, pending any occurrence requiring a meeting.*

*Meeting closed at 4.45 pm*

Signed .



.....(Chairman)

Date.....

*28/12/2019*

**BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

**TRUST № 1010071**

**FINANCIAL STATEMENTS**

**JULY 31<sup>ST</sup> 2019**

**BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

**Address:**

100 Clarendon Street  
Buckingham  
Bucks  
MK18 1AD

**Trust Deed:**

Dated 21 July 1998 and 1<sup>st</sup> June 1999

**Trustees:**

T. Bloomfield	BTC
M. Cole*	BTC from May 2019
P.J. Fealey	G-w-L PC
Mrs. N. Glover	BCC
J. S. Harvey*	BTC to May 2019
D. R. Isham	G-w-L PC
T. Mills	AVDC
H. Mordue	AVDC
Ms. R. Newell	BTC
R. Stuchbury (Chairman)	BTC
W. Whyte	BCC

\* Buckingham Town Mayor, *ex officio*.

**Clerk:**

Mrs. J. W. McElgee  
100 Clarendon Street  
Buckingham  
Bucks  
MK18 1AD

**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



## **BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

The Board has pleasure in presenting its Report and Accounts for the period ended 31.07.19.

### **CONSTITUTION**

The Trust is a registered charity, numbered 1010071.

### **RESULTS**

There was an excess of income over expenditure for the year of £210.  
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 these funds were not received until September 2019. Applications for grants will be invited during 2019- 2020.

### **TRUSTEES**

There has been a change in Trustees due to the election of a new Town Mayor, who is *ex officio* a Trustee

### **BOARD OF MANAGEMENT**

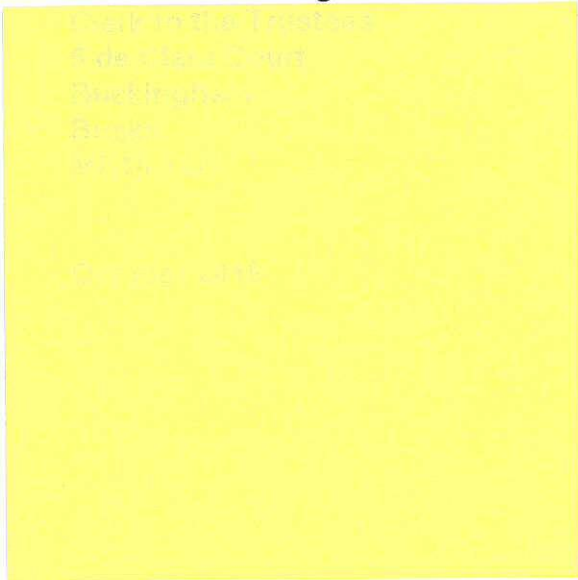
The Board Members, during the year to July 2019, were as follows:

T. Bloomfield  
M. Cole (Buckingham Town Mayor; from May 2019)  
P.J. Fealey  
Mrs. N. Glover  
J. S. Harvey (Buckingham Town Mayor; to May 2019)  
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**



**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 2019, 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	
Signed: 	Dated: 21 <sup>st</sup> October 2019

**BUCKINGHAM AND GAWCOTT CHARITABLE TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2019**

	2017/2018		2018/2019	
	£	£	£	£
<b>Incoming Resources</b>				
Gains on sales of investments	nil		nil	
Interest	<u>139</u>		<u>140</u>	
<b>TOTAL INCOMING RESOURCES</b>		139		140
<b>Resources expended</b>				
Direct Charitable expenditure – grants	nil		nil	
Other expenditure	<u>607</u>		<u>55</u>	
<b>TOTAL RESOURCES EXPENDED</b>		607		55
<b>NET INCOME</b>		(468)		85
<b>OTHER RECOGNISED GAINS/(LOSSES)</b>				
Unrealised gains/(losses)	(48)		125	
		(516)		210
Fund balances brought forward	5318		4802	
Fund balances carried forward		4802		5012

BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

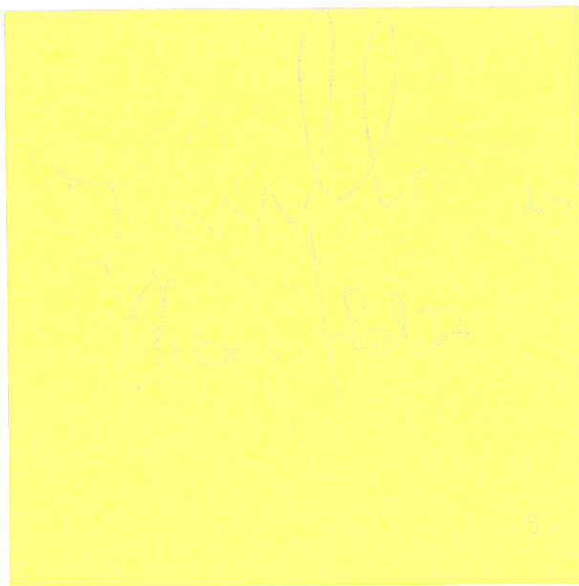
BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2019

	NOTES	2017/2018		2018/2019	
		£	£	£	£
<b>Current Assets</b>					
Investments	2	4152		4277	
Cash at Bank: deposit a/c		620		704	
current a/c		31		31	
Debtors		-		-	
			<b>4802</b>		<b>5012</b>
<b>Current Liabilities</b>					
Creditors	3	(50)		(50)	
<b>NET ASSETS</b>			<b>4752</b>		<b>4962</b>
<b>FUNDS EMPLOYED</b>					
Unrestricted Fund			4752		4962
<b>ACCUMULATED FUNDS</b>			<b>4752</b>		<b>4962</b>

Signed:

Trustee

Trustee



-11-19,

# BUCKINGHAM AND GAWCOTT CHARITABLE TRUST

## NOTES TO THE ACCOUNTS – 31<sup>ST</sup> JULY 2019

### 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

Auditor's fee estimated at £50.00.

### 4. MEMBERS OF THE TRUST

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

5. No liability falls on any member of the Trust. The Trust had 10 members at 31<sup>st</sup> July 2019.