



BUCKINGHAM TOWN COUNCIL

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

FULL COUNCIL

Thursday, 09 July 2020

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 13th July 2020** at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSfCZC9Q/>

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:

3.1 Annual Statutory Meeting 11th May 2020

[Copy previously circulated BTC/01/20](#)

3.2 Full Council 11th May 2020

[Copy previously circulated BTC/02/20](#)

4. Interim Minutes

To receive the minutes of the Interim Council meeting held on Monday 22nd June 2020

[Copy previously circulated IM/01/20](#)



Twinned with Mouvaux, 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.

5. Planning Committee

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

- Monday 18th May 2020 [Copy previously circulated PL/01/20](#)
- Monday 1st June 2020 [Copy previously circulated PL/02/20](#)
- Monday 22nd June 2020 [Copy previously circulated PL/03/20](#)

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meetings held on Monday 8th June 2020. [Copy previously circulated TCE/01/20](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 15th June 2020 [Copy previously circulated E/01/20](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 29th June 2020 [Copy previously circulated R/01/20](#)

9. Economic Development Working Group

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

- 9.1. Tuesday 26th May 2020 [Copy previously circulated ED/01/20](#)
- 9.2. 1st July 2020 [Copy previously circulated ED/02/20](#)

10. Co-option of Town Councillor

To receive presentation from the following candidates, and to decide which candidate to elect to represent Buckingham North:

- | | | |
|-------|-------------------|-------------------|
| 10.1. | Robina Ahmed | Appendix A |
| 10.2. | Nick Bayley | Appendix B |
| 10.3. | Sue Hetherington | Appendix C |
| 10.4. | Tom Humphries | Appendix D |
| 10.5. | Adekunle Osibogun | Appendix E |
| 10.6. | ██████████ | ██████████ |
| 10.7. | Sajjad Sobhan | Appendix G |

Please note that in accordance with the Local Government Act 1972 Sch 12, para 39 the successful candidate must have received an absolute majority vote those present and voting. If after the first vote no candidate has a majority of votes, the candidate(s) with the least votes will be withdrawn, and a second vote taken of the remaining candidates. This may be repeated several times until one candidate receives a majority of votes.

11. Terms of Reference

- 11.1. To review and agree the Terms of Reference as amended at Planning Committee (*min 37/20*) **Appendix H**
- 11.2. To review and agree the Terms of Reference as amended at TC&E Committee (*min 87/20*) **Appendix I**
- 11.3. To review and agree the Terms of Reference as amended at Resources Committee (*min 172/20*) **Appendix J**
- 11.4. To review and agree the Terms of Reference as amended at Economic Development Working Group (*min 191/20*) **Appendix K**

12. To receive and question reports from Buckinghamshire Council Councillors

13. Action List

Appendix L

14. Major Planning application

18/04290/APP West End Farm, Brackley Road, MK18 1JA

Variation of Condition 2 of planning permission 16/00847/APP to vary the wording of the condition by substituting plan numbers

Brio Retirement Living

BTC/24/20

15. Motion – Cllr. Christine Strain-Clark

That Buckingham Town Council establishes a Working Group to examine issues arising from the Black Lives Matter movement, seeking to establish how these may affect Buckingham and the steps that it may be possible to take in order to improve the lives of all residents. Membership of the Working Group would comprise Town Councillors plus an equal or greater number of residents drawn from the BAME community, including from the University. We would expect the Working Group to bring their first progress report to Full Council on November 23rd, and present their final recommendations by the end of this council year.

16. Covid 19 Update

To receive and discuss a verbal update from the Town Clerk

17. Unitary Council

To receive and discuss a verbal update from the Town Clerk

18. Annual Accounts and Governance Review

18.1. To receive and approve the AGAR

Appendix M

18.2. To receive the final internal audit report for 2019/20

Appendix N

19. Emergency Active Travel Fund

To receive a verbal update from the Town Clerk

20. Silverstone Circuit Events

To receive a verbal update from Councillor Mark Cole JP following the Buckinghamshire and Community Villages Board meeting and to discuss the potential impact on the town's risk from Covid 19.

21. Grants Review

BTC/25/20

To receive and discuss a report from the Town Clerk

22. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

22.1 Pontio minutes from the 9th May 2020

Appendix O

22.2 Community Board verbal update from 7th July meeting

23. Mayoral Engagements

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

Functions the Mayor has attended:

None

Functions the Deputy Mayor has attended:

None

24. Chair's Announcements

25. Date of the next meeting:

Interim Council – Monday 14th September 2020

Full Council - Monday 15th October 2020

At the age of 14 I moved to Buckingham with my mother and father; since moving here, 30 years later, we still live in the wonderful Badgers Estate. I later attended the Royal Latin School and had the joy of seeing my sons follow in my footsteps. I'd have never of thought that I would apply to be a councillor here until one of my sons told me about the vacancy and the tragic death of Derrick Isham whom I thought was a great Councillor, Mayor and Plumber! With its local shops, culture, history and amazing people: I have always found Buckingham a great place to live in. I am applying to be councillor because I want to make the town a better place for residents and balance our history and culture with the modern world. I also want to hear more about the issues that local people and bring some diversity to the council, representing the younger and minority residents of the town.

I understand that the role is only until the Local Elections next year, I may stand again but I think that it is important to understand the local council and how it works.

Thank you for giving myself and other people the chance to be co-opted and I look forward to hearing back.

Monday June 29 2020.

Since August 1991, Buckingham has been my home. My wife and I have enjoyed being residents of the town and all three of our children (now in the 20`s) were born, raised and educated in the area. Throughout this time, I have worked as a teacher in all three of the local secondary schools; Buckingham School, The Royal Latin and Stowe. After a teaching career of 32 years, I have decided to retire from full-time teaching this summer and now intend to pursue other interests and challenges.

I am passionate about being able to help create a socially inclusive and caring community. A community which I believe fully embraces all of its residents irrespective of their wealth, religion, culture or age. During the past 29 years the town has seen considerable and major developments in terms of its housing and population. The plans linked to both HS2 and the East/West railway line coming through Winslow will no doubt increase the popularity of the town over the next 10 years or so. The challenges for any small-town council faced with these potential problems and difficulties will be considerable and therefore the elected and co-opted members will need to strive to do their utmost in participating and encouraging effective and long-lasting partnerships with the public, private and voluntary sectors who operate in this part of North Buckinghamshire.

Being a part of that challenge is certainly something that I would relish.

I am hard-working, reliable and trustworthy. In all of the schools that I have worked in, my energies and commitment to the young people in my care has never been questioned and I have always succeeded in building and developing excellent working relationships with parents and Governors. Coming from the subject area of the creative and performing arts, I also have a wealth of experience in organising and producing entertaining, engaging and participatory arts events and I would be happy to discuss further how these important skills and attributes might be of benefit to your plans, if I am invited to speak in more detail to Council members on July 13.

The devastating and long lasting impact of the COVID-19 pandemic cannot be underestimated and as the country begins to slowly but surely find its feet as the lockdown restrictions begin to be eased, I firmly believe that the town council has a great opportunity to tackle and over-come the many challenges presented by this unprecedented global health crisis and in doing so, endeavour to strive to improve the services and subsequently the lives of all who are proud to call Buckingham their home.

Nick Bayley.

25/6/20

Buckingham Town Council – Application for Co-option

I wish to be considered for co-option to the vacant seat on Buckingham Town Council and enclose my co-option questionnaire.

Although a lifelong Bucks resident, I have only lived north of county for two and a half years. I have enjoyed becoming a part of Gawcott life and am an active member of the WI, Village Community Group and Village Hall Committee. I am also a volunteer with the village Covid-19 Support Group. Supporting my local community is important to me and I would now like to spread my wings a little further into the community into Buckingham itself.

I am retired but my working life was mainly spent working on IT. Given the exponential rate of change in the computer world, I am sure that my particular skills are now totally outdated, but I believe I have retained my analytical skills and common sense.

My main interests are the natural world and the conservation thereof and, like everyone else, am missing the life we all took for granted until the coronavirus pandemic hit us. I am particularly missing volunteering with a group called Vale Countryside Volunteers, or VCV. This group works in partnership with the old AVDC, now Buckinghamshire Council, on various projects around the Vale – we have even worked on Buckingham Heartlands, Buckingham Railway Walk and Buckingham Sand Pit!

In normal times, I have been very impressed with the quantity and quality of Buckingham's events and look forward to contributing to them.

Dear Sir/Madam,

Please find attached my co-option questionnaire followed by why I believe I would be an ideal candidate below. I look forward to hearing back.

Buckingham town and the surrounding areas have already been so close to both myself and my family. My parents moved here just before I was born over 30 years ago. I having moved away for a few years then came back to start a family in the town.

I believe I have some great ideas to get completely stuck in within the role. The green spaces ideas such as the community garden I think could be made bigger and better. I think also adding to this a community kitchen. The way times are changing and our eating habits will be adapting to this. Some outdoors eating environments I think will be the right way to go. I mean how about a council cafe in the beautiful Bourton park?

Along with a plethora of ideas for what I think the town needs. I also believe it is close to perfect and preserving what has already been built is key. The foundations that this historic market town has and the amazing businesses that are here give a platform to complete perfection.

I plan on staying here for a long time and would love nothing more than be a part of it on the front line and giving my all to support, deliver and exceed expectations.

From: Adekunle Osibogun

To: committeeclerk@buckingham-tc.gov.uk

Subject: Become a Town Councilor in 2020

I am a Buckingham resident and also studying for my doctoral degree at the University of Buckingham. My ties to Buckingham go as far back as 2004, when I arrived for my undergraduate degree and I have since then continued to support the development of the University and by extension Buckingham Town. I was elected Student Union President of the University of Buckingham in 2005, where I was privileged to provide a student's perspective on matters, while representing the student body on Council and also helping improve student's relationship with the

Buckingham community. More recently, I joined the Buckingham Twining Association to help promote Buckingham with its twin towns and contribute to the shared sense of community. I also

joined the Royal Voluntary Service Responders to potentially provide immediate life-saving assistance to other residents prior to the statutory ambulance service arriving. I was also one of the designated drivers that supported the Rotary Club of Buckingham to deliver food-parcels to vulnerable residents during the recent lockdown.

I have developed a career in legal practice with experience over a period of twelve years, and gained teaching experience over a period of ten years. As a legal practitioner and teacher, I am passionate about education and seek to champion the cause for local schools to be more accountable to children, their parents and the Buckingham community. I decided to apply for the position of Town Councilor to volunteer my expertise and experience to support the Buckingham Town Council in preserving Buckingham's heritage, protecting our local environment, and public spaces, especially while considering planning applications for future developments. I am highly motivated and prepared to work with other Councilors on the Buckingham Town Council to implement the Buckingham Neighborhood Development Plan, and tackle urgent actions from protecting our local environment, such as River Great Ouse and our indigenous wild life, to fixing roads and campaigning for desirable infrastructure development for Buckingham town. My legal background also gives me the additional ability to assist in filtering possible contentious or defamatory materials in the Council's communication materials, to ensure the Council avoids any potential disputes and pitfalls of the digital age.

I am experienced in administrative matters and capable of monitoring budgets and expenditure, while also ensuring the Council's adheres to the approved budgets. I believe I can bring this experience to bear in helping to manage the Buckingham Town Council budget and ensuring council tax payers receive value for money. I also believe that by continuing to maintain and improve Buckingham's estates, we can ensure the residents are in a position to determine the future economic development of their town. I am prepared to sacrifice my time and make myself available to work with other Councilors on the Buckingham Town Council.

I hope I will be given the opportunity to contribute to the good work of my predecessors on the Buckingham Town Council. Thank you.

Name : Sajjad SOBHAN

Age 63 years , Male , married , Child 1 son

University of Cambridge Graduate

Degrees in Economics and Law

Company Director : Property development, Trade and consultancy Companies

At 60 plus I would like to devote more time to social and community works . Try to bringing more public awareness about climate change , use of eco –friendly products and transportation. Explore the possibility of linking Buckingham by train with the rest of the country which will be of immense value to students of the University of Buckingham and Boarding Schools like Stowe.

I am committed to promote quality of life for the residents and visitors of Buckingham.

Seek ways and means to help businesses affected by coronavirus lockdown.

We must try and seek how we can provide better education and healthcare for the community in the post pandemic situation by representing residents from various sections .



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 22/19
 Reviewed 18th May 2020
Prepared by:
 Paul Hodson
Version: 4

Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Area of Operations

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

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

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

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

Further Information

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



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 87/20
 Reviewed 8th June 2020
Prepared by:
 Paul Hodson
Version: 2

TOWN CENTRE AND EVENTS COMMITTEE

Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Areas of Operation

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

Markets

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

Charter Fair

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

Annual & Other Events

- 10.5 to set up Road Closure Orders.

Appendix I

- 10.6 to arrange and supervise various events for the town and to support partners in delivering other events. Events arranged by the Town Council may include: May Day, Pancake Race, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Firework Display, Christmas Lights and Carols, and Best Kept Town. Events arranged by partners and supported by the Town Council may include: Band Jam, Music in the Market, the Remembrance Parade and the Christmas Parade.
- 10.7 to organise and co-ordinate the Council's Christmas Lights display;
- 10.8 to set up and review contracts to arrange the purchase of hanging baskets and similar floral arrangements, tubs and planters.

Promotion

- 10.9 to work toward a range of event that provide Access and equality for all
- 10.10 to promote the Town through appropriate media and via the web site.
- 10.11 to work with the Town Centre Traders.
- 10.12 to support any other Council events in the Town Centre.

Youth Budget

- 10.13 Youth Projects to be facilitated by the TC&E Committee

Tourist Information Centre

- 10.14 The day to day running of the Tourist Information Centre located in The Old Goal

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



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 22/19
 Reviewed 20th May 2019
Prepared by:
 Paul Hodson
Version: 2.1

Name

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

Membership

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

Chair/Chairman

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

Conduct of the Meeting

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

Area of Operations

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

Powers and responsibilities

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

Finance

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

Personnel

- 10.12) to monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)
- 10.13) to meet as required to discuss and investigate any personnel requirements
- 10.14) to oversee Officer and Member training and development

10.15) to meet as required by the Council for staff reviews

10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.

10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.

10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee

10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website

10.22) Oversee the production of the Newsletter

10.23) Oversee the production of the Annual Report


10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chair/Chairman and the Mayor

Further Information

11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.

12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.

13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: Reviewed 1st July 2020</p> <p>Minute Number:</p> <p>Prepared by: Paul Hodson</p> <p>Version: 1.1</p>
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Name

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

Membership

2. Membership of the Work Group is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Working Group may attend the meeting, but will have the same rights as a member of the public.
3. That a Member of the Buckingham Society and the Traders Association are co-opted onto the Working Group.
4. That any other interested member of the public can be co-opted onto the Working Group at its meetings.
5. The Working Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

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

Conduct of the Meeting

9. All meetings of the Economic Development Working Group shall be convened in accordance with the Town Council's standing orders and current legislation.
10. All business undertaken at the Economic Development Working Group shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

11. The Working Group shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
Economic Development
12. In addition to the areas of operation above the Economic Development Working Group has the following responsibilities:

Appendix K

- To work with other stakeholders to aid in the economic development of the town
- Liaising with businesses to create a strong cohesive voice for the town
- Devising an economic strategy and other policies to ensure the town is thriving, once completed to undertake the actions outlined within the strategy and policies
- Implementing projects to ensure Buckingham is a better place to visit and work
- Encouraging businesses to relocate into Buckingham
- Development of marketing strategies for the town
- Applying for funds from external bodies to address these areas, and spending any funds received.

Further Information

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

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk	To be reviewed in January 2021	Jan-21
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	Delayed by Covid 19 lockdown	
Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&D Statement as a Design Guide, replacing the current AVDC SPG. 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. " 	Town Clerk	Events to be organised by the new Town Council post-May 2021.	May-21
Full Council	384/19	Photograph	Members discussed and AGREED arrangements for formal photographs of the current Council and also the Council who will be elected in May 2020	Town Clerk	Delayed by Covid 19 lockdown	
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		April
Full Council	512/19	Climate Emergency Action Plan	The Climate Emergency 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 2021 Full Council	March
Full Council	Council Chamber	866/19	Proposed by Cllr. Newell and seconded by Cllr. Stuchbury that if the work does need to be re-tendered the current approach, Option 1, is retained. I.e. that the Chamber toilet is removed and the disabled toilet in the Community Centre shared by Chamber users. Proposed by Cllr. Try and seconded by Cllr. P Collins that if work does need to be re-tendered then officers reevaluate the options for utilising the space within the Council Chamber.		Delayed by Covid 19 lockdown	
Interim	918/19	Council Awards	Members discussed how and when to present the awards and it was AGREED to discuss the presentation the Town Council Awards for 2020/21 at a future meeting of Full Council. This may include a new award for volunteer work during the COVID-19 pandemic. ACTION TOWN CLERK		Delayed by Covid 19 lockdown	

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 13th July 2020

Agenda item: 14

Contact Officer: Mrs. K. McElligott, Planning Clerk

AMENDED PLANS

18/04290/APP

West End Farm, Brackley Road MK18 1JA
 Variation of condition 2 of planning permission 16/00847/APP to vary the wording of the condition by substituting plan numbers
Brio Retirement Living



The Site

West End Farm is on the north side of Brackley Road with West End Farmhouse between it and the Cemetery and West End Bungalow on a large plot within what is now the Care Home site, which surrounds it on three sides. A small stream runs through the site, which is to be part culverted, and will take some rainwater. Attenuation tanks are also proposed. Access to the site is just past the bridge over the stream, as

previously used for access to the farm buildings (see below, on the right) and on the second part of a double bend (travelling west) in a dip.



Note the railings of the bridge over the stream in the foreground. The 30mph (50mph in the Brackley direction) speed limit sign is approximately where the vehicle is in both pictures.



The original proposal was for 75 care home units, later reduced to 72. The units form 6 blocks of 2-bed self-contained flats, and one terrace of four bungalows in the centre, behind the existing farm bungalow. The blocks are 2-storey except for the one facing onto the Brackley Road in the SE corner, which has an additional storey with dormer windows and skylights in the roof. In the main, the layout is of stairwells, with a lift, and four flats opening off the lobby/landing. There is no communication between stairwells except at ground level, and no covered walkways between blocks. The original plans were for traditional construction, and had a number of communal facilities including a large sitting room in each block, and four in Block 7 looking out over Brackley Road. Members opposed this application, and AVDC Refused it, arguing that this was a retirement complex of self-contained dwellings and not a care home. The applicant appealed and the Inspector allowed the appeal. Residents must be over 55, and need 'care' for at least 1.5 hours per week.

In 2018 the current application was made by a new applicant, retaining much of the approved plan but changing the construction to modular buildings constructed off site. This meant that doors and windows had to be changed and moved to suit the module system, much of the site changes of level were smoothed out, and design interest and detailing removed. It was felt that the description of the new application misrepresented the scale of the changes to the extent that it formed a new application rather than a Variation to an existing one. The name 'Retirement Living Village' seems to have been settled on for the proposed development by the applicant and his consultants.

Members will remember an interesting archaeological discovery made on the site last year. Regrettably the report on the dig has not yet been submitted, despite the best efforts of this Council and County Archaeology. However Ms Lawrence reported (3/7/20) that the initial conservation of the human remains has started and this will lead to the selection of material for scientific analysis (including radiocarbon dating etc). This work is scheduled to be completed by the end of July, and will be followed by the production of the report, which will be made available to us as soon as possible.

Recent planning history (excluding farm applications)

1	16/00847/APP	Demolition of existing buildings and erection of 72 extra care units, ancillary community facilities, including ancillary guest room, parking, landscaping and associated works.	Refused. Allowed on appeal April 2018
2	18/04290/APP	Variation of condition 2 of planning permission 16/00847/APP to vary the wording of the condition by substituting plan numbers	Pending consideration

Members have so far responded as follows (my comments on subsequent activity in italics):

(Interim Council 17/12/18)

This Council has always maintained that this proposal was a retirement complex, not a care home, and this requested Variation reinforces this opinion, to the point where Members considered that the application should be treated as a new application. The applicants' representative [*who attended the meeting and gave a presentation*] agreed that this was not a Care Home with 24-hour on-site staffing, and he described it as a Retirement Village.

The Council decided unanimously to **OPPOSE & ATTEND**:

- As a Retirement Village, even with a minimum care package qualification, it is housing and therefore subject to 35% Affordable Housing provision per the Neighbourhood Plan –
- notwithstanding the fact that not all the site is within the Plan boundary.
- The proposal is for a modular construction, with large units being brought in by lorry along the Brackley Road, over a period of two months or more. No new Traffic Assessment has been submitted, nor a Construction Management Plan, to show that this is feasible or safe. [*Construction Management Plan submitted in May 2019, see below*]
- The Traffic Assessment should be based on movement data for a residential estate, not a care home where peak traffic numbers will occur at shift change times, with infrequent intermediate visitor and delivery vehicles. Though 72 units does not imply 72 visiting carers, nor 1½ hours per week daily visits, there will still be traffic throughout each day, and as only one resident of a unit is required to sign up for the care package, their partner may well be active, maintain outside connections, and keep a car or use taxis to enable this. No details whatever of the (conditioned) minibus service have been provided, but it is unlikely to cover all likely reasons for trips into town for shopping, appointments and social activities, nor journeys further afield. Respite periods are essential for the wellbeing of permanent carers, and there are now fewer facilities on site.
- So far as can be assessed only 66 parking spaces are provided for 72 units plus staff. [*later clarified, see below*]
- Members recognise that the 2016 application was approved on appeal, but the current facilities on offer are much reduced from what the Planning Inspector made her judgement on. The cinema and therapy room have been redesignated as lounges, and the other block's communal sitting areas much reduced. The communal dining room she referred to was never such in the sense of residents sitting down together to eat a meal, it was described as a café open to non-residents, much as the current Bistro. All flats have adequate kitchen provision (which implies shopping trips or deliveries). It is not obvious from the current site layout whether the proposed bowling green has been retained.
- The only staffroom (1st floor, block 1) has been very much reduced in size, and there is no overnight accommodation for staff. Possibly residents needing professional night care will have a live-in carer in the second bedroom, otherwise this implies night-time traffic movements.

8. Members would like to see evidence of the 64 jobs quoted as being generated, as much of the construction work is off-site, and the hired carers will come from an existing pool available in the locality, as will grounds maintenance contractors.
9. The changes to the design necessitated by the modular construction were not found acceptable, in particular Block 7 which had been designed to reference the Edwardian style of the houses opposite. Chimneys and quoin detailing had been lost, and in other blocks the site was levelled, roof profiles evened out and stepped-in elevations made rectangular, to the detriment of architectural variety on a substantial site. Standardised window and door patterns and spacing also lacked interest, and concern was expressed at the inclusion of ground floor French windows which gave on to unfenced areas, both from the point of view of residents' security from incursion, and safety for residents with dementia. Only the single-storey terrace Block 5 had private gardens.
10. Though the remodelled road system now allows access to all blocks for the standard refuse collection wagon, there is no indication of what provision is to be made – skips, bins for black bags, or separate arrangements for recyclables. There is no evidence of specific disposal facilities for medical waste. The label 'Commercial Kitchen Refuse' is placed in the middle of the road and there is no indication of the separate collection site for kitchen refuse, and it is some distance from the road to the only exterior door in the kitchen area, behind the new conservatory.
11. There is still no internal communication between stairwells, requiring care staff with several clients to descend to ground level and walk in the open air to the next appropriate lobby door.
12. There is no indication of parking provision for mobility scooters; not all under-stair areas are accessible, and may not have convenient charging points.
13. There are several incidences of carelessness which do not inspire confidence in the developer; for example, the exterior door to the stairwell in Block 3 adjacent to apartment 23 is labelled 'eradicated' which leaves no other means of entry; a Juliette balcony (no 35) has an outward-opening door; there are no stairs or lifts on the second-floor drawings of Block 7. *[Remedied, see Full Council 4/2/19 below]*

Members **NOTED** the following sent in response to the above (21/1/19):

Additional information:

- *Plan showing clearly the link path at the south east corner*
- *Site plan annotated with numbers of parking bays in each area (totalling 72; some had been obscured by labelling, now removed)*

Extraordinary Full Council 4/2/19

New material, for information:

- *Email sent to planning officer addressing points made in BTC response*

Amended drawings:

(The comparative site plan with the added parking figures was put before Planning on 21/1/19 and noted)

- *Block 3 ground floor: door from exterior to stairwell marked 'eradicated' on original plan has been reinstated*
- *Block 4 ground floor: kitchen and bathroom fittings added to previously blank areas*
- *Block 4 first floor: plan amended to show doors to Juliette balconies opening inwards instead of outwards*
- *Block 7 top floor: plan amended to show stairwells and lifts (previously omitted)*

Cllr. Cole outlined the difference between C2 (institution) and C3 (dwelling) use classes and noted that 24-hour care implied C2, as the Planning Inspector had decided, while the description 'retirement village' used by Mr. Sneddon in the meeting could be read as C3, which implied housing and therefore a 35% Affordable element. Furthermore the minimum age for residents was 55, when they might well still be working, confident that a spouse or partner was being cared for in their absence.

Cllr. Harvey advocated no change to the agreed response; there was not enough parking. He also asked for research to be carried out into case histories on the definitions of C2 v C3 provision. Cllr. Stuchbury added that he had used the farm entrance during his working life and it was not easy, especially given the speed of the passing traffic. If the nature of the community meant that Affordable Housing did not fit the model, a contribution could be set for off-site provision. Members agreed that no change be made to their original response.

There has been no further consultation until now.

The design as approved has been juggled about internally and externally so that walls, windows and doors fit the modular design. The Appeal Inspector, in her judgement as to whether the development formed Class C2 housing (residential Institution) rather than C3 (dwellings, including communal housing for elderly & disabled persons) decided for the former, in spite of the 72 apartments being completely self-contained with their own front door, because

"7. The occupiers of the proposed extra care development would be over 55 years of age and be subject to a care package of a minimum of 1.5 hours a week available 24 hours a day every day. The care would

increase according to the occupiers on-going needs. The development would incorporate a communal dining room with kitchen, sitting room, cinema and therapy room, bath/shower facilities and a guest suite. Communal sitting rooms would also be provided throughout.”

The communal dining room (“bistro”) is still shown on the plans although reduced in size to accommodate the Reception and Lobby; all the blocks except #5 – the terrace of 4 bungalows - had at least one good sized communal sitting room; all have been deleted (or, in the applicant’s word ‘extracted’) to suit the modular design, or now form part of the stairwell landing except for Block#2, which retains a conservatory with an outlook of the farm bungalow’s hedge 4m away. The large conservatory against Block 1 has also been deleted, and its first floor cinema and therapy room have been turned into a ‘club lounge’ and open plan sitting room. The ‘guest suite’ has been turned into a comms.cupboard and the guest room resided in the former staff room, and staff changing rooms have been inserted next to the now much smaller staff room. Chimney stacks and some decorative features omitted from the submitted plans have been reinstated to match the plans approved at appeal. The modular system also means some blocks will be higher than approved, some lower. For example, Block 6 North elevation as approved, and as modified to suit the modular construction:



Comparative North Elevation (Approved Plans)

NB: For aesthetic purposes all windows and doors have been prefaced to suit brick elevations and aligned between ground and first floor



Comparative North Elevation (IMH) Planning

(IMH = Ideal Modular Homes)

New documents:

1. Updated site plan: *Road widths adjusted to accommodate pedestrian footpath along at least one side of entire length and to suit refuse vehicle tracking (but not tanker – see Highways comments). Refuse enclosures relocated, so all are now beside the spine road except one, which is 10m up a spur road, which is within permitted hauling distance. Porters are available on site to collect refuse from flats and move bins as required. Verge footpath now aligned with internal footpath at access.*
2. New drawings for all seven blocks, elevations only so internal redesign is presumably as the original submission, see response above, and the following changes have been made (numbering starts from left of access and works round to block in SE corner facing Brackley Road, see diagram on p.8)
 - a) Block 1: *chimney added to match approved drawings; so far as I can tell this is decorative rather than practical. This is the aspect of the building seen on turning into the access, on the left.*



Comparative East Elevation (IMH) - Planning

- b) Block 2: *vertical timber cladding added to west (facing Brackley Road) elevation.*
 - c) Block 3: *vertical cladding added to south elevation*
 - d) Block 4: *additional dimensions added*
 - e) Block 5 (bungalows): *roof height (and therefore pitch) lowered to match approved drawings*
 - f) Block 6: *dimensions added; windows and common room deleted*
 - g) Block 7: *dimensions changed to suit modular system; window style changed; skylights (over bathrooms) repositioned; chimney stacks added to match approved drawings*
- Elevation to Brackley Road:*



Comparative Planning South Elevation (IMH)

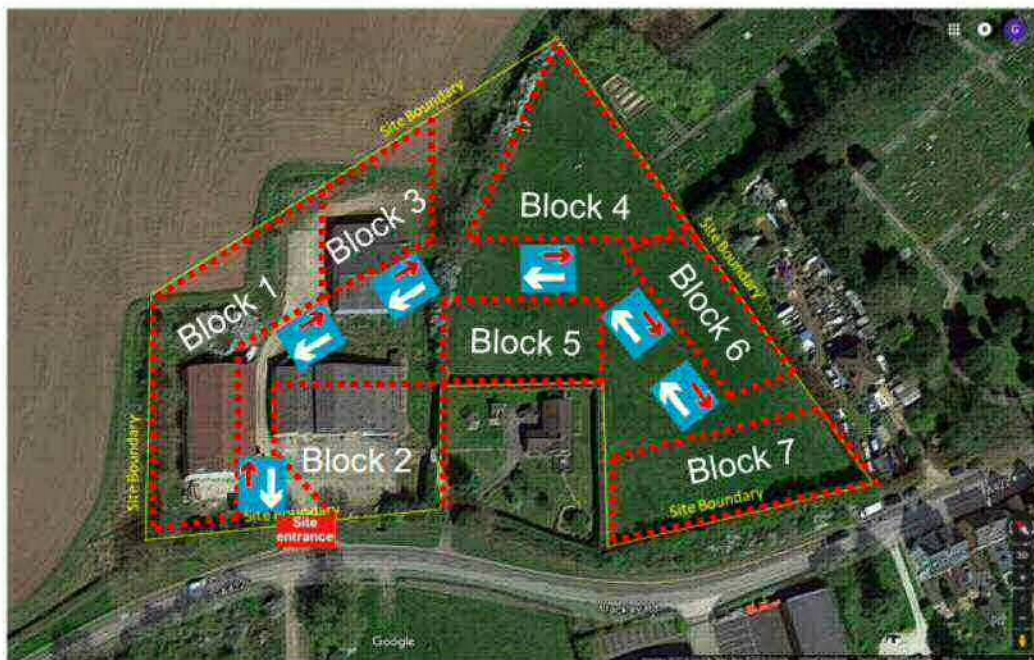
3. S278 Access and footpath (along Brackley Road; and link path from SE corner of site): *works and construction cross sections; materials*
4. Tracking diagram – refuse collection *Providing the vehicle sticks to the spine road, Highways' are happy with this, but the lorry does have to cross the white line briefly when turning out of the entrance*
5. Tracking diagram – tanker (in the event of the pumping station failing) *There is a pumping station in the NE corner of the site to get the sewage up to the height of the main in the Brackley Road. From time to time, a tanker may have to access it – across the stream – if the pump fails or needs maintenance. Highways are not at all happy about the number of kerbs it is going to have to bump over on the bends.*
6. Revised Arboricultural Method Statement *8 trees will have to be removed, and part of one hedgerow; retained trees may have minor pruning to prevent damage during construction.*



Red – trees and hedgerow to be removed; Green - trees and hedgerow to be retained

7. Construction Management Plan and supplement (17/5/19) *More a set of slides than a document. Indicates that all access will be from the west; deliveries will be co-ordinated on Monday-Friday between 8am – 5pm to ensure turning space for the lorry will be available; there will be no disruption to school traffic; arrival of exceptional loads will be notified to nearby residents and businesses; there will be no unauthorised deliveries and the gate will be locked outside working hours; there will be no offsite parking; wheelwashing facilities will be available onsite. The work will be in three phases, and the blocks will be started by the access and work round to the SE corner. There is a slide for each block, showing where the Site Office, Fire Assembly Point and (staff) parking is to be installed for working on each block, and the safe footway for workers. Crane and haulier positions are not yet finalised.*
Phase I – set-up; Blocks 1, 2 & 3
Phase II – Blocks 4 & 5
Phase III – Blocks 6 & 7

All Phases: Access Routes



Retirement Living – Brackley Road

8. Consultee comments from:
- Ecologist (19/6/20) comments submitted for previous application stand, but *Ecological Management Plan* would need to be updated with new drawing numbers.
 - Internal Drainage Board (23/6/20) standard response indicating they do not need to comment
 - EA (25/6/20) standard response indicating they do not need to comment
 - Heritage (29/6/20) response based on the previous Heritage Officer's comments and emphasises which points the Planning Officer should look at, particularly the new building heights, the design of the blocks and the landscape buffer to the north (protecting Stowe).
 - Highways (29/6/20) makes a number of points about the width of paths (1.5m when 2m was requested), the way the external footpath does not line up with the internal one; the narrowing of the roadways within the site to accommodate the footpath alongside them; parking and manoeuvring space; but acknowledges that these were accepted at appeal and so little can be done to change them.
Vehicle Tracking – refuse vehicle, acceptable; HGV access to the Pumping Station, amended plan required showing that it can manoeuvre safely without over running any kerb lines, footways or parking areas.
 - SuDS (1/7/20) are now satisfied with the arrangements for foul and storm water disposal, and the culverting of the stream.
 - Archaeology (1/7/20) brief letter from the Senior Archaeology Officer reminding the Planning Officer what the Archaeology Service does and adding "This proposal would not appear to impact on the archaeology of the site and therefore we have no objection. However, the conditioned archaeological works for 16/00847/APP are still outstanding and we would expect this to be addressed."

KM: 6/7/20

Annual Governance and Accountability Return 2019/20 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

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

Publication Requirements

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

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

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

Annual Internal Audit Report 2019/20

BUCKINGHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

A Shepherd-Roberts
For Auditing Solutions Ltd
Date 06/05/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

www.buckingham-tc.gov.ukADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	393395	509003	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	813075	852777	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	166468	217975	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	422185	507714	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	4702	4702	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	437047	449771	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	509003	617568	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	524012	578213	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3072656	2444121	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	54354	52072	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BUCKINGHAM TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

Buckingham Town Council

Internal Audit Report 2019-20 (Final update)

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2019-20 financial year, during our initial visits to the Council, which took place on 16th October 2019 and 21st January 2020. Due to the impact of the Covid-19 pandemic, we have undertaken our final review for the year remotely: we wish to thank the Clerk and the Finance Officer in assisting the process, providing all necessary additional (to that examined at our interim visits) documentation in electronic format to facilitate completion of our review for the year and sign off of the Internal Audit Certificate in the year's AGAR. We have, obviously in the circumstances, reduced the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

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

Overall Conclusion

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

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

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

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

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Omega software to maintain its accounting records, with two accounts in place with Lloyds Bank, a current account and a deposit account.

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

- Agreed the opening trial balance detail in the financial software for 2019-20 with the closing detail contained in the 2018-19 Statement of Accounts;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure is appropriate for purpose;
- Checked to ensure that the financial ledgers remain “in balance” at the present date;
- Checked and agreed detail in the cashbooks, examining three months’ transactions (September, November 2019 and March 2020) to supporting bank statements for the same months; and
- Agreed the bank reconciliations detail at the month-ending September and November 2019 and March 2020.

Conclusions

We are pleased to record that no issues have been identified from work completed.

Review of Corporate Governance

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

- We note that the Standing Orders (SOs) and Financial Regulations (FRs) were reviewed, updated and adopted in May 2019; and
- We have completed our examination of the Council’s minutes, examining those for the Full Council and its Standing Committee meetings held in 2019-20 with a view to identifying whether or not any issues exist that may have an adverse effect on the Council’s future financial stability, both in the short and longer term.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of 37 individual payments processed to December 2019 including those individually in excess of £3,500 together with a more random selection of every 35th cashbook transaction irrespective of value. Our test sample totals £156,839 by value of all non-pay costs for the year.

Finally, in this area, we have examined the content of quarterly VAT reclaims to March 20 submitted to HMRC with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment.

Assessment and Management of Risk

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

- We have examined the Council's approach to the identification, recording and management of financial risks noting that the Council has a detailed set of risk assessment documentation in place, which was reviewed and approved by the Council for this financial year in May 2019;
- Reviewed the Council's insurance cover is with Zurich plc and we have examined the current year's policy schedule noting that Employer's and Public Liability stand at £10 million and £15 million respectively, with Fidelity Guarantee cover set at £1 million.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that Resources Committee approved, at its January 2020 meeting, a precept level of £903,800 for 2020-21. This has been ratified by Full Council but the Full Council Minutes had not been issued at that time. Members AGREED to reissue the minutes which were received and agreed at Full Council on the 16th March 2020.

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

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

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

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

At the interim update visit reviewed the bookings system and records for Lace Hill Sports & Community Centre together with the management controls and the subsequent receipt of payments and we are satisfied that the hall is managed very satisfactorily; and

Also examined the procedures for recording and recovery of income in respect of burials, noting that the Council is using the RBS Burials software, whilst also maintaining a formal hand-written Burial Register. We have examined the forms relating to a sample of ten burials in 2019 and checked that fees have been collected, posted and banked accordingly.

We have also reviewed the Sales Ledger, as at the 31st December 2019 and are pleased to report that no significant or long-standing debts are in existence of which the Council are unaware.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the AGAR, to indicate the soundness of controls in this area of the Council's financial activities.

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

At the first interim visit we also checked the petty cash and till holdings at the Tourist Information Centre against the control records maintained.

We have at this interim update visit checked the petty cash and Community Hall float at the Lace Hill Sports & Community Centre against the control records maintained.

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

Conclusions

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

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended from 1st April 2018 with regard to employee contribution percentages. We have consequently, by reference to the September 2019 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2019-20 has been implemented and that a full staffing review has been completed, the results of which were implemented from April 2019;
- Noted that the processing of the Council's monthly payroll is outsourced to Payroll Solutions;
- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for September 2019 to the Council's approved NJC pay scale spinal point and basic working hours;

- Ensured that Income tax and NI deductions from employees' and employer's NI contributions are calculated accurately for that same month;
- Similarly, ensured that superannuation deductions and employer's contributions have also been calculated appropriately, ensuring compliance with the employees' percentage scale of deductions applying from 1st April 2019; and
- Verified the accurate payment of net pay to individual staff members.

Conclusions

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

Fixed Asset Registers

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

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

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

The Council has circa £500,000 in a Lloyds Bank deposit account which has been noted in our review of the cash books and reconciliations.

We note that the Council currently has one loan repayable to PWLB and we have checked the half-yearly repayments made in 2019-20 by reference to the PWLB repayment demand.

Conclusions

No issues have currently been identified in this area.

Annual Governance and Accountability Return

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

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

Conclusions

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

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 13th JULY 2020

Contact Officer: Mrs L. Stubbs, Communications Clerk

Grants Review

1. Recommendations

- 1.1. It is recommended that a Task and Finish Group be formed to review the Town Council's grant applications process.
- 1.2. The Group's remit would be to analyse who is benefiting from the current approach, compare the process to other grant giving authorities and to make recommendations on any changes or improvements which could be made to the scope of funding and the process of grant making.
- 1.3. It is recommended that a report and new grant policies proposed by the Group be presented to the Resources Committee on 21st September 2020.

2. Background

- 2.1. Buckingham Town Council administers grants to community groups annually, with £26,412 given to 18 local organisations last year, three of which are supported through longer term 3-year grants.
- 2.2. The grants policy and process to apply has not been changed since 2015 when administrative changes to digitise the application process were made. A regular review of procedures and scope is necessary to ensure that any necessary improvements can be made.

3. Proposed Approach

It is proposed that the Council establish a Task and Finish Group to review the Grants system and report back to Full Council. The Group would hold two meetings, which would investigate:

Meeting 1

Review of history – why the grants exist and how have grants been distributed in the past

Review of grant criteria - do these qualifying criteria still reflect Buckingham's needs today; do they reflect the Town Council's aims and legal obligations,?

Feedback from other grant giving bodies application processes

Feedback from applicants, review applicants that were unsuccessful in applying for funds

Meeting 2

Equality and diversity – how do we ensure that all applicants have equal opportunity to apply successful for funding, what barriers might there be to applying to those from protected groups.

Review and agree proposed changes to the application process

Timing

Meetings to be held during July and August, to enable recommendations to be reflected in the 2021/22 grants application process.

Resources

The Group would receive support from the Town Clerk, Communications Clerk and Apprentice.

Membership

It is proposed that the Group is made up of Councillors who wish to take part.

BUCKINGHAM TOWN COUNCIL & UNIVERSITY OF BUCKINGHAM

PONTIO GROUP MEETING 11

TUESDAY 9 MAY 2020 15.30 – 17:00

ZOOM

Minutes

1. Apologies for absence

Sarah Davies, Callum Roberts, Councillor Charlie Claire (Buckinghamshire Council)

2. Welcome to our new Mayor, Madam Mayor, Geraldine Collins, and message of thanks to former Mayor

Mark Cole, JP

The group agreed to give a vote of thanks to the previous Mayor, Councillor Mark Cole, for all his efforts on behalf of the Group.

The group gave Councillor Geraldine Collins **Madam Mayor** a rousing welcome.

3. Declarations of interest

None

4. Minutes from last meeting

Agreed with changes.

It was agreed that the University will arrange a minute taker for the next meeting. That DJ and SE would take this forward between them, advertise this opportunity on the University intranet, and discuss further with EP (COO). PH was thanked for his ongoing stupendous efforts on behalf of the group. It was also noted that since the change in time of the group meeting from early evening to working day it was hoped that this would facilitate support from the University.

5. 1. Civic community engagement matters

1.1. UK Town and Gown Association (UKTGA) further update
DJ and JH are receiving regular updates from the Association. These mostly related to universities rather than local councils. Agreed to remove this from standing item.

1.2. Our unique relationship - further developments and our civic university –
Discussion on benchmarks and self-assessment
JH reported that the tools has been improved and is ready to be shared more widely. The final column – Possible Sources of Evidence – needs to be completed. SE and DJ will work on this together convening between them and brainstorm to enable all areas of the University involvement and knowledge to be shared and included.

Action DJ and SE

DJ will also discuss the tool with the University's Student Experience Group.

Action DJ

DJ updated that Jo Selway is working with DJ to develop schemes for volunteering, including a befriending scheme and opportunities for medical students to get involved. Approximately 42 medical students have been responsible for contacting 3-4 people. They now want to continue the befriending scheme beyond the lockdown period.

1.3. Update on University outreach civic activities

At present MK Citizens are diverting their focus to supporting the MK Communities Foundation. DJ said that work with the Bucks Skills Hub, schools and other partners is continuing. Volunteers from the University staff have been working with Work Tree to record insights from their work experience.

1.4. Identifying priorities for engagement 2020-21 – e.g. domestic violence

In addition to domestic violence, the priority will be supporting the town's economy and community life to get back up and running, and to support the University to develop its student intake and support for the town.

DJ suggested involving local businesses in the next welcome pack for new students, which will take place in January.

The group discussed the students currently remaining in the town and concern for mental health and well-being. The University are teaching online through the summer. Welfare staff and therapy dogs will be available in person in a month's time. Overall, students seem to be doing okay. Those in a student house tend to be staying together.

The Student Union are actively monitoring which businesses are opening, and promoting them to students.

The Group agreed to hold a separate, less formal discussion to identify ideas and take them forward responding to business and economic needs of the community resulting from Covid. JH will circulate details for all who wish to be involved to take part.

Action JH

JH updated that the Town Council are currently carrying out a survey of local businesses to canvass their views and thoughts.

DJ suggested creating a video with clips of local businesses which are opening.

1.5. Connecting with University's research endeavour/research impact

SE has spoken to Dr Claire Stocker about how the University's research is engaging with local and national needs. The medical school for example are doing some very interesting work. The Group agreed to invite Dr Stocker to the next meeting to address University wide research.

Action SE

2. Joint publicity and planning

2.1. Pontio annual report – JH (progress)

JH noted that the parts written by JH and DJ have been uploaded. KR has provided her content. The other content still needs to be uploaded.

2.2. Regular joint positive media stories – to be agreed at each meeting (KR)

KR noted that the University has a regular once weekly article in the local papers; the Group congratulated the University on this achievement.

PH will ensure the Town Council are working with Hannah the University Publicity Officer.

Action PH

3. Student engagement

SE expressed thanks to DE for her positive input and hard work on behalf of students at this time.

DE reported that a learning and teaching survey has been held. 76% of students say the learning experience is better or as good as it was. DE will provide specific recommendations to the Deans.

DE would be keen to support anyone from the town engaging with the SU's social media.

6. Promoting the university

Online fireside talks

DJ updated that these are free, and happening around twice a week. Previous recordings are available to view online. <https://www.buckingham.ac.uk/study-at-buckingham/visit-us/fireside-talks>

7. Update on Town Council and wider town matters GC/PH, MC

a. Covid 19 response, and working together opportunities

- The Buxplore heritage app has been launched successfully, with over 500 unique downloads already. A physical launch will take place later in the year.
- The usual Fringe Week will be an online Fringe this year. This will include an evening with the Oxford fiddlers, and an online karaoke evening hosted by JH.
- The Town Council are currently developing a new tourism website, which will include information about local businesses.

8. Update on University Matters (SE/DJ)

SE updated that most University projects are currently on hold. Staff are currently planning for a graduated return to campus, but online learning will continue over the summer. Some staff have been furloughed.

9. Update on student matters (CR)

Nothing additional

10. Chairs' items (GC/SE)

None

11. AOB

The literary festival were holding a meeting in the evening from 7pm, linked from their Facebook site, called "What the Dickens". DJ will circulate the link.

12. Date of the next meeting

18th August from 15:30 to 17:00

Circulation

Clr Geraldine Collins – Mayor of Buckingham – Joint Chair
Prof Susan Edwards (SE) - Director of Community Relations and External Affairs - Joint Chair
Clr Jon Harvey (JH) – Buckingham Town Councillor
Paul Hodson –Town Clerk, Buckingham Town Council
Mary Simons – Buckingham Traders Association
Kathy Robins – Buckingham Society
Sarah Davies – Chair, Friends of Buckingham University
Dean Jones – Buckingham University
Clr Charlie Clare – Buckinghamshire County Council

Callum Roberts – SU
Daria Ermolenko - Student's Union President

Elsbeth Millar – University of Buckingham
Emma Potts – Chief Operating Officer, University of Buckingham