



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 20 January 2021

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 25th January 2021 at 7pm online via Zoom, Meeting ID 871 2899 7691.

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.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting 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/UC89BUTwVpjAOEIdSifcZC9Q/>

Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

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

3. Minutes

To receive the minutes of the Full Council Meeting held on:
Monday 23rd November 2020

[Copy previously circulated BTC/05/20](#)

4. Interim Minutes

To receive the minutes of the Interim Council meeting held on Monday 21st December 2020

[Copy previously circulated IM/04/20](#)



Twinned with Mouvaux, France; Neukirchen Vluyn, Germany

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 30th November 2020
- Monday 21st December 2020

[Copy previously circulated PL/10/20](#)

[Copy previously circulated PL/11/20](#)

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on Monday 7th December 2020

[Copy previously circulated TCE/05/20](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 14th December 2020.

[Copy previously circulated E/04/20](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 4th January 2021.

[Copy previously circulated R/04/20](#)

9. Diversity and Inclusion Working Group

To receive and discuss interim recommendations from the Working Group

[BTC/101/20](#)

10. To receive and question reports from Buckinghamshire Council Councillors

11. Action List

[Appendix A](#)

12. Motion – Cllr. M .Cole JP

"That this council opposes the closure of more local Thames Valley Police counters. We need more, not less. We lost our local Magistrates' Courts (Buckingham, Bicester and Aylesbury), and now TVP wants to make our guardians of the peace even less accessible. It is proposing the closure of Bicester, which has a growing population, already 33,000, so that should remain open. We need a counter again here in Buckingham, with a growing population now 15,000, and more and more housing development coming. Buckingham has a growing crime problem, with car and van break-ins, and anti-social behaviour in the parks and even the High Street. Our nearest counters are Bicester and Milton Keynes, both 11 miles away, which many people can reach only by costly public transport. I understand that if there is an incident then officers are sent from Aylesbury, which is 20 miles away. We pay a lot of our council tax towards policing. Any further cuts to the police service would be unacceptable."

13. Covid 19

To receive and discuss a verbal update from the Town Clerk

14. Financial Risk Assessment

To receive and approve the Financial and Risk Assessment as received by Resources Committee on the 4th January 2021.

[Appendix B](#)

15. Representation at the Buckingham and Villages Community Board

To review the Town Council's representation at the Board in light of Buckinghamshire Council's insistence on not allowing Town Councillors to be called by their title of Councillor

16. Annual Town Meeting

To receive and discuss a written report from the Town Clerk

[BTC/102/20](#)

17. Draft Buckinghamshire Town and Parish Council Charter

To receive and discuss a written report from the Town Clerk

[BTC/103/20](#)

18. External Audit Report and Certificate

To receive the External Audit Report as discussed by Resources Committee on the 4th January 2021.

[Appendix C](#)

19. Unitary Council

To receive a verbal report from the Town Clerk and make any relevant decisions regarding unitary discussions

20. Representation on the General Charities

To agree a representative from the Council to replace Cllr. Bloomfield, whose term has ended.

21. Reports from Representatives on Outside Bodies

Members are asked to note the report listed below:

Rural Market Town Group – 9th November 2020

Buckingham & Villages Community Board – 10th November 2020

[Appendix D](#)
[Appendix E](#)

22. Mayoral Engagements

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

Functions the Mayor has attended:

10th Dec 2020 Presentation of Mayor's salver to Cllr. M. Cole JP

15th Dec 2020 Leighton Buzzard Mayor's online Carol service

15th December 2020 & 12th January 2021 Buckingham General Charities

23. Chair's Announcements

24. Date of the next meeting:

Interim Council – Monday 22nd February 2021 (preceded by an informal meeting)

Full Council - Monday 15th March 2021

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 25th January 2021

Contact Officer: Paul Hodson, Town Clerk

Diversity and Inclusion Group Interim Report

1. Recommendations

- 1.1. That the Town Council reviews the current Equality and Diversity Policy and includes this in the list of policies which is reviewed each May
- 1.2. That the Town Council considers appointing a member of staff to be the officer lead for equalities and diversity.

2. Background

- 2.1. The Group has met twice since the last Full Council meeting. The Group has agreed to have a rotating chair, alternating between Town Councillors and other members. Topics discussed have included possible events, hate crime reporting, and the Town Council's current policies. The Group received a helpful presentation at the most recent meeting from Buckinghamshire Council's Community Engagement Officer, who talked about the current figures for reports of hate crime, and the process for reporting hate crime. The Group noted that there is currently no facility for third party hate crime reporting in the area, which may lead to under-reporting. The presentation also included a detailed description of the resources available to schools and other groups to support discussions about racism and other forms of hate crime, along with support that is available for victims.
- 2.2. The Group has agreed to write to local schools explaining the Group's work, and also to highlight the various resources that Buckinghamshire Council is making available to schools and teachers, including support for delivering Show Racism the Red Card.
- 2.3. Group members did not feel ready to make final recommendations at this stage, however some interim recommendations have been agreed:
- 2.4. The Group were provided with the Town Council's current Community Engagement Strategy and Equality and Diversity Policy. The Group noted that the Equality and Diversity Policy had not been reviewed since 2013, and recommended that a formal review be undertaken. The Group suggested that the Council consider providing some detail as to how the current policy's stated aim to "*work to ensure fair and equal access to our services by all citizens and to provide services in a manner which is sensitive to the needs of the individual, whatever their background*" would be realised. The Group also suggested that arrangements are put in place to ensure the Policy is reviewed more regularly.

2.5. The Group noted that no member of staff had responsibility for promoting Equality and Diversity, and recommended that the Council appoint a member of staff to be the officer lead for equalities and diversity.

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
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. Being discussed by the Neighbourhood Plan Sub-Committee for potential inclusion in the revised Plan.	May-21
Full Council	384/19; 817/20	Photograph	Members discussed and AGREED arrangements for formal photographs of the current Council and also the Council who will be elected in May 2021	Town Clerk	Online group photograph taken and currently being edited by office staff. Formal group photograph of current Council and also the Council to be elected in 2021 will be arranged for Mayor's Reception on the 4th June 2021.	Jun-21
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		Mar-21
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	Mar-21
Full Council	886/09	Chamber	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.	Town Clerk	Work is underway.	Mar-21
Interim	225/20; 819/20	Council Awards	Members discussed and AGREED to form a Working Group to amend the Council's current scheme of awards	Town Clerk	A working group to be set up	Mar-21
Full Council	225/20	Diversity & Inclusion workshop	Buckingham Town Council establishes a Working Group to examine issues which have been brought to public attention by recent racist events, 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 and their supporters, 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.	Town Clerk	Interim Recommendations on the agenda	Jan-21
Full Council	226/20	Covid-19 Public crossing at Moreton Road	Cllr. Harvey questioned whether the crossing was legally compliant and whether a temporary road order was required. Members AGREED for the Town Clerk to investigate and report back	Town Clerk	Crossing now removed following road closure	
Full Council	227/20	Unitary	The Town Clerk explained the devolution project pilot had been delayed because of Covid-19 and he would report back to the September meeting of Full Council as to whether Buckingham Town Council has been selected to take part.	Town Clerk	On the agenda for Full Council.	Jan-21
Full Council	701.2/20	20mph Speed Limits	<i>I propose that Buckingham town council investigate the cost of the traffic regulation order and associated costs for lowering the speed limits in appropriate areas of the town to 20 miles per hour. To request that the Community Board provides the necessary funding to implement such a scheme, and that the Town Council considers whether a contribution for such a scheme should be added to the precept.</i>	Town Clerk	Request submitted to the community Board. A cost is expected by March 2021.	Mar-21
Full Council	812/20	BTC representation at Community Board	<i>This Council requests that all councillors elected to represent their town and parish councils be afforded their civic title of 'Councillor' in attendance lists and minutes of the Buckingham & Villages Community Board, and that they are reinstated as Committee Members and not 'Public' at those meetings. Not to do so is undemocratic, and disrespectful to the Town and Parish Councils for which this Board is convened</i>	Town Clerk	On agenda for Full Council	Jan-21
Full Council	820/20	Notification of road closure Moreton Road.	Cllr. Smith proposed seeking clarity on whether work would take place at night and whether it would be subject to interruptions and, if so, would traffic management control continue during any interruptions.	Town Clerk	Request for clarity submitted. Works taking place in working hours.	Mar-21
Interim	911/20	Child Poverty	Child Poverty has increased by 32% from 2015 to 2019 in the Buckingham Constituency... Indeed, in parts of our town, there are more than 1 in 5 children living in relative poverty. This is a matter of great concern to the Town Council. Although our powers are limited, we are committed to tackling this scourge in whatever way we can. As a consequence, we will organise a day of reflection and action. The aim will be to bring together all those who wish to consider what might be done to build on existing good work (e.g. the Food Bank, Buckinghamshire Council and all organisations that are currently working around this current issue.) and develop other ideas to help these local children and their families."	Town Clerk	A working group to be set up	Mar-21

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Interim	912/20	Public Health Meeting to discuss healthcare provision in Buckingham	To Deliver on the promise to Buckingham by Buckingham Town Council to hold a public meeting to discuss health provision. The Council's Environment Committee agreed, "Due to the current perceived threat to Buckingham Hospital in the light of the proposed new Medical Centre at Lace Hill, this committee recommends that Buckingham Town Council organise a public meeting to discuss residents' concerns and invite the Swan Practice, the CCG and other interested parties to attend. historically Agreed with in a motion of the council" at the meeting held on 22nd October 2018 (minute number 451/18).In light of the inability for the Town Council for various reasons to progress the agreed action to discuss the various health questions within the community about the future of health provision in Buckingham , The main questions and areas for discussion being Buckinghamshire Health Trust, community health and how Buckingham Swan Practice are progressing their vision for future health care for a delivery model of the health centre. I'm proposing that the Council holds an online public meeting with residents and Town Councillors. Questions would be asked of the three primary areas on behalf of our constituents online within a zoom meeting with the three parties delivering health and community care within Buckingham. The Town Council will have advertised the meeting in advance and the fact Councillors will receive questions from the public and would arrange the opportunity for the three health providers in Buckingham to answer those questions within a public forum.	Town Clerk	To be arranged	Mar-21

Financial and Management Risk Assessment

Buckingham Town Council - Financial and Management Risk Assessment

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

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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					regarding this to then be brought to Council	
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
	Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression.	Existing Procedures are adequate
3. To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee to provider assurance	Existing Procedures are adequate
	Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
5. Cemetery	Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created during winter of 2018/19 in Brackley Road Cemetery.	Existing Procedures are adequate
	Loss of income	3	4	12	New land identified, Current Negotiations with Land owner and planning under way.	For six monthly review; operational site required by 2024
6. Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies which has been quality assured by ELAS.	Annual review
					Matters relating to staff discussed by Staffing (Confidential Matters) Committee	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with ELAS in to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
					Legal insurance in place	Existing Procedures are adequate
7. Staff	Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff	Existing Procedures are adequate
	Loss of key staff trained in financial systems, process or	4	3	12	Staffing arranged so that knowledge is distributed between RFO and at least two	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	rules				other staff Use of common systems, including popular accounts system, and retention of detailed manuals.	adequate Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary Financial procedures ensure no individual has unique access to expenditure	7 Weekly reports By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
					Seven week review by Resources Committee	7 Weekly reports
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	2	3	6	Contingency included in budget	By annual resolution of Full Council
Further Reserves of equivalent to at least three more month's spend available for use within 24 hours					Existing Procedures are adequate	
9. Systems & Record keeping	Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package	Existing Procedures are adequate
					A back up is made to the main server at the end of each day; this is then backed up to a	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					cloud server offsite.	adequate
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (Approval is given by email by at 2 councillors where cheque signing is not possible)	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
	VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts. VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					monthly basis	adequate
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight and discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council
10. Banking Arrangements & Procedures	Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC	Existing Procedures are adequate
	Accounts	1	3	3	Reserves above two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate
11. Banking Security/Access to	Cheques	1	3	3	Each cheque from the main account must be signed by 2 Councillors as detailed on the	Existing Procedures are

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
Finances					back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	adequate
	Transfers	1	3	3	Transfers to the higher rate deposit are done via telephone or online banking by the RFO. Funds in the higher rate deposit account can only be transferred into the general savings account	Existing Procedures are adequate
	Bank Reconciliation	1	3	3	All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
					Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate
					All petty cash accounts which do not have statements are reconciled on a monthly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's signatories are required at all times. The RFO does not have access to petty cash or cheques.	Existing Procedures are adequate
	Access to the main bank accounts	1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
					All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	
	Access to petty cash accounts	1	3	3	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to Finance Officer and DTC.	Existing Procedures are adequate
	Cheques	1	3	3	All invoices will either have a Purchase Order or are authorised by either Clerk, DTC or Estates Manager. They are paid via cheque, which requires 2 Councillor's signatories, or BACs. Councillors also see the related invoice and authorise this with their signature	Existing Procedures are adequate
	Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed monthly by the RFO once reconciled.	Existing Procedures are adequate
All payments are reported to Resources with a full reconciliation report					Existing Procedures are adequate	
	Hire Charges	1	3	3	Council agree the charges	Existing Procedures are adequate
The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval					Existing Procedures are adequate	
All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis					Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Hire charges received within the office	1	3	3	All post is logged by an Officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
					All cash received from hirers that visit the office is itemised on the Accounts system	Existing Procedures are adequate
	Cash collected from community events	1	2	2	All cash collected at events is collected by appointed staff and volunteers in approved charity buckets which are allocated at the start of the event	Existing Procedures are adequate
					Any buckets are locked securely in the Town Council office or Chamber and at the end of the event	Existing Procedures are adequate
					At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff	Existing Procedures are adequate
	Processing and banking	1	2	2	When the money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate
					A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines RFO and Deputy Town Clerk check meeting dates each year against statutory requirements	Existing Procedures are adequate
Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised by the RFO or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate
					The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is immediately advised of the precept for the coming year once agreed	Existing Procedures are adequate
	Loss of income due to a reduction in the Council Tax base	2	1	2	The base has been reduced for 2021/22, however a budget has been proposed which will allow for all services to be continued and the current reserves to be maintained.	
15. Monitoring of Budgets	Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					limits	
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting				A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
		1	2	2	This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract	Existing Procedures are adequate
					Any that do not meet the budget levels are highlighted by members if needed along with committed expenditure	Existing Procedures are adequate
16. Insurable Risks	Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	Legal disputes	2	4	8	Cover for specified legal disputes	Existing Procedures are adequate
	Long term sickness of employee	5	3	15	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					Liability limited by contract	Existing Procedures are adequate
	Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber All office staff have laptops and can access all files from home or other sites	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site. Ability to restore onto hired equipment	Existing Procedures are adequate
					Cover in place for excess costs	Existing Procedures are adequate
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					All electronic documents backed up daily offsite	Existing Procedures are adequate
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019.	Existing Procedures are adequate
					This is updated throughout the year with new assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list	Existing Procedures are adequate
	Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct	Existing Procedures are adequate
					The Town Council has a scheme for maintenance of assets	Existing Procedures are adequate
19. Internal Audit	Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn.	Existing Procedures are adequate
					The report is presented to Council for acceptance.	Existing Procedures are adequate
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
20. External Audit	External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements	Existing Procedures are adequate
					Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	Existing Procedures are adequate
					The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor	Existing Procedures are adequate
					The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor	Existing Procedures are adequate
					Once these have been formally adopted and signed by Council, they are lodged with external auditors	Existing Procedures are adequate
					Any queries raised by the auditors are dealt with by the RFO in the first instance	Existing Procedures are adequate
					Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate
21. Insurance	Fidelity Insurance	1	3	3	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate
					Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently tied into a deal until 2020	Existing Procedures are adequate
					Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate
22. Pension fund	Management Pension Fund	1	3	3	The Town Council is part of the Buckinghamshire County Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	Loss from Pension Fund	2	2	4	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate
23. Financial loss due to Covid 19 restrictions	Loss of income from the Lace Hill Sports and Community Centre	5	2	10	If restrictions last for 6 months the loss will be £24,000. The Caretaker will be furloughed for as long as that scheme is available. A flexible approach will be taken when opening is permitted to allow all possible bookings to take place.	Existing Procedures are adequate
	Loss of Income from markets	5	2	10	If restrictions last for 6 months the loss will be £8,500.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	<p>The worst case scenario would be a total loss of income from the Lace Hill Centre and the markets for 12 months, costing £67,000. The Council could lose this and still have significantly more than the minimum reserves required.</p> <p>Lost income for 2021/22 will be offset by reduced costs, including the savings made by not holding major events.</p> <p>Each committee will receive a revised income and expenditure forecast at every meeting for the duration of the restrictions.</p>	Existing Procedures are adequate

Appendix 1

Buckingham Town Council - Risk Assessment Matrix

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

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

Appendix 2

**Buckingham Town
Assessment Rating**

**Council - Risk
Scale**

		5	10	15	20	25	
		4	8	12	16	20	5
4	Likelihood	3	6	9	12	15	
		2	4	6	8	10	
3		1	2	3	4	5	Moderate
2							
1							
		1	2	3	4	5	

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 25th January 2021

Contact Officer: Paul Hodson, Town Clerk

Online Annual Town Meeting (Wednesday 17th March 2021)

1. Recommendations

- 1.1 That Members decide whether to hold an Annual Town Meeting in 2021
- 1.2 That Members agree to the suggested outline for the 2021 Annual Town Meeting and note the dates of the two events.
- 1.3 That Members agree the initial topics for discussion on social media as:
- 1.4 Flooding response and future preparations
 - a) How can the town support businesses and residents following the Covid restrictions?
 - b) Climate change and improving the environment
 - c) When the new Town Council is elected later this year, what should its top three priorities be for the town? (provide a link to roles and responsibilities)
- 1.5 That Members confirm a facilitator of the Online Annual Town Meeting to be hosted via Zoom on Wednesday 17th March 2021 at 7pm

2. Background

- 2.1. The requirement for town and parish councils to hold an annual meeting in 2021 each year has been disapplied by the Local Authorities and Police & Crime Panels (Coronavirus) Regulations. At present, this legislation only applies to meetings that are required to be held before 7th May 2021, so the requirement to hold an annual meeting will then re-apply: this may of course change before 2022.
- 2.2. In normal circumstances, the Annual Town Meeting must be held between 1st March and 1st June. With elections scheduled for Thursday 6th May, Purdah will begin from the start of April. Purdah would restrict the role Buckinghamshire Council and Buckingham Town Councillors could play in the ATM significantly. So if an Annual Town Meeting is to be held, then March would be the only realistic time to do so.
- 2.3. The Town Council did not hold an Annual Town Meeting in 2020. It would be possible to hold an online meeting this year. It is highly unlikely that it will be permitted or safe to hold the Annual Town Meeting physically this year.
- 2.4. It is proposed to hold an entirely online Annual Town Meeting via Zoom on the 17th March 2021 at 7pm. In recent years, the Council has hosted a week

long public consultation on The Town Council's Facebook page in the run up to our official ATM meeting in the Community Centre. Residents are invited to post questions or comment under (pre-agreed) discussion topics and Town Councillors and Officers are encouraged to respond where appropriate.

2.5. A summary of the discussions/feedback from the online consultation will be fed into the ATM zoom meeting on the 17th March for response from the appropriate authority representative.

2.6. It is proposed to carry out a week's online consultation in the usual way during week beginning **1st March 2021**. A theme would be agreed for daily posts. Experience from recent years has been that the first 1-2 themes attract a high response, and then people can lose interest, so it is important to ensure that each theme is succinct and of interest. It is proposed that the four themes are:

- a) Flooding response and future preparations
- b) How can the town support businesses and residents following the Covid restrictions?
- c) Climate change and improving the environment
- d) When the new Town Council is elected later this year, what should its top three priorities be for the town? (provide a link to roles and responsibilities)

2.4 Resident's questions would be submitted in advance of the 17th March, and would then be presented to the relevant partner organisation. The usual partner organisations would be invited to attend, i.e.: Buckinghamshire Council, The Environment Agency, Thames Valley Police, Bucks Fire and Rescue, Swan Practice, Traders. Schools. The meeting will be streamed over the Town Council's YouTube account and available to view online afterwards.

2.5 It is proposed to make the chat facility available on Zoom. The meeting administrator would be responsible for monitoring the chat, and to both alert the Chair to any issues or questions raised, and to remove any inappropriate messages.

2.6 Resident's attendance at our Annual Town Meetings has risen significantly in recent years. This is partly due to issues of interest (such as the river pollution), but also the style of meetings, which has become more participative and engaging.

2.7 Zoom has a maximum capacity of 100. Every meeting has a maximum, even when set by the capacity of a building. The meeting would be broadcast over YouTube, which has an unlimited capacity.

2.8 To avoid zoom bombing and protect attendees, the meeting will be advertised widely, but the password will only be provided on request to the Town Council.

2.9 In recent years, Full Council have asked Cllr. Harvey to facilitate the Annual Town Meeting with an opening address by the Town Mayor chair. Councillors are asked to confirm a facilitator for the 2021 Online Annual Town Meeting to be hosted via Zoom on Wednesday 17th March at 7pm.

BUCKINGHAM TOWN COUNCIL

FULL COUNCIL

Monday 25th January 2021

Contact Officer: Paul Hodson, Town Clerk

Draft Buckinghamshire Town and Parish Council Charter

1. Recommendations

- 1.1. That the Town Council establishes a working group to draft a response to the draft Charter, for Interim Council to consider on Monday 22nd February 2021.

2. Background

- 2.1. A draft Buckinghamshire Parish and Town council Charter has been published by Buckinghamshire Council, in preparation for the draft to be discussed by the Council's Communities & Localism Select Committee on Thursday 21 January 2021. The draft may be amended by that meeting. The draft has been written by Buckinghamshire Council, with input from BMKALC and a focus group of clerks, which the Town Clerk has participated in.
- 2.2. The charter is intended to act as a framework (memorandum of understanding) to support partnership working and inform Buckinghamshire Council's approach to liaison with local councils. It will set out the relationship between the new Buckinghamshire Council and the 169 town and parish councils in Buckinghamshire, including how to harness the opportunities to strengthen partnership working and improve services for residents. It sets out the joint principles and respective roles, responsibilities and expectations. It is intended to become a live document which will be refreshed regularly in consultation with town and parish councils.
- 2.3. Buckinghamshire Council has indicated that consultation on the draft will run from 25th January to 28th February 2021. The Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) have requested that the consultation period is extended. This may not be possible, given the desire to have the Charter in place before purdah begins in the run up to the May elections.
- 2.4. The Town Council would be able to agree a final response to the draft Charter during the Interim Council meeting scheduled for Monday 22nd February 2021.
- 2.5. It is proposed to set up a working group of Town Councillors to review the draft document and recommend a response for the Interim Council meeting to consider.

- 2.6. The working group would be open to all Town Councillors, and would be tasked with drafting a proposed written response to the Charter, including and suggested changes to the document.
- 2.7. The current version of the Charter can be viewed with the meeting papers for the Select Committee: [Agenda for Communities & Localism Select Committee on Thursday, 21st January, 2021, 10.00 am - Modern Council \(moderngov.co.uk\)](#).

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **BUCKINGHAM TOWN COUNCIL – BU0028**

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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- The smaller authority has not restated the 2018/19 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

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

None.

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



RURAL MARKET TOWN GROUP



**RMTG Meeting
Online via Zoom
16:30pm-18pm, Monday, 9th November 2020
Meeting Notes**

Attendance

Cllr Chris Allen	Burnham-On-Sea & Highbridge Town Council
Brian Angell	Clun Town Council with Chapel Lawn
Christian Barnes	Kirkby Stephen Town Council
Cllr Jenny Bartlett	Leominster Town Council
Graham Biggs MBE	Rural Services Network
Cllr Stephen Bunney	Market Rasen Town Council
Cllr Colin Carmichael	East Horsley Parish Council
Cllr Jonathan Davies	Penrith Town Council
Cllr Jo Durden-Moore	Wendover Parish Council
Cllr Richard Elvin	Hetton Town Council
Cllr Kim Fletcher	Cranbrook and Sissinghurst Parish Council
Cllr Margaret Gateley	Buckingham Town Council
Sarah Greatorex	Halstead Town Council
Cllr Dan Hallet	Bicester Town Council
Clare Harris	Marlborough Town Council
Cllr Anthony Hirons	Lutterworth Town Council
Julie Holden	East Grinstead Town Council
Angela Howells	Westerham Town Council
Cllr Robert Hull	Hexham Town Council
Cllr Andy Hutton	Tavistock Town Council
David Inman	Rural Services Network
Katie Jeffreys	Earby Town Council
Cllr Conrad Lynch	Kirkby Stephen Town Council
Keli Nolan-Lyons	Tenterden Town Council
Cllr Lisa O'Donoghue	Buckingham Town Council
Penny O'Hagan	Wem Town Council
Cllr Liz Parker	Oxted Parish Council
Cllr Clive Parkinson	Thornbury Town Council
Cllr Garry Pethurst	Cranbrook and Sissinghurst Parish Council
Cllr Chris Plowright	Rothwell Town Council
Cllr Lynda Robertson	Midsomer Norton Town Council
Cllr Richard Robertson	Midsomer Norton Town Council
Frances Simpson	New Alresford Town Council

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Rural Services Network

Kilworthy Park, Tavistock, Devon, PL19 0BZ

Tel: 01822 813693

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Angela	Standing	Arundel Town Council
Cllr John	Stockwood	Bingham Town Council
Cllr Mike	Thompson	St Austell Town Council
Sally	Thurston	Faringdon Town Council
Cllr Alison	Treney	Uttoxeter Town Council
Cllr Steve	Trottet	Lechlade on Thames Town Council
Cllr Martin	Tucker	Wotton-under-Edge Town Council
Andrea	Vincent	Olney Town Council
Cllr Diane	Ward	Uckfield Town Council
Mark	Wells	Bovey Tracey Town Council
Cllr Philip	Wicks	Richmond Town Council
Cllr Linda	Wild	Whitby Town Council
Cllr Sarah	Williams	Bridport Town Council
Cllr Judith	Wright	Biddenden Parish Council

Apologies

Will	Austin	Bridport Town Council
Tara	Ball	Penistone Town Council
Cllr Keeley	Allin	Great Torrington Town Council
Cllr Jennifer	Ballantine	Wendover Parish Council
Debra	Barlow	Warsop Parish Council
Carolyn	Baynes	Arundel Town Council
Cllr Vaughan	Blake	Alcester Town Council
Karen	Chapman	Great Torrington Town Council
Cllr Doreen	Collins	Diss Town Council
Cllr Steve	Critten	Caistor Town Council
Claire	Dornan	Downham Market Town Council
Chris	Drake	Launceston Town Council
Sarah	Fox	Daventry Town Council
David	Gordon	Launceston Town Council
Roger	Gwatkin	East Grinstead Town Council
Cllr Robert	Heseltine	Skipton Town Council
Ginette	James	Lechlade on Thames Town Council
Jonathan	Pallant	St Ives Town Council
Angela	Price	Ledbury Town Council
Sarah	Richards	Diss Town Council
Cllr Chris	Ryley	Burscough Town Council
Vanessa	Saunders	Holsworthy Town Council
Keith	Shelley	Wendover Parish Council
Cllr Andy	Stuart	Rye Town Council
Sue	Templeman	Ackworth Parish Council
Sharon	Thomas	Corsham Town Council
Cllr Mark	Thorpe	Verwood Town Council
Lynda	Walker	Keswick Town Council
David	Wright	Market Harborough Town

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1. Welcome and introduction to Rural Services Network from Graham Biggs MBE, Chief Executive and David Inman, Director

David Inman and **Graham Biggs MBE** introduced themselves and the Rural Services Network (RSN) and formally welcomed RMTG representatives.

David outlined that we as an organisation focus on rural economy and services and seek to help rural areas across England to facilitate discussions, find consensus, share best practice and network. RSN is a representational group that seeks to advocate on behalf of rural areas be it in discussions with organisations and businesses that serve rural areas, lobbying the Government through our All-Party Parliamentary Group (APPG) and advocating for fair funding for rural areas through the Rural Fair Share Group. We also produce the weekly Rural Bulletin and a monthly RSN Rural Funding Digest publication seeking to inform our members on our work, events and on all relevant rural matters. Both publications go out to our 23,000 subscribers across England.

Graham emphasised that we are non-politically and entirely non-party organisation. He also mentioned that while RSN works with Principal local authorities, our partner organisation Rural Services Partnership (RSP) deals with non-local authority service providers and other organisations with a rural interest. The RMTG sits within the RSP part of the RSN.

2. Discussion on the intended brief of the RMTG

As a country England is more urban than the other home countries and most initiatives and policies have urban roots. The RSN's prime concern are rural services and we believe that rural matters must be thoroughly considered when building a strong national economy. We are forming this group because we believe that Rural Market Towns are a crucial part of the rural economy and of the way rural areas operate because they are its service hubs, hence why we seek to establish a national Rural Market Town network.

In addition to the above, we would also like to encourage members to share their best practice. We are currently running and have already requested input from all members by sending a link to the RMTG Good Practice Survey. We will seek to consult all members on these matters on a periodic basis and share this information within the group.

[Please click here to access the RMTG Good Practice Survey](#)

David outlined that about 20 years ago a similar market town group, which involved larger towns was created and was lottery funded. Due to the nature of their source of funding, and lack thereof the group eventually dissolved. We believe that forming a Rural/Market Town Group has a strong benefit to members as well as England's national economy. That is why we seek to form this group and to share best practice, network and facilitate group discussions while seeking joint consensus on matters that matter most to

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RMTG as a group. We wish to do this with the overarching purpose of amplifying the RMTG voice on the national stage.

Graham mentioned that since founding RSN 20 years ago and campaigning on behalf of rural areas over those years our experience has shown us two things:

1. While we always consider different regionally based nuances, we often find that issues facing our members are likely the same issues facing communities in other rural areas across England.
2. Based on these common issues facing rural areas, we seek to find common ground upon which we can stand when representing views and concerns to the Government and policy makers, amplifying the RSN joint voice on a national level.

We seek to harness and collect these common views as they are more popular and powerful with MPs, Government, opinion, and policy formers, than the individual voice of individual areas. And particularly now, the role of market towns, rather than general rural areas, in respect of employment and service centre we think it is sufficiently different, than the generality of rural to deserve a distinct voice within the RSN. We are not trying to compete with National Association of Local Councils (NALC) or with ACRE representing rural communities. It is worth mentioning that we all occasionally do come together and are all part of The Rural Coalition with other organisations. We also work with NALC, ACRE, and Plunkett but we all have our own areas of expertise when it comes to rural matters. The RSN area of expertise and wider agenda focuses on services, employment and rural economy and related issues. Through these matters we seek to represent and support the varied needs of people, businesses and communities who rely on and live in and around rural market towns. We are seeking to capture the collective voice of the group and the people who heavily rely on rural market towns, to successfully advocate and make representations to Government on RMTG issues. Therefore, going forward we would like to emphasise that all future RMTG meetings and their respective agendas will be dictated by RMTG members and their needs.

David also brought up that part of the work we do with local authorities is arguing the rural financial case. It is hard work because Government is trying to juggle with the financial situation of the nation as a whole and therefore it is important that the rural voice is presented and considered. We do not think that the playing field is level when it comes to urban vs rural settings, as well as between how Government treats different areas of the country. That difficulty can manifest itself in issues with who takes up responsibilities for certain services to the public, especially when there is not sufficient funding. It is important to highlight this difficulty and highlight it in the context of a comparison between funding allocated per urban resident vs per rural resident. We raise these issues on behalf of our members across England to the Government.

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Graham also added that rural areas get significantly less Government allocated grant per head of population than their urban counterparts. Since that is still a real problem, we will continue arguing with Government until it is corrected. Graham highlighted that members have the evidence to enable us to make a national case. We can always work with national statistics, but we also wish to work to ensure that we can present that picture with hard evidence with the impact on businesses, communities, and people on the ground. Graham highlighted that our members, including RMTG, have the evidence to enable us to make a national case.

Comments

Brian Angell, Clun Town Council with Chapel Lawn:

On the issue of transport there is some disconnect with planning so although Highways are consultates, they only look at immediate access not the wider impact of traffic and public transport needs. Would be interested in any survey to know if that is something others find and how best we can get better integration.

Cllr Richard Robertson, Midsomer Norton Town Council:

Our principal council, Bath and North East Somerset District Council. When the area was divided to go under different local authority responsibility, we got allocated a few green spaces, which so far, we have successfully been able to manage. 82% of Bath and North East Somerset Councils community council tax is spent on social and adult care, which does not leave them much to spend on other things that should be attended to. We are finding that we are having to budget for some youth activities because our principal council simply does not have enough funds to do this. Regarding a Transport survey, this past September I took part in a national transport survey called "The Future of Transport" (organised by the Government's transport department) and matters such as rural transport came up as there was wide response from areas all over the UK. The results of that survey might be worth looking at.

Graham Biggs in response to Brian Angell's and Cllr Richard Robertson's queries:

In response to the issue raised by **Brian Angell**, in my experience issues regarding transport are different everywhere and there is no uniform pattern, but transport is a major issue in all rural areas. With regard to service 'devolution' generally, sometimes the principal council simply states that they will stop providing that service and asks town or parish councils if they wish to take it up. Sometimes principal councils offer some temporary financial support to start this service or sometimes establishes a long running financial partnership in running shared services. Graham highlighted that as a national organisation RSN seeks to gather evidence, information and issues and take them into the national plain and cannot get involved in disputes or debates between members, in this case RMTG members and Principal Local Authority members. Be it transport or other discretionary services, all related issues

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Rural Services Network

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stem from the point that has just been raised by **Cllr Richard Robertson**. It is the case broadly (especially in unitary councils and county councils) that statutory duty for adult and children social care, quite often inhibits the provision of other services. And this issue is part of the financial rural case that we are trying to highlight. Especially since we know that the Government is providing less funding per head in rural areas, while the actual costs of adult and children social care is higher (compared to urban) for a lot of different reasons, exacerbating funding issues for other discretionary services. We need the evidence to support the service consequences of those financial decisions.

David Inman in response to all rural transport related queries:

David concluded that considering queries and comments on rural transport and related matters, the member RMTG group has showed support for being surveyed on rural transport.

From Cllr Tony Hirons, Lutterworth Town Council:

As well as being a councillor in a Market Town in Leicestershire, I am also NALC Rep for Leicestershire & Rutland. One of NALC's most successful initiatives is a Parliamentary lobbying day - do you intend to do anything similar?

Graham Biggs response:

We are not the same as NALC, but we are the Secretariat for the All-party Parliamentary Group (APPG) on rural services. We also have a group in the House of Lords. Through these groups we have 3 to 5 significant lobbying opportunities throughout the year. The last NALC Parliamentary Day was held on the same day as our sister organisations (Rural England Community Interest Company) Rural Vulnerability Day event, which allowed a lot of synergy between both organisations, tying rural issues together and engaging attendees at both events.

From Kim Fletcher, Cranbrook and Sissinghurst Parish Council:

A major issue is the inability for local people to afford to buy homes. Developers build for incomers (from London) and then there is more pressure on 'affordable rented homes', so nonlocals with lots of 'points' get foisted into a rural location, where they do not want to be. As a result, our 'artisans' and children are priced out of the market. Parliament does not understand this issue as we are losing our future population to wealthy incomers and social housing.

Graham Biggs in response to Kim Fletcher's comment:

We are in complete agreement with affordable rural housing being a major issue in all rural areas across England and we seek to influence Government and policy makers to address this issue.

If you missed the first RMTG Newsletter (published in Autumn 2020), please follow the link below to access it.

[RMTG Newsletter – Autumn 2020](#)

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3. Revitalising Rural: Realising the Vision campaign

Brief on the RSN campaign and its relation to RMTG.

Graham provided a brief overview of our previous and current campaigns. In March 2018, we launched a campaign “It’s Time for a Rural Strategy”. Since it has been over 20 years since the Government looked at developing a rural strategy and since the last Rural White Paper was published, we decided to call on Government to develop a rural strategy. Our campaign involved giving evidence on 3 separate occasions to a House of Lords (HoL) Select Committee on rural economy. This committee looked at the same issues we already highlighted in our rural strategy document, and they came to the exact same conclusion that it was “time for a rural strategy”. According to the parliamentary process, the Government is required to respond to HoL Select Committee’s report. Graham mentioned that the Government responded to this report by dismissing the need for a rural strategy but agreed that they need to refresh its vision for rural areas and acknowledged that they need work across departments to improve the situation in rural areas across England. Since then, eighteen months have passed, and we are yet to see the Government’s refreshed vision. We acknowledge that both Brexit and the Covid-19 pandemic has stood in the way of these issues, but our latest campaign “Revitalising Rural: Realising the Vision” seeks to refresh our previous call and sets out practical ask from Government to solve rural issues. This campaign seeks to demonstrate how rural areas can assist the Government to achieve the national policy objectives they have already set out for themselves but this time with full consideration of rural areas. This campaign has 16 chapters and covers a broad range of rural issues.

You can access individual chapters and full document by following the link below:

[Revitalising Rural: Realising the Vision campaign](#)

What this campaign and document demonstrate very well is that Government needs to support and act across all those areas currently facing rural areas across England. And most importantly, that responding to challenges facing rural areas with half-hearted measures and urban based policies will not help the Government to reach their national goals, especially when it comes to the national economy and national wellbeing of the whole nation.

In preparing the document we consulted extensively with our members and to keep this document live we will continue to consult our members in the future, seeking to gather evidence to support our findings. Therefore, if having read through our Revitalising Rural document, RMTG members find that we are missing a crucial piece of evidence or you believe we should change our approach, please let us know as with this document we are seeking to set out practical policies and solutions for rural areas for the next 3 to 4 years. Please note that soon we will be informing you about the

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national launch of this campaign and how we will promote this document into Government for consideration. For now, please note that we have plans to segment these chapters and distribute them to all relevant governmental departments. And to build a wide cross agency voice when addressing parliamentarians, we will also seek to discuss and consult all our members and partner organisations on this campaign. We will engage with MPs from Rural Constituencies through the All-Party Parliamentary Group on Rural Services for which the RSN provides the Secretariat. Additionally, we will seek to facilitate a rural group comprised of members of the House of Lords (predominantly involving those who previously sat on the HoL Select Committee on rural economy), who will enable us to press this case into Government, putting questions to ministers and utilising all available parliamentary processes to ensure that the Government is aware of rural issues. We believe that if the Government is genuinely interested in the levelling up agenda that they must address and engage with the rural economy and rural communities.

We would like to have the rural market town voice reflected in this campaign; therefore, we will review the chat to see if what was just discussed reflects what we already are saying in our campaign. Please note that this campaign will also consider the new challenges caused by the Covid-19 pandemic as well as all other matters as we seek to keep this document and campaign live.

4. The RMTG Initial Recruitment Process Areas approached to join RMTG, seeking to establish the group across rural England.

David informed members that currently the group has over 140 members from across England and encouraged members to invite other rural market towns to contact us if they wish to join the group. We strongly believe that the more rural towns join, participate, and contribute to our joint discussions the stronger will be our position and voice when we engage and put pressure on the Government on behalf of the group.

5. RMTG Services

Member representatives took a short interactive poll exercise to assist in identifying and taking forward the service priorities.

Poll and Results:

1. How would you describe the situation in relation the commercial health of your Town Centre? (Single Choice)

- a) Generally doing quite well (6%)
- b) The situation overall is just about satisfactory (8%)
- c) The situation is not as strong as in previous years (33%)
- d) It is worrying in terms of future years (50%)
- e) It is very difficult currently with little hope in sight (1%)

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2. Is your council currently participating or running any schemes listed below: (Multiple Choice)

- a) Market based Proposals/Aspirations Schemes (19%)
- b) A Leisure based Proposals/Aspirations Schemes (14%)
- c) An Environmental Proposals/Aspirations Schemes (22%)
- d) A Socially based Schemes Proposals/Aspirations Schemes (8%)
- e) None of the above (31%)
- f) Not aware of any (33%)

3. Has your council or area previously benefitted from any European Union Funding schemes? (Single Choice)

- Answer 1: Yes (33%)
- Answer 2: No (47%)
- Answer 3: Don't know (19%)

4. Is your area benefitting from any LEP Funding schemes? (Single Choice)

- Answer 1: Yes (11%)
- Answer 2: No (56%)
- Answer 3: Don't know (33%)

5. Has the easing of lockdown during Summer 2020 brought any additional commercial benefit to your town or parish beyond the norm? (Single Choice)

- Answer 1: Yes (25%)
- Answer 2: No (61%)
- Answer 3: Don't know (14%)

6. From an employment viewpoint, how much do you think the Covid-19 related measures taken by the Government have impacted on local residents and businesses? (Single Choice)

- Answer 1: No significant impact in my area (3%)
- Answer 2: Some significant impact in my area (69%)
- Answer 3: Seriously affected my area (14%)
- Answer 4: Very seriously affected my area (14%)

From the above results **Graham** commented on the outcome of question 1 as about 83% of members show real overwhelming concern about future commercial health of their respective town centres. Second question had mixed results, but the overriding conclusion is that there is probably not much scope for new schemes in your areas due to the current pandemic. Unless councils had built up balances or reserves or attracted some external funding for projects. Third question about areas previously receiving EU funding showed some mixed results as well, with more 'no's' than 'yes'. While about question four, on LEP Funding Schemes, only 4 had benefitted from them with a larger majority who have not, which is quite worrying. We do acknowledge that for a rural area to benefit from a LEP Funding Scheme, the initiative that they look at must have a rural dimension considered in the first place. We can also see that in answering question five, only 25% stated that lockdown easing this summer has brought commercial benefit to your area, while 61% have not seen any benefit. We recognise that this question might be most relevant to those areas that rely heavily on seasonal tourism. The final question shows that majority of you believe that in terms of

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employment, your area has been significantly impacted by the measures taken by the Government during Covid-19.

David thanked all for participating in the poll.

Comments

Cllr Diane Ward, Uckfield Town Council:

Raised the point that during this lockdown large companies like The Range, Poundland, B&M etc are allowed to stay open due to selling some food items, unlike the small local independent shops, which rural areas rely on most. How can this be tackled?

Graham Biggs in response Cllr Diane Ward's question:

Graham thanked Cllr Ward for her query and noted that he will bring this point up on behalf of the group during the next fortnightly meeting of the Rural Impacts Stakeholder Forum with Defra.

6. Proposed RMTG online meeting schedule

9th November is our first RMTG meeting and the first RMTG Clerks Advisory Panel meeting will take place on Monday, 30th November.

We would like to consult members on the current schedule.

We propose having the following meetings a year:

- **RMTG meeting** – would take place **twice a year** and to which all nominated RMTG representatives would be invited.
- **RMTG Clerks Advisory Panel meeting** – a meeting that would include those clerks from each member council who are prepared to be involved in this group.

Most attendees agreed to the schedule outlined in this agenda. It was suggested that Clerks Advisory Panel meeting could be held after 7pm due to members work schedules. Graham emphasised again that before the next meeting we will be asking RMTG members for agenda items.

7. Currently Active Town Council Local Networks

We are seeking to identify other currently operating local (County) level networks across England, to see how we can work together. Therefore, we would like to consult our current members on the questions below.

- Are there an independent local grouping where market towns in your area periodically come together of their own volition? If so, how frequently does these groupings meet?
- Are there a County Council (or District Council) or other convened meeting where Towns meet independently of parishes? If that is the case how frequently does these meetings occur?

Comments

Apart from NALC meetings, majority of the members attending have indicated that they are not currently part of any such groups. While **Cllr**

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Linda Robertson (Midsomer Norton Town Council) mentioned that Bath and North East Somerset Council has setup a group of forums within their area (around 8 of them). Their town council is covered by the Summer Valley Forum, of which they are the biggest town. The group involves towns and parishes, where the agenda is set by the towns/parishes and not by our unitary council.

Graham and David asked if having a group of just towns in their district or unitary area (or towns as service centres, excluding small villages) be helpful or of use? Members mostly agreed that such a group would be of use.

Cllr Jonathan Davies, Penrith Town Council asked:

Could an online collaboration forum be established out of this group to continue the conversations between meetings? Graham agreed that the RSN would consider this.

8. RMTG on our website

We welcome any suggested changes and input from members.

[Please click here to view the RMTG page](#)

The group was informed how to use our RSN website, where to find further information on RMTG and its current members, and where to find more information on our future events.

9. RSN's Parliamentary Activities and work with the Rural Coalition

Graham informed the group on the work of the All-Party Parliamentary Group on rural services (APPG) of which we are the secretariat. We often contact MPs from rural constituencies, irrespective of party or if they have formally joined this APPG. We also have a separate group called the Rural Fair Share Group, which seeks to work with a group of MPs trying to address the disparities in local government finance between urban vs rural areas and other related financial matters. We also have contacts in the House of Lords, as we seek to establish a Lords group to help with our current Revitalising Rural campaign.

Graham mentioned the Rural Coalition before but expanded on its structure further. It is a group of 13 national organisations, all coming to the table and representing their particular interest. The CLA are members of the Rural Coalition, and they are party to the fortnightly discussions with Defra. We have a close relationship with the CLA. Every organisation that is part of the Rural Coalition has their own set of priorities and concerns and through the coalition we come together trying to find the common ground on rural issues and seeking solutions. In the last three weeks Rural Coalition has got quite a lot of publicity when it was indicating the first thoughts about the impacts of COVID-19 which was published prior the second national lockdown.

10. Any Other Business

An opportunity for members to offer their views on the group and discussed proposals.

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Comments

Cllr Anthony Hirons, Lutterworth Town Council:

Requested that in the next meeting the current changes made to planning legislation and planning system be discussed, as these changes will affect us all.

Graham Biggs in response Cllr Anthony Hirons question:

Graham agreed to raise this at the next meeting. He also highlighted that RSN has already made representations in relation to both the Planning White Paper and changes to the current planning system: this autumn the Rural Services APPG wrote to the secretary of state asking for a meeting to raise rural concerns directly with the minister. We will update members on the outcome of these discussions. Graham also mentioned that three weeks ago a ministerial round table on the Planning White Paper took place, where the housing minister from the Communities Department started the conversation by saying that this was the start of the discussion not the end. Which raised the question of why it was presented as a White Paper with intentions to legislate in the first place, rather than a green paper for further discussions. At that meeting Graham suggested that since discussions were just starting that they ought to stop the new changes to the planning system, which currently dramatically undermines the affordable rural housing provision as it allocates huge numbers of new housing to be built in rural areas, which did not get much of an answer. Nevertheless, it seems that they are open to genuine discussions. If you have any rural town issues that you think are important to consider, especially in relation to the planning system, please email us at admin@sparse.gov.uk. If members already made representations to Government or their council in response to the new Planning White Paper, then please feel free to send us a copy.

Graham thanked all in attendance and commented on the encouraging attendance and lively discussion in the chat.

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Buckinghamshire Council

Buckingham & Villages Community Board

Minutes

Minutes of the meeting of the Buckingham & Villages Community Board held on Tuesday 10 November 2020 in MS Virtual Team Meeting, commencing at 6.30 pm and concluding at 8.10 pm

In Attendance

T Cavendar, J Chilver, C Clare, M Cole, P Fealey, A Macpherson, H Mordue, L O'Donoghue, B Stanier Bt, R Stuchbury, W Whyte, S Adkins, C Beevers, F Blakeman, M Byrne, S Comer, R Edwards, C Farrow, R Goodes, S Handley, P Hodson, D Jones, T Lightfoot, C Martin, J Mordue, D Pawar, A Simone, S Tribe, J White, D Wilson, K Wintour and P Wright

Agenda Item

1 Chairman's Welcome

The Chairman opened the meeting and welcomed the members of the Community Board to the meeting. It was requested that speakers introduce themselves as they begin to speak.

2 Apologies for Absence

Apologies were received from:

Sgt D Kuttner, TVP and Mr J Riches, Middle Claydon Parish Council.

3 Declarations of Interest

Mr H Mordue declared an interest in the Christmas parade funding application.

Mr R Stuchbury declared an interest as a Member of Buckingham Town Council.

Mr P Fealey declared an interest as a member of the parade committee and a Trustee of the Bernwood Charity.

Mr W Whyte declared an interest as the Chairman as the Bart Committee and a Trustee of the Bernwood Charity.

Ms L O'Donoghue declared an interest as a Member of the Buckingham Town Council.

4 Minutes/Actions from previous meeting

The minutes of the meeting held on 15 September 2020 were **AGREED** as an accurate record.

The actions from the previous meeting were reviewed and **AGREED** as completed.

5 Pre Submitted Questions

There were no pre submitted questions.

Mr C Clare and Mr M Cole gave an update on the use of the Councillor prefix in the Buckinghamshire Council minutes of the Community Boards. The main points raised were:

- The idea behind the suggestion for not using prefix titles with the Community Board.
- It was a way of coming away the tiered system of the Council and to become more level pegged out in the community.
- Mr Cole felt as the democratically elected member of Buckingham Town Council, this should be represented correctly.
- Mr Clare advised the issue would be taken away and discussed overall for all the Community Boards, where a decision would be made.
- Feedback would be passed on as soon as a decision was made.

ACTION: Ms S Comer

6 Public Health Update

Ms T Birch, Consultant for Public Health, Buckinghamshire Council gave an overview of the slides appended to the minutes.

To share public health presentation and figures to parish councils in the community board area.

ACTION: Ms C Comer

Anyone who is keen to see their local data in a really interactive way can use this map <https://coronavirus.data.gov.uk/details/interactive-map> . Simply enter the postcode and it zooms to the area.

The link for Bucks COVID-19 data plus links to national data was available here. <https://www.buckinghamshire.gov.uk/coronavirus/buckinghamshire-coronavirus-figures/> .

7 BART Bus Update

Mr W Whyte, Buckinghamshire Council gave an update on the BART bus and overview of the slides appended to the minutes.

The contact details for the BART bus:

Weblink/ Facebook- Mybart.org.uk

Email- Bookings@mybart.org.uk

The Clare Foundation voiced an interest in working with the BART Bus team and providing some match funding.

A price list will be share with the community board.

ACTION: Ms S Comer

8 Sub Group Update

It was confirmed all sub groups had met since the last community board meeting.

Updates were provided on each sub groups:

- Mr T Cavendar gave an update on the Transport and Highways sub group.
- Mr D Jones gave an update on the Youth sub group.
- Ms S Comer gave an update on the Greenspace and community sub group.
- Mr W Whyte gave an update on the Covid and Economic recovery sub group.
- Mr J Chilver gave an update on the HS2/East west Rail sub group. It was advised a 2nd meeting was due to take place on 12 November 2020 if anyone wished to attend.

PC C Farrow introduced the forum to the IAG (Independent Action Group) that was run by the police, it was a forum to hold the police accountable for issues taking place in the area. PC Farrow asked anyone that wanted to be involved to get in contact with her to be signed up. Anyone within the community could apply to be a part of the IAG and the link below explains more information

<https://www.thamesvalley.police.uk/police-forces/thames-valley-police/areas/au/about-us/partnerships-sponsors/what-is-an-iag/>

It was sought to have representation which covered the below:

- Age
- Disability
- Gender (including transgender)
- Geography
- Isolated communities (including Gypsy, Roma and Traveller communities)
- Race
- Religion or Belief
- Sexual Orientation
- Socio-economic status

9 Funding Applications

Ms S Comer, Community Board Coordinator gave an overview of the funding applications received.

There was an in-depth discussion on the funding applications, they were resolved as follows.

It was confirmed in regards to voting rights for the Community Boards for funding applications that only the Buckinghamshire Councillors had a vote but it was emphasised that the views and opinions of others on the board were valued and would be considered and would be taken into consideration for decisions being made.

Resolved:

Buckingham Christmas Parade- Buckingham best dressed window competition- £500- **AGREED**

Buckingham Town Council- #Buckingham all wrapped up project- £1780 **AGREED**

The BART Bus- Christmas Shopping Project- £240- **AGREED**

Cross Board Application- Aylesbury Vale and Milton Keynes Sexual assault and abuse service- £2139.00 – **AGREED**

10 Date of Next Meeting
TBC

Ms C Comer advised there were 3 consultations that would be shared with the minutes.

Minute Item 4

<p>To provide statistics on accidents and incidents on the roads in and around Buckingham Next CB meeting 10.11.20</p>	<p>TVP don't hold this data. When we attend recordable traffic incidents, paperwork is completed and then submitted to Buckinghamshire council. The contact that our traffic department have is – buckscollisiondata@buckinghamshire.gov.uk.</p>
<p>To provide an update on the partnership working scheme with Northamptonshire on rural crime</p>	<p>We are in regular communication with Northamptonshire police (particularly the team based at Brackley) with regards to rural crime. We conduct regular operations with our neighbouring forces with the focus being on rural crime</p>
<p>To provide an update from the Family Support Service for the North of the County</p>	<p>Family Support Service do not hold this information</p>
<p>To provide statistics on child crime in the area.</p>	<p>In searching the old Buckingham and Villages boundaries (pre community board area change as our systems still do not reflect the new area) between 01/03/2019 to 10/11/2019 there were 160 incidents/ crimes where a child protection flag has been marked. In the same period this year (01/03/2020 – 10/11/2020 there were 150 incidents/ crimes where a child protection flag has been marked (10 less).</p> <p>The would suggest to me that there has not been a rise in crime or concerns about young persons reported to the police due to Covid-19, but in fact a very small decrease.</p> <p>Referrals about concerns for children will have been made directly to social services by schools etc. and these will only be reported to us if they are crimes</p>

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COVID-19 in Buckinghamshire

Data as of 4 November 2020

Produced by Public Health
for the Buckingham Community Board

Buckinghamshire Cases of COVID-19 – 25 to 31 October

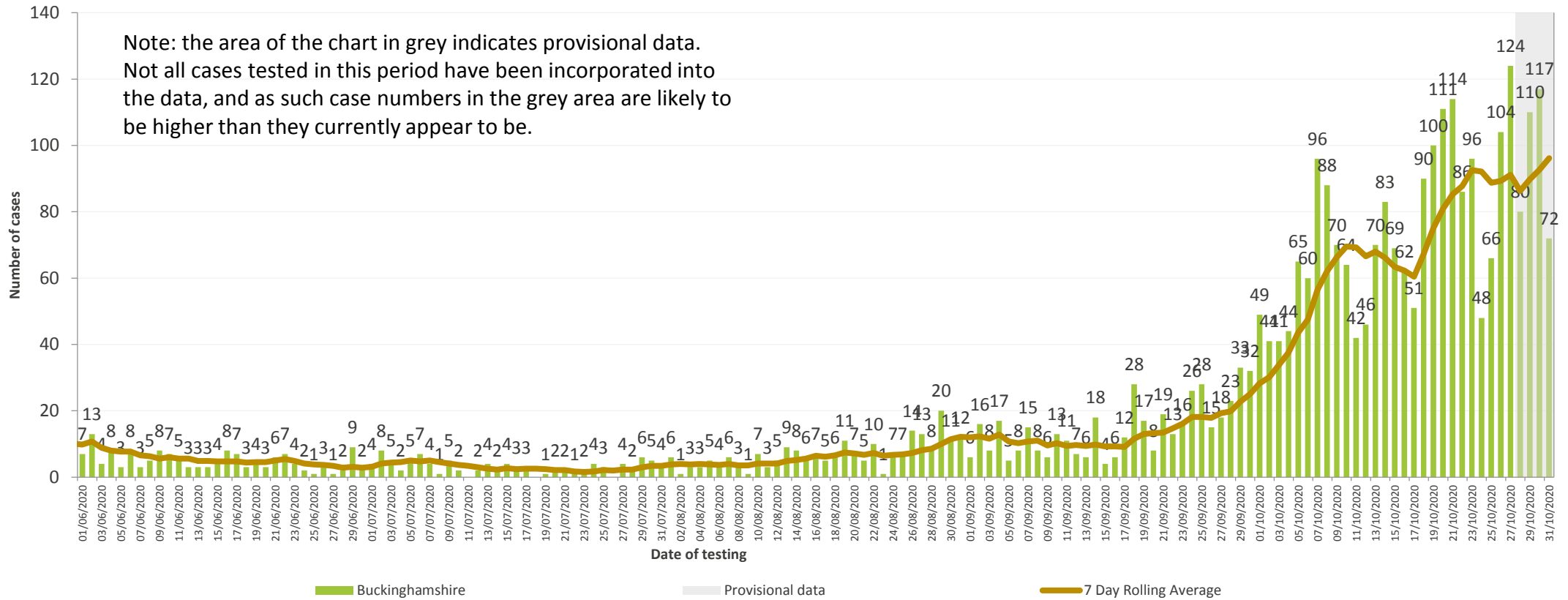
COVID-19 Cases in Buckinghamshire	Number of cases across pandemic (up to 31 st October)	Rate of cases per 100,000 population across pandemic (up to 31 st October)	Number of cases in last 7 days (25 to 31 Oct)	7 day rate per 100,000 population (25 to 31 Oct)
Buckinghamshire	4758	874.7	673	123.7
Aylesbury Vale	1729	850.8	236	116.1
Chiltern	854	889.2	91	94.7
South Bucks	793	1125.8	120	170.4
Wycombe	1382	793.0	226	129.7
South East Region	79,884	868	10625	115.7
England	903,500	1603	129,273	229.7



Data known as of 4th November 2020

Buckinghamshire Cases of COVID-19 – 25 to 31 October

Daily COVID-19 New Cases in Buckinghamshire, by date of testing



Source: PHE

Between 25 to 31 October: 673 cases recorded for Buckinghamshire residents

A rate of **123.7 per 100,000 population.**

This is subject to change as more cases are added for this time period.

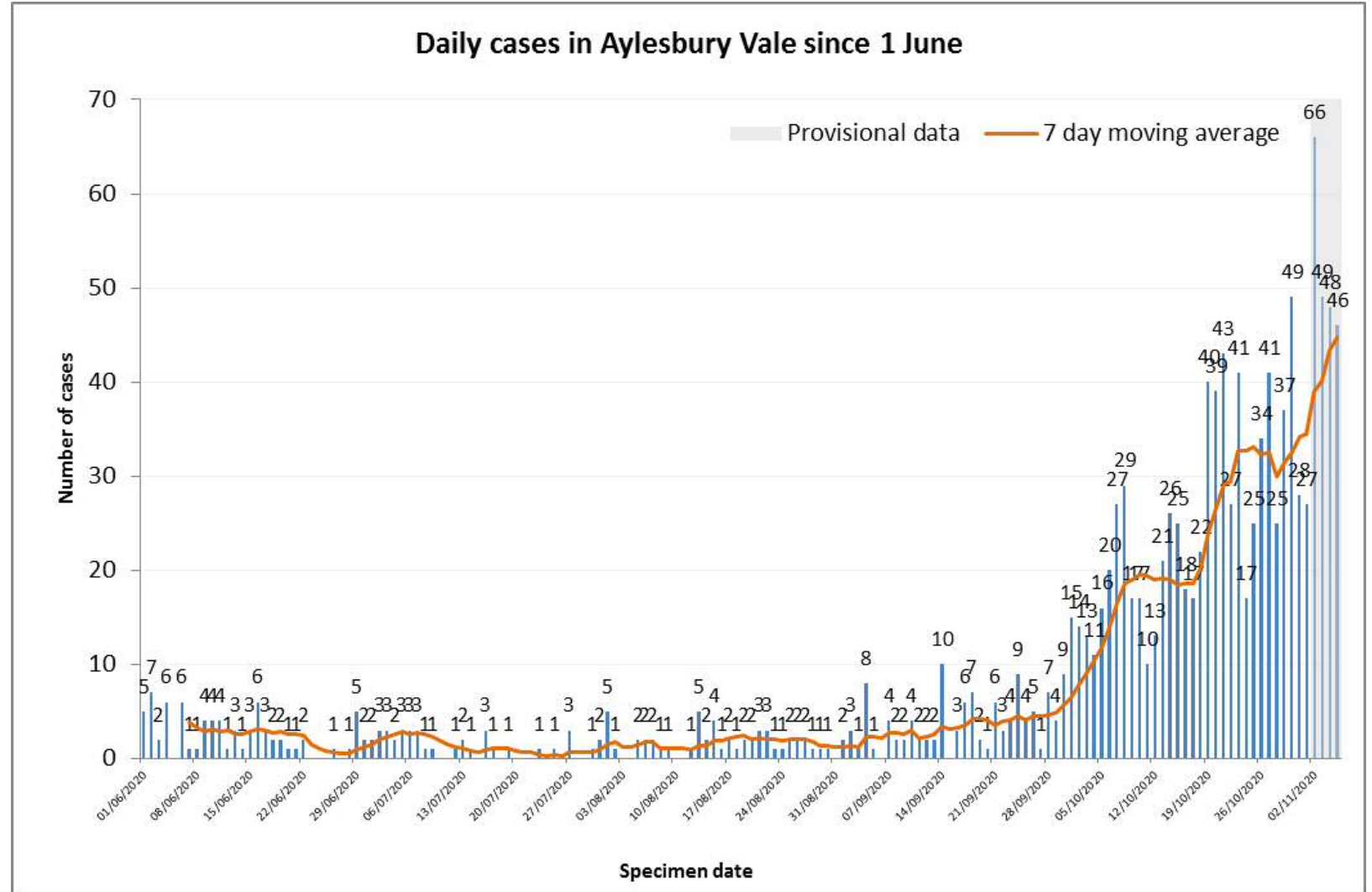
Lower Tier LA Cases of COVID-19 – 25 to 31 October

Between 25 to 31 October:

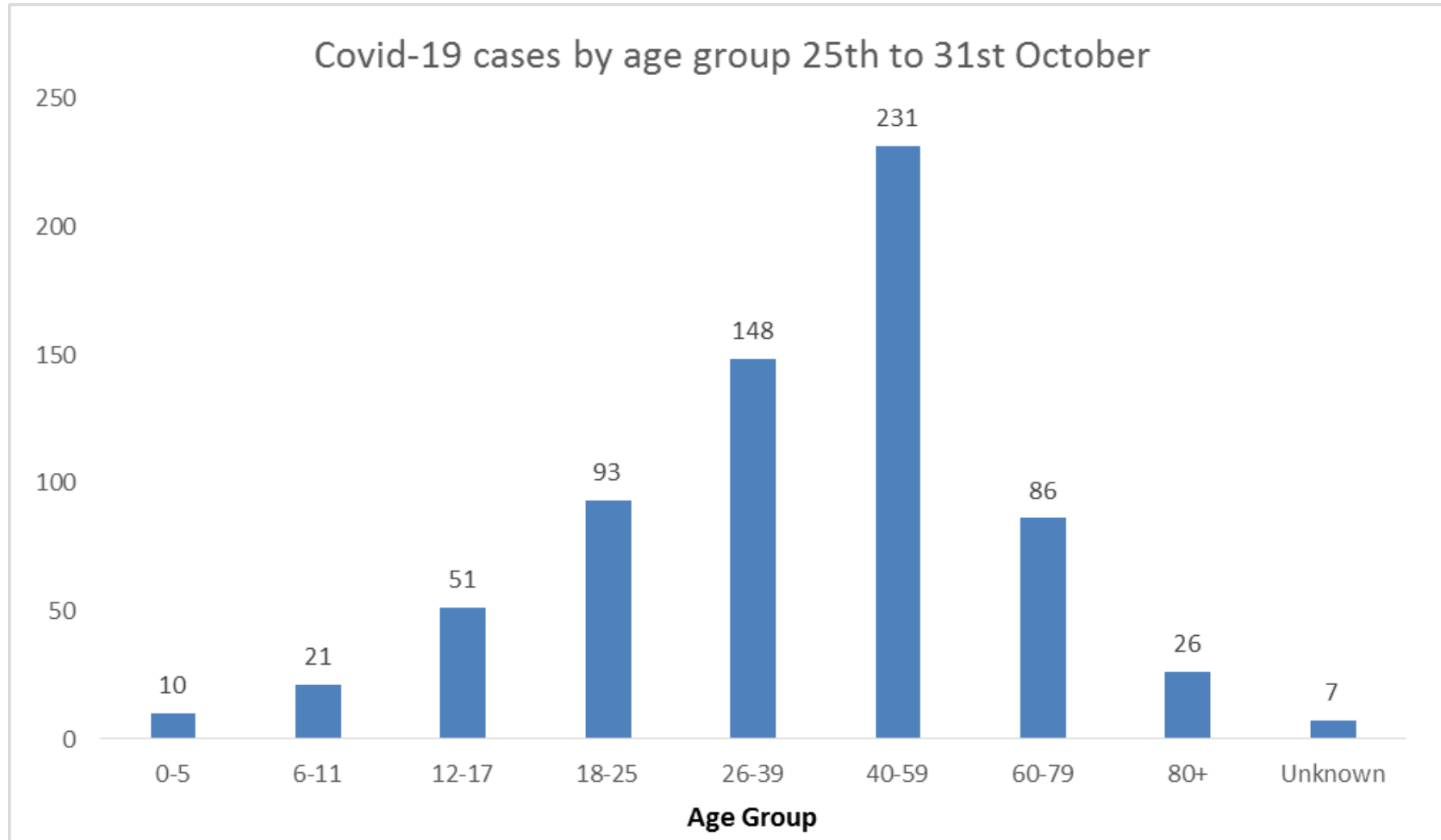
236 cases recorded for
Aylesbury Vale residents
A rate of **116.1 per 100,000**
population.

*This is subject to change as more
cases are added for this time period.*

Page 10

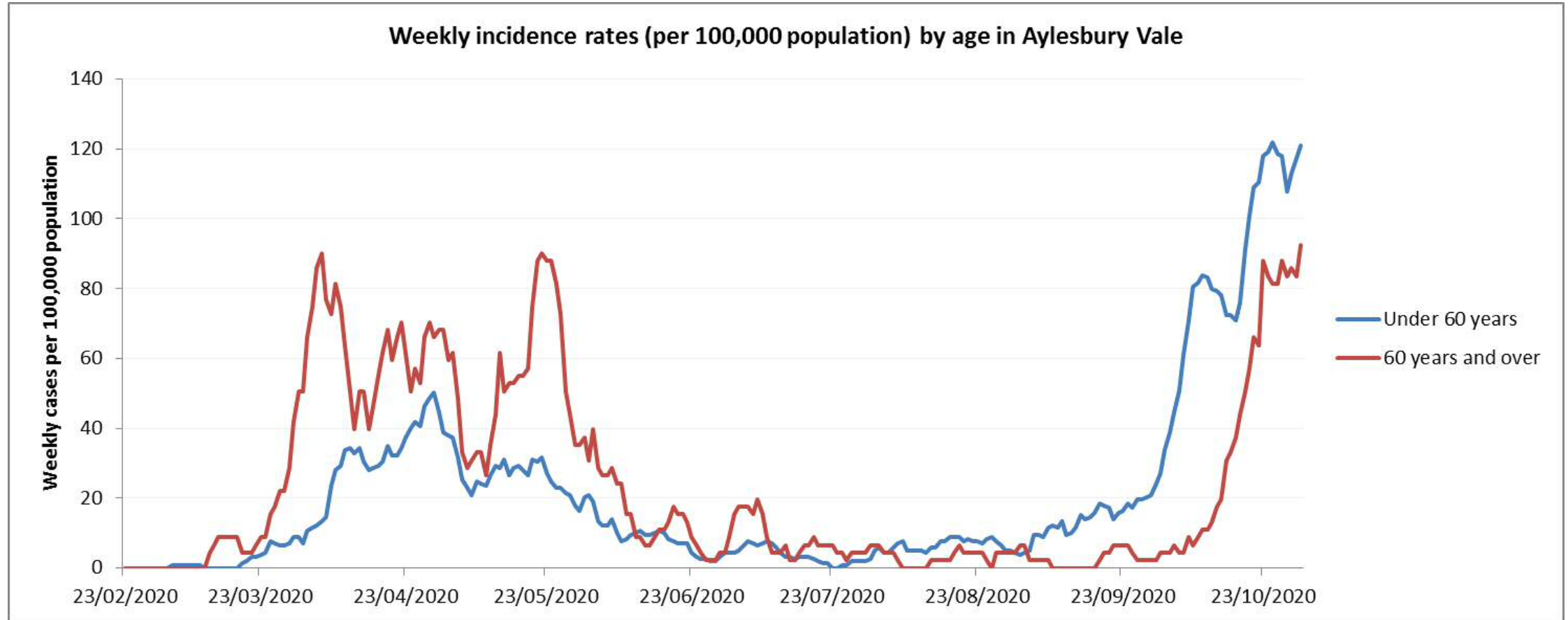


Age of Buckinghamshire COVID-19 Cases – 25 to 31 October



Data as known on 4-11-20

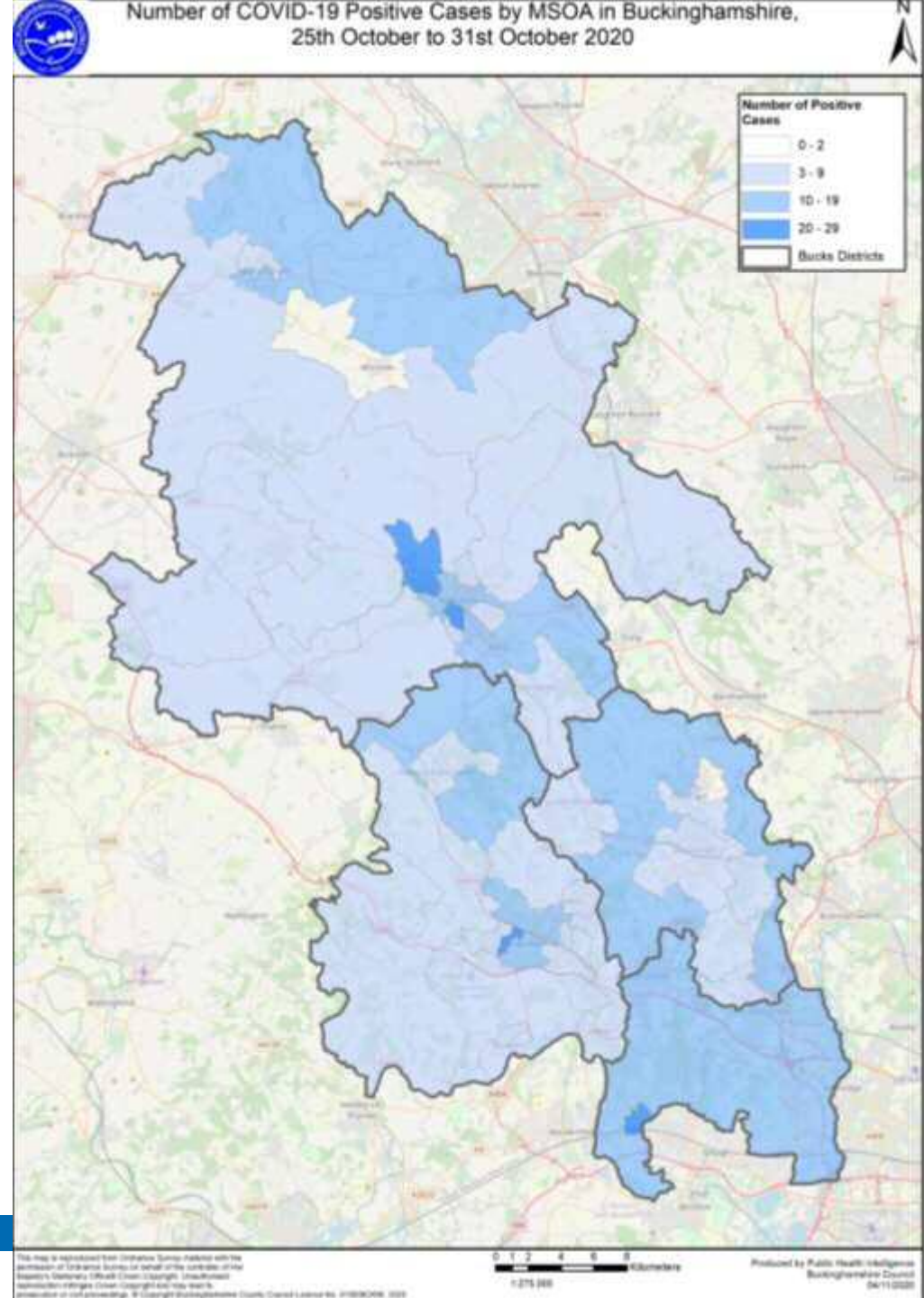
Weekly Rate of COVID-19 Cases per 100,000 by age



(Source: PHE)

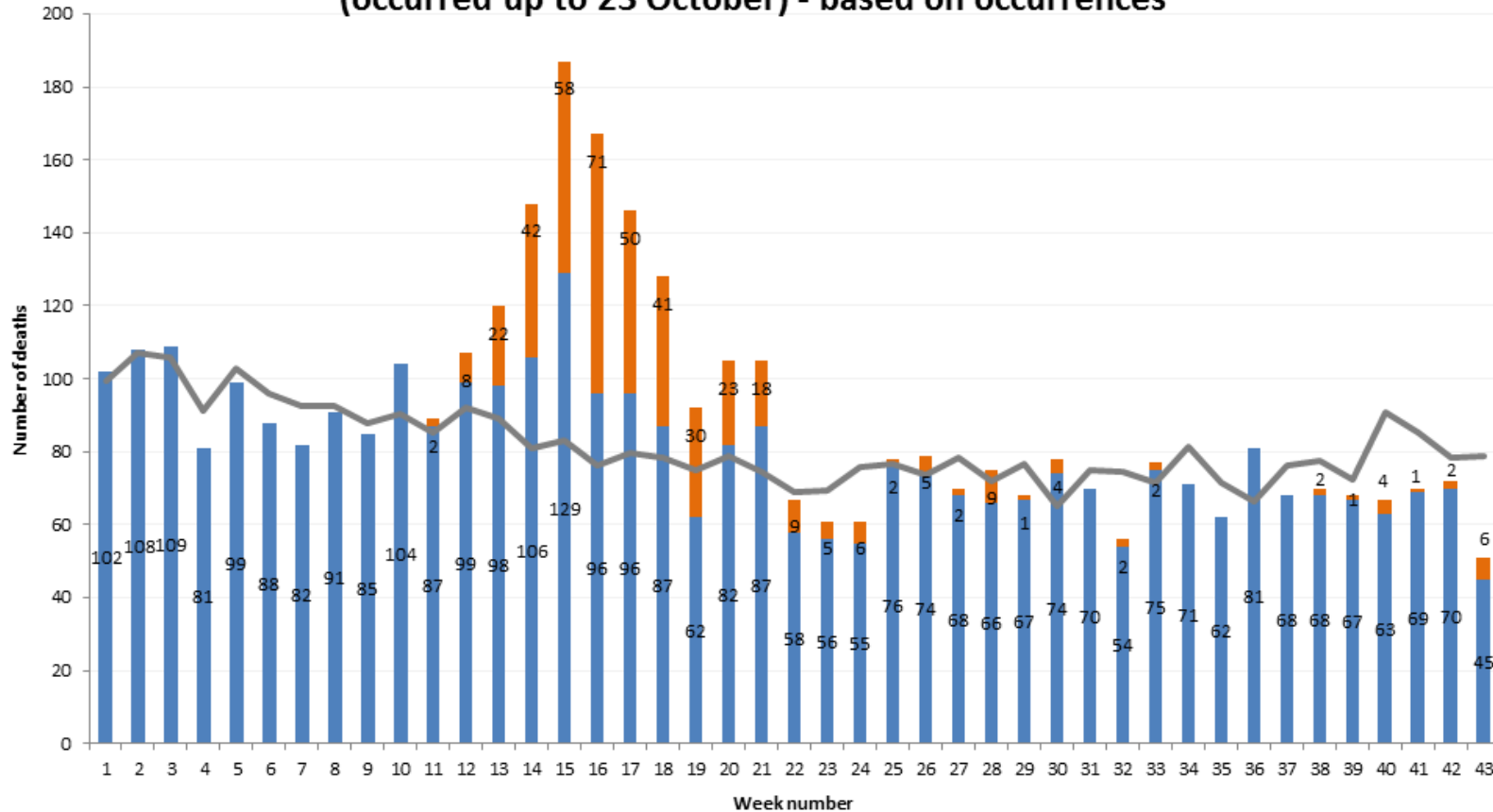
rates will fluctuate more with smaller populations in the districts

COVID-19 Cases 25 to 31 October



COVID-19 Deaths - Buckinghamshire Residents

Number of deaths (COVID-19 and non-COVID) in 2020 up to week 43 (occurred up to 23 October) - based on occurrences



Source: ONS and Bucks PHI

■ Non-COVID deaths
 ■ COVID deaths
 — 2015-19 average - all deaths

In week to 23 October, there were **6 deaths related to COVID-19** for a Buckinghamshire resident, according to the Office for National Statistics.

Highest number of COVID-19 related deaths for 15 weeks.















Bart - Buckingham's Community Bus

Bart - Buckingham Area Rural Transport. Buckingham & Villages Community Bus, part of the Bernwode Ch

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BART

COMMUNITY BUS

Bart is now available to hire

Bart Community Bus helps social groups for the elderly, local sports teams, youth groups and other community groups access affordable transport in the Buckingham area including Dadford, Stowe, Chackmore, Maids Moreton, Akeley, Lillingstone Lovell, Leckhampstead, Thornton, Thornborough, Padbury, Gawcott, Tingewick, Westbury and other North Bucks villages.

Your club, group of friends or community group could hire our brand new 13-seat minibus with wheelchair lift access.



Charity and education hire:

self-drive half day £35 / full day £70

Charity hire with Bart volunteer driver:

half day £40 / full day £80

Private/Business hire:

self-drive half day £45 / full day £90

Plus a mileage charge of 45p per mile.

All prices include insurance (subject to terms and conditions) and breakdown assistance.

It will be the hirer's responsibility to comply with covid regulations and guidance.

Email bookings@mybart.org.uk or call project manager Ashley on 07977 401548 to find out more or make your booking.

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Consultation and Engagement Activities Community Boards Update - November 2020

Current county-wide consultations

Title and description	Status	Start	Finish
<p><u>Home to School Transport Policy and Post-16 Transport Statement 2021/22 Consultation</u></p> <p>We are asking for views on proposals to update the content of the Policy and Statement by providing clarification and more detail to some areas. This is based on feedback we have received over the last 12 months and aims to provide clearer information and guidance to students and families so they can make informed choices about their school transport. We are also asking people to respond on proposed options for how transport for eligible post-16 students with special educational needs and disabilities (SEND) is arranged and paid for from September 2021. The consultation provides an overview summary, an Easy Read summary, associated documents, an online survey and a printed version of the survey. Everything is available on the consultation webpage and print versions are also available on request. We are also holding online consultation events where you can hear about possible changes to the Policy and ask questions. These will take place on Tuesday 10 November, 7-8pm or Thursday 19 November, 10.30-11.30am. Any changes implemented as a result of this consultation are planned to be published in April 2021 for the academic year 2021/22.</p> <p>Contact <u>H2STpolicyconsultation@buckinghamshire.gov.uk</u> or 01296 382891</p>	<p>Live</p> <p>Countywide</p>	<p>12/10/20</p>	<p>07/12/20</p>

Upcoming county-wide consultations

Title and description	Status	Start	Finish
<p>Taxi Licensing Policy Consultation</p> <p>Following a public survey in September this year, ongoing conversations with the taxi trade and discussions with Elected Members, the findings from these have helped inform the development of our Draft Taxi Licensing Policy. The public and stakeholder consultation will ask for feedback on the proposed content within the Draft Policy. It will include an online survey, printed survey on request and consultation direct with the trade.</p> <p>Contact taxilicensing.av@buckinghamshire.gov.uk</p>	Upcoming countywide	10/11/20	20/12/20
<p>County-wide Composite Traffic Regulation Orders Consultation</p> <p>This public consultation is a statutory requirement as part of the technical and formal process to align and adopt traffic regulation orders across the county now we are a unitary Council.</p> <p>Contact parkingtro@buckinghamshire.gov.uk</p>	Upcoming Countywide	13/11/20	10/12/20