



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 12 May 2021

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 17<sup>th</sup> May 2021, following the Annual Statutory Meeting, at Lace Hill Sports and Community Centre, MK18 1RP.

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](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 for the password to take part. **Due to Covid restrictions limited places are available in the hall for members of the public, so do let us know in advance if you wish to attend.**

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

- 15<sup>th</sup> March 2021

[Copy previously circulated BTC/08/20](#)



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.

#### 4. Interim Minutes

To receive the minutes of the Interim Council meetings held on:

Monday 22<sup>nd</sup> February 2021.

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

Monday 19<sup>th</sup> April 2021

[Copy previously circulated IM/06/20](#)

#### 5. Planning Committee

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

- Monday 22<sup>nd</sup> March 2021

[Copy previously circulated PL/15/20](#)

1166.3/20 Members **AGREED** that the revised Buckingham Design Guide be recommended to Full Council for adoption.

[Appendix AA](#)

- Monday 19<sup>th</sup> April 2021

[Copy previously circulated PL/16/20](#)

#### 6. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meeting held on Monday 12<sup>th</sup> April 2021.

Members **AGREED** to recommend to Full Council to present the Council's awards that would normally be made at Mayor making during the Celebrate Buckingham event for 2021 because it will not be able to hold Mayor making in the usual way again this year.

[Copy previously circulated TCE/07/20](#)

#### 7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 29<sup>th</sup> March 2021

[Copy previously circulated E/07/20](#)

#### 8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 26<sup>th</sup> April 2021.

[Copy previously circulated R/07/20](#)

#### 9. To receive and question reports from Buckinghamshire Council Councillors

#### 10. Action List

[Appendix A](#)

#### 11. Buckingham Dementia Action Alliance

To receive a written report from the Town Clerk

[BTC/01/21](#)

#### 12. Standing Orders (Item 5)

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

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

[Appendix B](#)

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

To review and amend or confirm the terms of references for committees (other than any changes which may be made later in the meeting under item 18):

##### 12.2.1 Environment Committee

[Appendix C](#)

##### 12.2.2 Resources Committee

[Appendix D](#)

##### 12.2.3 Planning Committee

[Appendix E](#)

##### 12.2.4 Town Centre & Events Committee

[Appendix F](#)

##### 12.2.5 Economic Development Working Group

[Appendix G](#)

##### 12.2.6 Staffing (Confidential Matters) Committee

[Appendix H](#)

##### 12.2.7 Communications Strategy Group

[Appendix I](#)

##### 12.2.8 Appeals Committee

[Appendix J](#)

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

To receive the latest table of Councillor Committee choices

[Appendix K](#)

##### 12.4 Diversity and Inclusion Group

To agree up to six Town Councillors to be part of the Group

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

- 12.5.1 Review and adoption of appropriate standing orders [Appendix L](#)
- 12.5.2 Review and adoption of appropriate financial regulations [Appendix M](#)
- 12.6 Review of Arrangements with Other Local Authorities (S.O. 5.k.ix) [Appendix N](#)
- 12.7 Review of Representation (S.O. 5.k.x) [Appendix O](#)  
Review and update work with external bodies and arrangements for reporting back.
- 12.8 Inventory of Land and Assets (S.O. 5.k.xii) [Appendix P](#)  
Review of inventory of land and assets including buildings and office equipment
- 12.9 Insurances (S.O. 5.k.xiii) [Appendix Q](#)  
Confirmation of arrangements for insurance cover in respect of all insured risks;
- 12.10 Subscriptions (S.O.5.xiv) [Appendix R](#)  
Review of the council's and/or staff subscriptions to other bodies;
- 12.11 Complaints & Compliments (S.O) 5.k.xv) [Appendix S](#)  
Review of the Council's complaints procedure;
- 12.12 FOI and Data Protection (S.O. 5.k.xvi) [Appendix T](#)  
Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
- 13. Financial Risk Assessment** [Appendix U](#)  
To review and confirm the Council's Financial Risk Assessment
- 14. Equal Opportunities Policy** [Appendix V](#)  
To review and confirm the Council's Equal Opportunities Policy
- 15. Code of Conduct** [Appendix W](#)
- 15.1 To review the Council's Code of Conduct
- 15.2 To agree to hold a workshop to review the new LGA Code of Conduct and consider any changes.
- 16. Annual Town Meeting 26<sup>th</sup> May 2021** [BTC/02/21](#)  
To receive a written report from the Town Clerk
- 17. General Power of Competence**  
To resolve to adopt the General Power of Competence.
- Buckingham Town Council is an eligible Council for the General Power of Competence as it meets the prescribed conditions. The Council therefore has greater than two thirds of its Members elected (88% currently) and the Town Clerk holds the Certificate in Local Council Administration and has completed the relevant training.
- 18. Future Meetings** [BTC/03/21](#)  
To receive a written report from the Town Clerk
- 19. Covid 19 Update**  
To receive a verbal report form the Town Clerk
- 20. Reports from Representatives on Outside Bodies**  
To receive and question reports from the Town Council's Representatives on Outside Bodies
- 21. To receive a list of events attended by the Mayor and Deputy Mayor.**  
Functions the Mayor has attended:
- 18<sup>th</sup> March - British Heart Foundation (video call)
  - 18<sup>th</sup> March - Buckingham Hospital AGM
  - 30<sup>th</sup> March, 7<sup>th</sup> April, 27<sup>th</sup> April and 29<sup>th</sup> April - Buckingham and Gawcott Alms houses meetings
  - 19<sup>th</sup> April British Heart Foundation (Teams Call)

Functions the Deputy Mayor has attended:

**22. Chair's Announcements**

**23. Date of the next meeting:**

Online Annual Town Meeting – Wednesday 26<sup>th</sup> May @ 7pm

Interim Full Council – 7<sup>th</sup> June 2021

Interim Council – Monday 28<sup>th</sup> June 2021

Full Council - Monday 12<sup>th</sup> July 2021

**24. Committee in Private Session**

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**25. Town Council Awards 2021**

To receive nominations and agree the recipients of Town Council Awards for 2021

[BTC/04/21](#)

25.1 Friends of Buckingham

25.2 Sport & Art Award

25.3 Voluntary, Community and Social Enterprise (VCSE) Organisation of the Year

25.4 Natural Environment & Climate Champion

25.5 Mayor's Prize for Outstanding Young Person

To note the Mayor's award recipient for 2021.

Buckingham Design Guidelines - proposed draft design  
code document



## **Introduction**

The Buckingham design guidelines originate from 2001 and were partly adopted by the then local planning authority Aylesbury Vale District Council.

As we look to update the Neighbourhood Plan, the government white paper Planning for the Future (August 2020) introduces the opportunity for Town/Parish Councils to produce design codes for their local area of responsibility, which are linked to Neighbourhood Plans.

Design codes are a set of illustrated design rules and requirements which instruct, and may advise on, the physical development of a site or area. The graphic and written components of the code are detailed and precise and build upon a design vision such as a masterplan or other design framework for a site or area, in this case the Buckingham Neighbourhood Plan. The codes set out the mandatory baseline minimum standard that is to be adopted for new developments within Buckingham.

This draft design code has been prepared jointly by the Buckingham Town Council and the Buckingham Society and replaces the previously adopted Buckingham Design Guidelines. Its purpose is to provide a coherent framework to future development of land throughout Buckingham and to define the character of new developments and give clear guidance on what will be considered acceptable to the local community, and will be included as an appendix to the Neighbourhood Plan.

## **Local Distinctiveness**

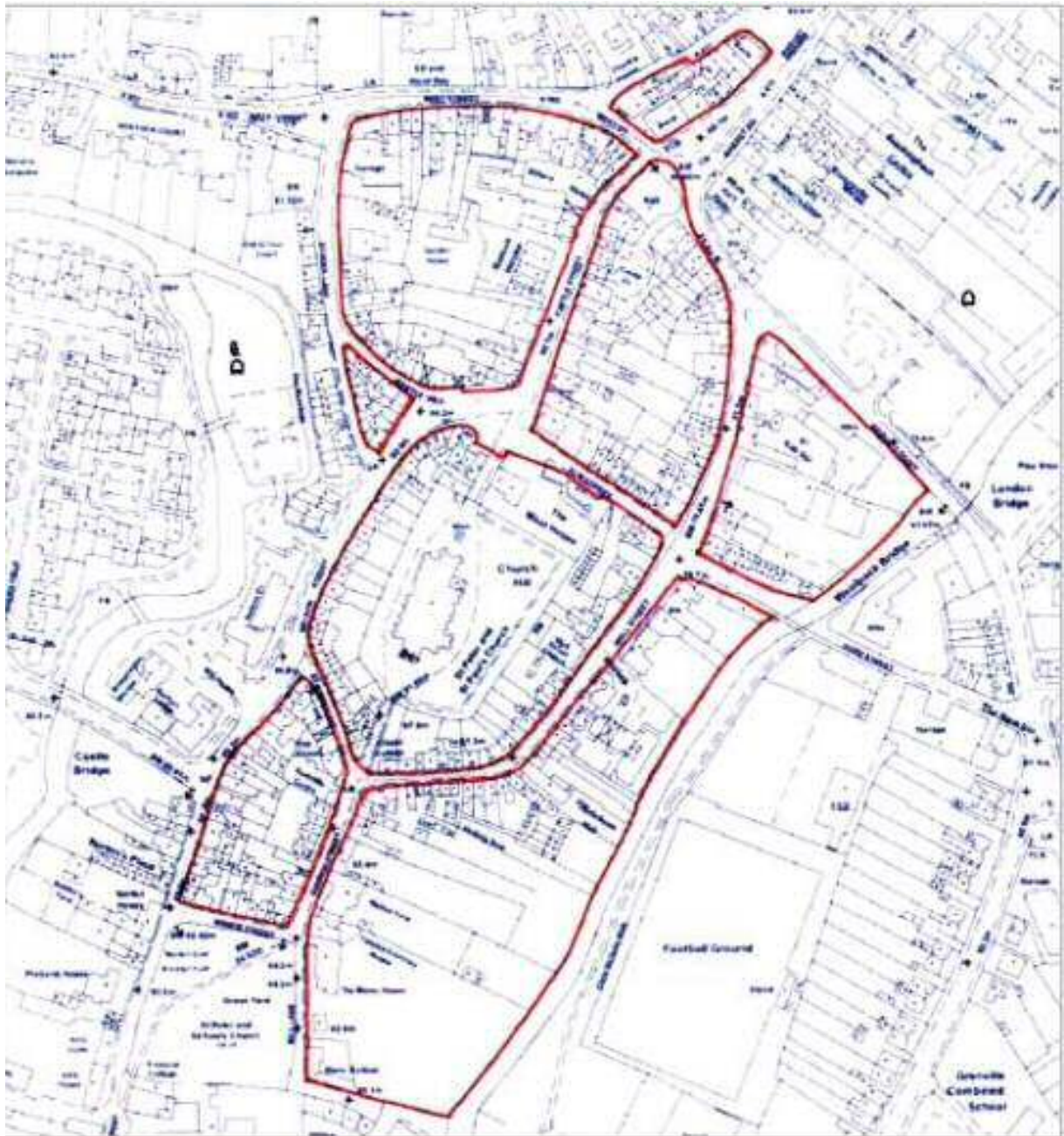
This is essentially about places and people's relationship with them; it is as much about the commonplace as about the rare, about the everyday as much as the endangered, and about the ordinary as much as the spectacular.

Definition of local distinctiveness is intricately linked to the environment, the economy, and the social ambience of a place and has been defined as that which makes a place special, differentiating it from anywhere else. Local distinctiveness is the essence of what makes a place special to us; it is the sum of landscape, wildlife, archaeology, history, traditions, buildings and crafts – everything that makes somewhere truly unique, and of course people's memory of a place.

In this respect all new developments, be they houses, extensions or employment buildings, should have their design influenced by local distinctiveness.

However, this should not preclude contemporary designs provided they reflect local distinctiveness and/or the surrounding environment, then they should be encouraged.

## Local Character Analysis



**Urban Morphology** - This map shows the typical block structure and historic street pattern of the centre of Buckingham. It highlights how the town developed in this form with all buildings fronting onto the street/s, together with the regularity of diverse plot sizes in differing locations.





### **Buildings with carriage entrances**

Carriage entrances are a common feature within the long-built terraces of Buckingham; two examples are shown here.



*Castle Street*



*High Street*

### **Corner Buildings**

Buckingham has a wealth of uniquely designed buildings sited at corner locations; two examples are shown below, one historic and one contemporary.



*Well Street*



*Whitehead Way*

## Roofscapes

The roof covering most widely used in Buckingham is plain clay tiles. Several later buildings have natural slate roofs.



Natural slate tile and plain clay tile

Ridge heights are generally uniform however, many of the individual streets have quite an eclectic character with buildings varying in scale, height, roof form, width of elevation and materials. Many buildings in the town have dormer windows, which are traditionally proportioned and do not dominate the street scene.



*High Street - variety of ridge heights*



*Nelson Street - Ridge lines follow slope of the land*



*Dormer windows positioned away from the ridge*

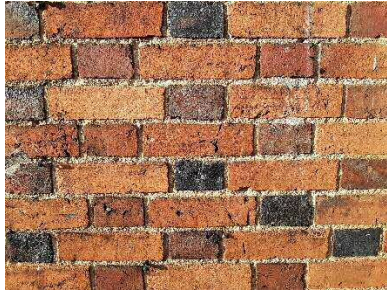
As illustrated in the above images all dwellings shown have chimney stacks, which shall be replicated on all new dwellings proposed within the Buckingham Neighbourhood Plan area.

## Walls

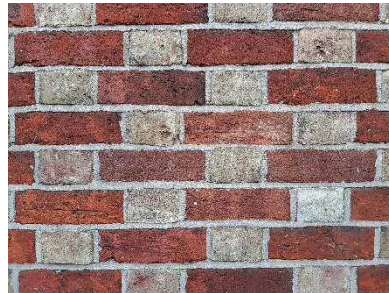
The most common wall finish within Buckingham is brick, particularly of an orange/red hue. Historically these have been laid in Flemish bond, and this practice has been continued within recent developments at Moreton Road, Lace Hill, and Summerhouse Hill.

Yellow bricks have been used but to a far lesser extent, most notably at Markhams Court and Villiers Hotel annexe.

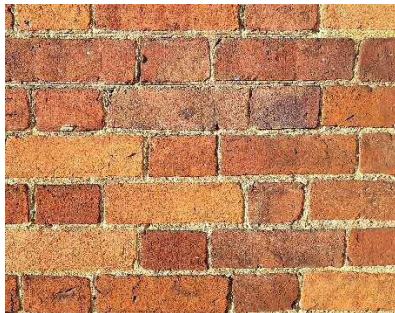
Local limestone buildings are interspersed throughout the town, whilst painted brickwork of varying colours can be seen along with stucco and render.



*Flemish bond with vitreous headers*



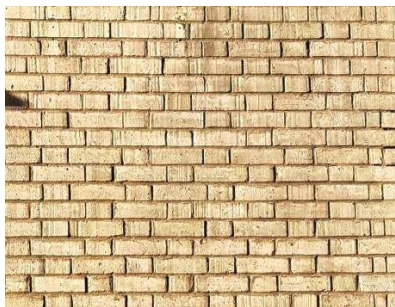
*Flemish bond with pale headers*



*Flemish bond*



*Painted English bond brickwork*



*Yellow bricks laid in Flemish bond*



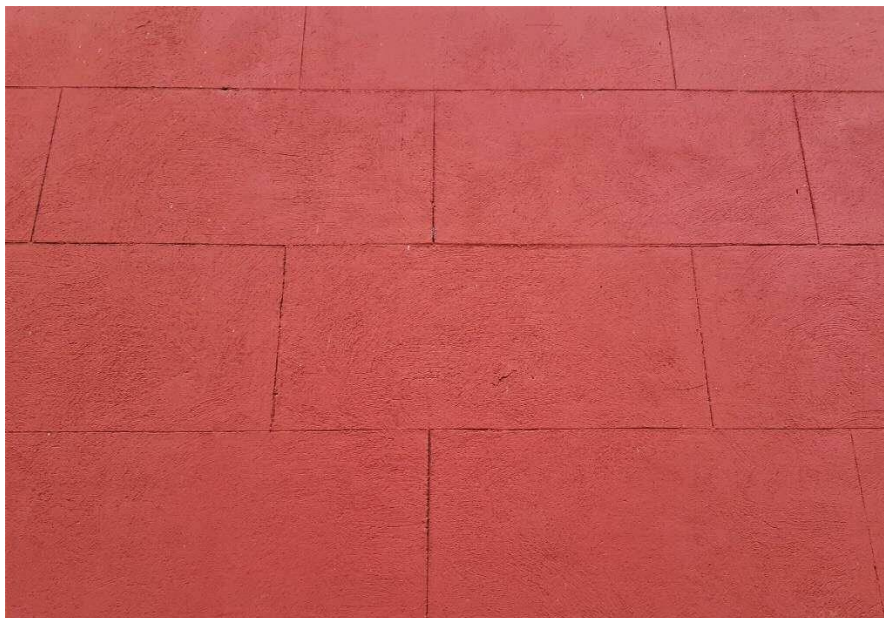
*Coursed limestone rubble*

Several properties within Buckingham have a '**string**' course, which is a decorative horizontal band on the exterior wall of a building, usually positioned between the ground and first floor of 2 storey properties. These can be of brick or moulded stone.

**Stucco** is seen most commonly within Nelson Street, Bristle Hill, Hunter Street, and Church Street. Stucco consists of lime, sand, and water, and within Buckingham is commonly ‘decorated’ with incised masonry patterning. Many stucco finishes have been painted a variety of colours as can be seen in the images below,



The incised masonry pattern can be seen on the image below.



### **Eaves**

There are examples of decorative eaves such as ‘dentilled’ brick courses and cornices on 19<sup>th</sup> and early 20<sup>th</sup> century buildings within the historic core of Buckingham, such as The Buckingham Smokehouse (formerly The Whale PH).

## Contemporary interpretations



*Examples of award winning contemporary house designs recently approved within the district together with new house off Moreton Road with chimney reflecting historic landmark within Buckingham.*



*Lace Hill – buildings reflecting ‘alms house’ design.*

## **The Codes**

### **Landscape Design**

The appearance and treatment of spaces between and around buildings is of equal importance to the design of the buildings themselves. New development should have a spatial and planting structure that reflects and compliments the surroundings of the site. Landscape considerations should be the starting point of the design and layout.

There should be a clear distinction between public and private space, particularly in locations that adjoin the public realm. Secure access is required to all private internal and external areas.

A Landscape Strategy for each proposed development shall be prepared to reinforce the urban design and enhance the ecological and amenity value of the sites and their immediate surroundings. The key landscape design principles of this strategy will be that the proposal:

- responds to the character of the site and its surroundings and local open spaces.
- reinforces a hierarchy of avenues and open spaces.
- strengthens site permeability and integrates vehicle, pedestrian, and cycle movements.
- identifies opportunities for communal/allotment/amenity spaces for their significant townscape value.
- integrates significant existing site features such as mature trees, hedgerows, and other landscape elements worthy of retention; existing trees and hedgerows within a proposed site should be retained within the open spaces of the proposed development.
- retains and enhances opportunities for wildlife penetration into developments by the reinforcement and retention of local habitats.
- provides safe and secure environments for inhabitants through the disposition and detail of landscape elements.
- reinforces any existing perimeter vegetation with appropriate native planting to establish an effective buffer between proposed developments and adjacent areas.
- concentrates soft landscaping areas within the site.
- handles and stores topsoil carefully to preserve and re-use this valuable resource.

### **Working with site features**

Use existing site features to create/retain character, such as –

- Include retained buildings into new blocks.
- Allow existing levels to suggest layout option.
- Use ponds and watercourses for outlook.
- Use specimen trees as the focus for new developments.
- Use hedgerows to create structure.
- Front new buildings onto established routes.
- Formalise informal routes.

## **Minimum Space Standards**

The distance between dwellings and the treatment of spaces around them have an important effect on the appearance of an area and the quality of life for residents, and for the developments distinctiveness. Sufficient space should be provided to meet the outdoor needs of the household including children's play, hobbies, outdoor relaxation, drying of washing and greenery.

Outlook from a dwelling is allied to privacy and both are necessary for quality of life in dwellings. Whilst an adequate standard of privacy may be achieved by the use of walls, fences or planting, consideration will need to be given to the outlook that would then be achieved, as an enclosed or cramped outlook from habitable rooms is likely to be oppressive.

The provision of enclosed private outdoor amenity space should be incorporated in the early stage of the design process. Amenity space for all dwellings shall be:

- Private, useable, functional, and safe.
- Easily accessible from living areas.
- Orientated to maximise sunlight

Private amenity space shall not be steeply sloping or awkwardly shaped to prejudice its function to accommodate relaxation and leisure activities of residents.

### **Minimum recommended outdoor amenity space: -**

1 bedroom flat .....20 square metres

2+ bedroom flat .....40 square metres

2 bedroom house .....50 square metres

3 bedroom house .....65 square metres

4 bedroom house .....75 square metres

For each additional bedspace add 5 square metres.

**NB calculation of outdoor amenity space shall not include parking spaces.**

## Space Between Dwellings

### Front to front

Where 1 or 2 storey buildings face a building of similar height a minimum distance of 22 metres should be maintained between the principal windows of the dwellings.

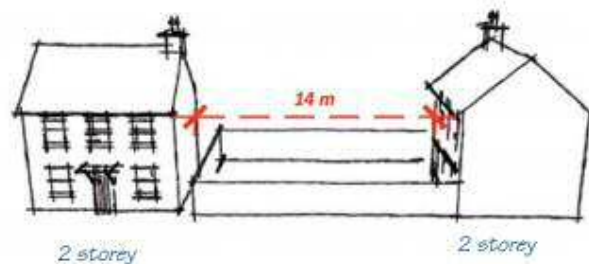


Where one or both facing dwellings are more than 2 storeys high the minimum distance between principal windows shall be 28 metres **plus an additional 3 metres setback for each additional storey.**



### Front/back to side

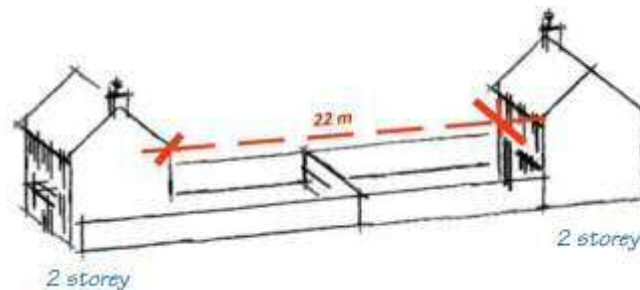
Where principal windows face the wall of a 2 storey dwelling that contains no windows, or windows that contain obscured glass (e.g. bathrooms) the minimum distance shall be 14 metres. If the facing wall is 3 storeys high (with no windows) **the minimum distance shall be 17 metres, increasing by 3 metres for each additional storey.**





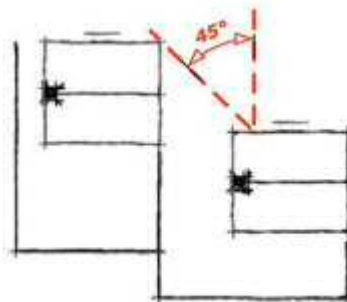
### Back to back

Where the rear elevation of a 1 or 2 storey dwelling faces the rear elevation of a 1 or 2 storey dwelling a minimum distance of 22 metres shall be maintained. If one of the dwellings is 3 storeys high than a **minimum distance of 28 metres shall be maintained, increasing by 3 metres for each additional storey.**



### 45 degree rule

New buildings that are sited close to the principal windows of existing properties shall be designed so that there is no obstruction to daylight beyond a horizontal angle of 45 degrees, measured on plan view, from the nearest jamb of the principal window of an adjoining property.



New buildings that are proposed to be sited facing principal windows of existing properties shall be designed so that there is no obstruction to daylight beyond a vertical angle of 45 degrees measured from the nearest jamb of the principal window(s) of an adjoining property.

**NB distances between dwellings may be relaxed depending on individual site circumstances and provided the reasons given are considered acceptable in terms of the overall concept and design quality.**

### Balconies for flats/apartments

Whether these are located internally from the face of the building, or attached externally, balconies will have a minimum floorspace of 4 square metres to allow functional use.

## **Street hierarchy**

### **Movement network – primary road**

The primary road is the focus for vehicular, cyclist and pedestrian activity. It provides the primary vehicular route into and through the site. The primary road should exhibit a character that respects the rural surroundings of the site and include stands of tree planting, either set within shared or open spaces.

**NB** Tree planting, including appropriate species, within highway limits should be agreed with the highway authority prior to submission of planning applications together with a long-term maintenance agreement (for the trees).

### **Design criteria for primary road**

Target speed 20mph

Carriageway width – 3m at pinch points – 6.1m

Kerb (where used) – conservation style.

Junctions off primary road delineated with differing surface materials.

Footway width - 2m minimum

Minimum swept path requirement – refuse collection vehicles, emergency vehicles, and public transport vehicles.

Traffic calming – through carriageway alignment, junction surface treatments, and changes in priority.

Planting - extra heavy standard 18cm plus girth trees, species to be agreed with local authority.

### **Design criteria for secondary street**

Target speed 20mph

Carriageway width – 3m at pinch points - 5.5m.

Kerb (where used) – conservation style.

Footway width - 2m minimum.

Minimum swept path requirement – refuse collection vehicles and emergency vehicles.

Traffic calming – through carriageway alignment, junction surface treatments, and changes in priority.

Planting – semi mature 35cm plus girth trees, species to be agreed with local authority.

## Design criteria for tertiary streets

Target speed 10mph

Carriageway width – 3.7m - 5.0m.

Footway – use carriageway as shared surface.

Minimum swept path requirement – refuse collection vehicles and emergency vehicles.

Traffic calming – shared surface that clearly delineates public and private spaces, with planting and landscape elements designed into street layout as additional calming measures.

Planting - Extra heavy standard 18cm plus girth trees, species to be agreed with local authority.

**NB Indicative highway standards to be tailored to site circumstances.**

**Street nameplates – fixed to buildings, walls, or railings.**

**Streetlights – attached to buildings where/if possible.**

## Parking arrangements

Parking courts, where proposed, should be located to the front of dwellings to ensure surveillance and security of vehicles. The image below (right) indicates how a parking court to the front of dwellings can be achieved.

Indicative Arrangement: On-Street Parking



- 1 Parallel parking to the frontage as part of a parking bay.
- 2 Residents can easily access and view their cars.
- 3 Street trees will help to demarcate the parking area and soften the view of parked cars.

Indicative Arrangement: On-Street Frontage Courtyard



- 1 On street parking as part of a courtyard/cul-de-sac arrangement.
- 2 Residents can easily view and access their cars.
- 3 Cars stored away from street frontage.
- 4 Street trees used to help soften the view of parked vehicles.

Indicative Arrangement: On-Plot Undercroft



- 1 Buildings designed to allow for ground level parking space within the building footprint. This could lead to a garage to the rear of the plot.
- 2 Design solution helps to create a continuous building line, and stores vehicles away from the frontage.

Indicative Arrangement: On-Plot



- 1 Drive to the side or rear of the plot, which could lead to a garage.
- 2 Space for vehicle to safely pull in from the carriageway.



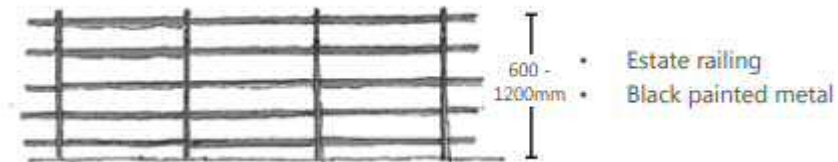
*Example of front parking area, Fishers Field, Buckingham*

## Boundary treatments

Boundary treatments heavily influence the characteristics of a street and demarcate division between the public and private realms.

The boundary treatments to be used within new developments should include:-

Metal estate railings painted black to front gardens (including gates).



1.8m high brick garden walls where plot boundaries adjoin the public realm.

Native hedge planting to plot frontages e.g., Privet (*Ligustrum × ibolium*).

Close boarded fence to rear/side boundaries **only** where they adjoin neighbouring gardens that **do not** front onto the public realm.

## **Building design**

To ensure that local distinctiveness is realised within proposed housing developments the following standards will apply.

Span depths – 5.5m to 8.5m maximum.

Ridge heights – 7.0m – 8.5m maximum.

Brick bonding – the external face of 2 ½ and 3 storey buildings shall be laid in Flemish bond.

Stonework – guillotine cut local limestone coursed as per local practice.

Height from DPC to eaves shall be greater than height between eaves and ridge.

Angle of roof slope shall be maximum 35 degrees where natural slate is used and 50 degrees maximum where plain clay tiles are used.

Chimneys to all dwellings.

1st floor window heads shall adjoin eaves.

Window and door reveals shall be a minimum of 100mm

Flat arch brick voussiors to window heads (to match the brick used for the proposed building).

(Where round brick arches are proposed the window frames shall be curved at the top to fill the opening)

Use of coloured window frames such as pale green, pale blue, grey, and black as opposed to 100% white.

## **Materials**

Red/orange brick, occasional yellow brick (that matches the local hue), natural limestone, stucco/render, plain clay tiles, and natural slate to be used throughout all proposed developments.

**NB where contemporary designs are proposed the above codes may be relaxed should the proposal reflect the local distinctiveness of Buckingham.**



*New dwelling within Lace Hill designed and built to reflect the local distinctiveness of Buckingham.*

### **Further guidance**

In relation to other developments, extensions, shop fronts etc, the following supplementary planning and guidance can be found within the Buckinghamshire Council – Aylesbury Vale Area website, under Planning Policy.

New houses in towns and villages – adopted October 1992.

Building Materials – adopted January 1995.

Safety through design – adopted September 2001.

Car parking guidelines – adopted April 2002.

Shop fronts – adopted July 2003.

Residential extensions (as updated) – adopted November 2013.

Roger Newall

Chartered Town Planner

February 2021

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Interim	448/19	Vision and Design guide	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.	Agenda
Full Council	384/19; 817/20	Photograph	Members discussed and <b>AGREED</b> arrangements for formal photographs of the current Council and also the Council who will be elected in May 2021	Town Clerk	To be arranged after the 21st June.	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	Neighbourhood Development Plan Sub-Committee have met once and are meeting again on the 26th May 2021.	Jul-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	Quarterly Updates July 2021	Jul-21
Full Council	226/20;9 71/20	Covid-19 Public crossing at Moreton Road	The Town Clerk <b>AGREED</b> to investigate the potential of alternative temporary crossings such as bollards that can be secured to the road surface.	Town Clerk	Strengthened crossing installed temporarily until Autumn	
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	No progress	Jul-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	Awaiting costs from TFB	Jul-21



Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
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	Jul-21
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	Jul-21

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	1154/20	Street Lights	Cllr. Harvey said that following discussion on social media there has been concern raised with regards to people, especially women, feeling safe in our parks and green spaces. Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously AGREED that the Town Clerk and Estates Manager look into options for more streetlight and illumination through the town's parks and bring a report back to the new Council in early May 2021.	Town Clerk Estates Manager	Report to be provided to Environment Committee	Jun-21
Full Council	1158/20	Greenspaces @ Tingewick Road and Foundry Drive	That the Town Council take on the green spaces and play areas, provided that Barratts agree to make a suitable initial payment, and that the development of the green spaces is completed satisfactorily, in line with the agreed plan. Additionally, Members agreed, in principle, to take on the Foundry Drive play area as well, subject to further information from negotiation between the developer and Town Clerk.	Town Clerk	Negotiations ongoing	
Interim	1223/20	Bank Closures	Town Council to write to Greg Smith MP requesting that he ask the Trade and Industry Secretary to outline the government's scrutiny of local branch closures and the impact on the rural economy	Town Clerk	Letter Sent	
Interim	1224/20	Future Meetings	AGREED for the Town Clerk to respond to the call for evidence from the Ministry of Housing, Communities and Local Government on behalf of the Town Council, requesting that remote and hybrid meetings are allowed for in the future, and emphasising the benefits of the remote meetings held in the last year. I.e. that many more residents have watched Town Council meetings, and attendance at meetings by Town Councillors and guest speakers has been higher. Also, the response should register the Town Council's extreme anxiety and concern about the decision, in that it will force officers and councillors to meet in a situation that was against the government's current Covid guidance. Also, for the Town Clerk to write to Greg Smith MP expressing concern and asking for his views on the matter.	Town Clerk	Future Meetings' is an agenda item for the 17th May 2021.	
In#	1227/20	Co-option South Ward	<b>AGREED</b> for the office to advertise the vacancy for co-option from the 7 <sup>th</sup> May 2021, informing the two unsuccessful candidates from the North Ward of the vacancy but ensuring that any applicants are given sufficient time, knowledge and guidance to apply	Town Clerk	The vacancy is being advertised.	Complete

**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**Monday 17<sup>th</sup> May 2021**

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

**Future Meetings**

**1. Recommendation**


- 1.1. It is recommended that Members nominate at least one Councillor to support the work of the Buckingham Dementia Action Alliance.

**2. Background**

- 2.1. Eileen Winston, the longstanding Chair of the Buckingham Dementia Action Alliance, has recently had to stand down as Chair and Administrator of the group. The group has worked hard in the past to help develop Buckingham as a dementia friendly community, through working with local partners and businesses, raising awareness and providing training.
- 2.2. In early February the Alzheimer's Society issued a 'final National Dementia Action Alliance Newsletter' announcing that as from that date they were disestablishing the NDAA, of which the Buckingham group was set up as one of their Local DAA's. Dementia work is continuing under the broad heading of 'Dementia Friendly Communities' and Leaders.
- 2.3. In standing down, Eileen wrote to the Council to say that:
- 2.4. *"In communication with the BDAA Steering Group members and Jacqueline Austin-Lavery, Community Links Officer, Buckinghamshire Council, Jacqueline has agreed to work with the pandemic diluted BDAA team of Karen Hills, Pam Gowan, Sue Prosky (Franchisee Home Instead Milton Keynes), Andrea Bullen (Home Admissions Advisor (Gracewell at Maids Moreton), Nina Eriksen (Gracewell at Maids Moreton) to try to move the dementia work forwards - but time is of the essence for Jacqueline.*
- 2.5. *Due to the Covid-19 pandemic there has not been a Buckingham Town Council member since May 2020. I wonder if you might be able to perhaps keep in contact with Jacqueline and in due course arrange for some participation with the dementia work by an interested Council Member - if it can be a Council Member who has had some experience of caring for someone with dementia/ has some knowledge of dementia that would be extremely helpful.*
- 2.6. *Unfortunately, Alzheimer's Society Buckinghamshire is one of the many AS offices that have had to close their offices, due to the Covid-19 pandemic lack*

*of funding issues and all staff work from home, though they are still providing all their services, including support meetings and Singing for the Brain sessions via Zoom which many carers have found more helpful to attend.”*

- 2.7. The Town Clerk recently met with Jacqueline Austin-Lavery, who will only be able support the group for a limited time, and is therefore seeking to involve other local individuals and groups who may be able to help to continue the Buckingham group’s important work.

	<p><b>Buckingham Town Council</b></p> <p><b>Scheme of Delegation</b></p>	<p><b>Date Agreed:</b> 11/05/2020  <b>Minute Number:</b> 19.1/20  <b>Prepared by:</b> Paul Hodson  <b>Version:</b> 1.2</p>
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1. Power to Delegate Functions

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

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

2. Decisions of the Full Council:

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

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

3. Committees and Sub-Committees

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

4. Working Parties/Groups

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

5. Town Council Staff

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

The following have been delegated to Town Council Staff:

a) General Matters

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

## Appendix B

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

### b) Urgent Matters

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



## Buckingham Town Council

### Terms of Reference

**Date Agreed:** 7<sup>th</sup> September 2020

**Minute Number:** 315/20

Reviewed 7<sup>th</sup> September 2020

**Prepared by:**

Paul Hodson

**Version:** 2.1

#### Name

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

#### Membership

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

#### Chairman

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

#### Conduct of the Meeting

7. All meetings of the Environment Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

#### Area of Operations


8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Town Council Property (excluding Office Accommodation)
  - Open Spaces in the Town and surrounding area
  - Community Facilities in the Town and surrounding area
  - Community Services in the Town and surrounding area
9. In addition to the areas of operation above the Environment Committee has the following responsibilities:
  - 9.1. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
  - 9.2. Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings, parks, cemetery and open spaces, and the management and administration of Devolved Services.

- 9.3. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Buckingham Town environment
- 9.4. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, “street furniture” includes waste bins, dog bins, seating and signage.
- 9.5. Managing all aspects of upkeep and maintenance of Brackley Road Cemetery, Chandos Park, Bourton Park, the Ken Tagg play area, Railway Walk, the Circular Walk, Castle Hill and any other land or property acquired by the Council
- 9.6. Liaising with Buckinghamshire Council and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
- 9.7. Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
- 9.8. Obtaining such professional advice as deemed necessary to ensure the protection of the Council in respect of 11.6 above
- 9.9. Analysing any compulsory purchase proposals and advising the Council accordingly
- 9.10. Ensuring that any works carried out on the Council’s behalf are completed as specified, or otherwise completed to a satisfactory standard
- 9.11. Taking forward any other matters concerning land or property as required by the Council
- 9.12. Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors
- 9.13. Making representation with regard to the external services that affect young people, the elderly, unemployed and impoverished citizens
- 9.14. Public Services - acting as the consultee, making representations, participating in and supporting as required all matters relating to
  - community care, social care and health services
  - policing, crime and ASB
  - education

### **Further Information**

10. The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of References for those bodies
11. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.



	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 13/7/2020</b>  <b>Minute Number: 22/19</b>  Reviewed 20<sup>th</sup> May 2019  <b>Prepared by:</b>  Paul Hodson  <b>Version: 2.1</b></p>
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### **Name**

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

### **Membership**

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

### **Chair/Chairman**

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

### **Conduct of the Meeting**

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Area of Operations**

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

### **Powers and responsibilities**

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

### Finance

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

### Personnel

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

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

### Civic Matters

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

10.17) Be responsible for all Civic Affairs including Civic protocols

**General Purpose**

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

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

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

10.20) Oversee the production of the Newsletter

10.21) Oversee the production of the Annual Report

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

**Further Information**

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



## Buckingham Town Council

### Terms of Reference

**Date Agreed:** 13/7/2020  
**Minute Number:** 22/19  
 Reviewed 18<sup>th</sup> May 2020  
**Prepared by:**  
 Paul Hodson  
**Version:** 4

#### Name

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

#### Membership

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

#### Chairman

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

#### Conduct of the Meeting

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

#### Area of Operations

11. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
  - Reviewing Planning Applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
  - Transport
  - Forward planning
  - Planning Enforcement
12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:
  - 12.1 to undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts

## Appendix E

and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale

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

### Further Information

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



## Buckingham Town Council

### Terms of Reference

**Date Agreed: 19/10/2020**

**Minute Number: 731/20**

Reviewed 19/10/2020

**Prepared by:**

Paul Hodson

**Version: 2**

#### **Name**

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

#### **Membership**

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

#### **Chairman**

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

#### **Conduct of the Meeting**

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

#### **Areas of Operation**

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

The committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated
  - 10.2 Markets
 

The day to day running of the Street, Flea, Farmers and Specialist Markets and the promotion of environmentally friendly carrier bags.
  - 10.3 Charter Fair
 

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

The Town Centre and Events Committee coordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town and any other events involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts

10.5 Promotion


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

10.6 Youth Budget

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

10.7 Tourist Information Centre

- The day to day running of the Tourist Information Centre located in The Old Gaol
- The Committee shall undertake reviews of Terms of Reference as and when appropriate.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 13/7/2020</b>  Reviewed 1<sup>st</sup> July 2020  <b>Minute Number:</b>  <b>Prepared by:</b>  Paul Hodson  <b>Version: 1.1</b></p>
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### **Name**

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

### **Membership**

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

### **Chairman**

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

### **Conduct of the Meeting**

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

### **Area of Operations**

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

Economic Development
11. In addition to the areas of operation above the Economic Development Working Group has the following responsibilities:
  - To work with other stakeholders to aid in the economic development of the town
  - Liaising with businesses to create a strong cohesive voice for the town
  - Devising an economic strategy and other policies to ensure the town is thriving, once completed to undertake the actions outlined within the strategy and policies



- Implementing projects to ensure Buckingham is a better place to visit and work
- Encouraging businesses to relocate into Buckingham
- Development of marketing strategies for the town
- Applying for funds from external bodies to address these areas, and spending any funds received.

### **Further Information**

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

**Date Agreed: 13/7/2020**

**Minute Number:**

Reviewed 20<sup>th</sup> May 2019

**Prepared by:**

Paul Hodson

Version: **2.2**

### **Name**

- 1.1. The Committee shall be known as the **Staffing (Confidential Matters) Committee**

### **Composition**

- 1.2. Membership of the committee is open to any Councillor who wishes to be a member
- 1.3. Councillors who are not Members of the Committee may not attend the meeting.
- 1.4. Any councillor attending this committee cannot be involved in any subsequent staffing matter appeals.
- 1.5. Given the above, membership should not exceed eight members to be reviewed at the beginning of the new financial year.

### **Chair**

- 1.6. The Committee shall meet as soon as is practically possible after the Annual Town Council Meeting, for the sole purpose of electing a Chair and Vice-Chair, unless other relevant business also requires to be addressed.
- 1.7. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
- 1.8. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 1.9. The Chair, if present, shall Chair the Committee meeting.

### **Quorum**

- 1.10. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Area of Operations**

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

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

### **Powers and Responsibilities**

- 1.13. Four or more Staffing Committee Members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.
- 1.14. Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies

### **Conduct of the Meeting**

- 1.15. All meetings of the Staffing (Confidential Matters) Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies



## Buckingham Town Council

### Terms of Reference

**Date Agreed: 11/06/2020**  
**Minute Number: 112/20**  
 Reviewed 11<sup>th</sup> June 2020  
**Prepared by:**  
 Paul Hodson  
**Version: 1.4**

#### Name

1. This Strategy Group of Resources shall be known as the **COMMUNICATIONS STRATEGY GROUP**

#### Membership

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

#### Chair

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

#### Conduct of the Meeting

7. All meetings of the Communications Strategy Group shall be convened in accordance with the Town Council's standing orders and current legislation.


#### Area of Operations

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

#### Powers and responsibilities

9. In addition to the areas of operation above the Communications Strategy Group has the following specific responsibilities:
  - 9.1. To discuss and agree articles for inclusion within the Town Council's newsletter
  - 9.2. To compile and arrange for distribution of the Town Council's newsletter.

- 9.3. To agree procedures for the communication methods the Council uses.
- 9.4. To review and arrange for the management of any website under the Town Council's control
- 9.5. The Strategy Group has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Strategy Group must refer to the Resources Committee when non-budgeted expenditure is anticipated
- 9.6. To monitor and improve the Council's communications impact as in so far as they relate to this committee.

	<p><b>Buckingham Town Council</b></p> <p><b>Appeals Committee</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed: 27/01/2020</b></p> <p><b>Minute Number: 709/19</b></p> <p><b>Prepared by: Paul Hodson</b></p> <p><b>Version: 1.0</b></p>
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## 1. Name

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

## 2. Composition

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

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

## 3. Chair

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

## 4. Quorum

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

## 5. Area of Operations

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

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

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

## 6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council

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

## 7. Conduct of the Meeting

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

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

Councillor	Ward	Full Council	Planning	TC&E	Xmas lights	Fringe Group	Resources	Economic Development	Comm. Strategy	Staffing	Environment	Youth Council	NBP Working Group
Ahmed, R	North	1											
Cole	North	1											
Collins, G	FF	1					1			1			
Gateley, M	H&W	1											
Harvey	South	1	1				1		1	1	1	1	1
Hetherington	South	1		1							1		
Hirons	South	1											
Mahi	South	1											
Mordue	North	1					1	1		1			
O'Donoghue	South	1											
Osibogun	South	1											
Ralph	South	1	1				1				1		
Schaefer	North	1											
Stuchbury	South	1	1	1	1	1	1	1			1	1	1
Try	North	1											
Whyte	North	1						1			1		1
Willet	North	1		1							1	1	
Buckingham Society	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Totals		0 17	4	3	1	1	5	3	1	3	6	3	3



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### Note:

Standing Orders that are in bold type contain legal and statutory requirements.



## 1. Rules of debate at meetings

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





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



motion under debate has exercised or waived his right of reply.

- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**



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



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



shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

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

#### 4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Full Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 4(d)(v) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - vii. may dissolve a committee.
  - viii. Members of each Committee are encouraged to attend training where this is specified during the first 12 months of their role, and at four yearly intervals thereafter.



**5. Ordinary council meetings**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the Council may direct.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:**
  - i In an election year, delivery by the Chairman of the Council and councillors of**



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**their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

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

### **6. Extraordinary meetings of the Council and committees and sub-committees**

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



- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee or sub-committee.

## **7. Previous resolutions**

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

## **8. Voting on appointments**

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

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

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





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wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection

### 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint or terminate a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory



- requirements);
- xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **11. Handling confidential or sensitive information**

See also standing order 20.

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

## **12. Draft minutes**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the**



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following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

### 13. Code of conduct and dispensations

*See also standing order 3(u) above.*

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



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- dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area or;**
  - iii. it is otherwise appropriate to grant a dispensation.**

**14. Code of conduct complaints**

- a Upon notification by Buckinghamshire Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by Buckinghamshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



## Standing Orders Buckingham Town Council

**15. Proper Officer**

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



## Standing Orders Buckingham Town Council

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council or the Chairman or in his absence Vice-Chairman of the Planning Committee, depending on the Terms of Reference for the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
*See also standing order 22 below.*
- xvii. action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders

### 16. Responsible Financial Officer

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

### 17. Accounts and accounting statements

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

### 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;



## Standing Orders Buckingham Town Council

- ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically via email;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - vii. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for



considering tenders, is bound to accept the lowest value tender.

- f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **19. Responsibilities to provide information**

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

#### **20. Responsibilities under data protection legislation**

- a The Council shall appoint a Data Protection Officer.**
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**





- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

### **21. Relations with the press/media**

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

### **22. Execution and sealing of legal deeds**

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

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

### **23. Communicating with Buckinghamshire Councillors**

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

### **24. Restrictions on councillor activities**

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

### **25. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except



## Standing Orders Buckingham Town Council

## Appendix L

one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 above.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



## Financial Regulations Buckingham Town Council

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### 1. GENERAL

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



**Financial Regulations  
Buckingham Town Council**

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



## Financial Regulations Buckingham Town Council

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- borrowing;
  - declaring eligibility for the General Power of Competence; and
- shall be a matter for the full council only.

1.14. In addition the Resources Committee shall:

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

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

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

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices)



## Financial Regulations Buckingham Town Council

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as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING



**Financial Regulations  
Buckingham Town Council**

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

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

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

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

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.



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

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council the Resources Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.





**Financial Regulations  
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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.



**Financial Regulations  
Buckingham Town Council**

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- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

**6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.



**Financial Regulations  
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- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
  - 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
  - 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
  - 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
  - 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
  - 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
  - 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
  - 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
  - 6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.



**Financial Regulations  
Buckingham Town Council**

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- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.



**Financial Regulations  
Buckingham Town Council**

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- 7.6. An effective system of personal performance management should be maintained for the senior officers.
  - 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
  - 7.8. Before employing interim staff, the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.



**Financial Regulations  
Buckingham Town Council**

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

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.



**Financial Regulations  
Buckingham Town Council**

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- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFORFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

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



## Financial Regulations Buckingham Town Council

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

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

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





**Financial Regulations  
Buckingham Town Council**

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- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

**13. STORES AND EQUIPMENT**

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

**14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning



**Financial Regulations  
Buckingham Town Council**

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permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**15. INSURANCE**

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

**16. RISK MANAGEMENT**

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

**17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**



**Financial Regulations  
Buckingham Town Council**

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

**Review of Arrangements with Other Local Authorities**

**May 2021**

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

1. To provide a set of urban transport services on behalf of Buckinghamshire Council under a devolved services arrangement. This arrangement has been ongoing for five years, and has been extended for two years, until April 2022, pending discussions regarding further devolution. Value £20,353 pa.
2. To pay Buckinghamshire Council to empty dog bins in the Town Council's parks and green spaces. Cost £4,500 pa.

## Buckingham Town Council Representatives on Outside Bodies

ORGANISATION	DESCRIPTION	PRESENT REPRESENTATIVE	TERM OF OFFICE	DUE FOR RENEWAL
<b>Access for All</b>	The Access4All group is a group of keen volunteers passionate about making Buckingham a more accessible town for everyone.	Vacancy Cllr G. Collins	1 year 1 year	 May 2021
<b>A.V. Association of Local Councils</b>	AVALC also acts as an important catalyst for local councils in Aylesbury Vale feeding in your views on the many issues you may face and stressing the need for primary authorities to continuously engage with Parishes. We also participate in meetings of the County Association of Local Councils, [BMKALC]. <a href="https://avalctestsites2.wordpress.com/">https://avalctestsites2.wordpress.com/</a>	Cllr. J. Harvey	1 year	May 2021
<b>Aylesbury Vale Transport Users Group</b>	The group aims to promote improvements to local public transport provision by the council and local transport service providers and support the activities of all bodies which aim to improve public transport.	Cllr. Stuchbury Cllr. Harvey	n/a n/a	n/a n/a
<b>Buckingham &amp; Gawcott Charitable Trust</b>	To utilise the trust's assets for the benefit of the organisations and inhabitants of the town of Buckingham and the parish of Gawcott.	<i>The Mayor</i> Cllr. R. Stuchbury Vacancy Vacancy	Term of Office 2 years 2 years 2 years	Ex officio July 2021
<b>Buckingham Community Wildlife Project</b>	Buckingham is well supported by activities to maintain and protect the greenspaces space by several volunteer Conservation Groups. This is a Steering group to help draw together the work of each body.	Vacancy Vacancy Cllr. M. Gateley	1 year 1 year 1 year	  May 2021

## Buckingham Town Council Representatives on Outside Bodies

<b>Buckingham General Charities</b>	<p>The Charity is operated and administered by 12 Trustees and its Secretary.</p> <p>The Objects of the incorporated Charity are:</p> <ol style="list-style-type: none"> <li>1. To relieve people resident for at least two years in Buckingham, Gawcott, Lenborough and Bourton ('the area') who are in need, by providing specially designed or adapted housing or almshouses, and items, services or facilities calculated to relieve the need of such persons.</li> <li>2. To relieve financial hardship, sickness and poor health among poor people in the area.</li> <li>3. To make grants or pay for facilities for people in need, hardship or distress resident in the area.</li> </ol> <p><a href="https://www.buckinghamgeneralcharities.org.uk/Groups/241034/About_Us.aspx">https://www.buckinghamgeneralcharities.org.uk/Groups/241034/About_Us.aspx</a></p>	<p><i>The Mayor</i></p> <p>Vacancy</p> <p>Cllr. A. Ralph</p> <p>Cllr. L. O'Donoghue</p>	<p>Term of Office</p> <p>4 years</p> <p>4 years</p> <p>4 years</p>	<p>Ex officio</p> <p>January 2025</p> <p>11<sup>th</sup> May 2024</p>
<b>Buckingham Youth Centre</b>	<p>Buckingham Youth Centre provides Youth Club activities to the young people of Buckingham and the surrounding villages. There has been a Youth Club on the site for over 40 years.</p> <p>An award-winning Charity, founded in 2012 and in order to keep the Youth Clubs running, offering the premises for hire to local Youth Groups, Businesses and local people.</p> <p><a href="https://buckinghamyc.org.uk/about-us/">https://buckinghamyc.org.uk/about-us/</a></p>	<p>Cllr. J. Harvey</p> <p>Cllr. Stuchbury</p>	<p>1 year</p> <p>1 year</p>	<p>May 2021</p> <p>May 2021</p>

## Buckingham Town Council Representatives on Outside Bodies

<b>CA (Citizen's Advice)</b>	<p><i>"We help people find a way forward.</i></p> <p><i>We can all face problems that seem complicated or intimidating. At Citizens Advice Bucks we believe no one should have to face these problems without good quality, independent advice."</i></p> <p><a href="https://citizensadvicebucks.org.uk/about-us">https://citizensadvicebucks.org.uk/about-us</a></p>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio
<b>Christmas Parade Committee</b>	Buckingham Christmas Parade is organised by the Christmas Parade Committee and sponsored by Buckingham Town Council. A road closure is put in place for the parade route and paid for by the Town Council.	Cllr. H. Mordue	n/a	n/a
		Cllr. M. Try	n/a	n/a
<b>Dementia Action Alliance</b>	<p>Aim: To increase public awareness of dementia, to improve signposting, support and accessibility to appropriate services, encourage individual's organisations and retailers to respond positively towards those living with, and affected by, Dementia. Encourage the 36 parishes of Buckingham Local Area Forum to become dementia friendly communities.</p> <p><a href="https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance">https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance</a></p>	Vacancy	1 year	
<b>Lace Hill Medical Centre Forum</b>	<p>The aims of the group can be summarised as</p> <p>Advise the practice on matters of concern to patients such as: booking appointments, being able to see the same Doctor for continuity, surgery opening times, emergency out of hours care, parking, care after a</p>	Cllr. Try	n/a	n/a
		Cllr. Mahi	n/a	n/a

## Buckingham Town Council Representatives on Outside Bodies

	<p>hospital stay, etc.</p> <p>Developing and exhibiting health education displays to alert patients to key health issues – this has been a considerable early success with very effective displays in both surgeries, Buckingham Library and Tesco Buckingham on topics such as dementia, high blood pressure and the early detection of cancer.</p> <p>Act as a sounding board for the practice on policy issues</p> <p>Take soundings from the patient community and develop plans to remedy identified shortcomings.</p> <p>Represent the patient group in holding the practice constructively to account.</p> <p><a href="https://www.theswanpractice.co.uk/ppg.aspx">https://www.theswanpractice.co.uk/ppg.aspx</a></p>			
<b>Buckinghamshire and Villages Community Board</b>	<p>Community Boards are a new way of bringing the council, groups, organisations and local people together to look at local issues and find ways of improving them together.</p> <p>As a community-led partnership, Community Boards will:</p> <p>influence how decisions are made and how services are delivered</p> <p>represent the voice of local people</p> <p>capture thoughts, ideas and suggestions</p> <p>bring together key community partners and residents</p> <p>identify local needs and work to produce creative solutions</p> <p><a href="https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/">https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/</a></p>	Cllr. M. Cole JP	1 year	May 2021
		Cllr. Harvey (reserve)	1 year	May 2021
		Cllr. O'Donoghue (deputy)	1 year	May 2021
	NBPPC is the only group within Aylesbury Vale dealing			



## Buckingham Town Council Representatives on Outside Bodies

<b>North Bucks. Parishes Planning Consortium</b>	solely with planning related matters. The membership level, and consistency of renewal, suggests that member parishes appreciate having a forum in which planning matters can be debated and acted upon. We believe that there is a real benefit in Buckinghamshire Council receiving well considered, detailed, responses to strategic planning issues from a group with such wide membership. <a href="https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf">https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf</a>	Vacancy	1 year	
		Cllr. M. Cole	1 year	May 2021
<b>Pontio</b>	The Pontio Group is the Joint Action Group between Buckingham Town Council and the University of Buckingham. The aims are: <ul style="list-style-type: none"> <li>To initiate, coordinate and support actions which harness and blend the various resources of both the town and the university for the benefit of all who live, study, work, play and visit in Buckingham</li> <li>To build excellent relationships between the civic, academic, commercial and leisure organisations in the town</li> <li>To work for a future of Buckingham in which all enjoy a life full of ambition, learning, prosperity and well being</li> </ul>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio
		Cllr. Harvey	n/a	n/a
<b>Tree Wardens</b>	Tree Wardens are volunteers, appointed by parish councils or other community	Vacancy	n/a	n/a
		Cllr. R. Stuchbury	n/a	n/a

## Buckingham Town Council Representatives on Outside Bodies

	about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods <a href="https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/">https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/</a>	Cllr. M. Gateley	n/a	n/a
<b>Twinning Association</b>	We are here to help all the residents of Buckingham and the surrounding area to find out if there is a link, and hopefully a friend, for you in our twin towns of Mouvaux, near Lille in France or Neukirchen-Vluyn near Düsseldorf in Germany. <a href="https://www.buckinghamtwinning.org.uk/">https://www.buckinghamtwinning.org.uk/</a>	Vacancy	n/a	n/a
		Vacancy	n/a	n/a
		Vacancy	n/a	n/a
		Cllr. H. Mordue	n/a	n/a

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## ASSET LIST BY GROUP AND LOCATION

User: PAUL

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
- Brackley Road Cemetery				
INF36	Cemetery Lodge - Fixtures & Fittings	40,000.00	40,000.00	40,000.00
TOTAL FOR - Brackley Road Cemetery		40,000.00	40,000.00	40,000.00
- Chandos Park				
INF47	Tennis Pavilion Fixtures & Fittings	20,000.00	20,000.00	20,000.00
INF48	Bowls Pavilion - Fixtures & Fittings	50,000.00	50,000.00	50,000.00
TOTAL FOR - Chandos Park		70,000.00	70,000.00	70,000.00
- Cornwall's Meadow				
BLD15	Toilet/Changing Places & Shop Mobility Unit	163,669.00	163,669.00	163,669.00
BLD07	Buckingham Community Centre	50,000.00	50,000.00	50,000.00
TOTAL FOR - Cornwall's Meadow		213,669.00	213,669.00	213,669.00
Admin Storage - Verney Close (Town Council Office)				
FRN05	Filling Cabinet (4 Draw) X 3	1.00	1.00	500.00
TOTAL FOR Admin Storage - Verney Close (Town Council Office)		1.00	1.00	500.00
Burial - Brackley Road Cemetery				
INF54	paving for G.O.R.	1,775.40	1,775.40	1,775.40
TOTAL FOR Burial - Brackley Road Cemetery		1,775.40	1,775.40	1,775.40
Burial - Cemerey				
MEQP12	Cemetery Beir X 1	1.00	1.00	1,500.00
TOTAL FOR Burial - Cemerey		1.00	1.00	1,500.00
Ceremonial - Chamber (Including side Office & Toilet)				
CER30	Large Wood Town Crest (Shield) Buckingham Swan X 1	1.00	1.00	1,000.00
CER13	Mace Case X 1	2,336.00	2,336.00	2,336.00
CER17	Mayors Robe X 1	1.00	1.00	695.00
CER16	Mayors Chain X 1	1.00	1.00	4,000.00
CER14	Mace Barers Robes X 1	1.00	1.00	500.00
CER24	Signet Ring X 1	1.00	1.00	500.00
CER29	Town Clerks Wig X 1	1.00	1.00	600.00
CER28	Town Clerk's Robe X 1	1.00	1.00	795.00
CER31	Town Crier's Robe X 1	1.00	1.00	749.00
TOTAL FOR Ceremonial - Chamber (Including side Office & Toilet)		2,344.00	2,344.00	11,175.00
Ceremonial - Old Goal				
CER12	Mace X 1	1.00	1.00	50,000.00
CER18	Mayor's Robe, Original X 1	1.00	1.00	1,000.00
TOTAL FOR Ceremonial - Old Goal		2.00	2.00	51,000.00
Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)				
FRN43	Changing room furniture - benches and hooks X 1	3,999.00	3,999.00	3,999.00
TOTAL FOR Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)		3,999.00	3,999.00	3,999.00
Council Events - Grenville Garage				
MEQP03	Yellow Road Information Signs X 8	1.00	1.00	640.00
MEQP04	Diverted Traffic Signs X 14	1.00	1.00	980.00
MEQP21	No waiting traffic cones X 100	676.00	676.00	676.00
MEQP05	Road Closed Signs X 18	1.00	1.00	1,260.00
MEQP02	Buckingham Town Council Traffic Cones X 130	1,105.00	1,105.00	1,105.00
TOTAL FOR Council Events - Grenville Garage		1,784.00	1,784.00	4,661.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Council Events - Moreton Road				
MEQP06	Metal Barriers X 28	1.00	1.00	1,400.00
TOTAL FOR Council Events - Moreton Road		1.00	1.00	1,400.00
Council Meetings/Room Hire - Chamber (Including side Office & Toilet)				
FRN17	Large Boardroom Table X 1	1.00	1.00	10,000.00
FRN18	Chairman's Chair X 1	1.00	1.00	1,500.00
FRN30	Small two drawer table X 1	1.00	1.00	550.00
FRN20	Boardroom Chairs X 2	1.00	1.00	600.00
FRN19	Boardroom Chairs X 16	1.00	1.00	12,000.00
FRN22	Queen Ann Chairs X 8	1.00	1.00	3,000.00
TOTAL FOR Council Meetings/Room Hire - Chamber (Including side Office & Toilet		6.00	6.00	27,650.00
Council meetings/roomhire - Chamber (Including side Office & Toilet				
OEQP07	Interactive Wireless screens X 2	4,030.00	4,030.00	4,030.00
OEQP04	Projector - Epson EMP795 X 1	1,150.00	1,150.00	1,150.00
TOTAL FOR Council meetings/roomhire - Chamber (Including side Office & Toilet		5,180.00	5,180.00	5,180.00
Decorative - Town Centre				
CER33	Cannon X 1	1.00	1.00	2,000.00
CER34	Swan Girl Statue X 1	1.00	1.00	20,000.00
TOTAL FOR Decorative - Town Centre		2.00	2.00	22,000.00
Decorative - Various				
MISC32	10 x Plastic Otter sculptures	1,260.00	1,260.00	1,260.00
TOTAL FOR Decorative - Various		1,260.00	1,260.00	1,260.00
Deeds - 12&17 Hillcrest Way, Buckingham				
BLD14	Depot, 12&17 Hillcrest Way	190,000.00	190,000.00	190,000.00
TOTAL FOR Deeds - 12&17 Hillcrest Way, Buckingham		190,000.00	190,000.00	190,000.00
Deeds - Brackley Road Cemetery				
BLD02	East Chapel	213,000.00	213,000.00	213,000.00
BLD03	West Chapel	169,000.00	169,000.00	169,000.00
BLD16	Cemetery Lodge	256,000.00	256,000.00	0.00
TOTAL FOR Deeds - Brackley Road Cemetery		638,000.00	638,000.00	382,000.00
Deeds - Chandos Park				
BLD04	Tennis Pavilion	63,000.00	63,000.00	63,000.00
BLD06	Chandos Park Toilets	189,000.00	189,000.00	189,000.00
BLD05	Bowls Pavilion	307,000.00	307,000.00	307,000.00
TOTAL FOR Deeds - Chandos Park		559,000.00	559,000.00	559,000.00
Dog Bins - Various				
ENV09	Dog bins X 32	1.00	1.00	4,640.00
TOTAL FOR Dog Bins - Various		1.00	1.00	4,640.00
Eviromental - 12&17 Hillcrest Way, Buckingham				
MEQP41	Brushcutters x 2	815.00	815.00	815.00
TOTAL FOR Eviromental - 12&17 Hillcrest Way, Buckingham		815.00	815.00	815.00
Fire Safety Regulations - 12&17 Hillcrest Way, Buckingham				
INF52	Internal Fire doors	2,216.00	2,216.00	2,216.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
TOTAL FOR Fire Safety Regulations - 12&17 Hillcrest Way, Buckingham				
		2,216.00	2,216.00	2,216.00
Fire Safety Regulations - Chamber (Including side Office & Toilet)				
MISC10	Fire Extinguisher-red X 2	1.00	1.00	0.00
TOTAL FOR Fire Safety Regulations - Chamber (Including side Office & Toilet)				
		1.00	1.00	0.00
Functions - Lace Hill Sports and Community Centre (LHSCC)				
MISC22	Table bundle 19 tables and one trolley X 1	872.00	872.00	872.00
MISC27	Flexitable deluxe (folding) 1600 x 800 beech table X 10	1,490.00	1,490.00	1,490.00
MISC21	Mogo Chair Trolley X 4	745.00	745.00	745.00
MISC20	Prima Plus folding chair - Charcoal X 100	1,571.00	1,571.00	1,571.00
MISC28	Austin chair, chrome frame padded seat burgundy X 20	579.00	579.00	579.00
TOTAL FOR Functions - Lace Hill Sports and Community Centre (LHSCC)				
		5,257.00	5,257.00	5,257.00
Furniture - Verney Close (Town Council Office)				
FRN48	Partition and blinds	4,715.00	4,715.00	4,715.00
FRN47	Meeting room table and chairs	915.83	915.83	915.83
TOTAL FOR Furniture - Verney Close (Town Council Office)				
		5,630.83	5,630.83	5,630.83
Gift - Chamber (Including side Office & Toilet)				
CER06	Copeland statues X 1	1.00	1.00	750.00
CER32	Bugle -The Rifles 10/5/2009 X 1	1.00	1.00	34,472.00
TOTAL FOR Gift - Chamber (Including side Office & Toilet)				
		2.00	2.00	35,222.00
Health & Safety - Bourton Park				
ENV04	Bins X 11	1.00	1.00	2,420.00
ENV05	Dog bins X 5	1.00	1.00	500.00
TOTAL FOR Health & Safety - Bourton Park				
		2.00	2.00	2,920.00
Health & Safety - Cemerey				
ENV08	Bins - mesh green waste bins X 3	1.00	1.00	600.00
TOTAL FOR Health & Safety - Cemerey				
		1.00	1.00	600.00
Health & Safety - Chandos Park				
ENV02	Waste Bins X 8	1.00	1.00	1,100.00
TOTAL FOR Health & Safety - Chandos Park				
		1.00	1.00	1,100.00
Information - Bourton Park				
INF14	Notice Boards X 3	1.00	1.00	6,000.00
TOTAL FOR Information - Bourton Park				
		1.00	1.00	6,000.00
Information - Bypass				
SGN12	Town Entrance Signs X 7	1.00	1.00	7,000.00
TOTAL FOR Information - Bypass				
		1.00	1.00	7,000.00
Information - Chandos Park				
INF03	Information Board X 1	1.00	1.00	2,000.00
INF04	Notice Board (For posters) X 1	1.00	1.00	2,000.00
TOTAL FOR Information - Chandos Park				
		2.00	2.00	4,000.00
Information - Railway Walk				
INF30	Noticeboard/Information Board X 1	1.00	1.00	2,000.00
TOTAL FOR Information - Railway Walk				
		1.00	1.00	2,000.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Information - Town Centre				
SGN18	Finger Post	1,320.00	1,320.00	1,320.00
SGN11	Finger Posts X 2	1.00	1.00	4,000.00
TOTAL FOR Information - Town Centre		1,321.00	1,321.00	5,320.00
Infrastructure - Bourton Park				
INF20	Bridge X 6	1.00	1.00	180,000.00
INF51	Toddler park Secure Fencing	13,966.00	13,966.00	13,966.00
TOTAL FOR Infrastructure - Bourton Park		13,967.00	13,967.00	193,966.00
Infrastructure - Brackley Road Cemetery				
INF50	Recyled Plastic Bins x 7	1,391.00	1,391.00	1,391.00
TOTAL FOR Infrastructure - Brackley Road Cemetery		1,391.00	1,391.00	1,391.00
Infrastructure - Lace Hill Sports and Community Centre (LHSCC)				
INF49	Gates at Lace Hill Playground	3,097.00	3,097.00	3,097.00
INF53	Lighting	1,112.00	1,112.00	1,112.00
TOTAL FOR Infrastructure - Lace Hill Sports and Community Centre (LHSCC)		4,209.00	4,209.00	4,209.00
Interior - Chamber (Including side Office & Toilet)				
FRN29	Carpets X 3	1.00	1.00	500.00
TOTAL FOR Interior - Chamber (Including side Office & Toilet)		1.00	1.00	500.00
Interior - Lace Hill Sports and Community Centre (LHSCC)				
FRN46	Blinds X 3	515.00	515.00	515.00
TOTAL FOR Interior - Lace Hill Sports and Community Centre (LHSCC)		515.00	515.00	515.00
LGA 1948 S133 - Castle Hill				
BLD11	War memorial	42,000.00	42,000.00	42,000.00
TOTAL FOR LGA 1948 S133 - Castle Hill		42,000.00	42,000.00	42,000.00
LHSCC Co-ordinator - Lace Hill Sports and Community Centre (LHSCC)				
EQP28	HP Probook X 1	539.00	539.00	539.00
TOTAL FOR LHSCC Co-ordinator - Lace Hill Sports and Community Centre (LHSCC)		539.00	539.00	539.00
Leisure - Bourton Park				
INF12	Benches X 30	1.00	1.00	30,000.00
INF13	Picnic Tables X 16	1.00	1.00	16,000.00
INF18	Interpretation Board X 3	1.00	1.00	2,000.00
INF19	Otters Wood Art X 3	1.00	1.00	1,800.00
PEQP04	Senior Play Equipment X 21	100,540.00	100,540.00	100,540.00
PEQP05	Toddler Play Equipment X 6	1.00	1.00	50,000.00
TOTAL FOR Leisure - Bourton Park		100,545.00	100,545.00	200,340.00
Leisure - Castle Hill				
INF29	Bench X 7	1.00	1.00	7,000.00
TOTAL FOR Leisure - Castle Hill		1.00	1.00	7,000.00
Leisure - Chandos Park				
INF05	Bench - Wood and metal X 8	1.00	1.00	8,000.00
INF06	Picnic Bench X 4	1.00	1.00	4,000.00
INF11	Public Toilet Fixtures/Fittings X 1	1.00	1.00	2,000.00
PEQP02	Ken Liverseidge multi use games area X 1	50,000.00	50,000.00	50,000.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
PEQP01	Tennis Courts X 1	1.00	1.00	25,000.00
PEQP03	Play Equipment X 8	75,000.00	75,000.00	75,000.00
TOTAL FOR Leisure - Chandos Park		125,004.00	125,004.00	164,000.00
Leisure - Depot - Hillcrest Way				
INF46	Icicle Lights X Various	9,645.00	9,645.00	9,645.00
TOTAL FOR Leisure - Depot - Hillcrest Way		9,645.00	9,645.00	9,645.00
Leisure - Ken Tagg Play Area				
INF31	Brompton Picnic Unit X 1	848.00	848.00	848.00
PEQP11	Play Equipment X 6	1.00	1.00	500.00
PEQP07	Play Equipment X Various	30,585.00	30,585.00	30,585.00
TOTAL FOR Leisure - Ken Tagg Play Area		31,434.00	31,434.00	31,933.00
Leisure - Lace Hill Sports and Community Centre (LHSCC)				
INF38	Benches X 6	1.00	1.00	5,000.00
INF37	Bins X 2	1.00	1.00	1,900.00
PEQP10	Play Equipment X 8	1.00	1.00	55,000.00
TOTAL FOR Leisure - Lace Hill Sports and Community Centre (LHSCC)		3.00	3.00	61,900.00
Leisure - Otters Brook				
INF40	Benches X 2	1.00	1.00	1,800.00
PEQP06	Play Equipment x 8	1.00	1.00	75,000.00
TOTAL FOR Leisure - Otters Brook		2.00	2.00	76,800.00
Leisure - Skate Park				
BLD01	Youth Shelter X 1	3,000.00	3,000.00	3,000.00
TOTAL FOR Leisure - Skate Park		3,000.00	3,000.00	3,000.00
Leisure - Town Centre				
INF24	Bench (North End Court) X 1	1.00	1.00	1,000.00
INF27	Feeder pillars X 11	1,763.00	1,763.00	16,000.00
INF26	Flower Beds (by post office) X	1.00	1.00	3,000.00
INF25	Concrete Flower Beds X 6	1.00	1.00	30,000.00
TOTAL FOR Leisure - Town Centre		1,766.00	1,766.00	50,000.00
Leisure - wgs				
MISC14	New Christmas Lights X 45	675.00	675.00	675.00
MISC13	Christmas Lights X Various	1.00	1.00	21,000.00
TOTAL FOR Leisure - wgs		676.00	676.00	21,675.00
Main Printer/Scanner/Copier - Verney Close (Town Council Office)				
EQP03	Sharp Copier/Printer - MX3060 X 1	1.00	1.00	0.00
TOTAL FOR Main Printer/Scanner/Copier - Verney Close (Town Council Office)		1.00	1.00	0.00
Maintenance Equipment - Depot - Hillcrest Way				
MEQP25	Dennis Guildford Gang set - mower X 1	2,750.00	2,750.00	2,750.00
MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader X 1	797.00	797.00	797.00
MEQP30	Logic LTA 160 Terr-ator Airator X 1	2,075.00	2,075.00	2,075.00
TOTAL FOR Maintenance Equipment - Depot - Hillcrest Way		5,622.00	5,622.00	5,622.00
Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)				
MEQP39	Numatic TGB 4045 Battery Powered Scrubber/Drier X 1	2,111.00	2,111.00	2,111.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
TOTAL FOR Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)		2,111.00	2,111.00	2,111.00
Market - Depot - Hillcrest Way				
MEQP08	Plastic Barriers X 20	1.00	1.00	1,000.00
TOTAL FOR Market - Depot - Hillcrest Way		1.00	1.00	1,000.00
Noticeboard - Lace Hill Sports and Community Centre (LHSCC)				
INF33	A-max notice board 18x44 X 1	567.00	567.00	567.00
TOTAL FOR Noticeboard - Lace Hill Sports and Community Centre (LHSCC)		567.00	567.00	567.00
Office Equipment - Chamber (Including side Office & Toilet)				
QEQP	Movable Screen Lift x 2	2,181.80	2,181.80	2,181.80
TOTAL FOR Office Equipment - Chamber (Including side Office & Toilet)		2,181.80	2,181.80	2,181.80
Office Equipment - Verney Close (Town Council Office)				
QEQP12	Dell Inspiron 15 5000 laptop	529.00	529.00	529.00
OEQP10	Inspiron 15 5000 Laptops x 4	2,186.68	2,186.68	2,168.68
TOTAL FOR Office Equipment - Verney Close (Town Council Office)		2,715.68	2,715.68	2,697.68
Outdoor Grounds Keeping - 12&17 Hillcrest Way, Buckingham				
MEQP40	Kohler Mulch Mower	520.00	520.00	520.00
TOTAL FOR Outdoor Grounds Keeping - 12&17 Hillcrest Way, Buckingham		520.00	520.00	520.00
Outdoor Grounds Keeping - Bowls Club				
MEQP13	Dennis Mower & dsiks RT Machinery 5400 X 1	5,400.00	5,400.00	6,600.00
TOTAL FOR Outdoor Grounds Keeping - Bowls Club		5,400.00	5,400.00	6,600.00
Outdoor Grounds Keeping - Cemerey				
MEQP15	Burial Equipment X 1	2,478.00	2,478.00	2,478.00
TOTAL FOR Outdoor Grounds Keeping - Cemerey		2,478.00	2,478.00	2,478.00
Outdoor Grounds Keeping - Depot - Hillcrest Way				
MEQP01	Pressure Washer X 1	587.00	587.00	600.00
VEC05	Renault Kangoo X Various	13,995.00	13,995.00	13,995.00
VEC03	Mitsubishi L200 X 1	15,145.00	15,145.00	15,145.00
MEQP37	Viking MB4RT push mowers X 7	2,730.00	2,730.00	2,730.00
MEQP14	Cordless Power Tools (set) X 3	1.00	1.00	700.00
MEQP34	Strimmers FS100 X 7	3,290.00	3,290.00	3,290.00
MEQP35	Strimmers FS360 X 2	1,140.00	1,140.00	1,140.00
MEQP38	Stihl MS 241 Chainsaw X 1	560.00	560.00	560.00
MEQP36	Husquvana LB553s Push mowers X 2	1,270.00	1,270.00	1,270.00
VEC04	Kubota ride-on mower - B031 X 1	12,495.00	12,495.00	12,495.00
VEC01	Quad Bike & lfor Williams Trailer - Honda 4510 X 1	4,510.00	4,510.00	5,000.00
TOTAL FOR Outdoor Grounds Keeping - Depot - Hillcrest Way		55,723.00	55,723.00	56,925.00
Personal and Cemetry Records - Verney Close (Town Council Office)				
FRN08	Fire Safe X 1	1,000.00	1,000.00	1,000.00
TOTAL FOR Personal and Cemetry Records - Verney Close (Town Council Office)		1,000.00	1,000.00	1,000.00
Play Equipment - Lace Hill Sports and Community Centre (LHSCC)				
PEQP8	24'x8' Aluminium socketed goals X 1	542.00	542.00	542.00
TOTAL FOR Play Equipment - Lace Hill Sports and Community Centre (LHSCC)		542.00	542.00	542.00




## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Property of Cara - Verney Close (Town Council Office)				
EQP24	Netgear - ReadyNAS Duo Hub X 1	1.00	1.00	0.00
EQP23	Tendra Wireless Router X 1	1.00	1.00	0.00
TOTAL FOR Property of Cara - Verney Close (Town Council Office)		2.00	2.00	0.00
Security - Bourton Park				
INF21	Gates X 4	1.00	1.00	16,000.00
TOTAL FOR Security - Bourton Park		1.00	1.00	16,000.00
Security - Chandos Park				
INF07	Street Lights X 9	1.00	1.00	12,000.00
TOTAL FOR Security - Chandos Park		1.00	1.00	12,000.00
Security - Ken Tagg Play Area				
INF23	Metal Entrance Gate X 1	1.00	1.00	2,000.00
TOTAL FOR Security - Ken Tagg Play Area		1.00	1.00	2,000.00
Security - Town Centre				
INF28	CCTV movable camara X 1	4,530.00	4,530.00	4,530.00
TOTAL FOR Security - Town Centre		4,530.00	4,530.00	4,530.00
Signage - Lace Hill Sports and Community Centre (LHSCC)				
SGN16	LHSCC sign building external X 1	3,050.00	3,050.00	3,050.00
SGN14	Play Area sign X 1	724.00	724.00	724.00
TOTAL FOR Signage - Lace Hill Sports and Community Centre (LHSCC)		3,774.00	3,774.00	3,774.00
Standard Town Council Work Spaces - Verney Close (Town Council Office)				
FRN01	Curved work stations (with built in draws) X 8	1.00	1.00	2,500.00
TOTAL FOR Standard Town Council Work Spaces - Verney Close (Town Council Office)		1.00	1.00	2,500.00
Storage Area - Chamber (Including side Office & Toilet)				
INF01	Alarm System X 1	1.00	1.00	500.00
TOTAL FOR Storage Area - Chamber (Including side Office & Toilet)		1.00	1.00	500.00
Storage Area - Depot - Hillcrest Way				
FRN42	Bespoke Mesh Enclosure X 1	585.00	585.00	585.00
INF35	Storage Racking X 1	1,057.00	1,057.00	1,057.00
TOTAL FOR Storage Area - Depot - Hillcrest Way		1,642.00	1,642.00	1,642.00
Street Furniture - Cemerey				
INF32	Memorial bench X 6	2,700.00	2,700.00	2,700.00
TOTAL FOR Street Furniture - Cemerey		2,700.00	2,700.00	2,700.00
Street Furniture - Town Centre				
INF45	3 x information panels X 5	4,775.00	4,775.00	4,775.00
INF44	Cast Iron Bench - B027 X 1	665.00	665.00	665.00
INF43	Metal Bench - C050 (Moreton Road) X 1	56,165.00	561.65	561.65
INF42	Litterbin 50ltr - E015 X 1	53,430.00	534.30	534.30
MISC31	13 x printed banners X 13	185,250.00	1,852.50	1,852.50
SGN17	Finger Posts, finials, fingers X 1	3,529.00	3,529.00	3,529.00
TOTAL FOR Street Furniture - Town Centre		303,814.00	11,917.45	11,917.45
Town Council laptops - Verney Close (Town Council Office)				
OEQP09	2 x laptops (GSS, Admin) X 2	832.00	832.00	832.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
OEQP08	4 x laptops; TC, DTC, Planning & EM X 4	2,666.00	2,666.00	2,666.00
TOTAL FOR Town Council laptops - Verney Close (Town Council Office)		3,498.00	3,498.00	3,498.00
I - Chamber (Including side Office & Toilet				
BLD12	Main Fire Doors X 5	1.00	1.00	750.00
TOTAL FOR I - Chamber (Including side Office & Toilet		1.00	1.00	750.00
st - Town Centre				
ENV11	Bin next to ENV10 X 1	514.00	514.00	514.00
TOTAL FOR st - Town Centre		514.00	514.00	514.00
TOTAL		2,476,317.71	2,184,421.16	2,683,473.16

Asset/Ref code	Description	Serial Number	Location/Employee	Group	Supplier A/C	Purchase Price	Current insurance value
LND01	Brackley Road Cemetery		Brackley Road Buckingham	Deeds	2000	£1	£0
BLD01	Cemetery Lodge		Brackley Road Cemetery	Deeds	2000	£256,000	£256,000
INF36	Cemetery Lodge - Fixtures & Fittings		Brackley Road Cemetery	n/a	2010	£40,000	£40,000
BLD02	East Chapel		Brackley Road Cemetery	Deeds	2000	£213,000	£213,000
BLD03	West Chapel		Brackley Road Cemetery	Deeds	2000	£169,000	£169,000
LND02	Castle Hill		Castle Hill Buckingham	Covenant	13.07.1979	£0	£0
LND03	Railway Way		Railway Walk Buckingham (Chandos Road to A421)	Deeds Land Registry BM350932	26.07.1983	£0	£0
LND04	Ken Tagg Play Area		Meadway Buckingham	Deeds BM106608	2001	£0	£0
LND05	Bourton Park		Bourton Road Buckingham	Deeds	2000	£1	£0
LND06	Chandos Park		Chandos Road Buckingham	Deeds	2000	£1	£0
BLD04	Tennis Pavilion		Chandos Park	Deeds	2000	£63,000	£63,000
INF37	Tennis Pavilion Fixtures & Fittings		Chandos Park	n/a	n/a	£20,000	£20,000
BLD05	Bowls Pavilion		Chandos Park	Deeds	2000	£307,000	£307,000
INF38	Bowls Pavilion - Fixtures & Fittings		Chandos Park	n/a	n/a	£50,000	£50,000
BLD06	Chandos Park Toilets		Chandos Park	Deeds	2000	£189,000	£189,000
LND07	Otters Brook		Otters Brook Buckingham	Deeds Land Registry BM149628	06.09.1989	£0	£0
BLD07	Buckingham Community Centre		Cornwall's Meadow Buckingham		2018	£50,000	£50,000
BLD08	Town Council Offices Verney Close		Verney Close Buckingham	Tenancy At Will	2011	£0	£0
BLD10	Grenville Garage		Grenville Road, Buckingham	Tenancy At Will	2002	£0	£0
BLD11	War memorial		Castle Hill	LGA 1948 S133	n/a	£42,000	£42,000
BLD13	Lace Hill Sports & Community Centre		Lace Hill, MK18 7RR	Deeds		2016 £0	£1,900,000
BLD14	Depot, 12&17 Hillcrest Way		12&17 Hillcrest Way, Buckingham	Deeds		2016 £190,000	£190,000
BLD15	Toilet/Changing Places & Shop Mobility Unit		Cornwalls Meadow Car Park			2017 £163,669	
BLD16	Tourist Information Centre		Old Gaol	Memorandum Of Understanding		2018 £0	£0
	Lace Hill Play area and sports pitches		Lace Hill, MK18 7RR	Deeds		2016 £0	£0
<b>Total Replacement/Insurance Value</b>						<b>£1,752,672</b>	<b>£3,489,000</b>

# Certificate of Motor Insurance

Certificate number:	YLL-272003-3213
1. Description of vehicle:	Any motor vehicle the property of or in the custody or control of the Policyholder
2. Name of policyholder:	Buckingham Town Council
3. Effective date of the commencement of insurance for the purpose of the relevant law:	01/04/2021
4. Date of expiry of insurance:	31/03/2022
5. Persons or classes of persons entitled to drive:	<p>Any person who is driving on the order or with the permission of the Policyholder.</p> <p>Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.</p>
6. Limitations as to use:	<p>Use for social domestic and pleasure purposes. Use in connection with the Policyholder's business.</p> <p>The Policy does not cover:-</p> <ol style="list-style-type: none"> <li>1. Use while the vehicle is let on hire.</li> <li>2. Use for hire or reward or the carriage of passengers for reward.</li> <li>3. Use for racing pacemaking reliability trials competitions rallies or trials.</li> <li>4. Use whilst drawing a greater number of trailers in all than is permitted by Law.</li> <li>5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.</li> </ol>
<p><b>For Zurich Insurance plc. Authorised Insurers</b></p>  <p>Tim Bailey Chief Executive Officer of Zurich Insurance plc, UK Branch</p>	

We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

**Advice to Third Parties:** Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione autotobilistica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

#### Instructions in the event of an accident

##### You should

- 1. take names and addresses of all witnesses;
- 2. report the accident to us quoting the Certificate number;
- 3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

#### IMPORTANT

##### The Law requires:

- 1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
- 2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

##### You should not

- 1. admit any liability;
- 2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
- 3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
- 4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

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Mr Paul Hodson  
 Buckingham Town Council  
 Buckingham Centre  
 Verney Close  
 Buckingham  
 Buckinghamshire  
 MK18 1JP

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272003-3213
Insured	Buckingham Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> April 2021
To	31 <sup>st</sup> March 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 16,242.13

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	82916212
Long Term Agreement:	Not Applicable
Preparation Date	17 <sup>th</sup> March 2021
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

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

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Grenvillie Road Garage, Grenvillie Road, Buckingham, Buckinghamshire, MK18 1LR	£0.00	N/A	£2,636.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Council Offices, Buckingham Centre, Verney Close, Buckingham, Buckinghamshire, MK18 1JP	£0.00	N/A	£2,116.68	£1,411.12	£0.00	£0.00	£0.00	£0.00	£0.00
3. , Council Chamber, Buckingham, Buckinghamshire, MK18 1RP	£0.00	N/A	£40,271.13	£0.00	£4,389.79	£0.00	£0.00	£0.00	£0.00
4. The Cemetery Lodge and 2 x Chapel, Brackley Road, Buckingham, Buckinghamshire, MK18 1JA	£865,087.13	£5,000.00	£2,636.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Tennis Club House, Chandos Park, Buckingham, Buckinghamshire, MK18 1AW	£85,423.96	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Public Toilets Chandos, Chandos	£256,271.88	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00



Park, Buckingham, Buckinghamshire, MK18 1AW									
7. The Pavilion, Chandos Park, Chandos Road, Buckingham, Buckinghamshire, MK18 1AW	£416,272.34	£2,000.00	£4,235.93	£266.20	£0.00	£0.00	£0.00	£0.00	£0.00
8. Lace Hill Community Centre, Catchpin Street, Buckingham, Bucks, MK18 7RR	£2,138,466.74	£35,000.00	£11,255.09	£7,878.56	£2,251.01	£0.00	£0.00	£0.00	£0.00
9. Buckingham Town Council Depot, Unit 12 &17, Hillcrest Way, Buckingham, MK18 1HJ	£232,811.50	N/A	£0.00	£9,181.31	£0.00	£0.00	£0.00	£1,128.13	£0.00
10. The Toilet and Shopmobility unit, Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£254,364.99	N/A	£0.00	£33,765.26	£2,251.01	£0.00	£0.00	£0.00	£0.00
11. Buckingham Community Centre, Cornwalls Meadow, Buckingham, Buckinghamshire, MK18 1RP	£1,897,251.76	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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

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

**For Premises: 4, 5, 6, 7, 8, 11**

**Insured Perils applicable to Material Damage: 1-16**

**Excesses Applicable to Premises 1, 2 & 3**

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

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250

Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

#### **Excesses Applicable to Premises 4, 5, 6, 7, 8, 9, 10 & 11**

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

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

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

#### **10. Communicable Diseases exclusion**

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

#### **5. Communicable Diseases**

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

**Part B – Business Interruption**

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

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

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

**For Premises: 4, 5, 6, 7, 8, 11**

**Insured Perils applicable to Business Interruption: 1-16**

**Operative Endorsements:**
**10. Communicable Diseases exclusion**

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

**5. Communicable Diseases**

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a communicable disease; or
- b) the fear or threat (whether actual or perceived) of a communicable disease

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, 'communicable disease' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

## 11. Named Diseases amendment

Extension 2. under Part B – Business Interruption Section 5 – Special Extensions is deleted and restated as follows;

### 2. Named Diseases, Murder, Suicide or Rape

The insurance in respect of each item under this Part includes loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:

- a) i) any occurrence of a Named Disease at the **premises** or attributable to food or drink supplied from the **premises**
- ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Named Disease
- iii) any discovery of a Named Disease at the **premises**
- b) the discovery of vermin or pests at the **premises**
- c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
- d) any occurrence of murder, suicide or rape at the **premises**.

Provided always that:

- 1) Named Disease will mean illness sustained by any person resulting from:
  - A) food or drink poisoning
  - B) one of the following specified human infectious or human contagious diseases:
 

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

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

- 2) For the purposes of this clause:
  - A) Indemnity Period will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied or in the case of d) above with the date of the occurrence and ending not later than the Maximum Indemnity Period thereafter.
  - B) Maximum Indemnity Period will mean three months.
- 3) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.
- 4) The **insurer** will not be liable under this clause for:
  - A) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the insured or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto
  - B) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.
- 5) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.
- 6) 6) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the premises in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto.
- (7) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident under this part and then only for an amount not exceeding £100,000 any One Event and in the aggregate in any one period of insurance.

## Part C – All Risks

### Table Headings

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

### Additional Items:

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

Item Description	Sum Insured	Excess
Water bowsers, street signs, plastic cones and items used for events	£7,987.28	£100
Play areas/play equipment	£129,223.21	£100
Christmas Lights	£26,361.53	£100
Office equipment incl computers & sports equip	£10,300.00	£100
War memorial at Church Hill	£52,723.07	£100
Charter fair signs	£8,477.02	£100
Regalia	£131,807.67	£100
Street Furniture	£12,922.33	£100
Mowers and Maintenance Equipment	£19,212.44	£100
Trailer for Williams	£795.74	£100
Boughton Park Bridge	£45,000.00	£1,000

The excess stated applies to each and every loss.

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

### 10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

#### 5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

**Part D – Money**

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

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

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

**10. Communicable Diseases exclusion**

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

**5. Communicable Diseases**

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, ‘**communicable disease**’ means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and



- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

**Part E – Public Liability**

**Limit of Indemnity:** £15,000,000

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

**Operative Endorsements:**

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

**Clean Up Costs**

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

**Remediation**

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

**Enforcing Authority**

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

**Cover**

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

Provided always that:

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

## Exclusions

The **insurer** shall be under no liability:

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

### 3. **Officials Indemnity**

#### Section 3 – Financial Loss

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

#### **Part G – Employers Liability**

##### **Limit of Indemnity:**

£10,000,000

##### **Operative Endorsements:**

**Part H – Libel and Slander**

**Sum Insured**

£250,000

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

**Part I – Motor Vehicles**

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

<b>Cover:</b> Section 22
A. Comprehensive

**excess** : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other Excess which applies

**Age and Inexperienced Driver Excess:** Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

<b>Repair Limit:</b>	£Nil
Section 12	

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

<b>Personal Effects Limit:</b>	£150
Section 13	

<b>Medical Expenses Limit:</b>	£250
Section 14	

**Additional Cover** : Section 25

U. Occasional Business Use  
 V. Loss of No Claim Discount/Excess

Not Operative  
 Not Operative

**Operative Endorsements:**

**Part J – Motor Legal Expenses and Uninsured Loss Recovery**

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

**Limit of Indemnity:** £100,000 per insured incident

### Part N – Fidelity Guarantee

<b>Persons Guaranteed:</b>	<b>Sum Guaranteed</b>
All members and employees	£1,000,000

**Excess:** £100 each and every loss

### Part O – Personal Accident

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

#### Persons Insured:

##### Employees

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

##### Directors/Councillors

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

#### Operative Endorsement:

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



## Part P – Legal Expenses

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

### Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

### Operative Endorsements

Section 2 (c) shall read:

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

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

The following is also operative: Debt Recovery

#### Insured Incident

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

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

#### Exceptions

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

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

### 3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Money			
Public Liability	Liability Claims	Tel:	0800 876 6984
Employers Liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (New Claims) <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (Subsequent correspondence)
Personal Assault under Money			
Personal Accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Engineering Insurance			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims		
		Email:	<a href="mailto:zmotorclaimsoffice@uk.zurich.com">zmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

### General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Mr Paul Hodson  
Buckingham Town Council  
Buckingham Centre  
Verney Close  
Buckingham  
Buckinghamshire  
MK18 1JP

Date: 17th March 2021

### Certificate of Insurance for Terrorism

**Underlying Policy Number:** YLL-272003-3213

**Reference Number:** TER-27T901-5841

**Insured:** Buckingham Town Council

Zurich Town and Parish Council Team  
PO Box 276  
Chichester  
PO19 9PS

We have pleasure in enclosing the Certificate of Insurance for Terrorism

The premium stated in the Certificate is required for the provision of terrorism cover and will form part of your premium. This premium is in addition to the amount stated on your underlying policy documentation.

There is no requirement for specific acceptance of the quotation. Cover effected by your Certificate is assumed (in absence of indications to the contrary) to be in force and the premium has been debited to your account.

Direct Phone: 01243 832134  
Direct Fax: 01243 210101  
E-mail: [vincent.liu@zurichtogether.co.uk](mailto:vincent.liu@zurichtogether.co.uk)

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes...

## Certificate of Insurance

It is warranted that the under mentioned particulars are identical to the corresponding particulars detailed in the General Cover Policy of Insurance identified below:

### Particulars

General Cover Policy Number: YLL-272003-3213  
Reference Number: TER-27T901-5841  
Insurer(s): Zurich Municipal

Insured: Buckingham Town Council  
Period of Insurance: **From: 01/04/2021 To: 31/03/2022 Renewal: 01/04/2022**  
Effective date: **Date: 01/04/2021**

Effective Date: 01/04/2021

Notwithstanding anything contained in the Policy to the contrary in consideration of the payment of the Premium and its Insurance Premium Tax in respect of the Period of Insurance:

**A.** In the event that Her Majesty's Government or Her Majesty's Treasury or any successor relevant authority issue a certificate certifying an event or occurrence to have been an Act of Terrorism (defined for the purpose of this Certificate as "any act or acts of persons acting on behalf of, or in connection with, any organisation which carries out activities directed towards the overthrowing or influencing, by force or violence, of Her Majesty's Government in the United Kingdom or any other government de jure or de facto"), or in the event that Her Majesty's Government or Her Majesty's Treasury or any successor relevant authority refuse to issue a certificate certifying an event or occurrence to have been an Act of Terrorism and that refusal is reversed by the decision of a validly constituted Tribunal, **we** by this Certificate to the Policy shall provide cover for **damage** and/or **business interruption** (if requested by **you**) proximately caused by such Act of Terrorism provided that:

**B.**

- 1 Such **damage** and/or **business interruption** occurs in England, Wales or Scotland but not the territorial seas adjacent thereto as defined by the Territorial Seas Act 1987 and not Northern Ireland, the Channel Islands or the Isle of Man
  
- 2 In any action suit or other proceedings where **we** allege that any **damage** or **business interruption** resulting from damage is not covered by this Certificate the burden of proving that such **damage** or **business interruption** is covered shall fall upon **you**
  
- 3 The insurance effected by this Certificate excludes any losses whatsoever:-
  - (a) occasioned by riot, civil commotion, war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power;
  - (b) directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from:
    - i. the alteration, modification, distortion, corruption of or damage to any computer or other equipment or component or system or item which processes, stores, transmits, retrieves or receives data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software), or and
    - ii. any alteration modification distortion erasure, corruption of data processed by any such computer or other equipment or component or system or item

whether the property of the insured or not, where such loss damage is directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from Virus or Similar Mechanism or Hacking or Phishing or Denial of Service Attack; including consequential loss directly or indirectly caused by or arising from Virus or Similar Mechanism, Hacking or Denial of Service Attack



### Definitions

For the purposes of 3 (b) above the following special meanings shall apply:

“Virus or Similar Mechanism” means program code, programming instruction or any set of instructions intentionally constructed with the ability to damage, interfere with or otherwise adversely affect computer programs, data files or operations, whether involving self-replication or not. The definition of Virus or Similar Mechanism includes but is not limited to trojan horses worms and logic bombs.

“Hacking” means unauthorised access to any computer or other equipment or component or system or item which processes stores transmits retrieves or receives data whether **your** property or not.

“Denial of Service Attack” means any actions or instructions constructed or generated with the ability to damage, interfere with or otherwise affect the availability of networks, network services, network connectivity or information systems. Denial of Service Attacks include, but are not limited, to the generation of excess traffic into the network addresses, the exploitation of system or network weaknesses and the generation of excess or non-genuine traffic between and amongst networks.

4 The insurance effected by this Certificate excludes:

- (a) any type of **property** which has been specifically excluded in the Policy;
- (b) any Nuclear Installation or Nuclear Reactor and all fixtures and fittings situated thereon and attached thereto and all pipes wires cables drains or other conduits or service media of any description which are affixed or connected to or in any way serve such Nuclear Installation or Nuclear Reactor.

### Definitions

For the purposes of 4 (b) above the following special meanings shall apply:

“Nuclear Installation” means any installation of such class or description as may be prescribed by regulations made by the relevant Secretary of State from time to time by statutory instrument, being an installation designed or adapted for:

- i) the production or use of atomic energy;
- ii) the carrying out of any process which is preparatory or ancillary to the production or use of atomic energy and which involves or is capable of causing the emission of ionising radiations;  
or
- iii) the storage processing or disposal of nuclear fuel or of bulk quantities of other radioactive matter, being matter which has been produced or irradiated in the course of the production or use of nuclear fuel.

“Nuclear Reactor” means any plant (including any machinery equipment or appliance whether affixed to land or not) designed or adapted for the production of atomic energy by a fission process in which a controlled chain reaction can be maintained without an additional source of neutrons.

5 Save for the exclusions listed in sections 3 and 4 above no other exclusions in the Policy shall apply to the insurance effected by part A of this Certificate. All the other terms definitions and conditions of the Policy (including but not limited to any Excess or Deductible to be borne by **you**) shall apply to the insurance effected by part A of this Certificate except for:

- (a) any provision for the automatic reinstatement of sums insured contained in the Policy;
- (b) any Long Term Undertaking applying to the Policy;
- (c) any terms in the Policy which provide for adjustments of premium based upon declarations on expiry or during the Period of Insurance;
- (d) any aggregate limit contained in the Policy regarding the amount borne by **you** as a result of the operation of a deductible;
- (e) any extension of Premises to locations outside England and Wales and Scotland.

**B** In the event that Her Majesty’s Government or Her Majesty’s Treasury or any successor relevant authority refuse to issue a certificate certifying an event or occurrence to have been an Act of Terrorism, and such refusal is upheld by the decision of a validly constituted Tribunal, this Certificate to the Policy amends the insurance by the Policy as follows:

- 1 The Exclusion in respect of Terrorism in the Policy shall not apply in respect of such event or occurrence, but
- 2 The Policy will not cover **damage** or **business interruption** directly or indirectly caused by, contributed to by, resulting from, or arising out of or in connection with biological, chemical or nuclear pollution or contamination

Save for 1 and 2 above the terms definitions exclusions provisions and conditions of the Policy shall apply.

---

### Endorsements

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

A handwritten signature in black ink that reads 'Tim Bailey'.

Tim Bailey  
Chief Executive Officer of Zurich Insurance plc, UK Branch

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## Annual Subscriptions

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

Transaction	Beneficiary	Amount
Cemeterey Subscription (ICCM)	Greenspaces Team	95
Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC)	Town Council	2119.29
North Buck Parishes Planning Committee	Council	20
Bucks Playing Fields	Green Spaces	20
Horticulture Weekly	Green Spaces	249.17
Society of Local Council Clerks (SLCC) Membership	Town Clerk	423
Information Commisioners Office	Council	35
Aylesbury Vale Associate Local Councils	Council	25
Tree Software Annual Subscription	Green Spaces	350
Friends of Buckingham Library	Council	50
Council Protection of rural England	Green Spaces	36
SLCC Membership	Deputy Town Clerk	281
NALC National Association Local Clerks	Town Clerk	243
National Association of British Markets (NABMA)	Council	369
ELAS (HR Support Services)	Council	4327.56
RBS (software)	Council	816
Website	Council	500
Domain names	Council	88
Clr Email x 17 hosted	Council	331
Payroll Options	Council	2064
Arboreal Association	Green Spaces	144
Zoom x 2	Council	239.8
Rural Market Town	Council	150
RBS Making Tax Digital	Council	59
RBS Bookings	Council	296
RBS Assets	Council	165
RBS Cemetery	Council	290
Canva	Council	95
Squarespace	Council	300
Microshade	Council	8880.72
<b>Total</b>		<b>23061.54</b>



# Buckingham Town Council

## Complaints Policy/Procedure

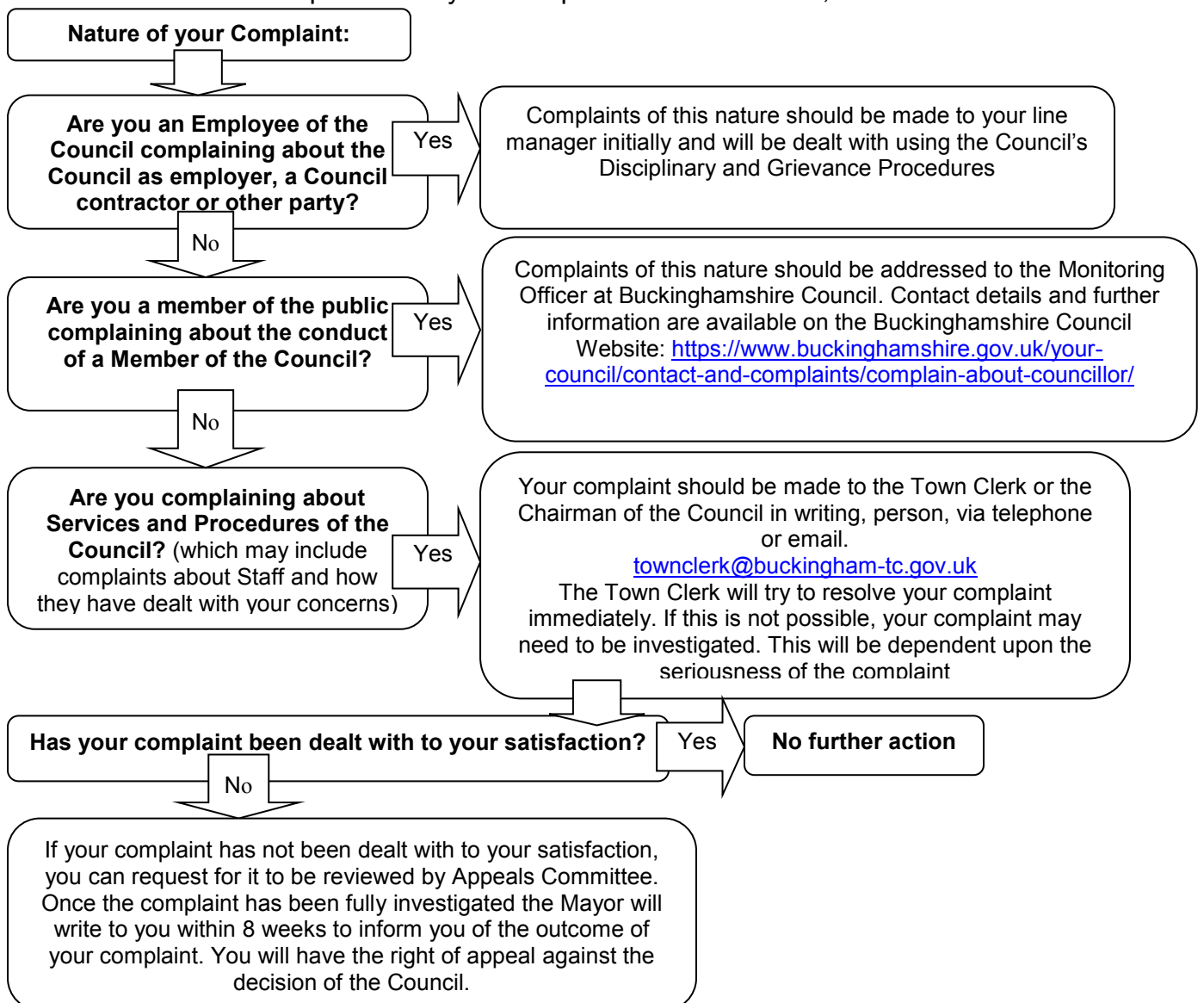
Date Agreed: 11/5/2020  
Minute Number: 19.10/20  
Prepared by: Paul Hodson  
Version: 2.3

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

### The Procedure:

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

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



**Definition:**

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

**Introduction**

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

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

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

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

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

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

The key points are:

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

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

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

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

### **Complaints Procedures for Local Councils**

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

<https://www.lgo.org.uk/make-a-complaint/fact-sheets/other-topics/parish-councils> Whilst most of the guidance is aimed at higher level authorities the guidance is useful and forms a good basis at Parish level.

The Town Council's complaints system is:

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

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

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

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

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

### **Maladministration**

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

92            Payments in cases of maladministration etc.

(1) Where a relevant authority considers –

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

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

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

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

For more information on maladministration and the LGO's advice on the matter please go to:  
<https://www.lgo.org.uk/information-centre/about-us/our-legal-framework>



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

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

### **Management of unreasonable complainant behaviour**

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

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

### **Examples of unreasonable actions and behaviour**

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

Examples include

- refusing to specify the grounds of a complaint, despite offers of help;
- refusing to co-operate with the complaints investigation process;
- refusing to accept that some issues may not fall within the scope of the procedure;
- insisting on the complaint being handled in ways that are not compatible with the agreed complaints procedure or with good practice;
- making unjustified comments about staff who are trying to deal with the issues and seeking to have them replaced;
- changing the basis of the complaint as the investigation proceeds;
- denying or changing statements the complainant made at an earlier stage;
- introducing trivial or irrelevant information at a later stage;
- raising numerous but unimportant questions; insisting they are all answered;
- covertly recording meetings and conversations;
- submitting falsified documents from themselves or others;
- pursuing parallel complaints on the same issue with a variety of organisations;
- making excessive demands on the time and/or resources of staff with lengthy calls, emails to council staff, detailed letters every day and expecting immediate responses;
- refusing to accept the decision; repeatedly arguing point with no new evidence.

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

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

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

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

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

### **Options for action**

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

Options include:

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

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

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

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


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

### **Unacceptable Behaviour**

The Council will not tolerate abusive, deceitful, offensive, threatening or other forms of unacceptable behaviour from complainants. When it occurs, the Council will take

proportionate action to protect the wellbeing of our staff and the integrity of our complaints system.

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

	<p><b>Buckingham Town Council</b></p> <p><b>Freedom of Information Act</b></p> <p><b>Publication Scheme</b></p>	<p><b>Date Agreed: 11<sup>th</sup> May 2020</b></p> <p><b>Minute Number: 19.11/20</b></p> <p><b>Prepared by: Paul Hodson</b></p> <p><b>Version: 2.1</b></p>
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## Introduction

- **The Council's Commitment to the Act**

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

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

- **The Freedom of Information Act 2000**

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

- **Publication Scheme**

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

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

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

## Model Publication Scheme

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

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

The scheme commits an authority:

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

### Classes of information

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

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

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

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

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

Strategy and performance information, plans, inspections and reviews.

- **How we make decisions.**

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

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

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

- **The services we offer.**

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

The classes of information will not generally include:

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

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

1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

## **Appendix T**

2. Where it is within the capability of a public authority, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
3. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
4. Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information, it will do so.
5. Obligations under disciplinary and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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

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

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

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

Charges may be made for actual disbursements incurred such as:

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

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

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

### **Written Requests**

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

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

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

## Appendix T

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



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Parks, playing fields and recreational facilities	Hard Copy	10p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Hard Copy	10p per A4 Sheet
Public convenience	Hard Copy	10p per A4 Sheet
Agency agreements	Hard Copy	10p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g. burial fees)	Hard Copy	10p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	10p per A4 Sheet

### Contact details:

Website address: [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

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

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)

Telephone: 01280 816426

### SCHEDULE OF CHARGES

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

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

\* the actual cost incurred by the Town Council

## **DATA PROTECTION ACT 2018 POLICY**

This policy applies to:

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

This policy is operational from 25 May 2018.

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

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

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

We will:

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

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

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

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Secondly, DPA aims to ensure that the legitimate concerns of individuals about the ways in which their data may be used are taken into account. In addition to being open and transparent, we will seek to give individuals as much choice as is possible and reasonable over what data is held and how it is used. This includes the right to erasure where data is no longer necessary and the right to rectification where the data is incorrect. Full details are available in the Privacy Notice issued at the point of gathering the data.

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

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

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

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

We have no intention to transfer data internationally.

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

- Briefing Council on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues
- Ensuring that Data Protection induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintain a Data Audit and keep this up to date

- Reporting breaches to the Information Commissioners Office and the relevant Data Subject(s)

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

### **Subject Access Request**

Any subject access requests will be handled by Paul Hodson

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

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

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

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

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

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

## 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	Review annually through appraisal	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					annual appraisal process. Any concerns regarding this to then be brought to Council	process
2. To provide a safe and fulfilling working environment for staff	Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	Potential legal proceedings up to corporate manslaughter	1	4	4	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	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	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
Legislation					process.	
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, and purchase underway. Tenders for the first stages of design work issued in April 2021.	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	4	3	12	Staffing arranged so that knowledge is	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	financial systems, process or rules				distributed between RFO and at least two other staff	Procedures are adequate
					Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate
8. Financial Control	Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary	7 Weekly reports
					Financial procedures ensure no individual has unique access to expenditure	By annual resolution of Full Council
	Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council`s practices	Existing Procedures are adequate
	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	Existing



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					end of each day; this is then backed up to a cloud server offsite.	Procedures are adequate
	Loss of data	1	3	3	Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	Existing Procedures are adequate
					All cheques issued from the main account are authorised and signed by 2 Councillors with retrospective approval by the Resources Committee. (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,	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					mileage or special duty payments act, on a monthly basis	Procedures are 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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
11. Banking Security/Access to Finances	Cheques	1	3	3	Each cheque from the main account must be signed by 2 Councillors as detailed on the back mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate
	Transfers	1	3	3	Transfers to the higher rate deposit 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	Existing	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	Procedures are adequate
	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					Existing Procedures are	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					or given the option of paying the sites on a weekly basis	adequate
	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					Existing Procedures are	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					RBS Omega system which is then checked against the bank reconciliation	adequate
					This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	Existing Procedures are adequate
12. Financial Administration	Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Existing Procedures are adequate
	Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	Standing Orders	1	3	3	The 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	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					Councillors sign cheques and Resources Committee review all payments	
	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	Existing

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					<p>October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.</p> <p>Minutes are recorded at each stage to substantiate the budget development</p> <p>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</p>	<p>Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p> <p>Existing Procedures are adequate</p>
	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	Existing



RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	Reporting				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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
						Procedures are adequate
					All risks cover for selected items	Existing Procedures are adequate
	Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	Libel and Slander	1	3	3	Continue existing cover (£250k)	Existing Procedures are adequate
	Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	Legal disputes	2	4	8	Cover for specified legal disputes	Existing Procedures are adequate
	Long term sickness of employee	5	3	15	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate
					All electronic documents backed up daily offsite	Existing Procedures are adequate
17. Loss of Records	Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	Purchased	1	3	3	An asset list is maintained by the Town Council Office using the RBS asset package from April 2019.	Existing Procedures are adequate
					This is updated throughout the year with new assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list	Existing Procedures are adequate
	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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate
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

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently tied into a deal until 2020	Existing Procedures are adequate
					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	Venues are now in the process of re-opening. Overall, when the Council was restricted due to Covid 10 the Council saved more from cancellation of events and services than the cost of the total lost income.  It currently seems that services will reopen	Existing Procedures are adequate
	Loss of Income from markets	5	2	10		
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5		

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					<p>during 2021, but if restrictions are repeated then it is likely the same situation would apply.</p> <p>The Town Clerk will continue to monitor the likelihood of future restrictions.</p>	

## Appendix 1

### Buckingham Town Council - Risk Assessment Matrix

Criteria to be used for undertaking risk assessments

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

## Appendix 2

### Buckingham Town Council - Risk Assessment Rating Scale

Li ke lih oo d	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Impact				



	<p><b>Buckingham Town Council</b></p> <p><b>Equal Opportunities</b></p>	<p><b>Date Agreed: 1/3/2021</b> <b>Minute Number:</b> <b>1123/20</b> <b>Prepared by: Town Clerk</b> <b>Version: 1</b></p>
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**LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Buckingham Town Council is committed to valuing the diversity of the community it serves and promoting equality of opportunity.

We will 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.

**Purpose**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

**Scope**

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will

## **Appendix V**

be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the council.

### **Our Commitment**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Bullying and Harassment policy adopted by the Town Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilize the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure. This is further defined in the Equality 2011 policy agreed by the Town Council.


This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually by the Resources Committee. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to the Town Council's Community Engagement Strategy, Grievance, Disciplinary and Bullying & Harassment Policies.

### **Council Services**

The Council will actively seek the views and feedback from all communities, including from residents with the protected characteristics. The Council will consider the impact of service and policy changes on each of the protected groups. The Council will seek to proactively address inequality where this is identified. This will include reviewing each event to identify any changes that should be made, and carrying out an equalities impact assessment for the budget each year, along for any major service or policy changes.

	<p><b>Buckingham Town Council</b></p> <p><b>Code of Conduct</b></p>	<p><b>Date Agreed:</b> 23<sup>rd</sup> June 2020</p> <p><b>Minute Number:</b> 813/20</p> <p><b>Prepared by:</b> Mr. P. Hodson</p> <p><b>Version:</b> 1.1</p>
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## **Introduction**

Pursuant to section 27 of the Localism Act 2011, Buckingham Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

## **Definitions**

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

## **Member obligations**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

## **Registration of interests**

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register any interests in Appendices A and B.
8. A member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

9. A member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

### **Declaration of interests**

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter before withdrawing. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the

interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

**Dispensations**

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

**Not bringing my role or council into disrepute**

16. Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

**Not bullying or harassing any person**

17. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others. The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation."

## Appendix A

Such interests, as prescribed by regulations, are below as are definitions of the terms.

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

<b>Subject</b>	<b>Prescribed description</b>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—



	<p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	Any beneficial interest in securities of a body where— <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

## Appendix B

any interest which relates to or is likely to affect:

- (i) any body—
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
- (ii) any person or body who has a place of business or land in the Council's area, and in whom the member has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (iii) any contract for goods, services or works made between the member's Council and the member or a firm in which he/she is a partner, a company of which he /she is a remunerated director, or a person or body of the description specified in paragraph (vi);
- (iv) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.
- (v) any land in the Council's area in which the member has a beneficial interest;

**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**Monday 17<sup>th</sup> May 2021**

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

**Online Annual Town Meeting (Wednesday 26<sup>th</sup> May 2021)**

**1. Recommendation**

1.1. It is recommended that Members note the report.

**2. Summary**

2.1. An online Town Meeting has been arranged for 26<sup>th</sup> May 2021. In the circumstances, this approach is mostly likely to engage residents. The Town Council will not be failing to meet any duty by not calling a physical meeting, and it is likely that significantly more residents will be involved through the online meeting. The usual online consultation began on 10<sup>th</sup> May.

**3. Annual Town Meetings**

3.1. Part III of Schedule 12 to the Local Government Act 1972 stipulates that a Parish Meeting must be held once a year, between 1<sup>st</sup> March and the 1<sup>st</sup> June. The Annual Meeting is usually summoned by the Chairman of the Council. But the full list of those empowered to summon a meeting is:

- i. the Chairman of the Parish Council, or
- ii. two Parish Councillors, or
- iii. six local government electors

3.2. For this reason, the Town Council is not required or obliged to hold an Annual Town Meeting – although it is usual for Councils to do so. The Chairman of the Parish Council, if present, must preside. The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is not a Meeting of the Town Council. Town Councillors, who are also electors for the Parish, have the same rights to attend, vote and speak as any other “Elector”. There are no additional rights for Town Council Members, except for the Chairman or Vice Chairman.

**4. Recent Legislation**

4.1. The requirement for an annual town meeting to be held each year was disapplied by the Local Authorities and Police & Crime Panels (Coronavirus) regulations. The Town Council did not hold an Annual Town Meeting in 2020. However, the legislation only applied to meetings that were required to be held before 7<sup>th</sup> May 2021, so the requirement for an Annual Town Meeting to be held once more applies. However, given that the legislation

was in place for part of the period 1<sup>st</sup> March to 1<sup>st</sup> June in 2021, there is no obligation for a meeting to be held.

- 4.2. The Town Council discussed the Annual Town Meeting earlier this year. Members decided not to hold a virtual town meeting via Zoom in March 2021, but rather to wait and see what would be allowable after the election and so Members unanimously agreed to make arrangements for an Annual Town Meeting in late May 2021. **(1003/20)**
- 4.3. It would be permitted to hold the Annual Town Meeting physically before the 1<sup>st</sup> June 2021. However, it is unlikely that many people would be comfortable to attend, and the numbers allowed would be very limited given the requirement to maintain social distancing.

## **5. Town Council's usual approach**

- 5.1. In recent years the ATM has been designed to enable as many residents take part as possible. The informal, facilitated style has enabled electors to talk to partners including the previous County and District Councils, and police, as well as giving electors the opportunity to publicly ask questions.
- 5.2. The Council's approach has been to host 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.
- 5.3. Residents are invited to post questions or comment under (pre-agreed) discussion topics and Town Councillors and Officers are encouraged to respond where appropriate.

## **6. Approach this year**

- 6.1. An online Town Meeting has been arranged for 26<sup>th</sup> May 2021. Whilst this may not meet the usual legal requirement for an Annual Town Meeting, it is not possible to hold a physical meeting which would be attended this year. The Town Council will not be failing to meet any duty by not calling a physical meeting, and it is likely that significantly more residents will be involved through the online meeting. The focus of the pre-meeting consultation and the meeting itself will be on gathering views, providing answers where immediate answers are possible, and feeding suggestions and comments to Town Councillors and partner organisations to consider after the meeting.
- 6.2. The office conducted a week online consultation in the usual way during week beginning 10<sup>th</sup> May 2021. The four themes were:
  - 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, what should its top three priorities be for the town?
- 2.4 Resident's questions will be submitted in advance of the 26<sup>th</sup> May, and would then be presented to the relevant partner organisation via the Chair or Town Clerk.

- 6.3. A summary of the discussions/feedback from the online consultation will be fed into the ATM zoom meeting on the 26th May for response from the appropriate authority representative.
- 6.4. The usual partner organisations have been invited to attend, i.e.: Buckinghamshire Council, The Environment Agency, Thames Valley Police and our local Member of Parliament. The meeting will be streamed over the Town Council's YouTube account and will be available to view online afterwards.
- 6.5. It is proposed to make the chat facility available on Zoom. All attendees would be muted and 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. 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.

**BUCKINGHAM TOWN COUNCIL**

**FULL COUNCIL**

**MONDAY 17<sup>th</sup> MAY 2021**

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

**Meeting Arrangements after 6<sup>th</sup> May 2021**

**1. Recommendations**

1.1. It is recommended that members decide which of options **5.1**, **5.2** or **5.3** the Council wishes to adopt for holding meetings for the coming weeks.

**2. Background**

2.1. The Secretary of State for Housing, Communities and Local Government, Robert Jenrick MP, has written to principal council leaders, copying the National Association of Local Councils, about remote meetings, to confirm that the government has considered the case for extending legislation to allow remote meetings to continue after 6<sup>th</sup> May 2021 very carefully and has concluded that it is not possible to bring forward emergency legislation on this issue at this time. The government has also updated the guidance on the safe use of council buildings following this confirmation, aimed at helping councils operate safely and securely, including using existing powers to reduce the number of face-to-face meetings deemed necessary.

**3. Call for evidence**

3.1. A 12 week call for evidence has been launched about how remote meetings have been used to inform any potential future legislation regarding their use beyond the coronavirus pandemic. The Town Council has already responded to this giving evidence of the greatly increased public engagement through streaming and saving videos of the Council's meetings online, and highlighting the benefits of enabling Councillors and members of the public to take part in meetings online when they are unable to do so physically. The consultation closes in June; it is unlikely that any subsequent changes to legislation will take place quickly.

3.2. The High Court recently rejected a request to interpret the Local Government Act 1972 as allowing online meetings.

**4. Current situation**

4.1. At this time, the Council is therefore obligated to hold Council meetings in person. Councillors are only able to vote when they are physically present.

The Council must also now once again provide members of the public with physical access to attend Council meetings.

- 4.2. The law does not prohibit Council meetings being broadcast online, or officers or members of the public addressing a meeting online.
- 4.3. Officers have reviewed the options for holding a hybrid meeting from the Lace Hill Sports and Community Centre (LHSCC). This would require all councillors and attendees to have individual microphones, and new video equipment to be purchased for the room. This would be very expensive to arrange, which is hard to justify for a solution that will not be required once the Council returns to the Council chamber.

## 5. Using the Council Chamber

- 5.1. As things stand, government guidance will allow the Council to return to using the Council chamber for meetings, without social distancing, from 21<sup>st</sup> June. While this is bound to feel unusual to being with, the Council does have a role as a leading organisation in the town to demonstrate confidence in going back to normal, with reasonable precautions being taken as required.
- 5.2. It will be cheaper and better to try to hold hybrid meetings in the chamber, given the smaller size of the room, and given that Councillors will sit closer together. Councillors will be provided with a costed proposal for making this happen at a future meeting. Using Lace Hill does mean that the Council loses money from hiring the venue.

## 6. Options for the coming weeks

- 6.1. **Hold all meetings at Lace Hill;** Committee meetings involve less people, so meetings may be slightly easier to manage. This option would allow the Council to meet the current requirements, without changing any of the current committee's powers or amending delegated arrangements.
- 6.2. **Resolve to re-designate some or all Council Committees and Sub-Committees as working groups until it is possible to safely use the Council Chamber, and to delegate authority to the Town Clerk to make decisions following advice provided by Working Groups held online via Zoom.** This would enable meetings to be held on Zoom, and be recorded on YouTube, without delaying any Council business. This would reduce the risk of Covid infection to councillors, staff and members of the public. Any items that cannot be delegated – such as agreeing the Annual Governance Statement – would continue to take place during Full Council Meetings. This approach has been adopted by many town and parish councils in recent weeks. Others have found ways to continue with face to face meetings.
- 6.3. **Postpone all committees and sub-groups until it is possible to safely use the Council Chamber,** and allow Interim and Full Council to deal with all essential business in the meantime.