



# BUCKINGHAM TOWN COUNCIL

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

INTERIM  
FULL COUNCIL

Wednesday, 02 June 2021

Councillor,

You are summoned to an Interim meeting of Buckingham Town Council to be held on Monday 7<sup>th</sup> June 2021 at 7pm 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. **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. Please email [committeeclerk@buckingham-tc.gov.uk](mailto:committeeclerk@buckingham-tc.gov.uk) or call 01280 816426 if you wish to attend.**

*Paul Hodson*

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

## AGENDA

### 1. Apologies for Absence

Members are asked to receive and accept 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. To receive presentation from the following candidate, and to co-opt a councillor to represent Buckingham South:

Ms. Fran Davies

[Appendix A](#)

### 4. Representatives on Outside Bodies

To receive and discuss a written report from the Town Clerk

[Appendix B](#)



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

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

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

**5. To receive and approve the Annual Governance Statement 2020/21**

[Appendix C](#)

**6. Diversity & Inclusion Working Group**

To receive and discuss a written report from the Town Clerk

[IM/05/21](#)

**7. Licencing Policy**

To receive information on Buckinghamshire Council's online Consultation, and discuss and decide a response.

<https://yourvoicebucks.citizenspace.com/communities/6224ac6b/>

**8. Covid 19**

To receive and discuss a verbal update from the Town Clerk

**9. Arrangements for committees and working groups**

To receive a verbal report from the Town Clerk and decide whether to continue with the current arrangements

**10. Mayor's Announcements**

**11. Future meetings**

**12. Dates of next meetings:**

Interim Council  
Full Council

Monday **28<sup>th</sup> June 2021**  
Monday **12<sup>th</sup> July 2021**

To: All Councillors

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**13. 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.

**14. Honorary Freeman Awards**

To receive and discuss any nominations for Honorary Freeman

[Appendix D](#)

## BUCKINGHAM TOWN COUNCIL APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the following information to assist in the Council making their decision.

<b>Full Name and Title</b>	Ms Fran Davies
<b>Home address including postcode</b>	[REDACTED]
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	[REDACTED]
<b>Email</b>	[REDACTED]

### **About You:**

Please provide the council with some background information about yourself:

I have worked in the catering industry throughout my career, currently as Kitchen Manager of a Primary School in Buckingham, but predominantly in restaurants and bars.

My daughter is at university, and I live with Snoopy, my Lakeland Terrier in Dadford. I have been a Parish Councillor on Radclive-cum-Chackmore Parish Council for some 13 years.

I grew up in Chesham and have lived in the Buckingham area since 2002, so I feel my roots are definitely in the area.

I took part in Buckingham Community Pantomime in 2020 and I'm hoping to do so again.

I have been involved in many charity and voluntary roles, raising money through events in my pub, sewing scrubs, delivering prescriptions and I was involved in the initial half term and Christmas holiday of Buckingham Free Meals.

**Reasons for applying:**

Please provide the council with your reasons for wanting to become a Parish Councillor.

Having been a member of Radclive-cum-Chackmore Parish Council for over 13 years, and then standing as a candidate in the recent Unitary Elections, I wish to become more involved in local, community governance.

I feel I have a fresh perspective to offer, having been a lone parent to my autistic daughter whilst running my pub business.

I am really interested in green, environmental and sustainability issues, particularly in plastic free and zero waste solutions, re-cycling is great, but we'd be far better to not create the waste in the first instance. My pub was the first in the area to switch to paper straws.

As a Parish Councillor I have represented the parishioners at planning meetings, overseen projects such as the refurbishment of the Parish Hall, instigated projects such as the provision of an AED and extending a footpath and liaised with The National Trust over parking issues in Chackmore.

My experience in business, raising a child with hidden disability and my experience on Parish Council makes me an ideal candidate for the vacant role.

**1. In order to be eligible for co-option as a Town Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications. Please tick which one applies to you:**

a) I am registered as a local government elector for the parish; or

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

c) My principle or only place of work during those twelve months have been in the parish; or

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

**2. Under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if they:**

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

**This disqualification for bankruptcy ceases in the following circumstances:**

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

**DECLARATION**

I.....Fran Davies.....  
hereby confirm that I am eligible for the vacancy of Buckingham Town Councillor;  
and the information given on this form is a true and accurate record.

Signature.....F.Davies.....  
.....

Date.....27/5/21.....

The answers provided to the first two, textual questions will be published and used by councillors to help them make their decision. The personal details and contact details will remain confidential and will only be used for the purpose of communicating with you regarding your application. If you are successful in your application to become a Town Councillor, then your home address and personal interests is required to be made public, unless there is a reason for them to remain confidential. Councillors are provided with Council email addresses which are made public.

## 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 in a group of keen volunteers passionate about making Buckingham a more accessible town for everyone.	Vacancy Cllr G. Collins	1 year 1 year	 May 2022
<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://avalctestsite2.wordpress.com/">https://avalctestsite2.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 Bardic Council</b>	The Bardic Council is an informal group that supports the role of the Bard and helps to coordinate the annual Bardic election and any other related events.	Vacancy Vacancy	1 year 1 year	 
<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</b>	Buckingham is well supported by activities to maintain	Vacancy	1 year	

## Buckingham Town Council Representatives on Outside Bodies

<b>Community Wildlife Project</b>	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	1 year	
		Cllr. M. Gateley	1 year	May 2021
<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>	<i>The Mayor</i>	Term of Office	Ex officio
		Cllr. G. Collins	4 years	May 2025
		Cllr. A. Ralph	4 years	January 2025
		Cllr. L. O'Donoghue	4 years	11 <sup>th</sup> May 2024
<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>	Cllr. J. Harvey	1 year	May 2021
		Cllr. Stuchbury	1 year	May 2021

## 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>	Vacancy	1 year	
		Cllr. Harvey (reserve)	1 year	May 2021
		Cllr. O'Donoghue (deputy)	1 year	May 2021
<b>North Bucks.</b>	NBPPC is the only group within Aylesbury Vale dealing solely with planning related matters. The			
		Vacancy	1 year	

## Buckingham Town Council Representatives on Outside Bodies

<b>Parishes Planning Consortium</b>	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>	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

	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

# Annual Governance and Accountability Return 2020/21 Part 3

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

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

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

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

Buckingham Town Council

www.buckingham-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

06/05/2020

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

07/05/2021

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

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

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**BUCKINGHAM TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

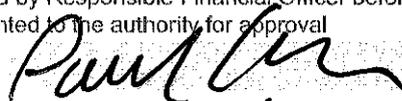
Section 2 – Accounting Statements 2020/21 for

**Bockingham Town Council**

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	509003	617568	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	852777	903930	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	217975	172019	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	507714	559329	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	4702	4702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	449771	392222	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	617568	737264	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	578213	662269	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2444121	2476318	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	52072	49687	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

01/06/2021

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

as recorded in minute reference:

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

### Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of **BUCKINGHAM TOWN COUNCIL**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

#### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**Explanation of variances – pro forma**

Name of smaller authority: **BUCKINGHAM TOWN COUNCIL**  
 County and local councils and parish meetings only: **BUCKINGHAMSHIRE**  
 Insert figures from Section 2 of the AGAR in all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 • New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;  
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20	2020/21	Variance	Variance	Explanation
	£	£	£	%	Required?
1 Balance Brought Forward	817,588	817,588			NO
2 Precept or Rates and Levies	862,171	903,530	51,153	6.00%	NO
3 Total Other Receipts	27,878	172,078	45,956	21.08%	YES
4 Staff Costs	317,714	359,329	51,615	10.17%	NO
5 Loan Interest/Capital Repayment	4,718	4,718	0	0.00%	NO
6 All Other Payments	445,171	357,222	-57,549	12.80%	NO
7 Balances Carried Forward	817,588	737,264			NO
8 Total Cash and Short Term Investments	578,213	582,263			
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,444,151	2,476,818	32,167	1.32%	NO
10 Total Borrowings	82,317	49,287	-2,395	4.58%	NO

Rounding errors of up to £2 are tolerable  
 Variances of £200 or less are tolerable

Explanation from smaller authority (must include narrative and supporting figures)

Authorised responses in blue boxes on pages 10-11. DO NOT OVERWRITE THESE BOXES.

Explanation of the variance from the closing balance and required balances brought forward figures

Loss of income from Buckingham Tourist Information Centre (merchandise not being sold) and Leice Hill Sports and Community Club (hall hire not required because of activities not permitted) Covid-19. This was also no income from hanging basket rental/maintenance or from some of our annual events for example the comedy night, food fair and good endings fair which also had to be cancelled due to covid-19

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

BUCKINGHAM TOWN COUNCIL

County area (local councils and parish meetings only):

BUCKINGHAMSHIRE

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>737,264</b>
<b>Deduct: Debtors (enter these as negative numbers)</b>		
1 DEBTORS	80,452	
2 VAT	24,000	
3	-	
	<u>104,452</u>	
<b>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</b>		
1	-	
2	-	
	<u>-</u>	
<b>Total deductions</b>		<u>104,452</u>
<b>Add:</b>		
<b>Creditors (must not include community infrastructure levy (CIL) receipts)</b>		
1 CREDITORS	8,791	
2 WAGES/PAYE/PENSION	17,166	
3	-	
	<u>25,957</u>	
<b>Add:</b>		
<b>Receipts in advance (must not include deferred grants/loans received)</b>		
1 ACCRUALS	3,500	
2	-	
	<u>3,500</u>	
<b>Total additions</b>		<u>29,457</u>
<b>Box 8: Total cash and short term investments</b>		<u><u>662,269</u></u>

**Bank reconciliation -- pro forma**

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20xx" in Sect and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as

Name of smaller authority: BUCKINGHAM TOWN COUNCIL

County area (local councils and parish meetings only): BUCKINGHAMSHIRE

Financial year ending 31 March 20xx

Prepared by (Name and Role): PAUL HODSON RFO

Date: 31/03/2021

		£		£
<b>Balance per bank statements as at 31/3/21:</b>				
CURRENT	account 1	151,442.95		
FIXED TERM DEPOSIT	account 2	10,229.04		
CCLA	account 3	500,381.04		
	account 4			
[add more accounts if necessary]	account 5			
	account 6			
	account 7			
	account 8			
				662,053.03
<b>Petty cash float (if applicable)</b>			260.32	260.32
<b>Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)</b>				
	item 1			
	item 2			
	item 3			
	item 4			
[add more lines if necessary]	item 5			
	item 6			
	item 7			
	item 8			
<b>Add: any un-banked cash as at 31/3/21</b>				
	501055		371.00	
	501057		585.00	
				956.00
<b>Net balances as at 31/3/21 (Box 8)</b>				<b>663,269.35</b>

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Buckingham Town Council**

County Area (local councils and parish meetings only): **Buckinghamshire**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on **Monday 14<sup>th</sup> June 2021**

and ending on **Friday 23<sup>rd</sup> July 2021**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: \_\_\_\_\_



Role: **Town Clerk**

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

**BUCKINGHAM TOWN COUNCIL**  
**INTERIM FULL COUNCIL**  
**MONDAY 7<sup>th</sup> JUNE 2021**

**Proposed Community, Diversity and Inclusion Group**

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

**1. Recommendations**

- 1.1. It is recommended that the Council adopts the proposed Terms of Reference for a Community, Diversity and Inclusion Group, and tasks the group with investigating whether and how to implement a third party hate crime reporting service in the town.
- 1.2. It is recommended that active members of the Diversity and Inclusion Group be invited to apply to be co-opted onto the Group.

**2. Background**

- 2.1. Councillors discussed membership of the Diversity and Inclusion Group during the meeting of Full Council held on 17th May 2021. Cllr Ralph suggested broadening the group's remit, or creating an entirely separate Working Group to look at Community, Diversity and Inclusion, dealing with specific incidences within the town that fall outside of the terms of reference of the original group. Members agreed for a detailed proposal to be brought back to the next meeting of Full Council with a Terms of Reference for the Community, Diversity and Inclusion Group. **(24/21)**

**3. History of the Group**

- 3.1. The Diversity and Inclusion Group was set up in 2020 to fulfil the following motion:
- 3.2. "Proposed by Cllr. Strain-Clark and seconded by Cllr. Smith that Buckingham Town Council establishes a Working Group to examine issues which have been brought to public attention by recent racist events, seeking to establish how these may affect Buckingham and the steps that it may be possible to take in order to improve the lives of all residents. Membership of the Working Group would comprise Town Councillors plus an equal or greater number of residents drawn from the BAME community and their supporters, including from the University. We would expect the Working Group to bring their first progress report to Full Council on November 23rd, and present their final recommendations by the end of this council year." **(225/20)**
- 3.3. The following subsequently agreed motion set the membership for the group:

- 3.4. “Given that the motion to establish the Diversity and Inclusion Working Group required there are to be an equal or greater number of community residents than Town Councillors, it is clear that 14 volunteering councillors are too many. Therefore, we recommend that no more than six councillors are needed and these should be selected on the basis of an evident support & affinity with the purpose of the Working Group, no more than 3 of the motion proposers be selected for the working group. This will also help to ensure an atmosphere conducive to achieving constructive partnership with community members.” (343/20)
- 3.5. The Group provided an interim report on progress to Full Council on 25th January 2021. This noted that The Group had agreed to have a rotating chair, alternating between Town Councillors and other members. Topics discussed had included possible events, hate crime reporting, and the Town Council’s current policies. The Group had received a helpful presentation at the most recent meeting from Buckinghamshire Council’s Community Engagement Officer, who talked about the current figures for reports of hate crime, and the process for reporting hate crime. The Group noted that there is currently no facility for third party hate crime reporting in the area, which may lead to under-reporting. Services for third party reporting are provided in some other parts of the country. Third party reporting services report the incidents on a resident’s behalf and provides them with advice and support.
- 3.6. The presentation also included a detailed description of the resources available to schools and other groups to support discussions about racism and other forms of hate crime, along with support that is available for victims.
- 3.7. The Group had agreed to write to local schools explaining the Group’s work, and also to highlight the various resources that Buckinghamshire Council is making available to schools and teachers, including support for delivering Show Racism the Red Card.
- 3.8. The Group were provided with the Town Council’s Community Engagement Strategy and Equality and Diversity Policy. The Group noted that the Equality and Diversity Policy had not been reviewed since 2013, and recommended that a formal review be undertaken. The Group also suggested that arrangements were put in place to ensure the Policy is reviewed more regularly.
- 3.9. The Group noted that no member of staff had responsibility for promoting Equality and Diversity, and recommended that the Council appoint a member of staff to be the officer lead for equalities and diversity. Group members did not feel ready to make final recommendations at that stage, however some interim recommendations were made:

- 3.10. The Group's interim recommendations were considered and agreed by Full Council:
- 3.11. "Members received and discussed a paper of interim recommendations from the Working Group. Proposed by Cllr. Stuchbury, seconded by Cllr. Newell and AGREED to accept the following report recommendations and for a report regarding both items to be provided to the next meeting of the Resources Committee: - That the Town Council reviews the current Equality and Diversity Policy and includes this in the list of policies which is reviewed each May - That the Town Council considers appointing a member of staff to be the officer lead for equalities and diversity." **996/20**
- 3.12. Following agreement of the recommendations, the Equality and Diversity policy was updated, and is now included in the annual review of key policies. The Town Clerk was appointed as the Council's lead officer for equality and diversity.
- 3.13. The Group last met on 23rd March. The proposed following meeting was postponed due to purdah.
- 3.14. Buckinghamshire Council have developed a proposal for introducing third party reporting centres for hate crime in the county, and have suggested that the Diversity and Inclusion Group lead on investigating whether and how to implement the scheme in the town.



**Buckingham Town Council  
Community, Diversity and  
Inclusion Group  
Terms of Reference**

**Date Agreed:**  
Reviewed  
**Minute Number:**  
**Prepared by:**  
Paul Hodson  
**Version: 1.1**

**Name**

1. The Working Group shall be known as the Community, Diversity and Inclusion Group

**Membership**

2. Membership of the Work Group is open to any Councillor who wishes to be a member, up to a maximum of six.
  - 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. Any other interested member of the public can be co-opted onto the Working Group at its meetings.
4. The Working Group shall be subject to a quorum of three or one third of its membership, whichever is greater.

**Chair / 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 Group shall be convened in accordance with the Town Council's standing orders and current legislation.

**Area of Operations**

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

Community engagement, diversity and inclusion

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

- To promote, champion and encourage diversity, inclusion and equality in the town
- To engage with residents with one or more of the protected characteristics regarding all aspects of the Town Council's remit, and to make recommendations to the Council on policies and actions to be taken in response to issues identified
- To engage with residents with one or more of the protected characteristics regarding the work of other agencies, and to make recommendations on policies and actions to be taken in response to issues identified
- Liaising with local groups to create a strong cohesive voice for the town
- To work with partner organisations to clarify the needs of different groups, the services available and any shortfalls, and to make relevant recommendations
- To investigate whether and how to implement a third party hate crime reporting service in the town.
- Implementing projects to ensure Buckingham is a better place to visit and work
- Applying for funds from external bodies to address these areas, and spending any funds received.

### **Further Information**

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



**Buckingham Town Council  
Community, Diversity and  
Inclusion Group  
Terms of Reference**

**Date Agreed:**  
Reviewed  
**Minute Number:**  
**Prepared by:**  
Paul Hodson  
**Version: 1.1**

**Name**

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## Honorary Freeman of Buckingham Criteria

An Honorary Freeman is the highest award a Town Council can make, given to persons of distinction who have rendered eminent services to the town. It is made less often than Friend of Buckingham. The decision to make an award must be made in a decision specially convened for the purpose, and agreed by two thirds of members voting.

A Freeman gets a scroll, usually awarded at Mayor Making.

The honour is open to anyone who has served the town and who meets the following nomination criteria:

- The nominee has made an outstanding contribution, or, rendered eminent service to the Council during their term of office.
- The nominee has made an exceptional and outstanding contribution to the local community in many ways over a period of 30 years.
- Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation.
- All nominees should have carried out their largely voluntary roles for a period of at least 20 years.
- Any nominated Town Councillor should have retired from the post.
- In recognition of significant contributions being made to the local community. The contribution to the community should involve one or more of the following:
  - a. A significant allocation of the person's time in serving members of the community for the improvement of their well-being
  - b. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made
  - c. A contribution which is seen to stand above the contributions of most others.

E.g.

Hedley Cadd for his valuable and dedicated service over the past 20 years as a Town Councillor and over 40 years in other public services.

Gerald Peter Loftus for his valuable and dedicated service over the past 26 years as a Town Councillor.

Mr. Keith Croxton in recognition of the diverse service he has rendered the people of the town.