



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr C. P. Wayman

Tuesday, 05 May 2015

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 11th May 2015** at 7pm following the Extraordinary meeting in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr C. P. Wayman
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

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

3. Minutes

To receive the minutes and confirm the recommendations therein of the Full Council Meeting held on Monday 9th March 2015.

Copy previously circulated BTC/10/14

4. Interim Minutes

To receive the minutes and confirm the recommendations therein of the Interim Council meeting held on Monday 7th April 2015.

Copy previously circulated IM/06/14

5. Extraordinary Minutes

To receive the minutes and confirm the recommendations therein of the Extraordinary Council meeting of the Full Council held on Monday 27th April 2015.

Copy circulated with the agenda BTC/11/14

6. Planning Committee

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

- Monday 16th March 2015

Copy previously circulated PL/13/14

Buckingham



Twinned with Mouvaux, France



Proposed by Cllr Hirons, seconded by Cllr Smith and **RECOMMENDED** to Town Centre and Events committee to investigate the possibilities of changing the existing planters to a more sympathetic material.

- Tuesday 7th April 2015

Copy previously circulated PL/14/14

Proposed by Cllr. Hirons, seconded by Cllr. Smith, and **RECOMMENDED** that the reporting structure for local District and County Members be re-vitalised.

- Monday 27th April 2015

Copy circulated with this agenda PL/15/14

7. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 30th March 2015.

Copy previously circulated E/07/14

8. Town Centre and Events Committee

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 23rd March 2015.

Copy previously circulated TCE/07/14

9. Resources Committee

To receive the minutes and confirm the recommendations therein of the Finance, Administration and Personnel Committee meeting held on Monday 13th April 2015.

Copy previously circulated R/06/14

The following 2 motions were put on the agenda by Cllr Lehmann; should Cllr Lehmann not be re-elected Members can decide whether the motions should proceed.

10. Motion – Cllr Lehmann

This Council opposes the introduction of any street parking scheme by Bucks County Council that involves costs to users of the town centre or for resident parking permits

This Council disagrees that any schemes of payment would be to solve parking issues but believes they would be introduced solely as a revenue generating scheme by Bucks County Council

These decisions will be incorporated any future Town Council newsletter on the subject , and conveyed to Bucks County Council

11. Motion – Cllr Lehmann

This Council believes the proposed siting , by AVDC, of public toilets adjacent to the Community Centre and facing Waitrose is an inappropriate location and will have a detrimental impact on the street scene in that area.

Should AVDC proceed with that location, this Council will not make any contribution to the maintenance or running costs of those toilets

12. Representatives on Outside Bodies 2015-16

To review and agree representatives to organisations per the attached list.

Appendix A

13. Action List

To receive and discuss the list

Appendix B

14. Buckingham Neighbourhood Plan

To receive a verbal update from the Town Clerk

15. Buckingham Town Council Action Plan

Members are requested to agree the Action Plan for 2015/16

Appendix C

16. Local Government Award Scheme

To agree the required supporting statements for the Local Government Award Scheme – Gold Application

17.1 Delivering Value for Money

Appendix D

17.2 Staff Management

Appendix E

17.3 Providing Community Leadership

Appendix F

17.4 The Council as a Corporate Body

Appendix G

17.5 Bio-Diversity, Crime and Disorder

Appendix H

17. Local Government Award Scheme

18.1 That this Council confirms it has all policies and procedures on the Council's website as per the local Council award scheme, gold standard.

A copy of the Local Government Award Scheme guide is attached for Members information.

Appendix I

18.2 To agree to submit the formal application

18. DCLG New programmes, grants and network

To receive an information bulletin and discuss possible interests

Appendix J

19. To receive reports from District and County Councillors

20. Attendance figures

To receive for information the attendance figures for 2014-15

Appendix K

21. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

Twinning Association meeting minutes of 4th March 2015

Buckingham & Maids Moreton NAG meeting minutes of 22nd April 2015

Appendix L

Appendix M

22. Mayoral Engagements

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

Functions the Mayor has attended:

12/01/2015 18:45 - 19:20 Chaired Precept Meeting

19/01/2015 18:45 - 21:30 Chaired Full Council

15/01/2015 13:15 - 14:30 Attended General Charities Meeting in the TC Chamber

20/01/2015 8:00 - 10:00 Went to the Buckingham Bucks Fizz morning with MK Don's Executive Director as the Speaker

01/02/2015 18:30 - 22:20 Worked on the door at our Comedy Night

08/02/2015 14:10 - 15:00 Leighton Linlade Civic Service

16/02/2015 18:45 - 20:00 Chaired Interim Council

17/02/2015 10:30 - 12:00 Attended & gave out prizes for Pancake Race @ St. Peter & Paul's Church

22/02/2015 11:30 - 15:00 MK Don's Football Match @ The Stadium, MK

28/02/2015 09:30 - 14:00 Opened Food Fair in the Community Centre

09/03/2015 18:45 - Chaired Full Council

19/03/2015 18:15 - 22:00 Attended Winslow's First Communities Together function for closer liason with District & Parish Council neighbours

18/03/2015 18:45 - 22:00 Leighton Linlade Big Band Concert

22/03/2015 9:45 - 15:00 Buckingham University Graduation Ceremony and Lunch

25/03/2015 18:30 - 21:00 Chaired Annual Town Meeting

07/04/2015 16:45 - 19:40 Chaired Interim Council

18/04/2015 10:30 - 13:30 Attended Old Gaol Lighting Project Re-Launch

20/04/2015 15:30 - 18:30 Helped Youth Council deliver their Election Muster for young voters @ Buckingham Youth Centre

25/04/2015 13:45 - 17:00 Young Carer's 10th Birthday celebrations @ St. Peter & Paul's Church

26/04/2015 12:00 - 16:00 Went to Bicester Mayor's St. Georges Day Lunch

27/04/2015 Chaired Extra Ordinary Council Meeting

Functions the Deputy Mayor has attended:
26th April 2015 - St George's Day Parade, Aylesbury

23. News Releases

24. Chair's Announcements

25. Date of the next meeting: Interim Council – Monday 8th June 2015
Full Council - Monday 29th June 2015

**TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS
2015/16**

ORGANISATION	PRESENT REPRESENTATIVE	TERM OF OFFICE	DUE FOR RENEWAL
Access for All	Cllr. C. Strain-Clark	1 year	May 2014
<i>Deputy</i>	Cllr. L. O'Donoghue	1 year	May 2014
A.V. Association of Local Councils	Cllr. J. Harvey Cllr. C. Strain-Clark (deputy)	1 year	May 2014
AV Local Strategic Partnership Stakeholder	Cllr. P. Hiron		
AV Local Council Planning Liaison Group	Cllr. P. Hiron Cllr. W. Whyte		
A.V. North Sports Council	Cllr. D. Isham	1 year	May 2014
Buckingham & Gawcott Charitable Trust	<i>The Mayor</i>	Term of Office	Ex officio
	Cllr. R. Stuchbury	2 years	July 2014
	Cllr. D. Isham	2 years	July 2014
	Cllr. R. Lehmann	2 years	July 2014
Buckingham & River Ouzel Internal Drainage Board	Cllr. Hiron		
Buckingham Centre for the Arts	Cllr. W. Whyte	1 year	May 2014
Buckingham Community Centre	Cllr. A. Mahi Cllr. M. Try	1 year	May 2014
Buckingham Community Wildlife Project	Cllr. R. Newell Cllr. T. Bloomfield Cllr. D. Isham	1 year	May 2014
Buckingham Economic Group	Cllr. H. Cadd	1 year	May 2014
	Cllr. P. Collins	1 year	May 2014
	Cllr. D. Isham	1 year	May 2014
	Cllr. J. Harvey	1 year	May 2014
Buckingham General Charities	<i>The Mayor</i>	Term of Office	Ex officio
	Cllr. T. Bloomfield	4 years	14 November 2016
	Cllr. Mrs. G. Collins	4 years	14 November 2016
	Cllr. P. Hiron	4 years	14 November 2014

**TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES/ORGANISATIONS
2015/16**

Buckingham Partnership	<i>The Mayor</i>	1 year	May 2014
	Cllr. M. Smith	1 year	May 2014
	Cllr. P. Hirons	1 year	May 2014
	Cllr. P. Collins	1 year	May 2014
	Cllr. J. Harvey	1 year	May 2014
Buckingham Youth Centre	Cllr. J. Harvey	1 year	May 2014
	Cllr. G. Collins	1 year	May 2014
CAB	<i>The Mayor/Deputy Mayor</i>	1 year	May 2014
Christmas Parade Committee	Cllr. H. Mordue		
	Cllr. M. Try		
Green Buckingham Group	Cllr. R. Newell		
	Cllr. R. Stuchbury		
	<i>Deputy</i>		
Local Area Forum	Cllr. J. Harvey	1 year	May 2014
Neighbourhood Action Group	Cllr. M. Smith	1 year	May 2014
	Cllr. T. Bloomfield	1 year	May 2014
North Bucks. Parishes Planning Consortium	Cllr. P. Hirons	1 year	May 2014
<i>Deputy</i>	Cllr. M. Try	1 year	May 2014
Tree Wardens	Cllr. R. Newell		
	Cllr. R. Stuchbury		
	Cllr. T. Bloomfield		
	Cllr. D. Isham		
	Cllr. H. Cadd		
	Cllr. P. Hirons		
	Cllr. C. Strain-Clark		
Twinning Association	Cllr. H. Mordue		
	Cllr. T. Bloomfield		
	Cllr. R. Newell		
	Cllr. P. Hirons		
	Cllr. C. Strain-Clark		
Visitor Information Centre	Cllr. D. Isham		
	Cllr. H. Mordue		

ACTION LIST

FULL COUNCIL, INTERIM COUNCIL & EXTRAORDINARY MEETINGS

Subject	Meeting date/ Minute	Form	Response received
Festival of Health	30 th June 2014 133.1/14	Town Clerk to explore possibility	
Councillors Photographs	30 th June 2014 133.4/14	Cllr. Newell to arrange for invoicing	
Toilets	28 th July 2014 220/14	DTC & TC to arrange for the construction	Planning Permission granted
20mph Speed Limits	6 th Oct 2014 389/14	To complete report on 20mph areas following information gathered on accidents	
Community Centre Lease	6 th Oct 2014 393/14	Draw up funding Plan for Community Centre	
Cycling Signage	19 th Jan 2015 643/14	Work with BCC and other parishes – discuss with Canal Society and BCC cycling route	Discussions with BCC have commenced
S106 discussions	19 th Jan 2015 643/14	Write to Secretary of State ref legal position; publicly express desire to negotiate with AVDC	
Red Cross Centre	19 th Jan 2015 647/14	Community right to bid	Process Completed
University Access	18 th March 2015	Write to University and Film Place about Evac Chairs and disabled access	Uni won't process Evac Chairs but will soon complete a disabled car parking space
Press Releases	27 th April	Press Releases on Tingewick Road sites	These were superseded by the front page article in the Advertiser



BUCKINGHAM TOWN COUNCIL ACTION PLAN 2015/16

The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2015/16.

The top five Council-wide priorities are as follows:

	<i>Committee</i>	<i>Activity</i>
1	Planning	Buckingham Neighbourhood Development Plan
2	Resources	Installation of New town Centre Public Toilets
3	Resources	Rebuild of Council Chamber entrance lobby wall
4	Environment	Town Council adoption of Lace Hill playing fields and community centre from site developer
5	Environment	Refurbishment of Ken Tagg Play Area

Each committee's priorities for the financial year 2015/16 are shown below:

PLANNING COMMITTEE		
Priority	Activity	Information/Status
2015/16 Activities		
High	Buckingham Neighbourhood Plan	Plan completed and submitted to AVDC:- Awaiting results of AVDC consultation Move to independent examination and referendum prior to plan being completed and in place
On-Going Activities		
High	Planning and Licensing	Responding to applications
High	Any other matters within the committee's remit	

RESOURCES COMMITTEE		
Priority	Activity	Information/Status
2015/16 Activities		
High	Launch of New Council Website	Council website to go live before May 2015 with adjustments to be made by June 2015
High	Rebuild of Council Chamber entrance lobby wall	Entrance wall is in need of repair and integration into existing building. Quotes being sought
Low	Green Spaces Apprenticeship	Apprentice to work with maintenance team has been budgeted for in 2015/16 precept. Currently on hold
High	Achieve Local Council Award Scheme Gold Level	Council currently has foundation level. Application for Gold level to be made by June 2015
On-Going Activities		
High	Running the Committee	Agendas, Minutes, Reports, Finance, Administration

High	Council Administration	Administration
High	All Council finances, end of year accounts, payroll and audit	Administration
High	Personnel matters and staff management	Administration
High	Annual Report	Preparation and publication
High	Action Plan	Annual Review and Publication
High	Business Plan	Annual Review
High	Strategic Plan Development & Implementation	12 weekly review and monitoring of Key Progress Indicators
High	Training Strategy	Annual Review
High	Annual Town Meeting	Arrangements and Administration
High	Council Policies	Review and Administration
High	Grants	Administration, Finance and Agreement
High	Civic Matters	Honorary Freeman & Friend of Buckingham Award
High	IT & Office Equipment	Administration and supply
High	Any other matters within the committee's remit	

TOWN CENTRE & EVENTS COMMITTEE		
Priority	Activity	Information
2015/16 Activities		
High	Christmas Light Motifs	Agree new contract with a supplier for Christmas Light Motifs
Medium	Town Icicle Lights	Renewal of several sections and purchase of additional lights for the Alms Houses
Medium	Memory Book	Prices & Quantity's to be agreed and book to be published
High	Flower Planters/Baskets	Agreeing new three year fixed price contracts for planters and hanging baskets
Medium	Event Equipment	Purchase of crowd safety barriers for Band Jam
High	Renewal of Charter Fair Contract	Contract due to expire in 2016 New contract to be drawn up and agreed with Fair organisers
Low	Public Entertainment Licence	Following a change in rules during 2015 to review whether a Licence should be bought for specific Council events
On-Going Activities		
High	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
High	Running the Councils program of annual events	Administration, Execution, Monitoring, Safe Guarding
High	Sponsoring and carrying out partnership events	Administration, Finance, Execution, Marshalling, Safe Guarding
Moderate	Continual review of all events	Wash up meetings and review of all events to ensure continued and improved quality and best value
High	Christmas Lights	Review and Inspection
High	Flower Planters/Baskets	Administration and Arrangements for Summer and Winter displays

High	Running the Town Street and Flea Markets	Overseeing and Administering, Income Generation and Infrastructure Investment
Moderate	Town Centre Audit	Review of signage and areas in need of repair within the town centre
High	Any other matters within the committee's remit	

ENVIROMENT COMMITTEE		
Priority	Activity	Information/Status
2015/16 Activities		
High	Devolved Services from BC: Grass Cutting	Adoption of Parish grass cutting from BCC. Continued review and monitoring
High	Lace Hill Playing Fields	Completion of Town Council adoption of Lace Hill playing fields and community centre from site developer
High	Ken Tagg Play Park Refurbishment	Finance and administration of complete refurbishment of play park. Grant funding to be secured
High	Bourton Park Path Way Renewal	Renewal of pathway on Town Council land within Bourton Park
High	Cemetery Path Way Renewal	Renewal of pathways in Brackley Road Cemetery
Moderate	Village Green Bollards at St Peter and St Pauls	Installation of bollards to protect village green from improper parking of vehicles
On-Going Activities		
High	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
High	Management of External Contractors	Administration and Monitoring
High	Cemetery	Burials, Administration and Maintenance
High	Memorial Testing	Inspect and Maintain
Moderate	War Memorial	Annual Inspection and Clean
Moderate	Dog Excrement Bins	Purchase and Monitoring
High	Park Checks and Maintenance	Regular Checks and Maintenance
High	Chandos Toilets	Maintenance
High	Open Spaces	Maintenance
High	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment
High	Any other matters within the committee's remit	

	<p>Buckingham Town Council</p> <p>Delivering Value for Money</p>	<p>Date Agreed: XX</p> <p>Minute Number: XX</p> <p>Prepared by: Mr. C. Robson</p> <p>Version: 1.0</p>
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Statement setting out how Buckingham Town Council ensures that the Council delivers value for money

- Buckingham Town Council has ensured that the Precept has remained the same for the past 5 years, while still providing the same level, and in some cases increased levels, of service to the Town and its community
- When establishing each year's Precept the Council produces and reviews detailed year on year analysis of all Council budget, expenditure and income. This ensures prevention of over or under budgeting for each account, helping keep the precept at the same level year on year
- The Council looks to make financial savings where possible across all budgets. A recent example would be a change in supplier for all office stationary and furniture products. This will see a saving of 20%, allowing for a £420 budget reduction, while maintain the same quality of supplies.
- Officers have improved the way they negotiate with suppliers, always optimising cost of delivering over full cycle rather than minimising initial price. The Council looks to secure long term best value contracts where possible, a recent example would be securing three year fixed price contracts for town centre flower planters and hanging baskets
- Officers undertake a program of simple checks and audits on all completed projects, ensuring the job has been completed to a satisfactory level and when not ensuring that contractors complete or improve areas of concern
- The Council operates a solid tender process, requiring three quotes on all projects or supplies with a cost of over five thousand pounds. The Council understands that best value does not always equate to cheapest and full specifications and details are required with all quotes, allowing officers to make the best recommendation possible
- When dealing with specific projects which may involve elements outside of officers knowledge cost allowance is made for the provision of specialist advice, the Council fully understands that the provision of specialist knowledge reduces errors and safeguards work against possible damage costs or failed projects
- The Council and its officers actively seek grants wherever possible from a variety of sources and help the community to apply for grants where appropriate. In recent years the Council has secured grant funding for the refurbishment of play parks, the completion of the Neighbourhood Development Plan, and the installation of new public toilets
- The Council's Resources committee scrutinises the budgets of each committee on a six weekly basis, ensuring all project costs are monitored and adhered to
- The Council also takes into account the whole local economic business case and will normally give preference to those companies who are local to the town when prices are similar

	<p>Buckingham Town Council</p> <p>Staff Management</p>	<p>Date Agreed: XX Minute Number: XX Prepared by: Mr. C. Robson Version: 1.0</p>
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Statement setting out how Buckingham Town Council manages the performance of each individual staff member to achieve its business plan

- Buckingham Town Council recognises the importance of each officer in achieving its business plan and the eight core objectives set out within it
- The Town Councils Strategic Plan highlights developing the capability of Council staff as one of the six 'Key Processes' critical to successfully achieving its core objectives. As such particular focus has now been placed on ensuring this, and the other 5 Key Processes, are carried out to a high level
- In 2014 a complete review of all staff training needs was carried out for each officer and a priority based training schedule was put in place to be completed over the next three years
- Buckingham Town Council has a specific budget for staff training. During Precept 2015/16 the Councils training schedule was used to establish the required level of this budget over the next three years. This has resulted in a 37.5% increased investment in staff training during 2015/16
- The Town Clerk/Deputy Town Clerk/Green Spaces Manager carries out yearly formal appraisals of all staff members. These appraisals cover all aspects of the employees performance and job, including training, and completion of specified targets and projects
- During appraisals employees are set goals and targets for the year, which are in line with the Councils Business Plan and achieving its eight core objectives over the next three years. This is reinforced by targets/projects set out in the Council Action Plan for the financial year
- Supervision appraisals are carried out by line managers on a three month basis, allowing for regular monitoring of targets and staff performance. This also allows managers to ensure staff are comfortable with the targets set out and that they are receiving, and comfortable with, the relevant training they are carrying out
- The Town Clerk is line managed by the Chair of the Resources Committee and undergoes a formal yearly appraisal and regular one on one meetings where the Chair can monitor the Clerk, and the offices progression and performance in line with the Business and Action Plans agreed by the Council
- The Council has a established Personnel Committee who deal with any matters that may require Council discussion

	<p>Buckingham Town Council</p> <p>Providing Community Leadership</p>	<p>Date Agreed: XX</p> <p>Minute Number: XX</p> <p>Prepared by: Mr. C. Robson</p> <p>Version: 1.0</p>
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Statement setting out how Buckingham Town Council provides leadership for the future of the community

- Buckingham Town Council recognises that Councils have always been asked to fulfil a community leadership role to varying degrees; however this is now becoming a more fundamental role for all Councils. A key point of which is a Council led Neighbourhood Plan
- Buckingham Town Council was an early starter in the Neighbourhood Development Plan process. Unfortunately due to circumstances outside the Council's control the Plan suffered some setbacks, but has now been submitted to the District Council and will soon undergo independent examination. The completion of the Town Council's Neighbourhood Development Plan will ensure Buckingham develops in the way its residents want
- The Council recognises that providing leadership requires close contact with the public and their needs, giving the Council legitimacy to increase its influence and partnership work
- As such Buckingham carries out public consultation and uses social media and its new website to connect with the public wherever possible and help create a structure through which the public can be involved in decision making and as a result help formulate Council future strategy. This is especially important in Buckingham as a way to incorporate residents of new housing estates in the community and future of Buckingham
- The Councils Strategic Plan highlights 'Joint Working' with other bodies, including District and County Councils as a Key Process and as such we are leading the way in increased dialogue and highlighting specific projects to work jointly on. A current joint project is the creation of an extensive new cycle way improving links with Buckingham
- The Plan also highlights increasing dialogue with Central Government to articulate what resources and guidance is needed to reinforce the community leadership role
- The Council recognises that Community Leadership may at times involve being prepared to move into new areas of activity/responsibility and spearheading new initiatives. A current example is the Council working in partnership with a business enterprise agency to take on grass cutting as part of increased devolved services from County
- When making decisions the Council considers the projects and needs of groups in the town aside from its own and assists, where possible and appropriate, with elements such as funding or grant application. A recent example would be a decision to assist local scouts group to apply for NHB funding
- The Council recognises the impact new development has on Buckingham, both positives and negatives, and is quick to act to ensure and protect future benefits for the town. This includes that compiling of a Section 106 'wish-list' in coordination with external local groups and direct action to protect local assets for the future, such as the recent proposed adoption of playing fields and a community centre by the Council for the future benefit of the community

	<p>Buckingham Town Council</p> <p>The Council as a Corporate Body</p>	<p>Date Agreed: XX</p> <p>Minute Number: XX</p> <p>Prepared by: Mr. C. Robson</p> <p>Version: 1.0</p>
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Statement setting out how Buckingham Town Council manages performance of the Council as a corporate body

- Buckingham Town Council officers and Members completed a series of working groups to establish a solid and detailed Strategic Plan, which forms the basis of the Council's Business Plan, and the actions which the Council must take to achieve its targets as a corporate body
- The Plan sets out the Council's core objectives, which it wishes to achieve over the next three years, and highlights what activities and/or processes (Critical Success Factors) the Council must carry out to an exceptionally high level to achieve those objectives. The Plan then highlights what the Council and its officers must do to ensure it carries out the processes to a high level and sets out a series of 'Performance Indicators' to allow the Council to standardise how it monitors its performance
- A report detailing the Council's Strategic progress, how it is performing in line with its performance indicators, is reviewed by the Resources Committee on a 12 week basis, allowing for continued monitoring and adaption/action where applicable
- The Resources Committee will carry out a full review of the Strategic Plan which will happen on a yearly basis (August)
- The Strategic Plan, and Business Plan, will help drive and determine the direction of internal strategies and resources of the Council. The Council recognises that the detailed content of the Plans will be strongly influenced by other work and will need to be regularly reviewed and updated accordingly. Internal pressure may arise from plans to improve service quality and the availability of resources, while external pressure may come from partnership work and Government legislation
- In addition the Council has agreed an Action Plan for the financial year 2015/16, which sets out the proposed work of the Council as a whole and for each individual Committee. The Action Plan will be monitored by officers and projects will be included on 'Action Lists' for each committee as an agenda item at each meeting.
- The Council produces an Annual Report each year, demonstrating its performance, which is made available to the public via several methods

	Buckingham Town Council	Date Agreed: XX
	Bio-Diversity, Crime and Disorder	Minute Number: XX Prepared by: Mr. C. Robson Version: 1.0

Statement setting out how Buckingham Town Council meets its duties to bio-diversity and crime & disorder

Bio-diversity

- The Council recognises the importance of, and its responsibilities for the consideration bio-diversity within Buckingham and the way the Council operates. The Council is committed to ensuring it meets these obligations, but recognises this cannot be delivered by the Council alone and it must emphasise partnership working
- As such the Council works with community groups, including financial support and consultation. Recent examples are the financing of tree works and bird boxes for a local conservation group named 'Friends of Railway Walk', and the extensive consultation carried out with groups during the Neighbourhood Plan process, working with & hosting Green Buckingham Group and Transition Buckingham
- The Council has a large programme of events it runs throughout the year, with some of these events focusing on environmental issues
 - The Council runs a Spring Fair focusing on sustainability and local environmental issues, features a variety of external organisations providing information and advice
 - In addition the Council has started a 'Dog Awareness' to reinforce dog owner responsibilities in regards the town and communal areas
 - The Council works with the fire service, local groups and volunteers to clean the river twice a year
- The Council recently had a pond survey carried out, along with a period of public consultation, and is in the process of completing a long term strategy for the improvement of ponds within its parks with one of its key aims being increased biodiversity
- The Council maintains paddocks and has a programme of developing wild flowers and growth for the benefit of local wildlife
- The Council recognises the river is a location for Otters and makes all efforts to protect their environment. Including petitioning any projects which may have an impact.

Crime & Disorder

- The Council funds and operates CCTV within the town. Officers of the Council work with local police to review and provide CCTV information when appropriate
- Members and Officers work with local police, fire service and community groups to put on community safety events during the year
- Officers of the Council sit on Action Groups with representative of the police, and other local authorities to formulate plans and events to tackle anti-social behaviour in Buckingham. In addition we work closely with the Neighbourhood Action Group
- When planning new projects, or purchasing and placing new equipment, the Council takes care to ensure the potential of criminal damage or increased activity is not created.
- The Planning Committee highlights any potential crime & disorder repercussions of planning applications to District Council

THE LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels.

- The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For **Quality Gold**, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Contents:

Award criteria

This section sets out in brief what is required for each award and then explains in more detail the evidence that an accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required. The final section describes the accreditation process from registration to re-accreditation.

The criteria in blue have been chosen to demonstrate **good governance** in managing the business and finances of a council.

The criteria in green have been chosen to represent a council's role in the community. This includes community engagement, activities that serve the community, **community leadership** and promotion of the democratic process.

The criteria in red have been chosen to represent **council improvement** through the management and development of staff and councillors.

Accreditation process

The Quality Parish Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, and County Associations can tailor this to local need in consultation with NALC.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated in this guide are estimates; the final fees will be set in December after a short pilot programme.

Evaluation and improvement

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

The Foundation Award

To achieve a Foundation Award a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The council confirms by resolution at a full council meeting that it publishes online:

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the current or next financial year
- 10 Its complaints procedure

- 11 Council contact details and councillor information in line with the transparency code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

The council also confirms by resolution at a full council meeting that it has:

- 16 A risk management scheme
- 17 A register of assets
- 18 Contracts for all members of staff

- 19 Disciplinary and grievance procedures
- 20 A policy for training new staff and councillors
- 21 A record of all training undertaken by staff and councillors in the last year
- 22 A clerk who has achieved 12 CPD points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a link to its website.

What is the accreditation panel looking for?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply carries out spot-checks to confirm that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel will ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- **Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure** are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the transparency code for smaller authorities.
- The council does not need to publish the councillors' **registers of interests** on their own online site provided that there is a link to the registers on the principal authority's website.
- The council's online site should include the name of the clerk and **contact details** (address, phone, e-mail) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the transparency code.
- The council posts up a scanned copy of the last **annual return**. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to complete an annual return. Panels check that these councils comply with the transparency code for smaller authorities.
- **Information on all payments** must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the transparency code.
- The **calendar** (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly the **minutes** for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and **agendas** demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council.
- The council can post up the current or next year's **budget** (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

- The council must publish an **action plan**; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council **activity** such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of **consultation** is suitable including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the **planning system** by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- **Contracts, disciplinary/grievance procedures, a risk management policy and register of assets** can be based on a model but tailored to the specific council. They are not published.
- A **training policy** for new staff and councillors can be a short statement of intent while a **training record** gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the **clerk's** training record includes evidence of CPD (Continuing Professional Development) such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

The Quality Award

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional documentation and information in place for good governance, effective community engagement and council improvement. A council with a Quality Award is eligible to use the general power of competence.¹

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

- 1 Draft minutes of all council and committee meetings within four weeks of the last meeting
- 2 A Health and Safety policy
- 3 Its policy on equality

- 4 Councillor profiles
- 5 A community engagement policy involving two-way communication between council and community
- 6 A grant awarding policy
- 7 Evidence showing how electors contribute to the Annual Parish or Town Meeting
- 8 An action plan and related budget responding to community engagement and setting out a timetable for action and review
- 9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year
- 10 Evidence of helping the community plan for its future

The council also confirms by resolution at a full council meeting that it has

- 11 a scheme of delegation (where relevant)
- 12 up-to-date insurance policies that mitigate risks to public money
- 13 addressed complaints received in the last year

- 14 at least two-thirds of its councillors who stood for election
- 15 a printed annual report that is distributed at locations across the community

- 16 a qualified clerk
- 17 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions
- 18 a formal appraisal process for all staff
- 19 a training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a link to its website.

¹ Localism Act 2011 ss1-8

What is the accreditation panel looking for?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than a year ago. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel carries out spot-checks to confirm that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel will ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- **Draft minutes** (marked *Draft*) of all council and committee meetings keep people up-to-date with decisions and action should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A **community engagement policy** demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a **grant awarding policy**.
- **Councillor profiles** normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The council is required to publish its **Health and Safety** policy which includes its duty of care to staff and its **equality** policy which shows compliance with legislation.
- Evidence that electors can contribute to the **Annual Parish or Town Meeting** can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The **action plan** (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's **budget** shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an **annual report, online material** and at least four **news bulletins** a year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's online site. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.
- The **annual report** should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the **community in planning** for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a

neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets.

- The panel also seeks evidence of **promoting elections** and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by **councillors who stood for election** at either the last ordinary elections or a by-election. This shows that the council represents the community through the democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate **scheme of delegation**.
- The panel may wish to check that **insurance** policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.
- The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed.
- A **qualified clerk** is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel can ask to see the document setting out the formal **appraisal process** that must be in place for all staff. It checks that the council has a training budget and may ask to see a general **training policy** for staff and councillors with a detailed **record of all training** undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 CPD points every year.

The Quality Gold Award

To achieve a Quality Gold Award a council demonstrates that it meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

- 1 A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community
- 2 An annual report, online material and at least four news bulletins a year with evidence of
 - a engaging with diverse groups in the community using a variety of methods
 - b community engagement leading to positive outcomes for the community
 - c a broad range of council activities including innovative projects
 - d co-operating constructively with other organisations

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

- 3 Ensures that the council delivers value for money
- 4 Meets its duties in relation to bio-diversity and crime & disorder
- 5 Provides leadership in planning for the future of the community
- 6 Manages the performance of the council as a corporate body and of each individual staff member and councillor to achieve its business plan.

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

What is the accreditation panel looking for?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than a year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information, talk to councillors and staff or visit the parish. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or **business plan**) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The **annual report, web material and news bulletins** publicise the work and achievements of the council and contain substantial evidence that the council, takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the **diversity** of its community including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through **community engagement** that are then addressed in constructive **council action**. These sources also show that the council promotes local democracy.
- The panel seeks at least four **positive outcomes** achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with **other organisations** including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.
- The statement on ensuring **value for money** explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract.
- The statement on duties related to **biodiversity and crime & disorder** demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

- The statement on leadership in **planning for the future** shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statement on **performance management** explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

A guide to the accreditation process

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, if you would like to adapt to process to fit local need then do get in touch with Charlotte at the National Association of Local Councils (NALC), and we can discuss the best way to do this.

Registration

The council registers its intention to apply for a specified award with Charlotte Eisenhart, the dedicated co-ordinator at NALC, by emailing charlotte.eisenhart@nalc.gov.uk or calling 020 7290 0319.

The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.

NALC provides the applicant with the contact details of the co-ordinator of the appropriate accreditation panel.

NALC provides the co-ordinator with a link to the appropriate online documentation and guidance for the level of award the council is applying for.

When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its online facility. The council also pays the accreditation fee which covers the costs administering the local service.

The co-ordinator keeps a record of all applications and monitors their progress.

Online connectivity

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publicising council documents.

The accreditation panel

The accreditation panel is set up by a regional group of CALCs. The aim of this is to facilitate training, promote consistency and help manage the workload. It also ensures that where an individual CALC is unable to support the scheme, a council will be able to submit their application to an appropriate regional panel. If in a region the CALCs would prefer an alternative approach this can be discussed with NALC's Improvement and Development Manager.

One of the local CALC's lead officers is the co-ordinator and administrator for the panel. The co-ordinator advises NALC of the required contact details. The co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government. Panel membership should be reviewed by the regional coordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

Some CALCs may have a local support offer for councils considering applying to the scheme; this may require an additional fee from the council. The decision to offer support and its nature will be determined by each CALC.

The regional accreditation panel determines how often an accreditation process takes place, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of 10 applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, usually the panel will convene and conduct its business remotely rather than face-to-face. The online resource provided by NALC will support this way of working.

The regional panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel coordinators, NALC will provide regularly updated guidance and support for accreditation panels.

Accreditation

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a template form showing their responses provided by NALC to the co-ordinator. This form will indicate where the panel member thinks that follow-up questions should be asked or further information sought; this is most likely for the award of Quality Gold. Panels may wish to consider sharing out the criteria giving members an opportunity to specialise and controlling the workload. The co-ordinator reviews the completed forms from the panel who decide whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

The outcome

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made and submitted to the panel for checking.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in the published list. NALC also issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the co-ordinator

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

Upgrading accreditation, re-accreditation and removal of accreditation

Accreditation lasts for four years.

If a council wishes to apply for a higher award, it makes a fresh registration and application.

A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation within three months of the four-year end-date, it loses its award.

The council is expected to maintain its reputation by meeting the criteria throughout the four years. Although some circumstances may change, the council will not lose its award unless a significant

event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award. The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated here are estimates; the final fees will be set in December after a short pilot programme.

The registration fee paid to NALC is paid by all councils for each level regardless of size.²

The accreditation fee for all councils for the Foundation Award is the same but the fee for the Quality Award and Quality Gold Award varies according to

- the award applied for
- the income of the council³
- the council's accreditation history

The IDB will review fee levels annually.

	Small	Medium	Large
Foundation Standard:	£100	£100	£100
Quality Standard:	£100	£100	£100
Quality Gold:	£100	£100	£100

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous twenty four months as the checking process covering criteria for the previous standard requires less work.

² All figures quoted are excluding VAT.

³ Small councils have an annual income of <£25,000. Medium councils have an income of £25,000 to £250,000. Large councils have an income of >£250,000.

Evaluation and Improvement

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

Quality assurance

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website. The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

Evaluation

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

Improvement

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every 6 months. These reviews will alternate between.

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.

The Improvement and Development Board will oversee all changes to the scheme



Like us on Facebook Follow us on Twitter Visit our website

New programmes, grants & network launch today

Dear Christopher,

I'm writing to let you know about some exciting new opportunities funded by the

Department for Communities and Local Government (DCLG) which are all about supporting localism in your neighbourhood. As you have already expressed an interest in the Neighbourhood Planning and Community Buildings & Housing programme, which Locality delivers, we thought that these new programmes would be of interest to you. They launch on the 1 April 2015 – today.

Unlike Neighbourhood Planning, these programmes run for one year only and, as the programmes close when they have reached capacity, it is likely that the application process will close in May 2015. Therefore we thought you would appreciate an early warning.

The programmes we are opening are:

Our Place

Want to put communities at the heart of service delivery in your area? Our Place helps you work with local people to identify the issues that matter most to them and to develop partnerships and plans – revolutionising the way your neighbourhood works. Grants and support are available for at least 100 neighbourhoods - find out more on the **My Community website**.

First Steps

Are you starting out on your journey to improve your neighbourhood? First Steps is a new initiative helping groups decide what practical actions to take bringing positive changes in their community. The programme offers opportunities to 115 communities with support and grants available. Find out more on the **My Community website**.

Community Ownership and Management of Assets programme (COMA)

Want to have more influence over what happens to land and buildings locally? We will support up to 50 partnerships between local public bodies such as local authorities and community groups (including parish councils) to develop multiple asset transfers or single, ground breaking asset projects. Grants and support are available – find out more on the **My Community website**.

Community Economic Development

This new initiative is for community groups who want to take a lead in shaping their economies for the benefit of local people. If you belong to a community that wants to work towards seeing real economic change in your area – whether this is in food, housing, finance, energy or other opportunities – then find out about support and grants on the **My**

Community website.

I hope this is of interest.

Best wishes,

Tony Armstrong
CEO, Locality

About Locality

We are the leading nationwide network of community-led organisations

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ATTENDANCE REGISTER 2014/2015													
Date of Meeting													
T. BLOOMFIELD	Precept 12/01	1	1	1	1	1	1	1	1	1	1	1	0
H. CADD	Resource 05/01	1	1	1	1	1	1	1	1	1	1	1	1
G. COLLINS	Planning 22/12	1	1	1	1	1	1	1	1	1	1	1	1
P. COLLINS	Interim 22/12	1	1	1	1	1	1	1	1	1	1	1	1
J. HARVEY	Environm 15/12	1	1	1	1	1	1	1	1	1	1	1	1
P. HIRONS	TC&E 8/12	1	1	1	1	1	1	1	1	1	1	1	1
D. ISHAM	Planning 1/12	1	1	1	1	1	1	1	1	1	1	1	1
R. LEHMANN	Full 24/11	1	1	1	1	1	1	1	1	1	1	1	1
A. MAHI	Resource 10/11	1	1	1	1	1	1	1	1	1	1	1	1
H. MORDUE	Planning 3/11	1	1	1	1	1	1	1	1	1	1	1	1
R. NEWELL	Interim 3/11	1	1	1	1	1	1	1	1	1	1	1	1
L. O'DONOGHUE	Environm 27/10	1	1	1	1	1	1	1	1	1	1	1	1
M. SMITH	TC&E 20/10	1	1	1	1	1	1	1	1	1	1	1	1
C. STRAIN-CLARK	Planning 13/10	1	1	1	1	1	1	1	1	1	1	1	1
R. STUCHBURY	Full 6/10	1	1	1	1	1	1	1	1	1	1	1	1
M. TRY	Resource 22/9	1	1	1	1	1	1	1	1	1	1	1	1
W. WHYTE	Planning 15/9	1	1	1	1	1	1	1	1	1	1	1	1
	Interim 15/9	1	1	1	1	1	1	1	1	1	1	1	1
	Environm 8/9	1	1	1	1	1	1	1	1	1	1	1	1
	Extraord 1/9	1	1	1	1	1	1	1	1	1	1	1	1
	TC&E 1/9	1	1	1	1	1	1	1	1	1	1	1	1
	Planning 26/8	1	1	1	1	1	1	1	1	1	1	1	1
	Full 18/8	1	1	1	1	1	1	1	1	1	1	1	1
	Resource 4/8	1	1	1	1	1	1	1	1	1	1	1	1
	Planning 28/7	1	1	1	1	1	1	1	1	1	1	1	1
	Interim 28/7	1	1	1	1	1	1	1	1	1	1	1	1
	Environm 21/7	1	1	1	1	1	1	1	1	1	1	1	1
	TC&E 14/7	1	1	1	1	1	1	1	1	1	1	1	1
	Planning 7/7	1	1	1	1	1	1	1	1	1	1	1	1
	Full 30/6	1	1	1	1	1	1	1	1	1	1	1	1
	Resource 16/6	1	1	1	1	1	1	1	1	1	1	1	1
	Planning 9/6	1	1	1	1	1	1	1	1	1	1	1	1
	Interim 9/6	1	1	1	1	1	1	1	1	1	1	1	1
	Environm 2/6	1	1	1	1	1	1	1	1	1	1	1	1
	TC&E 19/5	1	1	1	1	1	1	1	1	1	1	1	1
	Extra 19/5	1	1	1	1	1	1	1	1	1	1	1	1
	Planning 12/5	1	1	1	1	1	1	1	1	1	1	1	1
	Full 6/5	1	1	1	1	1	1	1	1	1	1	1	1
	ASM 6/5	1	1	1	1	1	1	1	1	1	1	1	1

1 = Member Attended 0 = Member Apology # = Present at meeting but not on Committee * = not on Committee ¶ from 28/7/14

CLLR	% attendance	MAIN	PLAN	TC&E	resources	Environment	OTHER
TB	100	0	43	100	50		
HC	93	0	86	100	50		
GC	43	0	86	71	29		
PC	86	8	0	71	100		
JH	86	92	0	86	100		
PH	93	108	0	100	100		
DI	100	77	86	71	86		
RL	79	8	0	43	25		50
AM	100	100	100	71	71		100
HM	50	0	57	57	0		100
RN	71	0	57	57	86		100
LO	100	23	86	71	100		100
MS	93	100	100	86	100		100
CS-C	86	92	86	0	86		50
RS	100	92	100	86	86		100
MT	64	69	14	57	0		50
WW	79	69	0	0	29		100

BUCKINGHAM FRIENDS ASSOCIATION

Minutes of meeting held Wednesday 4 March 2015

Present: Stéphanie Scrase (Chairman), Cllr Paul Hirons, Janet May, John Murray, Cllr Christine Strain-Clark, Sue Watkins, Jane Mordue (Secretary)

1. **Apologies for absence** - Cllr Terry Bloomfield, Derek Carpenter, Cllr Howard Mordue, Cllr Ruth Newell
2. **Minutes** of the meeting held Wednesday 7 January 2015 were agreed and signed.
3. **Matters arising** - none
4. **Young people**
 - 4.1 Visit by College in Mouvaux to Royal Latin School, Akeley Wood and Stowe, 19 May 2015 (Linda Emary RLS/Nora Amirat C vdM/? Akeley WS) Arrangements were being finalised and the group would be in the schools until 1.30 pm and then leave for a visit to Stratford.
5. **News and general updates: Buckingham, Mouvaux, Neukirchen-Vluyn**
 - 5.1 **Neukirchen's** proposals discussed with Buckingham at planning meeting February 2015. See below for detail.
 - 5.2 **New twinning association for Mouvaux** – just being finalised, news still awaited.
6. **Events**
Buckingham/Mouvaux/Neukirchen Vluyn organisers' names given in brackets
 - 6.1 **Review**
 - 6.1.1 **Exchange** between the Silverstone University Technical College and Julius-Stursberg Gymnasium, Neukirchen-Vluyn, February 2015 (Melanie Scudamore/Christian Berges)
Noted that both German teachers at RLS were leaving which might reduce the future number of RLS pupils studying German. The link with UTC Silverstone was important to nurture.
 - 6.1.2 **Coffee & Croissants + Topfkuchen** at The Old Gaol, Sat 7 February 2015
A very enjoyable event with good business on both the membership stand and the coffees. Agreed the event should be repeated in 2016 when table service downstairs might be introduced.
 - 6.2 **Future Events**
 - 6.2.1 **Salon des Artistes** 10-19 April 2015
Stephanie reported that Clare Tebboth of BAFA had forwarded artwork details to Mouvaux. Stephanie would kindly take and bring back the artworks, to ensure safe handling.
Action: Stephanie Scrase
 - 6.2.2 **Small group visit from Neukirchen-Vluyn**, Ascension weekend, Thurs 14 to Sunday 17 May 2015
Now seemed unlikely to take place as leads not available.
 - 6.2.3 **Bastille Day Boules** competition, Buckingham, Tuesday 14 July 2015
Stephanie would discuss usual arrangements with Ron Gleeson including marshalls, wine and music. She had arranged for (another) Stephanie to provide the BBQ. Howard would be asked to organise the sand and Sue Watkins would ask Chris James for straw bales. The PA system from the town council would be requested. John Murray would help marshal and Janet May volunteered to help.
Action: Stephanie, Ron Gleeson, Howard Mordue, Sue Watkins
Others who might be asked if they would like to help: Sheila Handley, Valerie Shaw, Rosemary Stuchbury, Lionel Weston.
 - 6.2.4 **Party for BTA members** – summer 2015
A date was discussed but subsequently found to be not suitable so will be re-arranged.
 - 6.2.5 **'Castles and Gardens of the Rhine'** Fri 11 to Sun 13 September 2015
A small group visit to Germany was offered by Neukirchen-Vluyn, staying with host families. Numbers requested by end June. Take 10-15 people in a minibus so just cost of hire/fuel/ferry. Agreed to put in the Advertiser (JM to ask RN). **Action: Jane, Ruth Newell**
Members expressed interest: Stephanie and Henry Scrase, Sue and Steve Watkins, Paul and Valerie Hirons. Sue and Jane to phone round members and others who might be interested.
Action: Sue Watkins and Jane Mordue

- 6.2.6 **Harvest Festival in Neukirchen, 19,20 September**
A stall of typical Buckingham produce was requested plus a music act. Contact Lisa Turan but see also Martinsmarkt below. **Action: Jane**
- 6.2.7 **Visit Flandres, 25,26,27 September 2015**
A small group visit to explore Flanders and visit its heritage and culture was offered by Mouvaux. Numbers to be confirmed by 15 August. Jane to contact members. **Action: Jane**
- 6.2.8 **Inter Twin Town Tennis Tournament, Neukirchen Vluyn 29-30 August 2015**
Sue was awaiting reply from Buckingham Tennis Club.
- 6.2.9 **Vluyn's St Martins Market 7, 8 November 2015**
Following demise of N-V Christmas market, this might be an opportunity to do a pre-Christmas stall in Germany. Ask Lisa Turan and Sandra Truscott +? If they are interested.
Action: Jane
- 6.2.10 **AGM and Film**
Agreed to hold on Tuesday 24 November 2015 and request University for use of Sunley Lecture Theatre. A possible film to show is, 'Le Prénom'. **Action: Stephanie**
The possibility of holding further Film Nights would be kept under review. Although attendance was not large, those who were there did enjoy them.
- 6.2.11 **Mouvaux Christmas market 4-6 December 2015**
Stephanie had begun buying stock already! Home made products were popular and Paul Hirons would investigate a source of home made jams/chutneys. Also plastic bags from the Town Council and/or the Buckingham Bag.
Action: Paul Hirons
- 6.2.12 **Buckingham Christmas Parade and Community Fair Saturday 11 December 2015**
Agreed to do one or the other and Mouvaux would be asked if they would like to participate again. If there was a stall at the Community Fair, a gimmick was required. Ideas included approaching firms in town with an interest in France/Germany/travel e.g. Vétoquinol or even Thomsons Travel.
- 6.2.13 **Lions Clubs of Winslow (incorporating Buckingham) and Neukirchen-Vluyn**
Howard was following up possibility of links, especially re beer! Noted that Winslow had no German twinning link so not intruding.
Action: Howard
7. **Finance Report**
The account stood at £2454.08 with the coffee and croissants figures to be provided.
Action: Howard
8. **Membership report**
An update to be requested at the next meeting following a good response at the Old Gaol in February.
9. **Communications**
Newsletter
Ron Gleeson to be invited to prepare next newsletter for April. **Action: Stephanie, Ron**
Club Voice
Ruth Newell would send in an article; Jane to give her information. **Action: Jane, Ruth**
Website
Geoffrey Shaw was keeping this up to date but had noted that the Facebook page was not.
Facebook
Christine Strain Clark kindly offered to liven this up and members were requested to send her photographs.
Action: Christine Strain Clark and all
10. **Any Other Business**
- 10.1 **New committee members**— possible new members of the committee were discussed.
Action: Stephanie
11. **Date of next meeting** **Wednesday 6 May 2015 at 7.30 p.m.**

BUCKINGHAM & MAIDS MORETON NEIGHBOURHOOD ACTION GROUP

**MINUTES OF THE BUCKINGHAM & MAIDS MORETON
NEIGHBOURHOOD ACTION GROUP (NAG) MEETING
HELD AT BUCKINGHAM OLD GAOL ON 22 APRIL 2015**

Present:

Ms D Blamires (University)	Cllr T Bloomfield (BTC)
Mrs D Clements (Fishers Field)	Mr D Child (MM)
Ms D Cotter (AVDC)	Mrs M Howard (Mount Pleasant)
PC R Jones (TVP)	Mr J Lowe (High Street)
Cllr T Mills (AVDC)	Mrs C Moxon (Fishers Field)
Mrs C Robins (BS)	Mr A Rudolf (West Street)
Mrs J Rudolf (West Street)	Cllr M Smith (Chairman/BTC)
PC N Tipping (TVP)	Cllr W Whyte (BCC)

Apologies: Ms P Seal (AVDC)

1 Welcome & Introductions

1.1 Cllr Smith welcomed everyone to the meeting, and everyone present then introduced themselves.

2 Minutes of the previous Meetings

2.1 The Minutes of the previous meeting held on 28 January were approved.

3 Matters Arising

3.1 All Matters Arising were dealt with under the appropriate headings below.

4 Review of Priorities

- 4.1 **Noise (including late night noise from public houses and associated anti-social behaviour)** – regarding seats outside front of *The Whale* and drinkers/smokers congregating there, AVDC and TVP Licensing had met with the tenants on 5 February about this and other issues. The seats and table had now been removed.
- 4.2 There had been complaints about a fracas outside *The Kings Head* on 8 December, and noise from *13 High Street* being heard as far away as Moorhen Way on 4 April.
- 4.3 **Drug Awareness** – Cllr Smith said that following his suggestion to Inspector Davies that the NAG might fund a public meeting to identify drug issues, he had been in contact with Jason Smith (Young Addaction) about mounting the play “Mum - Can You Lend Me Twenty Quid” at a suitable local venue. At the 20 March networking event in Aylesbury (see XX below), Mr Fowler appeared to have this fully in hand, since when it had gone very quiet and he had ceased responding to email request for an update.
- 4.4 Inspector Davies and Ms Aitken had yet to respond to the suggestion that a hard-hitting leaflet describing the outcomes of drug abuse which be prepared and delivered to all households.
- 4.5 **Community Speed Watch** – Cllr Smith and Cllr Whyte had attended the much-publicised training session on 25 February, but were disappointed that none of those volunteering to become involved at the Annual Public Meeting or subsequently had attended. There had, nevertheless, been enough volunteers from the surrounding villages to make the event viable.

BUCKINGHAM & MAIDS MORETON NEIGHBOURHOOD ACTION GROUP

- 4.6 Once TVP and Cllr Whyte had agreed the list of proposed operational sites and dates, Cllr Smith would circulate them so that those expressing an interest could attend as observers and/or potential volunteers.
- 4.7 It was suggested that further speed restriction signs were needed in Moreton Road and, despite funding issues, Cllr Whyte agreed to look into this.

5 Update on Licencing

- 5.1 Cllr Smith had attended the Review of Licensing Policy meeting at Buckingham Old Gaol on 16 April. None of the licensees present appeared to object to the proposal to retain the current 1.00am latest hour to sell alcohol and 1.30am closure, or to limit new licence applications to 12 midnight unless the applicant could demonstrate compliance with the licensing objectives, in which case the "latest terminal hour" for the sale of alcohol until 1.00am would be granted. All applications beyond 1.30am would be refused.
- 5.2 Cllr Mills confirmed that the revised proposals would not affect existing licences allowing for a later closure (it was not retrospective); TENs could continue to permit later occasional closures, and that the proposals applied to restaurants etc as well as public houses.
- 5.3 It was agreed that Cllr Smith write to Mr Seal expressing NAG approval with the review proposals.
- 5.4 Recent legislative changes also replaced the existing DPPOs with Public Space Protection Orders (PSPOs), which could include more than a prohibition on public drinking.

6 TVP Issues

- 6.1 PC Tipping said that four arrests had been made on 17 April concerning the supply of drugs. In support of the proposals at 4.3 above, she was amazed at the lack of awareness of drug dangers amongst 14 to 19 year olds, including the so-called legal highs. The Skate Park remained a problem area where teenagers and drug abuse received constant monitoring.
- 6.2 TVP had an excellent relationship with the housing associations, and any illegal drugs found on such premises could mean tenant eviction. There was now undercover policing in an endeavour to combat drug abuse.
- 6.3 Cllr Whyte said that Lincoln City Council had banned legal highs, and he was looking to promote a similar response in Buckinghamshire.
- 6.4 Cllr Smith reported from the latest issue of neighbourhood alert, which stated that burglaries in Aylesbury Vale had reduced by 14.1% in the last year, dropping from 915 incidents in 2013/14 to 786 in 2014/15. Overall crime across the LPA had been cut by 0.9%, with incidents down from 7,687 in 2013/14 to 7,617 in 2014/15. There were 42.07 crimes per 1,000 people in 2014/15, compared to 52.33 crimes per 1,000 people across Thames Valley as a whole.
- 6.5 Mr Lowe enquired whether or not TVP were aware of any targeted dog thefts, but PC Tipping said she was unaware of any specific breeds being targeted.

7 ASB Networking Event

- 7.1 Cllr Smith and Ms Cotter referred to the multi-agency event held in Aylesbury on 10 March, which covered a range of issues. This had proved to be a very full and useful day, attended

BUCKINGHAM & MAIDS MORETON NEIGHBOURHOOD ACTION GROUP

by over 50 people. Cllr Smith had acquired copies of the twelve presentations, and invited anyone interested in the details to let him know so that he could issue them via email.

- 7.2 More locally, the Buckingham Action Group continued to organise events intended to divert young people away from mischief. A range of sporting and other events were planned for the summer. Statistically, however, Buckingham had less of a problem than the Vale as a whole. Expressed in percentages of total youth, youth ASB in Buckingham amounted to 19.6% (compared to 28.8% in Aylesbury Vale) in 2012/13, and 18.5% (21.7%) in 2013/14.

8 Other Matters

- 8.1 Mr Lowe noted that Flea Market traders were tending to park on the double yellow lines for longer than permitted on Saturdays, thereby causing inconvenience to High Street residents using the adjacent parking bays. Cllr Smith agreed to have the Market Manager asked to remind them of their legal responsibilities.

9 Future Meetings

- 9.1 The following meeting dates were noted, all from 6.00pm at Buckingham Old Gaol:

Wednesday 22 July

Wednesday 21 October

- 9.2 The Annual Public Meeting would be in Buckingham Community Centre, from 7.00pm on Wednesday 25 November.

Key to frequently used acronyms:

<i>ANPR</i>	<i>Automatic Number Plate Recognition</i>	<i>LAF</i>	<i>Local Area Forum</i>
<i>ASB</i>	<i>Anti-social Behaviour</i>	<i>LPA</i>	<i>Local Policing Area</i>
<i>ASBO</i>	<i>Anti-social Behaviour Order</i>	<i>LNL</i>	<i>Late Night Levies</i>
<i>AVDC</i>	<i>Aylesbury Vale District Council</i>	<i>MM</i>	<i>Maids Moreton</i>
<i>BCC</i>	<i>Bucks County Council</i>	<i>MVAS</i>	<i>Motor Vehicle Activated Sign</i>
<i>Bilking</i>	<i>fuelling vehicles and driving away without paying</i>	<i>NHW</i>	<i>Neighbourhood Watch</i>
<i>BS</i>	<i>Buckingham Society</i>	<i>NPB</i>	<i>Neighbourhood Policing Board</i>
<i>BTC</i>	<i>Buckingham Town Council</i>	<i>NSL</i>	<i>National Speed Limit</i>
<i>BTYP</i>	<i>Buckingham Town Youth Council</i>	<i>NSO</i>	<i>Neighbourhood Specialist Officer</i>
<i>CSP</i>	<i>Community Safety Partnership</i>	<i>PCSO</i>	<i>Police Community Support Officer</i>
<i>DPPO</i>	<i>Designated Public Place Order</i>	<i>PSPO</i>	<i>Public Space Protection Order</i>
<i>EMRO</i>	<i>Early Morning Restriction Order</i>	<i>TEN</i>	<i>Temporary Event Notice</i>
<i>FPN</i>	<i>Fixed penalty notice</i>	<i>TfB</i>	<i>Transport for Buckinghamshire</i>
<i>HGV</i>	<i>Heavy Goods Vehicle</i>	<i>TVP</i>	<i>Thames Valley Police</i>
<i>JAG</i>	<i>Joint Action Group</i>	<i>TVPA</i>	<i>Thames Valley Police Authority</i>
		<i>VAHT</i>	<i>Vale of Aylesbury Housing Trust</i>
		<i>VOSA</i>	<i>Vehicle & Operator Services Agency</i>