



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Monday, 16 March 2020

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on **Monday 16th March 2020** at 7pm in the Small Committee Room, Lace Hill Sports and Community Centre, Catch pin Street Buckingham MK18 7RR.

Mr P. Hodson
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. Declarations of Interest

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

3. Minutes

To receive and agree the minutes and of the Full Council Meetings held on:

Monday 18th November 2019 (reissue)

[Copy previously circulated BTC/04/19](#)

Monday 13th January 2020 (Precept)

[Copy previously circulated BTC/05/19](#)

Monday 27th January 2020

[Copy previously circulated BTC/06/19](#)

4. Interim Minutes

To receive and agree the minutes of the Interim Council meeting held on Monday 24th February 2020.

[Copy previously circulated IM/04/19](#)

5. Planning Committee

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

- Monday 20th January 2020

[Copy previously circulated PL/10/19](#)

- Monday 3rd February 2020

[Copy previously circulated PL/11/19](#)

- Monday 24th February 2020

[Copy previously circulated PI/12/19](#)

6. Town Centre and Events Committee



Twinned with Mouvaux, France

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

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

To receive the minutes and confirm the recommendations therein of the Town Centre and Events Committee meetings held on Monday 10th February 2020.

[Copy previously circulated TCE/05/19](#)

7. Environment Committee

To receive the minutes and confirm the recommendations therein of the Environment Committee meeting held on Monday 17th February 2020.

A budget be put in place to create an ear marked reserve to ensure that the scheme can continue for three months whilst funding be sought from other sources. This will involve taking £1,575 budget from the forecast underspend in budget code 255. Railway Walk and Castle Hill.

[Copy previously circulated E/05/19](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 2nd March 2020.

[Copy previously circulated R/05/19](#)

9. Compulsory Councillor Training

To receive and discuss a written report from the Town Clerk

BTC/179/19

10. To receive and question reports from District and County Councillors

11. Action List

Appendix A

12. Internal Audit report 2019/20

To receive the Town Council's Internal Audit report 2019/20

Appendix B

13. Climate Emergency Action Plan

To receive the draft Climate Emergency Action Plan following its review by Committees and agree the proposed actions.

BTC/180/19

14. Unitary Council

To receive and discuss a verbal report from the Town Clerk

15. New Homes Bonus Micro grant Application

To receive and consider supporting an application from Moretonville Junior Football Club

Appendix C

16. Coronavirus (COVID-19)

To receive a verbal update from the Town Clerk and make any necessary decisions in light of current advice

17. Twinning

17.1. To receive and discuss a verbal report from The Town Mayor

Appendix D

18. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

18.1. Homelessness Prevention Forum 16th September 2019

Appendix E

18.2. Minutes from the Access for All Meetings held on the 8th February 2020

Appendix

F

18.3. Minutes from the meeting of Pontio held on the 17th December 2020

Appendix G

18.4. Minutes from the Aylesbury Vale Transport User Group meeting held on the 4th February 2020

Appendix H

19. Recommended Allowances for Town And Parish Councillors

To receive and discuss a written report from the Town Clerk

Appendix I

20. Mayoral Engagements

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

Functions the Mayor has attended:

Jan 30	High Sherriff's Reception, The Stables, Wavendon
Feb 11	Civic Service meeting with Rector
Feb 14	German Twinning Signing, Neukirchen-Vlujn
Feb 15	German Twinning Signing, Neukirchen-Vlujn
Feb 16	German Twinning Signing, Neukirchen-Vlujn
Feb 20	MDD Open Day Great Horwood (Mayor's Charity)
Feb 22	Pancake Races, Buckingham Parish Church
Feb 27	High Sheriff's Justice Awards, University of Buckingham
Mar 01	Red Cross Musical Tea, Adstockfields
Mar 06	Law School Presentations, University of Buckingham
Mar 07	Fairtrade Coffee Morning
Mar 07	Town Twinning Coffee Morning
Mar 08	AVDC Chairman's Civic Service, Haddenham
Mar 09	Commonwealth Flag Raising, Buckingham Community Centre
Mar 14	Bucks Magistrates Mock Trials, MK Courthouse
Mar 15	Mayor's Civic Service, Buckingham Parish Church
Mar 16	Annual Town Meeting Briefing, Council Offices

Functions the Deputy Mayor has attended:

Feb 29	Banbury civic dinner and
Mar 1	Buckingham Food Fair 1st March

21. Motion – Cllr. P. Collins

The decision to remove the toilet from the council chamber be reviewed

22. Chair's Announcements

23. Date of the next meeting:

Annual Town Meeting Wednesday 18th March @ 7pm
Interim Council – Monday 20th April 2020
Full Council - Monday 18th May 2020

24. COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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

25. Update on works to the Council Chamber

To receive and discuss a written report from the Town Clerk

BTC/181/19

BUCKINGHAM TOWN COUNCIL

Full Council

MONDAY 16th March 2020

Contact Officer: Paul Hodson, Town Clerk

Compulsory Councillor Training

1. Recommendations

It is recommended:

- 1.1. That the following addition is made to the Council's Standing Orders:
(The Council may:)
5. viii Require members of a Committee to attend specified training during the first 12 months of their role, and at four yearly intervals thereafter.
- 1.2. To amend the Terms of Reference for the Planning Committee to stipulate that,
"Members of the Planning Committee must commit to attend at least one session of training for town councillors in making planning recommendations during the first twelve months of their membership of the Committee".
- 1.3. The Council resolve to encourage all councillors, particularly new councillors, to attend all the training that is relevant to their role.

2. Background

- 2.1. The Resources Committee discussed Councillor training at the meeting held on 2nd March 2020. The Committee agreed to Recommend to Full Council to:
- 2.2. Amend the Terms of Reference for the Planning Committee to stipulate that,
"Members of the Planning Committee must commit to attend at least one session of training for town councillors in making planning recommendations during the first twelve months of their membership of the Committee". It was further **AGREED** that the Council resolve to encourage all councillors, particularly new councillors, to attend all the training that is relevant to their role. **(816/19)**
- 2.3. Cllr. G. Collins requested that Full Council be provided with advice as to the legality on making membership of a particular committee on attending training.

3. Legal Basis

- 3.1. "A council may establish its own criteria for appointing members to its committees in standing orders and may remove members who fail to satisfy the criteria." (The Clerks' Manual 2019, p.66. Also in SLCC Advice Note 98. The legal authority given is R v Newham LBC ex.p. Haggerty (1986) 85 LCR 48.)

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	503/18	Staff Handbook	To review the staff Handbook in a year's time.	Deputy Town Clerk	To be reviewed in January 2021	January
Interim	22.2.4/19; 60/19; 200/19	Youth Council	<p>AGREED to accept the report recommendation to:</p> <p>a) Sets up a working group of interested Town Councillors, along with officers, to plan the recruitment process and agree the initial meetings for the Youth Council</p> <p>b) Nominate up to 3 Town Councillors to support the reinvigoration of the Youth Council, and to be silent councillors.</p>	Town Clerk	Councillors O-Donoghue, Harvey, Gately and Stuchbury have met, agreed the next steps, and will be meeting with representatives from schools and community groups in the next few months. Update to be provided at Interim meeting on the 20th April 2020.	April
Interim	448/19	Vision and Design guide	<ul style="list-style-type: none"> That Buckingham Town Council seeks confirmation of the Buckinghamshire Council's intent to adopt the Buckingham V&D Statement as a Design Guide, replacing the current AVDC SPG. That Buckingham Town Council, in conjunction with the Buckingham Society and other interested parties, hold a celebration event marking 20 years of the Buckingham Design Guide. 	Town Clerk	Events to be organised by the new Town Council post-May 2020.	July
Full Council	384/19	Photograph	Members discussed and AGREED arrangements for formal photographs of the current Council and also the Council who will be elected in May 2020	Town Clerk	Arrangements in place for the 5th June 2020	June
Full Council	379/19; 521/19	Unitary	<ul style="list-style-type: none"> The Council submits an expression of interest to be a placed based pilot for taking on additional devolved assets and services from the new Shadow Council. The Council holds a workshop for Town Councillors to discuss a draft pilot bid in January 2020. The Council holds a workshop for Town Councillors and local partners to discuss the draft pilot bid in February 2020. 	Town Clerk	Report to January's Full Council	January
Interim	381/19	NDP	<p>1. That the Council progress with plans for a full refresh of the Buckingham Neighbourhood Plan. This would work towards having clear options available for the new Council in May 2020. The target date would be the end of March, 2020 for these to be developed.</p> <p>2. That representations as to the retention of the existing NDPs' policies in relation to affordable housing be made in the upcoming consultation period on VALP modifications.</p> <p>3. That representations are made to the shadow Buckinghamshire Council regarding clarification of the future plans for implementing CIL.</p>	Town Plan Officer and Town Clerk		April
Interim	449/19	AVDC Planning Dept.	"....I accordingly propose that this Council asks Cllr Angela Macpherson for an assurance that she will make improvements to AVDC Planning's performance a priority." The Town Clerk reported that the developers of the council's new cemetery were still waiting on an outstanding report from AVDC's Planning Department to finalise the planning permission and it was not clear as to why its taking so long. Members AGREED for the issue to be highlighted in the Town Clerk's letter to Cllr. Macpherson.	Town Clerk		April
Full Council	512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Town Clerk	Report back on Committee reviews to the March Full Council	March



Buckingham Town Council

Internal Audit Report 2019-20 (Interim update)

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2019-20 financial year, during our visits to the Council, which took place on 16th October 2019 and 21st January 2020.

Internal Audit Approach

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

Overall Conclusion

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

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

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

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

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

Conclusions

We are pleased to record that no issues have been identified from work completed. We will undertake further work at our year end visit.

Review of Corporate Governance

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

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

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work in this area at our financial year end visit.

Review of Expenditure and VAT

Our aim here is to ensure that: -

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

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

Finally, in this area, we have examined the content of quarterly VAT reclaims to December 2019 submitted to HMRC with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. We will undertake further work at our financial year end visit.

Assessment and Management of Risk

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

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

Conclusions

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

Precept Determination and Budgetary Control

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

We have been advised that The Council has completed its appraisal of the 2020-2021 precept requirement however the minutes have not yet been formally approved. We will undertake a review of the precept deliberations at our year end visit when we complete the Annual Governance & Accountability Return.

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

Conclusions

We will undertake our formal review of the precept at our financial year end review.

Review of Income

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

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

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. We will undertake further work at our financial year end visit also ensuring that income is correctly reported in the Annual Governance & Accountability return.

Petty Cash Account

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

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

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

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

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

Conclusions

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

Review of Staff Salaries

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

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

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

Conclusions

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

Investments and Loans

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

The Council has transferred £400,000 to a Lloyds Bank deposit account which has been noted in our review of the cash books and reconciliations.

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

Conclusions

No issues have currently been identified in this area. We will continue to undertake further work in this area at the financial year end visit.

BUCKINGHAM TOWN COUNCIL

Full Council

MONDAY 16th March 2020

Contact Officer: Nina Stockill, Committee Clerk

Climate Emergency Action Plan

1. Recommendations

- 1.1. It is RECOMMENDED that Members discuss the Action Plan and agree the Council's overarching objectives and actions for Committees.
- 1.2. That these plans once agreed are reviewed yearly by the Full Council, with previously rejected suggestions reviewed and new suggestions added.

2. Background

2.1. At Full Council on the 15th July 2019 Members AGREED:

"That Buckingham Town Council declares a climate emergency and encourages Buckingham to go carbon neutral by 2030. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions."

and for

"... Buckingham Town Council to support the need for a Climate Emergency Action Plan for Buckingham Town, so that we take the first step towards taking some concerted actions to reduce and move towards a Net Zero Carbon Footprint for the town. There are so many no-cost and low-cost options available that when combined with the funding available to community and other organisations we can start to play an increased role in combating climate change."

2.2 This Action Plan for Buckingham Town Council is based on a commitment to achieve:

It is proposed the Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral by 2030. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions

1.3. Each Committee has been presented with a draft copy of the proposed actions related to their area of responsibility and asked to consider how they can contribute to achieving this agenda.

1.4. This draft action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. The Plan identifies the following priority areas of change:

Proposed Objectives

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Buckingham Town Council Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.			
	Action	Measure	Responsibility
CE.1	Creation of a Climate Emergency webpage, Facebook page and hashtag to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year X per year	Resources Committee
CE.2	Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information	Number of contacts made	Resources Committee
CE.3	Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.	Number of downloads/copies requested. X per year	TC&E and Environment Committee
CE.4	Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.		Planning Committee
CE.5	Encourage the formation of Local Climate Action Groups.	One formed	Resources Committee
CE.6	Host a public meeting on the issue.	One per year	Resources Committee

Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat			
	Action	Measure	Responsibility
E.1	Implement an Energy Audit of all Council buildings, operations and vehicles	Actions implemented	Resources Committee
E.2	Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2021	Environment Committee
E.3	Offset carbon emissions by planting more trees (whenever possible)	At least one tree planting project per year	Environment Committee
E.4	Investigate options for carbon offsetting Town Council event e.g. Bonfire & Fireworks	Publication of carbon Offsetting certification for each relevant event	Town Centre & Event Committee
E.5	Minimise the climate impact from development and encourage a low carbon economy through our planning system by: <ul style="list-style-type: none"> • Encouraging a sustainable pattern of development supported by a low carbon transport infrastructure • Promoting sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' (Appendix A) 	% of new builds in the parish to be low carbon properties	Planning Committee
		% of new builds in the parish to be low carbon properties	Planning Committee
E.6	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre,	Full Council and Resources Committee

		The Community Centre and the new cemetery building (once constructed).	
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water			
	Action	Measure	Responsibility
EHW.1	Provide recycling facilities at all town Council Events.	At least one bin per event	TC&E Committee
EHW.2	Write to local supermarkets asking for a reverse plastic bottle vending machine in their car parks.	Contact with four large Supermarkets	Environment Committee
EHW.3	Work with and support litter picking initiatives around town including the increased promotion of River Rinse.	One Town Council event per year in addition to the two River Rinses	TC&E Committee
EHW.3	Investigate the installation of textile recycling banks at Lace Hill SCC car park.	One textile recycling bank	Environment Committee
EHW.4	Consider installing at least one water butt for all new Town Council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee
EHW.5	Fit water saving devices in all Town Council owned toilets	One per toilet	Environment Committee

EHW.6	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee
EHW.7	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham	No purchases of single use plastics	Resources Committee
EHW.8	Implement waste education and promotional campaigns	Number of interactions through social media and with groups including schools	Resources Committee
EHW.9	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee
EHW.10	Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.	Consideration of a procurement strategy	Resources Committee
EHW.11	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee and Full Council

Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.			
	Action	Measure	Responsibility
T.1	Review of HGV restrictions in the town to ensure the largest number are implemented and enforced		Planning Committee
T.2	Explore more bike parking facilities around the town, including local schools and businesses	5 more racks by 2021	Planning Committee
T.3	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee
T.4	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee
T.5	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'	Replace each bench at the appropriate point in its lifecycle.	Environment Committee
T.6	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council
T.7	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.			
	Action	Measure	Responsibility
FL.1	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee
FL.2	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
FL.3	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee
FL.4	Protect and enhance native species and habitats. Promoting and support opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee
FL.5	Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the Tingewick Road Allotment site	Full Council
FL.6	Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee

FL.7	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All BTC events	Town Centre & Events Committee
FL.8	Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee
FL.9	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee
FL.10	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee
FL.11	Research new grasses that can be planted to absorb and trap more carbon in their roots and sow them in public spaces and new developments.	Future agenda of Environment Committee 2019/20	Environment Committee
FL.12	Work with the Tree Wardens, in promotion of the Tree Charter, to register key trees on the Woodland Trust's inventory of Ancient Trees and consider any new TPOs	10 new trees registered	Environment Committee
FL.13	Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee
FL.14	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee

NEW HOMES BONUS MICROGRANT FUNDING SCHEME

Application Form 2019/20



IMPORTANT :

- Please read the guidance notes under each question on the application form carefully before completing each question.
- Please answer the questions on the form itself and do not attach documents unless they are specifically asked for in the Application Checklist at the end of the form.
- Please complete the form electronically. We will not accept handwritten applications.
- Please include as much information relevant to each question as possible as the application will be scored – the boxes will expand to accommodate your answers.
- We advise that you check with the relevant clerk that your town or parish council is happy to endorse an application to the NHB before completing the form.

Closing dates for microgrant applications 15th of each month

As from 1st April you may now request up to £2,000

Section A – About your organisation	
1. Organisation name	Moretonville Junior Football Club
2. Contact person Position in organisation	Fundraising Officer
3. Correspondence address	
4. Email address (if a parish council please give registered email address for remittance advice).	
5. Telephone number	
6. Website address	www.moretonville.org.uk www.facebook.com/moretonvillejuniorfc/ We are also on twitter and instagram
7. What are the main aims of your organisation? Please include your mission statement if you have one.	Established in 1969, Moretonville JFC is a non-profit making Junior Football club and is one of the largest in North bucks. Our main aim is to provide access for all boys and girls aged between 6 and 18 years to participate in regular football. There are eight further objectives listed in our handbook (section 3.2) that centre around

	<p>support and development of our members. As a club we provide football for over 500 players, c100 of whom are female, and currently have over 30 teams supported by highly dedicated team of volunteer managers and coaches. We are an FA Community club, which is the highest status a junior club can attain, and have recently won two awards (2017-18) which hopefully shows our continued progress against our club objectives (Berks and Bucks FA Community Junior Club of the Year and South East Junior Club of the year from 2,300 clubs). However, we need further support so that we can continue to make football accessible and affordable to the local community. We have grown over recent years, particularly in our girls section, and have tried to keep pace with improving facilities but with limited investment available (particularly in our pitches).</p>
<p>8. Please describe your group's main activities.</p>	<p>Our main activity is junior football, but we also provide some great opportunities through coaching and refereeing (both with relevant qualifications) and wider volunteering such as parent representatives and the Club committees. Our referee hub means we are now self-sufficient as a club (which is unusual), where we have been able to help supply other local clubs including Padbury and Winslow. Most of our referees are aged 14-18, which gives the opportunity to learn great life skills whilst being supported.</p> <p>As part of our community events we take part in the Rotary Swimathon (raising money for local causes including MJFC), the Buckingham Christmas parade and the annual Buckingham Athletic Charity day. We have donated £1800 to the Gawcott community over the last 6 years as part of our summer tournament and donated old kits to Lord Taverners trust for use in developing countries. We also host an end of season presentation day for all our players, using the facilities of Buckingham school (one of our partners)</p>
<p>9. What type of organisation is your group? Please click on the box that applies</p>	<p><input type="checkbox"/> Club</p>

10. Please attach a list of your Committee members & their positions.	<input checked="" type="checkbox"/> List attached
11. Where does your organisation meet?/Where does your activity take place? Please provide full address and post code	University Playing Fields, Buckingham Road, Gawcott, Buckingham, Bucks, MK18 4JD
12. How often does your group meet?	Twice a week for players (midweek training and weekend match). Once a month for committee and parent rep groups
13. How many people attend your group?	Over 500 children
14. Does your group/organisation have an equality policy?	Yes, as contained in our handbook in section 8 “equal opportunity policy” (attached)
15(a). What is your organisation’s total income this year? From all sources – to demonstrate the scale of your organisation.	c£110,000 (of which c£25k is expected from one off fundraising/grants as part of our 50 th year aim to raise and invest £50,000, £62k player subscriptions, £12k tournament, £11k from tuck shop & presentation day
15(b) What is your organisation’s total planned/budgeted expenditure for this year? Please give figures, do not write “see attached accounts”. Organisations with total income or expenditure in excess of £100,000 per annum are unlikely to be awarded a microgrant.	c£120,000 (of which c£30k is one-off from our £50k fundraising campaign, £25k astroturf hire, £20k grass cutting, £12k tournament, £11k referees & coaching, £7k presentation day, £15k league subscriptions, equipment, tuckshop stock)
16. How did you raise this income? e.g. rental income, fundraising events, subscriptions, donations, grants etc.,	Mainly through player subscriptions but also from our annual tournament, presentation day and grants/fundraising – see breakdown above.

Section B – About this funding application

17. Project title	Playing Pitch Improvement Programme
18. Project Summary Important information to help you application score more highly - please include the following in your summary (not necessarily in this order): (a) Give a brief project description and tell us what you plan to do, how and why? (b) Is this project stand-alone, or is it part of a wider project? If a wider project please explain e.g. refurbishment of disabled toilet facilities as part of a wider programme of village hall renovations. (c) Will you be providing new facilities or replacing and improving upon existing facilities? (d) Will the grant enable you organisation to provide new activities, and/or continue with established activities? (e) How will you spend the money if you are successful in your application? Give a breakdown of what will be purchased and attach supporting evidence such as quotes/estimates wherever possible.	With over 30 teams we now have 17 age appropriate grass pitches. We have been working hard with the FA to understand how we can improve them to optimise the playing time for the juniors. This includes three surveys the most recent from institute of Groundsman last August (you are very welcome to see this report if you would like), which has recommended various treatments and practices to improve drainage. As part of the overall programme there are two items of capital equipment we are looking to purchase to implement annual pitch improvements (a total cost of £5,525, see quotes attached). One is a Mole plough (£1,986) which improves drainage in clay soils, and the other is a sand spreader (£3,539). Of this cost, the Football Association have kindly granted us £4,144 (75% of the cost) and we are looking to

<p>(f) Any other relevant information</p>	<p>match this with a grant for the remaining £1,381 (25% of the total cost)</p> <p>Our objective is to mow 25% of the pitches each year on a four year rotation and to sand (annually) as many pitches as our budget will allow.</p> <p>Completing this work will enable us to utilise our existing pitches as much as possible, particularly during periods of bad weather, and ensure we can carry on supporting our increased player numbers and facilitate any required future team growth. On average we create 3-4 new teams each season and hope to have at least one team across very age group in the girls section.</p>
<p>19. Why is your project needed and is the need related housing growth in your area?</p> <p>(a) Please explain the community need that will be met by this project. Will the whole community benefit from the project or a single sport or special interest group, for example?</p> <p>(b) Please tell us if the project is <u>needed</u> because of <u>housing growth</u> and a consequent increase in population in your area, or by the effect of growth in a neighbouring area. (e.g. the need to provide a larger, fit-for-purpose community facility for a growing population, or more activities for the elderly living in the community to help reduce loneliness or isolation).</p>	<p>The club has grown over from c400 players in 2017/8 to over 500 players. Increased numbers have come from housing growth in the local area (e.g. recently the Buckingham Lace Hill and Rugby club developments) but also because of the increase in popularity of female football. With further housing expansion planned (e.g. Tingewick road) and the continued growth/popularity of our female section, we expect more teams to be created. Other major urban areas, such as Bicester, Aylesbury and Milton Keynes are 15-20 miles away and we are one of the few clubs in this area so and therefore tend to attract players from Buckingham and the surrounding villages.</p>
<p>Section C: Community benefit</p>	
<p>20. Which Aylesbury Vale Ward will this project be based in?</p>	<p>Buckingham</p>
<p>21. Who will benefit from the project? Explain <u>who</u> will benefit from the project and <u>how</u> e.g. community groups, young people, older people, please specify.</p>	<p>People living in urban areas <input checked="" type="checkbox"/></p> <p>People living in rural areas <input checked="" type="checkbox"/></p> <p>People from a minority group <input checked="" type="checkbox"/></p> <p>People on low incomes <input checked="" type="checkbox"/></p> <p>Young people <input checked="" type="checkbox"/></p> <p>Other (please describe)</p> <p>We provide access to football regardless of ability, background or income and have a</p>

	fund to assist low income families where necessary (called the Tom Goom fund)
22. What are the expected long term benefits to the community of the project? (e.g. does the project encourage cohesion and integration/overcomes barriers to social inclusion and/or other?)	Ultimately better drainage for our pitches, meaning more playing time, and ensuring local children have the opportunity for a fit and healthy lifestyle. With over 400 matches hosted last season, this is likely to rise this season (closer to 500, weather dependent!). The ongoing improvements to pitches mean we will also be able to facilitate new teams and the corresponding benefits for volunteers including coaching and referees. We also have a summer football Tournament, which these improvements will help to facilitate, where we welcome approximately 3000 people over the weekend from the wider community including local teams.
23. Approximately how many people will benefit from this project?	Over 500 children aged 6-18 years, together with the c150 adult volunteers
24. How many volunteers will be involved in this project? (then see below)	The work will be done by a specialised contractor but overseen by 3 key committee members.

Additional information (required): Please include details of volunteer involvement (number of volunteer hours per week/total and a brief outline of the activities they will be involved in, in kind contributions such as skills, labour, discounts, donated materials, etc.; plans for future maintenance/replacement).

There are four types of volunteer at the club who, in total give over 11,000 hours each year:

- 1).Managers/coaches of the teams (c90, completing 3 hours per wk for 35 wks of the year = 9450 hrs)
- 2).Main Club Committee including chair, treasurer, secretary and child welfare officer(c30, 20 main completing 102 hrs per month for 9 months = 918 hrs)
- 3).Tournament Committee organising the summer tournament (c10, completing 30 hrs each =300 hrs)
- 4).Parent Representatives for each team (c30, completing 2 hours per month for 9 months = 540 hrs)

We also have strong links with many local business, many of whom are sponsors, local schools (both the Royal Latin and Buckingham school), the University of Buckingham, the Rotary club, the Football Association and local leagues/other clubs such as Buckingham Athletic.

Section D: Funding this project

25. What is the total cost of this project? Please note that a separate quotation/estimate is required or evidence of cost (see application checklist at the end of the form). If in doubt, contact the Grants Officer.	£ 5,525 (please see quotes and “Summary quotation and funding”)
26. How much are you applying for? Up to £2,000.	£1,381 (25% of the cost)

27. Who else have you approached for funding and what was the result?	The Football Association have kindly given us a small capital grant for 75% of the cost (£4,144).
28. How much is your organisation contributing to the project?	Whilst we are not contributing to the cost of the capital equipment the club will incur the cost for the annual work to take place (landscaper time and tractor and sand spreading) and, together with some further matched funding, will be purchasing over £10,000 of sand. This is all part of our overall fundraising drive to raise £50,000 to improve the facilities as part of our 50 th year anniversary.
29. What difference will this project make to your organisation/community?	It will enable the club to perform annual pitch improvements and avoid hire costs. This means that we can deliver more improvements and divert much needed spend onto purchase of pitch sand and other pitch treatments

Section E – Grant Payment Information

30. Please give the appropriate bank or building society account details. If approved, your grant will be paid into this account by BACS transfer.

Account Name	
Bank/Building Society Name	
Branch Name and Postcode	
Sort code (please insert a number in each box and tab between boxes)	
Bank account number (please insert a number in each box and tab between boxes)	
Building society roll number	

Please check these numbers carefully and ensure they are for the correct account.

31. Please enclose a single page photocopy of a recent bank statement for this account	<input checked="" type="checkbox"/> Enclosed
--	--

32. Please tell us how you heard about the New Homes Bonus?	Through local grant advertising
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Do you have any special communication needs? We will do our best to respond to them.
No

“Herr Burgermeister, Damen und Herren

“Two weeks ago the United Kingdom left the European Union, but that does not mean that we have left Europe; on the contrary, it gives Buckingham a fresh opportunity to strengthen our ties with our good friends in Germany and France, and with our new friends from Poland.

“I am a Europhile, having worked in Germany and France for the past 30 years, and some of my closest friends are from those countries. So for me, joining Buckingham with Neukirchen-Vluyn is the most natural thing to do, ensuring that we maintain the entente cordiale we have enjoyed as nations for more than a half-century.

“Thank you to everyone who has made today's event possible, which we believe to be the first UK-Europe twinning since Brexit! I am aware how hard our twinning associations have worked. In signing this agreement, we form a triangle between Neukirchen-Vluyn, Mouvaux and Buckingham. Hopefully, one day in the not too distant future, we can complete the square, by doing the same with Ustron. We are all citizens of Europe.

Cllr Mark Cole JP, Mayor of Buckingham
February 15th 2020

HOMELESS PREVENTION FORUM - NOTESMonday 16th September 2019**Members attended:**

NAME	REPRESENTING
Anna Suswillo	Homeless Link
Christie Sibley	Thames Valley Community Rehabilitation Company
Claire Paine	Aylesbury Women's Aid
Councillor Margaret Gateley	Chair of the Environment Committee
Janine Thomas	DWP
Jeanette Reed	P3 Bucks
Karen Ferguson	Connection Support
Karen Warner	AHAG
Mark Boughen	NHS - CMMT
Mike Han	BCC (on behalf of Marco Dias)
Pat Fuchter	Catholic Parish of St Joseph's and St Clare's in Aylesbury
Rachael Griffiths	PoHwer
Rebecca Huntington	BCC - Family Support Service
Stephen Townsend	Salvation Army
Tee Corigan	P3 Bucks

1. **Unitary update – Sonia Crawford – AVDC**

- All 5 councils in Bucks will cease to exist and be replaced by a single unitary authority on 1st April 2020 (Vesting Day).
- The new council will be named the Buckinghamshire Council.
- Housing Officers are currently working on a Housing and Homelessness Unitary workstream to ensure the new council fulfils its legal duties in relation to housing and homeless provision. Work has begun on collating information on contracts with partners to ensure all current provision is mapped across to the new council to provide business as usual as well as explore improved ways of working post Vesting Day.
- The new Council will be given a period of 24 months to harmonize policies so there is no immediate necessity to change our current Housing and Homeless Strategy before Vesting Day.

2. **Bucks Home Choice (BHC) update - Julie Oliver – AVDC**

https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/Summary%20of%20Changes%2015-11-2018.pdf

See attached slides

- The new Policy goes live from 1st October 2019 and is in response to national legislation, guidance, court judgements and ombudsman decisions.
- Majority of existing applicants will be unaffected.
- Revisions mean some applicants will have their priority bands changed.
- Applicants will be warned of the changes through pop ups appearing on their BHC applications as well as being informed in writing.
- All new applications received after 10th September will be assessed using the revised policy.
- The weekly advertising and bidding round for tenancies due for 26th-30th September will be cancelled.
- BHC will be closed to new applications during the period 1st-15th October to allow completion of the implementation work. After this time it will be fully operational and open to new applications.

Summary of changes

- Owner occupiers seeking aged persons accommodation will no longer qualify to join BHC as priority will be given to applicants who do not have own a home of their own. However, each case will be considered on individual circumstances eg ill health.
- Those in rent arrears or who have housing related debt and qualify to join BHC, are expected to fully clear the debt or demonstrate they are engaging in a plan to pay off the debt. Housing Associations generally do not accept anyone with an outstanding debt. In exceptional circumstances housing officers will negotiate with housing providers to provide assurance of the placement.
- Unacceptable behaviour – Where applicants or a member of their household are considered to be guilty of unacceptable behaviour or considered to be causing or involved in activities that may be considered unacceptable, they will no longer qualify to join BHC. Individuals must demonstrate their past behaviour has changed.
- Under Rehabilitation of Offenders Act, ex- offenders will be considered only if conviction has been spent. This is in response to a lack of high risk accommodation in this area and the difficulty in placing high risk tenants with housing associations, who must satisfy their own checks.
- AVDC has established a leaving care protocol for 16-17 year olds, with the County Council, which gives them a higher preference. Where some have issues or offences, they are offered support to help them maintain a tenancy.
- There is still a challenge to place larger families. New build homes tend to be smaller therefore we have increased the Band award from B to A for those who are under occupying older-style larger rented social houses.
- Households with children of the same sex are now expected to share a bedroom until the age of 18, as opposed to the current age of 16.

3. Rough Sleeper Initiative - monitoring

Night counts take place every 2 months and the next one will take place in November.

4. **Council Tax Reduction Scheme**

Housing Officers are working on a Unitary workstream to harmonize Council Tax Reduction Schemes across the county.

5. **Housing and Homeless Strategy 2019-2011 Update - Elaine Hassall - AVDC**

A six month update on the action plan covering January to June 2019 will be presented to the Environment and Living Scrutiny Committee on Tuesday 24th September. The update will be available to HPF members once agreed.

6. **Any Other business**

Link provided to MLCLG training on Substance misuse. Details of the NPS training can be found here: https://www.homeless.org.uk/KGT_UE

Agenda items for the next Forum

- Rough Sleeper update on lack of high needs accommodation.
- DWP update on Universal Credit (Janine Thomas)
- EH to invite Trussell Trust - Aylesbury Food Bank Operations Manager, Heather-Joy Garrett to provide update on service.
- Unitary update.

7. **Date of next meeting**

Monday 13th January 2020 at 2 pm at AVDC Offices.

**Minutes of Access for All Meeting
Held on Monday 8th February 2020
in the Council Chamber**

Present : John Russell, Cllr Chris. Strain-Clark, Peter Strain-Clark, Joy Fuchter, John Squires and Pam Tonge. Apologies: Cllr Ruth Newell , Cllr Warren Whyte, Cllr

Apologies : Holly Armstrong, Cllr. Ruth Newell, Cllr. Mike Smith and Cllr. Warren Whyte.

1. Welcome: John Russell welcomed everybody and noted that Cllr Derrick Isham, who had attended our last meeting, sadly had died, unexpectedly. A large congregation had attended Derrick's funeral in the Parish Church, including most of the town's Councillors and some members of Access for All. Not everyone had been happy with the Vicar's critical attitude to non-Christians but James Beckett's Eulogy had been excellent and had displayed the life of service of a man steeped in Buckingham and its history. Ed noted that he hadn't attended the subsequent wake because of the unresolved but serious Accessibility issues w.r.t. the Ballroom at Villiers.

2. Matters Arising; dealt with, subsequently.

3. Chairman's Comments: John pointed out that the Council Chamber was about to be closed for a period of maintenance. The merits of the Library Meeting Room (with a charge but central) and the former Staff Dining Room (free with coffee and bites but peripheral) at Big Tesco were discussed and it was decided to use the Library for our March Meeting but to delay decisions thereafter until our March Meeting because the next two "2nd" Mondays in the subsequent Months were inauspicious [Bank Holidays]

4. Treasurer's Report (John) John reported good news: the last report omitted cash in hand (£85.27). After paying some bills the new Bank total was £899.73.

5. Secretary's Report (Ed) Ed apologised for his low level of activity in January- his mind had been elsewhere. He continued to worry that the disabled were not receiving a fair deal that, for instance promised made for a new beginning in the run-up to the **London Olympics** had neither been fully delivered at that time nor sustained by subsequent government action. The new government had not made a good start when it relaxed a condition in **Chiltern Railways' franchise** promising newer , Accessible rolling stock. He did mention the success of a recent **Comedy Night** , sponsored by the town Council that had used the dual Hall/ Canteen (bar) facilities at RLS. It was a venue that was reasonably accessible if a tad austere, but a proof of its efficacy as a venue had been record takings. **The Putative Move of our Doctors to Lace Hill:** no progress! One suspects that the stumbling block is an inability to finance the move. The evidence is that the local Health Authority is unready to sell our Cottage Hospital and commit the money raised to a new facility on Lace Hill. [Meanwhile, the charging system for Parking at our Hospital has been activated].

6. Local Issues:

a) **Joy had some cheering news;** when attempting to load her mobility scooter into her car in town, a group of youngsters volunteered to do 'the heavy lifting'. Joy much appreciated their friendly and supportive attitude.

b) The new **Puffin crossing** between the White House and Jardines: twin worries: road markings have faded (Warren Whyte is on the case) and worries

Appendix F

about the effectiveness of the protection offered to slow pedestrians. I offered to write to Minister of Transport. Subsequent investigations will be outlined at

our March Meeting and “Training” material is being placed on our Accessible Buckingham website.

c) **State of footpaths:** Access for All passed a resolution deploring the state of the footpath in the Town Centre between Verney Close and the White Hart. (The Town Council has been surveying the Town Centre looking for issues which need to be addressed.)

d) **Part of the Pedestrian Area** marked by pink pavements behind Barclays Bank has been uprooted by workmen working on the development opposite and the replaced by crude black asphalt. This needs to be rectified. [The matter is also the concern of the Buckingham Society that questions whether a planning condition has been broken.)

e) The general concern for **“fading” white road lines** across Buckingham (should they not be guaranteed for some years after they are drawn?) was highlighted by the dangerous disappearance of lines around the major “Tesco” roundabout on the by-pass. Several members expressed worries about near misses caused motorists’ failure to maintain lane discipline.

f) Ed will mention the **motorbike padlock and thick chain** which has been left around one of the Waitrose Cycle Park hoops. It is a trip hazard and needs to be removed (not facile as the chain will withstand bolt cutters)

Notes.

Addition to apologies for March: Cllr & Mr Strain-Clark (Thanks, Pam)

The Planning Proposals for Oddfellows’ Hall in Well Street. : Pam attended the AVDC Planning Committee in Aylesbury. Here’s the lively report that she sent back.

Quite an experience ! Because the application, the only one, was not to be discussed before 1.15 pm, according to the agenda, we had apologies and acceptance of minutes and then twiddled our thumbs for 6 minutes until the appointed time!

They have agreed to a site visit tomorrow, Tuesday at 10.30am. The Developer, who was present was asked if a key could be made available to inspect the hall at that time and he indicated ‘No’. The Chairman said he would telephone him to get the key!

Several members were concerned that despite stating that they were student flats, the scheme had not been discussed with the University. It seems that this may be amended to include non students which wouldn’t work with one communal kitchen.

The Chairman of Bucks TC made a very good presentation listing the Council’s objections. Maggie also gave a good presentation but was cut off after 5 minutes- an interruption she ignored!

One member was concerned about the arrangements for waste disposal. They were all concerned about how the no parking would be enforced after hours. Consultant said Management Committee would deal with any issues - after hours? No time was spent on discussing vehicle parking when the various builders, electricians and carpenters were working on the building. They didn’t seem very interested in the disruption to neighbouring properties from noise, light, rubbish etc.

The Chairman said the Hall had been a public meeting hall but not used regularly for about 20 years! What about the Jehovah Witnesses who met there 3 times a week until a year ago?

I got the impression that most of the Committee hardly knew where Buckingham was let alone Well Street!



Faded Lane Squares
Naughty Pedestrians
Illegap Parking
on zigzag

Unconfirmed Minutes of the Pontio Group meeting on 17th December 2019 in the Vinson Building.

Present: Cllr Mark Cole JP (MC) – Mayor Of Buckingham – Joint Chair
 Prof Susan Edwards (SE) - Director of Community Relations and External Affairs - Joint Chair
 Cllr Jon Harvey (JH) – Buckingham Town Councillor
 Paul Hodson - Town Clerk, Buckingham Town Council
 Mary Simons – Buckingham Traders Association
 Kathy Robins – Buckingham Society
 Dean Jones – Buckingham University
 Sarah Davies – Chair, Friends of Buckingham University
 Callum Roberts – Sport & Student’s Union Manager

Apologies:

Emma Potts – Chief Officer, University of Buckingham
 Cllr Warren Whyte – Buckinghamshire County Council
 Robindra Banerji – Student’s Union President

1. Apologies for absence
As above
2. Declarations of interest
There were no declarations of interest
3. Welcome and introductions for new group members
Callum Roberts, the Sport & Student’s Union Manager was welcomed to the meeting.
4. Minutes from the last meeting
The minutes were amended to say that the Tingewick Road site will be displayed at the Law and AI building, and the next meeting would be on Tuesday 17th December 2019.
5. The six objectives; suggestions from the workshop and other items as raised:

(We have removed fund raising at the moment from our list of objectives)

1. Civic matters

- 1.1. UK Town and Gown Association (UKTGA) update / conference hosting – further update

The University of Birmingham are hosting the conference in November 2020. The group agreed to attend and to take a stand, to start to develop a presence. As yet it hasn't been decided who will attend or whether travel expenses are agreed.

1.2. Our unique relationship further development and our civic University

JH and DJ have drafted The Civic University and Learning Town, a set of benchmarks to assess status and progress in becoming a civic university. The document was circulated. The overall purpose of this tool is to assist Universities and Towns develop even better relationships resulting in better outcomes for all. It was agreed that everyone would carry out a self-assessment before the next meeting, and then the process of comparing answers at the next meeting will both help to reach consensus on Buckingham's progress, and any changes that could be made to the framework.

All

DJ updated the group that larger universities tend to have a budget for community engagement. There isn't one at present. A budget might be used for administrative support or activities, for example. It was agreed to review the need for funds in July 2020.

All

2. Joint publicity and planning

2.1. Regular joint positive media stories – to be agreed at each meeting

KR will provide a list of potential press releases, including the Group's discussion this week and the success of the Vinson Building in the recent AVDC awards.

KR

2.2. Bard of Buckingham

MC congratulated DJ on the success of the role, particularly as benefitting the work of Pontio. DJ summarised the upcoming Poet Tree project, which will involve schools, community groups and residents from across the town. Men in Sheds are making a tree which will be positioned in the library, and hold scrolls of poems that are submitted. There will be an event in the Vinson Building where the most successful entries will be read out.

CR updated the group that he has asked staff for nominations for the Community Awards in March 2020.

3. Student engagement

4. Online welcome packs;
DJ agreed to circulate the digital welcome pack.

DJ

6. Promoting the University

There was a discussion as to how to promote what the town gets for having students - e.g. bus service, use of shops. The average spend per student for the local economy. How much revenue does graduation bring to the town? The annual graduate survey should show the benefit from students 12 months after graduation. The number of local people employed by the university. The number of students volunteering locally. The number of private properties rented by University students. The Freshers Fayre will be on 22nd January. It was agreed that there isn't time to set up something suitably interactive in time. CR offered to facilitate a stand during the day in term time, once a plan is developed.

CR

The group agreed to facilitate a meeting bringing together any discussions about shared approaches to developing sports facilities. PH and CR will meet to discuss how to take this forwards.

PH &
CR

The University are considering providing an impact report in the form of an infographic on their website. Marketing are supporting this work, which will provide facts that can be referred to demonstrating the University's support for the town and its communities. Initial suggestions include:

- update on town council
- nothing to add
- update on university matters
- University are still trying to raise funds for the Law School. It was agreed for the plans to be displayed at the next meeting.
- combating hate crime

5. Update on University and student matters

Event Fest will be on 19th June. Cloudy IT's work with this year's event will expand to include 9 schools. Gia will also involve three schools.

Pontio Minutes were presented to the University for the first time. One response was that they didn't reflect all that Departments are doing to contribute to Group's work.

SE updated the group on work reading Domestic Abuse.

The Group agreed for DJ, SE and JH to meet to discuss options of systematically considering involving local people or organisations with research projects. This would enable young people involved in research to learn about the process as well as providing a sustainable approach.

DJ, SE
and JH

5.1. Pontio Annual Report

JH circulated a draft version of what a report might look like. The group agreed to first complete the exercise with the benchmark template, and use that as a starting point for the report. JH suggested the role of the document would be to record what we have done, and also to stimulate development. DJ will speak to Poppy at the UKTGA to see whether there are any examples of community engagement reports we can learn from.

DJ

- CR will coordinate
- DJ will go through the notable events
- SE will draft plans for the future and impact
- MC will draft the welcome statement

CR
DJ
SE
MC

7. Actions from the last meeting

SE will review options for the University to arrange to alternate minute taking in the future.

8. Chairs' items

There were no other items.

9. AOB

10. Date and location of the next meeting

17:00 – 19:00 on Tuesday 17th December in the Vinson Centre in the Enterprise Hub on the Ground Floor.

AYLESBURY VALE TRANSPORT USERS GROUP

MINUTES OF MEETING HELD ON 4TH FEBRUARY 2020

AT THE AYLESBURY TOWN HALL

1. Present – Andy Huxley – AH (Acting Chairman/ Secretary, AVDC/ATC Councillor), Richard Clark RC – (Treasurer), David Horsler – DH (Bucks CC), Trish Cawte TC – (Winslow TC), Jane Cutler – JC – (Buckinghamshire Federation of Women’s Institutes), Jean Fulton – JF (Cheddington WI), Graham Aylett – GA (AOTRA), Graham Oliver – GO (Haddenham), Matthew Edwards – ME (Green Party, Chameleon Lounge Ltd).
2. The acting Chairman AH indicated that the Chairman Colin Higgs BEM was at a funeral and couldn’t attend the meeting. He then welcomed all to the meeting including the two ladies who were representing the WI.
3. Apologies for absence – Colin Higgs BEM, Christine Dodds, Rosemary Stuchbury, Jonathan Clover, Mary Oliver, Phil Droy, Warren Whyte.
4. The minutes of the last meeting were approved and signed by the acting Chairman.
5. Matters arising – There were no matters arising which were not covered in the agenda.
6. Chairman’s Report – Unfortunately as the Chairman was not here there was nothing to report.
7. Secretary’s Report – AH thanked DH for his help with Arriva regarding the 280 following the last meeting in respect to Haddenham. Details are in Bus matters.
8. Treasurer’s Report – RC reported that we would have, after the return of our deposit of £50 from Aylesbury Town Council, the sum of £259.56 in the bank.
9. Bus Matters – AH had raised the matter of the 280 in his report. Correspondence had been raised and reported in connection with GO. Double parking was still occurring which was reported to GO by a friend living at Fort End. Risk assessment doubtful because of quantity of buses, sometimes up to 4. GO thought it would work better if we were to revert to 20 min. intervals. DH said that there were further talks to go ahead with Arriva and he would report back. TC said the services 300 and X30 were not running to time and not going into Stoke Mandeville Hospital. AH said that he had travelled on the X30 recently and it did go into the Hospital. As a result it would appear that there is an intermittent problem. TC indicated that the X60 was a poor service with old buses breaking down and not turning up. In addition there were problems with ticket machines. DH told her to write to the traffic commissioner with specific details rather than general comments. GA indicated to the WI ladies that the local WI met in the local church – Grenville Street, Aylesbury. JC said that she was grateful for the information and any other information that was available. RC said about the ongoing pollution issue in the bus station that Red Eagle and Arriva were leaving engines running as well as

blocking others in. DH indicated that there was going to be a revamp of bays. Any blocking would hopefully be sorted. ME indicated that some of the boroughs of London had powers that if engines were not switched off they could get a £20 fine. GA reported on the Times running a national campaign about pollution. In order to sort it out locally it would depend on resources. AH reported about the 14 service – On 9th January 2020 around 12.30pm the driver going down Whitehill went through a red light, turned left at the lights, went down to the next roundabout, turned right by Morrisons and on towards the station. He then stopped at Morrisons to let someone off at a none designated stop. Upon reaching the bus station he let passengers off and then slumped over the wheel. DH to look into. In response to JC DH said that it was only prudent to supply bus services that were viable and basically that bus companies are not charities and it was on a need basis. JC indicated that she is likely to attend Aylesbury meetings and Thelma Sackman attend Buckingham meetings as representatives of the WI. RC reported that there was an improvement in the 55 service on Elm Farm. He also said that the timetable he has was incorrect. DH said that the one he had was replaced by another. DH was due a meeting with Taj Khan of the Red group.

10. Train matters – AH had received information from Alan Wallwork of Tring TUG that Hertfordshire Council wanted a line from Watford to Aylesbury. This could link with East West rail up to MK and now has been given approval for the extension to Bedford. ME had another gripe about the air con on trains and temperatures along with the rail fares.
11. AOB – There being no further business the meeting closed at 18.57.
NEXT MEETING/AGM – Buckingham 17/03 - 1100

Buckinghamshire Council
Report of the Independent Remuneration Panel
9 January 2020

1. Background

1.1 Buckinghamshire Council established an Independent Remuneration Panel (the Panel), in order to advise the Council on a scheme of allowances for councillors reflecting the governance arrangements and responsibilities introduced by the Local Government Act 2000.

1.2 This report has been prepared by the Panel for Buckinghamshire Council comprising of:

Hazel Bentall
Nigel Palmer
Dr Bill Reid
Mark Tosh

1.3 The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) apply to local authorities including unitary, district and county councils.

1.4 The Regulations require a relevant authority to make a scheme providing for the payment of a basic allowance (BA) to each member of that authority. The BA must be the same for each member of the authority.

1.5 A relevant authority's scheme of allowances may also provide for the payment of special responsibility allowances (SRAs) to such members of the authority as have special or additional responsibilities. The specified categories of special or additional responsibilities which may be included in a scheme of allowances include:

- i) Acting as leader or deputy leader of a political group within the authority;
- ii) Acting as a member of an executive where the authority is operating executive arrangements within the meaning of part 2 of the Local Government Act 2000;
- iii) Presiding at meetings of a committee or sub-committee of the authority;
- iv) Representing the authority at meetings of or arranged by any other body;
- v) Acting as a member of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods;
- vi) Acting as the spokesman of a political group on a committee or sub-committee of the authority; and
- vii) Carrying out such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and

effort equal to or greater than would be required of him or her by any of the above mentioned activities.

- 1.6 SRAs need not be the same and may reflect the different expectations, time and effort involved in particular roles.
- 1.7 Member allowance schemes may also provide for the payment of a dependent carers' allowance and also for members' travelling and subsistence whilst acting in connection with their duties as a member of the authority.
- 1.8 Before a relevant authority may make or amend a scheme of allowances it must have regard to recommendations made in relation to the scheme by an independent remuneration panel.

2. Buckinghamshire Council

- 2.1 Following the parliamentary approval of the Buckinghamshire (Structural Changes) Order 2019, Buckinghamshire Council will come into effect on 1 April 2020 and the current district councils of Aylesbury Vale, Chiltern, South Bucks and Wycombe and Buckinghamshire County Council will cease to exist.
- 2.2 Elections for the 147 seats on Buckinghamshire Council will be held on 7 May 2020.
- 2.3 For the period 1 April to 11 May 2020 (11 May 2020 being the date on which the 147 newly elected councillors take office) "the Interim Period", the 202 current members of the five sovereign councils mentioned above will continue as members of Buckinghamshire Council. As the current councils will no longer exist, their respective schemes of members' allowances will cease and allowances will no longer be payable, pursuant to the Regulations.
- 2.4 Therefore, in addition to making recommendations on a scheme of allowances for the new cohort of councillors to be elected in May, the Panel has also been asked to consider what approach should be taken to the provision of allowances during the Interim Period.
- 2.5 A scheme for the payment of a BA must be adopted by the Shadow Council for Buckinghamshire Council. It may also adopt a scheme for the payment of SRAs and other allowances. Members must have regard to the recommendations of the Panel in relation to a scheme of allowances before adopting any scheme. Therefore, councillors themselves acting as a relevant authority make the final decision about what allowances are to be available.
- 2.6 Regulation 20 (2) requires that an independent remuneration panel shall consist of at least three members none of whom:

- (a) Is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority; or
- (b) Is disqualified from being or becoming a member of an authority.

2.7 The four members of the Panel are individuals, none of whom are disqualified from being or becoming a member of a relevant authority.

2.8 The Panel has been asked to formulate recommendations for a scheme of members' allowances for Buckinghamshire Council for the Interim Period.

2.9 The Panel met on 12 November 2019 and 9 January 2020, and corresponded regularly throughout the process through electronic methods.

2.10 The Panel was provided with the following evidence:

- (i) relevant guidance and legislation (Allowances Regulations);
- (ii) benchmarking data of similar sized unitary authorities and current Buckinghamshire Councils' current allowances;
- (iii) information relating to the composition of Buckinghamshire Council;
- (iv) emerging governance structure for Buckinghamshire Council and anticipated roles of members, including the proposed structure and role of scrutiny within the new Council; and
- (v) a summary of the proposed committees included within the governance structure.

2.11 A questionnaire was sent to all of the Shadow Buckinghamshire Councillors seeking views on the average amount of time spent on council business, what level of BA may be appropriate for members of Buckinghamshire Council and other aspects relating to members' allowances. 46 responses were received, although not all respondents provided a response to all of the questions.

2.12 Members of the Shadow Executive provided a proposed scheme for the Panel to consider.

2.13 The Panel was supported by:

Sarah Ashmead, Deputy Chief Executive of Buckinghamshire Council
Cath Whitehead, Head of Legal at Wycombe District Council and Deputy Monitoring Officer for the Shadow Buckinghamshire Council
Mathew Bloxham, Democratic and Electoral Services Manager for Chiltern and South Bucks District Councils (C&SB)
Leslie Ashton, Senior Democratic and Electoral Services Officer for C&SB
Jack Pearce, Democratic and Electoral Services Officer for C&SB

2.14 The Panel recognises and acknowledges that the evidence provided is based upon emerging work in relation to the development of the Constitution and governance structure for Buckinghamshire Council and the best predictions of workloads and roles.

2.15 The Panel had regard to the extent to which the initial 202 members of Buckinghamshire Council may be engaged in the normal business of a relevant authority in the Interim Period and whether proposals for the scheme of allowances should differ in the Interim Period.

2.16 The Panel notes that the reorganisation of the five councils provides a unique opportunity to update the allowances.

3. Recommendations for Interim Period – 1 April to 11 May 2020

3.1 The Panel was advised that there were not any full council meetings scheduled to take place during the interim period. A small number of committees may meet during the interim period in order to deal with any urgent matters, and the Shadow Executive Committee will continue to meet informally and make urgent decisions where required. It is also noted that the pre-election period will have begun prior to 1 April, which may also have an impact upon and limit decision-making activity of the new authority during the Interim Period.

3.2 The Panel noted that there will be an ongoing community representation role for all councillors during the Interim Period. It is further noted that councillors seeking election to the new council will likely be involved in election campaign activities during this period.

3.3 The Panel considers that continuing the payment of a BA in the Interim Period would be in recognition that all councillors will continue to perform their community representation role, whether or not they seek election to the new council.

3.4 The Panel noted that the Shadow Executive would continue to meet informally during the interim period and would very much still be playing a key role in the operation of the new Council, with Shadow Executive Members being responsible for their own specific portfolios.

3.5 Taking account of the anticipated responsibility of the Shadow Executive Committee during this interim period, the Panel considered an SRA should be payable to each member of the Executive, although agreed that the SRA should take into account that key decisions required by the Executive during this period should be minimal.

- 3.6 The Panel received representations from Members that substitute members of the Shadow Executive would also have a role in deputising and being involved in the transition activities being undertaken by the Shadow Executive. However, on the understanding that there will not be a significant number of meetings and members of the Executive would usually attend all meetings, it is felt that a separate SRA is not warranted.
- 3.7 The Panel noted that it would not be lawful to continue the existing Councils' allowances schemes as this would lead to different levels of BA being payable which was not permitted in the regulations.
- 3.8 The Panel recommends to pay a BA to all members of the Shadow Council for the Interim Period based on the representational role only and reflects that all 202 councillors would continue to serve residents taking into account the pre-election period regardless of whether councillors were seeking re-election.
- 3.9 The Panel would further recommend that in the event of meetings being called in the Interim Period, then councillors should be reimbursed for their travelling expenses and a carer's allowance, if required, which should be payable based on its recommendations for the post-Interim Period at paragraphs 6.4 and 8.3.

3.10 The Panel recommends that during the Interim Period:

- (a) The rate of the basic allowance to be paid to members of Buckinghamshire Council shall be set at £360;**
- (b) An SRA of £600 be paid to Shadow Executive Members;**
- (c) Travel subsistence to be paid to members in line with the HMRC Mileage Allowance Payments for undertaking official business during the Interim Period;**
- (d) A dependant carers' allowance be paid to members as set out in paragraph 8.3**

4. Recommendations for Buckinghamshire Council BA to come into effect on 11 May 2020

- 4.1 The Panel carefully considered the benchmarking data provided, the representations put forward by members of the Shadow Executive and responses to the all member questionnaire.
- 4.2 Views of respondents to the questionnaire suggested a varied level of BA, ranging from remaining at the existing County Council rate to being brought in line with other unitary authorities. Many respondents felt that the BA should be performance based, something the Panel agrees with, however legislation dictates

that the BA must be the same for each such member of an authority and as such we are bound to recommending one BA. Respondents reported a wide ranging number of average hours spent per week on Council business. The working hours ranged from 6 to over 26 hours per week, with the majority reporting spending 16 to 20 hours per week on Council business, this could be explained in part by the wide range of roles performed by those councillors who returned the questionnaire. The majority expected that there would be an increase in the number of hours spent on council business in the new council. The reasons cited included that there would be an increased number of services which the new Council would provide. Other reasons cited included more time spent travelling, and fewer members. Several respondents commented that the expected time and workload would very much depend on the number of committees a Councillor was appointed to, and whether they held any positions with additional responsibility.

- 4.3 The Panel accepted that unitary council services would add significantly to councillors' workload. For example, District Councillors would not be experienced with complex services such as Adult and Children's services, whilst County Councillors may not be experienced with Local Planning and Licensing matters. The complexity of these services will add significantly to the workload of those councillors not used to dealing with strategic cross district services.
- 4.4 It was acknowledged that the BA should be set at a level that would attract people from a broad demographic to stand for election and make the role itself more attractive. This will be of further importance if the Council elects to hold meetings during daytime hours as candidates will want to know that they will be appropriately compensated for their loss of paid working time.
- 4.5 The Panel is aware that the BA is an allowance and not a salary and is offered in recognition of members' time and certain expenses incurred on Council business.
- 4.6 Within the sample of similar sized unitary authorities in the benchmarking data, the BA ranges from £10,500 to £14,472.
- 4.7 The Panel was advised that the electoral ratio figures for the new council state that the average electorate per councillor will be 1:3637 whereas currently it is 1:3102, 1:2302, 1:2402, 1:2958 and 1:10913 for Aylesbury Vale, Chiltern, South Bucks, Wycombe and Buckinghamshire County Council respectively. With the significant changes it would now seem that their existing allowances were not in keeping with unitary authorities.
- 4.8 The Panel is aware that the scheme can be set for a maximum period of four years and that the scheme may be linked to an index. The creation of the new Council makes the task of setting allowances a complex one. The Panel recognised that the Council was about to go through a period of significant change and therefore suggested that allowances be reviewed earlier than four years. It was suggested that Councillors determine when the early review of allowances takes place, but

this was likely to be around one to two years' time. After which a review of allowances could then be undertaken every four years to coincide with the election of new members. The Panel is aware that any proposed changes to an agreed scheme of allowances would be subject to the Council having regard to the recommendations of the Panel. If a review of allowances was not carried out after one year the Panel, having considered representations and data comparisons, recommended the annual indexation of allowances to the Consumer Price Index (CPI) or the locally agreed officers' pay award, whichever is lower.

4.9 The Panel recommends that the rate of the basic allowance paid to members:

(a) Be set at £13,000 per annum

(b) That a review of allowances be undertaken by the Panel at a suitable time determined by councillors to check that the scheme continues to be suitable following a period of significant change for the Council. If a review is not undertaken within one year then the basic allowance is to be adjusted by an amount equivalent to the increase in the officers' annual pay award or by CPI, whichever is lower. As the maximum period a scheme may be linked to an index is four years the Panel must meet to review allowances no later than 2024.

5. Special Responsibility Allowances (SRAs)

5.1 The Panel agreed that in principle a clear justified methodology for calculating SRAs was required. It was recommended that SRAs be based on a proportion of the BA. For example, a multiplier of the BA could be used according to the duties and responsibilities associated with each role. The multipliers for each SRA are shown in paragraph 5.16.

5.2 From the questionnaire responses and Shadow Executive representations, the Leader of the new Council would be expected to establish the priorities, behaviours and values for the Buckinghamshire Council for the forthcoming five years. There are currently five sovereign councils with different cultures and bringing them together into a new organisation will be a significant task. There is a significant responsibility to start the Council in the most positive way. Cabinet Members would need to share significant workloads in order to achieve the objectives of the new council. The Cabinet Members would be responsible for individual decision making within their portfolio. The roles of the Leader and Cabinet Member would likely increase in the foreseeable period, particularly in relation to those equivalent roles in the existing sovereign councils. It was noted that the SRA for the Leader proposed by the Shadow Executive had been based on the complexity of the role and took into account the methodology used by the County Council and Wycombe District Council's which was 3.5 x basic allowance. An SRA for the Leader is therefore recommended at the level shown in paragraph 5.16.

- 5.3 The Panel acknowledges that the role of the Cabinet Member was significantly more than committee chairman and the emerging governance structure indicates that they would be making individual key decisions. An SRA for Cabinet Members is therefore recommended at the level shown in paragraph 5.16.
- 5.4 The Panel understands that the Deputy Leader's workload would be different to that of a Cabinet Member since they would be required to deputise for the Leader. A Deputy Leader may also have responsibility for their own portfolio and individual decision making as well as also deputising for the Leader. Up to two Deputy Leaders may be appointed. The Leader would determine how cabinet roles would be allocated. The Panel therefore agreed to recommend that the SRA for Deputy Leader would depend according to the number of Deputy Leaders appointed and whether or not they had a portfolio. An SRA for Deputy Leader is therefore recommended at the level shown in paragraph 5.16.
- 5.5 The Panel noted that there could be up to 9 Deputy Cabinet Members and they had specific responsibilities set out in the draft Constitution. This included supporting and assisting Cabinet Members for example by deputising for Cabinet Members. This would involve frequently being in the office, attending meetings and briefings. They may for example be required to attend scrutiny committees to answer questions on policy and decisions made. In practice they would also likely take on a proportion of a Cabinet member's workload and would be involved in stakeholder engagement. Decisions delegated to a Corporate Director would also be made in consultation with a Deputy Cabinet Member, in the absence of a Cabinet Member. The Panel agreed that an SRA for Deputy Cabinet Members was appropriate to reflect the associated duties and responsibility. The Panel recommended the SRA as shown in paragraph 5.16.
- 5.6 The Panel understands that the civic role of Chairman of the Buckinghamshire Council would be significant and will have important links to other partner organisations. The Chairman will have an important role in managing and presiding over regular Council meetings to ensure that Councillors who are not Cabinet Members or Committee Chairman are able to hold office holders to account. Whilst the Panel are not in favour of paying SRAs to vice chairmen in general, the Vice-Chairman of Council is an exception, as, in addition to deputising for the Chairman at meetings of the Council, they will also fulfil a civic role. It is further recognised that each sovereign Council's Chairmen currently attend a large number of events and the amalgamation of all 5 councils would likely lead to a significantly increased workload. The SRAs recommended for the Council Chairman and Council Vice-Chairman is therefore recommended at the level shown in paragraph 5.16.
- 5.7 The Panel used the emerging governance structure and Constitution to inform its considerations of other SRAs and understands that the roles would evolve. The Panel understands that scrutiny is a valuable resource which requires investment and is vital in holding the executive to account. There would be six scrutiny committees each with their own range of service areas. Each one would have

similar workloads and responsibilities. It was felt that the workload and responsibility of Scrutiny Committee Chairman would be similar to other Committee Chairman and therefore the respective SRAs should be similar as shown in paragraph 5.16.

5.8 The Panel felt that the Chairman of the Strategic Planning Committee and the five Area Planning Committee Chairmen would have particular responsibilities, require additional time commitment and were publicly high profile Committees. For example, Committee decisions could be significant, high profile, publicly sensitive and often contentious. The SRA recommended is shown in paragraph 5.16.

5.9 The Panel noted that there would be one Licensing Committee with two standing sub committees and in noting the roles and responsibilities therefore agreed to recommend an SRA as shown in paragraph 5.16

5.10 It was noted that although the Chairman of the Pension Fund Committee had specific responsibilities this role would be filled by a Cabinet Member who would receive their own SRA. Similarly, the Chairman of the Pay and Senior Appointments Committee would also be filled by a Cabinet Member who would receive their own SRA. The Panel therefore agreed that there be no SRA for the Chairman of the Pension Fund Committee and the Chairman of the Pay and Senior Appointments Committee.

5.11 After considering the Committee structure, the Committees' associated roles and responsibilities, as detailed in the draft Constitution, the Panel recommended that the Chairman of each of the following Committees each have the same SRA as shown in paragraph 5.16.

- Audit and Governance Committee
- Standards and General Purposes Committee

5.12 Most respondents to the questionnaire advocated that members should only be entitled to claim one SRA regardless of how many SRAs they are entitled to. This is a rule that is common amongst local authority member allowances schemes.

5.13 It was noted that there would be 16 Community Boards and there would be a review of the operation of them early in the new Council's life. It was recommended that an SRA for Chairman of each Community Boards was justified. The recommended level is shown in paragraph 5.16.

5.14 An update on the Community Governance Review was noted, and the SRA for the High Wycombe Town Committee Chairman would therefore remain as shown in paragraph 5.16

5.15 The Panel heard that the role of minority group leaders would be important for the management of the new council. For the purposes of the Regulations a

group is more than one member, but there is no requirement for an SRA to be paid to any Group Leader. The Panel considered what number ought to constitute a group for the purposes of the awarding of an SRA and took into account the large size of council membership. The Panel considers that were an allowance to be split proportionally, any registered group's Leader should be entitled to a share to reflect their additional workload.

5.16 The Panel recommends that the following special responsibility allowances be paid in recognition of the additional workload, levels of responsibility and accountability placed upon the following roles:

- **Leader £45,500 (3.5 x BA)**
- **Deputy Leader £26,000 (2 x BA) if they hold a portfolio**
- **Deputy Leader £13,000 (1 x BA) if they do not hold a portfolio**
- **Cabinet Members £19,500 (1.5 x BA)**
- **Deputy Cabinet Members £6,500 (0.5 x BA)**
- **Chairman of the Council £13,000 (1 x BA)**
- **Vice-Chairman of the Council £6,500 (0.5 x BA)**
- **Chairman of Strategic Planning Committee £9,750 (0.75 x BA)**
- **Chairmen of Area Planning Committees £9,750 (0.75 x BA)**
- **Chairman of Licensing Committee £3,900 (0.3 x BA)**
- **Chairman of Audit and Governance Committee £7,800 (0.6 x BA)**
- **Chairmen of the Overview and Scrutiny Committees £7,800 (0.6 x BA)**
- **Chairman of Pension Fund Committee £ nil**
- **Chairman of Pay and Senior Appointments Committee £ nil**
- **Standards and General Purposes Committee £7,800 (0.6 x BA)**
- **Chairman of Community Boards £1,000**
- **Chairman of High Wycombe Town Committee £3,420 (if required)**
- **Group Leaders SRA £17,000 split proportionally dependent upon group size (e.g. Group Leader SRA = £17,000 divide by 147 x number of group members)**

5.17 The Panel further recommends that:

- a) **No SRAs be paid to Vice-Chairmen of Committees with the exception of the Vice-Chairman of Council**
- b) **Members may not receive more than one SRA**
- c) **That a review of allowances be undertaken by the Panel at a suitable time determined by councillors to check that the scheme is suitable following a period of significant change for the Council. If a review is not undertaken within one year then SRAs be adjusted by an amount equivalent to the increase in the officers' annual pay award or by CPI, whichever is lower. As the maximum period a scheme may be linked to an index is four years the Panel must meet to review allowances no later than 2024.**

6. Travel Allowances

6.1 The Panel notes that each of the relevant councils currently pays approved amounts under HMRC mileage allowance payments (MAPs). Anything payable above MAP approved amounts result in a taxable benefit to the claimant. The Panel further notes that to introduce taxable benefits into the travel allowances scheme would be a disproportionate bureaucratic burden on the authority.

6.2 The MAP approved amounts are currently:

- (a) Car – 45p per mile up to 10,000 and 25p per mile thereafter (including electrically powered);
- (b) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance;
- (c) Motorcycle – 24p per mile (including electrically powered);
- (d) Bicycle – 20p per mile (including electrically assisted e.g. ebike);
- (e) In relation to public transport (including rail and bus) – standard fare; and
- (f) Parking fees – actual cost

6.3 The Panel note and agree with Shadow Executive representations that sustainable methods of transport should be encouraged where possible, including use of electric/hybrid transportation.

6.4 The Panel recommends the travel allowances be paid to members:

(a) In line with MAP for undertaking official business; and

(b) Travelling to the Buckinghamshire Council offices for meetings and official business.

7. Subsistence allowances

7.1 Subsistence allowances includes the costs of:

- (a) Accommodation (if a member is required to stay overnight); and
- (b) Meals and other 'subsistence' while travelling

7.2 The Panel wishes to emphasise that subsistence should be only claimable for undertaking official business outside of the new unitary council area.

7.3 The Panel recommends the following subsistence allowances be paid to members in the case of an overnight stay away from the usual place of residence:

- (i) Breakfast £6.50 (more than 4 hours away before 11am)**
- (ii) Lunch £9 (business journeys entailing working away from normal place of work between 12 and 2pm)**

- (iii) **Dinner £11.50 (can be claimed when required to work outside of usual rostered requirements and away from normal place of work after 8.30pm)**

8. Carers' allowance

8.1 The Panel reviewed the carers' allowance currently included in the sovereign councils' allowances schemes and acknowledges the importance of setting this at such a level so as to avoid deterring anyone seeking to become a councillor.

8.2 The Panel considered setting a ceiling, however understood that members would claim only where necessary and the monitoring officer could monitor this.

8.3 The Panel recommends that a dependant carers' allowance (not payable to a member of the claimant's own household) be recompensed at:

(a) An hourly rate equivalent to 100% of the national living wage to be linked to changes at national level (£8.21 as at December 2019) for childcare

(b) An hourly rate of actual cost for adult/elderly/disabled dependent care, to be paid at the discretion of the Monitoring Officer

9. Co-opted Members

9.1 The Panel understands that Buckinghamshire Council will have co-opted members who are members of committees such as the Thames Valley Police and Crime Panel. The Panel recognises these are important roles, but as members shall be receiving a basic allowance, the Panel felt that a separate SRA is not warranted.

10. Foregoing and donating allowances

10.1 The Panel recommends that members may, if they wish, forego all or any part of their entitlement to BA or any SRA by giving notice in writing to the Monitoring Officer of Buckinghamshire Council.

10.2 The Panel also supports any members who wish to donate any of their allowances through a 'Give as you earn' scheme.

10.3 **The Panel recommends that where a member ceases to be a member of Buckinghamshire Council, or ceases to occupy a role attracting an SRA, that the member only receives pro-rata payment for the period that they are entitled to receive an allowance. The authority may require that such part of any allowance as relates to any such period be repaid to the authority where an overpayment is made.**

11. Emerging Governance Structure

- 11.1 The Panel received evidence that the governance structure would continue to evolve over time and that these would be matters for the Buckinghamshire Council and not the shadow council. Specifically, this would include how the culture of the new council would evolve.
- 11.2 The Panel has made its recommendations on the information made available to it as of January 2020 and recognises change will occur as the new Council evolves.
- 11.3 Given that change was likely during the formative years of the Council, the Panel recommends an early review of allowances is undertaken at a time considered appropriate by members. For example, after one or two years following the current review. If the early review takes place after one year then the Council could index link allowances to CPI or the officer's annual pay award, whichever is the lower. Following the early review, a scheme of allowances could then be index linked for up to four years to tie in with the election cycle for the new Council. It is further recognised that following a Boundary Commission review during the first 5 years of the Council, it is likely the number of members would reduce for the elections in 2025, at that point a further review would be necessary to establish how responsibilities would change.

12. Member Performance, Accountability and Transparency

- 12.1 The Independent Remuneration Panel is mindful that a key objective behind the formation of the new unitary Buckinghamshire Council is to realise cost savings and reduce the overall financial burden on the residents of the County. The original unitary business case set a budget of £1,927,000 to cover Members' Allowances, however the Secretary of State's decision to set the number of members at 147 has substantially eroded the targeted savings of £635,000.
- 12.2 The scheme put forward by Members totalled £2,409,420. This provides a saving when compared to the current total of allowances paid by all existing councils. The Scheme recommended by the Panel totals £2,371,220. The actual amount will depend on how roles are actually filled.
- 12.3 The flat rate Basic Allowance scheme in operation allows Members to receive not inconsiderable remuneration by automatic right as they are permitted to receive allowances by simply being a Member. The only legal requirement is that a Member must attend a formal meeting of the Council not less than once every six months.
- 12.4 The Panel is keen to establish the principle of enhanced transparency and accountability for the payment and receipts of allowances by all Members of the Buckinghamshire Council. It is recognised that it is difficult to develop meaningful

performance measures and even more difficult to enforce any such measures but there should be a means to hold Members to account if they are not undertaking the duties that are reasonably expected of them. It may well be a reiterative process that takes time to become effective. The Panel proposes that its recommendations on the scope and levels of allowances should only be accepted as part of a wider package that includes taking up the accompanying recommendations on Member performance. The Panel does not accept that the Council can take up one without the other. It will also be a further means by which the Panel in the future can assess the effectiveness of Members.

- 12.5 The Panel considers that electors would expect that a Member should only be entitled to claim the full basic allowance, or where relevant special allowance, should that Member attend a minimum of, for example, between 50% and 60% of Full Council meetings, Committee meetings or Scrutiny meetings that they are appointed to over each financial year. The Panel recognises that such a measure could only be put into effect through a voluntary claw-back scheme.

Enhancing Performance, Accountability and Transparency

- 12.6 The Panel is convinced of the need to ensure that its recommendations relating to levels of allowances are intrinsically linked to the Council adopting mechanisms to enhance Member performance, accountability and transparency. The mechanisms are presented below in a hierarchical fashion, increasing in severity as one goes down the list.

Publishing Attendance Records

- 12.7 As part of the general statement of performance the Panel believes that remuneration should involve a degree of sharpened accountability by the publication in appropriate forums such as Council web pages, local libraries, and parish halls, etc, of Members' attendance records. The Panel understands that the Buckinghamshire Council does intend to publish attendance records on the website. The Panel recommends that the publication of attendances by Members should include provision for valid absences, such as attending constituent duties, illness and/or representing the Council externally.

Member Statement of Activities

- 12.8 The Panel also recommends that Members have the opportunity to fill in a pro forma on a periodic basis to allow them to give an account of their activities outside the Council, including an analysis of case work that they undertake in their wards, as well as attendance at formal meetings. All Members are likely to have access to a laptop and the Council intranet, with their own webpage, accompanied by appropriate training. It is relatively simple for each Member to write and publish their activity statements on their web page. These activity statements could then be used by electors and other interested parties to evaluate the performance of

Members in areas of activity that cannot be captured by the publication of attendance records.

Member Role Profiles – a Compact with the Electorate

12.9 The Panel recommends that the Council adopt Member Role Profiles. These Role Profiles should form the basis of a role and accountability statement, an increasingly common practice in many authorities. They should be utilised to make explicit the respective roles, duties, responsibilities and competencies expected from Members and post holders. They should contain minimum performance measures that Members are expected to reach such as: the scope and type of committees etc, that a Member is expected to be on, such as a Scrutiny Panel.

- The minimum number of meetings a Member is expected to attend, e.g. at least 50% or 60%?
- That they should be expected to attend an approved duty at least every 3 rather than 6 months so they cannot meet their attendance requirements by frontloading within an intensive period.
- That Members are expected to take part in an individual Training and Development programme with the aim of increasing their own personal skills and capacity. Through the extensive publicity of Members duties and expected inputs, other elected Members and the public can be informed on what is to be expected from being elected.

12.10 To give further effect to the role profiles, a Compact with the Electorate' could be developed which Members are asked to sign. Such compacts are ultimately difficult to enforce but it makes an explicit link between allowances received and a specific set of tasks and duties a Member is expected to undertake. Members cannot claim they did not know what they are expected to do and moreover it provides moral leverage for the rest of the Council to utilise.

Allowance Claw-back Scheme

12.11 Some authorities have a claw back scheme. For legal reasons it has to be adhered to on a 'voluntary' basis. Essentially this mechanism 'fines' a Member if they do not meet a target of attending a set percentage of meetings (often 50-60% or more). It is pointed out that in the few authorities where claw back has been adopted it is rarely invoked and appears to have limited value. Nonetheless, the Panel received evidence that the Council would appreciate having such a mechanism as part of the allowances' scheme even if it has to be voluntary arrangement. Thus, the Panel recommends the Council adopt a claw back

mechanism. As a voluntary process the claw back is probably best implemented through the group system. The Panel also recommends that the minimum standards the Council adopts for claw back to be activated should not be seen as a substitute for non-performance. Members should not be paying the claw back fine as way of circumventing their duties.

12.12 The Panel recommends that the Council puts in place the following measures to enhance performance, accountability and transparency:

- a) The publication of attendance records for Members at Full Council, Committee meetings and Scrutiny committees**
- b) Provision to Members of the opportunity to publish a periodic statement of activities**
- c) Adoption of role profiles for each Member in order to make clear both to the Members and electors what is expected of them**
- d) Introduction of an allowance claw-back scheme.**

13. Town and Parish Council allowances

- 13.1 In addition to considering a scheme for Buckinghamshire Council, the Panel also considered recommendations to Town and Parish Councils across Buckinghamshire.
- 13.2 All Towns and Parishes were contacted by email in September 2019 and invited to submit representations and details of their respective schemes. 24 responses were received.
- 13.3 From the responses received it is evident that many Parish Councils pay no allowances and that the role of a Town or Parish Councillor is very much community based and time spent performing Parish Councillor duties was often viewed as voluntary. There is a wide range of towns and parishes across Buckinghamshire, with large town council's including Aylesbury, Buckingham and Chesham, amongst others through to small, rural, parishes who serve a relatively small electorate.
- 13.4 None of the responses indicate a need for any significant change to any respective scheme, although two respondents did make the panel aware that parishes would likely face increased pressures from services being devolved from Buckinghamshire Council.
- 13.5 The Panel believes that a sensible way to set a scheme would be to base recommended allowances around percentages of the unitary basic allowance which increases on the size of the electorate. This has been an approach used previously.
- 13.6 Towns and Parishes may choose to adopt recommendations for all members, or for the Chairman only. Where all members of a Parish receive a BA, the Chairman could receive a higher amount, up to twice that of the recommended basic allowance.
- 13.7 The Panel wishes to make clear that it is not recommending all towns and parishes pay an allowance to its members but recommends that those who do have regard to the panel's recommendations.
- 13.8 Further, the Panel recommends that Town and Parish Councils pay travel and subsistence allowances at the same rates as Buckinghamshire Council.

13.9 (i) The Panel recommends that where Towns and Parishes choose to implement a scheme of allowances they have regard to the below table. Towns and Parishes may choose to adopt recommendations for all members, or for the Chairman only. Where all members of a Parish receive a BA, the Chairman could receiver an amount up to twice that of the recommended allowance.

Electorate	% of Unitary Basic (£13,000)	Amount per Councillor £ (up to)
0-2500	1.5	£195
2501 - 5000	2.5	£325
5001 - 10000	3.5	£455
10001 - 15000	4.5	£585
15001 - 20000	5.5	£715
20001 - 25000	6.5	£845
25001 and above	9	£1,170

(ii) The Panel recommends that Towns and Parishes follow the Buckinghamshire Council scheme when setting travel and subsistence allowances.