



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 17 May 2023

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 22nd May 2023, following the Annual Statutory Meeting at 7pm, in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>.

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

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 agree as a correct record the minutes of the Full Council meetings held on 20th March 2023.

[Copy previously circulated](#)

4. Interim minutes

To agree as a correct record the minutes of the Interim Full Council meetings held on 27th February 2023.

[Copy previously circulated](#)



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on 27th February 2023, 27th March 2023, and 24th April 2023.

[Copy previously circulated](#)
[Copy previously circulated](#)
[Copy previously circulated](#)

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 3rd April 2023.

[Copy previously circulated](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on 17th April 2023.

[Copy previously circulated](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on 6th March 2023.

[Copy previously circulated](#)

9. Licensing application by Loungers (formerly M&Co premises)

To receive and discuss a report from the Town Clerk.

[BTC/1/23](#)

10. Annual internal auditor's report, the Annual Governance and Accountability Return, 2022-2023 final accounts, and recommended earmarked reserves.

To receive and agree a report from the Town Clerk.

- 10.1 Internal auditor's report.
- 10.2 Annual Governance and Accountability Return (AGAR 2022/2023).
- 10.3 2022-2023 final accounts with RFO's notes.
- 10.4 Recommended earmarked reserves.

[BTC/2/23](#)
[Appendix A](#)
[Appendix B](#)
[Appendix C](#)
[Appendix D](#)

11. Annual Town Meeting 23rd March 2022

To receive a feedback report from the Committee Clerk.

[Appendix E](#)

12. To receive and question reports from Buckinghamshire Council Councillors**13. Review of policies and delegated arrangements as required by Standing Orders Section 5**

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

13.1 Scheme of delegation

To receive a report from the Compliance and Projects Manager.
 Scheme of delegation

[BTC/3/23](#)
[Appendix F](#)

13.2 Committee Terms of Reference

To review and amend or confirm the terms of references for committees:

- 13.2.1 Environment Committee
- 13.2.2 Resources Committee
- 13.2.3 Planning Committee
- 13.2.4 Town Centre & Events Committee
- 13.2.5 Staffing (Confidential Matters) Committee
- 13.2.6 Communications Strategy Group
- 13.2.7 Appeals Committee

[Appendix G](#)
[Appendix H](#)
[Appendix I](#)
[Appendix J](#)
[Appendix K](#)
[Appendix L](#)
[Appendix M](#)

13.3 Committee Choices

To receive and agree Councillor Committee appointments.

[Appendix N](#)

13.4 Standing Orders

To receive a report from the Compliance and Projects Manager.

- 13.4.1 Standing orders

[BTC/4/23](#)
[Appendix O](#)

13.5 Financial Regulations

To receive a report from the Compliance and Projects Manager.

13.4.2 Review and adoption of appropriate financial regulations

[BTC/5/23](#)
[Appendix P](#)

13.5 Review of Arrangements with other Local Authorities.

[Appendix Q](#)

13.6 Review of Representation

Review and update work with external bodies and arrangements for reporting back.

[Appendix R](#)

13.7 Inventory of Land and Assets

To receive a report from the Compliance and Projects Manager.

Review of inventory of land and assets including buildings and office equipment.

Review of the Asset Register and Disposal policy.

[BTC/6/23](#)
[Appendix S](#)
[Appendix T](#)

13.8 Insurances

Confirmation of arrangements for insurance cover in respect of all insured risks.

[Appendix U](#)

13.9 Subscriptions

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

[Appendix V](#)

13.10 Complaints & Compliments

To receive a report from the Compliance and Projects Manager.

Review of the Council's complaints procedure.

[BTC/7/23](#)
[Appendix W](#)

13.11 FOI and Data Protection

To receive a report from the Compliance and Projects Manager.

Review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

[BTC/8/23](#)
[Appendix X](#)

14. Code of Conduct

To review and confirm the Council's Code of Conduct.

[Appendix Y](#)

15. Future meetings

To receive a revised calendar of meeting dates.

[Appendix Z](#)

16. Buckinghamshire Local Plan Consultations

To discuss and agree a Town Council response to the Local Plan consultations on draft visions and objectives for (a) the Local Plan and (b) Local Transport Plan v.5. Document circulated separately on 3rd May; collated responses from Members attached.

[BTC/9/23](#)

17. Reports from representatives on outside bodies

Members are asked to note any verbal updates provided by representatives on outside bodies.

18. Mayoral engagements

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

Functions the Mayor has attended:

- 23.03.23 Annual Town Meeting
- 24.03.23 Leighton Buzzard Mayor's Charity Bingo Evening
- 30.03.23 Easter Bonnet Competition Lace Hill Academy
- 30.03.23 University of Buckingham Graduation
- 31.03.23 Declaration of Buckinghamshire High Sheriff (Open University, MK)
- 15.04.23 Buckinghamshire Scouting Awards Dinner (Latimer)
- 18.04.23 Buckingham Almshouses and Welfare Charity Trustees Meeting
- 20.04.23 Chair of Buckinghamshire Council's Annual Reception (Aylesbury)
- 21.04.23 Maids Moreton Hall 10th Anniversary
- 28.04.23 Clarendon House 1st Anniversary

29.04.23 Lace Hill Manor 1st Anniversary
02.05.23 May Day Celebration: maypole dancing
07.05.23 Civic Service for the Coronation (Buckingham Parish Church)
07.05.23 Civic Service for the Coronation (Bicester)
13.05.23 Mayor-Making Brackley
15.05.23 Mayor-making Bicester
16.05.23 Bucks Fizz Business Networking Club
16.05.23 St Rumbold's Fields Park opening
19.05.23 Mayor-making Aylesbury

Functions the Deputy Mayor has attended:

15.05.23 Mayor Making - Towcester

19. Payment endorsements

20. Chair's announcements

21. Dates of the next meetings:

Interim: 19th June 2023
Full Council: 10th July 2023

To:

All Councillors

Buckingham Town Council**Full Council****Monday 22nd May 2022**

Contact Officer: Louise Stubbs, Deputy Town Clerk

Licensing Application 12 – 13 Market Hill Buckingham**1. Recommendations**

- 1.1. It is recommended that Members decide whether they wish to make representation to the Licensing Authority about the licensing application for 12 – 13 Market Hill Buckingham.

2. Background

- 2.1. A licensing application has recently been made for 12 – 13 Market Hill Buckingham. The application is for the following licensable activities.

2.1.1. The sale of alcohol between the hours of 1000 and 2400 daily for consumption on and off the premises.

2.1.2. The provision of late night refreshment between the hours of 2300 and 0030 daily.

- 2.2. The following questions have already been asked of the licensing authority, and these are the responses received:

Question: A sizeable proportion of the town centre shops have flats over, so a lot of residents asleep at chucking-out time. Is after-midnight every day reasonable?

Response: Every application is judged on its own merit. This is what the consultation period is for so people can make comment. I believe the pub currently trading as the BINN, the Kings Head and White Hart have similar licences.

Question: What is the difference between selling alcohol between 10.00 and 24.00 and selling 'late night refreshment' from 23.00 to 00.30. Wouldn't 'drinking up time' cover the extra half-hour?

Response: Late night refreshment is the sale of hot food or hot drinks between the hours of 2300 and 0500 (not including alcohol)

Question: Some years ago (before Unification) we had something called Buckingham Hours which meant closing time was 23.00 except for special events. Did this survive the transition to Unitary Council?

Response: The hours policy no longer applies

<https://www.buckinghamshire.gov.uk/business/business-licences-and-permits/alcohol-and-entertainment-licences/alcohol-and-entertainment-licensing-policy-statement/>

Buckingham Town Council
Full Council
Monday 22nd May 2023

Contact Officer: Claire Molyneux, Town Clerk

AGAR and EMR

1. Recommendations

- 1.1. It is recommended that Members receive and note the Annual Internal Audit report.
- 1.2. It is recommended that Members approve the Annual Governance Statement (Section 1).
- 1.3. It is recommended that Members approve the Accounting Statements (Section 2).
- 1.4. It is recommended that if the above are approved the Chair of the Council and the Clerk of this meeting sign the Annual Governance Statement and the Chair signs the Accounting Statement.
- 1.5. It is recommended that members note the covering letter and observations of the Internal Auditor.
- 1.6. It is recommended that members note the attached end of 2022-2023 income and expenditure with the RFO's notes.
- 1.7. It is recommended that Members agree the attached ear-marked reserves for the 2023-2024 financial year.

2. The Annual Governance and Accountability Return (AGAR) 2022/2023.

- 2.1. The internal Auditor has completed their audit of the 2022-2023 accounts and has signed the Annual Internal Audit report. He has recorded no negative responses.
- 2.2. The Town Clerk who is the RFO has completed and signed the Accounting Statements (Section 2).
- 2.3. It is a requirement before the paperwork can be sent to the External Auditor that the Chair of the Council and the Clerk of this meeting sign the Annual Governance Statement (Section 1). The Chair must then sign the Accounting Statements.



Claire Molyneux
Town Clerk
Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

26th April 2023

Dear Claire,

Report on Internal Audit carried out on 26 April 2023

An audit was carried out by Kevin Rose on Wednesday 26 April 2023. This was the Year End audit following on from the Interim Internal Audit carried out on 12 December 2022.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 63 items were tested during this audit. Including the items tested during the Interim Internal Audit visit a total of 167 items have been checked during the financial year a further 31 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items remaining unchecked at the year end.

Areas subject to audit were;

the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), and accounting Statements (Box J).

Of the 63 items tested during this audit a Positive response was obtained in respect of 61 tests. There were 2 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

I can confirm that none of the Observations raised during the year will give rise to a Negative response in the year end Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Buckingham Town Council Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 26 April 2023

Year End Internal Audit Observations

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	<i>Council has not formally documented Internal Controls</i>	Council should formally document its Internal Controls.	Medium	
2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	These two observations are taken together. BTC has not formally documented and reviewed internal controls previously but this measure will now be added.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	<p><i>It was noted that the Council does not maintain one central listing of staff detailing pay scales and hours of work. Separate schedules are maintained by the Clerk and Finance Officer.</i></p> <p><i>It was noted that there was a difference in the Spinal Column Point for one member of staff who had been paid the incorrect SCP during the year, this had been identified by the Clerk when reviewing pay scales applicable for the 2023-24 financial year. It is likely that this may have been noted sooner if a central listing were in place.</i></p>	The Council to consider introducing one centralised listing of staff detailing current SCP and hours of work.	High	This was a simple typo following the payrise. It had already been spotted and corrected.

J *Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Any changes to prior year Accounting Statement values have been correctly recorded	<i>It was noted that the value previously recorded for some assets in the asset register had been amended during the year. This was as a result of a review by Council Officers which identified that values were incorrectly recorded.</i>	Council will need to Restate the Box 9 value of assets for 2021-22, to adjust for the differences identified, when preparing the 2022-23 Accounting Statement.	High	These errors have already been identified and corrected. Interim Council have approved the changes.

Buckingham Town Council



Interim Audit Date: 12/12/2022

Year End Audit Date 26/04/2023

Internal Audit Summary 2022-23

(shaded Internal Control Objectives are not applicable to your Council)

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	1	0	0	5	1	0	0	1
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	4	1	0	0	33	4	2	0	5
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	1	1	0	0	9	2	1	0	2
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	1	1	0	0	12	1	2	0	2
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	0	2	0	0	19	1	5	0	2
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	9	0	0	0	0
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	1	0	0	0	24	0	1	0	1
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	8	0	3	0	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	1	0	0	15	1	0	0	1
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	1	0	0	0	11	0	0	0	1
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A
L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A	N/A

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	2	0	0	0	3	2	0	0	2
N	<i>The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6	N/A	N/A
Total		<u>0</u>	<u>10</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>155</u>	<u>12</u>	<u>31</u>	<u>0</u>	<u>17</u>

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Buckingham Town Council

<https://www.buckingham-tc.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

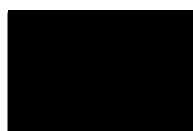
Date(s) internal audit undertaken

29/04/2022 12/12/2022

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

26/04/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BUCKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.buckingham-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

BUCKINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	737,264	739,530	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	903,930	942,773	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	168,704	185,973	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	569,956	641,536	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	4,702	4,702	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	495,710	575,434	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	739,530	646,604	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	741,566	628,163	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,209,629	2,256,501	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	47,192	44,585	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓ The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 SIGNATURE REQUIRED

Date

16/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

BUCKINGHAM TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

SIGNATURE REQUIRED

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	RFO Comments in red
RESOURCES							
<u>101 Personnel costs</u>							
4000 Salaries Admin	166,551	160,425	(6,126)		(6,126)	103.8%	Due to inflation
4005 ERS National Insurance	16,276	15,549	(727)		(727)	104.7%	Due to inflation
4006 ERS Pension Cont	41,420	34,212	(7,208)		(7,208)	121.1%	Due to inflation
4007 Staff travel	219	1,346	1,127		1,127	16.3%	Kept low by encouraging virtual attendance.
4008 Occupational Health	15	1,293	1,278		1,278	1.2%	Fortunately not required.
4025 HR advice	4,325	4,544	219		219	95.2%	
4026 Staff & Recruitment	1,257	1,051	(206)		(206)	119.6%	Higher cost of recruiting for senior positions
Personnel costs :- Indirect Expenditure	230,063	218,420	(11,643)	0	(11,643)	105.3%	

An overspend of 5.3% is acceptable in a year of high inflation. Costs reduced by a shortage of senior personal during parts of the year.

Net Expenditure		(230,063)	(218,420)	11,643			
<u>102 Office expenses</u>							
1010 Chamber hire	700	1,471	771			47.6%	Hasn't recovered since Covid. Arguably over budgeted.
1012 Photocopier use	17	5	(12)			348.0%	
Office expenses :- Income	718	1,476	758			48.6%	
4010 Stationery	2,429	3,018	589		589	80.5%	A huge effort was made to cut costs despite inflation.
4011 Postage	239	730	491		491	32.7%	Greater use of email.
4012 Photocopier	1,823	1,887	64		64	96.6%	
4013 Equipment purchase	166	1,156	990		990	14.4%	Low as equipment had been replace during the previous year.
4015 Advertisements	0	673	673		673	0.0%	Costs cut as moved in house by using social media.
4017 Subscriptions	2,808	3,825	1,017		1,017	73.4%	Expected rises were slightly below predictions.
4018 Telephones	8,943	7,200	(1,743)		(1,743)	124.2%	Costs in the area rose due to inflation.
4019 Hire of Community Hall	112	270	158		158	41.6%	One fewer use than predicted.
4021 Hospitality	455	420	(35)		(35)	108.3%	
4023 Training	10,225	12,628	2,403	10	2,393	81.1%	Recommended to add the underspend to EMR
4027 Software	14,673	12,500	(2,173)		(2,173)	117.4%	Costs in this area increased due to inflation.
4030 Payroll	1,854	1,760	(94)		(94)	105.4%	
4032 Publicity and newsletter	6,729	7,924	1,195		1,195	84.9%	
4038 Computer equipment	1,307	4,000	2,693		2,693	32.7%	Several laptops are approaching end of life. Add to EMR.
4041 Website	3,974	5,908	1,934		1,934	67.3%	
4043 Protective clothing	1,474	1,813	339		339	81.3%	

4052	Heat, light, power	2,591	450	(2,141)	(2,141)	575.7%	Underbudgeted and extreme inflation.
4156	Buckingham Centre rent	15,625	11,000	(4,625)	(4,625)	142.0%	Underbudgeted/inflation and backdated bills received.
4225	Rates	2,794	5,000	2,206	2,206	55.9%	Less than expected.
	Office expenses :- Indirect Expenditure	78,223	82,162	3,939	10	3,929	95.2%
	Net Income over Expenditure	(77,505)	(80,686)	(3,181)			

On face value this budget came in at 95.2% however this hides that some money will need to be moved to EMR as there are costs expected that have just been delayed, for instance laptop replacement. Staff also worked extremely hard to keep costs down. Changes in the two most senior staff members helped reduce the impact of what was a much higher than budgeted pay increase.

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>103 Councillors</u>							
4020 Mayor's duties	1,891	1,891	0		0	100.0%	
4029 Mayor's civic	939	1,628	689		689	57.7%	
4044 Councillors' mileage / exp.	341	518	177		177	65.8%	
4045 Councillors' allowance	8,951	9,833	883		883	91.0%	Two members did not claim
4236 Election costs	0	2,150	2,150		2,150	0.0%	Recommend the full amount to EMR.
4269 Councillor training	1,995	2,351	356		356	84.9%	
Councillors :- Indirect Expenditure	14,117	18,371	4,254	0	4,254	76.8%	
Net Expenditure	(14,117)	(18,371)	(4,254)				
<u>104 Legal requirements</u>							
1098 Insurance Claims Income	2,491	0	(2,491)			0.0%	Income claimed
Legal requirements :- Income	2,491	0	(2,491)				
4014 Audit fees	3,180	3,500	320		320	90.9%	
4016 Legal costs	650	2,070	1,421		1,421	31.4%	Recommend to EMR as awaiting invoices.
4022 Insurance	19,000	19,000	0		0	100.0%	
Legal requirements :- Indirect Expenditure	22,830	24,570	1,741	0	1,741	92.9%	
Net Income over Expenditure	(20,339)	(24,570)	(4,231)				
<u>120 Long-term grants</u>							
4040 Four Year Grants Awarded	18,777	18,777	0		0	100.0%	
4080 Annual Grants Awarded	11,341	11,341	0		0	100.0%	
Long-term grants :- Indirect Expenditure	30,118	30,118	0	0	0	100.0%	
Net Expenditure	(30,118)	(30,118)	0				
<u>125 Commemorative items</u>							
4501 Civic award	798	1,050	252		252	76.0%	
4504 Remembrance wreath	19	27	9		9	68.5%	
4505 Mayor's salver	100	265	165		165	37.7%	
4506 Bardic gift	39	265	226		226	14.8%	
Commemorative items :- Indirect Expenditure	956	1,607	651	0	651	59.5%	

Net Expenditure		(956)	(1,607)	(651)		
<u>130 Admin reserves</u>						
1176	Precept	942,773	942,778	5	100.0%	
1190	Interest received	11,065	500	(10,565)	2212.9%	Money moved it in and out of the higher interest fund.
Admin reserves :- Income		953,838	943,278	(10,560)	101.1%	
Net Income		953,838	943,278	(10,560)		

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>132 Future planning / contingencie</u>							
4500 Future planning / contingencie	2,557	11,283	8,726		8,726	22.7%	Fortunately not required and a tight hold on unbudgeted expenses.
Future planning / contingencie :- Indirect Expenditure	2,557	11,283	8,726	0	8,726	22.7%	
Net Expenditure	(2,557)	(11,283)	(8,726)				
<u>304 Youth Council</u>							
4237 Youth Council budget	0	1,551	1,551		1,551	0.0%	Did not sit this year.
4238 Youth Council admin	0	103	103		103	0.0%	
Youth Council :- Indirect Expenditure	0	1,654	1,654	0	1,654	0.0%	
Net Expenditure	0	(1,654)	(1,654)				
RESOURCES :- Income	957,046	944,754	(12,292)			101.3%	
Expenditure	378,863	388,185	9,322	10	9,312	97.6%	This figure does not include money recommended to be moved to EMR
Movement to/(from) Gen Reserve	578,183						
<u>ENVIRONMENT</u>							
<u>201 Environment</u>							
1095 Community Board Estates Income	7,499	0	(7,499)			0.0%	
Environment :- Income	7,499	0	(7,499)				
Staff have been seeking external funding sources during the year. This money was not in the original budget.							
3995 NI Environment	19,999	17,139	(2,860)		(2,860)	116.7%	Higher than budgeted pay increase
3996 Pensions ERS Environment	53,873	47,391	(6,482)		(6,482)	113.7%	
4004 Salaries environment	222,284	201,836	(20,448)		(20,448)	110.1%	
4068 Community Service	4,000	11,006	7,006		7,006	36.3%	Scheme now cancelled to save money.
4112 Environment Equipment	7,803	9,688	1,885		1,885	80.5%	
4168 Defibrillators	219	518	299		299	42.2%	
Environment :- Indirect Expenditure	308,177	287,578	(20,599)	0	(20,599)	107.2%	

Net Income over Expenditure		(300,678)	(287,578)	13,100	
<u>202 Roundabouts</u>					
1051	Roundabout no. 1	2,263	2,288	26	98.9%
1052	Roundabout no. 2	1,219	1,219	0	100.0%
1053	Roundabout no. 3	333	2,002	1,669	16.6%
1054	Roundabout no. 4	2,551	2,551	0	100.0%
1056	Rouncabout no. 6	1,386	2,718	1,332	51.0%
1057	Roundabout no. 7	1,386	1,386	0	100.0%
Roundabouts :- Income		9,137	12,164	3,027	75.1%

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
4108 Roundabout	2,105	1,366	(739)		(739)	154.1%	
Roundabouts :- Indirect Expenditure	2,105	1,366	(739)	0	(739)	154.1%	New signage was required
Net Income over Expenditure	7,033	10,798	3,765				
<u>203 Maintenance</u>							
4082 Allotments	2,101	2,101	0		0	100.0%	
Maintenance :- Indirect Expenditure	2,101	2,101	0	0	0	100.0%	
Net Expenditure	(2,101)	(2,101)	0				
<u>204 Devolved services expenses</u>							
1017 Devolved services income	20,992	20,964	(28)			100.1%	
Devolved services expenses :- Income	20,992	20,964	(28)			100.1%	
4124 Devolved services	5,615	7,500	1,885		1,885	74.9%	Enterprise scheme was ended to save money.
Devolved services expenses :- Indirect Expenditure	5,615	7,500	1,885	0	1,885	74.9%	
Net Income over Expenditure	15,377	13,464	(1,913)				
<u>205 Grounds maintenance</u>							
4033 Waste disposal	4,375	3,000	(1,375)		(1,375)	145.8%	
4035 Machinery	3,578	2,500	(1,078)		(1,078)	143.1%	
4036 Fuel (Mower)	2,007	1,200	(807)		(807)	167.3%	
4037 Sundries	1,257	2,606	1,349		1,349	48.2%	Tight management although stocks are low.
4063 Vehicle hire and running costs	13,351	16,884	3,533		3,533	79.1%	Electric vehicle reduced spend on fuel but increased electric costs.
Grounds maintenance :- Indirect Expenditure	24,568	26,190	1,622	0	1,622	93.8%	
Net Expenditure	(24,568)	(26,190)	(1,622)				
<u>248 Depot</u>							
4013 Equipment purchase	4,070	4,070	0		0	100.0%	
4055 Alarm	130	431	301		301	30.2%	
4225 Rates	4,142	4,412	270		270	93.9%	
4601 Repairs & maintenance fund	955	840	(115)		(115)	113.7%	

4602	Electricity	1,558	1,000	(558)	(558)	155.8%	
4603	Water	482	850	368	368	56.7%	
	Depot :- Indirect Expenditure	11,337	11,603	266	0	266	97.7%
	Net Expenditure	(11,337)	(11,603)	(266)			

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>249 C Meadow toilets & Shopmobilit</u>							
1085 Shopmobility income	463	40	(423)			1157.5%	More income than budgeted
C Meadow toilets & Shopmobilit :- Income	463	40	(423)			1157.5%	
4602 Electricity	0	518	518		518	0.0%	Awaiting billing.
4603 Water	0	518	518		518	0.0%	
4608 Shopmobility	187	1,077	890		890	17.4%	Servicing was completed just before the start of the financial year
4612 Contractor charge	11,321	9,600	(1,721)		(1,721)	117.9%	
4709 MAINTENANCE	564	539	(25)		(25)	104.6%	
C Meadow toilets & Shopmobilit :- Indirect Expenditure	12,072	12,252	180	0	180	98.5%	
Net Income over Expenditure	(11,609)	(12,212)	(603)				
<u>250 Lace Hill</u>							
1026 Lace Hill Community Centre	35,005	45,929	10,924			76.2%	
1027 Solar income	0	2,000	2,000			0.0%	This should never have been budgeted for.
Lace Hill :- Income	35,005	47,929	12,924			73.0%	
4050 Lace Hill playing fields	0	500	500		500	0.0%	
4118 Solar panels	0	362	362		362	0.0%	
4158 Lace Hill gas	4,262	4,202	(60)		(60)	101.4%	
4159 Lace Hill electricity	1,716	1,500	(216)		(216)	114.4%	Despite the solar panels, costs increased as contract ended.
4160 Lace Hill water	501	300	(201)		(201)	167.0%	
4161 Lace Hill repairs & Maintenanc	6,687	3,707	(2,980)		(2,980)	180.4%	Unexpected repairs
4162 Lace Hill contractor charge	6,130	6,800	670		670	90.1%	
4164 Lace Hill equipment	524	3,717	3,193		3,193	14.1%	
4225 Rates	9,731	10,072	342		342	96.6%	
Lace Hill :- Indirect Expenditure	29,551	31,160	1,609	0	1,609	94.8%	
Net Income over Expenditure	5,454	16,769	11,315				
<u>251 Chandos Park</u>							
1030 Bowls income	592	592	0			100.0%	
1035 TENNIS COURT RENT	674	674	0			100.0%	
Chandos Park :- Income	1,266	1,266	0			100.0%	
4601 Repairs & maintenance fund	2,590	3,570	980		980	72.5%	

4602	Electricity	1,198	539	(659)	(659)	222.3%	Increased utilities charges
4603	Water	1,985	1,346	(639)	(639)	147.5%	
4606	Bowls Club Maintenance	2,415	2,000	(415)	(415)	120.8%	Unexpected repairs.
	Chandos Park :- Indirect Expenditure	8,188	7,455	(733)	0	(733)	109.8%

Net Income over Expenditure

(6,922)	(6,189)	733
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For obvious reasons the Environment budget was the most impacted by inflation.

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Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>252 Bourton Park</u>						
4601 Repairs & maintenance fund	7,198	7,839	641		641	91.8%
Bourton Park :- Indirect Expenditure	7,198	7,839	641	0	641	91.8%
Net Expenditure	(7,198)	(7,839)	(641)			
<u>253 Cemeteries</u>						
1041 Burial fees	21,569	24,000	2,431			89.9%
Cemeteries :- Income	21,569	24,000	2,431			89.9%
4225 Rates	539	500	(39)		(39)	107.8%
4265 New cemetery maintenance	0	3,500	3,500		3,500	0.0%
4601 Repairs & maintenance fund	2,566	4,198	1,632		1,632	61.1%
4602 Electricity	473	250	(223)		(223)	189.1%
4617 Memorial testing	550	2,156	1,606		1,606	25.5%
4619 New cemetery repayments	20,683	58,647	37,964		37,964	35.3%
4620 Expenses for burial duties	5,121	5,175	54		54	99.0%
Cemeteries :- Indirect Expenditure	29,932	74,426	44,494	0	44,494	40.2%
Net Income over Expenditure	(8,363)	(50,426)	(42,063)			
<u>254 Chandos Park toilets</u>						
4612 Contractor charge	11,382	10,736	(646)		(646)	106.0%
4709 MAINTENANCE	1,112	1,077	(35)		(35)	103.2%
Chandos Park toilets :- Indirect Expenditure	12,493	11,813	(680)	0	(680)	105.8%
Net Expenditure	(12,493)	(11,813)	680			
<u>255 Railway Walk & Castle Hill</u>						
1039 Community Funding H.O.B.	3,000	0	(3,000)			0.0%
1040 Donations Received	600	0	(600)			0.0%
Railway Walk & Castle Hill :- Income	3,600	0	(3,600)			
4120 Friends of Groups	5,075	1,077	(3,998)		(3,998)	471.2%
4709 MAINTENANCE	236	1,035	799		799	22.8%
Railway Walk & Castle Hill :- Indirect Expenditure	5,311	2,112	(3,199)	0	(3,199)	251.5%

Recommend to EMR

Increased utilities costs

Some testing bought inhouse. Move to EMR and use to fix faults.

Recommend to EMR

Net Income over Expenditure		(1,711)	(2,112)	(401)		
<u>256 Storage Premises</u>						
4066	Grenville garage rent	648	722	74	74	89.7%
	Storage Premises :- Indirect Expenditure	648	722	74	0	89.7%
Net Expenditure		(648)	(722)	(74)		

Much of the underspend is due to delays in the cemetery project. The recommendation is to move the money to EMR as the project is still live.

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>258 Cemetery Lodge</u>							
1061 Cemetery Lodge rental income	8,636	11,350	2,714			76.1%	
Cemetery Lodge :- Income	8,636	11,350	2,714			76.1%	
4034 PWLB repayments inc. interest	4,702	4,072	(630)		(630)	115.5%	There was a typo in the budget.
4609 Cemetery Lodge maintenance	214	3,105	2,891		2,891	6.9%	
Cemetery Lodge :- Indirect Expenditure	4,916	7,177	2,261	0	2,261	68.5%	
Net Income over Expenditure	3,720	4,173	453				
Some maintenance costs were taken from 1061 rather than 4609							
<u>260 CCTV</u>							
4100 CCTV maintenance	1,006	3,400	2,394		2,394	29.6%	
CCTV :- Indirect Expenditure	1,006	3,400	2,394	0	2,394	29.6%	
Net Expenditure	(1,006)	(3,400)	(2,394)				
<u>261 Community Centre</u>							
1078 New Homes Bonus	652	0	(652)			0.0%	
Community Centre :- Income	652	0	(652)				
4085 Structural repairs	9,127	7,000	(2,127)		(2,127)	130.4%	
4091 Chamber	1,691	1,051	(640)		(640)	160.9%	This includes the income from 1078.
Community Centre :- Indirect Expenditure	10,818	8,051	(2,767)	0	(2,767)	134.4%	
Net Income over Expenditure	(10,166)	(8,051)	2,115				
<u>262 Parks General</u>							
4101 Seats and bins	1,483	1,483	0		0	100.0%	
4102 Dog bins	3,812	4,502	690	4,350	(3,660)	181.3%	Replacements needed due to vandalism.
4106 Play area maintenance	1,980	5,266	3,286	1,516	1,770	66.4%	Recommend move to EMR.
4122 Tree works	5,432	17,000	11,568	10,600	968	94.3%	
4270 Bridges	2,066	2,066	0		0	100.0%	
4275 Play area replacement fund	0	5,000	5,000		5,000	0.0%	Move to EMR.
4276 Tree wardens	258	1,035	777		777	25.0%	
Parks General :- Indirect Expenditure	15,031	36,352	21,321	16,466	4,855	86.6%	

Net Expenditure	(15,031)	(36,352)	(21,321)			
ENVIRONMENT :- Income	108,819	117,713	8,894			92.4%
Expenditure	491,067	539,097	48,030	16,466	31,564	94.1%
Movement to/(from) Gen Reserve	(382,248)					

A successful Section 106 bid of £121,043 paid for the complete replacement of Bourton Park Junior playground which had a substantial impact.

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TOWN CENTRE & EVENTS

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Detailed Income & Expenditure by Budget Heading 31/03/2023**Month No: 12****Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Town Centre & Events</u>						
1013 Hanging baskets	533	431	(102)			123.7%
1028 Lace Hill events income	793	1,077	284			73.6%
1062 Community Fair table income	190	215	25			88.4%
1066 Comedy night income	1,343	3,233	1,890			41.6%
1069 Charter fairs income	7,233	7,189	(44)			100.6%
1091 Events Sponsorship Income	828	0	(828)			0.0%
1096 Community Board TCE Income	4,750	0	(4,750)			0.0%
Town Centre & Events :- Income	15,670	12,145	(3,525)			129.0%

Higher than budgeted income due to grants and sponsorship

3997 NI TC&E	3,360	5,400	2,040		2,040	62.2%	
3998 Pensions ERS TC&E	14,243	13,696	(547)		(547)	104.0%	
3999 Salaries TC&E	63,164	74,340	11,176		11,176	85.0%	
4042 Events equipment	902	1,000	98		98	90.2%	
4094 Youth project	3,030	3,152	122		122	96.1%	
4104 Town in Bloom	8,766	10,000	1,234		1,234	87.7%	Underspend to EMR
4107 Pride of Place	47	270	223		223	17.4%	Underspend to EMR
4115 River rinse	360	431	71		71	83.5%	
4166 Lace Hill events	1,992	2,541	549		549	78.4%	
4201 Christmas lights	11,667	11,856	189		189	98.4%	Underspend to EMR
4202 Firework display	5,735	5,800	65		65	98.9%	
4203 Community fair	258	431	173		173	59.8%	
4205 Christmas parade	4,098	4,098	0		0	100.0%	
4207 Remembrance parade	1,018	1,000	(18)		(18)	101.8%	
4208 Spring Fair	297	526	229		229	56.5%	
4210 Pancake Race	77	84	7		7	91.2%	
4211 Band Jam	3,772	4,023	251	259	(7)	100.2%	
4212 Christmas lights switch on	2,348	2,627	279		279	89.4%	Underspend to EMR
4213 Dog show	310	620	310		310	50.0%	
4216 May Day event	0	53	53		53	0.0%	
4220 Music in the Market	4,080	4,403	323	330	(7)	100.2%	
4230 Scout Parade	0	53	53		53	0.0%	

4241	Comedy Night expenditure	1,385	3,233	1,848	1,848	42.8%	Not a genuine underspend as matches the comedy night income.
4243	Charter Fairs	4,625	4,375	(250)	(250)	105.7%	
4260	Twinning	44	2,101	2,057	2,057	2.1%	
Town Centre & Events :- Indirect Expenditure		135,577	156,113	20,536	589	19,947	87.2%

Net Income over Expenditure

(119,907) (143,968) (24,061)

Expenditure was affected by the staff restructure. It should be noted that some of the overspend from the Environment staffing budgets should be balanced against the underspend here.

302 Street markets

1005	Street markets	19,100	16,000	(3,100)		119.4%
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Detailed Income & Expenditure by Budget Heading 31/03/2023

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1006 Flea market	5,267	3,623	(1,644)			145.4%
Street markets :- Income	24,367	19,623	(4,744)			124.2%
4017 Subscriptions	384	473	89		89	81.2%
4225 Rates	2,121	2,700	579		579	78.5%
4234 Market Entertainment	950	950	0		0	100.0%
4235 Market infrastructure & Promot	982	1,576	594		594	62.3%
Street markets :- Indirect Expenditure	4,436	5,699	1,263	0	1,263	77.8%
Net Income over Expenditure	19,931	13,924	(6,007)			
<u>303 Special events</u>						
1020 Food fair income	650	539	(111)			120.6%
1083 Fringe income	25	2,109	2,084			1.2%
1090 Theatre Production	2,488	4,200	1,713			59.2%
Special events :- Income	3,163	6,848	3,686			46.2%
4221 Fringe	4,662	6,600	1,938		1,938	70.6%
4222 Theatre Production	3,923	4,200	278		278	93.4%
4242 Food fair	470	539	69		69	87.1%
4244 Flags	233	830	597		597	28.0%
4273 One-off events	97	1,035	938		938	9.4%
4278 Celebrate Buckingham Day	1,757	1,800	43		43	97.6%
Special events :- Indirect Expenditure	11,141	15,004	3,863	0	3,863	74.3%
Net Income over Expenditure	(7,979)	(8,156)	(177)			
<u>305 Tourist Information Centre</u>						
1084 TIC income	9,681	10,885	1,204			88.9%
Tourist Information Centre :- Income	9,681	10,885	1,204			88.9%
4253 TIC tickets & produce	9,920	9,185	(735)		(735)	108.0%
4255 Heritage app expenditure	0	776	776		776	0.0%
4274 Tourism website	286	1,035	749		749	27.6%
Tourist Information Centre :- Indirect Expenditure	10,206	10,996	790	0	790	92.8%
Net Income over Expenditure	(525)	(111)	414			

Markets income was £4,744 more than expected.

Not a genuine underspend as the income was similarly down.

Not used due to lack of staff capacity to drive a project.

<u>306 Accessibility</u>						
4254	Accessibility Costs	0	2,070	2,070	2,070	0.0%
4266	Accessibility Costs	0	531	531	531	0.0%
	Accessibility :- Indirect Expenditure	0	2,601	2,601	0	2,601 0.0%
	Net Expenditure	0	(2,601)	(2,601)		

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Detailed Income & Expenditure by Budget Heading 31/03/2023

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
TOWN CENTRE & EVENTS :- Income	52,880	49,501	(3,379)			106.8%
Expenditure	161,360	190,413	29,053	589	28,464	85.1%
Movement to/(from) Gen Reserve	(108,480)					
<u>PLANNING</u>						
601 Planning						
1073 Neighbourhood Plan Income	10,000	0	(10,000)			0.0%
Planning :- Income	10,000	0	(10,000)			
3992 Salaries Planning	34,670	31,877	(2,793)		(2,793)	108.8%
3993 NI Planning	2,373	2,116	(257)		(257)	112.1%
3994 Pensions ERS Planning	3,323	4,192	869		869	79.3%
4624 Neighbourhood Plan	11,923	2,070	(9,853)		(9,853)	576.0%
Planning :- Indirect Expenditure	52,289	40,255	(12,034)	0	(12,034)	129.9%
Net Income over Expenditure	(42,289)	(40,255)	2,034			
PLANNING :- Income	10,000	0	(10,000)			0.0%
Expenditure	52,289	40,255	(12,034)	0	(12,034)	129.9%
Movement to/(from) Gen Reserve	(42,289)					

Unbudgeted income due to a successful grant application.

EARMARKED RESERVES – For info only - See separate EMR report

<u>901 Ear-marked reserves</u>						
9001 Youth Council	0	2,015	2,015		2,015	0.0%
9002 Cemetery development	45,491	56,460	10,969		10,969	80.6%
9003 Legal Costs	0	2,000	2,000		2,000	0.0%
9004 Solar panels at Lace Hill	0	6,379	6,379		6,379	0.0%
9005 Website	0	4,000	4,000		4,000	0.0%
9006 Speedwatch	0	598	598		598	0.0%
9010 Flood relief fund	0	826	826		826	0.0%
9011 War memorial	0	500	500		500	0.0%
9012 Christmas lights	1,370	2,279	909		909	60.1%
9013 Youth projects	0	3,000	3,000		3,000	0.0%
9015 Charter fairs	330	5,471	5,141		5,141	6.0%
9025 Play area replacement	18,217	64,379	46,162		46,162	28.3%
9027 Green Buckingham	35	226	191		191	15.4%
9029 Circular Walk	0	5,399	5,399		5,399	0.0%
9030 Tourism leaflets	0	2,404	2,404		2,404	0.0%
9035 Parks Development	15,986	21,405	5,419	2,230	3,189	85.1%

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Detailed Income & Expenditure by Budget Heading 31/03/2023

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9040 Park run	0	89	89		89	0.0%
9045 Access for All	0	251	251		251	0.0%
9049 Neighbourhood Plan	0	22,000	22,000		22,000	0.0%
9050 Bridge Repairs	27,187	40,450	13,263	13,263	(0)	100.0%
9051 Office development / furniture	4,476	6,172	1,696		1,696	72.5%
9052 Depot equipment	3,365	15,000	11,635	3,975	7,660	48.9%
9053 AEDs	0	555	555		555	0.0%
9054 Lace Hil repairs & Maintenance	0	25,000	25,000		25,000	0.0%
9055 River rinse	0	250	250		250	0.0%
9057 Cemetery Lodge repairs	4,820	10,000	5,180		5,180	48.2%
9058 Bowls Club Pavillion repairs	7,230	8,000	770		770	90.4%
9059 Making good / boundary repairs	0	45,000	45,000		45,000	0.0%
9061 Covid bounce back events	0	906	906		906	0.0%
9062 Grants	(373)	2,280	2,653		2,653	(16.4%)
9063 Twinning	0	361	361		361	0.0%
9065 Purchase cemetery & allotment	0	87,000	87,000		87,000	0.0%
9066 Swan Sculpture Project	7,049	2,325	(4,724)		(4,724)	303.2%
9067 Training	0	2,000	2,000		2,000	0.0%
9068 Insurance	2,195	2,937	742		742	74.7%
9069 Computer Equipment	0	1,000	1,000		1,000	0.0%
9070 Rates	0	1,706	1,706		1,706	0.0%
9071 Community Service	0	2,769	2,769		2,769	0.0%
9072 One Off Events	716	1,000	284		284	71.6%
9073 Tourism Events	0	700	700		700	0.0%
9074 Accessibility	0	2,513	2,513		2,513	0.0%
9075 Recruitment	0	1,000	1,000		1,000	0.0%
Ear-marked reserves :- Indirect Expenditure	138,092	458,605	320,513	19,468	301,044	34.4%
Net Expenditure	(138,092)	(458,605)	(320,513)			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	138,092	458,605	320,513	19,468	301,044	34.4%
Movement to/(from) Gen Reserve	(138,092)					

Current Ear-Marked Reserves.

	Spent in 2022-2023	Funds remaining	Recommended 2023-2024	Recommendation
9001 Youth Council	£0	£2,015	£2,015	No change - Expected to be spent this financial year
9002 Cemetery development	£45,491	£10,969	£52,433	Add the underspends from 4619 and 4265 as this will be needed this financial year
9003 Legal Costs	£0	£2,000	£3,421	Keep and add the unspent £1421 from budget 4016
9004 Solar panels at Lace Hill	£0	£6,379	£0	Already agreed by precept to return to general reserve
9005 Website	£0	£4,000	£4,000	No change - Expected to be spent this financial year
9006 Speedwatch	£0	£598	£0	Already agreed by precept to return to EMR
9010 Flood relief fund	£0	£826	£826	No change - Money held for other party
9011 War memorial	£0	£500	£2,000	Increase - to £2000 as repairs expected
9012 Christmas lights	£1,370	£909	£1,287	Add the underspend from budget 4201 and 4212
9013 Youth projects	£0	£3,000	£0	Already agreed by precept to return to general reserve
9015 Charter fairs	£330	£5,141	£5,141	No change - Charter fair contract under review

9025	Play area replacement	£18,217	£46,162	£52,932	Recommend add underspend from 4275 and 4106
9027	Green Buckingham	£35	£191	£0	Already agreed by precept to return to return to general reserve
9029	Circular Walk	£0	£5,399	£0	To be combined with 9035 and renamed Green Spaces Development
9030	Tourism leaflets	£0	£2,404	£2,404	No change - Expected to be spent this financial year
9035	Parks Development	£15,986	£3,189	£10,000	To be renamed Green Space Development, combined with 9029 and increased to 10,000 (£2,230 committed)
9040	Park run	£0	£89	£89	No change - Money held for other party
9045	Access for All	£0	£251	£0	Already agreed by precept to return to general reserve
9049	Neighbourhood Plan	£0	£22,000	£22,000	No change - Expected to be spent this financial year
9050	Bridge Repairs	£27,187	£0	£0	£13,263 committed expenditure already agreed.
9051	Office development / furniture	£4,476	£1,696	£696	Already agreed by precept to return £1000 to general reserve
9052	Depot equipment	£3,365	£7,660	£7,660	No change - Expected to be spent this financial year (£3,975 committed)
9053	AEDs	£0	£555	£555	No change - Expected to be spent this financial year
9054	Lace Hil repairs & Maintenance	£0	£25,000	£25,000	No change - Expected to be spent this financial year

9055	River rinse	£0	£250	£0	Already agreed by precept to return to general reserve
9057	Cemetery Lodge repairs	£4,820	£5,180	£5,180	No change - Expected to be spent this financial year
9058	Bowls Club Pavillion repairs	£7,230	£770	£770	No change - Expected to be spent this financial year
9059	Making good / boundary repairs	£0	£45,000	£45,000	No change - Expected to be spent this financial year
9061	Covid bounce back events	£0	£906	£0	Already agreed by precept to return to general reserve
9062	Grants	£0	£2,653	£3,000	Increase to £3,000 - Emergency Grant fund
9063	Twinning	£0	£361	£2,418	Add the unspent from budget 4260
9065	Purchase cemetery & allotment	£0	£87,000	£87,000	No change - Expected to be spent this financial year
9066	Swan Sculpture Project	£7,049	£0	£0	Project money spent.
9067	Training	£0	£2,000	£4,300	Add the £2,300 underspend from 4023. Many staff have three year qualifications that will require renewing
9068	Insurance	£2,195	£742	£0	Return to general reserve - Repair completed
9069	Computer Equipment	£0	£1,000	£3,500	As per precept add £2,500 underspend from 4038 as equipment will need replacing over the next 18 months.
9070	Rates	£0	£1,706	£1,706	No - Change Expected to be spent this financial year

9071	Community Service	£0	£2,769	£0	Already agreed by precept to return to general reserve
9072	One Off Events	£716	£284	£0	Already agreed by precept to return to general reserve
9073	Tourism Events	£0	£700	£0	Already agreed by precept to return to general reserve
9074	Accessibility	£0	£2,513	£2,513	No change - History being investigated
9075	Recruitment	£0	£1,000	£1,000	Already agreed by precept to move £790 to general reserve
Recommended New EMR					
	Election costs	£0	£0	£2,150	Move the unspent £2150 from budget 4236
	Town in bloom memorial testing and repair	£0	£0	£1,457	Move the unspent from budgets 4104 and 4107- unfinished projects underway.
		£0	£0	£2,000	Use the unspent from 4617 and top up to £2000
	Totals	£138,467	£305,767	£354,453	

Buckingham's Annual Town Meeting Thursday, 23rd March 2023

This year's Annual Town Meeting offered residents and businesses an opportunity to meet local representatives, ask questions, voice concerns, and put forward ideas on the following topical issues:

- Health
- Police
- Cost of living
- Planning/future of the town
- Eco matters
- The river and green spaces
- Other matters

Discussion tables for topics were chaired by an officer from Buckingham Town Council or a local representative to answer questions and take notes throughout the meeting. A summary of the main points raised was offered in the Mayor's feedback session at the end of the meeting.

Attendees had the opportunity to visit information stands from the Citizens Advice Bureau, Buckingham Town Council's Equality, Community Diversity, and Inclusion Working Group, Project Street Life, and the Police and Crime Commissioner's Office.

Committee Chairs and Vice-Chairs hosted an information stall, highlighting the achievements of their Committee throughout the year.

Feedback on spending and the benefits to the town from this year's grant recipients was presented as a 'looped' video on a large screen.

The Mayor opened the meeting at 7pm, welcoming residents and representatives.



Health

Dr. Gavriel, from The Swan Practice, chaired the Health table. The Operations Manager from The Swan Practice, Emma Vye, was also in attendance.

Points/ideas raised:

1. Capacity issue for The Swan Practice.
2. Objecting to new housing developments to protect the health resources in the town.
3. Space for external services.
4. Delay with Lace Hill medical centre plans and feedback to residents following the public consultation.
5. Joining forces with community groups, for example local churches.
6. Recruitment of GPs.



Police

Inspector James Davies chaired the Police table. The Police and Crime Commissioner, Matthew Barber, was also in attendance.

Points/ideas raised:

1. Lack of police officer visibility.
2. Issues with youth engagement.
3. Cannabis use by young people.
4. Anti-social behaviour in Chandos Park and the Skate Park.



Cost of living

Jane Mordue, from the Citizens Advice Bureau, chaired the Cost of Living table. Katie Galvin, Community Support Manager from the Helping Hands Team and Dorota, who leads Buckinghamshire Councils Cost of Living Programme, were also available at the table to answer questions and listen to residents' concerns and ideas.

Points/ideas raised:

1. Public transport (buses): accessibility, stigma around using buses and the problems of rural transport (no shelter, unreliable, waiting hours).
2. Programmes that are available: Cost of Living, Helping Hands, and Welcoming Spaces.
3. Rising prices in local shops.
4. Poverty models to target support.
5. Financial dire straits for many and concerns re. loan sharks and gambling.
6. The local parks are good for mental health and the edible woodland is really good – perhaps vegetables can be grown in town planters?
7. Food schemes (food banks and community fridges).



River and Green Spaces

Claire Molyneux, Buckingham's Town Clerk, chaired the River and Green Spaces table.

Points/ideas raised:

1. Some paths in Bourton Park are in poor condition and make it difficult for runners/people with mobility scooters/prams.
2. The ford on Ford Street needs a good tidy – it is packed with grass.
3. Anti-social behaviour and vandalism in the parks – more activities are needed to divert troublemakers.

4. The old churchyard needs more maintenance.
5. Residents enjoy the green spaces.
6. The riverbank at Chandos Park needs repairing.
7. More bins are needed on Chris Nichols walk.
8. A lovely area for walking dogs.



Eco matters

Nina Stockill, the Estates Administrator, chaired the Eco Matters table.

Points/ideas raised:

1. Single use plastic coffee cups – how best for businesses to deal with waste.
2. Congestion and fumes from increased traffic using Buckingham – it is a rat run from Oxford to Milton Keynes.
3. Bike racks outside Tesco Express and Smarts.
4. Holiday transport – fewer flights.
5. Eco agriculture land management.
6. Motorbike parking labelled 'MC parking' with signage on Cornwalls Meadow car park.



Planning/future of the town

Sheena McMurtrie, Buckingham's Town Plan Officer, chaired the Planning/future of the town table.

Points/ideas raised:

1. Pedestrianise the town centre.
2. Improve traffic flow through and around town.
3. Free parking to encourage local shopping.
4. Entice independent traders to regenerate the town.
5. From new planning applications secure s106 monies to be spent to revive our town.
6. Hurry up with the skate park revamp.
7. Better mix of housing type.
8. Declare Buckingham a free-speech zone.
9. Put dog agility equipment in the paddock and enclose it.
10. Positive points: lots of community events, green spaces, variety of walks, feeling safe in the town, the range of community groups, dog walking.



Other matters

Steve Beech, Projects and Compliance Manager for Buckingham Town Council, chaired the Other Matters table.

Points/ideas raised:

1. A new entertainment venue.
2. Coronation Big Help Out – how to connect volunteers with groups that need them.
3. Greater public consultation before s106 requests made.



Public consultation

Five questions were presented to residents via social media (Facebook, Twitter, and Instagram) in the week preceding the meeting:

Q1 If you could change one thing about Buckingham it would be...

- More trees.
- Train connection.
- Free parking.
- At least two hours' free parking.
- Town Council to have more influence over planning.
- Infrastructure to be built before new housing estates.
- Main car park could be multi-storey.
- Don't want the main car park to be multi-storey.
- Pavements with no trip hazards, and permanently kept that way.
- Clear rubbish and debris from riverbanks and river.
- Repair footpaths leading to skatepark.
- All walks and footpaths wide enough for mobility scooters, prams etc.
- Flood prevention measures.
- New skate park.
- Improved access to primary healthcare.
- Reinstate the old railway route as a gravel track between Buckingham and Brackley. This would extend the cycle path from Winslow and provide a genuine benefit for the town and villages suffering destruction and disruption as a result of this (HS2) development.
- Escalator on Page Hill.
- I love our town and will be starting up planting the trough in High Street next week. Hope you will like and respect it.
- Pedestrianisation of the town with controlled vehicle access for town centre residents and rising bollards. Specifically, the section from the White Hart to the Old Gaol roundabout.
- Returning to free short-stay parking in the town centre.
- Remind residents and businesses to remove waste bins and rubbish bags from the pavements on residential streets. Except on collection day.

- More trees and 20mph blanket speed throughout the centre of town with speed cameras.
- New medical centre before any more houses get built (Milton Keynes can do it and also get new schools included in the planning as well, e.g., Whitehouse Park where a Primary School and Health Centre were built before the houses).
- It would be at the seaside.



Q2 What ideas do you have that could improve the parks and green spaces in Buckingham?

- Stop building on the green spaces/wild areas in town, such as those I passed today up Moreton Road. These areas are great for nature (almost certainly more so than plain grass fields).
- The paddock area in Bourton Park is enclosed so it can be a dog field open to everyone. That could be the specific off lead area. Great for dogs like mine who are friendly but have terrible re-call and also great for non-dog lovers who prefer to walk through the park without dogs running up to them.
- Keeping river and banks maintained.
- As many wildflower spaces as possible - instead of mowed areas.

Q3 If I could change one thing about health provision in Buckingham, it would be...

- No responses.

Q4 How do you think walking, cycling, and driving around Buckingham could be made safer and easier?

- More parking  as we go electric  they will need to spend longer in spaces charging. To attract people to the town we need more & better parking. Speed bumps on the high street would help discourage the dangerous driving that takes place regularly and make walking safer

Q5 What more could be done to reduce crime and the fear of crime in Buckingham?

- Bobbies on the beat.

Future actions

Responses will be passed to the relevant organisation/authority as appropriate.

BUCKINGHAM TOWN COUNCIL**FULL COUNCIL****MONDAY 22nd May 2023**

Contact Officer: Steve Beech, Compliance and Projects Manager

Scheme of Delegation FOI**1. Recommendations**

- 1.1. It is recommended that Members approve and adopt the revised Scheme of Delegation.

2. Background

- 2.1. This is being discussed because Standing Order 5j (v) requires that the Council undertakes a review of delegation arrangements to committees, sub-committees, staff, and other local authorities annually. They were last reviewed in May 2022.

3. Amendments

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.
- 3.3. Text highlighted in GREEN is a guidance note and does not form part of the document.
- 3.4. Minor spelling and grammar corrections have not been highlighted.
- 3.5. Remaining unhighlighted text is unaltered.

4. Amendment reasoning

- 4.1. For each amendment the reasoning for such change is given below:

1 Councils also have the power to delegate to another authority.

5a (vi) Currently, the Clerk should authorise and sign off every purchase order, purchase, invoice etc., and the volume of these are continually increasing. Technically, in times of the Clerk's absence, no purchases may be made under the current arrangement. The appointment of additionally authorised, suitably trained staff to make regular or appropriate purchases eases the burden on the Clerk, speeds up the business of the Council, but maintains suitable control of expenditure. This amendment reflects the reality of how the Council currently operates.

5a (vii) This meeting is also considering a new Asset Register and Disposal Policy. Revised wording is given should that policy be adopted or otherwise.

5b The urgent matters threshold for the Clerk is amended to be consistent with the Financial Regulations.

6 Clarity as to document hierarchy in case of contradiction between documents.



Scheme of Delegation, Buckingham Town Council

1. Power to Delegate Functions

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

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

2. Decisions of the Full Council:

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

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

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee.

Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

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

5. Town Council Staff

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

Decisions can at any time be delegated to Town Council staff.

The following have been delegated to Town Council staff:

a) General matters

- i) To sign on behalf of the Council any document to give effect to any decision of the Council;
- ii) To manage the Council's facilities, property, and assets;
- iii) To act on behalf of the Council as a designated officer with respect to complying with legislation;
- iv) To instigate and authorise the repair and maintenance of Town Council equipment, property, or assets so long as the Town Council's Financial



Regulations are adhered to, and the cost does not exceed the current budget;

v) To purchase equipment and supplies to be used by staff or contractors to repair or maintain Town Council equipment, property, or assets;

vi) To purchase equipment and supplies to be used by staff or contractors to carry out the work, duties, policies, or resolutions of the Council, so long as the Town Council's Financial Regulations are adhered to, and the cost does not exceed the current budget, to the following limits:

1. The Clerk, £2500

2. The Deputy Clerk, £1000 (£2500 in the absence of the Clerk)

3. Estates Manager, £1000

4. Compliance Manager, £1000

5. Assistant RFO, £1000

6. Admin Asst and External Services Manager, when making regular orders (e.g., stationery, sanitary) £250.

vii) To dispose of Town Council equipment or assets, where reason to do so, ~~with an estimated worth of less than £500~~ in accordance with the Asset Register and Disposal Policy. **Note: Assuming Asset policy approved, otherwise amend to read £1000.**

b) Urgent matters


The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£2,500~~ £5000.

The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

6. Variances with Financial Regulations

6.1. The Scheme of Delegation is intended to give more specific detail than the Financial Regulations in the above areas. If there is found to be any contradiction between the two documents, then the Scheme of Delegation shall override the Financial Regulations.

END

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date agreed: 30/05/2022 Minute number: 25/22 Prepared by: Paul Hodson Version: 2.2</p>
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Name

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

Membership

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

Chair

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

Conduct of the Meeting

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


Area of Operations

8. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Town Council property (excluding office accommodation)
 - Open spaces in the town and surrounding area
 - Community facilities in the town and surrounding area
 - Community services in the town and surrounding area
9. In addition to the areas of operation above the Environment Committee has the following responsibilities:
 - 9.1 The Committee has authority to proceed with all items within its budget but must refer to Full Council when non-budgeted expenditure is anticipated.

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

Further Information

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

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: 30/05/2022 Minute Number: 25/22 Prepared by: Paul Hodson Version: 2.3</p>
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Name

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

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member.

2.1 Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.

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

Chair/Chairman

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

Conduct of the Meeting

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

Area of Operations

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

Powers and responsibilities

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

Finance

- 9.1 To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 9.2 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.3 To be responsible for all aspects of the financial administration of the Council including:
- arrangements for preparation of the accounts
 - appointment of an independent internal auditor
 - preparation of, and compliance with, the Council's Financial Regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for external audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 9.4 To undertake within the overall policies and approved budgets of the Council the following duties and functions:
- have a strategic overview of fees and charges for services provided by the Council as determined by each committee
 - determine subscriptions to be paid by the Council
 - determine the need for and, if necessary, recommend to Council the taking out of loans
- 9.5 To advise the Council on the level of allowances to be payable to Councillors.
- 9.6 To make recommendations to Council in relation to internal policy development based on legislation.
- 9.7 To review the long-term financial strategy of the Council with a view to advising the Council on funding for significant projects.
- 9.8 Ensure adequate insurance of all the Council's property and liabilities.
- 9.9 Oversee the Community Grant process.

- 9.10 Advise the Council on responses to be made to the structure of Local Government.
- 9.11 Make representation to Buckinghamshire Council on their corporate plan and policies when they are likely to or do affect Buckingham.

Personnel

- 9.12 To monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere).
- 9.13 To meet as required to discuss and investigate any personnel requirements.
- 9.14 To oversee Officer and Member training and development.
- 9.15 To meet as required by the Council for staff reviews.
- 9.16 To review and agree the policies and procedures regarding personnel.

Civic Matters

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


- 9.17 Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10. To be responsible for advising the Council on Standing Orders in respect to the conduct of meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
 - 10.1. To consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee.
 - 10.2. Oversee the ongoing development of ICT facilities for the Council including the Council's website.
 - 10.3. Oversee the production of the Newsletter.
 - 10.4. Oversee the production of the Annual Report.
 - 10.5. To provide and publish an annual report of the Council's finances both current and budgeted, and also reports from each of the Committee Chair and the Mayor.

Further Information

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

	Buckingham Town Council Terms of Reference	Date Agreed: 30/05/2022 Minute Number: 25/22 Prepared by: Paul Hodson Version: 5
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Name

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

Membership

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

Chairman

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

Conduct of the Meeting

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

Area of Operations

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

- Reviewing planning applications (excluding those for more than 10 houses or for new multi-unit retail and multi-unit industrial developments)
- Transport
- Forward planning
- Planning enforcement

12. In addition to the areas of operation above the Planning and Development Committee has the following responsibilities:

12.1 To undertake all powers and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the Local Development Framework process and any other strategic plans for Aylesbury Vale.

12.2 To undertake all powers and duties of the Council in respect of Neighbourhood Planning and Development under the Localism Act.

12.3 To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the relevant legislation which are for fewer than 10 housing units and for non-mixed development.

12.4 To consult with the committee and tree wardens by email in respect of all applications relating to trees and tree preservation orders and convey collated comments to Buckinghamshire Council's Tree Officer.

12.5 To make suggestions in respect of street naming.

12.6 To make representations involving Listed Buildings and the Conservation Area in Buckingham.

12.7 To act as the consultee and make representations as required in respect of all matters relating to roads and highways including: road signs, street furniture, street lighting, car parking, traffic management, footpaths, traffic regulations and bus services.

12.8 To promote all elements of equality in the built environment.


12.9 Public Services – to act as the consultee, make representations, and support as required all matters relating to:

- housing strategy
- public/community transport including Local Transport Plans
- utility services (gas, electricity, telecommunications, water, sewerage, flooding, etc)
- waste infrastructure
- mineral extraction

- planning policy changes
- economic development of the town

Further Information

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

	Buckingham Town Council Terms of Reference	Date Agreed: 30/05/2022 Minute Number: 25/22 Prepared by: Paul Hodson Version: 4
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Name

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

Membership

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

Chair

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

Conduct of the Meeting

9. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

Areas of Operation

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

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

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

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

The Town Centre and Events Committee co-ordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town, and any other events

involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.

10.5 Promotion

To work towards a range of events that provide access and equality for all.

To promote the town through appropriate media and via the web site.

To work with the town centre traders.

To support any other Council events in the Town Centre.

10.6 Youth Budget


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

10.7 Tourist Information Centre

The day to day running of the Tourist Information Centre located in The Old Gaol.

10.8 The Committee shall undertake reviews of Terms of Reference as and when appropriate.

10.9 The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

 <p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: 30/05/2022 Minute Number: 25/22 Prepared by: Paul Hodson Version: 2.3</p>
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Name

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

Composition

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

Chair

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

Quorum

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

Area of Operations

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


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

Powers and Responsibilities

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

Conduct of the Meeting

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

 <p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date Agreed: 30/05/2022 Minute Number: 25/22 Prepared by: Paul Hodson Version: 1.5</p>
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Name

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

Membership

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

Chair/Chairman

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

Conduct of the Meeting

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


Area of Operations

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

Powers and responsibilities

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

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

	<p>Buckingham Town Council</p> <p>Appeals Committee</p> <p>Terms of Reference</p>	<p>Date Agreed: 30/05/2022</p> <p>Minute Number: 25/22</p> <p>Prepared by: Paul Hodson</p> <p>Version: 2.0</p>
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1. Name

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

2. Composition

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

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

3. Chair

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

4. Quorum

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

5. Area of Operations

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

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

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

6. Powers and Responsibilities

6.1. Making final decisions on complaints made to the Council.

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

7. Conduct of the Meeting

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

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

Committee Choices 2023-2024

Appendix N

Councillor	Ward	Full Council	Planning	TC&E	Resources	Environment	CSG	Christmas Lights	Economic Development	Staffing	Fringe Group	Youth Council	N.Plan Working Group	Equality, CD, & Inclusion WG
Ahmed	North	1		1		1	1	1			1			1
Cole	North	1	1										1	
Collins	FF	1			1					1				
Davies	South	1	1	1		1				1				1
Gateley	H&W	1		1		1	1	1	1				1	1
Harvey	South	1	1	1	1	1	1	1	1	1	1	1	1	1
Hetherington	South	1												
Mahi	South	1	1	1	1			1		1				
Mordue	North	1			1				1	1				
O'Donoghue	South	1	1	1	1	1				1		1		1
Osibogun	South	1			1									
Ralph	South	1	1		1	1							1	
Schaefer	North	1	1	1	1	1	1	1	1	1	1	1	1	1
Stuchbury	South	1	1	1	1	1		1	1	1	1		1	
Try	North	1	1		1		1						1	1
Whyte	North	1			1				1				1	
Willett	North	1	1	1	1	1						1		1
Buckingham Society	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	N/A
Totals		17	11	9	12	9	5	6	6	8	4	4	9	8

Key
Chair
Vice Chair

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 22nd May 2023

Contact Officers: Claire Molyneux, Town Clerk / Steve Beech, Compliance and Projects Manager.

Standing Orders

1. Recommendations

- 1.1. It is recommended that Members approve and adopt the revised Buckingham Town Council Standing Orders.

2. Background

- 2.1. It is best practice to review the Standing Orders annually. The last review was undertaken in May 2022.
- 2.2. This revised version has been compared with the NALC recommended model document. Standing orders that are in bold type contain legal and statutory requirements and should not vary from the model document.

3. Amendments to the Standing Orders

- 3.1. Recommended additions to the text are highlighted in YELLOW. They reinstate missing wording from the model document.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE. They remove wording not found in the model document.
- 3.3. Text highlighted in GREEN is a guidance note and does not form part of the document.
- 3.4. Minor spelling and grammar corrections have not been highlighted.
- 3.5. Remaining unhighlighted text is unaltered and consistent with the model document.

4. Standing Orders - amendment reasoning

- 4.1. For each amendment the reasoning for such change is given below:
- 4.2. **Multiple amendments to be consistent with model standing orders:**

- 4.2.1 Bold text has been reinstated to make clear these are statutory requirements.

4.2.2 Bold text must match the model document, so the original wording has been restored.

4.2.3 Other wording changes not mentioned in “individual amendments” below are to match the model document.

4.2.4 To amend “chairman” to read “chair” as recommended in the model document. There is no rule as to what any chair may choose to be called in the discharge of their functions (chair, chairman, chairwoman, etc.).

4.2.5 To amend “he/his” etc to gender neutral as recommended in model document.

4.2.6 Removal of unnecessary use of “above” and “below” as per model document.

4.2.7 “Mayor/Deputy Mayor” to replace “chair/vice-chair” in accordance with LGA1972 s245(6) (parish has resolved to adopt the status of town).

4.3. Individual amendments:

3g In line with the maximum speaking time limit for councillors.

3h To avoid unintended debate or discussion of item not on the agenda.

3i To reflect the current convention where councillors are required to stand in Full Council but not in committees.

3x Clarity in case of late or multiple meetings.

3y Clarity and reasoning for the calculation of Councillor’s attendance at formal meetings of the Council. LGA1972 regards being present as being physically present. Working groups are not formal meetings of the Council and there is no legal requirement to keep agendas, minutes, or records of attendance. Non-council run meetings are a matter for the hosting party. This information is not intended to be a reflection of the work of each Councillor merely their attendance/presence at formal Council meetings.

3z To maintain confidentiality.

8a Unnecessary. All voting is by a show of hands. Not in model document.

9b and d Currently the deadline is the day before the agenda is issued which can be impractical. The new timeframe example is: For a Monday 20th of the month meeting, 7 clear days means the motion is required to be delivered to the proper officer (Clerk) by the latest Friday 10th of the month. In other words, there is a whole clear “working week” between the two dates. For any/each Bank Holiday between those two dates an additional day earlier must be calculated.

10a ix Termination not in model document. Best practice is to allow for proper debate as a pre-notified agenda item.

11 Correction of heading to match model document.

12 Reinstatement of original wording as per model document. Note that “both draft minutes and recordings (where approved minutes exist) shall be destroyed”. This has not changed and is existing council policy.

13d To avoid contradicting standing order 10.

15b ix Missing from existing document. Note: Clerk is also data protection officer.

18a v, and 18c Limit has changed, as per the Financial Regulations.

18d v Obsolete as tenders are invariably received electronically via email.

18d vii Allows for information to be supplied to councillors with relevant agenda.

18f and g are not in the model document, 18h is in the model document.



Standing Order Buckingham Town Council

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Note: Standing orders that are in bold type contain legal and statutory requirements.



1. RULES OF DEBATE AT MEETINGS

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



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in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since **he they** last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting **he is they are** concerned by.
- q A point of order shall be decided by the chair**man** of the meeting and **his their** decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair**man** of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived **his their** right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.



2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.



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- g Subject to standing order 3(f) **above**, a member of the public shall not speak for more than **15 3** minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The **chairman** of the meeting may direct that a written **or oral** response be given.
- i A person shall raise **his their** hand when requesting to speak and stand when speaking **in Full Council** (except when a person has a disability or is likely to suffer discomfort). The **chairman** of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct **his their** comments to the **chairman** of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the **chairman** of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide audible oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral audible report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the ~~Chairman of the Council~~ Mayor may in his their absence be done by, to or before the ~~Vice-Chair of the Council~~ Deputy Mayor (if any there is one).**
- p **The ~~Chair of the Council~~ Mayor, if present, shall preside at a Full Council meeting. If the ~~Chairman~~ Mayor is absent from a meeting, the ~~Vice-Chair of the Council~~ Deputy Mayor, if present, shall preside. If both the ~~Chairman~~ Mayor and the ~~Vice-Chair~~ Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting (save to appoint an honorary freeman) shall be decided by a majority of the councillors or councillors and non-councillors with voting rights present and voting.**



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- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his their casting vote whether or not he they gave an original vote.**

See standing orders 5(h) and (i) below for the different rules that apply in the election of the ~~Chairman of the Council~~ Mayor at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t **The minutes of a meeting shall include an accurate record of the following:**
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council or committee are present and in no case shall the quorum of a meeting be less than three.**

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x **A meeting shall not exceed a period of 3 hours or extend beyond 2200 hours.**

- y **Members who cannot attend Full Council or a committee meeting physically may attend virtually where this is possible and may be allowed to speak by the Chair. They may not vote, and they may not formally make a motion, propose**



an amendment to a motion or raise a point of order. They will not be counted as present for the purpose of deciding whether the meeting is quorate. They will also not count as present for the purpose of calculating attendance in regard of Section 85(1) of the Local Government Act 1972. **As the Local Government Act 1972 regards being present as being physically present, the officially published attendance records of councillors will count only those meetings where members were physically present. Additional data shall also be published which includes councillors attending remotely, for example online.**

- z **If a Councillor or Officer virtually attends during a confidential session they shall be required to declare that there is no one else who can overhear.**

4. COMMITTEES AND SUB-COMMITTEES

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



during the meeting;

vii. may dissolve a committee or a sub-committee.

viii. Members of each committee are encouraged to attend training where this is specified during the first 12 months of their role, and at four yearly intervals thereafter, and as detailed in the Council's Training Policy.

5. ORDINARY COUNCIL MEETINGS

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



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~~Chair of the Council~~ Mayor and ~~must~~ shall give a casting vote in the case of an equality of votes.

j Following the election of the ~~Chairman of the Council~~ Mayor and ~~Vice-Chairman (if any) of the Council~~ Deputy Mayor (if there is one) at the annual meeting ~~of the Council~~, the business ~~of the annual meeting~~ shall include:

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

~~k. In the first meeting after the annual meeting of the Council, the business of the meeting shall include:~~

(NOTE: k has been removed so as to continue as j with renumbered bullet points.)

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 ~~above~~;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements **(including legal agreements)**, including any charters and agency agreements, with other local authorities, not-for-profit bodies and businesses, and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and **other** assets including buildings and office



equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all **insured insurable** risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's **policies, procedures and practices for handling requests made in respect of its obligations** under freedom of information **Act 2000** and **the** data protection **Act 1998** legislation (*see also standing orders 11, 20 and 21*);

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The **Chair of the Council Mayor** may convene an extraordinary meeting of the Council at any time.
- b If the **Chair of the Council Mayor** does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.
- c The chair**man** of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair**man** of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

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



8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting **for** which it is tabled ~~for~~ and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **4 7** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) ~~above~~, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) ~~above~~ is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, ~~in writing to the Proper Officer~~ so that it can be understood, **in writing, to the Proper Officer** at least **4 7** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f ~~Subject to standing order 9(e) above,~~ The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.



10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

11. **HANDLING CONFIDENTIAL OR SENSITIVE **MANAGEMENT OF INFORMATION****

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and**



organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

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

12. DRAFT MINUTES

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

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to the publication of draft minutes in accordance with standing order



19(a) and following Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless ~~(s)he has~~ they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~(s)he has~~ they have a disclosable pecuniary interest. ~~(S)He~~ they may return to the meeting after it has considered the matter in which ~~(s)he~~ they had the interest.
- c Unless ~~(s)he has~~ they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~(s)he has~~ they have another interest if so required by the Council's code of conduct. ~~(S)He~~ They may return to the meeting after it has considered the matter in which ~~he~~ they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, ~~or failing that, at the start of the meeting for which the dispensation is required.~~
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) ~~above~~, a dispensations requests shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e)**



above if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s)



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nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee, or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**

NOTE: the bullet point below is listed as ii in the current document. Some items in this section are therefore renumbered.

- **Give Provide, in a conspicuous place, public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) **above** for the meaning of clear days for a meeting.*

- ii. subject to standing order 9 **above**, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming **his their** withdrawal of it;
- iii. **convene a meeting of full the Council for the election of a new Chairman of the Council Mayor, occasioned by a casual vacancy in his their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. **retain hold** acceptance of office forms from councillors;
- vii. **retain hold** a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;**
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form



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subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(see also standing order 23) ~~below~~;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority **in a book for such purpose**;
- xv. refer a planning application received by the **Council to the Chairman Mayor** or in **his their** absence the **Vice-Chairman Deputy Mayor** or the **Chairman** or in **his their** absence Vice-Chairman of the Planning Committee depending on the Terms of Reference for the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;

NOTE: the two bullet points below are amalgamated in the current document but are listed separately in the model document.

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide **(England)**".
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's financial regulations.



- c. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual **governance and accountability** return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services, or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the



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- prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; or electronically via email;
 - v. ~~tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;~~
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - vii. ~~The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session.~~
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- ~~f. A public contract regulated by the Public Contract Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~
- ~~g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~
- h. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**



19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 20.

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

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list.)

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

21. RELATIONS WITH THE PRESS/MEDIA

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



22. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

23. COMMUNICATING WITH BUCKINGHAMSHIRE COUNCILLORS

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

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory **or legal** requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory **or legal** requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 **above**.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible ~~after he has delivered his acceptance of office form.~~
- d The decision of the chair**man** of a meeting as to the application of standing orders at the meeting shall be final.



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END

BUCKINGHAM TOWN COUNCIL**FULL COUNCIL****MONDAY 22nd May 2023**

Contact Officers: Claire Molyneux, Town Clerk; Steve Beech, Compliance and Projects Manager.

Financial Regulations**1. Recommendations**

- 1.1. It is recommended that Members agree and adopt the finalised Financial Regulations.

2. Background

- 2.1. It is best practice is to review the Financial Regulations annually. The last review was undertaken in March 2023.
- 2.2. The Financial Regulations were reviewed by the Resources Committee and Full Council in March 2023. The Report to the March 2023 meeting stated: "This agreement will remain valid until the Full Council meeting on the 22nd of May 2023 when it will be reviewed again."
- 2.3. Further to the review in March, some minor corrections, and clarifications, plus a reference to the Scheme of Delegation are being proposed.

3. Amendments to the Financial Regulations

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.
- 3.3. Minor spelling and grammar corrections have not been highlighted.

4. Financial Regulations - amendment reasoning

- 4.1. For each amendment an overview of the reasoning for such change is given below:

4.1 Correction of limits due to omission of a line of text. The current arrangement means the Clerk may not spend anything without reference to a committee chair, which is impractical, unintended, and contrary to the Scheme of Delegation.

4.1 Additional line referring to nominated staff being authorised in the Scheme of Delegation to approve expenditure, and a paragraph clarifying the hierarchy of documents in cases of inconsistency.

4.1, 6.11 Renaming of Chair of the Council to Mayor, omitted from first review, in accordance with LGA1972 s245(6) (parish has resolved to adopt the status of town).

5.2 Rewording to provide clearer explanation of process.



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1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations, and proper practices;
- determines on behalf of the Council its accounting records and accounting Control systems;



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- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant, or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;



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- approve any grant or a single commitment in excess of £15000 not already specifically approved in any budget;
- writing off bad debts following a recommendation of the Resources Committee;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only, following a recommendation of the Resources Committee.

1.14. In addition, the Resources Committee shall:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference;
- make recommendations to Full Council for the writing off of bad debts; and
- make recommendations to Full Council to address recommendations in any report from the internal or external auditors.

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Deputy Chair of the Resources Committee (unless a signatory in which case the Resources Committee shall appoint an alternative member) shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.



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2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.



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3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council including any proposals for revising the forecast.

3.2. The RFO must each year prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £15,000;
- a duly delegated committee of the Council for items over £2500 up to £15000;
- the Clerk, in conjunction with ~~Chairman of Council~~ the Mayor or Chairman of the appropriate committee, for any items below over £2500 up to £5000;
- the Clerk, for any items up to £2500; or
- nominated Council staff in accordance with limits set in the Scheme of Delegation.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, or other nominated Council staff and where necessary also by the appropriate Chairman. A confirmation email from the appropriate person's email address is acceptable.

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

Variances with the Scheme of Delegation: The Scheme of Delegation is intended to give more specific detail than the Financial Regulations in the above areas. If there is found to be any contradiction between the two documents, then the Scheme of Delegation shall override the Financial Regulations.



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4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the Resources Committee as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £250 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO/Assistant RFO shall prepare a schedule of payments requiring authorisation, which will be emailed to members of the Resources Committee two days before payment



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allowing time for members to comment or otherwise query the specific payments. This schedule, countersigned by the RFO, accompanied with relevant invoices will be presented to two councillors who are authorised bank signatories for signature, as per a rota prepared by the RFO. The **approved signed** schedule shall be presented to the next **appropriate Full Council or** Resources committee **as an agenda item** for endorsement. The **Full Council or** Resources committee shall review the schedule for compliance and, having satisfied itself shall endorse payment by a resolution of the **Council or** Resources committee. ~~The approved schedule, forming part of the agenda shall be ruled off and initialled by the Chairman of the Meeting.~~ A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was endorsed. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Resources Committee meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
- c) fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources committee.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided



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also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.



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6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the **Chairman of Council Mayor** in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.



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6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or Resources committee in writing before any order is placed.

6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO/Assistant RFO shall maintain a petty cash float of a maximum of £500 for the purpose of providing change, defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. The float may be split between the Council Offices, Lace Hill, Shopmobility and the Tourist Information Centre, and will be kept under the control of the most senior person present at each location.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.19. Any corporate credit card or trade account opened by the Council will be specifically authorised by the RFO. Authorisation of purchases are restricted to the Clerk, Deputy Clerk, or Estates Manager, and shall be subject to automatic payment in full at each month-end.



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7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.



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7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.



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9.3. The Council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods, and services

10.1. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

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



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11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage, and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Mayor and Deputy Mayor); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public

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



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works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

d) When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The Council shall not be obliged to accept the lowest or any tender, quote, or estimate.

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works (Public Works Contracts)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).



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12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

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

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties, and estates

14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).



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14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 16), the RFO shall affect all insurances and oversee negotiations for all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to the relevant Committee at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. Risk management

16.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Review of Arrangements with Other Local Authorities**May 2023**

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

1. To provide a set of urban transport services on behalf of Buckinghamshire Council under a devolved services arrangement. This arrangement has been ongoing for six years, and has been extended for one year, until April 2023, pending discussions regarding further devolution. Value £21,065 pa.
2. To pay Buckinghamshire Council to empty dog bins in the Town Council's parks and green spaces. Cost £4,502 pa.
3. The Council operates the charter markets and charter fairs under an ongoing licence with Buckinghamshire Council.

Buckingham Town Council Representatives on Outside Bodies

Appendix R
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ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
A.V. Association of Local Councils	AVALC also acts as an important catalyst for local councils in Aylesbury Vale feeding in your views on the many issues you may face and stressing the need for primary authorities to continuously engage with Parishes. We also participate in meetings of the County Association of Local Councils, [BMKALC]. https://avalctestsite2.wordpress.com/	Cllr. J. Harvey	1 year	At this meeting	
Aylesbury Vale Transport Users Group	The group aims to promote improvements to local public transport provision by the council and local transport service providers and support the activities of all bodies which aim to improve public transport.	Cllr. Stuchbury	1 year	At this meeting	
		Cllr. Harvey	1 year	At this meeting	
Buckingham Bardic Council	The Bardic Council is an informal group that supports the role of the Bard and helps to coordinate the annual Bardic election and any other related events.	Cllr. Davies	1 year	At this meeting	
		Cllr. R. Willett	1 year	At this meeting	
Buckingham & Gawcott Charitable Trust	To utilise the trust's assets for the benefit of the organisations and inhabitants of the town of Buckingham and the parish of Gawcott.	<i>The Mayor</i>	Term of Office	Ex officio	
		Cllr. R. Stuchbury	2 years	At this meeting	
		Cllr. S. Hetherington	2 years	At this meeting	
		Cllr. J. Harvey	2 years	At this meeting	
Buckingham Community Wildlife Project	Buckingham is well supported by activities to maintain and protect the greenspaces space by several volunteer Conservation Groups. This is a Steering group to help draw together the work of each body.	Cllr. S. Hetherington	1 year	At this meeting	
		Cllr. F. Davies	1 year	At this meeting	
		Cllr. M. Gateley	1 year	At this meeting	
Buckingham Almshouses and Welfare Charities		<i>The Mayor</i>	Term of Office	Ex officio	
		Cllr. G. Collins	4 years	May 2025	
		Cllr. A. Ralph	4 years	January 2025	

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ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
(Buckingham General Charities)	<p>The Charity is operated and administered by 12 Trustees and its Secretary.</p> <p>The Objects of the incorporated Charity are:</p> <ol style="list-style-type: none"> 1. To relieve people resident for at least two years in Buckingham, Gawcott, Lenborough and Bourton ('the area') who are in need, by providing specially designed or adapted housing or almshouses, and items, services or facilities calculated to relieve the need of such persons. 2. To relieve financial hardship, sickness and poor health among poor people in the area. 3. To make grants or pay for facilities for people in need, hardship or distress resident in the area. <p>https://www.buckinghamgeneralcharities.org.uk/Groups/241034/About_Us.aspx</p>	Cllr. L. O'Donoghue	4 years	11 th May 2024	
Buckingham Youth Centre	<p>Buckingham Youth Centre provides Youth Club activities to the young people of Buckingham and the surrounding villages. There has been a Youth Club on the site for over 40 years.</p> <p>An award-winning Charity, founded in 2012 and in order to keep the Youth Clubs running, offering the premises for hire to local Youth Groups, Businesses and local people.</p> <p>https://buckinghammyc.org.uk/about-us/</p>	Cllr. R. Willett	1 year	At this meeting	
		Cllr. Stuchbury	1 year	At this meeting	
CA (Citizen's Advice)	<p><i>"We help people find a way forward.</i></p> <p><i>We can all face problems that seem complicated or intimidating. At Citizens Advice Bucks we believe no one</i></p>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio	

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ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
	<i>should have to face these problems without good quality, independent advice.”</i> https://citizensadvicebucks.org.uk/about-us				
Christmas Parade Committee	Buckingham Christmas Parade is organised by the Christmas Parade Committee and sponsored by Buckingham Town Council. A road closure is put in place for the parade route and paid for by the Town Council.	Cllr. H. Mordue	1 year	At this meeting	
		Cllr. M. Try	1 year	At this meeting	
Dementia Action Alliance	https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance	Cllr. Harvey Cllr. Davies	1 year	At this meeting	
Lace Hill Medical Centre Forum	<p>The aims of the group can be summarised as</p> <p>Advise the practice on matters of concern to patients such as: booking appointments, being able to see the same Doctor for continuity, surgery opening times, emergency out of hours care, parking, care after a hospital stay, etc.</p> <p>Developing and exhibiting health education displays to alert patients to key health issues – this has been a considerable early success with very effective displays in both surgeries, Buckingham Library and Tesco Buckingham on topics such as dementia, high blood pressure and the early detection of cancer.</p> <p>Act as a sounding board for the practice on policy issues</p> <p>Take soundings from the patient community and develop plans to remedy identified shortcomings.</p> <p>Represent the patient group in holding the practice constructively to account.</p> <p>https://www.theswanpractice.co.uk/ppg.aspx</p>	Cllr. Try	1 year	At this meeting	
		Cllr. Mahi	1 year	At this meeting	

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ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
Buckinghamshire and Villages Community Board	<p>Community Boards are a new way of bringing the council, groups, organisations and local people together to look at local issues and find ways of improving them together.</p> <p>As a community-led partnership, Community Boards will:</p> <ul style="list-style-type: none"> influence how decisions are made and how services are delivered represent the voice of local people capture thoughts, ideas and suggestions bring together key community partners and residents identify local needs and work to produce creative solutions <p>https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/</p>	Cllr. O'Donoghue	1 year	At this meeting	
		Cllr. Harvey (deputy)	1 year	At this meeting	
North Bucks. Parishes Planning Consortium	<p>NBPPC is the only group within Aylesbury Vale dealing solely with planning related matters. The membership level, and consistency of renewal, suggests that member parishes appreciate having a forum in which planning matters can be debated and acted upon. We believe that there is a real benefit in Buckinghamshire Council receiving well considered, detailed, responses to strategic planning issues from a group with such wide membership.</p> <p>https://www.aylesburyvaledc.gov.uk/sites/default/files/page/downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf</p>				
		Cllr. A. Ralph	1 year	At this meeting	
Pontio		<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio	
		Cllr. Harvey	1 year	At this meeting	

Buckingham Town Council Representatives on Outside Bodies

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ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
	<p>The Pontio Group is the Joint Action Group between Buckingham Town Council and the University of Buckingham. The aims are:</p> <ul style="list-style-type: none"> To initiate, coordinate and support actions which harness and blend the various resources of both the town and the university for the benefit of all who live, study, work, play and visit in Buckingham To build excellent relationships between the civic, academic, commercial and leisure organisations in the town To work for a future of Buckingham in which all enjoy a life full of ambition, learning, prosperity and well being 	Cllr. Osibogun (Deputy)			
Tree Wardens	<p>Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/</p>	Cllr. S. Hetherington	1 year	At this meeting	
		Cllr. R. Stuchbury	1 year	At this meeting	
		Cllr. M. Gateley	1 year	At this meeting	
Twinning Association	<p>We are here to help all the residents of Buckingham and the surrounding area to find out if there is a link, and hopefully a friend, for you in our twin towns of Mouvaux, near Lille in France or Neukirchen-Vluyn near Düsseldorf in Germany. https://www.buckinghamtwinning.org.uk/</p>	Cllr. A. Schaefer	1 year	At this meeting	
		Cllr. H. Mordue	1 year	At this meeting	
Rural Market Towns Group	<p>The Rural Services Network is a Special Interest Group of the Local Government Association. We are a membership</p>	Cllr. W. Whyte	1 year	At this meeting	

Buckingham Town Council Representatives on Outside Bodies

Appendix R
 Approved 30th May 2022
 Minute 25/22

ORGANISATION	DESCRIPTION	CURRENT REPRESENTATIVE	TERM	DUE FOR RENEWAL	2023 REPRESENTATIVE
	<p>organisation and work on behalf of our members as the national champion for rural services.</p> <p>We support our member organisations through the sharing of best practice and rural expertise, and advocate on their behalf to ensure that the rural voice is raised up the agenda with parliamentarians and decision makers.</p>				

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 22nd May 2023

Contact Officer: Steve Beech, Compliance and Projects Manager.

REPORT: 'Asset Register' and New 'Asset Register and Disposal Policy'

1. Recommendations

- 1.1. It is recommended that Members review and approve the revised Asset Register as at 31 March 2023.
- 1.2. It is recommended that Members approve and adopt the proposed Asset Register and Disposal Policy as recommended by the Resources Committee.

2. Background

- 2.1. This is being discussed because it is a requirement to review and approve the Asset Register annually.
- 2.2. In minute 176/19 members agreed "to only include items with a value in excess of £1000 on the new version of the Asset Register, and that a new inventory system is used for lower value items".
- 2.3. The Council does not presently have a formal "Asset Register and Disposal Policy" as recommended in the Joint Panel on Accountability and Governance Practitioner's Guide.
- 2.4. The new policy provides guidance for the keeping of the asset register, and instructions for the authorisation and recording of items to be disposed of.

3. Environmental Impact

- 3.1. The new policy considers opportunities for the future use or disposal of items no longer required by the Council. These include (but are not limited to) re-sale, recycling, re-use (both within the Council and externally), donation to other organisations, and responsible disposal.

4. Budget

- 4.1. The keeping of the asset register in accordance with the new policy will ensure that items of value are recorded correctly for inventory and insurance purposes.
- 4.2. A structured disposal policy will ensure that the register is kept up to date, and that full consideration will be given to obtaining best value for any assets to be disposed of.

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
- Brackley Road Cemetery				
INF36	Cemetery Lodge - Fixtures & Fittings	40,000.00	40,000.00	40,000.00
TOTAL FOR - Brackley Road Cemetery		40,000.00	40,000.00	40,000.00
- Chandos Park				
INF47	Tennis Pavilion Fixtures & Fittings	20,000.00	20,000.00	20,000.00
INF48	Bowls Pavilion - Fixtures & Fittings	50,000.00	50,000.00	50,000.00
TOTAL FOR - Chandos Park		70,000.00	70,000.00	70,000.00
- Cornwall's Meadow				
BLD07	Buckingham Community Centre	50,000.00	50,000.00	2,077,490.68
BLD15	Toilet/Changing Places & Shop Mobility Unit	163,669.00	163,669.00	278,529.66
TOTAL FOR - Cornwall's Meadow		213,669.00	213,669.00	2,356,020.34
Admin Storage - Verney Close (Town Council Office)				
FRN05	Filling Cabinet (4 Draw) X 3	1.00	1.00	500.00
TOTAL FOR Admin Storage - Verney Close (Town Council Office)		1.00	1.00	500.00
Burial - Brackley Road Cemetery				
INF54	paving for G.O.R.	1,775.40	1,775.40	1,775.40
MEQP12	Cemetery Bier X 1	1.00	1.00	1,500.00
TOTAL FOR Burial - Brackley Road Cemetery		1,776.40	1,776.40	3,275.40
Ceremonial - Chamber				
CER13	Mace Case X 1	2,336.00	2,336.00	2,336.00
CER14	Mace Bearers Robes X 1	1.00	1.00	500.00
CER16	Mayors Chain X 1	1.00	1.00	4,000.00
CER17	Mayors Robe X 1	1.00	1.00	695.00
CER24	Signet Ring X 1	1.00	1.00	500.00
CER28	Town Clerk's Robe X 1	1.00	1.00	795.00
CER30	Large Wood Town Crest (Shield) Buckingham Swan X 1	1.00	1.00	1,000.00
CER31	Town Crier's Robe X 1	1.00	1.00	749.00
CER35	Town Clerks Wig	491.45	491.45	491.45
TOTAL FOR Ceremonial - Chamber		2,834.45	2,834.45	11,066.45
Ceremonial - Old Gaol				
CER12	Mace X 1	1.00	1.00	50,000.00
CER18	Mayor's Robe, Original X 1	1.00	1.00	1,000.00
TOTAL FOR Ceremonial - Old Gaol		2.00	2.00	51,000.00
Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)				
FRN43	Changing room furniture - benches and hooks X 1	3,999.00	3,999.00	3,999.00
TOTAL FOR Changing room furniture - Lace Hill Sports and Community Centre (LHSCC)		3,999.00	3,999.00	3,999.00
Council Events - Grenville Garage				
MEQP02	Buckingham Town Council Traffic Cones X 130	1,105.00	1,105.00	1,105.00
MEQP03	Yellow Road Information Signs X 8	1.00	1.00	640.00
MEQP04	Diverted Traffic Signs X 14	1.00	1.00	980.00
MEQP05	Road Closed Signs X 18	1.00	1.00	1,260.00
MEQP21	No waiting traffic cones X 100	676.00	676.00	676.00
TOTAL FOR Council Events - Grenville Garage		1,784.00	1,784.00	4,661.00
Council Events - Moreton Road				
MEQP06	Metal Barriers X 28	1.00	1.00	1,400.00
TOTAL FOR Council Events - Moreton Road		1.00	1.00	1,400.00
Council Events - Various				
MISC33	Swan Sculptures	6,872.00	6,872.00	6,872.00
TOTAL FOR Council Events - Various		6,872.00	6,872.00	6,872.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Council Meetings/Room Hire - Chamber				
FRN17	Large Boardroom Table X 1	1.00	1.00	10,000.00
FRN18	Chairman's Chair X 1	1.00	1.00	1,500.00
FRN19	Boardroom Chairs X 16	1.00	1.00	12,000.00
FRN20	Boardroom Chairs X 2	1.00	1.00	600.00
FRN22	Queen Ann Chairs X 8	1.00	1.00	3,000.00
FRN30	Small two drawer table X 1	1.00	1.00	550.00
TOTAL FOR Council Meetings/Room Hire - Chamber		6.00	6.00	27,650.00
Council meetings/roomhire - Chamber				
OEQP04	Projector - Epson EMP795 X 1	1,150.00	1,150.00	1,150.00
OEQP07	Interactive Wireless screens X 2	4,030.00	4,030.00	4,030.00
TOTAL FOR Council meetings/roomhire - Chamber		5,180.00	5,180.00	5,180.00
Decorative - Town Centre				
CER33	Cannon X 1	1.00	1.00	2,000.00
CER34	Swan Girl Statue X 1	1.00	1.00	20,000.00
TOTAL FOR Decorative - Town Centre		2.00	2.00	22,000.00
Deeds - 12&17 Hillcrest Way, Buckingham				
BLD14	Depot, 12&17 Hillcrest Way	190,000.00	190,000.00	254,928.29
TOTAL FOR Deeds - 12&17 Hillcrest Way, Buckingham		190,000.00	190,000.00	254,928.29
Deeds - Brackley Road Cemetery				
BLD02	East Chapel	213,000.00	213,000.00	312,599.00
BLD03	West Chapel	169,000.00	169,000.00	246,290.00
BLD16	Cemetery Lodge	256,000.00	256,000.00	388,381.41
TOTAL FOR Deeds - Brackley Road Cemetery		638,000.00	638,000.00	947,270.41
Deeds - Chandos Park				
BLD04	Tennis Pavilion	63,000.00	63,000.00	93,539.24
BLD05	Bowls Pavilion	307,000.00	307,000.00	455,818.21
BLD06	Chandos Park Toilets	189,000.00	189,000.00	280,617.71
TOTAL FOR Deeds - Chandos Park		559,000.00	559,000.00	829,975.16
Dog Bins - Various				
ENV09	Dog bins X 32	1.00	1.00	4,640.00
TOTAL FOR Dog Bins - Various		1.00	1.00	4,640.00
Eviromental - 12&17 Hillcrest Way, Buckingham				
MEQP41	Brushcutters x 2	815.00	815.00	815.00
TOTAL FOR Eviromental - 12&17 Hillcrest Way, Buckingham		815.00	815.00	815.00
Eviromental - Depot - Hillcrest Way				
MEQP42	Water Bowser THBW 70L	1,146.70	1,146.70	0.00
TOTAL FOR Eviromental - Depot - Hillcrest Way		1,146.70	1,146.70	0.00
Fire Safety Regulations - 12&17 Hillcrest Way, Buckingham				
INF52	Internal Fire doors	2,216.00	2,216.00	2,216.00
TOTAL FOR Fire Safety Regulations - 12&17 Hillcrest Way, Buckingham		2,216.00	2,216.00	2,216.00
Fire Safety Regulations - Chamber				
MISC10	Fire Extinguisher-red X 2	1.00	1.00	0.00
TOTAL FOR Fire Safety Regulations - Chamber		1.00	1.00	0.00
Functions - Lace Hill Sports and Community Centre (LHSCC)				
MISC20	Prima Plus folding chair - Charcoal X 100	1,571.00	1,571.00	1,571.00
MISC21	Mogo Chair Trolley X 4	745.00	745.00	745.00
MISC22	Table bundle 19 tables and one trolley X 1	872.00	872.00	872.00
MISC27	Flexitable deluxe (folding) 1600 x 800 beech table X 10	1,490.00	1,490.00	1,490.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
MISC28	Austin chair, chrome frame padded seat burgundy X 20	579.00	579.00	579.00
TOTAL FOR Functions - Lace Hill Sports and Community Centre (LHSCC) Furniture - Verney Close (Town Council Office)		5,257.00	5,257.00	5,257.00
FRN47	Meeting room table and chairs	915.83	915.83	915.83
FRN48	Partition and blinds	4,715.00	4,715.00	4,715.00
FRN49	Wooden Blinds	1,033.33	1,033.33	0.00
FRN50	Meeting Room Furniture	1,916.00	1,916.00	0.00
TOTAL FOR Furniture - Verney Close (Town Council Office)		8,580.16	8,580.16	5,630.83
Gift - Chamber				
CER06	Copeland statues X 1	1.00	1.00	750.00
TOTAL FOR Gift - Chamber Gift - Verney Close (Town Council Office)		1.00	1.00	750.00
CER32	Bugle -The Rifles 10/5/2009 X 1	1.00	1.00	34,472.00
TOTAL FOR Gift - Verney Close (Town Council Office)		1.00	1.00	34,472.00
Health & Safety - Bourton Park				
ENV04	Bins X 11	1.00	1.00	2,420.00
ENV05	Dog bins X 5	1.00	1.00	500.00
TOTAL FOR Health & Safety - Bourton Park		2.00	2.00	2,920.00
Health & Safety - Brackley Road Cemetery				
ENV08	Bins - mesh green waste bins X 3	1.00	1.00	600.00
TOTAL FOR Health & Safety - Brackley Road Cemetery		1.00	1.00	600.00
Health & Safety - Chandos Park				
ENV02	Waste Bins X 8	1.00	1.00	1,100.00
TOTAL FOR Health & Safety - Chandos Park		1.00	1.00	1,100.00
Information - Bourton Park				
INF14	Notice Boards X 3	1.00	1.00	6,000.00
TOTAL FOR Information - Bourton Park		1.00	1.00	6,000.00
Information - Bypass				
SGN12	Town Entrance Signs X 7	1.00	1.00	7,000.00
TOTAL FOR Information - Bypass		1.00	1.00	7,000.00
Information - Chandos Park				
INF03	Information Board X 1	1.00	1.00	2,000.00
INF04	Notice Board (For posters) X 1	1.00	1.00	2,000.00
TOTAL FOR Information - Chandos Park		2.00	2.00	4,000.00
Information - Railway Walk				
INF30	Noticeboard/Information Board X 1	1.00	1.00	2,000.00
TOTAL FOR Information - Railway Walk		1.00	1.00	2,000.00
Information - Town Centre				
SGN11	Finger Posts X 2	1.00	1.00	4,000.00
SGN18	Finger Post	1,320.00	1,320.00	1,320.00
TOTAL FOR Information - Town Centre		1,321.00	1,321.00	5,320.00
Infrastructure - Bourton Park				
INF20	Bridge X 6	1.00	1.00	180,000.00
INF51	Toddler park Secure Fencing	13,966.00	13,966.00	13,966.00
TOTAL FOR Infrastructure - Bourton Park		13,967.00	13,967.00	193,966.00
Infrastructure - Brackley Road Cemetery				
INF50	Recyled Plastic Bins x 7	1,391.00	1,391.00	1,391.00
TOTAL FOR Infrastructure - Brackley Road Cemetery		1,391.00	1,391.00	1,391.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Infrastructure - Lace Hill Sports and Community Centre (LHSCC)				
INF22	Photovoltaic solar panel sytem	20,100.00	20,100.00	0.00
INF49	Gates at Lace Hill Playground	3,097.00	3,097.00	3,097.00
INF53	Lighting	1,112.00	1,112.00	1,112.00
TOTAL FOR Infrastructure - Lace Hill Sports and Community Centre		24,309.00	24,309.00	4,209.00
(LHSCC)				
Interior - Chamber				
FRN29	Carpets X 3	1.00	1.00	500.00
TOTAL FOR Interior - Chamber		1.00	1.00	500.00
Interior - Lace Hill Sports and Community Centre (LHSCC)				
FRN46	Blinds X 3	515.00	515.00	515.00
TOTAL FOR Interior - Lace Hill Sports and Community Centre (LHSCC)		515.00	515.00	515.00
LGA 1948 S133 - Castle Hill				
BLD11	War memorial	42,000.00	42,000.00	54,304.76
TOTAL FOR LGA 1948 S133 - Castle Hill		42,000.00	42,000.00	54,304.76
LHSCC Co-ordinator - Lace Hill Sports and Community Centre (LHSCC)				
EQP28	HP Probook X 1	539.00	539.00	539.00
TOTAL FOR LHSCC Co-ordinator - Lace Hill Sports and Community Centre		539.00	539.00	539.00
(LHSCC)				
Leisure - Bourton Park				
INF12	Benches X 30	1.00	1.00	30,000.00
INF13	Picnic Tables X 16	1.00	1.00	16,000.00
INF18	Interpretation Board X 3	1.00	1.00	2,000.00
INF19	Otters Wood Art X 3	1.00	1.00	1,800.00
PEQP04	Senior Play Equipment X 21	100,540.00	100,540.00	100,540.00
PEQP05	Toddler Play Equipment X 6	1.00	1.00	50,000.00
TOTAL FOR Leisure - Bourton Park		100,545.00	100,545.00	200,340.00
Leisure - Castle Hill				
INF29	Bench X 7	1.00	1.00	7,000.00
TOTAL FOR Leisure - Castle Hill		1.00	1.00	7,000.00
Leisure - Chandos Park				
INF05	Bench - Wood and metal X 8	1.00	1.00	8,000.00
INF06	Picnic Bench X 4	1.00	1.00	4,000.00
INF11	Public Toilet Fixtures/Fittings X 1	1.00	1.00	2,000.00
PEQP01	Tennis Courts X 1	1.00	1.00	25,000.00
PEQP02	Ken Liverseidge multi use games area X 1	50,000.00	50,000.00	50,000.00
PEQP03	Play Equipment X 8	75,000.00	75,000.00	75,000.00
TOTAL FOR Leisure - Chandos Park		125,004.00	125,004.00	164,000.00
Leisure - Depot - Hillcrest Way				
INF46	Icicle Lights X Various	9,645.00	9,645.00	9,645.00
TOTAL FOR Leisure - Depot - Hillcrest Way		9,645.00	9,645.00	9,645.00
Leisure - Ken Tagg Play Area				
INF31	Brompton Picnic Unit X 1	848.00	848.00	848.00
PEQP07	Play Equipment X Various	30,585.00	30,585.00	30,585.00
PEQP11	Play Equipment X 6	1.00	1.00	500.00
TOTAL FOR Leisure - Ken Tagg Play Area		31,434.00	31,434.00	31,933.00
Leisure - Lace Hill Sports and Community Centre (LHSCC)				
INF37	Bins X 2	1.00	1.00	1,900.00
INF38	Benches X 6	1.00	1.00	5,000.00
PEQP10	Play Equipment X 8	1.00	1.00	55,000.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
TOTAL FOR Leisure - Lace Hill Sports and Community Centre (LHSCC)		3.00	3.00	61,900.00
Leisure - Otters Brook				
INF40	Benches X 2	1.00	1.00	1,800.00
PEQP06	Play Equipment x 8	1.00	1.00	75,000.00
TOTAL FOR Leisure - Otters Brook		2.00	2.00	76,800.00
Leisure - Skate Park				
BLD01	Youth Shelter X 1	3,000.00	3,000.00	3,000.00
TOTAL FOR Leisure - Skate Park		3,000.00	3,000.00	3,000.00
Leisure - Town Centre				
INF24	Bench (North End Court) X 1	1.00	1.00	1,000.00
INF25	Concrete Flower Beds X 6	1.00	1.00	30,000.00
INF26	Flower Beds (by post office) X	1.00	1.00	3,000.00
INF27	Feeder pillars X 11	1,763.00	1,763.00	16,000.00
TOTAL FOR Leisure - Town Centre		1,766.00	1,766.00	50,000.00
Leisure - wgs				
MISC13	Christmas Lights X Various	1.00	1.00	27,152.38
MISC14	New Christmas Lights X 45	675.00	675.00	675.00
TOTAL FOR Leisure - wgs		676.00	676.00	27,827.38
Main Printer/Scanner/Copier - Verney Close (Town Council Office)				
EQP03	Sharp Copier/Printer - MX3060 X 1	1.00	1.00	0.00
TOTAL FOR Main Printer/Scanner/Copier - Verney Close (Town Council Office)		1.00	1.00	0.00
Maintenance Equipment - Depot - Hillcrest Way				
MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader X 1	797.00	797.00	797.00
MEQP25	Dennis Guildford Gang set - mower X 1	2,750.00	2,750.00	2,750.00
MEQP30	Logic LTA 160 Terr-ator Airator X 1	2,075.00	2,075.00	2,075.00
TOTAL FOR Maintenance Equipment - Depot - Hillcrest Way		5,622.00	5,622.00	5,622.00
Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)				
MEQP39	Numatic TGB 4045 Battery Powered Scrubber/Drier X 1	2,111.00	2,111.00	2,111.00
TOTAL FOR Maintenance Equipment - Lace Hill Sports and Community Centre (LHSCC)		2,111.00	2,111.00	2,111.00
Market - Depot - Hillcrest Way				
MEQP08	Plastic Barriers X 20	1.00	1.00	1,000.00
TOTAL FOR Market - Depot - Hillcrest Way		1.00	1.00	1,000.00
Noticeboard - Lace Hill Sports and Community Centre (LHSCC)				
INF33	A-max notice board 18xA4 X 1	567.00	567.00	567.00
TOTAL FOR Noticeboard - Lace Hill Sports and Community Centre (LHSCC)		567.00	567.00	567.00
Office Equipment - Chamber				
QEQP	Movable Screen Lift x 2	2,181.80	2,181.80	2,181.80
TOTAL FOR Office Equipment - Chamber		2,181.80	2,181.80	2,181.80
Office Equipment - Verney Close (Town Council Office)				
OEQP10	Inspiron 15 5000 Laptops x 4	2,186.68	2,186.68	2,168.68
OEQP11	dell inspiron 15 3000 x 2	1,012.00	1,012.00	0.00
QEQP12	Dell Inspiron 15 5000 laptop	529.00	529.00	529.00
TOTAL FOR Office Equipment - Verney Close (Town Council Office)		3,727.68	3,727.68	2,697.68
Outdoor Grounds Keeping - 12&17 Hillcrest Way, Buckingham				
MEQP40	Kohler Mulch Mower	520.00	520.00	520.00
TOTAL FOR Outdoor Grounds Keeping - 12&17 Hillcrest Way, Buckingham		520.00	520.00	520.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Outdoor Grounds Keeping - Bowls Club				
MEQP13	Dennis Mower & dsiks RT Machinery 5400 X 1	5,400.00	5,400.00	6,600.00
TOTAL FOR Outdoor Grounds Keeping - Bowls Club		5,400.00	5,400.00	6,600.00
Outdoor Grounds Keeping - Cemetery				
MEQP15	Burial Equipment X 1	2,478.00	2,478.00	2,478.00
TOTAL FOR Outdoor Grounds Keeping - Cemetery		2,478.00	2,478.00	2,478.00
Outdoor Grounds Keeping - Depot - Hillcrest Way				
MEQP01	Pressure Washer X 1	587.00	587.00	600.00
MEQP14	Cordless Power Tools (set) X 3	1.00	1.00	700.00
MEQP34	Strimmers FS100 X 7	3,290.00	3,290.00	3,290.00
MEQP35	Strimmers FS360 X 2	1,140.00	1,140.00	1,140.00
MEQP36	Husquvana LB553s Push mowers X 2	1,270.00	1,270.00	1,270.00
MEQP37	Viking MB4RT push mowers X 7	2,730.00	2,730.00	2,730.00
MEQP38	Stihl MS 241 Chainsaw X 1	560.00	560.00	560.00
VEC01	Quad Bike & Ifor Williams Trailer - Honda 4510 X 1	4,510.00	4,510.00	5,000.00
VEC03	Mitsubishi L200 X 1	15,145.00	15,145.00	15,145.00
VEC04	Kubota ride-on mower - B031 X 1	12,495.00	12,495.00	12,495.00
VEC05	Renault Kangoo X Various	13,995.00	13,995.00	13,995.00
TOTAL FOR Outdoor Grounds Keeping - Depot - Hillcrest Way		55,723.00	55,723.00	56,925.00
Personal and Cemetery Records - Verney Close (Town Council Office)				
FRN08	Fire Safe X 1	1,000.00	1,000.00	1,000.00
TOTAL FOR Personal and Cemetery Records - Verney Close (Town Council Office)		1,000.00	1,000.00	1,000.00
Play Equipment - Chandos Park				
MEQP43	Toddler Play Unit	9,886.80	9,886.80	9,886.80
TOTAL FOR Play Equipment - Chandos Park		9,886.80	9,886.80	9,886.80
Play Equipment - Lace Hill Sports and Community Centre (LHSCC)				
PEQP8	24'x8' Aluminium socketed goals X 1	542.00	542.00	542.00
TOTAL FOR Play Equipment - Lace Hill Sports and Community Centre (LHSCC)		542.00	542.00	542.00
Property of Cara - Verney Close (Town Council Office)				
EQP23	Tendra Wireless Router X 1	1.00	1.00	0.00
EQP24	Netgear - ReadyNAS Duo Hub X 1	1.00	1.00	0.00
TOTAL FOR Property of Cara - Verney Close (Town Council Office)		2.00	2.00	0.00
Security - Bourton Park				
INF21	Gates X 4	1.00	1.00	16,000.00
TOTAL FOR Security - Bourton Park		1.00	1.00	16,000.00
Security - Chandos Park				
INF07	Street Lights X 9	1.00	1.00	12,000.00
TOTAL FOR Security - Chandos Park		1.00	1.00	12,000.00
Security - Ken Tagg Play Area				
INF23	Metal Entrance Gate X 1	1.00	1.00	2,000.00
TOTAL FOR Security - Ken Tagg Play Area		1.00	1.00	2,000.00
Security - Town Centre				
INF28	CCTV movable camera X 1	4,530.00	4,530.00	4,530.00
TOTAL FOR Security - Town Centre		4,530.00	4,530.00	4,530.00
Signage - Lace Hill Sports and Community Centre (LHSCC)				
SGN14	Play Area sign X 1	724.00	724.00	724.00
SGN16	LHSCC sign building external X 1	3,050.00	3,050.00	3,050.00
TOTAL FOR Signage - Lace Hill Sports and Community Centre (LHSCC)		3,774.00	3,774.00	3,774.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
Standard Town Council Work Spaces - Verney Close (Town Council Office)				
FRN01	Curved work stations (with built in draws) X 8	1.00	1.00	2,500.00
TOTAL FOR Standard Town Council Work Spaces - Verney Close (Town Council Office)		1.00	1.00	2,500.00
Storage Area - Chamber				
INF01	Alarm System X 1	1.00	1.00	500.00
TOTAL FOR Storage Area - Chamber		1.00	1.00	500.00
Storage Area - Depot - Hillcrest Way				
FRN42	Bespoke Mesh Enclosure X 1	585.00	585.00	585.00
INF35	Storage Racking X 1	1,057.00	1,057.00	1,057.00
TOTAL FOR Storage Area - Depot - Hillcrest Way		1,642.00	1,642.00	1,642.00
Street Furniture - Cemetery				
INF32	Memorial bench X 6	2,700.00	2,700.00	2,700.00
TOTAL FOR Street Furniture - Cemetery		2,700.00	2,700.00	2,700.00
Street Furniture - Town Centre				
INF44	Cast Iron Bench - B027 X 1	665.00	665.00	665.00
INF45	3 x information panels X 5	4,775.00	4,775.00	4,775.00
INF55	Litterbin 50 ltr	534.30	534.30	0.00
INF56	Metal Bench	561.65	561.65	0.00
MISC34	Printed Banners x 13	1,852.50	1,852.50	0.00
SGN17	Finger Posts, finials, fingers X 1	3,529.00	3,529.00	3,529.00
TOTAL FOR Street Furniture - Town Centre		11,917.45	11,917.45	8,969.00
Town Council laptops - Verney Close (Town Council Office)				
OEQP08	4 x laptops; TC, DTC, Planning & EM X 4	2,666.00	2,666.00	2,666.00
OEQP09	2 x laptops (GSS, Admin) X 2	832.00	832.00	832.00
TOTAL FOR Town Council laptops - Verney Close (Town Council Office)		3,498.00	3,498.00	3,498.00
Vehicles - 12&17 Hillcrest Way, Buckingham				
VEC06	Isuzu Tipper (elec) RK72 HZG	30,883.00	30,883.00	30,883.00
TOTAL FOR Vehicles - 12&17 Hillcrest Way, Buckingham		30,883.00	30,883.00	30,883.00
I - Chamber				
BLD12	Main Fire Doors X 5	1.00	1.00	750.00
TOTAL FOR I - Chamber		1.00	1.00	750.00
st - Town Centre				
ENV11	Bin next to ENV10 X 1	514.00	514.00	514.00
TOTAL FOR st - Town Centre		514.00	514.00	514.00
TOTAL		2,256,501.44	2,256,501.44	5,788,780.30



Buckingham Town Council

ASSET REGISTER and DISPOSAL POLICY

1 Background

1.1 Local councils must maintain a register of fixed assets, long term investments and other non-current assets (Joint Panel on Accountability and Governance Practitioner's Guide) that they hold to ensure the assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high, and which have a useful life of more than one year and are used by the council to deliver its services. Fixed assets are also known as non-current assets. Fixed assets acquired in any year should be added to the asset register for management purposes. The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates. This policy does not apply to assets with an initial value of less than £1000, unless specifically stated.

2 Scope of Asset Register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted, or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets owned by the Council
- vehicles, plant, and machinery
- assets considered to be portable, attractive or of community significance
- historic items, furniture, and regalia
- other assets estimated or known to have a minimum purchase or resale value of £1000.00
- long term investments, shares and loans made by the Council
- assets held on trust (excluding funds held on behalf of the mayor's charities)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g., fences, hedges, and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £1000 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets



- intangible assets (e.g., trademarks, internet domain names, contingent assets, broadcast rights)
- 'negative' assets (e.g., provisions, borrowings, creditors, and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposals must comply with the Asset Disposal Procedure referenced within this policy.

2.5 No register is required for assets with an initial value below £1000. However, the Clerk may wish to keep additional records (e.g.; IT equipment) at their discretion.

3 Valuation of Assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Joint Panel on Accountability and Governance Practitioner's Guide).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

4 Procedure for Updating the Asset Register

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of, or gifted by the Council. Any assets which fall in the categories stated at 2.3 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.



4.3 It is the Council's responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy shall be reviewed annually and approved by the Council.

5 The Asset Register and Insurance

5.1 For insurance purposes, the asset register shall include a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

6 Asset Disposal Procedure

6.1 Asset disposals must be referred to the Resources committee for consideration and recommendation to Full Council where the asset has a value in the asset register of £1000 or more, as per 6.4. Assets with an estimated value above £100 but below £1000 may be disposed of at the discretion of the Clerk. Assets with a value up to £100 may be disposed of at the discretion of the Clerk or Deputy Clerk, Estates Manager, or Town Centre Manager as detailed in 6.4.

6.2 All proceeds from such disposal are the property of the Town Council and must be accounted for and reported to Full Council. Asset disposal decisions of £1000 or more, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, but it also highlights successes and problems for future reference.

6.3 Value for Money

The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item. Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain.



6.4. Reasons for disposal

Items can be available for disposal because they are:

- required to be disposed of under a particular policy e.g., motor vehicles
- no longer required due to changed procedures, functions, or usage patterns
- occupying storage space and not being needed in the foreseeable future
- no longer complying with health and safety standards
- beyond repair but able to be sold for scrap
- donated or gifted
- lost, stolen, or destroyed

A list of suggested assets for disposal should be presented to the Resources committee:

- by the Clerk or Deputy Clerk for any item, particularly items in the Town Council offices
- by the Estates Manager for Estates items and town assets such as street furniture
- by the Town Centre Manager for Lace Hill, the Tourist Information Centre, and Shopmobility items.

There should be a written reason of disposal. Items suggested for disposal should be approved by the respective committees prior to being presented to the Resource committee and recommended to Full Council. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Auction
- Resale to original supplier
- Part exchange to new supplier
- Donated to a community service or organisation
- Scrap/recycled

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases of £1000 or more, assets disposed of should be reported on an asset disposal form to ensure they are removed from the Council's asset register and recorded in the disposals register.

6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. At least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.



6.7 Sale to Staff

For transparency, items purchased by staff must be approved by the Clerk, who should complete an asset disposal form, regardless of the value of the items sold. Sales to the Clerk must be approved by Full Council following a recommendation of the Resources committee. The chair of the Full Council meeting approving a sale to the Clerk should sign an asset disposal form.

6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities, and volunteer organisations. Donations must be recommended by the Resources committee and approved by Full Council.

6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The Asset Disposal Form (appendix A) should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it. The RFO/Assistant RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes.



Buckingham Town Council

Appendix A: Asset Disposal Form

Form to be completed by Clerk or Appropriate Manager and presented to the relevant committee for recommendation to the Resources committee and Full Council in accordance with the Asset Register and Disposals Policy.

List of Assets to be Disposed of					
Asset reference and/or serial number	Location	Description	Purchase date	Original cost	Disposal value
Reasons for Disposal and method*					
*Method of Disposal: A= Scrapped; B= Sold; C= Gifted/Donated; D= Lost/Stolen					
Date of Disposal:		Auth/Minute Ref:			
Date Asset Register Updated:					
Requesting Officer (Name and Position Held): (Sign & Print)					
Authorising Officer/Chair of Full Council (Name and Position Held): (Sign & Print)					



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

Select for Local Councils Policy Schedule

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

Policy Number	YLL-272003-3213
Insured	Buckingham Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2023
To	31 st March 2024
and any other period for which cover has been agreed.	
Renewal Premium	£ 17,695.99

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

Schedule Number	110059749
Long Term Agreement:	Not Applicable
Preparation Date	18 th March 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

Policy Cover Declaration:

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

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

Annual Subscriptions and payments 2023/2024

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

Transaction	Beneficiary	Amount
Cemetery Subscription (ICCM)	Greenspaces Team	95
BMKALC / NALC	Town Council	2213
North Buck Parishes Planning Committee	Council	20
SLCC Membership	Town Clerk	478
SLCC Membership	Deputy Town Clerk	327
SLCC Membership	Compliance Officer	327
Information Commissioner's Office	Council	35
Tree Software Annual Subscription	Green Spaces	389
Friends of Buckingham Library	Council	50
Council Protection of rural England	Green Spaces	36
Rural Market Town	Council	133
Canva	Council	122.03
Squarespace	Council	252
Adobe Acrobat x 2	Council	810
NABMA	Council	384
ELAS (HR)	Council	4325.4
Website	Council	1500
Hootsuite	Council	1200
Zoom x 1	Council	120
Domain names discover.co.uk and discover.uk	Council	40
Payroll Options	Council	2040
I Auditor	Green Spaces	389
Parks Management	Green Spaces	50
Open Spaces	Green Spaces	37.5
Spheretech air con maint buck comm	Council	815
Oakpark cctv maint Chandos	Green Spaces	469
Oakpark alarm maint depot	Green Spaces	517
Oakpark - alarm chamber	Green Spaces	100
Greenflow - Toilet Flush system - Chandos	Green Spaces	132
Healthmatic	Green Spaces	20899.92
Ambivent	Green Spaces	1180
Digital Barriers CCTV	Green Spaces	500
RBS (software)	Council	1229
RBS Making Tax Digital	Council	107.29
RBS Bookings	Council	616.06
RBS Assets	Council	271.5
RBS Cemetery	Council	431
Cloudy	Council	11190
Total		38305.85

BUCKINGHAM TOWN COUNCIL**FULL COUNCIL****MONDAY 22nd May 2023**

Contact Officer: Steve Beech, Compliance and Projects Manager

Complaints Policy**1. Recommendations**

- 1.1. It is recommended that Members approve and adopt the revised Complaints Policy.

2. Background

- 2.1. This is being discussed because Standing Order 5j (xvi) requires that the Council undertakes a review of its procedures for handling requests made under freedom of information and data protection legislation annually. They were last reviewed in May 2022.

3. Amendments

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.
- 3.3. Minor spelling and grammar corrections have not been highlighted.
- 3.4. Remaining unhighlighted text is unaltered.

4. Amendment reasoning

- 4.1. For each amendment the reasoning for such change is given below:

Change of "Chairman of the Council" to "Mayor" in accordance with LGA1972 s245(6) (parish has resolved to adopt the status of town).

Local Government Ombudsman is now Local Government & Social Care Ombudsman.

Addition of "however" to correct structure of the sentence.

The Council has a Harassment Policy, not a Bullying and Harassment Procedure.



Buckingham Town Council Complaints Policy/Procedure

Date Agreed:

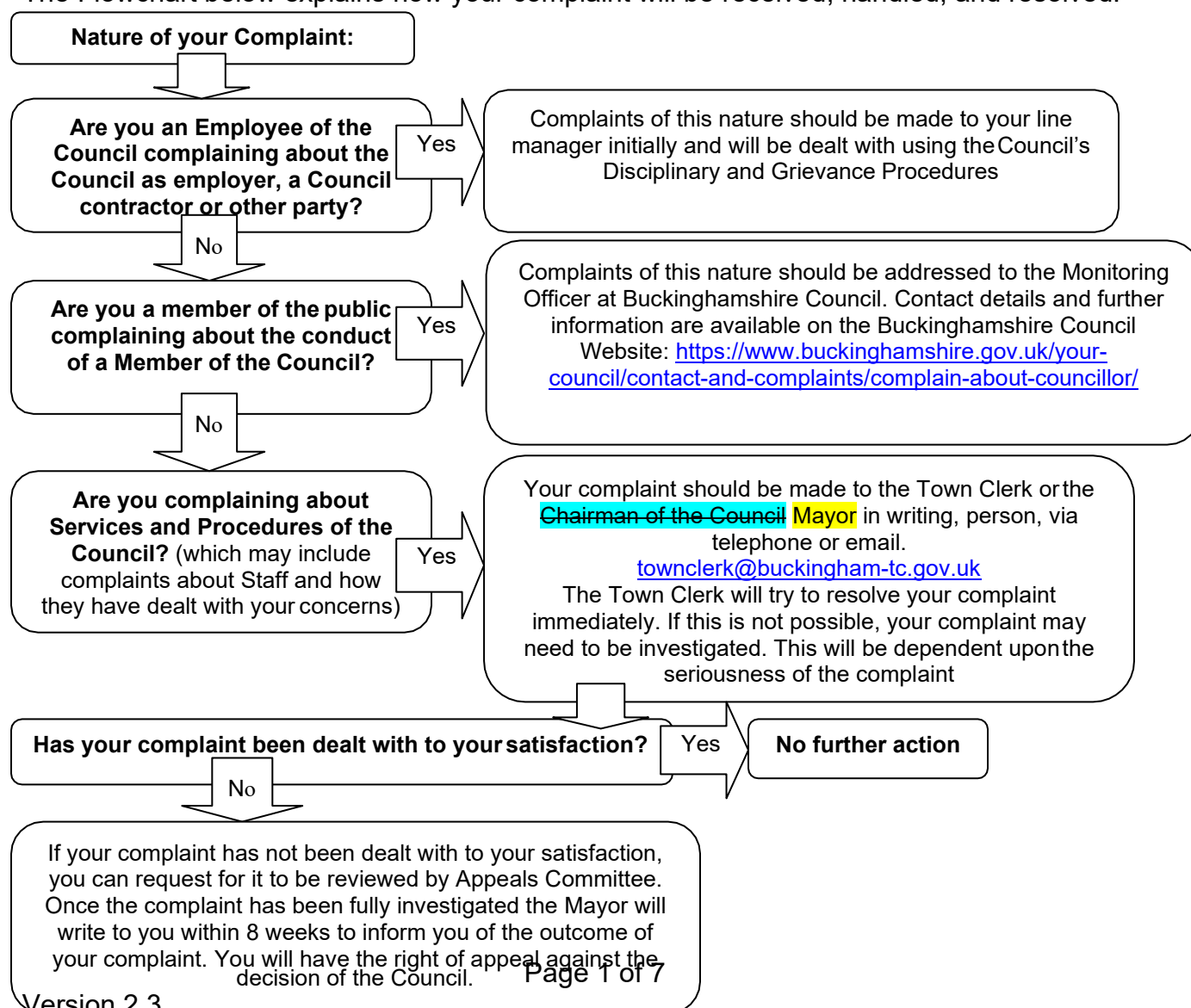
Minute Number:

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

The Procedure:

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

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



Definition:

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

Introduction

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

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

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

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

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

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

The key points are:

Parish and Town Councils are unable to lodge complaints as a public body (s 27(1) of the Act) about another local authority or public body defined in s25 of the Act, but this does not prevent individual Councillors from making complaints about another local authority or public body in their personal capacity. In their official capacity, a Parish Councillor, if so requested by Members of the public, could represent them in making complaints. Please note:

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

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

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

Complaints Procedures for Local Councils

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

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

The Town Council's complaints system is:

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

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

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

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

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

Maladministration

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

92 Payments in cases of maladministration etc.

(1) Where a relevant authority considers –

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

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

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

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

For more information on maladministration and the LGO's advice on the matter please go to:

<https://www.lgo.org.uk/information-centre/about-us/our-legal-framework>

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

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

Management of unreasonable complainant behaviour

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

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

Examples of unreasonable actions and behaviour

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

Examples include

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

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

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

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

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

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

Options for action

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

Options include:

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

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

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

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

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

Unacceptable Behaviour

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

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

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

BUCKINGHAM TOWN COUNCIL**FULL COUNCIL****MONDAY 22nd May 2023**

Contact Officer: Steve Beech, Compliance and Projects Manager

Freedom of Information Policy Complaints**1. Recommendations**

- 1.1. It is recommended that Members approve and adopt the revised Freedom of Information Policy.

2. Background

- 2.1. This is being discussed because Standing Order 5j (xvii) requires that the Council undertakes a review of its procedures for handling requests made under freedom of information and data protection legislation annually. They were last reviewed in May 2022.

3. Amendments

- 3.1. Recommended additions to the text are highlighted in YELLOW.
- 3.2. Recommended deletions are crossed through and highlighted in BLUE.
- 3.3. Minor spelling and grammar corrections have not been highlighted.
- 3.4. Remaining unhighlighted text is unaltered.

4. Amendment reasoning


- 4.1. For each amendment the reasoning for such change is given below:

The old link to the Information Commissioner's Office is broken and new link added.
The Department for Communities & Local Government (DCLG) is now called the Department for Levelling Up, Housing and Communities (DLUHC).

Equality and Diversity policy is singular.

The nominated officer has been changed from the previous clerk to the Compliance and Projects Manager.

The Council has a Privacy Policy, not an Information Security Policy.

	<p>Buckingham Town Council</p> <p>Freedom of Information Act</p> <p>Publication Scheme</p> <p>Date Agreed:</p> <p>Minute Number:</p>
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Introduction

The Council's Commitment to the Act

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

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

The Freedom of Information Act 2000

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at www.ico.gov.uk - [Information Commissioner's Office \(ICO\)](#)

Publication Scheme

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

Freedom of Information Requests and the Publications Scheme

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

Model Publication Scheme

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

This publication commits an authority to make information available to the public as part of its

normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

Classes of information

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

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

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

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

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

Strategy and performance information, plans, inspections, and reviews.

- **How we make decisions.**

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

- **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

- **Lists and Registers.**

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

- **The services we offer.**

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

The classes of information will not generally include:

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

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

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

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

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

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

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

Charges may be made for actual disbursements incurred such as:

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

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

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

Written Requests

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

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

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations, and costs) Current information only.	Website Hard Copy	Free 20p per A4 Sheet
Who's who on the Council and it's Committees	Website Hard Copy	Free 20p per A4 Sheet
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 20p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 20p per A4 Sheet
Staffing Structure	Hard Copy	20p per A4 Sheet
Class 1 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum	Hard Copy	20p per A4 Sheet
Annual return and report by Auditor	Hard Copy	20p per A4 Sheet
Finalised Budget	Hard Copy	20p per A4 Sheet
Precept	Hard Copy	20p per A4 Sheet
Borrowing Approval letter (if available)	Hard Copy	20p per A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	20p per A4 Sheet
Grants given and received	Hard Copy	20p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 20p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard Copy	20p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	20p per A4 Sheet
Quality Status	Hard Copy	20p per A4 Sheet
Local Charters drawn up in accordance with DCLG DLUHC guidelines	Hard Copy	20p per A4 Sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 20p per A4 Sheet
Timetable of meetings (Council, and Committee, Sub Committee, Working Group meetings and Town	Website Hard Copy	Free 20p per A4 Sheet

Meetings)		
Agendas of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 20p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Hard Copy	20p per A4 Sheet
Responses to consultation papers	Hard Copy	20p per A4 Sheet
Byelaws	Hard Copy	20p per A4 Sheet
Class 5 – Our policies and Procedures Current recent Protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders (<i>on website</i>); Committee and Sub-Committee terms of Reference; Delegated authority in respect of officers; Code of Conduct (<i>on website</i>); Policy Statements	Website <i>where indicated</i> Hard Copy	Free 20p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Equalities Equality and diversity diversity policies; Health and Safety Policy Recruitment policies; Policies and Procedures; Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 20p per A4 Sheet
Information Security Policy	Hard Copy	20p per A4 Sheet
Records Management Policy (records retention, destruction, and archive)	Hard Copy	20p per A4 Sheet
Data Protection Policy	Website Hard Copy	Free 20p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy Some information may only be available by Inspection	20p per A4 Sheet
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	20p per A4 Sheet
Assets Register	Hard Copy	20p per A4 Sheet
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	20p per A4 Sheet
Register of Members' interests	Hard Copy	20p per A4 Sheet
Register of gifts and hospitality	Hard Copy	20p per A4 Sheet
Class 7 – the services we offer	Hard Copy	20p per A4 Sheet

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by inspection	
Allotments	Hard Copy	20p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	20p per A4 Sheet
Community Centres and Village Halls	Hard Copy	20p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	20p per A4 Sheet
Seating, litter bins, clocks, memorials, and lighting	Hard Copy	20p per A4 Sheet
Bus shelters	Hard Copy	20p per A4 Sheet
Markets	Hard Copy	20p per A4 Sheet
Public convenience	Hard Copy	20p per A4 Sheet
Agency agreements	Hard Copy	20p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g., burial fees)	Hard Copy	20p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	20p per A4 Sheet

Contact details:

Website address: www.buckingham-tc.gov.uk

Request for hard copies:

Mr. Paul Hodson, Town Clerk

Mr Steve Beech

Compliance and Projects
Manager

Buckingham Town Council
The Buckingham Centre
Verney Close
Buckingham
MK18 1JP

Email: office@buckingham-tc.gov.uk

Telephone: 01280 816426

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the Town Council

DATA PROTECTION ACT 2018 POLICY

This policy applies to:

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

This policy is operational from 25 May 2018.

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

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

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

We will:

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

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

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

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

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

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

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

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

We have no intention to transfer data internationally.

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

- Briefing Council on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on Data Protection issues

- Ensuring that Data Protection induction and training takes place
- Notification
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors
- Ensuring Data is stored securely
- Maintain a Data Audit and keep this up to date
- Reporting breaches to the Information Commissioners Office and the relevant Data Subject(s)

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

Subject Access Request

Any subject access requests will be handled by **Paul Hodson the Compliance and Projects Manager**.

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


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

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

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

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

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

 <p>Buckingham Town Council</p> <p>Code of Conduct</p>	<p>Appendix Y</p> <p>Date Agreed: 30/05/2022</p> <p>Minute Number: 26/22</p> <p>Prepared by: Mr. P. Hodson</p> <p>Version: 2</p>
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Buckingham Town Council Code of Conduct for Councillors

1. Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

2. Introduction

The Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

3. Definitions

For the purposes of this Code of Conduct, a "councillor" means a member of Buckinghamshire Town Council or co-opted member of a committee or working-

group. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4. Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

5. General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles. See Appendix A to this Code of Conduct.

Building on these principles, the following general principles have been developed specifically for the role of councillor:

In accordance with the public trust placed in me, on all occasions:

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

In undertaking my role:

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**

- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**
- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

6. Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

7. Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

8. General Conduct

8.1. Respect

As a councillor:

8.2. I treat other councillors and members of the public with respect.

8.3. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees.

9. Bullying, harassment and discrimination

As a councillor:

9.1. I do not bully any person.

9.2. I do not harass any person.

9.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen

in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

10. Impartiality of officers of the council

As a councillor:

10.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be impartial. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

11. Confidentiality and access to information

As a councillor:

11.1. I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**

- ii. I am required by law to do so;
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer or Town Clerk prior to its release.

11.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

11.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

12. Disrepute

As a councillor:

12.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

13. Use of position

As a councillor:

- 13.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

14. Use of local authority resources and facilities

As a councillor:

- 14.1. I do not misuse council resources.**

- 14.2. I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

15. Complying with the Code of Conduct

As a Councillor:

- 15.1. I undertake Code of Conduct training provided by my local authority.**
- 15.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 15.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 15.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

16. Protecting your reputation and the reputation of the local authority

16.1. Interests

As a councillor:

16.2. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from Town Clerk or if necessary, the Monitoring Officer.

*You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of Appendix B**, is a criminal offence under the Localism Act 2011.*

17. Gifts and hospitality

As a councillor:

- 17.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 17.2. I register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 17.3. I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Town Clerk for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.
5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring

Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Personal Interests

6. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
7. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Personal Interests

You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:
 - a) to which you are nominated or appointed by your authority
or
 - b) the body
 - (i) exercises functions of a public nature
 - (ii) is directed to charitable purposes or
 - (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)
2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.
3. A relevant person is –
 - i A member of your family or any person with whom you have a close personal association; or
 - ii Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - iii Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or **iv** Any person or body of a type described in paragraph 1 above

Table 3: Prejudicial Interests**Prejudicial Interest Generally**

- 2.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
- 2.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
- a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
 - c. relates to the functions of the Council in respect of—
 - i an allowance, payment or indemnity given to councillors;
 - ii any ceremonial honour given to councillors; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

2023 Calendar

2023		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
Jan	2	Bank Holiday					
	9	Interim	Paula	Planning	Paula		
	16	Resources	Paula			CSG - Thurs 19th Jan @ 1pm - Online	Bethanie
	23	24th Extraordinary Full Council	Paula				
	30	Precept (Extraordinary Full Council follows)	Paula			NPWG - Thurs 2nd Feb @ 10:30am	Bethanie
Feb	6	Planning	Paula			ECDI - Thursday 9th February @ 6pm	Paula
	13	TC&E	Paula			17th Feb. Pancake race	
	20	Environment	Paula				
	27	Interim (Informal Precedes)	Paula	Planning	Paula	2nd March BNPWG 10:30am	
Mar	6	Resources (Grants)	Paula			CSG - Thurs 9th Mar @ 1pm - Chamber	Bethanie
	13						
	20	Full Council	Paula			Annual Town Meeting Thurs 23rd March	
	27	Planning	Paula			30th March BNPWG	
Apr	3	TC&E	Paula				
	10	Easter Monday BH				CSG - Thurs 13th Apr @ 1pm - Online	Bethanie
	17	Environment	Paula			ECDI - Thursday 20th April @ 6pm	Sun. 23rd Spring Fair
	24	Extraordinary and Interim	Paula	Planning	Paula	27th April BNPWG 10:30am	
May	1	Early Spring BH				Tuesday 2nd May - May Day	
	8	Coronation BH				Sunday 7th May - Civic Service 10:30am	
	15	Resources	Paula	Planning	Paula		
	22	ASM & Full Council	Paula			25th May BNPWG 10:30am	Sun. 28th Music in Mkt
	29	Late Spring BH				Mayor Making Friday 2nd June	
June	5	TC&E	Paula			CSG - Thurs 8th Jun @ 1pm - Chamber	Bethanie
	12	Environment	Paula			Saturday 17th June Celebrate	
	19	Interim	Paula	Planning	Paula	Saturday 24th June launch of Swan Trail	
	26	Staffing & Resources	Paula			29th June BNPWG 10:30am	ECDI - 29th June 6pm
July	3						
	10	Full Council	Paula			BNPWG 10th July 10:30am	
	17	Planning	Paula			CSG - Thurs 20th Jul @ 1pm - Online	Bethanie
	24	TC&E	Paula			Fringe week 22-30th July	
	31	Environment	Paula				
Aug	7	School Summer Holidays					
	14						
	21	Planning	Paula			21st August BNPWG 5:30pm	Sunday 27th Bandjam
	28	Late Summer BH					
Sept	4	Resources	Paula			CSG - Thurs 7th Sept @ 1pm - Chamber	Sunday 10th Dog Show
	11	Full Council	Paula			14th September BNPWG 10:30am	Sun 17th - 1 River Rinse
	18	Planning	Paula				
	25	TC&E	Paula			Sunday 1st October River Rinse two	
Oct	2	Environment	Paula			ECDI - Thursday 5th October @ 6pm	Paula
	9	Interim	Paula	Planning	Paula	CSG - Thurs 12th Oct @ 1pm - Online	Charter Fair 14th
	16	Resources	Paula			19th October BNPWG 10:30am	Charter Fair 21st
	23					Friday 27th Lace Hill Halloween event	
	30	Full Council	Paula			Saturday 4th November Bonfire/fireworks	
Nov	6	Planning	Paula			Sunday 12th November Remembrance	
	13	TC&E	Paula			16th November BNPWG 10:30am	19th Winter Fair LH
	20	Environment	Paula			CSG - Thurs 23rd Nov @ 1pm - Chamber	Christmas Lights Thurs 23rd Nov.
	27	Interim	Paula	Planning	Paula	ECDI - Thursday 30th November @ 6pm	Paula
Dec	4						
	11	Resources	Paula			14th December BNPWG 10:30am	16th Dec. Xmas Parade
	18	Full Council	Paula	Planning	Paula		
	25					Christmas BH	

BUCKINGHAM TOWN COUNCIL
FULL COUNCIL
MONDAY 22nd May 2023

Contact Officer: Katharine McElligott, Planning Clerk

Buckinghamshire Council Local Plan
Consultation on Vision and Objectives for development and transport in
Buckinghamshire

1. Recommendations

It is recommended that Members discuss the attached suggested responses, amend them as required and agree the result for submission.

2. Background

Members were circulated with the response form and supporting documentation on 3rd May with a request that they review the questions and complete the form to allow the Planning Clerk to collate the responses and prepare summary comments as appropriate. A reminder was sent on 12th May.

Three Members sent responses and comments for the Vision and Objectives for the Local Plan, and two Members for the Local Transport Plan 5; one Member sent a general approval of the ideas and objectives. The tick boxes have been completed to reflect the majority vote. The comments from all four have been summarised and offered for agreement as a Town Council response.

The Vision and Objectives consultation sets out what Buckinghamshire should look like in 2040 and asks what is important to our area and what future priorities should be. The document can be found [here](#). The closing date is Sunday, 4th June 2023.

Additional comments and amendments agreed in the meeting can be incorporated into the response before submission.

KM

16/5/23

1. The Local Plan for Buckinghamshire vision

Do you agree with the draft local plan vision?			
Yes	No	Don't know	Comments
X			In 25 years time we will have a revitalised town centre with improvements in the public realm and to local transport. As a vision this is very vague and as an objective open-ended. No reference to engaging with existing schemes such as the Oxford-Cambridge Technology Arc.

2. The Local Plan for Buckinghamshire objectives

Do you agree with these objectives for the local plan?

Objective 1: Natural and built environment			
Yes	No	Don't know	Comments
X			Too much emphasis on the chalk streams – north Bucks. has the river Great Ouse and its landscape. Some balance required.
Objective 2: Mitigating / adapting to climate change			
Yes	No	Don't know	Comments
X			The risk of flooding should be more than just 'managed' - it should be reduced as far as physically possible through a combination of building, mitigation and environmental measures. More needs to be done to enhance the provision and thence use of public transport (of which there is no mention) and neither is there mention of expanding local employment opportunities so that people do not need to travel to work. The principle of 15 minute towns needs to be embraced. Solar roof panels and grey water recycling should be included.
Objective 3: Provision of homes			
Yes	No	Don't know	Comments
X			There is no explicit mention of Council Housing, especially Social Housing (which is not the same as Affordable housing). The objective should be to create a well balanced community that is and feels safe, that supports healthy lifestyles and meets the demand for independent low cost living for all.

Objective 4: Quality of place			
Yes	No	Don't know	Comments
X			Place making is about far more than which is listed - a place needs adequate provision of local health & social care, education, employment, leisure and arts facilities, sufficient and well-integrated parking and public transport; they should be dementia friendly, well signposted, and accessible for all ages and abilities
Objective 5: Community health and wellbeing Do you agree with this objective for the local plan?			
Yes	No	Don't know	Comments
X			This objective must insist on developer funding towards health and education facilities appropriate to the projected population figures
Objective 6: Infrastructure Do you agree with this objective for the local plan?			
Yes	No	Don't know	Comments
X			There is no mention of public transport, especially in new estates on the edges of settlements, and the road network must keep pace with the traffic volumes, especially in the north of the county.
Objective 7: Economy and jobs Do you agree with this objective for the local plan?			
Yes	No	Don't know	Comments
X			Employment sites need to be close to towns and have a good public transport service and cycle/walking access. Centres of enterprise & innovation should be developed adjacent to housing areas, with low-cost starter facilities for new businesses. Sites designated for employment in Neighbourhood Plans must not be reassigned for housing. The rural road network around Silverstone and Westcott is very poor, and neither are accessible by public transport - nor is the Buckingham Industrial Park south of the bypass
Objective 8: Transport, physical and digital connectivity Do you agree with this objective for the local plan?			
Yes	No	Don't know	Comments
X			A strategic transport plan must be in place for North Bucks. as the only major east-west freight route, the A421, is now overcrowded and no longer fit for purpose. Towns must also have ring roads to bypass them connecting all the feeder roads

			to free town centres for local traffic and reduce damage from pollution. High speed broadband must be available on all developments before first occupation.
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Please tell us the reasons for your answers about the Local Plan for Buckinghamshire vision and objectives:

If you think there's anything else that should be included in the Local Plan for Buckinghamshire, please tell us here.

The Buckinghamshire Local Plan must draw on made Neighbourhood Plans, of which both Buckingham and Winslow have working examples. They offer fine-grained local knowledge and experience, a currently under-utilised resource which if exploited could generate better quality decisions.

The statements need more mention/emphasis of how the plan's vision & objectives will connect with and support the realisation of community's and individual's ambitions, hopes and dreams.

How important are the 8 draft objectives to you?

Rank the objectives in order of importance – where 1 is most important to you.
Please tick one objective per column

	1	2	3	4	5	6	7	8
Natural and built environment								
Mitigating / adapting to climate change								
Provision of homes								
Quality of place								
Community health and wellbeing								
Infrastructure								
Economy and jobs								
Transport, physical and digital connectivity								

Responses were evenly scattered so a precise response was impossible

3. Local Transport Plan 5 (LTP5) vision

Do you agree with the draft Local Transport Plan 5 vision?			
Yes	No	Don't know	Comments
X			

4. Local Transport Plan 5 (LTP5) objectives

Objective 1: Connecting our economy Do you agree with this objective for the LTP5?			
Yes	No	Don't know	Comments
X			
Objective 2: Decarbonising our transport system Do you agree with this objective for the LTP5?			
Yes	No	Don't know	Comments
X			
Objective 3: Building places for people Do you agree with this objective for the LTP5?			
Yes	No	Don't know	Comments
X			<p>But only if backed by infrastructure and good round the clock public transport; mode transfer only works if there is an alternative to switch to.</p> <p>Shared surface roads should be avoided on housing developments especially where the houses have no front gardens or other separation of front door and roadway.</p> <p>20mph limits on developments and other sensitive areas should be the norm as is already the case in many places nationally.</p>

Please tell us the reasons for your answers about Local Transport Plan 5 vision and objectives:

If you think there's anything else that should be included in Local Transport Plan 5, please tell us here.

To achieve meaningful plans (for example, in terms of decarbonising) it is first necessary to take the time and trouble to collect relevant data using appropriate scientific readings, etc. These data should be able to inform the actual conditions more accurately, rather than rely on more generalised opinions. Even then, care must be exercised in casting forward into the future to arrive at viable plans.

Because the Buckinghamshire Plan must be capable of relevance in the medium to long term, due flexibility must cater for changes in such things as types of vehicles, future work, etc. and the timescales which they come about. For

example: the sensitivity surrounding the scale, size and timing of any pan-county electric car charging programme will have a major effect on car type usage.

How important are the 3 draft objectives to you?

Rank the objectives in order of importance – where 1 is most important to you.

Please tick one objective per column

	1	2	3
Connecting our economy			
Decarbonising our transport system			
Building places for people			

Responses were evenly scattered so a precise response was impossible