

BTC/02/23

Minutes of a meeting of The Full Council of Buckingham Town Council held on Monday 22nd May 2023 at 7:05pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Present: Cllr. R. Ahmed
Cllr. M. Cole JP
Cllr. G. Collins
Cllr. F. Davies
Cllr. M. Gateley
Cllr. J. Harvey
Cllr. A. Mahi
Cllr. L. O'Donoghue
Cllr. A. Osibogun Vice-Chair
Cllr. A. Ralph
Cllr. A. Schaefer Town Mayor
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. R. Willett

Also present: Ms. C. Molyneux Town Clerk
Ms. P. Cahill Committee Clerk

No members of the public attended and so there was no public session.

6/23 Apologies for absence

Members received apologies from Cllr. Hetherington, Cllr. Mordue and Cllr. Whyte.

7/23 Declarations of interest

There were none.

8/23 Minutes

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

9/23 Interim minutes

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

10/23 Planning Committee

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

11/23 Town Centre and Events Committee

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

12/23 Environment Committee

Members received the minutes of the Environment Committee meeting held on 17th April 2023.

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13/23 Resources Committee

Members received the minutes of the Resources Committee meeting held on 6th March 2023.

14/23 Licensing application by Loungers (formerly M&Co premises)

Members received and discussed a report from the Town Clerk.

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.

Cllr. Cole reminded Members that Buckingham's Terminal Hours policy, introduced in 2013, was removed in 2021 by Buckinghamshire's Licensing Department. He Proposed that we ask the licensing authority to restrict the license to 23:00 every night.

Following a discussion by Members about looking at comparable hours for similar venues in the town, and the desire to support new businesses, Cllr. Cole amended his Proposal to restrict the license to 24:00 every night for alcohol and refreshments. Cllr. Collins Seconded.

A vote was taken, and the result was:

For: 8

Against: 4

Abstention: 2

ACTION TOWN CLERK

15/23 Annual internal auditor's report, the Annual Governance and Accountability Return, 2022-2023 final accounts, and recommended earmarked reserves.

Members received and **AGREED** a report from the Town Clerk. Members thanked the Town Clerk and her team for their work.

It is recommended that Members receive and note the Annual Internal Audit report. Members unanimously **AGREED** the recommendation.

It is recommended that Members approve the Annual Governance Statement (Section 1). Members unanimously **AGREED** the recommendation.

It is recommended that Members approve the Accounting Statements (Section 2). Members unanimously **AGREED** the recommendation.

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.

The Mayor and the Clerk signed the Annual Governance Statement, and the Chair signed the Accounting Statement.

It is recommended that members note the covering letter and observations of the Internal Auditor.

Members unanimously **AGREED** the recommendation.

It is recommended that members note the attached end of 2022-2023 income and expenditure with the RFO's notes.

Members unanimously **AGREED** the recommendation.

It is recommended that Members agree the attached ear-marked reserves for the 2023-2024 financial year.

Members unanimously **AGREED** the recommendation.

16/23 Annual Town Meeting 23rd March 2022

Members received a feedback report from the Committee Clerk.

17/23 To receive and question reports from Buckinghamshire Council Councillors
Cllr. Stuchbury:

A report on dementia is going to the Cabinet meeting at the end of June.

He encouraged Members to watch the webcast of the Health and Adult Social Care Select Committee regarding the Swan Hub.

Problems with transfer from Milton Keynes Hospital into care in Buckingham was also discussed at the Health and Adult Social Care Select Committee.

Cllr. Osibogun:

Funding for Buckingham cycleway confirmed.

Annual licensing policy deadline 31st May 2023

Potholes and repairs – some Ward Councillors walked around with the local area technician who is taking steps to address the major defects. Most of the delay was due to the change in contractors. New contractors bedded in now and we will see a lot more improvements.

Council Support Fund: £4.8 million available to support residents in Buckinghamshire.

18/23 Review of policies and delegated arrangements as required by Standing Orders Section 5

Members reviewed the delegation arrangements to committees, sub-committees, employees, and other local authorities.

18/23.1 Scheme of delegation

Members received a report from the Compliance and Projects Manager.

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

Cllr. Osibogun raised the following:

Page 54: 6.1 - this gives the Scheme of Delegation power to override Financial Regulations. Cllr. Osibogun Proposed that this is reversed, with the Financial Regulations overriding the Scheme of Delegation if there is a contradiction between the two documents. There was no Seconder.

JH Proposed that we take each point in order. Cllr. Gateley Seconded and Members unanimously **AGREED**.

Cllr. Harvey Proposed that Members **AGREE** the recommendation. Cllr. Davies Seconded. A vote was taken, and the result was:

For:	12
Against:	0
Abstention:	2

18/23.2 Committee Terms of Reference

22nd May 2023

PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.

Members reviewed the terms of references for committees:

- 18/23.2.1 Environment Committee
- 18/23.2.2 Resources Committee
- 18/23.2.3 Planning Committee
- 18/23.2.4 Town Centre & Events Committee
- 13/23.2.5 Staffing (Confidential Matters) Committee
- 18/23.2.6 Communications Strategy Group
- 18/23.2.7 Appeals Committee

Cllr. Stuchbury Proposed that they are accepted. Cllr. Davies Seconded and Members unanimously **AGREED** the amended terms of reference.

18/23.3

Committee Choices

Members received and **AGREED** Councillor Committee appointments. Members **AGREED** that Cllr. Hetherington can be appointed to the Resources and Planning Committees.

18/23.4

Standing Orders

Members received a report from the Compliance and Projects Manager. It is recommended that Members approve and adopt the revised Buckingham Town Council Standing Orders.

Members discussed:

How to record the presence in a meeting of virtual attendees.
The essence of the annual attendance figures in line with regulations.
Representing the electorate in meetings.

Cllr. Schaefer confirmed Cllr. Cole's comment that the names of Councillors who are present and those that are absent should be recorded in the minutes (SO t ii).

ACTION COMMITTEE CLERK

Cllr. Harvey Proposed the following:

1. Point t ii: Councillors online at a meeting should not be recorded in the same way as Councillors present in the room.

Cllr. O'Donoghue asked that any changes to minuting attendance are clarified for the public.

The Town Clerk informed Members that we can record a third category. She has also checked with a number of other committees, and most do not allow virtual attendees. Official attendance records should tell the public who has attended in the capacity of representing residents and being able to contribute and vote.

No Secunder.

2. Point 3y – the sentence starting 'Additional data...' be removed. Cllr. O'Donoghue Seconded. A vote was taken, and the result was:

For: 12
Against: 0
Abstention: 2

ACTION COMPLIANCE AND PROJECTS MANAGER

3. Point 3z – Remove this and replace with a sentence to show that Members not physically present should not be allowed to partake in confidential meetings. Cllr. O'Donoghue Seconded. The Town Clerk suggested replacing 3z with: There will be no virtual attendance during a confidential session.

Member unanimously **AGREED**.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. Osibogun queried the SO 3g amendment 'a member of the public shall not speak for more than 3 minutes.' The Town Clerk explained that members of the public have 3 minutes to speak, up to a maximum of 15 minutes. Standing Orders can also be suspended if necessary to allow a member of public to speak. Cllr. Harvey Proposed a caveat: 'unless agreed by the Council'. Cllr. O'Donoghue Seconded. Cllr. Gateley suggested adding the same wording as 3f: 'unless directed by the chair of the meeting' be added to section 3g. Seconded by Cllr. Stuchbury. Members unanimously **AGREED**.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. Osibogun queried SO 9b regarding motions: 'written notice of its wording to the Proper Officer at least 7 clear days before the meeting'. The Town Clerk clarified that, if Councillors wish to have a written motion on an agenda, then she requests that this needs to be sent to her by the Friday preceding the Wednesday agenda publication. This ensures that any necessary background research/reading can be undertaken.

Cllr. Harvey noted that in SO 14d the penultimate line should read 'them', not 'him'.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. Gateley queried SO 18d vii. Removing this seems to be contrary to our current practice. The Town Clerk clarified that this does not need to be in the Standing Orders because if a bid needs to be dealt with in confidential, then we can do this.

Cllr. Schaefer Proposed that 18d vii remains in the Standing Orders. Cllr. Ahmed Seconded. Members unanimously **AGREED**.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. Try queried SO 3x. The Town Clerk explained that this has been amended to ensure that if, for example, there are two meetings in one evening, each meeting cannot last for a period up to three hours.

Cllr. Harvey Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation to accept the Standing Orders with the **AGREED AMENDMENTS**.

18/23.5

Financial Regulations

Members received a report from the Compliance and Projects Manager. It is recommended that Members agree and adopt the finalised Financial Regulations.

Cllr. Stuchbury Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** the recommendation.

18/23.6

Members noted the arrangements with other Local Authorities.

18/23.7 Review of Representation
Members **AGREED** the following:

No changes to:

A.V. Association of Local Councils
Aylesbury Vale Transport Users Group
Buckingham Bardic Council
Buckingham and Gawcott Charitable Trust
Buckingham Youth Centre
Christmas Parade Committee
Dementia Action Alliance
Lace Hill Medical Centre Forum
North Bucks Parishes Planning Consortium
Pontio

Changes:

Buckingham Community Wildlife Project: Cllr. Davies and Cllr. Hetherington resigning. Cllr. Gateley to continue.
Community Board: Cllr. Harvey to lead and Cllr. O'Donoghue to deputise.
Tree Wardens: Cllr. Hetherington resigning. Members **AGREED** that this is discussed at Environment Committee.
Twinning: Cllr. Schaefer resigning.
Rural Market Towns Group: Cllr. Whyte to be asked he would like to continue as the representative.

18/23.8 Inventory of Land and Assets
Members received a report from the Compliance and Projects Manager.
It is recommended that Members review and approve the revised Asset Register as at 31 March 2023.
It is recommended that Members approve and adopt the proposed Asset Register and Disposal Policy as recommended by the Resources Committee.
Members reviewed the inventory of land and assets including buildings and office equipment.
Members reviewed the Asset Register and Disposal policy.
Cllr. Gateley queried the insured value of the bugle, gifted by The Rifles. The Town Clerk explained that items that are a gift have a nominal original cost and current value, usually £1, but are insured for replacement value.
Cllr. Mahi said that he cannot locate the Mayor's Consort chain value on the Asset List. The Town Clerk will check why it has not been included.
ACTION TOWN CLERK
Members unanimously **AGREED** the recommendations.

18/23.9 Insurances
Members confirmed the arrangements for insurance cover in respect of all insured risks.
It was noted that the cover is addressed to Paul Hodson. The Town Clerk has written and asked for this to be amended.
Members unanimously **AGREED**.

18/23.10 Subscriptions

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Members noted the Council's and/or staff subscriptions to other bodies.

18/23.11

Complaints and Compliments

Members received a report from the Compliance and Projects Manager. It is recommended that Members approve and adopt the revised Complaints Policy.

Members unanimously **AGREED** the recommendation.

18/23.12

FOI and Data Protection

Members received a report from the Compliance and Projects Manager. It is recommended that Members approve and adopt the revised Freedom of Information Policy.

Members unanimously **AGREED** the recommendation.

19/23 Code of Conduct

Members reviewed and confirmed the Council's Code of Conduct.

20/23 Future meetings

Members received a revised calendar of meeting dates.

21/23 Buckinghamshire Local Plan Consultations

Members discussed and agreed 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.

Cllr. Cole reminded Members that this document shapes the future of Buckinghamshire and therefore Buckingham. Only 3 out of the 17 Town Councillors have responded to it. He urged Councillors to bear in mind the importance of the document and to respond by 4th June.

Cllr. Harvey Proposed that the response is agreed. Cllr. Stuchbury Seconded, and Members unanimously **AGREED**.

22/23 Reports from representatives on outside bodies

There were no updates.

23/23 Mayoral engagements

Cllr. Stuchbury Proposed that we record our thanks to Cllr. Gateley, who has been an exceptional Mayor. Members unanimously **AGREED**.

Members received 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

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Initial.....

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- 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

24/23 Payment endorsements

Cllr. O’Donoghue has endorsed the payments.

25/23 Chair’s announcements

Cllr. Schaefer hopes to see all Councillors at the Mayor Making on Friday, 2nd June. Wednesday, 24th May is the opening of the new play area in Bourton Park at 11am. Councillors are welcome to attend.

26/23 Dates of the next meetings: Interim: 19th June 2023
 Full Council: 10th July 2023

Meeting closed at 9:13pm

Signed

Date