



Buckingham Town Council

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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 13 December 2023

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 18th December 2023 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/UC89BUTwVpjAOEIdSIfcZC9Q/>.

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 meeting of the Full Council meeting held on 30th October 2023. [Copy previously circulated](#)

4. Interim minutes

To agree as a correct record the minutes of the Interim Council meeting held on 27th November 2023. [Copy previously circulated](#)

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on 9th October 2023, 6th November 2023 and 27th November 2023. [Copy previously circulated](#)

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

6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 25th September 2023. [Copy previously circulated](#)

Recommendation (minute 318/23): to note the Town Centre & Events report - The role of the Lead Councillor. [TCE/78/23](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on 2nd October 2023.

[Copy previously circulated](#)

8. Resources Committee

To receive the minutes of the Resources Committee meeting held on 16th October 2023.

[Copy previously circulated](#)

9. Bank signatories

To formally agree the bank signatories as Cllr. Schaefer, Cllr. Cole JP, Cllr. Stuchbury, Cllr. Davies, Cllr. O'Donoghue and agree the signing schedule. [Appendix A](#)

10. Pride flag

To receive a report from the Town Clerk.

[BTC/129/23](#)

11. Motion: Cllr. Willett

As a Town Council we believe Equality, Diversity and Inclusion are the pillars on which Buckingham Town stands strong. Flag raising is one way that we can show this support for our local residents and show how, as a Town Council that we can be inclusive and welcoming to all members of our wonderful town. The council therefore agrees that the LGBTQIA+ Flag (seeking necessary permissions if required) be raised on the 1st June for a month (with exceptions to other days that may have flags to be raised) to support the LGBTQIA+ Community within Buckingham Town and the wider nation.

12. Motion: Cllr. Willett

" This Council has a proud history of supporting our Armed Forces. To commemorate their sacrifice and to celebrate all of our service personnel, on the 29th June each year, we shall raise the armed forces flag."

13. Motion Cllr. Harvey

"Every year, Workers Memorial Day happens on 28 April to commemorate people who have died or been seriously injured in the course of their work. Around the world:

- > One worker dies every 15 seconds worldwide.
- > 6,000 workers die every day.
- > More than two million men and women die as a result of work-related accidents and diseases
- > Workers suffer approximately 270 million accidents each year, and fall victim to some
- > 160 million incidents of work-related illnesses
- > Hazardous substances kill 440,000 workers annually – asbestos claims 100,000 lives

This council agrees to lower our flag to half-mast on that day in 2024"

14. Amendment to the Financial Regulations

To receive a report from the Compliance and Projects Manager.

[BTC/130/23](#)

15. Election costs

To note the election costs breakdown and agree the payment of £20,748.

[Appendix B](#)

16. New cemetery - timeline request – officer time

To receive a report from the Town Clerk.

[BTC/131/23](#)

17. Awards procedure

To receive a report from the Town Clerk.

To receive the minutes of the Awards Group Working Group meeting.

To agree the Awards Policy.

[BTC/132/23](#)

[Appendix C](#)

[Appendix D](#)

18. To receive reports from Buckinghamshire Council Councillors**19. Climate Emergency Action Plan**

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix E](#)

20. Code of Conduct

To note the response from Buckinghamshire Council.

[BTC/133/23](#)

21. Action list

To review and discuss the Action Report.

[Appendix F](#)

22. Reports from representatives on outside bodies

Members are asked to note the reports listed below:

Minutes of Buckingham Youth Club AGM 27th September 2023.

[Appendix G](#)

23. Mayoral engagements

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

Functions the Mayor has attended:

23/09/2023	Opening of the new Buckingham Pauline Quirke Academy
28/09/2023	Almshouses Charity Board meeting
29/09/2023	High Sheriff of Buckinghamshire civic Quaker meeting of worship
12/10/2023	Pontio meeting
24/10/2023	Royal British Legion's poppy appeal launch
09/11/2023	Aylesbury Town Council's Remembrance Service, St Mary's Church, Aylesbury
10/11/2023	Royal Latin School Remembrance Service
10/11/2023	Attended Finmere Primary School assembly to thank children for submissions to mayor's Christmas card competition
12/11/2023	Buckingham remembrance parade
23/11/2023	Photo at Royal Latin School 600 year anniversary plaque in Chandos Chapel
23/11/2023	Christmas Light switch-on
07/12/2023	Attended Buckingham School assemblies to thank students for Christmas card submissions

Functions the Deputy Mayor has attended:

24. Chair's announcements**25. Date of the next meeting:**

Interim Council: Monday 8th January 2023

Full Council: Monday 18th March 2023

COMMITTEE IN PRIVATE SESSION**Exclusion of public and press**

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

26. New HR provider

To receive and agree the following recommendations from the Resources Committee.

- 26.1. To accept Company 1 and appoint them as HR advisors to the Council for the contract period of 60 months (with a 36-month break clause) with optional extras: tribunal insurance, H&S defence insurance, insurance admin fee.
- 26.2. To delegate to the Clerk to investigate whether any payroll service included in the approved proposal is sufficient to meet the Council's needs and, if so, to switch the payroll contract to the new contractor at an appropriate time.

[R/127/23](#)

To:

All Councillors

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
Monday 25th September 2023

Contact Officer: Town Clerk

The role of the Lead Councillor

1. Recommendations

1.1. It is recommended that Members note and discuss this report.

2. Background

2.1. Members have requested clarification on the role of a Lead Councillor for events. This report seeks to explain the situation as it stands and to reference relevant policies. No changes are recommended although members are encouraged to have an open discussion.

2.2. The Councillor -Officer protocol has been most often referenced as this is the most recent relevant document, however it should be noted that it corresponds to the long-standing policies in the Council Handbook, Scheme of Delegation and Standing Orders.

2.3. This document only discusses the role of the Lead Councillor. It does not cover Councillors volunteering at events or the role of the Events Committee (which has delegated authority as per its Terms of Reference).

3. Relevant Law.

3.1. Buckingham Town Council's Scheme of delegation notes the following:

“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, officer of the authority, or another local authority. **The Town Council does not have the power to delegate a decision to an individual Councillor.**”

3.2. The Town Clerk is the Proper Officer of the Council and has legal responsibilities and training in matters such as H&S legislation. The Town Clerk is also responsible for the management and welfare of BTC staff.

3.3. Buckingham Town Council have formally named the Town Clerk as the person with overall responsibility for health and safety within the organisation.

4. The Councillor- Officer Protocol.

4.1. The Councillor – Officer Protocol details how the relationships between Officers and Councillors should be managed. The document notes:

“A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.”

Buckingham Town Council prides itself on having solid working relationships between Officers and Members. Members have good direct access to Officers and relationships are friendly and respectful. We work in partnership acknowledging the importance and differences of each other’s roles.

4.2. The Protocol also notes that:

“Councillors should not involve themselves in the day-to-day running of the council. This is the officer’s responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.”

“Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.”

“A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- *Avoid personal attacks on, or abuse of, the officer at all times.*
- *Ensure that any criticism is well founded and constructive.*
- *Ensure that any criticism is made in private.*
- *Take up the concern with the Town Clerk.”*

“The Town Clerk is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Town Clerk, unless it is agreed by the Town Clerk that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Town Clerk’s staff without the express approval of the Town Clerk.”

5. The Lead Councillor

5.1. The Lead Councillor is an essential part of the team and is there to provide, advice, guidance, experience and strategic leadership. Officers should feel

comfortable bouncing ideas off them, as well as talking through issues and concerns in confidence.

- 5.2. The Lead Councillor should feel involved and informed. They should expect their questions to be answered promptly and their views listened to. They should be treated with respect, dignity and courtesy.
- 5.3. If the Lead Councillor has concerns about the management of an event they should (following the protocol above) escalate the matter to the Town Clerk.
- 5.4. The Lead Councillor should feel confident that they have direct access to the Town Clerk to raise matters when required. They should expect (where relevant) any conversations to be dealt with in confidence.
- 5.5. While ultimately the Town Clerk will retain responsibility for implementing the decisions of the Council (and its delegated committees) they should expect to explain where required their reasoning. This includes reference to relevant legislation, policies, protocols and minutes.
- 5.6. The Town Clerk and other Officers **must** implement the lawful decisions of the Council and delegated committees.

6. The Chair.

- 6.1. All of the above points also apply to the Chair of the Committee who should expect to be kept briefed on all events as required.
- 6.2. If no Lead Councillor is appointed by the Committee, then the role automatically falls to the Chair of the Committee.

Signature Rota

Bank signatories 2023-2024

Appendix A

Cllr. Schaefer, Cllr. O'Donoghue, Cllr. Davies, Cllr. Stuchbury,
Cllr. Mark Cole JP

2024		Meeting	Clerk	Meeting		Councillor Signature	
	1	Bank Holiday					
Jan	8	Interim	Paula	Planning		LO FD	
	15	Resources	Paula			RS AS	
	22						
	29	Precept	Paula			MC FD	
Feb	5	Planning	Paula			LO AS	
	12	TC&E	Paula			FD LO	
	19	Environment	Paula			RS AS	
	26	Interim (Informal precedes)	Paula	Planning		LO FD	
Mar	4	Resources (Grants)	Paula			RS AS	
	11						
	18	Full Council	Paula			MC RS	
	25	Planning	Paula			LO AS	
Apr	1	Easter Monday BH					
	8	TC&E	Paula			LO FD	
	15	Environment	Paula			AS RS	
	22	Interim	Paula	Planning	Paula	LO FD	
	29	Resources	Paula			AS RS	
May	6	Early Spring BH					
	13	ASM & Full Council	Paula				
	20	Planning	Paula				
	27	Late Spring BH					
June	3	TC&E	Paula				
	10	Environment	Paula				
	17	Interim	Paula	Planning	Paula		
	24	Staffing & Resources	Paula				
July	1						
	8	Full Council	Paula				
	15	Planning	Paula				
	22	TC&E	Paula				
	29	Environment	Paula				
Aug	5	School Summer Holidays					
	12						
	19	Planning	Paula				
	26	Late Summer BH					
Sept	2	Resources	Paula				
	9						
	16	Full Council	Paula				
	23	Planning	Paula				
	30	TC&E	Paula				
Oct	7	Environment	Paula				
	14	Interim	Paula	Planning	Paula		
	21	Resources	Paula				
	28						
Nov	4	Full Council	Paula				
	11	TC&E	Paula				
	18	Environment	Paula				
	25	Interim	Paula	Planning	Paula		
Dec	2						
	9	Resources	Paula				
	16	Full Council	Paula	Planning	Paula		
	23						
	30						

Buckingham Town Council
Town Centre and Events Committee
Monday 18th December 2023

Contact Officer: Town Clerk

Pride flag

1. Recommendations

1.1. It is recommended that Members decide between Options 5.1 and 5.2, to raise the recognised flag either:

Option 5.1 - On the 1st of June (which is the current situation).

Option 5.2 - For the month of June (Excluding days when there is a clash. For instance, Armed Forces Day.)

2. Background

2.1. This matter is being discussed in relation to Cllr. Willet's motion below and a TC&E discussion started by Cllr. Harvey where he requested an amendment to the length of time that the Pride flag is flown and that a different version of the pride flag be purchased (TC&E minute 318/23).

2.2. The raising of the pride flag on 1st June for a day every year was agreed at Full Council in 2022 (minute 22/22).

2.3. The pride flag we currently raise is the internationally recognised flag, and is on the [government approved list](#) of flags:

The Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).

2.4. Any flag not identified in the HM Government approved list requires planning permission before it can be flown. This is not a matter that the County Council have discretion over.

2.5. There are multiple versions of the flag, produced by different individuals and organisations. None of these have any official recognition at this time.

3. A sample of the different flags available.

The official six stripe flag which the Council already own and does not require planning permission.



Progress style variations



There are also over 30 other variations which generally focus on a specific group.

4. Budget

- 4.1. Any new flag and subsequent updated versions would have to be purchased. The exact price will depend on which flag is chosen but it will need to be a woven polyester in flagpole weight and sized 6x4. The cost is likely to be around £85 - £115.
- 4.2. Planning consent will cost £578 but as a Town Council we can request a 50% discount bringing the cost down to £289.

5. Options

- 5.1. Continue to raise the globally recognised flag on 1st June every year.
- 5.2. Continue to raise the globally recognised flag for the month of June every year (Excluding days when there is a clash. For instance, Armed Forces Day.)
- 5.3. Purchase one of the flags identified in section 3 above and raise on 1st June every year.
- 5.4. Purchase one of the flags identified in section 3 above and raise for the month of June every year.

Buckingham Town Council
Full Council
Monday 18 December 2023

Contact Officer: Steve Beech, Compliance and Projects Manager

Amendment to Financial Regulation 5.2

1. Recommendations

1.1. It is recommended that Members resolve to amend Financial Regulation 5.2 to reflect the changed wording in point 3. below.

2. Background

2.1. This is being discussed at the recommendation of the Internal Auditor in the feedback received in his report following the interim inspection of 13 November 2023.

2.2. The Council must meet the Audit Test:

“Have the payments been approved as required under the Council Financial Regulations?”

2.3. The Auditor considered that the Council **HAD** met this criterion but recommended a minor amendment.

2.4. The auditor’s observation is:

The Council’s Financial Regulation 5.2 states clearly what the approval process is for payments. “...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..”

On review of the Minutes it was noted that they do record the 'endorsement' of payments but do not detail what payments have been endorsed and a detailed list of the payments is not included within the Minutes.

2.5. The auditor’s recommendation is:

Council Minutes should record what payments have been endorsed. This could be by reference to a unique sequential number allocated to a payment list and to the total value of payments made.

The Council should consider whether it will, in future, disclose ' a detailed list of all payments' as set out in its Financial Regulation 5.2, or whether it should amend the wording of regulation 5.2.

2.6. The Clerk's response to the Auditor was:

"The payment lists appear in full on the confidential part of the agenda. In future this part will remain the same, but the payment lists will show an internal reference number. This reference number, together with the total amount on the payment list that is being endorsed will be listed and shown in the minutes. It will be recommended that the Financial Regulations be amended to reflect this change."

3. Amendment to Financial Regulation 5.2

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 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 signed schedule shall **include a unique sequential number allocated to each payment list and** 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. ~~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.~~ **The unique sequential reference number, together with the total amount on the payment list that is being endorsed, will be listed, and shown in the minutes.**

Key:

Recommended additions to the text are highlighted in YELLOW.

Recommended deletions are crossed through and highlighted in BLUE.

Remaining text is consistent with the current Financial Regulation 5.2.

North Ward

Item		
Staffing		£ 4,496
payroll	nil covered by Unitary council	£ -
Polling Station booking	Buckingham Community Centre shared cost with Buckingham East	£ 428
Poll card templates and printing		£ 696
Poll card postage		£ 2,097
Ballot paper printing and delivery		£ 405
Postal vote Printing, enclosing		£ 626
Postal vote Postage Outward		£ 629
Postal vote Postage Inward		£ 293
BP,PV delivery fee to office		£ 106
Delivery of booths		£ 70
Stationery		£ 51
Royal Mail Postal Voting Licence	nil	£ -
	TOTAL	£ 9,898

South Ward

Item		
Staffing		£ 4,496
payroll	nil covered by unitary council	£ -
Polling Station booking	Buckingham Youth Centre	£ 297
Poll card templates and printing		£ 828
Poll card postage		£ 2,493
Ballot paper printing and delivery		£ 469
Postal vote Printing, enclosing		£ 846
Postal vote Postage Outward		£ 855
Postal vote Postage Inward		£ 339
BP,PV delivery fee to office		£ 106
Delivery of booths		£ 70
Stationery		£ 51
Royal Mail Postal Voting Licence	nil	£ -
	TOTAL	£ 10,850

Buckingham Town Council
Full Council
Monday 18th December 2023

Contact Officer: Claire Molyneux, Town Clerk

Cemetery report options

1. Recommendations

1.1. It is recommended that Members agree one of the below three options.

2. Background

- 2.1. This is being discussed because in relation to a report on the new cemetery, Cllr. Stuchbury Proposed (379/23) that we ask Officers to write a summary of the main hurdles in reaching this conclusion.
- 2.2. At the following meeting the Town Clerk raised concerns about the broad scope of this proposal and requested further instruction from Council. It was agreed that the Town Clerk would present three options for Members to choose from.
- 2.3. The Town Clerk reminded Members that reports must be well researched and completely accurate. A wide-ranging report will require significant Officer time to complete, as the cemetery project has been active for many years and involves multiple people. Also key Officers no longer work for the Council and AVDC no longer exists.

3. Short summary

3.1. A short summary would take an Officer approximately 1.5 to 2 days to complete. It would be straightforward, factual, and brief.

4. Detailed report

4.1. A detailed report would take around 2-4 weeks and would require archive research and fact checking. This would take place over a period of months as requests and questions would need to be made to other parties and research worked around other work.

5. Full research project

5.1. A full research project approaching an academic study would take around six to ten weeks of officer time over a period of up to nine months. Whilst it would be detailed enough to provide operational learning and should be expected to produce conclusions, this option is not recommended due to the significant impact on other business.

**Buckingham Town Council
Full Council
Monday 18th December 2023**

Contact Officer: Claire Molyneux, Town Clerk

Awards procedure

1. Recommendations

1.1. It is recommended that Members agree the Awards policy.

2. Background

2.1. At the Informal Meeting in February 2023, Members suggested looking again at the criteria for annual awards (663/22).

2.2. It was agreed on 4th September 2023 at the Resources Committee meeting (229/23) for a Working Group to be set up to create a clear process for Town Council awards.

2.3. The Working Group met on 14th December 2023 and the Awards policy has been created to reflect the recommendations of the Group.

Minutes of a meeting of the Awards Working Group of Buckingham Town Council held on Tuesday, 14th November at 2pm in the Council Chamber, Cornwall's Meadow, Buckingham.

Present: Cllr. M Gateley
Cllr. J. Harvey
Cllr. H. Mordue
Cllr. A. Ralph

Also present: Ms. L. Stubbs Deputy Town Clerk
Ms. P. Cahill Committee Clerk

1. Current awards

Members received and discussed the current criteria and awards.

Cllr. Mordue noted that the first Honorary Freewoman is missing from the list. He will forward details of this. He also informed Members that the 2009 award was a Freedom of Buckingham award to the Rifle Regiment and Cadets. Paperwork to be amended/updated.

2. Procedure

Members **AGREED** to recommend to Full Council the following:

Friend of Buckingham

The award is for people who have made a significant contribution to the life of the town over a number of years (unless there are exceptional circumstances).

The recipient does not have to reside in Buckingham.

Organisations can be considered.

One or 2 awards per year unless there are exceptional circumstances.

Councillors will submit nominations with a short summary of information at least a week before the agenda for the meeting is published.

Councillors will discuss all nominations. If there are more than two nominees a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipients will then take place.

Voluntary, Community & Social Enterprise Organisation of the Year

Natural Environment & Climate Champion

Sport and Art

There will be one award for each.

Councillors will submit nominations with a short summary of information at least a week before the agenda for the meeting is published.

Councillors will discuss all nominations. If there is more than one nominee a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipient will then take place.

Mayor's prize for outstanding young person

The award to be for a young person up to the age of 25.

The retiring Mayor will choose the award.

Nominations will go directly to the Mayor. The Mayor makes the decision which will be announced at the meeting.

Freeman and Freewoman

The legal stance for this award was discussed and considered (Appendix A).

The nominee should have carried out their largely voluntary role for a period of at least 20 years.

The nominee does not have to reside in Buckingham.

3. Additional points

A posthumous award was discussed but the outcome was inconclusive.

The Sport and Art award to be updated as there are a number missing.

Members discussed whether a serving Councillor could receive an award – the Deputy Town Clerk will check this.

Appendix A

Local Government Act 1972 s.249 (5-10)

(5) Subject as follows, a relevant authority may admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority—

(a) persons of distinction, and

(b) persons who have, in the opinion of the authority, rendered eminent services to that place or area.

(6) In this section “relevant authority” means—

(a) a principal council;

(b) a parish or community council;

(c) charter trustees in England constituted—

(i) under section 246 of the Local Government Act 1972,

(ii) by the Charter Trustees Regulations 1996 (SI 1996/263), or

(iii) under Part 1 of the Local Government and Public Involvement in Health Act 2007.

(7) The power in subsection (5) above is exercisable by resolution of the relevant authority.


(8) A resolution under subsection (7) above must be passed—

(a) at a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and

(b) by not less than two-thirds of the members of the relevant authority (or, in the case of charter trustees, of the trustees) who vote on it.

(9) A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the title of honorary freeman or honorary freewoman under subsection (5) above.

(10) The admission of a person as honorary freeman or honorary freewoman does not confer on that person any of the rights referred to in section 248(4) above.

	<p>Buckingham Town Council</p> <p>Awards policy</p>	<p>Date Agreed: Minute Number: Prepared by: Version:</p>	<p>1</p>
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1. Introduction

This Policy sets out the procedure for the annual Awards made by Buckingham Town Council.

- 1.1. Awards are presented annually at the Mayor Making ceremony.
- 1.2. Awards do not have to be given every year.

2. Honorary Freeman/Freewoman

- 2.1. This is the highest award that the Town Council makes; it is given to persons of distinction who have rendered eminent services to the town.
- 2.2. There is specific legislation around the awarding of freeman/freewomen status which **must** be complied with.

Section 249 of the LGA 72 allows that the Town Council may admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority, persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.

A resolution must be passed at a meeting of the relevant authority which is **specialy convened** for the purpose and where notice of the object of the meeting has been given; and by not less than **two-thirds** of the members of the Town Council

- 2.2. The nominee should have carried out their largely voluntary role for a period of at least 20 years.
- 2.3. Nominees will have made significant contributions to the local community through:
 - a significant allocation of the nominee's time in serving members of the community for the improvement of their well-being;
 - the promotion, achievement and/or delivery of community services in which a real personal contribution has been made;
 - a contribution which is seen to stand above the contributions of most others.

- 2.4. Any nominated Town Councillor should have retired from the post.

3. Friend of Buckingham

- 3.1. The award is given in recognition of a person's or organisation's service to the town, in which they have made a significant contribution to the life of the town over a number of years (unless there are exceptional circumstances).
- 3.2. One or two awards will be made annually unless there are exceptional circumstances.
- 3.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 3.5. Nominations will be discussed at the meeting. If there are more than two nominees a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipients will then take place.

4. Voluntary, Community & Social Enterprise Organisation of the Year

- 4.1. The award is given to a local group which has made an impact to the civic and community life of Buckingham.
- 4.2. One award will be made annually.
- 4.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 4.4. Nominations will be discussed at the meeting. If there is more than one nominee a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipients will then take place.

5. Natural Environment & Climate Champion

- 5.1. The award is given to a person, organisation or business who has/have actively tried to tackle climate change and/or enhance the natural environment.
- 5.2. One award will be made annually.
- 5.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 5.4. Nominations will be discussed at the meeting. If there is more than one nominee a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipients will then take place.

6. Sport and Art

- 6.1. The award is given to an individual or group that significantly contributes to sport or art that benefits the people of the town.
- 6.2. One award will be made annually.
- 6.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 6.4. Nominations will be discussed at the meeting. If there is more than one nomination a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Secunder for the chosen recipients will then take place.

7. Mayor's prize for outstanding young person

- 7.1. The award is given to a young person up to the age of 25 who has made a positive impact on the civic and community life of Buckingham.
- 7.2. The retiring Mayor will choose the recipient.
- 7.3. Nominations will go directly to the Mayor at least three weeks prior to the meeting. The Mayor will make the decision; this will be announced at the meeting.

Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
1.	Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.	Number of visitors per year	Resources Committee	Creation of a link to the section on the climate emergency on the council's website with links to website pages relating to the environment.
2.	Information can be made available to maximise public awareness and access to information	Number of contacts made	Resources Committee	Annual public information displays at Annual Town Meeting, Spring Green Fair and Celebrate Buckingham.
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions, and awards for innovative approaches to tackle the climate emergency are promoted by the council.</p>
4.	Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed		Planning Committee	Consultation rolled out 2022/2023

	consultation on the proposed changes.			
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted it's first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate priorities. Buckingham's first Repair café will take place on Saturday 10 th Feb 2024 at The Centre, Verney close.
6.	Host a public meeting on the issue.	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.
Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
7.	Implement an Energy Audit of all Council buildings and vehicles.	Actions implemented	Resources Committee	Procuring clean energy wherever possible and reducing the amount of energy that must be procured. The Town Councils aims to achieve the best value in terms of pricing, but also maximising value from these contracts, including a review of the carbon footprint of the supply and an environmental performance of the supplier.
8.	Change BTC energy provider to renewable/ green tariffs	Moved to green tariffs by 2022/23	Environment Committee	Solar Panels installed October 2021 at Lace Hill, utilising clean energy and reducing the amount of energy that must be procured.



9.	Offset carbon emissions by planting more trees (whenever possible)	One tree planting project per year	Environment Committee	Over the last five years the Town Council have planted 1782 new trees in the parish of Buckingham.
10.	Investigate the environmental impact of Town Council events	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.
11.	Minimise the climate impact from development and encourage a low carbon economy through our Neighbourhood Development Plan by: <ul style="list-style-type: none"> • Encourage a sustainable pattern of development supported by a low carbon transport infrastructure • Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions' • Protecting against the needless destruction 	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in 2022/2023 Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	

	and/or removal of tree from our parish			
12.	Install renewable energy generation on Council owned buildings	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community Centre and the new cemetery building (once constructed).	Full Council and Resources Committee	Greenway Solar Panels commissioned and installed 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. Noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.



14	Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets	One per new build (owned by BTC)	Resources Committee	To be considered, if feasible within budgets, within the construction design stage of the new cemetery buildings.
15.	Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative	Number of interactions through Social Media	Environment Committee and Resources Committee	<u>Water bottle refill</u> station installed and positively received.
16.	Actions implemented to eliminate the use of single-use plastics within Council offices/buildings.	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. This is written within the Town Council's Sustainable Purchasing Policy and within its Traders' Booking Form.
17.	Implement waste education and promotional campaigns.	Number of interactions through social media and with groups including schools	Resources Committee	The last two Local Democracy Week events have focused on Climate Change and the office met with both senior schools to further discuss how they can get involve in Climate Community Action. The Office Apprentice ran a Recycling Mosaics competition with the Buckingham School to create artworks for display in the Tourist Information Centre.
18.	Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.	Measure and publish low carbon emission certification	Resources Committee	To be considered within the next review of the Investment Policy Strategy.
19.	Buy local, fair-trade, recycled, plastic free, repairable and sustainable	Consideration of a	Resources Committee	Wherever possible sustainable materials will always be sourced from local providers.



	products wherever possible/available.	procurement strategy		July 2021: Full Council adopted a <u>Sustainable Purchasing and Procurement Policy</u>
20.	Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
21.	Explore more bike parking facilities around the town, including local schools and businesses.	Additional cycle racks with each development	Planning Committee	All new development housing has either a shed big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat.
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist Information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair 2023 featured a stand from Dr Bike, offering cycle repairs and second-hand bike sales.
23.	Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, aiming for full replacement with electric vehicles by 2030.	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	One Electric van, leased Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030. Once the new cemetery is up and running there are plans to purchase other electric powered machinery, such as ride-on mowers.



24.	Refurbish and promote the town's benches to assist walkers to take short rests. Advertise Buckingham as a 'pedestrian friendly town' on the Council's 'Walks and Maps' section of the website.	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and will be installing five additional picnic benches in Bourton and Chandos Park.
25.	Work with Buckinghamshire Council to extend/ improve cycle/ walking network		Full Council	The Greenspaces Team have maintained walking and cycling routes across BTC land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund.
26.	Work with Buckinghamshire Council on increasing EV charge points on public land		Full Council	Buckinghamshire Council have agreed to install 8 charging points in Cornwall's Meadow and Western Avenue.

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.

	Action	Measure	Responsibility	Updates
27.	Finalise Flood Plans with local partners	Number of contacts established	Environment & Resources Committee	Meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the Town Council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.
28.	Advise residents on steps to increase resilience	Increased number of residents signed up to the Flood	Environment & Resources Committee	

		Warden Scheme		
29.	Promote the community flood warden scheme	Increased number of residents signed up to the Flood Warden Scheme		
30.	Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration	One environmental campaign per year	Environment Committee	Installation of <u>wildflower boards in Bourton Park</u> to promote the planting of native wildflower species (April 2021). Thousands of native <u>Woodland bulbs</u> were planted around Bourton Park in September 2020 and a second bulb planting event took place in Winter 2023/24. Six new bird boxes are installed in Bourton Park by volunteer, Michael Hunt. Providing nesting sites for small birds and monitoring biodiversity in our parks. Tiny Forest installed within Bourton Park 2023.
31.	Support local food production including the provision of more allotments for people to grow their own food.	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and <u>Edible Woodland</u> and is works with Buckinghamshire Council on potential sites for community gardening sites. Creation of edible planters/troughs outside the community centre and cattle pens. The new system of planting should require less watering and tolerant the hotter summers caused by climate change. Once the plants have established, the planters will be advertised as a community herb garden, encouraging residents/visitors to help themselves.
32.	Seek adequate garden space or community spaces for growing food in all future development.	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP.



33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All events	BTC Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy
34.	Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects	To be considered within Greenspaces Strategy and Management Plan for Parks	Environment Committee	The grass cutting plan is reviewed annually by Environment Committee in March. The paddocks and sections of the bypass are cut later in the year to support and promote biodiversity. Large sections of the Bypass are planted with wildflower seed, and many rare wildflowers and orchids have been spotted growing within our unmown sections of the grass verge. If patches of wildflower are identified within the cemetery or roadside verges, they are avoided by the mowers and left to go to seed. E.g., Bee Orchids on the Gawcott roundabout.
35.	Each year allocate a section of land to be planted with wildflowers.	One per year	Environment Committee	The Town Council has planted the equivalent of 16 tennis courts of wildflowers since 2017. Wildflowers were distributed at 2023's Spring Green Fair and Celebrate Buckingham.
36.	Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.	Measure and publish plans and low carbon emission certification	Environment Committee	To enable this, a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.
37.	Work with the Tree Wardens, in promotion of the Tree Charter.	5 new Tree Wardens signed up per year.	Environment Committee	Tree Wardens are regularly contact by the Planning Clerk for input into Tree Applications and several Wardens took part in March 2023's Tiny Forest tree planting event in Bourton Park.
38.	Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.

Buckingham Town Council
Full Council
Monday 18th December 2023

Contact Officer: Claire Molyneux, Town Clerk

Code of Conduct Response

1. Recommendations

1.1. It is recommended that Members note the below correspondence.

2. Background

2.1. Full Council agreed a motion by Cllr. Harvey (265/23)

*“That the Town Clerk write to Buckinghamshire Council and request that the code of conduct process be amended to allow:
That those who have a reasonable claim to have been affected by a proven breach of the code of conduct should have a formal opportunity to contribute an impact statement to the committee before sanctions are decided by that committee.”*

3. Responses

3.1. The initial response from the Director for Legal & Democratic Services:

“Thanks for relaying your Council’s motion about the arrangements for reviewing member code of conduct complaints.

I understand the rationale behind the motion. However, the suggestion would not be appropriate for several reasons. The Localism Act 2011 requires principal councils to adopt ‘arrangements’ for dealing with allegations that a councillor has breached the Code. The focus is on reviewing the concerns of the person or persons bringing the complaint. As such, the current arrangements already involve, at each of the three stages, an opportunity for the aggrieved person(s) to set out how the alleged behaviour has impacted upon them. At a Stage 3 Hearing, for example, the procedure enables the complainants (or their representatives) to give their view on the facts of the case, why there has been a breach (including the impact upon them) and their views on appropriate sanctions. The complainant(s) can also call witnesses to substantiate the allegations and the impact of the alleged behaviours had on the complainant.

The Localism Act 2011 also requires the Monitoring Officer and Hearing Sub-Committee to consider the views of an Independent Person before deciding the issue of sanctions. This statutory requirement introduces a public interest perspective so that proceedings do not rely solely on the voices of the parties to the complaint and of the principal council. As such, the statutory arrangements already have a built-in check and challenge in the context of a structured, evidential hearing process. Panels also follow the best practice guidance when considering appropriate sanctions (see the [Local Government Association’s guidance](#) on sanctions).

The suggestion is also not practicable. Apart from the complainant(s), for whom the statutory process exists, defining “those who have a reasonable claim to have been affected by a proven breach of the code of conduct” would be impractically open-ended. It would have the effect of introducing a pause in the hearing procedures either to publicise findings before a sanction is recommended or for this Council itself to make a judgement on which other person(s) or bodies to contact. Involving such parties also introduces a potential injustice because they will not have been privy to the arguments made by both sides during the hearing; they will not have heard the evidential context which is essential for determining which sanctions are appropriate. The statutory purpose of the arrangements is clear: to review allegations and to decide whether a breach has occurred. The expectation is that this is achieved by the principal council on advice from the Independent Person and Monitoring Officer.

The opportunity for a parish or town council to comment is when sanctions are recommended to them. This is the time for the council either adopt them the sanctions or object to them. The Local Government Association guidance makes this clear “The town or parish council must then meet to consider whether to impose that sanction or to replace it with another relevant sanction. They cannot overturn the finding that there has been a breach of the Code and if they wish to impose a different sanction they should seek advice from the clerk and/or the monitoring officer.” This respects the integrity of the quasi-judicial process while enabling the relevant parish/town council to consider the outcomes within its own setting.”

For these reasons, it will not be possible to follow your Council’s suggestion.

3.2. Town Clerk sought clarification.

“Please could you clarify your final paragraph as one of my Members has raised the following question.

“I am somewhat perplexed by the last paragraph - which seems to suggest that we had an option to challenge the sanctions recommended and even advocate different ones in the most recent case. My recollection is that we were presented with a fait accompli and case law was cited to say that there was no room for this at all.”

From my point of view, I am not aware that BTC was offered any opportunity to comment in advance of sanctions being recommended? And once they were recommended, Paul was advised that BTC could only accept or reject them, as due to the decision in the Ledbury case, it is understood that a Parish can only apply a sanction that has been recommended by the hearings sub-committee.”

3.3. The Director replied.

Thanks for your email. I think two things are being conflated: the question of sanctions and the making of additional recommendations for action.

As you say, the Ledbury case was clear that no sanctions or related restrictions can be placed on a parish/town councillor outside of a formal Code of Conduct process followed by the principal council. Such outcomes arise from a confidential process based on an assessment of evidence. Which is why it is not appropriate for prior consultation with any parties other than the complainants, the subject member and the Independent Person. It is also why the outcomes are framed as ‘recommendations’ to the parish/town council – with the implication that the recommendations can be followed or not; or indeed challenged if

necessary. This is why the LGA guidance envisages a town council having to refer back to the Monitoring Officer if it is unhappy with a recommended sanction.

Your Council's recent motion sought to vary the *Arrangements* to insert a consultation with unspecified parties so as to affect any sanctions the Hearing Sub-Committee might make. This is not possible for the reasons mentioned earlier.

In 2022, your Council was informed by letter (attached) of the outcome of a hearing [REDACTED]. This made clear that the *sanction* on [REDACTED] was for her to undertake training. It also made clear the Hearing Sub-Committee's view that - in the circumstances of this particular case - the Town Council might usefully consider introducing certain other governance actions i.e. training for the whole council and the adoption of a social media policy, if these were not already in place. The letter was clear that the training for all councillors and the adoption of a policy were matters that the Council might *voluntarily* want to consider to prevent such occurrences in future. Insofar as these did not relate to [REDACTED] specifically, they were governance suggestions not sanctions: this was clear from the paragraph which said "Please note that the Sub-Committee attributed no fault at all to the Town Council and were mindful that the recommended measures may already be in place."

To clarify:

1. Sanctions and any other suggested actions are *recommendations* – they can be followed or not; in the case of *sanctions*, a town council cannot substitute its own sanctions or punitive restrictions on a councillor without the agreement of the principal council.
2. Because both sanctions and any additional recommendations arise from a confidential, quasi-judicial process it is not possible for a town council to be consulted in advance of sanctions being implemented: unless the council was the complainant. It is expected that the *sanctions* would be followed unless the town council has very clear arguments why not.

Minute No.	Action	Action Required	Update	Deadline
512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Completed for this year.	May-24
386.2/21	Public Health Meeting to discuss healthcare provision in Buckingham	Members AGREED to leave it on the action list and review it at an appropriate time.	Ongoing	Open
632/21	Two-part approach and arts and cultural centre funding	1.1 It is recommended that from now onwards the Council takes a two-part approach to all large new developments, of providing a response to the planning applications, but also providing a S106 request in detail at the earliest possible stage, making it clear that this in no way detracts from any overall opposition to a development. 1.2 The Council requests that the Sport and Leisure contributions for both Osier Way and Moreton Road requests are allocated towards the cost of providing an arts and cultural venue in Buckingham. Members agreed unanimously ACTION TOWN CLERK	Requests submitted. With NHDP	Ongoing
773/21	River pollution 2018	Members AGREED unanimously that Buckingham Town Council should write to the Environment Agency requesting a case number as soon as it is available and an approximate time before it will appear before a court. ACTION TOWN CLERK	Chased awaits response	Ongoing
395	Consultation on future development - Motion by Cllr. Stuchbury.	That Buckingham Town Council seeks an early meeting with the appropriate Buckinghamshire Council officers to obtain the maximum amount of information relating to future development plans for Buckingham. Key areas include, but are not limited to, housing numbers, highways development infrastructure and education provision as they relate to the revised Buckingham Neighbourhood Plan. Any such plan needs to be drafted in a robust and legal manner, thus recognising and being capable of informing future decisions by Buckingham Town Council.	With NHDP.	Ongoing

Minute No.	Action	Action Required	Update	Deadline
454/22	St. Rumbold's Field green spaces	<p>It is recommended that members agree that the adoption is dependent on:</p> <p>a) The completion of all required elements to a sufficient standard, including footpaths, street furniture, planting as per the agreed plans (to be confirmed by BTC officers following legal advice).</p> <p>b) The public right of way crossing St. Rumbold's Park is completed and open to the public and access to Gawcott Road is resolved.</p> <p>c) Means of vehicular access to St. Rumbold's Park is provided from either Penda Road or Oswald Way.</p> <p>It is recommended that Members agree to take specialist legal advice with the costs to come from the commuted sum.</p> <p>It is recommended that Members agree to allow the Town Clerk to negotiate on the Town Council's behalf but not to accept a commuted sum. AGREED unanimously.</p>	With our legal team who are awaiting further information from the developer. Planning permission for the amendments to the path in progress.	Ongoing
557	Motion - Cllr. Stutchbury	Cllr. Stutchbury - that we should write, at the appropriate time, to King Charles and invite him to visit Buckingham. Seconded by Cllr. Mahi and unanimously AGREED.	Councillor invitations sent. Date being arranged with the Lieutenancy.	Ongoing
258/23	Invitation to the King to visit Buckingham	<p>Recommendations AGREED:</p> <p>It is recommended that Members agree to establish a single meeting working group to compose an invitation to King Charles.</p> <p>It is recommended to invite an expert from the Lieutenancy to address the working group to offer advice and the latest guidance from the palace.</p>		
720	Motion - Cllr. Stutchbury	<p>Motion: It is proposed that Buckingham Town Council includes within its local neighbourhood plan, draft policies to cover a health provision contribution in any S106, CIL, SIL or similar agreement in all future developments.</p> <p>Considering the historical experience in respect of contributions from developments within the parish of Buckingham not being forthcoming, we would expect any property development site in Buckingham of X houses to include a contribution to Buckingham Primary care (including dental and community services), thus mitigating the additional burden imposed on primary healthcare by the additional residents created by any such developments.</p> <p>It is envisaged the addition of this policy to the Buckingham neighbourhood development plan, would allow a close collaborative working arrangement with Buckinghamshire Council, NHS England and the relevant parts of the NHS that work locally and regionally, to ensure this takes place</p> <p>.Importantly, it should be the case that such funds can be accrued, avoiding a piecemeal scenario, so necessary finance is available and in place, to meet the community's health needs and provision in the future.</p>	Moved to NHDP	ongoing

Minute No.	Action	Action Required	Update	Deadline
PS 24/4/23	Access For All	The Chairman of Buckingham Access for All, Mr. Russell, informed Members of the closure of the group. He requested that the funds held with Buckingham Town Council and the balance in the group account is donated to a local charity.	Research ongoing.	
18/23.8	Asset List	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.	Full Review of register underway. Valuations being undertaken.	Mar-24
91/23	PSPO	To complain to Buckinghamshire Council about the imposition of an altered Public Spaces Protection Order covering the Town without following s61 of the Anti-social Behaviour, Crime and Policing Act, and without considering the formal objection of the Town Council.	Response received and circulated to Members. Sent back to TCE.	
140/23	Planning appeal	Cllr. Cole Proposed that we submit in writing our reasons against the application to the Planning Inspector. A member of the Planning Committee and the Planning Clerk should attend the enquiry	Enquiry attended. Awaits result.	
142/23	Motion: Cllr. Stuchbury	That the Council write to the Secretary of State, seeking an understanding about whether new legislation will be introduced to give powers to local authorities to impose planning conditions in advance of agreement to ensure additional capacity is created, funded in partnership with the water company and the developer. In support of the proposal from the planning committee that Anglian Water be invited to attend a meeting to discuss sewage infrastructure and planning. If this is arranged, at that point it would seem logical to invite senior planning officers to that meeting to take part in discussions, to ensure all parties fully understand the issues and possible solutions. Noting that we are writing our Neighbourhood Development Plan, the Vale of Aylesbury Plan and Buckinghamshire Council's work on the Local Plan.	Letter sent, awaits reply	
148/23	Consultation on relocation of Furze Down School's sixth form	Members noted the consultation document and presentation slides. Members welcomed the relocation. Cllr. Harvey suggested raising the question of additional traffic in Well Street as part of the response. Cllr. Gateley Proposed responding positively to the consultation. Members unanimously AGREED. Cllr. Stuchbury Proposed that we write to Buckinghamshire Council, thanking them for the proposal and that we look forward to the opening. Cllr. Willett Seconded. Members unanimously AGREED.	Completed Awaiting announcement of the opening.	

Minute No.	Action	Action Required	Update	Deadline
150/23 265/23	Code of conduct	Code of conduct: Cllr. Harvey Proposed that we should respond asking that the voice of the victim(s) should be heard in the process and taken into account to make it a more just process. Cllr. Cole Seconded. Members agreed to put this on the next agenda rather than voting on this at present. That the Town Clerk write to Buckinghamshire Council and request that the code of conduct process be amended to allow: That those who have a reasonable claim to have been affected by a proven breach of the code of conduct should have a formal opportunity to contribute an impact statement to the committee before sanctions are decided by that committee. <i>Motion carried</i>	Reply attached to agenda.	On agenda
379/23 465/23	Cemetery consultation and resolution	Cllr. Stuchbury Proposed that we ask Officers to write a summary of the main hurdles in reaching this conclusion. Seconded by Cllr. Willett. Members unanimously AGREED The Town Clerk suggested that a report is brought to the next meeting with three options which will show officer time requirements. Members unanimously AGREED.	Report on agenda	On agenda

Minutes of the AGM of Buckingham Youth Clubs Ltd held on Wednesday 27 September 2023 at the Buckingham Youth Centre

Present: Margo Jackson, Vicki Eves, Marion Chambers, John Barnett (Chair), Niall Brash, Carrie Rushton, Chantel Tunks, Terri Kidwell, Ryan Willett, Robin Stuchbury, Monica Bergh

Apologies: Paul Radcliffe, Marc Lawrence, Stuart Parker, Patrick Fealey, Jon Harvey.

Chair's Introduction

The written report of the Chair had paid tribute to a number of key supporters of the company. John identified and further thanked Buckingham Town Council who is our biggest financial backer. He also mentioned that we had been successful with a £10k grant application to the Fairhive Homes Thriving Communities Fund which would avoid making a loss in the past year on our Staffing costs.

John then thanked Niall Brash our valued Treasurer for the past year and he welcomed Marion Chambers, our new Deputy Club Leader and thanked Vicki Eves, who had stepped up from that role to replace Katie as Club Leader. John also thanked Terri Kidwell, our Building Manager since last October, who had worked hard at managing our hirers. He thanked our Youth Club Assistant Leaders, one of whom, Chantel Tunks, was in attendance.

John further mentioned, in response to a question from Monica, that we owe Buckinghamshire Council for Gas and Electric which they have paid to suppliers on our behalf. John had applied for a grant towards this expense and was awaiting a response to this.

Minutes of 2022 AGM

These were agreed as a true record. Duly proposed and seconded. Of the matters arising, these would be covered during the forthcoming agenda items.

Youth Club Leader's Report and Building Report

These reports had been sent out in advance. Vicki said that our Friday Club had good attendance currently, but that further work was needed to promote our Monday and Thursday Clubs. Two promotional barbecues had been held in the Summer but getting access to the secondary School assemblies is not so easy these days. She mentioned two summer events where the Club has been promoted and that our Young People have decorated a Swan statue for the Bourton Park Swan Trail.

In the discussion that followed on Club attendances, Monica offered to work with Vicki and Marion towards increasing the number of young attendees. They would meet later. John praised Vicki and Marion for their efforts in trying to raise attendances and for the fundraising efforts. Vicki mentioned the

valuable help from a number of our Friday volunteers and mentioned Tatum and Izzy.

Terri said the number of hirers has increased with U3A and children's parties. Also our Karate hirer had increased his bookings. A rent increase had been introduced with a phased increase for two of our hirers.

Ryan asked whether the Building had any pressing repair needs. The need for the Hall floor to be resurfaced was then discussed; Terri had quotes from two companies and around £30k would be needed; Bucks Council had indicated they would seek budget for this in the next financial year but some match finding might be needed. The Community Board would be approached by John.

The reports on the Clubs and Building were accepted and thanks were offered.

Report of the Trustees/Treasurer's Report

The Treasurer's summary report was then presented by Niall, and it was noted that in the past year we had around £5k more Income than Expenditure but we owed about £13,285 for Gas/Electric, as mentioned earlier. If we did not receive the £10k grant we would have to pay this from of our Reserves. Rent had increased by to £2.4k, compared to the previous year but building costs had risen by about £5k due to including the Building Manager pay under this rather than with other Staff costs, which were £3k lower than 2022. Gas and Electric costs had risen alarmingly since October when a new deal had been negotiated on our behalf by Bucks Council at the height of market prices. We had tried to find a better deal with other suppliers but were now likely to use the existing suppliers, albeit at lower rates next year in respect of Gas. The report was agreed by the meeting and Niall was thanked for his hard work.

John introduced the Trustees Report, previously published, and sought the agreement to it from the meeting. He said the Finance section of it had been compiled by our Accountants, Tearle & Carver. It was agreed.

Election of up to three people for the management committee

Carrie Rushton and Niall Brash, duly proposed and seconded, were elected unopposed; a further position would remain vacant in the absence of other nominations.

The meeting then closed. (The next management committee meeting was then agreed for Wednesday 29 November, on-line, at 630pm).