



Buckingham Town Council

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Town Clerk: Claire Molyneux

Wednesday, 13 March 2024

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 18th March 2024 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 18th December 2023. [Copy previously circulated](#)

4. Planning Committee

To receive the minutes of the Planning Committee meetings held on 18th December 2023 and 8th January 2024. [Copy previously circulated](#)
[Copy previously circulated](#)

5. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 13th November 2024. [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. Environment Committee

To receive the minutes of the Environment Committee meeting held on 20th November 2023.

[Copy previously circulated](#)

7. Resources Committee

To receive the minutes of the Resources Committee meeting held on 11th December 2023 and 15th January 2024.

[Copy previously circulated](#)

[Copy previously circulated](#)

8. Recommendations of the Resources Committee.

To agree the recommendations of the Resources Committee:

To agree the unchanged Financial Regulations.

To agree the amended Risk Assessment.

To agree the Investment Strategy and Annual Strategy.

To agree the unchanged Media Policy.

To note the Internal Controls review

[R/162/23](#)

[Appendix A](#)

[Appendix B](#)

[R/163/23](#)

[Appendix C](#)

[Appendix D](#)

[BTC/172/23](#)

[Appendix E](#)

9. Committee meeting calendar update

To agree a change to the schedule of meetings for November and December 2024. [Appendix F](#)

10. Motion: Cllr. Cole re. 22/02689/ADP land at Osier Way

“That this Council is increasingly concerned that its comments as a statutory planning consultee are no longer being taken fully into account when the LPA determines planning applications.

This Council objected to sections of the Osier Way 121-dwelling Phase I reserved matters application, based on valid material planning reasons, at its Monday 26th February meeting. These were delivered to the LPA by midday on Tuesday 27th February, but the Delegated Officer’s Report was signed off the same day, largely ignoring objections regarding matters such as drainage, flood risk, design style, waste strategy, tree planting and footpaths, objections which had also been raised by other Buckinghamshire Council officers.

These major amendments to it were the subject of a call-in request from a Buckinghamshire Council ward member, but it was overruled. It was decided not only by the relevant service director and area committee chairman, as the Constitution prescribes, but also by the vice-chairman.

It is noted that no planning notices were posted for these major amendments, giving the public no opportunity to comment on them.

This Council does not believe that the planning officer responsible had time to diligently consider our reasoned objections, yet she recommended approval within a few hours.

It does not believe that Buckingham Town Council has been treated with the consideration due to a statutory consultee over this important major development, which does not bode well for the other Osier Way phases, which will eventually provide 420 homes.

It calls on the LPA to better respect the Town & Parish Charter, which Buckinghamshire Council drew up and undertook to adopt a ‘Statement of Community Involvement’ regarding consultation with town and parish councils on planning issues ... enabling them to represent the view of the communities they represent.”

Cllr. Cole has requested a recorded vote on this Motion.

11. Community Board boundaries

To agree a response to the Community Board boundary survey.

[Appendix G](#)

12. New cemetery and road name

To receive a report from the Town Clerk.

[BTC/173/23](#)

13. New road names

To receive a report from the Planning Clerk.

[BTC/174/23](#)

14. Asset Register

To receive a report from the Finance Officer.

[BTC/175/23](#)

15. To receive and question reports from Buckinghamshire Council Councillors**16. Reports from representatives on outside bodies****17. Climate Emergency Action Plan**

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

[Appendix H](#)

18. Action list

To review and discuss the Action Report.

[Appendix I](#)

19. Mayoral engagements

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

Functions the Mayor has attended:

13/12/2023	Buckingham Cadets St John's Ambulance awards evening
14/12/2023	Pontio meeting
14/12/2023	Opening of Buckingham banking hub
16/12/2023	Christmas parade
17/12/2023	Opening Florence Nightingale fundraising 'Santa Bash'
26/01/2024	Holocaust Memorial Day event
27/01/2024	Guest at Buckingham Rugby Club's Members' Dinner to receive donation to mayor's charities
07/02/2024	Guest speaker at U3A Buckingham German Group
15/02/2024	Buckingham Pancake Races
15/02/2024	Official opening of Buckingham skate park
17/02/2024	Prize giving at Buckingham Twinning Association quiz night
24/02/2024	Judging of baking competition at Food Fair
06/03/2024	Prize giving of Buckingham Food Fair Best Dish competition

20. Chair's announcements**21. Date of the next meeting:**

Interim Council:	Monday 22 nd April 2024
Annual Statutory Meeting:	Monday 13 th May 2024
Full Council:	Monday 13 th May 2024

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.

22. Devolved Services

To receive a report from the Town Clerk.

[BTC/176/23](#)

23. Insurance renewal

Recommendation from Resources: to agree the report recommendation.

[R/167/23](#)
[Appendix J](#)

24. Internal Auditor report

Recommendation from Resources: to agree the report recommendation.

[R/168/23](#)

25. New cemetery technical and design work

To receive a report from the Town Clerk.

[BTC/177/23](#)

To:

All Councillors

Buckingham Town Council**Resources Committee****Monday 4th March 2024**

Contact Officer: Town Clerk and RFO

Financial Regulations and Risk Assessment.**1. Recommendations**

- 1.1. It is recommended that Members agree to recommend the unchanged Financial Regulations (Appendix D) to Full Council.
- 1.2. It is recommended that Members agree to recommend the amended Risk Assessment (Appendix E) to Full Council

2. Background

- 2.1. It is a requirement for the Council to review the Council Risk Assessment (RA) and Financial Regulations (FR) each year.
- 2.2. The FR have been amended twice this year, however for the benefit of clarity it is recommended that the document as a whole is agreed by Full Council again. No changes have been made since the last agreed amendment.
- 2.3. The RA has been amended to reflect the agreed changes to the FR that have been agreed during the year. It is important that these two documents match.
- 2.4. It is important to note it is expected that new Model Financial Regulations will be published over the next few months. When this happens, a review will be required, and it is likely that changes will be recommended to both documents.

3. Summary of changes to the RA (Appendix E)

- 3.1. Recommended additions to the text are in bold and deletions in red. Minor grammar and spelling corrections have not been highlighted. A number of amendments are minor and self-explanatory. Those requiring more detailed explanation are listed below.
- 3.2. Section 5.1 and 5.2 – Old information removed and updated to current situation.
- 3.3. Section 9.2 – Text amended for clarity and to reflect this year's changes to the financial regulations.

- 3.4. Section 9.3 – the text highlighted in red to be removed as HMRC no longer do this. All their checks are now completed in real time.
- 3.5. Section 11.3 – Changed from monthly to quarterly to reflect current procedures. Very little petty cash is used so monthly checks are overkill. Throughout the document Councillor's signatures has been amended to authorised signatories as only committee chairs can sign banking paperwork.
- 3.6. Section 11.12 – Changed as it is not fair to expect staff working late at an event such as the comedy night to then have to travel into town, unalarm and unlock the office or chamber. New paperwork is now in place to audit cash at events which needs to be completed and signed by two staff before the cash leaves the event.
- 3.7. Section 14.1 – October/November changed to November/December as the council tax base isn't currently made available until early December.
- 3.8. Section 18.2 – An asset disposal policy was agreed earlier this year.
- 3.9. Section 23 – No longer required.



Buckingham Town Council

FINANCIAL REGULATIONS

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To be reviewed: Annually/May

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 £5000 up to £15000;
- the Clerk, in conjunction with the Mayor or Chair of the appropriate committee, for items 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 Chair. A confirmation email from the appropriate person's email address is acceptable.

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

Variations 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 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. 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.

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



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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.

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.



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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 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.

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.



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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.

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



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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.

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.



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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.

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.



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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.

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;



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- 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 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.

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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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).

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.



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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).

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.



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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.

END

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
1. To provide and maintain standards for Town Council services to the residents of Buckingham	1.1. Legislative change which will have an impact on the Town Council's powers, duties and funding	1	3	3	RFO, Councillors & staff keep apprised of developments & good practice, including through SLCC, BMKALC & NALC membership. Compliance manager tasked with monitoring.	Existing Procedures are adequate
	1.2. Loss or damage to physical assets owned by the Town Council including buildings and equipment	1	4	4	All physical assets insured	Existing Procedures are adequate
					All assets checked regularly, including review of the asset register each year in preparation for the Annual Return	By annual resolution of Full Council
					Assets recorded and managed through RBS asset tool.	Existing Procedures are adequate
	1.3. Damage to third party property or individuals as a consequence of the Town council providing services (public liability)	2	3	6	Public liability Insurance renewed annually	By annual resolution of Full Council
					In addition, weekly and annual checks of play equipment are made using ROSPA standards	Existing Procedures are adequate
1.4. Insufficient staff or other resources to deliver the service needs	2	3	6	Staff have general awareness of other team member's essential tasks and can provide cover when required; each service role can be delivered by at least three staff members	Existing Procedures are adequate	
				Town Clerk to formally monitor and review staff and work levels, including through the annual appraisal process. Any concerns regarding this to then be brought to Council	Review annually through appraisal process	
2. To provide a safe and fulfilling working environment for staff	2.1. Employees contravene H & S policy and legislation	2	3	6	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Existing Procedures are adequate
	2.1. Potential legal proceedings up to corporate manslaughter	1	4	4	Employer's Liability insurance is in place	Existing Procedures are adequate
					Employee training and awareness	Existing Procedures are adequate
2.3. Staff retention issues	3	3	9	Staff training where appropriate. Annual appraisals review four-year goals in addition to reviewing annual performance and setting annual objectives and where appropriate plans put in place to support career progression. The organisation is too small to enable career progression for all staff, so the likelihood is significant.	Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
3. To maintain financial records that are correct and comply with all recommended accounting practice	3.1. Adverse audit reports, legal action and loss of confidence in Town Council	1	3	3	RFO keeps up to date with legislative changes, discusses latest requirements with internal and external auditors.	Existing Procedures are adequate
					RBS used to manage accounts and provide regular reports to Resources Committee.	Existing Procedures are adequate
	3.2. Loss of income through error or fraud	1	3	3	Fidelity Guarantee Insurance	Existing Procedures are adequate
					RFO continually reviews controls and current procedures	Existing Procedures are adequate
4. To ensure that all actions taken by the Town Council comply with all current Legislation	4.1. Non-compliance with legislation or practice result in Council being 'Ultra Vires'	1	3	3	RFO to keep apprised of developments and good practice and seek advice as needed, including through SLCC, BMKALC and NALC membership. Internal and external audit process.	Existing Procedures are adequate
5. Cemetery	5.1. Inadequate space to meet demand	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress. If required hedge removal and infilling plans in place.	Existing Procedures are adequate
	5.2. Loss of income	3	4	12	Additional 64 burial spaces created 2018/19 in Brackley Road Cemetery. Additional Garden of Rest created during 2021. New cemetery project in progress. If required hedge removal and infilling plans in place.	For six monthly review; project underway.
6. Employment Contract	6.1. Compensation claims from employee for contractual employment defects (including statutory failure)	2	3	6	Contract of employment in place, accompanied for all staff by handbook containing key policies reviewed regularly by our HR provider.	Review in progress new handbook being prepared by HR provider.
					A Staffing (Confidential Matters) Committee is in place if required.	Existing Procedures are adequate
					Town Clerk to keep up to date with employment law and seek HR advice where appropriate	Existing Procedures are adequate
					Contract with Worknest to quality assure contracts, policies and processes and provide expert advice as required	Existing Procedures are adequate
					Other policies in place	Existing Procedures are adequate
					Legal insurance in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
7. Staff	7.1. Impact of staff loss	4	2	8	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business. All service roles able to be delivered by at least three staff. Three officers are CILCA qualified.	Existing Procedures are adequate
	7.2. Loss of key staff trained in financial systems, process or rules	4	2	8	Staffing arranged so that knowledge is distributed between RFO and at least two other staff. Use of common systems, including popular accounts system, and retention of detailed manuals.	Existing Procedures are adequate Existing Procedures are adequate
8. Financial Control	8.1. Inappropriate expenditure made	1	4	4	Payments reported to Resources committee for review and corrective action if necessary Financial procedures ensure no individual has unique access to expenditure	bi-monthly reports By annual resolution of Full Council
	8.2. Financial Regulations become out of date with change in technology, regulation or business	2	3	6	Council to review financial regulations once a year	By annual resolution of Full Council
					Annual internal audit to comment on any need to make updates	Annual review
					The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	Existing Procedures are adequate
	8.3. Lack of budgetary overview/overspend against budget	1	3	3	Quarterly review of nominal ledger	Quarterly review
					Monthly review of income and expenditure	Monthly review
Seven week review by Resources Committee					bi-monthly reports	
9. Systems & Record keeping	9.1. Lack of accurate or effective account records and control	1	3	3	The RBS Omega accounts system is used which is an accepted accounts package All data is saved to a cloud server offsite, which is backed up by the Council's contractor daily.	Existing Procedures are adequate Existing Procedures are adequate
					9.2. Loss of data	1
	Documents are retained for 12 years	Existing Procedures are adequate				

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	9.3. VAT not accurately managed	1	3	3	The RBS Omega system incorporates a VAT schedule which is an accepted package that allows differentiation between tax rates etc. and is itemised in a full report relating back to the original item within the accounts.	Existing Procedures are adequate
					VAT is applied to all mileage payments at the rate applicable at the time as advise by HMR&C	Existing Procedures are adequate
					VAT returns are lodged digitally on a quarterly basis in line with accepted procedures	Existing Procedures are adequate
					Procedures are inspected by HMR&C every three/four years and have been approved	Existing Procedures are adequate
	9.4. Payroll / Pension	1	3	3	Payroll is outsourced to a specialist company	Existing Procedures are adequate
					The Town Clerk authorises any overtime, mileage or special duty payments act, on a monthly basis	Existing Procedures are adequate
					Hard copies linked to payroll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and HMRC	Existing Procedures are adequate
					All BACs payments and cheques to the pension fund & HMRC are authorised by council on a meeting cycle basis	Review by Councillors
					The monthly pay is issued via BACs payments which have been established for some time with the bank	Existing Procedures are adequate
					Payments can only be issued for the nominated employees, which must be authorised in advance of the payment, with accuracy checked by a further officer.	Existing Procedures are adequate
					Documents are retained for 12 years	Existing Procedures are adequate
					Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies	Existing Procedures are adequate
					The Council agrees the salary scales for Town Council staff	By annual resolution of Full Council
10. Banking Arrangements & Procedures	10.1. Lloyds Bank is used which offers no Bank charges	1	3	3	One bank account used daily with RFO, Finance Officer & DTC having access.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE	
	10.2. Accounts	1	3	3	Reserves above approximately two months expenditure are placed into a higher rate deposit account to maximise income while not affecting cash flow	Existing Procedures are adequate	
11. Banking Security/Access to Finances	11.1. Cheques	1	3	3	Each cheque is drawn from the main account and must be signed by 2 Councillors as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	Existing Procedures are adequate	
	11.2. Transfers	1	3	3	Transfers to CCLA deposit account are done by the RFO and can only be transferred into the general account.	Existing Procedures are adequate	
	11.3. Bank Reconciliation		1	3	3	All accounts are reconciled using the RBS Omega system within 10 days of receipt of any statement	Existing Procedures are adequate
						Any discrepancies are immediately reported to the bank for investigation	Existing Procedures are adequate
						All petty cash accounts which do not have statements are reconciled on a quarterly basis by the Finance Officer against the cash held and any discrepancies are immediately reported to the RFO	Existing Procedures are adequate
	11.4. Separation of Duties	1	3	3	The office has established separation of duties to ensure that no one person has access to the bank balances and cash. Two Councillor's authorised signatories are required at all times. Petty cash is overseen by each location manager.	Existing Procedures are adequate	
	11.5. Access to the main bank accounts		1	4	4	As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts. Any new bank accounts would require agreement from the Town Council and two signatures	Existing Procedures are adequate
All invoices are checked by the Finance officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)						Existing Procedures are adequate	

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	11.6. Access to petty cash accounts	1	3	3	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money. The petty cash is kept in a locked drawer and access is restricted to the RFO, Finance Officer and DTC or relevant location manager.	Existing Procedures are adequate
	11.7. Cheques	1	3	3	All invoices will either have a Purchase Order or are authorised as per the scheme of delegation. They are paid via cheque, which requires 2 Councillor's authorised signatories, or BACs. Councillors also see the related invoice and authorise this with their signature	Existing Procedures are adequate
	11.8. Petty Cash – Cash Payments	1	2	2	All payments made in cash must be substantiated by an invoice etc. These are reviewed quarterly by the RFO once reconciled. All payments are reported to Resources with a full reconciliation report	Existing Procedures are adequate Existing Procedures are adequate
	11.9. Hire Charges	1	3	3	Council agree the charges The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval All bookings must be paid for in advance to avoid bad debts. Block bookers are invoiced or given the option of paying the sites on a weekly basis. Hirers pay deposits.	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate
	11.10 Hire charges received within the office	1	3	3	All post is logged by an officer and any payments received are itemised & given to the Finance Officer for processing	Existing Procedures are adequate
	11.12. Cash collected from community events	1	2	2	All cash collected at events is collected by appointed staff and volunteers in approved charity buckets or a locked tin which are allocated at the start of the event Any buckets or locked tins are locked securely in the Town Council office or Chamber at the end of the event. Cash will be counted by at least two staff members and paperwork completed before leaving the venue. At the office the cash is emptied and counted manually at the latest on the following working day by at least two members of staff	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	11.13. Processing and banking	1	2	2	When money is received it is balanced by the Finance Officer within the office against any receipts/invoices and any discrepancies are followed up	Existing Procedures are adequate
					When the monies have been balanced, the details are input onto the RBS Omega system and all entry references are printed out and retained	Existing Procedures are adequate
					The hire charges are banked when received	Existing Procedures are adequate
					The cash element is usually below £500	Existing Procedures are adequate
					A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation	Existing Procedures are adequate
					There is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for.	Existing Procedures are adequate
12. Financial Administration	12.1. Records non-compliant or inadequate	1	3	3	Internal auditor reviews record keeping twice a year	Existing Procedures are adequate
					Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulations	Existing Procedures are adequate
	12.2. Expenditure/income coded incorrectly	1	3	3	RFO checks nominal ledger every quarter	Existing Procedures are adequate
					Items are coded	Existing Procedures are adequate
	12.3. Standing Orders	1	3	3	The Town Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	Existing Procedures are adequate
					Standing orders are reviewed and approved by Town Council on an annual basis	Existing Procedures are adequate
	12.4. Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	2	3	6	Programme of meetings to meet statutory deadlines	Existing Procedures are adequate
					RFO, Compliance Manager and Deputy Town Clerk check meeting dates each year against statutory requirements	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	12.5. Invoice payment without authority	1	4	4	All payments reviewed against purchase order where one exists, or Nominal Ledger code provided by RFO to authorise payment. Two Councillors sign cheques and Resources Committee review all payments	Existing Procedures are adequate
	12.6. Incoming cash and cheque misappropriation	1	3	3	Individual receipts to be issued for all cash payments and for cheque payments on request	Existing Procedures are adequate
	12.7. Theft of funds	1	3	3	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons. Vice chair of Resources checks and signs bank reconciliation once a quarter.	Existing Procedures are adequate
					Cash and cheques stored securely and banked within 5 working days of receipt	Existing Procedures are adequate
	12.8. Incorrect entries by bank	1	3	3	Bank statements reconciled monthly	Existing Procedures are adequate
13. Ordering Procedure	13.1. Fraud / expenditure takes place without the correct authority	1	3	3	A comprehensive ordering system is established which ensures that all orders are requested in writing, correctly authorised as per the scheme of delegation or approved by council & are within acceptable budget limits	Existing Procedures are adequate
					This system incorporates job numbers/minutes and RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	Existing Procedures are adequate
14. Annual Budget & Precept Calculations	14.1. The annual budget and precept calculations	1	3	3	The annual budget and precept calculations are initially calculated in October/November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and Council members	Existing Procedures are adequate
					The RFO also completes a mid-year review in November for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance	Existing Procedures are adequate
					The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
					The new budget is discussed and fine-tuned during December and January Council and Committee meetings after the up to date number of band D properties have been confirmed by the Principal Authority.	Existing Procedures are adequate
					Minutes are recorded at each stage to substantiate the budget development	Existing Procedures are adequate
					The final budget is discussed by a Precept meeting of Full Council in January. The Principal Authority is advised of the precept for the coming year once agreed	Existing Procedures are adequate
	14.2. Loss of income due to a reduction in the Council Tax base	2	1	2	The Council receives the Council Tax base figures in time to set a budget that takes account of them.	Existing Procedures are adequate
15. Monitoring of Budgets	15.1. Comprehensive budgets	1	3	3	Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	Existing Procedures are adequate
	15.2. Monitoring	1	3	3	On-going daily expenditure has already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	Existing Procedures are adequate
					All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget	Existing Procedures are adequate
					Any over expenditure is highlighted and brought to the attention of the RFO	Existing Procedures are adequate
					Each Committee receives a report on the use of its budget at each meeting	Existing Procedures are adequate
	15.3. Reporting	1	2	2	A full report of expenditure against budget is lodged with Council at each Resources Committee meeting	Existing Procedures are adequate
This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract					Existing Procedures are adequate	
					Any that do not meet the budget levels are highlighted to members if needed along with committed expenditure	Existing Procedures are adequate
16. Insurable Risks	16.1. Employer's Liability	1	3	3	Insurance cover is in place	Existing Procedures are adequate
	16.2. Theft of money by third party	1	3	3	Insurance cover is in place	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
	16.3. Theft of money by employee or member	1	3	3	Fidelity Guarantee cover is in place	Existing Procedures are adequate
	16.4. Property	2	4	8	Cover for buildings & contents	Existing Procedures are adequate
					All risks cover for selected items	Existing Procedures are adequate
	16.5. Officials Indemnity	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	16.7. Libel and Slander	1	3	3	Continue with existing cover (£250k)	Existing Procedures are adequate
	16.8. Personal Accident	3	4	12	Continue with existing cover (scale benefits)	Existing Procedures are adequate
	16.9. Legal disputes	2	3	6	Cover for specified legal disputes	Existing Procedures are adequate
	16.10. Long term sickness of employee	3	3	9	Not covered by insurance; managed within the overall staffing budget	Existing Procedures are adequate
					Liability limited by contract	Existing Procedures are adequate
	16.11. Business interruption	1	3	3	Potential alternative premises available at the Lace Hill Centre and Council Chamber	Existing Procedures are adequate
					All office staff have laptops and can access all files from home or other sites	Existing Procedures are adequate
					Use of cloud-based system, which is also backed up off site.	Existing Procedures are adequate
Ability to restore onto hired equipment					Existing Procedures are adequate	
16.12. Loss/destruction of financial records	1	3	3	Key financial data held electronically and backed up off site	Existing Procedures are adequate	
				All electronic documents backed up daily offsite	Existing Procedures are adequate	
17. Loss of Records	17. Loss of documentation	1	3	3	Deeds and other legal documents relating to real estate stored in the office in a fire safe, historic stored at the depot	Existing Procedures are adequate
18. Asset List	18.1. Purchased				An asset list is maintained by the Town Council Office using the RBS asset package.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	This is updated throughout the year with new assets and removal of disposed assets. In addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list.	Existing Procedures are adequate
	18.2. Maintained	1	3	3	The asset list is circulated to staff on an annual basis to ensure that all items are correct The Town Council has a scheme for maintenance and disposal of assets	Existing Procedures are adequate Existing Procedures are adequate
19. Internal Audit	19.1 Internal Audit	1	3	3	The Internal Auditor and scope of audit is approved annually by Council and attends the office to complete the internal audit in May of each year. Additional visits can be arranged as required and at least one interim visit is arranged, during the autumn. The report is presented to Council for acceptance. The Council review the effectiveness of Internal Audit annually	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate
20. External Audit	20.1. External Audit	1	3	3	The external auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels The RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor The RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor Once these have been formally adopted and signed by Council, they are lodged with external auditors Any queries raised by the auditors are dealt with by the RFO in the first instance Final sign-off by the external auditor is presented to Council	Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate Existing Procedures are adequate
21. Insurance	21.1. Fidelity Insurance				Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
		1	3	3	Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, and cross referenced receipts of income	Existing Procedures are adequate
					These provisions have ensured that no individual is able to gain access to withdraw funds without due process	Existing Procedures are adequate
	22.2. Insurance	1	3	3	Zurich has been used as a recognised Town Council provider	Existing Procedures are adequate
					BTC are currently insured with Zurich.	Existing Procedures are adequate
				Annual reviews are carried out to ensure sufficient cover is in place	Existing Procedures are adequate	
22. Pension fund	22.1. Poor Management of Pension Fund	1	4	4	The Town Council is part of the Buckinghamshire Council Pension Fund. The Fund is part of the Local Government Pension Scheme (LGPS). This ensures that the risks associated with the Fund are managed centrally by a competent authority.	Existing Procedures are adequate
	22.2. Loss from Pension Fund	2	3	6	The Council receives an annual valuation report, including details of the valuation method, assumptions and results of the valuation. This enables the Council to review the financial position of the Fund and to set appropriate contribution rates for the next period.	Existing Procedures are adequate
23. Financial loss due to Covid 19 or other public health restrictions	Loss of income from the Lace Hill Sports and Community Centre	2	3	6	Overall, when the Council was restricted due to Covid 19 the Council saved more from cancellation of events and services than the cost of the total lost income.	Existing Procedures are adequate
					The Council's contingencies budget would accommodate any future unforeseen costs of cleaning materials etc.	Existing Procedures are adequate
					If restrictions are repeated then it is likely the same situation would apply.	Existing Procedures are adequate
	Loss of Income from markets	1	3	3	Loss would occur if the markets were to close again, however this is unlikely, particularly as essential stalls were able to continue through most of the lockdowns.	Existing Procedures are adequate
	Unplanned budget deficit leading to a depletion of reserves below the minimum recommended	1	5	5	The Town Clerk will continue to monitor the likelihood of future restrictions. The first closures did not lead to a depletion of reserves.	Existing Procedures are adequate

RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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RISK AREA	RISK(S) IDENTIFIED	Likelihood	Impact	Risk Assessment (with mitigation)	MITIGATION CONTROL OF RISK	REVIEW / ASSESS / REVISE
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Buckingham Town Council - Risk Assessment Rating Scale

Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Likelihood

END OF REPORT

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 4th March 2024

Contact Officer: Policy review: Steve Beech, Compliance and Projects Manager
Annual Strategy: Claire Molyneux, Town Clerk and RFO

REPORT: Investment Strategy Policy

1. Recommendations

- 1.1. It is recommended that the Buckingham Town Council Investment Strategy Policy be recommended to Full Council unchanged.
- 1.2. It is recommended that the Annual Strategy for the financial year 2024-25 be recommended to Full Council.

2. Background

- 2.1. This is being discussed because the Investment Strategy Policy is due for annual review. The last review was undertaken in March 2023.
- 2.2. It is a requirement to produce an Annual Strategy for the next financial year.

3. Amendments

- 3.1. No amendments to the policy are being recommended.

4. Annual Strategy

- 4.1. The RFO is required to produce an Annual Strategy for the forthcoming year.
- 4.2. Currently, all funds are held in bank or deposit accounts. All are available with instant access. The 32-day notice account is now closed, and the balance added to the instant access funds.
- 4.3. As of the most recent statement the Council held £883,604 in its Public Sector Deposit Fund.
- 4.4. Current financial climate: Members will be aware of the current financial climate and the need for prudent financial management, with secure but accessible funds.
- 4.5. Proposed strategy for the following financial year:
 - 4.5.1.1 All funds will be kept in instant access accounts in accordance with the Investment Strategy Policy.
 - 4.5.1.2 No other changes in investment or non-investment holdings are being considered.



Buckingham Town Council INVESTMENT STRATEGY

1. INTRODUCTION

Buckingham Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy complies with the revised requirements set out in Section 15(1)(a) of the Local Government Act 2003, the Guidance on Local Government Investments issued by the Department of Communities and Local Government in 2010 and Governance and Accountability for Smaller Authorities in England 2017. The Department of Communities and Local Government is now called the Department for Levelling Up, Housing and Communities.

2. INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify. Through this guidance issued in 2010 para 3.3 states that if a Parish Council invests more than £500,000 then the guidance applies in full. However, if the investment is between £10,000 and £500,000 “it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year.”

The Council will comply with the guidance in full.

The Council’s investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Levelling Up, Housing and Communities maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and this Council will not engage in such activity.

3. SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling, and maturing within a year. Such short-term investments made with the UK Government, or a local authority or town parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

Deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities, or other public authorities, including the CCLA Public Sector Deposit Fund.

The Council’s investments for the financial year will consist entirely of Specified Investments.



4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks, and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer in consultation with the Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. However, this will not be any longer than 12 months.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. INVESTMENT RISK

The Council will only invest in Specified Investments i.e., deposits with banks, building societies, funds specific for Town and Parish Councils, local authorities, or other public authorities, including the CCLA Public Sector Deposit Fund. This will reduce the risk of loss. Credit rating will play a limited scope within the decision of who to invest with. The length of the investments will be limited but if there is a significant change in credit rating then action will be taken.

The Council will not use Treasury management advisors over the course of the financial year.

The Responsible Finance Officer and the Finance Officer will attend any sector specific training which is relevant for Council investments

7. REVIEW AND AMENDMENT OF REGULATIONS

The strategy will be reviewed annually by the Resources Committee which will then make a recommendation to the Full Council. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer and presented for approval at a Resources Committee Meeting which will then make a recommendation to the Full Council.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

8. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.buckingham-tc.gov.uk

END

**Media Policy
Buckingham Town Council Policy****Date Agreed:** 6th March 2023**Minute Number:** 691/22

This policy applies to employees, volunteers and Councillors of Buckingham Town Council.

1. Introduction

1.1. Buckingham Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.

1.2. The press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

2.1. The aim of the policy is to ensure that Buckingham Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

3.1. The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol

3.2. The same principles apply for the written press, radio, television and other media.

4. Policy**4.1 Council Press Releases**

- 4.1.1 Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;
- 4.1.2 The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;
- 4.1.3 Members who identify a media opportunity concerning the Council's policies, the decisions it makes and services it provides should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;
- 4.1.4 If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, Members are free to provide a personal view, however any queries concerning the Council's policies, the decisions it makes and services it provides should be referred to the Town Clerk;
- 4.1.5 Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.

4.2 Councillor Press Correspondence

Media Policy
Buckingham Town Council Policy

4.2.1 Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;

3.4.2. Such releases, political or non-political, should bear no reference whatsoever to any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

3.4.3. Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

4.3 Press Protocol

4.3.1 4.1. The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;

4.3.2 4.2. When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;

4.3.3 4.3. All press releases and other materials are filed for reference by the Town Clerk.

5. Roles

5.1 Whilst the Town Clerk is the Press Officer, the spokesperson for the Council shall be the Mayor or in his/her absence, the Deputy Mayor, or the relevant Committee Chair.

Buckingham Town Council**Full Council****Monday 18th March 2024**

Contact Officer: Steve Beech, Compliance and Projects Manager

Internal Controls Review**1. Recommendations**

1.1. It is recommended that Members note this report and review and agree the Internal Controls document.

2. Background

2.1. This is being discussed because, in accordance with regulation 6 of The Accounts and Audit Regulations 2015, relevant authorities (including Town and Parish Councils) must, each financial year, conduct a review of the effectiveness of the system of internal control required by regulation 3.

2.2. Regulation 3 states that a relevant authority must ensure that it has a sound system of internal control which—

(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

(b) ensures that the financial and operational management of the authority is effective; and

(c) includes effective arrangements for the management of risk.

2.3. The Internal Audit 2022-23 identified that this Council had not formally documented its Internal Controls and had not reviewed the effectiveness of its Internal Control system.

3. Information

3.1. Officers have drafted an Internal Controls document to reflect the Internal Controls Objectives of the Council, as specified in the Annual Internal Audit Report.

3.2. The document records the Internal Controls Objectives, and the Internal Controls that are in place.

3.3. The document reflects the Internal Controls that are required to meet the Council's objectives.

3.4. All of these controls were already in place, however they were not documented and reviewed separately to the Financial & Management Risk Assessment.

Buckingham Town Council Internal Controls

The Annual Internal Audit Report provides a list of the Council's Internal Control Objectives.

This document details the checks in place for each objective to be met.

		Controls in place:
A	Appropriate accounting records have been properly kept throughout the financial year.	This council uses recognised accounting software from Rialtas which it keeps up to date. Supporting documentation is also kept as required.
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Financial Regulations are reviewed annually by Full Council. Expenditure is appropriately authorised by Full Council, committees, or officers, in accordance with the Financial Regulations and Scheme of Delegation. Payments are prepared in line with invoices and signed off by two authorised signatory councillors at an appropriate council meeting. Payments are subsequently approved/endorsed at a further council meeting.
C	This authority assessed the significant risks to achieving its objectives and reviewing the adequacy of arrangements to manage these.	A full financial and management risk assessment is in place which is updated by officers and reviewed by members annually.
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Budgets are prepared in advance by officers taking into account duties, needs, and other requirements, including a forecast of economic variables. These are then reviewed and discussed by each committee before Full Council considers the budget and precept. Reserves are set by full council annually, and amended during the year as required.

E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was properly accounted for.	Periodic reviews of income and expenditure against budget are made by officers before presentation to councillors at council meetings for review and discussion. All invoices are checked for accuracy. All invoices are recorded on the council's accounting software in a timely manner. A separate VAT column is used in the council's accounting software.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT properly accounted for.	Payments are not made or authorised without a receipt. Transactions are checked Quarterly as part of the reconciliation procedure. The reconciliations are checked and signed by the Vice Chair of Resources on a quarterly basis throughout the year
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	One central listing of staff detailing pay scales and hours of work is maintained. Salary payments are checked monthly against actual salary before payment and reviewed by the clerk. Allowances to members are checked annually against local authority guidance and are paid through payroll at the end of the financial year.
H	Assets and investments registers were complete and accurate and properly maintained.	Diary notes are in place. Asset and Disposal policy is in place and reviewed periodically. Disposal forms are completed as required. Asset list is updated by officers and reviewed annually by full council.
I	Periodic Bank account reconciliations were properly carried put during the year.	Bank account reconciliations are completed monthly by the ARFO and checked by the RFO. These are signed and checked quarterly by the Vice Chair of Resources

J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	This Council is required to use the income and expenditure accounting basis. Accounting statements are prepared with supporting evidence by the ARFO and checked by the RFO. Statements are regularly presented to councillors at council meetings for review and discussion.
K	If the authority certified itself as exempt from a limited assurance review, it meant the exemption criteria and correctly declared itself exempt.	Not applicable.
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 relative legislation.	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website.
M	In the relevant year, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations. i.e., Were public rights in relation to the AGAR evidence by a notice on the website and/or authority approved minutes confirming the dates set?	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website. Minute template has a prompt to record the minute.
N	The authority has complied with the publication requirements for the AGAR.	Diary notes are in place. External auditor PKF Littlejohn's timeline followed. Published in the Finance section of the website.
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	Not applicable.

2024		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
	1	Bank Holiday					
Jan	8	Interim	Paula	Planning	Paula		
	15	Resources	Paula			CSG - Thurs 18th Jan @ 1pm - Online	Bethanie
	22					BNPVG 22nd Jan 10:30am	Bethanie
	29	Precept	Paula			Holocaust Memorial Day Friday 26th Jan	
Feb	5	Planning	Paula			ECDI - Thursday 8th February @ 6pm	Paula
	12	TC&E	Paula			Pancake race 15th February	
	19	Environment	Paula			BNPVG 19th Feb 10:30am	Bethanie
	26	Interim (Informal precedes)	Paula	Planning	Paula	Food Fair 24th February	
Mar	4	Resources (Grants)	Paula			CSG - Thurs 7th Mar @ 1pm - Chamber	Bethanie
	11						
	18	Full Council	Paula			BNPVG 18th March 10:30am	Bethanie
	25	Planning	Paula			Easter Event Lace Hill 24th March	
Apr	1	Easter Monday BH				Skate Park launch Saturday 6th April	
	8	TC&E	Paula			CSG - Thurs 11th Apr @ 1pm -	Bethanie
	15	Environment	Paula			Annual Town Meeting Thursday 18th April	
	22	Interim	Paula	Planning	Paula	Spring Green Fair Sunday 28th April	
May	29	Resources	Paula			May Day Wednesday 1st May	
	6	Early Spring BH				ECDI Thursday 2nd May 6pm	Paula
	13	ASM & Full Council	Paula			BNPVG 13th May 10:30am	
	20	Planning	Paula			Music in the Market Sunday 26th May	
June	27	Late Spring BH					
	3	TC&E	Paula			CSG - Thurs 6th Jun @ 1pm - Chamber	Bethanie
	10	Environment	Paula			Mayor Making Friday 7th June	
	17	Interim	Paula	Planning	Paula	BNPVG 10th June 10:30am	Bethanie
July	24	Staffing & Resources	Paula			Celebrate Buckingham Sunday 22nd June	
	1					ECDI - Thursday 27th June @ 6pm	Paula
	8	Full Council	Paula			BNPVG 8th July 10:30am	Bethanie
	15	Planning	Paula			CSG - Thurs 18th July @ 1pm - Online	Bethanie
Aug	22	TC&E	Paula			Fringe Family Fun Day Sunday 21st July	
	29	Environment	Paula			Oxford Fiddle Group 23rd July; Art in the Market 25th July; Comedy Night 27th July	
	5	School Summer Holidays				BNPVG 29th July 10:30am	Bethanie
	12						
Sept	19	Planning	Paula			BandJam Sunday 25th August	
	26	Late Summer BH					
	2	Resources	Paula			CSG - Thurs 5th Sept @ 1pm - Chamber	Bethanie
	9					Dog Show Saturday 7th September	
Oct	16	Full Council	Paula				
	23	Planning	Paula			ECDI Thurs. 26th Sept @ 6pm	Paula
	30	TC&E	Paula			River Rinse 1 Sunday 29th September	
	7	Environment	Paula			River Rinse 2 Sunday 6th October	
Nov	14	Interim	Paula	Planning	Paula	BNPVG 7th October 10:30am	Bethanie
	21	Resources	Paula			Charter Fair 1 Saturday 12th October	
	28					CSG - Thurs 17th Oct @ 1pm - Online	Bethanie
	4	Full Council	Paula			Charter Fair 2 Saturday 19th October	
Dec	11	Planning	Paula			Halloween Disco Friday 25th October	
	18	TC&E	Paula			Bonfire & Fireworks Saturday 2nd November	
	25	Environment	Paula			Remembrance Parade Sunday 10th	
	2	Interim	Paula	Planning	Paula	CSG - Thurs 21st Nov @ 1pm - Chamber	Bethanie
Dec	9	Resources	Paula			Winter Fair Sunday 24th November	
	16	Full Council	Paula	Planning	Paula	Christmas Lights Switch On Thursday 28th November	
	23					Small Business Saturday on 7th December	
	30					ECDI Thursday 5th Dec. 6pm	Paula



Title: Community Boards Boundary Review

Open date: 14 February 2024

Close date: 28 March 2024

Overview

We are reviewing the Community Board boundaries to consider if changes need to be made to accommodate new wards in Buckinghamshire.

Following the outcome of the Local Government Boundary Commission, Buckinghamshire's electoral arrangements have been confirmed and will come into effect in May 2025.

Currently there are 147 Buckinghamshire councillors, with three councillors representing each of the 49 wards.

At present we have 16 Community Boards.

As from the May 2025 elections, there will be 97 councillors representing the same number of wards, which will consist of:

- 10 three-councillor wards
- 28 two-councillor wards
- 11 one-councillor wards

Further details on the new wards can be found on the Boundary Commission Website <https://www.lgbce.org.uk/all-reviews/buckinghamshire>.

In addition, MP boundary wards have also changed, and this is another factor influencing current arrangements.

Community Boards Boundary Review

Our review of Community Board boundaries involves assessing the current number of Community Boards and exploring how they fit with the new ward arrangements and, where appropriate, changes to town and parish council wards.

We are also facing financial constraints like many other local authorities. As part of our medium-term financial planning, we are also seeking to review the cost of running the boards.

Savings proposals have been included in our latest medium-term plan; therefore, it is inevitable that the number of boards will need to be reduced and the level of funding available will also be impacted.

At this stage we just consulting on geographical boundaries only. How the boards should operate, are managed, and the level of funding, will be assessed once the review to establish the new structure has concluded.

As part of this review, we are seeking the views of a number of stakeholders and value your contribution as advocates for your local communities.

How to have your say

You can tell us about your views in one of the following ways:

- complete the online survey at <https://yourvoicebucks.citizenspace.com/corporate-services/6ff1cf0a>
- complete, and return, a printed version of the survey below
- email us at gail.hudson@buckinghamshire.gov.uk

If you have any questions about this activity, please email us at gail.hudson@buckinghamshire.gov.uk

Please tell us about your views by 11:59pm on 28 March 2024.

What happens next?

Your feedback will be considered and will help shape the options we present moving forwards. Your views will be included within a report to our Cabinet

who will decide on the number of boards that will be in place from 1 May 2025.

Community Boards Boundary Review survey

Geographical boundaries

1. **Considering all the factors that you are aware of, what would you consider to be a suitable number of Community Boards?**

NB – we presently have 16.

Please tick (✓) one option

<input type="checkbox"/>	1	<input type="checkbox"/>	9
<input type="checkbox"/>	2	<input type="checkbox"/>	10
<input type="checkbox"/>	3	<input type="checkbox"/>	11
<input type="checkbox"/>	4	<input type="checkbox"/>	12
<input type="checkbox"/>	5	<input type="checkbox"/>	13
<input type="checkbox"/>	6	<input type="checkbox"/>	14
<input type="checkbox"/>	7	<input type="checkbox"/>	15
<input type="checkbox"/>	8	<input type="checkbox"/>	16

Please tell us why you think this number is suitable:

2. **If there are any other parishes or town councils that you work with closely that you feel should either remain or move into the same Community Board area as yourself, please tell us here:**
Include why you feel they should either remain or move into the same Community Board area.

3. If you have any other comments regarding the Community Board Boundary review, please tell us here:

Other feedback on Community Boards

To help us consider any other potential changes once geographical boundaries have been determined, we would appreciate your views on the strengths, challenges and future focus of Community Boards.

4. What do you consider the strengths of the Community Boards to be?

Please tick (✓) all that apply

- Partnership working
- Funding of local projects
- Local engagement
- Representing the community and building community links
- Focusing on local issues and reacting to local needs
- Other (please give details below):

5. What do you think the current challenges are?

Please tick (✓) all that apply

- Understanding what Community Boards do
- Lack of engagement by residents and attendance at the boards
- Lack of profile and awareness of Community Boards
- Rural versus urban priorities within the same board area
- Lack of engagement by partners
- Other (please give details below):

6. What do you think the future focus should be for Community Boards?

Please tick (✓) all that apply

- Partnership working
- Community engagement
- Delivering local priorities
- Developing and delivering local projects
- Other (please give details below):

Buckingham Town Council
Full Council
Monday 18th March 2024

Contact Officer: Claire Molyneux, Town Clerk

Name of the new cemetery

1. Recommendations

1.1. It is recommended that Members agree a name for the new cemetery and the road that will lead to it.

2. Background

2.1. Councillors were asked for initial ideas and the following suggestions have been submitted:

New cemetery	Road leading to the cemetery
Tingewick Road Cemetery	Cemetery Road or Way
West End Cemetery	West End Way
The New Cemetery	Hasley or Haseley Way
Buckingham Cemetery	Leave the road nameless as a spur road.

Buckingham Town Council
Full Council
Monday 18th March 2024

Contact Officer: Claire Molyneux, Town Clerk

Street Naming Theme for Osier Way

1. Recommendations

- 1.1. Members to agree if there will be one common theme for all four phases OR if each phase will have a separate theme.
- 1.2. To agree a theme (either for just Phase 1 or for all four phases dependent on the above).

2. Background

- 2.1. Names must not be of living persons; duplicates of or very similar to existing street names in the county (this can be checked when the suggestions are agreed); and not susceptible of misinterpretation.
- 2.2. For just Phase 1 a theme of 6-7 would be required.
- 2.3. For all four phases it is expected a theme of 25-30 will be required.
- 2.4. Once a theme has been agreed, a full list of suggestions will be brought to the next Full Council.

3. Suggested Themes

- Herbs and spices
- D- day airfields
- Rural crafts and occupations
- Cricketing terms
- Former Buckingham pub names
- English rivers
- Follies
- Rodents/small mammals
- Notable Buckingham people
- Notable British people from marginalised communities
- Willow

4. Themes already used.

- (Badgers) Native Mammals (phase 1), birds (phase 2) & trees (phase 3)

- (Clarence Park) Words relating to the Tudor bell foundry on the site
- (Heartlands) Ducks + name of house demolished to allow development
- (Lace Hill) Lace making materials, terms and patterns
- (Linden Village) Field names + councillors & aldermen
- (Mount Pleasant) Native wild flowers + notable councillors + original landowner
- (Moreton Grange) Mainly family names of the Dukes of Buckingham
- (Moreton Road I) Notable Councillor + rare breeds of sheep
- (Moreton Road II) Rugby – including 6 names of notable local players
- (Page Hill) English Civil War mostly + councillors + field names
- (St. Rumbold's Fields) Saxon saints and notable people
- (Industrial Estate) Field names + the osier bed by the stream

Buckingham Town Council
Full Council
Monday 18th March 2024

Contact Officer: Jodie Baughan – Finance Officer

Asset Register

1. Recommendations

1.1. It is recommended that Members note and agree changes made to the Asset Register during the financial year 2023/2024. Please note that no further additions or disposals are expected before the financial year end on 31/3/2024.

2. Background

2.1. Items purchased during the financial year are added to our Asset Register if they meet the criteria laid out in the Fixed Asset Policy.

2.2. Items disposed of during the financial year are removed from the Asset register if they meet the criteria laid out in the Fixed Asset Policy.

2.3. Below is a table showing Total Asset value as at 31/3/2023, any additions made in 2023/2024, any disposals made in 2023/2024 and finally the Total Asset value as at 31/3/2024.

TOTAL ASSETS 31/3/2023	£2,256,502
ADDITIONS MADE DURING 2023/2024	
£8,254	
Toddler Play Equipment - B Park	1.00
CCTV	7500.00
Mayors Consort Medallion	1.00
Deputy Mayors Medallion on red ribbon	1.00
Deputy Mayors dual sectioned floral link chain	1.00
Curved Bench - C Park	1.00
Dell Inspiron Laptop (7630)	749.16
DISPOSALS MADE DURING 2023/2024	
£6,874	
Swan Sculptures (displayed and auctioned off within the financial year)	6872.00
Bridge x 1 in B Park	0.00
Tendra Wireless Router	1.00
Net Gear Hub	1.00
TOTAL ASSETS 31/3/2024	
£2,257,882	

3. Commentary on changes

- 3.1. Items are valued at £1.00 in Council accounts where either no record of the original cost exists, or the asset was donated or acquired from s106 money.
- 3.2. Six Swan sculptures were sold at auction. The remaining four are in the process of being sold, and their value is now below the threshold for inclusion in the asset register.
- 3.3. The regalia listed was omitted from the previous asset register.
- 3.4. The insurance value of the bugle was queried at the full council meeting of 22 May 2023 and has now been revalued. Insurance values are individually listed in the Asset Register.



Buckingham Town Council Climate Emergency Action Plan

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

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

Objectives

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

Buckingham Town Council'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
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>
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted its first meeting on 22 nd April 2023 @ 10am in Buckingham Library and also attended Celebrate Buckingham to consult on the public's climate priorities.
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
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.
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.



Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
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.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
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

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	<p>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.</p> <p>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.</p> <p>Members agreed unanimously ACTION TOWN CLERK</p>	Requests submitted. With BNDP	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 and advised that there should be an update in the new year. Chased 13/03/24	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 BNDP.	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.	Paused
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 BNDP	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.	For end of year closure	
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.	On agenda	Mar-24
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.	Will be completed at the appropriate time	Ongoing
647	Car parking charges/changes	Members AGREED the consultation response with amendments to be made prior to submission.	Completed and submitted	