

**Minutes of a meeting of The Full Council of Buckingham Town Council held on Monday 13<sup>th</sup> May 2024 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.**

**Present:** Cllr. R. Ahmed  
Cllr. L. Draper  
Cllr. M. Gateley  
Cllr. A. Mahi  
Cllr. H. Mordue  
Cllr. J. Mordue  
Cllr. L. O'Donoghue  
Cllr. A. Osibogun  
Cllr. A. Ralph  
Cllr. A. Schaefer Town Mayor  
Cllr. R. Stuchbury  
Cllr. M. Try  
Cllr. R. Willett

**Also present:** Ms. C. Molyneux Town Clerk  
Ms. P. Cahill Committee Clerk  
Mr. S. Beech Compliance and Projects Manager

**Absent:** Cllr. M. Cole JP  
Cllr. G. Collins  
Cllr. F. Davies  
Cllr. J. Harvey

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

**6/24 Apologies for absence**

Members received and accepted apologies for absence from Cllr. Cole, Cllr. Collins, Cllr. Davies and Cllr. Harvey.

**7/24 Declarations of interest**

There were none.

**8/24 Minutes**

Members agreed as a correct record the minutes of the Precept meeting held on 29<sup>th</sup> January 2024 and the Full Council meeting held on 18<sup>th</sup> March 2024.

**9/24 Interim minutes**

Members agreed as a correct record the minutes of the Interim Full Council meeting held on 26<sup>th</sup> February 2024.

**10/24 Planning Committee**

Members received the minutes of the Planning Committee meetings held on 5<sup>th</sup> February 2024, 26<sup>th</sup> February 2024, and 25<sup>th</sup> March 2024.

## **BTC/02/24**

### **11/24 Town Centre and Events Committee**

Members received the minutes of the Town Centre and Events Committee meeting held on 12<sup>th</sup> February 2024.

### **12/24 Environment Committee**

Members received the minutes of the Environment Committee meeting held on 19<sup>th</sup> February 2024.

### **13/24 Resources Committee**

Members received the minutes of the Resources Committee meeting held on 4<sup>th</sup> March 2024.

### **14/24 Recommendations from Resources**

14/24.1

#### **Staff Handbook**

Members received a report from the Compliance and Projects Manager. It is recommended that Members review and approve the new Staff Handbook.

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

14/24.2

#### **Freedom of Information and Data Protection**

14/24.2.1 Members received a report from the Compliance and Projects Manager.

It is recommended that there are no amendments to the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

14/24.2.2

Members reviewed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Members accepted the recommendation.

### **15/24 Annual Town Meeting 18<sup>th</sup> April 2024**

Members received a feedback report from the Committee Clerk.

The Committee Clerk informed Members that issues raised at the meeting will be forwarded to relevant officers at Buckinghamshire Council. **ACTION COMMITTEE CLERK**

### **16/24 To receive and question reports from Buckinghamshire Council Councillors**

Cllr. Stuchbury:

- The Government has given Buckinghamshire Council money towards a new SEN school.
- Buckinghamshire Council agreed unanimously to strengthen the Council's policies around White Ribbon to improve the safety of women and young girls in Buckinghamshire.
- The Primary Health Provision report went to Cabinet and was agreed.
- There has been a rise in Section 21s (eviction notices) in the area.

## **BTC/02/24**

Cllr. Osibogun:

- Confirmed that the Bucks Rural Business Grant is available.
- The Community Board has new priorities for the financial year 2024-2025 with a focus on sustainability, young people, and health and wellbeing for all. A series of workshops will be held. Members are encouraged to attend.

Cllr. H. Mordue:

- There is no mention of Lace Hill in the Primary Care Report. Under the s106 agreement the land is reserved for specific use and, if proved that it will not be reserved for that use, will be returned to the developer. The matter has been referred to the Secretary of State for Health, the Minister for Primary Care, and has reached the Cabinet Office and the Prime Minister.
- Informed Members of planning consent for a shop along the High Street; the original lighting plan exceeded the limit and has now been reduced.

Cllr. Schaefer:

- At the last Buckinghamshire Council meeting Cllr. Schaefer questioned the observance of the Town and Parish Charter. Following the meeting they met with the Cabinet Member for Communities and the senior officer and raised numerous issues and concerns that had been debated at the Town Council.

### **17/24 Review of policies and delegated arrangements as required by Standing Orders Section 5**

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

- 17/24.1 Financial Regulations, Financial Risk Assessment and Scheme of Delegation To receive a report from the Compliance and Projects Manager.
- 1.1 It is recommended that Members review and readopt the current Financial Regulations without amendment.
  - 1.2 It is recommended that Members review and readopt the current Financial and Management Risk Assessment without amendment.
  - 1.3 It is recommended that Members review and readopt the current Scheme of Delegation without amendment.

The Town Clerk explained that a new NALC model document was received two days ago. Members are asked to readopt the current Financial Regulations and updates based on the new model will be brought back to Full Council.

Cllr. Stuchbury Proposed that all recommendations are agreed, Cllr. Willett Seconded and Members unanimously agreed.

- 17/24.2 Committee Terms of Reference  
Members reviewed the terms of references for committees:

- 17/24.2.1 Environment Committee
- 17/24.2.2 Resources Committee
- 17/24.2.3 Planning Committee
- 17/24.2.4 Town Centre & Events Committee
- 17/24.2.5 Staffing (Confidential Matters) Committee
- 17/24.2.6 Communications Strategy Group

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

Initial.....

- 17/24.2.7 Members **AGREED** to rename the Communications Strategy Group the Communications Strategy Sub-Committee to reflect its actual status.
- 17/24.2.8 Appeals Committee

Cllr. Gateley Proposed that the Terms of Reference for the Town Centre and Events Committee be amended to show that the Committee 'may' include a representative of Buckingham University. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**. **ACTION COMMITTEE CLERK**

Cllr. Stuchbury Proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** all Terms of Reference with the above change.

- 17/24.3 Committee Choices  
Members received and agreed Councillor Committee appointments.  
A written amendment has been received: Cllr. Osibogun to be added to Resources Committee, Staffing (Confidential Matters) Committee and Communications Strategy Sub-Committee. Cllr. Schaefer Proposed, Cllr. Willett Seconded and Members unanimously **AGREED**.  
**ACTION COMMITTEE CLERK**

- 17/24.4 Standing Orders  
12/24.4.1 Members received a report from the Compliance and Projects Manager.  
It is recommended that Members review and readopt the current Buckingham Town Council Standing Orders without amendment.  
  
Cllr. H. Mordue Proposed that Standing Order 3S should be amended to read that a request for a recorded vote shall be made before a vote is taken. Cllr. Schaefer Seconded and Members unanimously **AGREED**. **ACTION COMPLIANCE & PROJECTS MANAGER**  
  
Cllr. Stuchbury Proposed, Cllr. Gateley Seconded and Members unanimously agreed the recommendation with Cllr. H. Mordue's amendment.

- 17/24.5 Members noted the Arrangements with other Local Authorities.

- 17/24.6 Review of Representation  
Members reviewed work with external bodies and arrangements for reporting back.

A.V. Association of Local Councils:  
Cllr. O'Donoghue Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** that Cllr. Harvey continues as the representative.

Aylesbury Vale Transport Users Group:  
Cllr. Schaefer Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** that Cllrs. Stuchbury and Harvey continue as representatives.

Buckingham Bardic Council:

Cllr. Schaefer Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** that Cllrs. Davies and Willett continue as representatives.

Buckingham Community Wildlife Project:

Cllr. Stuchbury Proposed, Cllr. Draper Seconded and Members unanimously **AGREED** that Cllrs. Gateley and Draper continue as representatives.

Buckingham Almshouses:

Members unanimously **AGREED** to level all representative renewal dates to May 2025. Cllr. Ralph Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** that Cllrs. Schaefer, Collins, O'Donoghue and Ralph continue as representatives.

Buckingham Youth Centre:

Cllr. Willett Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** that Cllrs. Stuchbury and Willett continue as representatives.

Christmas Parade Committee:

Cllr. Schaefer Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** that Cllrs. H. Mordue and Cllr. Try continue as representatives.

Dementia Action Alliance:

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** that Cllrs. Harvey and Davies continue as representatives and Cllr. Draper becomes a third representative.

Lace Hill Medical Centre Forum:

Cllr. Stuchbury Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED** that Cllrs. Mahi and Try continue as representatives.

Buckingham and Villages Community Board:

Cllr. Schaefer Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** that Cllrs. Harvey and O'Donoghue continue as representatives.

North Bucks Parishes Planning Consortium:

Cllr. Stuchbury Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** that Cllr. Ralph continues as the representative.

Pontio:

Cllr. Schaefer Proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** that the Mayor and Cllrs. Harvey and Osibogun continue as representatives.

Super Council's network:

Cllr. Schaefer Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** that Cllr. Harvey continues as the representative.

Tree wardens:

Cllr. Schaefer Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** that Cllrs. Stuchbury and Gateley will continue as representatives and Cllr. Draper will replace Cllr. Willett as a representative.

Twinning:

Cllr. Schaefer Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** that Cllrs. H. Mordue and Gateley continue as representatives.

Rural Market Towns Group:

Cllr. Stuchbury Proposed, Cllr. J. Mordue Seconded and Members unanimously **AGREED** that Cllrs. Schaefer continues as the representative.

**ACTION COMMITTEE CLERK**

17/24.7

Inventory of Land and Assets

Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that Members review and approve the revised Asset Register as at 31 March 2024.

The Town Clerk explained that the old Asset Register was mistakenly attached to the agenda and will be reviewed at the Interim meeting.

1.2 It is recommended that Members review and readopt the 'Asset Register and Disposal Policy' without amendment.

Cllr. Stuchbury Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** recommendation 1.2.

17/24.8

Insurances

Members received confirmation of arrangements for insurance cover in respect of all insured risks.

Cllr. Stuchbury Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED**.

17/24.9

Subscriptions

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

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

17/24.10

Complaints & Compliments

Members received a report from the Compliance and Projects Manager.

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

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendation.

**18/24 Motion: Cllr. Ralph (supported by Cllr. Cole)**

That this Council joins with Winslow Town Council in writing to Buckinghamshire Council leader Cllr Martin Tett regarding our concerns over the deteriorating levels of service in planning issues, the letter to read:

At a recent meeting of representatives of Buckingham and Winslow Town Councils, the discussion centred upon the deteriorating levels of service in relation to planning matters,

consultations etc from certain departments of Buckinghamshire Council.

Both Councils have experienced an increasing reluctance by Buckinghamshire Council to engage and work together on topics of considerable importance to our Town Councils. We are advised that the Town and Parish Charter 'is founded on Buckinghamshire Council's respect for all councils in Buckinghamshire as independent, democratically accountable bodies and has one simple aim - to articulate and demonstrate our commitment to work together to serve the people of Buckinghamshire' and 'to enable effective communication.'

The attached Appendices provide details of a number of matters experienced by each Town Council, where there have been significant failures as far as the assurances regarding customer service levels detailed in the BC Town and Parish Charter are concerned.

Our reason for contacting yourself is that we have been unable to establish satisfactory communication from the Officers concerned or the feeling that our concerns are being respected and listened to. We trust that you agree that this failure to engage with our Councils is unsatisfactory and the guidance of the Town and Parish Charter should not be ignored.

The letter and its appendices to be copied into Cllr Peter Strachan, Cabinet Member for Planning & Regeneration; Cllr Arif Hussein, Cabinet Member for Communities; Steve Bambrick, Corporate Director Planning, Growth & Regeneration; Eric Owens, Director Planning & Environment; Planning; and Rachael Shimmin OBE Chief Executive.

Cllr. Stuchbury Seconded and requested a recorded vote.

Members raised the following points:

- The issues should be raised initially with a Buckinghamshire Councillor.
- Concern that the Parish Charter is ignored and, if amended, nothing will change.
- The Planning Committee at Buckinghamshire Council are short-staffed.

A vote was taken, and the result was:

For: Cllr. O'Donoghue, Cllr. Gateley, Cllr. Schaefer, Cllr. Willett, Cllr. Draper, Cllr. Ahmed, Cllr. Ralph, Cllr. Try, Cllr. Mahi and Cllr. Stuchbury.

Against: 0

Abstentions: Cllr. J. Mordue, Cllr. Osibogun and Cllr. H. Mordue

**ACTION TOWN CLERK**

The Motion was carried.

### **19/24 Code of Conduct**

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

Cllr. Gateley Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED**.

### **20/24 Members to AGREE to continue to adopt the General Power of Competence.**

Buckingham Town Council is an eligible Council for the General Power of Competence as it meets the prescribed conditions. The Council therefore has greater than two thirds of its Members elected, and the Town Clerk holds the Certificate in Local Council Administration and has completed the relevant training.

Cllr. Stuchbury Proposed, Cllr. Draper Seconded and Members unanimously **AGREED**.

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Initial.....

**21/24 Extraordinary payment.**

Members noted that the Town Clerk authorised a payment of £25 to the Best Kept Village Competition in order to secure the event entry.

**22/24 Town Centre Study Report**

Members received and noted a report from the Deputy Town Clerk. It is recommended that the Town Centre Study report is initially sent to the Buckingham Neighbourhood Development Plan Working Group to consider the recommendations of the report.

**23/24 Access for all funding**

Members received a report from the Deputy Town Clerk. It is recommended that Mr. Russell and the previous members of the Access for All are asked for written confirmation of which charity they would like to direct the remaining £251 that had been given to the group and held as a 'just in case' fund by Buckingham Town Council. Once confirmed £251 should be donated to the chosen charity. The charity should support those with disabilities and their access needs.

Cllr. Stuchbury Proposed that they are thanked for their service to the community and that the recommendation is accepted, Cllr. Gateley Seconded and Members unanimously **AGREED.**

**ACTION DEPUTY TOWN CLERK**

**24/24 Park Run Funds**

Members received a report from the Finance Officer. It is recommended that Members agree to return the money held for Buckingham Park Run. Members unanimously **AGREED.**

**25/24 To agree that should neither the Town Clerk or Deputy Town Clerk be substantively available, the Compliance and Projects Manager will act as the Town Clerk.**

Cllr. Stuchbury Proposed and Cllr. O'Donoghue Seconded.

Cllr. Davies joined the meeting at 8:28pm.

Cllr. Osibogun Proposed that the word 'act' is replaced with 'deputise'. Cllr. Try Seconded. A vote was taken, and the result was:

For: 12  
Against: 0  
Abstention: 2

Cllr. Osibogun Proposed that a period of time is set. A vote was taken, and the result was:

For: 4  
Against: 7  
Abstention: 3



**BTC/02/24**

A vote on the formal statement as amended was taken, and the result was:

For: 13  
Against: 0  
Abstention: 1

**26/24 To agree to add the current Compliance and Projects Manager as a banking signatory.**

Cllr. Stuchbury Proposed, Cllr. O'Donoghue Seconded and Members unanimous **AGREED**.

**27/24 To agree the ear-marked reserves**

Members received a report from the Town Clerk.

1.1 It is recommended that Members note that the Annual Internal Audit is due to be completed on 10<sup>th</sup> May and therefore the Annual Internal Audit Report and AGAR will be presented to the Interim meeting on the 17<sup>th</sup> June.

1.2 It is recommended that Members agree the attached ear-marked reserves for the 2024-2025 financial year.

Cllr. Stuchbury Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED** the recommendations.

**28/24 Payment endorsements**

Members noted that the payment endorsements will go to the next Resources Committee.

**29/24 Mayoral engagements**

Members received a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

- 21.03.24 AGM of Friends of Buckingham Hospital
- 05.04.24 Clarendon House 2<sup>nd</sup> anniversary
- 13.04.24 Memorial Service for Alan Wilson, the late Bishop of Buckingham
- 14.04.24 Declaration Ceremony for the new High Sheriff of Buckinghamshire
- 23.04.24 Thames Valley Police Aylesbury Vale Local Police Area Commendations Ceremony
- 01.05.24 Bourton Academy May Day Celebration

**30/24 Chair's announcements**

No announcements.

**31/24 Dates of the next meetings:**

Interim: 17<sup>th</sup> June 2024  
Full Council: 8<sup>th</sup> July 2024

Meeting closed at 8:45pm

Signed ..... Date .....

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