



Buckingham Town Council

Town Council Office, Buckingham Centre,
Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

INTERIM
FULL COUNCIL

Wednesday, 09 April 2025

Councillor,

You are summoned to an Interim meeting of the Full Council of Buckingham Town Council to be held on Monday 14th April 2025 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 held on 16th December 2024, the Precept meeting held on 27th January 2025, the Extraordinary Full Council meeting held on 12th February 2025, and the Full Council meeting held on 17th March 2025.

[Copy previously circulated](#)
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4. Interim minutes

To agree as a correct record the minutes of the Interim Council meetings held on 2nd December 2024 and 24th February 2025.

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Twinned with Mouvaux, France;

Neukirchen-Vluyn, Germany



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

5. Environment Committee

To receive the minutes of the Environment Committee meeting held on 17th February 2025.

[Copy previously circulated](#)

6. Town Centre and Events Committee

Recommendation: To agree a three year contract with Plantscape at a cost of £25,320.71 (2025 - £8025.60, 2026 £8446.88 and 2027 - £8848.23) to provide summer and winter planters in the town centre, outside Shopmobility and outside Lace Hill Community Centre.

7. New cemetery expenditure authorisation

To receive a report from the Town Clerk.

[IM/170/24](#)

8. Mayor's robes

To receive a report from the Town Clerk.

[IM/171/24](#)

9. Internal controls check

To receive a report from the Compliance and Projects Manager.
Internal Controls document.

[IM/172/24](#)
[Appendix A](#)

10. Committed expenditure report

To receive a report from the Finance Officer

[IM/173/24](#)

11. Bourton Park footbridge removal and Right of Way

To receive a report from the Estates Manager

[IM/174/24](#)

12. Date of next meetings:

Annual Statutory Meeting	Monday 12 th May 2025
Full Council:	Monday 12 th May 2025
Interim Council:	Monday 16 th June 2025

To:

All Councillors

Buckingham Town Council
Interim Full Council
Monday 14th April 2025

Contact Officer: Town Clerk

National Grid Payment for Electrical Supply for the New Cemetery

1. Recommendations

- 1.1. It is recommended that Members agree to pay £20,024.64 for the Electrical Connection to National Grid (Cemeteries Development - 253/4619)

2. Background

- 2.1. This is so an electrical supply can be brought to the new cemetery and allotment site.
- 2.2. It is being paid now ahead of the build so not to cause any delays once construction has started on site.
- 2.3. It was previously agreed by Council (on 12th February 2025 minute number 564/24) *Members agree to delegate the Town Clerk the authority to authorise individual purchases in relation to the construction of the Tingewick Road Cemetery and allotments that are within the budget, of up to £20,000 excluding VAT.*
- 2.4. This is over the authorised amount so has been brought to Council for approval.
- 2.5. There are no other providers and no other option to provide mains electricity to the site. There is budget available for this work.

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Contact Officer: Town Clerk

Mayoral Robe

1. Recommendations

1.1. It is recommended that Members choose from the following three options.

1.1.1. Purchase a Melton mayoral robe (recommended) at a cost of £2,143

1.1.2. Purchase a Doeskin mayoral robe at a cost of £2,369

1.1.3. Have the old robe adjusted (not recommended).

2. Background

2.1. The current robe was made in 1997 and is 52" in length, which is unusually long. This has caused difficulties for shorter Mayors who have had problems with it dragging along the ground. It has been taken to a seamstress who states she can make it shorter but this would not be reversible. It is therefore recommended to purchase a second shorter robe. Mayors would then have two options to choose from.

2.2. The current robe is made from Doeskin fabric (this is actually a woven merino wool and not a doeskin). This is an older type of fabric and is heavier and more expensive than the new Melton fabric.

2.3. Melton is a newer lighter weave of merino which the tailor states is almost identical once fashioned. It is more comfortable to wear for extended periods. It is recommended that if a new robe is purchased that it is ordered in this material.

2.4. The tailor also advises that a 48-inch robe is mid-calf length on a 5'3" person. Therefore, it is recommended that if a second robe is purchased, it is in this length.

3. Information

3.1. This is a specialist purchase and only Michael's civic outfitters have been approached for a quote, as they made the current robe and any new robe should match. Any purchase would be from the contingencies budget 132/4500.

Buckingham Town Council
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Contact Officer: Steve Beech, Compliance and Projects Manager

Internal Controls Review

1. Recommendation

- 1.1. It is recommended that Members agree the unamended Internal Controls document.

2. Background

- 2.1. This is being discussed to meet Standing Order 18a (i) and The Accounts and Audit Regulations 2015 which require the Council to conduct a review of its system of internal controls.
- 2.2. The Regulations state 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. This Council formally adopted the current Internal Controls document on 18 March 2024 (minute 685/23) which were subsequently reviewed and approved by the Internal Auditor.

3. Information

- 3.1. The Internal Controls document records the Internal Controls Objectives, and the Internal Controls that are in place.
- 3.2. The document reflects the Internal Controls that are required to meet the Council's objectives.
- 3.3. All of these controls are already in place. However, they must be 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.

Adopted 18 March 2024 by Full Council minute 685/23

Reviewed and readopted unchanged 14 April 2025 by Interim Full Council

Buckingham Town Council

Interim Full Council

Monday 14th April 2025

Contact Officer: Jodie Baughan – Finance Officer

Committed Expenditure

1. Recommendations

- 1.1 Recommendation:** It is recommended that members agree to move any planned spending from the current financial year (ending in 2025) to the next year (ending in 2026). This means that any spending that has been committed but not yet paid for or completed should be included in the accounts for the following year.

2. Background

- 2.1 What is Committed Expenditure?:** Committed expenditure refers to any goods or services that the council has officially ordered during the current financial year (2024/2025) but has not yet received or been invoiced for. For example, if the council has placed an order for supplies but the delivery hasn't happened yet, this is considered committed expenditure. Even though the items or services haven't been received yet, the money has already been promised or allocated, so it needs to be carried over into the next financial year's budget (2025/2026).
- 2.2 Why is This Important?:** There isn't a final list of committed expenditure available right now, because the list can change as orders are completed or new ones are made up until the end of the financial year. This means the exact amount will not be known until the current financial year (2024/2025) is finished, but the council needs to be aware that any unpaid orders or services will need to be included in next year's budget.

Buckingham Town Council

Interim Full Council

Monday 14th April 2025

Contact Officer: Estates Manager/Town Clerk

Memorandum of Understanding for Maintaining the Right of Way Footbridge in Bourton Park.

1. Recommendations

- 1.1. It is recommended that Members agree to offer the below Memorandum of Understanding to Buckinghamshire Council.

2. Background

- 2.1. Buckingham Town Council are in the process of attempting to divert a right of way from the Bourton Park bridge nearest the Mill to the bridge nearest the A413, (331/23).
- 2.2. As part of the process to divert the right of way the Town Council must agree to maintain the second bridge. This bridge belongs to and has always been maintained by the Town Council and therefore this MOU will not have any practical impact.
- 2.3. It has been suggested by the rights of way team that the process may be expedited if the Town Council proactively send a Memorandum of Understanding stating their agreement to maintain the footbridge to the legal department at Buckinghamshire Council.

3. Information

- 3.1. The Memorandum of Understanding will read:

**Memorandum of Understanding
Between Buckingham Town Council and Buckinghamshire
Council regarding the footbridge in Bourton Park,
Buckingham (SP70794-33409).**

Date: April 2025

1. Parties

This Memorandum of Understanding (MoU) is made between:

Buckingham Town Council ("the Council"), with offices at: The Buckingham Centre, Verney Close, Buckingham, MK18 1JP

Buckinghamshire Council with offices at: The Gateway, Gatehouse Rd, Aylesbury
HP19 8FF.

2. Background

The footbridge located in Bourton Park, Buckingham (SP70794-33409), currently provides pedestrian access across the River Great Ouse. It is intended that this footbridge will be designated as a public right of way, thereby granting the public legal access and use.

3. Purpose

The purpose of this MoU is to establish an understanding that Buckingham Town Council agrees to assume responsibility for the ongoing maintenance and upkeep of the footbridge, ensuring it remains safe and accessible for public use.

4. Agreement

Buckingham Town Council hereby agrees to the following:

To maintain the structural integrity and surface condition of the footbridge in Bourton Park.

To conduct regular inspections and carry out necessary repairs or improvements.

To ensure that the footbridge remains accessible to the public as a right of way, subject to safety or maintenance needs.

To liaise with relevant local or county authorities if further permissions or actions are required in line with its right of way designation.

5. Duration

This MoU shall remain in effect from the date of signing and will continue indefinitely, or until such time as both parties mutually agree to amend or terminate it in writing.

6. Legal Status

This MoU is not legally binding but reflects the intentions and goodwill of the parties involved. However, the designation of the footbridge as a public right of way may be subject to relevant statutory processes.

7. Signatures

Signed by:

For Buckingham Town Council.

Name: Claire Molyneux

Position: Town Clerk

Date:

For Buckinghamshire Council.

Name:

Position:

Date: