



# Buckingham Town Council

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Town Clerk: Claire Molyneux

**FULL COUNCIL**

Wednesday, 02 July 2025

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 7<sup>th</sup> July 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, 3.f, and 3.g, which will last for a maximum of 15 minutes. A member of the public shall not speak for more than 3 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](mailto: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/UC89BUTwVpjAOEIdSlfcZC9Q/>.

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 Annual Statutory Meeting and the Full Council meeting held on 12<sup>th</sup> May 2025.

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

### 4. Interim minutes

To agree as a correct record the minutes of the Interim Council meeting held on 14<sup>th</sup> April 2025 and 16<sup>th</sup> June 2025.

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



Twinned with Mouvaux, France;



Neukirchen-Vluyn, Germany

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

**5. Planning Committee**

To receive the minutes of the Planning Committee meetings held on 24<sup>th</sup> February 2025, 24<sup>th</sup> March 2025, 14<sup>th</sup> April 2025 and 19<sup>th</sup> May 2025.

[Copy previously circulated](#)  
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**6. Town Centre and Events Committee**

To receive the minutes of the Town Centre and Events Committee meeting held on 10<sup>th</sup> February 2025 and 31<sup>st</sup> March 2025.

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

**7. Environment Committee**

To receive the minutes of the Environment Committee meeting held on 7<sup>th</sup> April 2025.

[Copy previously circulated](#)

**78/25 - Recommendation: to proceed with the tender from company 14 to remove the footbridge in Bourton Park.**

[E/32/25](#)

**8. Resources Committee**

To receive the minutes of the Resources Committee meeting held on 28<sup>th</sup> April 2025.

[Copy previously circulated](#)

**113/25 – Recommended to Full Council the Purchasing and Procurement Policy.**

[Appendix A](#)

**114/25 – Recommended to Full Council the Committee Calendar for 2026.**

[Appendix B](#)

**9. To receive a recommendation from the Communications Strategy Sub-Committee**

That Full Council approve the amendment to line 14.1.5 of the Media Policy:

"Where possible, press releases will include a quote from the Mayor, appropriate Committee Chair, or councillor nominated by the committee."

[Appendix C](#)

**10. To receive recommendations from the Equality, Community Diversity and Inclusion Working Group meeting held on 26<sup>th</sup> June 2025**

10.1 That the Terms of Reference are recommended to Full Council for review and agreement unchanged.

[Appendix D](#)

10.2 The Working Group requests £40 from their budget for refreshments to be served at a Black History Month event plus £20 to hire display boards at Buckingham Library throughout October.

**11. Bank signatories**

11.1 To formally agree the bank signatories as Cllr. Davies, Cllr. Draper, Cllr. J. Mordue, Cllr. O'Donoghue, and Cllr. Stuchbury and agree the signing schedule.

[Appendix E](#)

11.2 To formally agree the CCLA signatories as Cllr. Davies, Cllr. Mahi and Ms Claire Molyneux.

**12. Committees: Cllr. Roger Newall and Cllr. Russell Poppe**

12.1 To agree Cllr. Newall's request to become a Member of the Planning Committee, the Environment Committee and the Neighbourhood Plan Working Group.

12.2 To agree Cllr. Poppe's request to become a Member of the Town Centre and Events Committee and the Environment Committee.

**13. Motion: Cllr. Haydock**

Councillors should wear badges at local events so we are identifiable to the public. As suggested by Cllr. Allen - at £148.50 + p&p the current councillor badges are expensive and may not provide value for money for our local community. Therefore, we should seek alternatives at a more reasonable price for new councillors and for any replacement badges.

- 13.1 Should the above motion be passed - to ask the Town Clerk to research options at less than £20 per badge, less than £50 per badge or less than £100 per badge to bring to a future meeting.

**14. Motion: Cllr. Stuchbury**

Following the written response to my question to Buckinghamshire Council regarding flooding, to consider seeking further clarification, challenge or acknowledgement to the response to the question, ensuring that Buckingham Town Council Members are able to represent their constituents' interests in respect to flooding concerns within Buckingham. Members to make any recommendations and decide any actions elected Members feel are appropriate, based on the information provided.

Response from the Cabinet Member, Communities.

[Appendix F](#)

**15. Motion: Cllr. Harvey**

This Council resolves to write to the Chief Executive of Buckinghamshire Council to ask whether the recent landmark legal ruling in Lambeth might have an impact on the recent decision by the shire council to introduce significant changes to off-street parking in the county in the context the huge weight of public consultation against such changes. (See: *A low-traffic neighbourhood (LTN) scheme put in place by a south London council has been ruled unlawful in a landmark decision by the High Court.*

[BBC news article](#)

**16. Motion: Cllr. Stuchbury**

I propose that a report be brought to a future meeting on any negative or possible negative effect of the Government proposing to cut funding to local neighbourhood plans.

[NALC response](#)

[SLCC article](#)

**17. To receive and question reports from Buckinghamshire Council Councillors****18. Reports from representatives appointed by Full Council to outside bodies**

Members may wish to provide brief verbal reports for information only.

**19. Climate Emergency Action Plan**

To note there are no changes to the Climate Emergency Action Plan.

**20. Action list**

To review and discuss the action report.

[Appendix G](#)

**21. CCLA investment fund**

To note the additional information received from CCLA.

[Appendix H](#)

[Appendix I](#)

[Appendix J](#)

**22. Mayoral engagements**

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

Functions the Mayor has attended:

21/05/2025 Friends of the University AGM

23/05/2025 Miles Nottage Charity concert at Radcliffe Centre - Buckingham Live

25/05/2025 Buckingham Live

31/05/2025	Brackley Mayor Making
06/06/2025	Mayor Making
09/06/2025	Attended the funeral of Mary Connor
21/06/2025	Celebrate Buckingham including signing of the twinning agreement
24/06/2025	Community lunch celebrating June Lewis' 100 <sup>th</sup> birthday
26/06/2025	Flooding meeting with Callum Anderson MP
28/06/2025	Project Street Life 25 <sup>th</sup> anniversary
02/07/2025	Meeting with Swan Practice

Functions the Deputy Mayor has attended:

23/05/2025 Mayor Making Aylesbury

### **23. Chair's announcements - for information only**

#### **24. Date of the next meeting:**

Full Council: Monday 15<sup>th</sup> September 2025

Interim Council: Monday 13<sup>th</sup> October 2025

### **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.

#### **25. Confidential Matter**

To receive a report from the Town Clerk.

[BTC/36/25](#)

#### **26. S106 Sport and Leisure contribution for Land South of Bourton Road**

To receive a report from the Estates Manager.

[BTC/37/25](#)

#### **To:**

All Councillors

**Buckingham Town Council**  
**Environment Committee**  
**Monday 9<sup>th</sup> June 2025.**

Contact Officer: Estates Manager

**Bourton Park footbridge removal tender.**

**1. Recommendations**

- 1.1. Members agree to recommend to Full Council to proceed with the tender from company 14 to remove the footbridge in Bourton Park.

**2. Background**

- 2.1. Due to the value of this tender, this process has been designed to comply with the Procurement Act, with the tender documents being posted on Contracts Finder. This resulted in considerable interest and seventeen responses were received.
- 2.2. It was agreed that the bridge be removed by the Environment Committee on the 19th December 2022 -  
  
“Bridge number 2 is removed and not replaced due to the proximity of bridge 1 that already crosses the river.” (minute 507/22.1) and then apply to have the right of way diverted on the (minute 331/23).
- 2.3. The agreement which states that the Town Council will continue to maintain the footbridge which the right of way will be diverted over is being reviewed by Buckinghamshire Council Rights of Way team so the right of way diversion can be finalised.
- 2.4. Once this tender has been agreed the contractor will be engaged and as promptly so the Town Council can work with them to apply for a Flood Risk Activities Permit from the Environment agency which can take 10-12 weeks.
- 2.5. The tender closed on the 30<sup>th</sup> May and on the 2<sup>nd</sup> June the Town Clerk and the Mayor opened the tender submissions, following this a structured internal tender evaluation was carried out.

**3. Information**

- 3.1. To find the ‘Most Advantageous Tender’ the evaluation takes into account commercial assessment, quality assurance, programme and supply.

3.2. The Following Evaluation criteria was used to assess the tenders:

<b>Evaluation Criteria</b>	<b>% weighting</b>
<b>Commercial Assessment</b> Priced Tender Return demonstrating value for money and commercial terms.	60
<b>Programme</b> Demonstrated by programme of works, labour resource and material lead in times. Understanding of the brief quality of tender	10
<b>Assurance of Supply</b> Demonstrated by the use of local labour (the contractor or sub-contractors) and supply chain, utilisation of materials obtained from local source including any ways of working to expedite the programme whilst still ensuring high quality workmanship throughout.	5
<b>Quality Assurance</b> Demonstrated by the supply of Case Studies of previous experience with bridge work, demolition or working alongside rivers (EA works applications) membership of appropriate bodies. Have all the environmental implications been considered. i.e. removal of waste. working over river etc.	25

3.3. A preliminary examination of the tenders eliminated any tenders that did not meet the essential tender submission criteria required, following these 9 tenders had a commercial assessment and from this the the top five of these had a further detailed evaluation for quality by 3 officers, the scores are detailed below:

Company Ref number:	Initial Screening for complete tender submission	Tender Price	Commercial Assessment score	Quality Assessment score	Total Evaluation score
1	Pass	£34,985	48	28	<b>76</b>
2	Pass	£88,632	19		
3	Pass	£64,645	26		
4	Pass	£33,122	51	20	<b>71</b>
5	Fail	£32,400			
6	Enquiry only				
7	Enquiry only				
8	no attachments				
9	Pass	£54,988	31		
10	Fail	£40,502			
11	Pass	£34,000	49	24	<b>73</b>
12	Pass	£27,995	60	28	<b>88</b>
13	repetition	-			
14	Pass	£29,982	56	33	<b>89</b>
15	Fail	£25,751			
16	Pass	£38,500	44		
17	Fail	£29,541			

3.4. Company number 14 scored the highest in the tender evaluation scoring 89 points out of 100 and is recommended that they be awarded the contract.

	<p><b>Buckingham Town Council</b></p> <p><b>Purchasing and Procurement Policy</b></p>	<p><b>Date Agreed:</b></p> <p><b>Minute Number:</b></p> <p><b>Prepared by:</b> Town Clerk</p> <p><b>Version:</b> 1</p>
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## 1. Introduction

This policy outlines the framework and procedures by which Buckingham Town Council (BTC) procures goods, services and works. It ensures that all procurement activities comply with current legislation (including the Procurement Act 2023), deliver best value for money and support the Council's strategic goals, including its Climate Emergency Action Plan.

## 2. Procurement Policy Statement

- 2.1. In accordance with Section 12 of the Procurement Act 2023, Buckingham Town Council is committed to obtaining best value for money in all procurement activities.
- 2.2. This includes achieving the most advantageous balance of quality, whole-life cost and public benefit through fair, open and competitive processes.
- 2.3. When awarding contracts, the Council will:
  - Evaluate value for money based on whole-life cost, not just initial price.
  - Consider quality, sustainability, innovation, ethics and social value where appropriate.
  - Ensure effective, fair, and proportionate competition.
  - Maintain transparency through decision-making, procurement notices, and supplier feedback.

These principles ensure that public funds are used responsibly and for maximum community benefit.

## 3. BTC Financial Regulations

- 3.1. The Financial Regulations state that "Members and Officers are responsible for obtaining value for money at all times."
- 3.2. Section 5.4 confirms that contracts above government thresholds must follow "The Public Contracts Regulations 2015 or any superseding legislation" - this is now the Procurement Act 2023.
- 3.3. This policy operates alongside and in compliance with the Council's Standing Orders and Financial Regulations.



#### **4. BTC procurement principles**

- 4.1. In accordance with Section 13 of the Procurement Act 2023 Buckingham Town Council is committed to complying with the following procurement principles:

- Fair treatment of suppliers
- Open and fair competition
- Proportionality
- Transparency

These principles support achieving best value for money, by ensuring a competitive, accountable, and transparent procurement process.

#### **5. Conflicts of interest**

- 5.1. All procurement decisions must identify and mitigate any actual or perceived conflicts of interest in accordance with Section 14 of the Procurement Act 2023. All Members and staff must understand their legal obligations and are expected to seek further training and guidance if they are in any doubt.

#### **6. Dispute resolution mechanisms**

- 6.1. BTC will comply with obligations under Section 18 of the Procurement Act 2023 including supplier feedback and dispute resolution requirements.

#### **7. Quality and technical expertise**

- 7.1. The Procurement Act recognises the importance of quality and technical expertise in evaluating value for money, especially for complex contracts. Officers and Members must assess whether suppliers have the capability and resources to deliver the required standards.

#### **8. Climate emergency and social considerations**

- 8.1. The Council's Climate Emergency Action Plan guides procurement decisions. Consideration should be given to:

- Local, fair-trade, recycled, plastic-free, repairable, and sustainable products.
- Suppliers that support low-carbon supply chains and community benefits.

These considerations must align with the value for money requirement and must not unlawfully discriminate between suppliers, in compliance with the Procurement Act 2023.

#### **9. Procurement Procedures by Contract Value**

- 9.1. Thresholds are calculated on the total contract value over its **entire**

lifespan, including options and possible extensions. Where there is any doubt on the contract total then use the higher value procedure.

**9.2. Up to £250 (Ex VAT)**

Staff may procure items in accordance with the scheme of delegation. Purchases must align with this policy and demonstrate value for money.

**9.3. £250 - £1000 (Ex VAT)**

Requires authorisation by designated staff under the scheme of delegation. Staff must assess offers using the principles in the policy.

**9.4. £1,000 ex VAT - £30,000 (Inc VAT)**

9.4.1 At least three estimates will be sought (above £3,000 these should be written quotes).

9.4.2. BTC Staff will assess as per the Procurement Policy Statement.

9.4.3 Where Full Council or a Committee are required to choose between quotations to purchase a product or service, Officers should provide a report to Members outlining the options, the business case for any recommendation and the technical proficiency/quality of the product.

9.4.4. The report will indicate whether each company is located within either a 10 mile radius of the BTC Office, a 30 Mile radius of the BTC Office or “not local”.

9.4.5 Geographic proximity may be **considered** as part of a wider assessment of public benefit and environmental impact but not as a sole or determinative factor.

**9.5. £30,000 Inc VAT – up to the procurement regulations threshold (currently £214,904 Inc VAT).**

9.5.1. A formal tender process is required. The procedure will be managed as per the financial regulations.

9.5.2. Tender requirements will be specific to each project and published on the government Central Digital Platform (Find a Tender). Each tender will be scored against the tender requirements subjectively.

9.5.3. Officers will complete a debarment list check.

9.5.4. The highest-scoring tender should ordinarily be awarded the contract. If concerns arise about procedural quality, the process must be repeated so all companies have a fair chance to bid against any revised criteria.

9.5.6 Section 13 of the Procurement Act 2023 requires the ‘fair treatment

of suppliers' and 'open and fair competition'. Failure to follow these requirements could result in legal challenges and the setting aside of procurement decisions.

**9.6. Over the procurement regulations threshold (currently £214,904 Inc VAT).**

- 9.6.1 Professional advice should be sought before the tender process is commenced.
- 9.6.2 Full competitive procedures and full compliance with the Procurement Act 2023 are required.
- 9.6.3 Section 13 of the Procurement Act 2023 requires the 'fair treatment of suppliers' and 'open and fair competition'. Failure to follow these requirements could result in legal challenges and the setting aside of procurement decisions.
- 9.6.4 A formal, open and competitive process must be followed, including the publication of notices and outcomes on statutory platforms.
- 9.6.5 The Council must comply with its obligations under Sections 13–18 of the Procurement Act 2023, including supplier transparency and dispute resolution mechanisms.

## **10. Public Access and Confidentiality**

- 10.1. Unless the business to be conducted is of a confidential nature that requires the exclusion of the press and public in accordance with the Localism Act 2011, decisions of the Council and Committees should be held in public.
- 10.2. Companies that have provided quotes expect their bids to be kept confidential for commercial reasons. It is therefore not generally appropriate to publish information in or with the report which could link a bid or price to a particular company. The absence of company names in the report also avoids the risk of conscious or unconscious bias when considering options. It is expected that relevant research will have been undertaken by the Officer drafting the report
- 10.3 If a committee or Member considers that additional information regarding the companies is desirable it is recommended that this is discussed with the Clerk in advance of the meeting.

## **11. Review and Updates**

- 11.1. This policy will be reviewed at least every three years, or earlier if required by legislative change. It should always reflect current legal obligations and best practices in public procurement.

## 2026 Calendar

2026		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
Jan	5	Interim	Paula	Planning	Paula		
	12	Resources	Paula			CSSC - Thurs 15th Jan @ 12 noon - Online	Nina
	19						
	26	Precept	Paula				
Feb	2	Planning	Paula			ECDI - Thursday 5th February @ 6pm	Paula
	9	TC&E	Paula				
	16	Environment	Paula				
	23	Interim (Informal precedes)	Paula	Planning	Paula		
Mar	2	Resources (Grants)	Paula			CSSC - Thurs 5th Mar @ 1pm - Chamber	Nina
	9						
	16	Full Council	Paula				
	23	Planning	Paula				
	30	TC&E	Paula			Annual Town Meeting Thursday 26th March	
Apr	6	Easter Monday				CSSC - Thurs 9th Apr @ 1pm - Online	Nina
	13	Environment	Paula				
	20	Interim	Paula	Planning	Paula	ECDI Thursday 23rd April 6pm	Paula
		Resources	Paula				
May	27						
	4	Early May bank holiday					
	11	ASM & Full Council	Paula				
	18	Planning	Paula				
June	25	Spring bank holiday					
	1	TC&E	Paula			CSSC - Thurs 4th Jun @ 1pm - Chamber	Nina
	8	Environment	Paula			Mayor Making Friday 5th June	
	15	Interim	Paula	Planning	Paula		
	22	Staffing & Resources	Paula			ECDI - Thursday 25th June @ 6pm	Paula
	29						
July	6	Full Council	Paula				
	13	Planning	Paula			CSSC - Thurs 16th July @ 1pm - Online	Nina
	20	TC&E	Paula				
	27	Environment	Paula				
Aug	3	School summer holidays					
	10						
	17	Planning	Paula				
	24						
	31	Summer bank holiday					
Sept	7	Resources	Paula			CSSC - Thurs 10th Sept @ 1pm - Chamber	Nina
	14						
	21	Full Council	Paula			ECDI Thurs. 24th Sept @ 6pm	Paula
	28	Planning	Paula				
Oct	5	TC&E	Paula				
	12	Environment	Paula			CSSC - Thurs 15th Oct @ 1pm - Online	Nina
	19	Interim	Paula	Planning	Paula		
	26	Resources	Paula				
Nov	2						
	9	Full Council	Paula				
	16	Planning	Paula			CSSC - Thurs 19th Nov @ 1pm - Chamber	Nina
	23	TC&E	Paula				
	30	Environment	Paula			ECDI Thursday 3rd Dec @ 6pm	Paula
Dec	7	Interim	Paula	Planning	Paula		
	14	Resources	Paula				
	21	Full Council	Paula	Planning	Paula		
	28						

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**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**

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.

	<p><b>Buckingham Town Council</b></p> <p><b>Terms of Reference</b></p>	<p><b>Date Agreed:</b> 28/06/2022  <b>Minute Number:</b> Meeting 1 (5)  <b>Prepared by:</b> Paul Hodson  <b>Version:</b> 1</p>
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### **Name**

1. The Working Group shall be known as the **EQUALITY, COMMUNITY DIVERSITY AND INCLUSION WORKING GROUP**

### **Membership**

2. Membership of the Working Group is open to any Councillor who wishes to be a member.
  - 2.1. Councillors who are not Members of the Working Group may attend the meeting but will have the same rights as a member of the public.
3. Any other interested member of the public can be co-opted onto the Working Group at its meetings.
4. The Working Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair**

5. The Working Group shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
6. The Working Group shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
7. The Chair if present shall Chair the Working Group meeting.

### **Conduct of the Meeting**

8. All meetings of the Working Group shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Area of Operations**

9. The Working Group shall be responsible for advising the Town Council and considering issues affecting Buckingham regarding Equality, Community Diversity and Inclusion
 

In addition to the areas of operation above the Equality, Community Diversity and Inclusion Group has the following responsibilities:

  - To work with other stakeholders to aid in the diversity and inclusion of the town.
  - Implementing projects to enable Buckingham to become a more cohesive and inclusive community.
  - Advise the Town Council and other bodies on issues regarding diversity and inclusion in Buckingham.
  - Applying for funds from external bodies to address these areas, and spending any funds received.

**Further Information**

10. The Working Group has authority to proceed with all items within its budget, but must refer to the Council when non budgeted expenditure is anticipated.
11. The Working Group shall appoint working groups as and when it is deemed necessary and shall set out Terms of References for those bodies.



## 2025 Calendar

2025		Meeting	Clerk	Meeting	Clerk	Councillor Signature
Jan	6	Interim	Paula	Planning	Paula	RS FD
	13	Resources	Paula			RS AS
	20					
Feb	27	Precept	Paula			MC FD
	3	Planning	Paula			LO AS
	10	TC&E	Paula			FD LO
	17	Environment	Paula			RS AS
	24	Interim (Informal precedes)	Paula	Planning	Paula	LO FD
Mar	3	Resources (Grants)	Paula			RS AS
	10					
	17	Full Council	Paula			MC RS
	24	Planning	Paula			LO AS
	31	TC&E	Paula			LO FD
Apr	7	Environment	Paula			AS RS
	14	Interim	Paula	Planning	Paula	LO FD
	21	Easter Monday				
	28	Resources	Paula			AS RS
May	5	Early May bank holiday				
	12	ASM & Full Council	Paula			RS LD
	19	Planning	Paula			RS LOD
	26	Spring bank holiday				
June	2	TC&E	Paula			
	9	Environment	Paula			
	16	Interim	Paula	Planning	Paula	
	23	Staffing & Resources	Paula			
	30					
July	7	Full Council	Paula			JM LOD
	14	Planning	Paula			RS FD
	21	TC&E	Paula			FD LD
	28	Environment	Paula			RS LOD
Aug	4	School summer holidays				
	11					
	18	Planning	Paula			LD FD
	25	Summer bank holiday				
Sept	1	Resources	Paula			JM RS
	8					
	15	Full Council	Paula			JM RS
	22	Planning	Paula			LD FD
	29	TC&E	Paula			LOD FD
Oct	6	Environment	Paula			RS LOD
	13	Interim	Paula	Planning	Paula	LOD LD
	20	Resources	Paula			FD RS
	27					
Nov	3	Full Council	Paula			LD JM
	10	Planning	Paula			RS LOD
	17	TC&E	Paula			LD FD
	24	Environment	Paula			LOD RS
Dec	1	Interim	Paula	Planning	Paula	LD LOD
	8	Resources	Paula			JM FD
	15	Full Council	Paula	Planning	Paula	RS LOD
	22					
	29					

20<sup>th</sup> March 2025

Dear Cllr Stuchbury,

Thank you for your enquiry to the Strategic Flood Risk team regarding flooding issues in Buckingham and apologies for the delayed response. Given the broad scope of the enquiry, it was felt that we needed to seek a view from the various Risk Management Authorities (RMA's) involved in managing flood risk across Buckingham before replying fully.

Having reviewed the information provided, we have summarised the key issues you have highlighted, along with our response to each of these, as follows:

**1) Historic and Proposed Flood Alleviation Schemes (Main River):**

The Environment Agency (EA) have undertaken several pre-feasibility studies to investigate the extent of flooding and potential options for improvement works in Buckingham, which were updated in 2005 and 2008. Within the studies, a full appraisal of options was explored and a Project Appraisal Report (PAR) produced which identified a preferred option of upstream storage at Water Stratford, combined with minor flood defences through the town. Unfortunately, this was unable to be taken forward because the economic case was not strong enough and had a low priority score under DEFRA's funding criteria at the time. Subsequent reviews of the scheme have been found not to be viable, as it could not attract sufficient Flood Defence Grant in Aid (FDGIA) under the funding rules.

We would draw to your attention the following work that the EA are currently conducting in the Buckingham/ Great Ouse catchment area:

○ ***Great Ouse Strategic Flood Risk Intervention Study (GO-SIS):***

The Great Ouse Strategic Flood Risk Intervention Study (GO-SIS) is split into phases. Phase 2- catchment understanding - gives a comprehensive understanding of flood risk within the Great Ouse catchment using existing data to act as a baseline for subsequent phases of GO-SIS. An environment baseline forms part of this catchment understanding. The EA are currently writing the catchment understanding report to disseminate early in 2025. The catchment understanding report will be updated as GO-SIS progresses through the following phases:

Phase 3 - Catchment Screening is currently in progress. During this phase the EA will develop future risk scenarios to consider how flood risk might change as a result of climate change, (using new climate change allowances) and growth (using credible growth scenarios to input into the flood models). A screening model will be developed to consider the impact of a range of potential strategic interventions to manage flood risk. This phase of the project is forecast to

take approximately 18 months. Following this, the study will move into phase 4, which will model in further detail, some of the interventions identified in phase 3.

○ ***Property Flood Resilience:***

A catchment-wide Property Flood Resilience (PFR) package is being explored which seeks to identify communities at risk that do not benefit from a capital project, but PFR may be appropriate. The EA are currently working to identify potential properties for inclusion within the package and plan to liaise with the LLFAs in due course to finalise the list of candidate properties for Phase 1 of the PFR project.

○ ***Thornborough Sluice:***

Following the approval of the moderation case in September 2023, the Project Team presented a Strategic Outline Case for investment to fulfil the Environment Agency's legal requirement. This involved developing a shortlist of refurbishment options which maintains statutory upstream water levels and sustains the existing standard of flood risk management. The Strategic Outline Case for Thornborough Sluice was submitted to the National Project Assurance Service (NPAS) in January 2024. This received financial approval in April 2024, allowing the project to move to the next stage of project development. Over the coming months, the short list of options will be reviewed and updated, and a preferred option identified as part of the submission of an Outline Business Case early in 2025.

○ ***Buckingham Initial Assessment:***

The EA is to undertake a new investigation into flooding within Buckingham, the first stage of which is an Initial Appraisal (IA). The purpose of an IA is to gather data about the flood risk to a community and to undertake a high-level assessment of the case for flood risk mitigation and the likelihood of achieving a cost beneficial solution.

The EA can use Flood Defence Grant in Aid to help fund flood protection works where there is an identified risk to people, property, and the environment. The amount of FCERM GIA funding a scheme is eligible for depends on the benefits and the outcomes of the project. Benefits are derived mainly in terms of the financial risk and impacts risk to residential property but also considers the risk to business, infrastructure and the environment. For the EA to gain government flood grant to fund any works they (both Environment Agency and the Lead Local Flood Authority) have to provide very robust evidence to demonstrate that:

- The works are cost beneficial and financially viable.
- The works will provide a sufficient level of benefit for the residents at flood risk.
- The project has considered all sources of flood risk.
- The project does not increase flood risk to others (people, property, business).
- The works do not cause environmental harm.
- The works are accepted by the community and residents.

**2) Buckingham Canal Improvement Scheme:**

As highlighted in 1) above, the EA are due to re-assess the viability of options for flood risk management in Buckingham. These works need to be supported by an updated hydraulic model to enable a more accurate assessment of flood risk. From this, the benefits and likelihood of achieving a cost beneficial solution can be determined. This work has started and is in its early stages of delivery. As part of this, improvements to the Buckingham Canal can be considered amongst various other options.

Based on information the Strategic Flood Risk team have received historically, this option may involve a surface water drainage interception scheme to divert surface water from the west side of Linden Village, across the development and discharge this to the east of Linden Village with the aim of helping fill the disused canal, whilst reducing pressure on the existing surface water sewer network. The Strategic Flood Risk team have no objection to considering such an option but feel that it is unlikely funding could be secured through traditional routes. From an environmental/amenity viewpoint, it is felt that there may be value in restoring the canal. However, such a proposal would require support from Anglian Water as it would involve significant modifications to their sewer network.

### **3) Tingewick Mill Proposals:**

The Environment Agency are in correspondence with the owner of Tingewick Mill regarding approval of Flood Risk Activity Permits. There have been some issues with the application submitted at the time of providing this update. These issues would need to be resolved before further progress can be made with the proposals and the EA will continue to work with the applicant on determining an outcome for this.

### **4) Blockages on The River Great Ouse at Heartland and Bourton Park:**

The Buckingham Flood Action Group (FLAG) have identified these, as well as blockages at some other locations along the River Great Ouse, following the site walkover. These issues have been escalated to the EA Enforcement Officer to have the Riparian landowner progress with clearance. One of the blockages at Cecil's Yard has already been cleared and the other, around Heartland is being followed up with the Riparian landowner. The EA will continue to escalate issues reported to them by the FLAG on this matter.

### **5) Flooding Issues at Meadway, Buckingham:**

The Strategic Flood Risk team are aware of the flooding in Meadway, Buckingham and have visited the area to engage with affected residents. The aim of the visit was to better understand the causes of flooding and collate information on what happened during the incident.

There are two watercourses that run parallel to the rear of properties along Meadway. Sections of the first watercourse (i.e. Running closest to the residents' back gardens, referred to locally as "the brook") are owned entirely by homeowners of the adjoining properties. The ownership of other sections of this watercourse are split between the adjoining homeowners and Buckinghamshire Council. It is understood that the second watercourse, (i.e. Running further from the residents' back gardens, referred to locally as "the ditch" and being to the west of the brook) is mainly owned by the school to the rear.

The Strategic Flood Risk team have been liaising with all of the Riparian owners, including the appropriate team within the Council to inspect the condition of both watercourses. Some minor condition issues have been found and we are engaging with the relevant Riparian owners to address these.

Along with the above, the team are also planning to commission a S19 Investigation into the flooding that occurred on Meadway in late 2024. Further information will be communicated to the local ward members and community once a consultant has been procured. The investigation is anticipated to start in early summer 2025.

**6) Flooding issues at Bertie's walk/ Hunter St bridge and Page Hill Roundabout:**

With regards to flooding issues at Bertie's Walk/ Hunter Street bridge, Buckinghamshire Highways have raised an order to progress with some works here. It is understood that a permit is required from the EA to complete works within the river boundary, so it is expected that this may take some time to secure.

In terms of Page Hill Roundabout, Buckinghamshire Highways have confirmed that a scheme brief has been submitted to investigate the drainage system running from the river to behind the properties leading to The Bungalow that floods on a regular basis.

**7) Various Flooding Issues Raised by the Buckingham Flood Action Group:**

The Strategic Flood Risk team were unable to comment on each site highlighted, but a majority of these are well known to the team as being at high risk of flooding from the River Great Ouse, due to their location within the floodplain.

Buckinghamshire Highways have confirmed that there is a Capital Drainage scheme being considered for Mitre Street and this is due for design in 2025/ 26 financial year. They have also confirmed that Capital Drainage Schemes have been delivered for Chandos Road in 2019/ 20 and Bridge Street in 2020/ 21. A request was made for the flooding issue locations to be clarified, so that the relationship to existing Capital Drainage schemes that have been delivered, could be confirmed.

We would be happy to arrange a meeting with you to discuss these matters in more detail and would suggest that this is arranged via myself and Cllr Jilly Jordan.

The Environment Agency strongly encourages residents who are impacted by main river flooding to sign up to the free '[flood warnings](#)' service and keep up to date with the latest situation by checking the '[check my flood risk](#)' webpage, as well as '[reporting flooding](#)' incidents so that they can collate a full picture of the flooding event.

Residents who are impacted by any source of flood risk should also refer to the following general advice, that is available to members of the public:

- The National Flood Forum has a helpline that provides general support before, during and after a flood on issues including insurance, home re-instatement and home resilience. Contact the National Flood Forum charity: 01299 403 055 or see: <https://nationalfloodforum.org.uk/>.
- We encourage owners of properties at risk of flooding to investigate how to make their homes more resilient for the future. Please visit our [Buckinghamshire – BeFloodReady](#) website to find out more about using Property Flood Resilience measures to mitigate the impact of flooding on your home in the future.
- Homeowners who have already suffered damage from flooding can also ask their home insurers about the '[Build Back Better](#)' scheme. If their home insurance includes this scheme as part of the policy, the insurer should work with them to assess if additional flood resilience or resistance measures could benefit their home in the future. The scheme covers the cost of installing such measures up to the value of £10,000, over and above work to repair damage and loss caused by a flood.
- If anyone rents a property, inform their landlord/ housing association if their home needs repairs due to flooding.

We hope this information is of some assistance and if there are any further queries, please contact either myself or Cllr Jilly Jordan.

Yours sincerely



Thomas Broom  
Cabinet Member Communities

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 <b>AGREED</b> to leave it on the action list and review it at an appropriate time.	Events in progress	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</p>	Requests submitted. With BNDP	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 - Process underway	Ongoing
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. <b>AGREED</b> unanimously.</p>	Waiting on the adoption of drainage and final snagging	Ongoing

Minute No.	Action	Action Required	Update	Deadline
557	Motion - Cllr. Stutchbury	Cllr. Stuchbury - that we should write, at the appropriate time, to King Charles and invite him to visit Buckingham. Seconded by Cllr. Mahi and unanimously AGREED.	Meeting notes circulated	Ongoing
258/23	Invitation to the King to visit Buckingham	Recommendations AGREED: It is recommended that Members agree to establish a single meeting working group to compose an invitation to King Charles. 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.		
361/24 4/11/24	Action list	Due to a likely change in requirements, Members AGREED that the Town Clerk should contact the Lord Lieutenancy to consult on inviting the King to Buckingham. Cllr. Harvey Proposed that a final decision is deferred until Members have looked carefully at the criteria. Cllr. Schaefer Seconded. Members unanimously AGREED. .		
720	Motion - Cllr. Stuchbury	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. 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. 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 .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.	Moved to BNDP	ongoing
379/23	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	Will be completed at the appropriate time.	
103/24	BNDP	<b>AGREED</b> that we aspire to Project Plan A with funding authority to the Town Clerk.	With examiner	



Minute No.	Action	Action Required	Update	Deadline
104/24	Moreton Road P3	A confidential motion was AGREED.	Negotiations underway. Long term project. Details being dealt with by Environment Committee and it is recommended this action is managed by them until it needs to return to FC.	
255/24 16/09/24	Motion: Cllr. Stuchbury	<p>In addition to the planned response to the Ministry of Housing, Communities and Local Government consultation on the draft National Planning Policy Framework scheduled to close on 24 September, Buckingham Town Council consider writing to our local Member of Parliament, once the results of the consultation are published, expressing our firm opinion on:</p> <ul style="list-style-type: none"> <li>•The restoration of the 5-year housing land supply and the concept of tilted balance</li> <li>•Any increase in mandatory housing targets, increased density in urban areas, and introduction of deadlines for local plans.</li> <li>•What effect there may be on Buckingham residents and our essential infrastructure such as roads, sewage, GP surgeries and schools.</li> </ul>	Awaits publication	Post 24th September
314/24 14/10/24	Motion: Cllr. Osibogun	<p>It is Proposed that this Town Council seeks an urgent meeting with Buckinghamshire Council Highways Team at senior level, to discuss both long-term and short-term strategies for addressing highway maintenance and flooding, in line with current legislation.</p> <p>Buckingham Town Council also calls for improved planning, in line with current legislation (casework article), regarding infrastructure and drainage, including sewage, before development is undertaken and seeks a meeting with Buckinghamshire Council Planning Team.</p>	Letter to planning completed. Meeting delayed due to section 19 investigation. Other avenues being investigated.	
458/24 16/12/24	Motion: Cllr. Stuchbury - Flooding	... we write to Buckinghamshire Council, Milton Keynes Council, the Environment Agency, the Parliamentary Under-Secretary of State (Minister for Water and Flooding), seeking all documentation available from the original scheme, including proposals and construction plans.... Motion Passed.	Awaiting one final response from the Under-Secretary of State. MP is chasing. Responses received circulated to FC Members.	
465/24 16/12/24	Motion: Cllr. Stuchbury	<p>On 9<sup>th</sup> December 2020 Buckinghamshire Council agreed to look at the provision of social housing and key worker housing across Buckinghamshire. This called on Cabinet to instruct officers to commission a report, detailing both current and future possible affordable housing delivery models, including local authority owned social housing.</p> <p>It is Proposed that Buckingham Town Council ask Buckinghamshire Council for the potential timeline of when this report will be delivered... Motion Passed</p>	Awaiting response.	

Minute No.	Action	Action Required	Update	Deadline
630/24 17/3/25	Motion: Cllr. Harvey	<p>Recently Arriva reduced it timetable of X6 buses such that early morning and late night journeys between Buckingham and Aylesbury and Milton Keynes have been stopped. This is having a very negative impact on our hospital's ability to recruit and retain staff. No doubt other local services and businesses are similarly affected.</p> <p>This is part of a wider concern of late night/early morning connections on the Stagecoach X5 as well - along with our ongoing efforts to persuade National Express to allow the 737 service between Stansted Airport/Luton Airport and Oxford to stop at Buckingham en route</p> <p>This Council resolves to write to all these companies urging them to consider the town's employees/employers, residents and visitors to the town and the whole local nighttime economy, when deciding timetables, and to invite them to meet with Town Council officers/members to discuss these matters further.</p>	Sent - 2x hard copy and 1x email. Awaits response from Stagecoach and National Express. Response received from Arriva. Meeting being arranged.	
641/24 17/3/25	Confidential - Proposal to the Town Council	Cllr. Harvey Proposed an amendment to the recommendation: that preparatory work is completed. Cllr. Davies Seconded the amendment. Members unanimously <b>AGREED</b> .	On agenda	
9/25.4 12/5/25	Investment Strategy Policy and Annual Investment Strategy	Cllr. Harvey Proposed that a report is brought to explain where all of the money is invested. Cllr. Ahmed Seconded. Members <b>AGREED</b> .	On agenda	
9/25.5 12/5/25	Preventing Sexual Harrassment Risk Assessment and Action Plan	<p>Cllr. Harvey Proposed amendments:</p> <ul style="list-style-type: none"> <li>•Imbalance of power: that the x is moved from the 'no' column to the 'yes' column.</li> <li>•That young workers are clarified as 'under 18'.</li> <li>•That night working is clarified as 12am to 6am.</li> <li>•That a volunteers category is added.</li> <li>•That training is available to Members is added.</li> </ul> <p>Members <b>AGREED</b>.</p>	Completed	
13/25 12/5/25	Members' allowances	Cllr. Harvey Proposed that we insert 'original' into the recommendation and take the 4.5% from the original proposal of the Independent Remuneration Panel to Buckinghamshire Council; this was a figure of £15,000 and the Members' allowance will be £675. Members unanimously <b>AGREED</b> .	Completed	
16/25.10 12/5/25	Media policy	Cllr. Davies Proposed an amendment: to allow Committees to delegate who gives a quote for press releases. Cllr. Ahmed Seconded. Cllr. Davies Proposed that the acceptance of this policy is deferred, that the request is considered by CSSC, and a recommendation brought to Full Council. Members unanimously <b>AGREED</b> .	On agenda	



# Sustainability approach for cash funds

## Cash at CCLA

Our cash funds currently invest on behalf of our church, charity and local authority clients in the CBF Church of England Deposit Fund, the COIF Charities Deposit Fund and the Public Sector Deposit Fund.

These funds primarily invest in fixed income securities, which are certificates of deposit issued by financial institutions that are on CCLA's approved counterparties list. In addition, these funds may use term deposits and notice accounts. These instruments and deposits offer a fixed interest rate in exchange for a predetermined holding period.

Unlike term deposits, certificates of deposit are liquid and tradable which provides additional liquidity if required. It's important to note that the cash funds do not own any shares in the financial institutions but rather maintain a depositor type relationship.

## Sustainability approach

CCLA assesses potential counterparties based on their financial strength and a number of sustainability indicators. These indicators include:

1. our corporate governance rating
2. the counterparty's signatory status with the Equator Principles
3. the counterparty's position on CCLA's UK and Global Mental Health benchmarks
4. the counterparty's position on CCLA's Modern Slavery benchmark
5. an assessment of the counterparty's coal, oil and gas expansion policies.

In addition, CCLA routinely monitors counterparties compliance with Global Standards<sup>1</sup> through our third-party provider to determine whether they are compliant with and/or whether they have significant or severe controversies. When significant concerns about their governance, or wider social and/or environmental impact are identified, counterparties' eligibility for use by the fund is suspended.

Counterparties which do not comply with Global Standards, and/or have the most severe level of controversy (as advised by our third-party provider) are excluded. If they become non-compliant while we hold fixed interest securities issued by them in our funds, a time-limited engagement plan is created with regular monitoring by the CCLA Investment Committee. Should the counterparty not show sufficient improvement, the investment team has a six-month divestment window. Finally, no further fixed interest securities (or other types of cash instruments) issued by this counterparty can be purchased.

We apply a five-tier scoring system (tier 1 being the highest score) to each of the five indicators above to identify laggards and subsequently prioritise engagement as depositors in the counterparties. Where a counterparty is in tier 5 on any indicator it is excluded from our approved counterparties list. Where a counterparty is in tiers 4 or 3 on any indicator, we prioritise the counterparty for engagement with the aim to improve their practices. If a counterparty isn't covered by a sustainability indicator then they are not assessed against this indicator.

Finally, counterparties must be approved by the Investment Committee before becoming eligible for use by the funds.

<sup>1</sup> Global Standards cover the UN's Global Compact Principles, International Labour Organization's (ILO) Conventions, OECD Guidelines for Multinational Enterprises and the UN Guiding Principles on Business and Human Rights (UNGPs).

## Sustainability indicators

### CCLA corporate governance rating

*Objective:*

#### identify corporate governance risk

We use a bespoke quantitative corporate governance rating tool, designed to assess a company's board structure, ownership, accounting practices and management capabilities. A secondary, qualitative overlay allows us to identify strengths and weaknesses in a company's governance structure and how these adapt over the life of the holding.

Our governance evaluation process is an integral part of CCLA's investment process and operates as follows:

- Corporate governance analysis is conducted on all prospective counterparties prior to them being added to the approved counterparty list.
- Counterparties with high governance risk, or those without independent auditors or who have received a qualified audit report, will only be eligible with the approval of CCLA's Investment Committee.
- For a 'high risk' counterparty to be approved for deposit, the relevant investment analyst must demonstrate why a 'high risk' rating – or the auditor's qualification – is incorrect or not of concern. This can require detailed qualitative analysis, fact-finding discussions with the counterparty and ongoing target-based engagement.
- Should an existing counterparty's rating decline to 'high risk', a full governance review is required and a decision on continued use is required within one week.
- A review of high governance risk counterparties and a fund's holdings by governance rating are standing agenda items at CCLA Investment Committee meetings.

### Equator Principles

*Objective:*

#### identify project finance sustainability risk

Large infrastructure and industrial projects can have adverse effects on people and on the environment. The Equator Principles are intended to serve as a common baseline and risk management framework for financial institutions to identify, assess and manage environmental and social risks when financing projects. The principles apply to the five financial products: project finance advisory services, project finance, project-related corporate loans, bridge loans and project-related refinance, and project-related acquisition finance. Signatories to the Equator Principles may use the principles for additional financial products outside the scope of the Equator Principles at their own discretion.

We note whether counterparties are signatories and at what level (parent company or subsidiary).

### CCLA Corporate Mental Health Benchmarks (UK and Global)

*Objective:*

#### improve corporate practices to support good mental health at work

With the support of Chronos Sustainability and an Expert Advisory Panel including Paul Farmer (former CEO of the charity Mind), Lord Dennis Stevenson, the Principles for Responsible Investment and others, CCLA has refined and built a set of assessment criteria. In Q1 2022, we used these criteria to evaluate and score the 100 largest UK-listed companies with more than 10,000 employees on their public disclosures with the aim to improve corporate practices. On 26 May 2022, the CCLA Corporate Mental Health Benchmark UK 100 was launched. We now publish a UK and global benchmark annually in May and October respectively.

Our award-winning Corporate Mental Health Benchmarks are the culmination of sustained collaboration with workplace mental health experts, data providers, charities and UK-listed and global companies. As responsible investors, we want companies to be successful and to make a positive difference in their sphere of influence. Successful companies safeguard staff mental health because in doing so they also safeguard their economic success.

The benchmarks have a five-tier scoring system. Where a counterparty falls in scope of the benchmark, we note their tier and score within the benchmark.

Counterparties that are not included in the benchmark are not included within this sub-theme.

### CCLA Modern Slavery Benchmark

*Objective:*

**Improve corporate practices in finding, fixing and preventing modern slavery**

Having identified a gap in the modern slavery data available to investors, we built a benchmark that assesses and ranks companies based on their modern slavery disclosures. Launched in November 2023, the aims of the CCLA Modern Slavery UK Benchmark are to:

- develop a framework on the degree to which companies are active in the fight against modern slavery
- create an objective assessment of corporate modern slavery performance aligned with statutory requirements, government developed guidance and international voluntary standards on business and human rights
- support modern slavery engagement by investors
- provide a vehicle for learning and knowledge sharing

- introduce a sense of competition between businesses, thereby expediting improvement in corporate practice.

The benchmark assesses the largest UK-listed companies on the degree to which they:

- conform with the requirements of Section 54 of the Modern Slavery Act 2015
- disclose information outlined in the Home Office Guidance on Modern Slavery
- report on efforts to find, fix and prevent modern slavery.

Companies are assigned to one of five performance tiers that correspond with the Independent Anti-Slavery Commissioner's IASC Maturity Framework. We note where counterparties in scope of the benchmark sit on the five-tier scoring system.

Counterparties that are not included in the benchmark are not included within this sub-theme.

### Reclaim Finance

*Objective:*

**to ensure the financial sector is adopting effective policies to forcefully contribute to the 1.5°C climate goal**

Reclaim Finance is a non-governmental research and campaigning organisation. They follow and analyse the policies of financial institutions and deliver this analysis in the form of two policy trackers. The Oil & Gas Policy Tracker and the Coal Policy Tracker.

Both trackers are designed to track the commitments taken by top financial institutions worldwide, highlight the good practices, and shed light on the existing loopholes to be avoided.

CCLA focuses on the expansion criterion in both trackers which scores policies on a scale of 0 to 10.

We identify which counterparties have poor coal, oil and gas expansion policies.

Area	Topic	Evidence-based standard	1. Very good	2. Good	3. Average	4. Needs improvement	5. Uninvestable
Environment	Fossil fuel expansion	Reclaim Finance (oil expansion)	Does the bank's oil expansion policy score between 8 and 10 (incl.) on Reclaim Finance's Oil & Gas Policy Tracker?	Does the bank's oil expansion policy score between 5 and 7 (incl.) on Reclaim Finance's Oil & Gas Policy Tracker?	Does the bank's oil expansion policy score between 0 and 4 (incl.) on Reclaim Finance's Oil & Gas Policy Tracker?	Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)
		Reclaim Finance (coal expansion)	Does the bank's coal expansion policy score 8 or 10 (incl.) on Reclaim Finance's Coal Policy Tracker?	Does the bank's coal expansion policy score between 5 to 7 (incl.) on Reclaim Finance's Coal Policy Tracker?	Does the bank's coal expansion policy score between 0 to 4 (incl.) on Reclaim Finance's Coal Policy Tracker?	Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)
Governance	Governance	CCLA corporate governance rating	Does the company have a rating of A or B?	Does the company have a rating of C or D?	Does the company have a rating of E & F?	Qualified, disclaimer of opinion or adverse audit opinion in the past 3 years.  <b>And/Or</b> Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)
	Project finance	Signatory to Equator Principles	Is the bank a signatory to the Equator Principles?	Has a subsidiary signed the Equator Principles?	Is the bank not a signatory to the Equator Principles?	Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)
Social	Mental health	CCLA Mental Health Benchmark (UK or Global)	Performance Tier 1	Performance Tiers 2, 3 and 4	Performance Tier 5	Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)
	Modern slavery	CCLA Modern Slavery Benchmark (UK)	Performance Tier 1	Performance Tier 2 and 3	Performance Tier 4	Performance Tier 5  <b>And/Or</b> Does the counterparty face a significant controversy?	Failure to comply with Global Standards (GS)

## Important information

This document is not a financial promotion and is for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether a CCLA product is suitable for you, please read the relevant fund's key (investor) information document and the prospectus or scheme particulars (as appropriate) and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice prior to investing.

Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money.

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September 2024

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**Client Services**

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# CCLA

BECAUSE GOOD IS BETTER



# The Public Sector Deposit Fund

## Fund fact sheet – 31 May 2025

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

### Sustainability approach

We believe that the primary role of sustainable investment is to drive positive change and this is best achieved by pushing companies to do more to address the major challenges facing us today. The fund is managed in line with our sustainability approach for cash funds available at: [www.ccla.co.uk/about-us/policies-and-reports/policies/sustainability-approach-cash-funds](http://www.ccla.co.uk/about-us/policies-and-reports/policies/sustainability-approach-cash-funds).

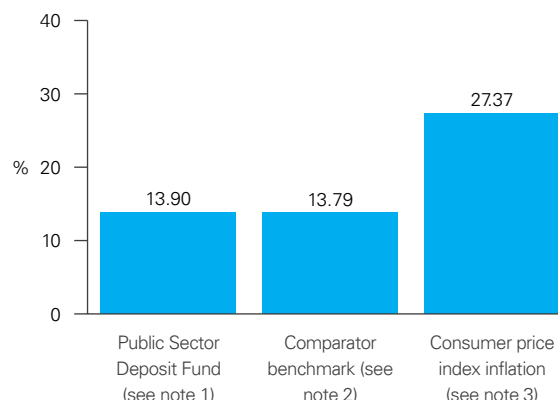
The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

Read our summary of SDR, the investment labels and our overall approach at: [www.ccla.co.uk/sustainability](http://www.ccla.co.uk/sustainability). Fund-level information can be found at: [www.ccla.co.uk/funds/public-sector-deposit-fund](http://www.ccla.co.uk/funds/public-sector-deposit-fund).

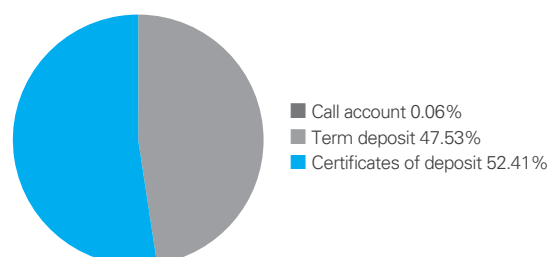
### Share class 4 yield as at 31 May 2025

**4.30%**

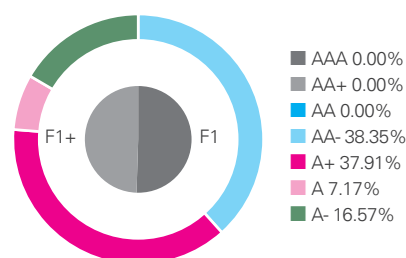
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 counterparty exposures (%)

9.78%	Australia and New Zealand Banking Group Limited
9.78%	HM Treasury
9.78%	Landesbank Baden-Wuerttemberg
9.78%	National Bank of Canada
8.42%	Yorkshire Building Society
3.53%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)
3.53%	MUFG Bank
3.26%	Credit Agricole Corporate and Investment Bank
3.26%	Credit Industriel et Commercial
3.26%	NatWest Markets plc

### Top 10 country exposures (%)

23.80%	UK
14.66%	Germany
13.80%	Canada
12.22%	Japan
11.68%	France
10.37%	Australia
5.43%	Singapore
1.90%	Finland
1.63%	Belgium
1.63%	Norway

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.



**Income**

Average yield over the month	4.33%
Yield at the month-end shown	4.30%

**Total return performance by year**

	2021	2022	2023	2024	2025
12 months to 31 May					
The Public Sector Deposit Fund	+0.09%	+0.22%	+2.79%	+5.28%	+4.91%
Comparator benchmark	-0.03%	+0.26%	+2.85%	+5.26%	+4.86%
Relative (difference)	+0.12%	-0.04%	-0.06%	+0.02%	+0.05%

**Annualised total return performance**

	1 year	3 years	5 years
Performance to 31 May			
The Public Sector Deposit Fund	+4.91%	+4.32%	+2.64%
Comparator benchmark	+4.86%	+4.32%	+2.62%
Relative (difference)	+0.05%	+0.00%	+0.02%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

**Market update**

On 8th May the Monetary Policy Committee (MPC), voted to reduce the Official Bank Rate (OBR) by 0.25% to 4.25%, the lowest rate since May 2023. The reduction itself was highly anticipated however the vote breakdown was unexpected with only five members voting for the 0.25% cut with two preferring larger 0.5% cuts whilst the remaining two wanted no cut in May. Inflation data for April reinforced the hawkish members' views, rising to 3.5%, above expectations, driven by high services inflation (5.4%) and wage inflation (5.6%) which both remain above the Bank's target. The increase, however, was not unexpected, only the magnitude, as multiple one-off effects helped to drive inflation higher. A late Easter saw large increases in flight and holidays prices impacting services inflation whilst the change in minimum wage and national insurance drove wage inflation. Should these effects not be repeated then inflation should fall back to the Bank's forecasted path over the summer as they aim towards a return of 2% target in early 2027.

There have been recent signs that some members of the MPC are becoming more willing to move from the current "gradual and careful" approach with one hawkish member suggesting the pace of cuts has been too rapid whilst dovish members warn that the economy is set for weakness in the coming months. The next meeting of the MPC is in June and is expected to hold rates as the members wait to see how inflation develops over the next couple of months. The voting breakdown may, however, indicate how willing the members are to break from the current rate of cuts.

**Key facts**

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,841m
Fitch money-market fund rating	AAAmf
Weighted average maturity	44.18
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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# The Public Sector Deposit Fund

## Counterparty Exposure

as at the close of business on 17 June 2025

Total Invested £ 1,928,587,796

BORROWER	Exposure (£)	% of Fund
ABN Amro Bank N.V.	10,000,000	0.5
Australia and New Zealand Banking Group Limited	180,000,000	9.3
Bank of Nova Scotia (The)	5,000,000	0.3
BNP Paribas	65,000,000	3.4
Canadian Imperial Bank of Commerce	5,000,000	0.3
Citibank N.A.	40,000,000	2.1
Commonwealth Bank of Australia	1,000,000	0.1
Credit Agricole Corporate and Investment Bank	60,000,000	3.1
Credit Industriel et Commercial	60,000,000	3.1
Danske Bank AS	2,000,000	0.1
Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)	55,000,000	2.9
DNB ASA	30,000,000	1.6
HM Treasury	180,000,000	9.3
HSBC Bank plc	587,796	0.0
KBC Bank N.V.	30,000,000	1.6
Landesbank Baden-Wuerttemberg	180,000,000	9.3
Landesbank Hessen- Thueringen Girozentrale	25,000,000	1.3
Lloyds Bank Corporate Markets plc	5,000,000	0.3
Lloyds Bank plc	10,000,000	0.5
Mizuho Bank	60,000,000	3.1
MUFG Bank	65,000,000	3.4
National Australia Bank Limited	10,000,000	0.5
National Bank of Canada	180,000,000	9.3
Nationwide Building Society	7,000,000	0.4
NatWest Markets plc	60,000,000	3.1
Nordea Bank AB	40,000,000	2.1
Oversea Chinese Banking Corporation	40,000,000	2.1
Rabobank	37,000,000	1.9
Royal Bank of Canada	15,000,000	0.8
Skandinaviska Enskilda Banken AB	10,000,000	0.5
SMBC Bank	10,000,000	0.5
SMBC Bank International plc	50,000,000	2.6
Societe Generale	40,000,000	2.1
Standard Chartered Bank plc	15,000,000	0.8
Sumitomo Mitsui Trust Bank	60,000,000	3.1
Toronto Dominion Bank (The)	45,000,000	2.3
UBS AG	1,000,000	0.1
United Overseas Bank Limited	60,000,000	3.1
Yorkshire Building Society	180,000,000	9.3

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