

BTC/2/25

Minutes of a meeting of the **Full Council** of Buckingham Town Council held on Monday 12th May 2025 at 7:07pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Present:

Cllr. R. Ahmed	
Cllr. T. Allen	
Cllr. F. Davies	Town Mayor
Cllr. L. Draper	
Cllr. J. Harvey	
Cllr. H. Haydock	
Cllr. A. Mahi	
Cllr. J. Mordue	
Cllr. L. O'Donoghue	
Cllr. A. Schaefer	
Cllr. S. Singh	
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present:

Ms. C. Molyneux	Town Clerk
Ms. P. Cahill	Committee Clerk
Mr S. Beech	Compliance and Projects Manager
Ms. Z. Taylor	Deputy Town Clerk

Absent:

Cllr. H. Mordue
Cllr. R. Newell

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

6/25 Apologies for absence

Members received apologies from Cllr. H. Mordue and Cllr. Newell.

7/25 Declarations of interest

There were none.

8/25 Environment Committee

667/24 – Recommendation:

Motion: Cllr. Ralph

In recognition of his contribution to Buckingham over many years and the esteem and affection in which he was widely held, I propose that this Committee recommend to the Full Council that the new allotments located adjacent to the new cemetery be named 'The Derrick Isham Allotments'.

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

The Town Clerk has contacted Mrs. Isham, who is very pleased that Mr. Isham's contribution to the town is recognised.

Cllr. Harvey will abstain as he does not agree with naming things after Councillors. A vote was taken, and the result was:

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For: 12

Against: 0

Abstentions: 1

9/25 Resources Committee

Members received the minutes of the Resources Committee meeting held on 3rd March 2025.

9/25.1 506/24 – Recommendation to agree the revisions to the Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 combined Policy document.

Cllr. Try requested that a review date is added to policies. The Compliance and Projects Manager explained that this is currently a work in progress.

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

Members received a report from the Compliance and Projects Manager.

It is recommended that Members review the revisions to the Freedom of Information Act, Publication Scheme, and Data Protection Act 2018 combined Policy document and recommend to Full Council to agree those revisions.

Cllr. Schaefer Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED.**

9/25.2 609/24

1.1 It is recommended that Members recommend to Full Council that, subject to any typographical corrections required, the new Health and Safety Policy be adopted.

1.2 It is recommended that Members recommend to Full Council that, subject to any typographical corrections required, the new Health and Safety Handbook be adopted.

The Compliance and Projects Manager advised Members that since the Resources Committee made their recommendations there was one further amendment to add Health and Safety responsibilities for the Deputy Clerk as the position was vacant when the policy was first written and this was omitted in the report to Committee. He has made two additional recommendations in his updated report.

1.1.1. It is recommended that Members note that subsequent to the Resources Committee resolution of 3 March 2025, a further necessary amendment has been made to the Health and Safety Policy to include H&S responsibilities for the Deputy Town Clerk.

1.1.2. It is recommended that Members accept the Resources Committee resolutions to adopt the new Health and Safety Policy and Health and Safety Handbook after allowing for the amendment identified in 1.1. of this report.

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Cllr. Draper will send typographical errors to the Compliance and Projects Manager by the end of the week.

Cllr Draper Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendations

9/25.3 619/24 – Insurance

Members noted that the Town Council has extended the agreement with Zurich Insurance to provide cover for 2025/26 in accordance with the attached policy at a cost of £20,767.39.

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

9/25.4 705/24 – Investment Strategy Policy and Annual Investment Strategy

1.1 It is recommended that Members review and agree the revised Investment Strategy Policy.

Cllr. Harvey would like further information and Proposed that a report is brought to explain where all of the money is invested. Cllr. Ahmed Seconded. The Compliance and Projects Manager confirmed that he has provided all the information that is available to him. A vote was taken, and the result was:

For: 10
Against: 0
Abstentions: 3

ACTION TOWN CLERK

1.2 It is recommended that Members agree the Annual Investment Strategy for the financial year 2025-26.

Cllr. Harvey Proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED** both recommendations.

9/25.5 706/24 – Preventing Sexual Harassment Risk Assessment and Action Plan

1.1 It is recommended that Members review and adopt the Risk Assessment.

Members discussed the Risk Assessment and Cllr. Harvey Proposed the following amendments:

- Imbalance of power: that the x is moved from the 'no' column to the 'yes' column.
- That young workers are clarified as 'under 18'.
- That night working is clarified as '12am to 6am'.
- That a 'volunteers' category is added.
- That training is available to Members is added.

Cllr. Donoghue Seconded. Members unanimously **AGREED**.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. O'Donoghue Proposed accepting the substantive motion, Cllr. Draper Seconded and a vote was taken. The result was:

For: 12

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Against: 0
Abstentions: 1

1.2 It is recommended that Members review and adopt the Action Plan.

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

9/25.6 707/24 – Staff Handbook

1.1 It is recommended that Members review and recommend the revised Staff Handbook to Full Council to approve.

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

9/25.7 708/24 – Financial Regulations

1.1 It is recommended that Members review and agree the new Financial Regulations.

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

10/25 Speech for Mayor Making

Cllr. Stuchbury Proposed that he will make the speech giving the 'vote of thanks' for the retiring Mayor. Cllr. Draper Seconded and Members unanimously **AGREED**.

11/25 Annual Town Meeting 6th March 2025

Members received and noted a feedback report from the Committee Clerk.
Cllr. O'Donoghue thanked the Committee Clerk for the report.

12/25 Notice of future Co-option

Members received and noted a report from the Compliance and Projects Manager.

1.1 It is recommended that Members note that the Co-option for one vacant seat for Buckingham North ward will be on the agenda of the Interim Full Council meeting of Monday 16 June 2025.

1.2. It is recommended that Members note that after the Notice of Vacancy for one seat in Buckingham South ward has been displayed for 14 working days, if there is no request for an election, co-option will take place at the Interim Full Council meeting of Monday 16 June 2025.

The Compliance and Projects Manager explained that we will be informed after 29th May 2025 if we need to hold an election.

13/25 Members' allowances

Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that Members agree to award an annual Members' Allowance to all elected Members equally, including the Mayor, in accordance with the recommendations of the Independent Remuneration Panel's report to

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Buckinghamshire Council regarding Town and Parish Council Allowances dated 30 January 2025 for each financial year from 2025-26 until the next Council election.

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. Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the amended recommendation.
ACTION TOWN CLERK AND ASSISTANT RFO

14/25 Invitation to the King

Members received a report from the Deputy Town Clerk.

- 1.1 It is recommended that Councillors agree not to pursue an invitation for the King to visit Buckingham.

Cllr. Harvey Proposed that a final decision is deferred until Members have looked carefully at the criteria. Cllr. Schaefer Seconded. Members unanimously **AGREED**. The Town Clerk will circulate her notes from the working group.

ACTION TOWN CLERK

15/25 To receive and question reports from Buckinghamshire Council Councillors

Cllr. Schaefer explained that the composition of Buckinghamshire Council is different, and we will not know who will form the administration until 21st May 2025.

Cllr. Harvey Proposed that we minute our thanks to Cllr. Osibogun for his work. Cllr. Ahmed Seconded and Members unanimously **AGREED**.

16/25 Review of policies and delegated arrangements as required by Standing Orders Section 5

Members reviewed, amended or confirmed the delegation arrangements to committees, sub-committees, employees, and other local authorities.

- 16/25.1 Financial management documents
Members receive a report from the Compliance and Projects Manager.
 - 1.1 To note that Members agreed to adopt the revised Financial Regulations, in accordance with the earlier recommendation of the Resources Committee.
 - 1.2 It is recommended that Members review and adopt the revised Financial and Management Risk Assessment.
 - 1.3 It is recommended that Members review and adopt the revised Scheme of Delegation.

Cllr. Harvey Proposed accepting all recommendations, Cllr. Mahi Seconded and Members **AGREED**. There was one abstention.

- 16/25.2 Committee Terms of Reference
 - 16/25.2.1 Environment Committee
 - 16/25.2.2 Resources Committee
 - 16/25.2.3 Planning Committee
 - 16/25.2.4 Town Centre & Events Committee

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- 16/25.2.5 Staffing (Confidential Matters) Committee
- 16/25.2.6 Communications Strategy Sub-Committee
- 16/25.2.7 Appeals Committee

Cllr. Schaefer Proposed that Members agree the unchanged Terms of Reference for the above Committees. Cllr. Mahi Seconded and Members unanimously **AGREED**.

- 16/25.3 Committee Choices
Members received and agreed Councillor Committee choices.

Cllr. O'Donoghue Proposed, Cllr. Ahmed Seconded and Members unanimously **AGREED**.

- 16/25.4 Standing Orders
 - 16/25.4.1 Members received a report from the Compliance and Projects Manager.

- 1.1 It is recommended that Members review and agree the revised Buckingham Town Council Standing Orders.

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

- 16/25.4.2 Members received a report from the Town Clerk.

- 1.1 It is recommended that a working group be established in the Autumn to review the Standing Orders and report recommendations back to the Full Council.

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

ACTION TOWN CLERK

- 16/25.5 Review of Arrangements with other Local Authorities.
Cllr. Draper Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED**.

- 16/25.6 Review of Representation
 - 16/25.6.1 Members discussed a request from the Buckingham Flood Action Group for a formal Town Council representative.

Cllr. Stuchbury Proposed that this request is accepted, Cllr. Schaefer Seconded and Members unanimously **AGREED**.

- 16/25.6.2 Members received a report from the Compliance and Projects Manager.

- 1.1 It is recommended that Members make appointments of Councillors to represent and report back to Full Council to the outside bodies listed on the Representatives on Outside Bodies document.

The following representatives were confirmed:

- Buckingham Flood Action Group: Cllr. Allen Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** that Cllr. Allen will be the representative.
- A.V. Association of Local Councils: Cllr. Harvey Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** that Cllr. Harvey will be the representative.
- Aylesbury Vale Transport Users Group: Cllr. Singh Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** that Cllr. Singh will be a representative. Cllr. Stuchbury Proposed Cllr. Harvey as a representative. Cllr. Harvey Seconded and Members unanimously **AGREED**.
- Buckingham Bardic Council: Cllr. Davies Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** that Cllr. Davies will be the representative.
- Buckingham and Gawcott Charitable Trust: The Mayor represents ex officio. Cllr. Draper, Cllr. Stuchbury and Cllr. Harvey Proposed themselves as representatives. Cllr. Davies Seconded and Members unanimously **AGREED**.
- Buckingham Community Wildlife Project and Climate Emergency Group: this will be agreed at the next Interim Full Council.
- Buckingham Almshouses and Welfare Charities: Cllr. O'Donoghue and Cllr. J. Mordue Proposed themselves as representatives. Cllr. Ahmed Seconded and Members unanimously **AGREED**. Cllr. Allen Proposed, Cllr Ahmed Seconded and Members unanimously **AGREED** Cllr. Haydock as a representative.
- Buckingham Youth Centre: Cllr. Draper and Cllr. Stuchbury Proposed themselves as representatives. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.
- CA (Citizen's Advice): The Mayor or Deputy Mayor represents ex officio.
- Christmas Parade Committee: Cllr. Try Proposed himself and Cllr. H. Mordue as representatives. Cllr. Draper Seconded and Members unanimously **AGREED**.
- Dementia Action Alliance: Cllr. Try Proposed himself as a representative, Cllr. O'Donoghue Seconded and Members

unanimously **AGREED**. Members unanimously **AGREED** that Cllr. Davies will be a representative.

- Lace Hill Medical Centre Forum: Members unanimously **AGREED** that Cllr. Try and Cllr. Mahi will be representatives and unanimously **AGREED** that Cllr. Newell will be a reserve.
- North Bucks Community Board: Cllr. Harvey Proposed himself as a representative, Cllr. O'Donoghue Proposed herself as his Deputy. Cllr. Schaefer Seconded and Members unanimously **AGREED**.
- North Bucks Parishes Planning Consortium: Cllr. Harvey Proposed Cllr. Try as a representative. Cllr. Schaefer Seconded and Members unanimously **AGREED**.
- Pontio: The Mayor represents ex officio. Cllr. Newell would like to be considered as a representative. Cllr. Ahmed Proposed herself as a representative. Cllr. O'Donoghue Seconded. Cllr. O'Donoghue Proposed Cllr. Newell as Deputy. Cllr. Draper Seconded and Members unanimously **AGREED**. The Mayor thanked Cllr. Harvey for the time he has given to the Pontio group.
- Super Council's Network: Cllr. Harvey Proposed himself as a representative. Cllr. Mahi Seconded and Members unanimously **AGREED**.
- Tree Wardens: Cllr. Haydock and Cllr. Draper Proposed themselves. Cllr. Newell had advised the Clerk she would like to be a representative. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.
- Twinning Association: Cllr. J. Mordue advised that Cllr. H. Mordue would like to continue as a representative and Cllr. Schaefer Proposed herself. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**.
- Rural Market Towns Groups: Cllr. Schaefer Proposed herself as a representative. Cllr. Ahmed Seconded and Members unanimously **AGREED**.
- River Ouzel Internal Drainage Board: Cllr. Draper Proposed herself as a representative. Cllr. Stuchbury Seconded and Members unanimously **AGREED**.

ACTION COMMITTEE CLERK

16/25.7

Inventory of Land and Assets

16/25.7.1 Members received a report from the Assistant RFO.

1.1 It is recommended that Members note and agree changes made to the Asset Register during the financial year 2024 - 2025.

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

16/25.7.2 Members noted the inventory of land and assets including buildings and office equipment.

16/25.7.3 Review of the Asset Register and Disposal policy. Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that Members review and approve the revised 'Asset Register and Disposal Policy'.

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

16/25.8 Subscriptions
Review of the Council's and/or staff subscriptions to other bodies.

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

16/25.9 Complaints Procedure
Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that Members review and agree the revised Complaints Policy.

Cllr. Harvey Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED** the recommendation.

16/25.10 Media policy

Cllr. Davies Proposed an amendment: to allow Committees to delegate who gives a quote for press releases. Cllr. Ahmed Seconded.

The Town Clerk explained that this is not a minor change and should be considered carefully; this is an important policy, and any amendment would need a clear directive. The policy is clear, and any change should be considered by the Communications Strategy Sub-Committee (CSSC).

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 **AGREED**.

ACTION ESTATES ADMINISTRATOR

16/25.11 Councillor/Officer Protocol
Members agreed the unchanged Councillor/Officer Protocol.

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

17/25 Approval of the use of a banker's standing order, BACS, and CHAPS payments

Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that Members reapprove the use of standing orders BACS and CHAPS to make banking payments where appropriate.

Cllr. Schaefer left the meeting at 9:08pm

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

18/25 Code of Conduct

Members received a report from the Compliance and Projects Manager.

1.1 It is recommended that members review and confirm the Council's Code of Conduct.

Cllr. Harvey Proposed, Cllr. Mahi Seconded and Members unanimously **AGREED** the recommendation.

19/25 To AGREE to adopt the General Power of Competence.

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

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

20/25 Mayoral engagements

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

Functions the Mayor has attended:

17-19/01/25 Visit to Valmadrera to sign twinning agreement
01/02/25 Opening of the Roger Gracie Jiu Jitsu Academy in Buckingham
06/03/25 Annual Town Meeting
08/03/25 Twinning Association quiz night
10/03/25 Commonwealth Day flag raising
14/03/25 Buckingham Ablaze unveiling of commemorative stone
15/03/25 Visit of twinning partners – Buckingham Fire Station visit and evening meal
12/04/25 Annual Buckinghamshire Scouts Dinner

Functions the Deputy Mayor has attended:

14/04/25 Re-opening of SHS offices and warehouse

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21/25 Chair's announcements – for information only

22/25 Dates of the next meetings:

Interim: 16th June 2025

Full Council: 7th July 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. Members unanimously **AGREED**.

Cllr. Ahmed left the meeting at 9:12pm

23/25 Neighbourhood Plan Working Group

Minute 3.1:

Recommendation 1: That the draft responses to the Examiner's Clarification Note be agreed and recommended to Full Council, subject to any further advice received from O'Neill Homer (ONH).

Cllr. Stuchbury Proposed, Cllr. Draper Seconded and Members unanimously **AGREED** Recommendation 1.

Recommendation 2: That Full Council be asked to delegate authority to the Compliance and Projects Manager and the Town Plan Officer to make any final amendments to the responses, in line with further advice received from ONH.

Cllr. Draper Proposed, Cllr. Try Seconded and Members unanimously **AGREED** Recommendation 2.

Cllr. O'Donoghue left the meeting at 9:23pm and returned at 9:26pm.

The meeting closed at 9:30pm

Signed Date