



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

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Town Clerk: Mr. C. P. Wayman

23 February 2016

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 29th February 2016** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Councillors.

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 of last meeting

To receive the minutes of the Resources Committee meeting held on 4th January 2016 ratified at the Full Council meeting held on 25th January 2016.

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on Monday 13th January 2016.

CSG/06/15 Previously circulated

5. Motion

Cllr Harvey – Buckingham Town Council agrees to ask the Town Clerk to explore the options Town Council to take over the car parks currently run by AVDC, with a view to allowing the Town Council to set the parking charge policy

6. Action Report

To receive and discuss the report

Appendix A

7. Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports.

Appendix B

Buckingham



Twinned with Mouvaux, France



8. Chamber Wall

To receive and discuss Tenders received for repair

Closing date for receipt of tenders 26/2/16, so paperwork to be circulated at the meeting

9. Insurance

To receive quotes for the Town Council's local council insurance policy and agree the provider;
to receive a verbal recommendation from the Deputy Town Clerk **R/49/15**

10. Lace Hill Community Centre

To receive and discuss the following draft documents; to agree amendments

10.1 Community Centre Co-ordinator job description

10.2 Community Centre Co-ordinator person specification

Appendix C

Appendix D

11. Charter Fair

To receive a written report from the Deputy Town Clerk

R/48/15

12. Chairman's Announcements

13. Date of next meeting 18th April 2016

To:

Cllr Ms. J. Bates
Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham
Cllr. A. Mahi

Chair

Mayor

Cllr. H. Mordue
Cllr. Ms. Newell
Cllr. Mrs. O'Donoghue Vice Chair
Cllr. M. Smith
Cllr. Mrs. Strain-Clark
Cllr. R. Stuchbury
Cllr. M. Try

Min No	Title	Meeting Date	Work undertaken	Completed On
385/12 585/12 142/13	Chamber Lobby	17.09.12	Replace wall	On agenda
502/13	Audit Report	04.11.13	Prepare a report in response to auditors comments	Working through recommendations
625/13	Apprenticeship	06.01.14	Delay decision	Had responses – selection process
749/14	Strategic Planning	23.03.15	Regular report to be provided to monitor the performance indicators, suggested every other meeting.	Ongoing
874/14	Red Cross Centre	13.04.15	Review Community Right to bid Annually until expiry in January 2020	
299/15	Keep Britain Tidy Survey	03.08.15	Carry out survey	Awaiting ideal time Possibly March 2016; reduced price
418/15	Cotton End Steps	21.09.15	Pursue the project	Awaiting information from AVDC & BCC
422/15	Industrial Unit	21.09.15	Purchase unit	Keys due 25/2
533/15	Disabledgo	09.11.15	Proceed with contract	Currently progressing
660/15	Finance software reporting	04.01.16	Review options for better software and reporting	Currently being investigated

Appendix B

:- 22/02/2016
:- 10:29

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

USER : JB

Ledger No 1 for Month No 11

Supplier A/c Order

Nominal Ledger Analysis

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
10/02/2016	64712		JANITORIAL DIRECT	J013	18.64	3.73	22.37	4050	250	18.64	waste bin
01/02/2016	67006		PARAGON	P008	78.75	15.75	94.50	4601	253	78.75	jigsaw blades
01/02/2016	599641		QUEST	Q002	38.98	7.80	46.78	4112	201	38.98	drill bit, wall plugs, door st
03/02/2016	119089		SLCC	S005	498.00	48.40	546.40	4023	102	498.00	cw & dj conference
03/02/2016	100041554		STAPLES	S020	41.28	8.26	49.54	4010	102	41.20	stat
		101111111						4010	102	0.08	stat
01/02/2016	5026	ACT540	TRAVIS	T010	26.72	5.34	32.06	4601	253	26.72	slab
01/02/2016	ACT885		TRAVIS	T010	113.24	22.65	135.89	4601	253	113.24	plywood
02/02/2016	50934		VAUGHTONS	V003	70.96	14.19	85.15	4500	132	70.96	councillors names badges
TOTAL INVOICES					886.57	126.12	1,012.69			886.57	

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

Supplier A/c Order

Items marked with a * are disputed Invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
26/01/2016	39083		ABBOT FIRE	A054	851.07	170.22	1,021.29	4050	250	851.07	fire extinguishers
27/01/2016	2359		COMMUNITY CENTRE	B002	321.75	0.00	321.75	4242	303	321.75	hall hire
13/01/2016	MOBJAN16		B.T.	B003	140.13	28.03	168.16	4018	102	140.13	mobiles
20/01/2016	816801JAN		B.T.	B003	187.19	37.43	224.62	4018	102	187.19	816801
20/01/2016	SM5214006		B.T.	B003	71.73	14.35	86.08	4018	102	71.73	line rental main line
21/01/2016	SM5214006		B.T.	B003	91.39	18.28	109.67	4018	102	91.39	comm centre
25/01/2016	INTJAN16		B.T.	B003	113.50	22.70	136.20	4018	102	113.50	int
07/01/2016	382900		BUILDBASE	B013	2.80	0.56	3.36	4601	251	2.80	sand
16/01/2016	811132		BUILDBASE	B013	-10.80	-2.16	-12.96	4112	201	-10.80	credit carcassing
11/01/2016	811133		BUILDBASE	B013	-32.40	-6.48	-38.88	4601	253	-32.40	carcassing
07/01/2016	382936		BUILDBASE	B013	13.22	2.64	15.86	4112	201	13.22	ballast, cement
09/01/2016	382998		BUILDBASE	B013	58.54	11.71	70.25	4601	252	58.54	wood, ballast, cement
13/01/2016	325615		BROWNS	B031	4.98	1.00	5.98	4112	201	4.98	mousetrap
01/01/2016	324549		BROWNS	B031	232.88	46.58	279.46	4124	204	232.88	grease, filters, spark plugs
01/01/2016	325387		BROWNS	B031	74.25	14.85	89.10	4112	201	0.38	air filter
		10111095						4124	204	73.87	air filter
26/01/2016	326120		BROWNS	B031	10.11	2.02	12.13	4112	201	10.11	bowser plug and cable
04/01/2016	1277		BUCK TYRES	B048	15.00	3.00	18.00	4063	203	15.00	inner tube
01/01/2016	3326		CGM	C016	6,733.60	1,346.72	8,080.32	4124	204	379.07	maint cont
		10111040						4605	259	276.20	maint cont
		10111040						4605	257	86.72	maint cont
		10111040						4605	253	1,841.16	maint cont
		10111040						4605	251	1,271.19	maint cont
		10111040						4605	252	2,208.40	maint cont
		10111040						4108	202	670.86	maint cont
31/01/2016	3356		CGM	C016	6,733.60	1,346.72	8,080.32	4124	204	379.07	maint cont
		10111040						4605	259	276.20	maint cont
		10111040						4605	257	86.72	maint cont

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

Supplier A/c Order

Items marked with a * are disputed Invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
04/01/2016	342088	10111040	CLARITY	C053	206.30	41.26	247.56	4012	102	206.30	copies
13/01/2016	412952246	10111040	DENMANS	D011	67.50	13.50	81.00	4709	254	67.50	steepie
26/01/2016	412993684	10111040	DENMANS	D011	31.08	6.22	37.30	4601	253	31.08	ELECTRICAL EQUIP
26/01/2016	412993685	10111040	DENMANS	D011	12.28	2.46	14.74	4601	253	12.28	electrical equip
07/01/2016	H126A8920	10111040	E-ON	E006	26.05	1.30	27.35	4602	253	26.05	elec chapel b
11/01/2016	H126EB37FE		E-ON	E006	-141.41	-28.28	-169.69	4602	253	-141.41	Elec chapel a
20/01/2016	6794		GANDERTON	G008	218.88	43.77	262.65	4063	203	218.88	fuel
31/01/2016	6998		GANDERTON	G008	171.12	34.22	205.34	4063	203	171.12	fuel
01/01/2016	875648		GRUNDON	G050	21.63	4.33	25.96	4112	201	21.63	wheelie bins
31/01/2016	1895774		GRUNDON	G050	34.58	6.92	41.50	4112	201	34.58	wheelie bins
21/01/2016	17575		HIGHGEAR	H32	299.56	59.91	359.47	4063	203	299.56	vehicle maint
01/01/2016	IV-A50952		KIRKBY DIAMOND	K004	700.00	140.00	840.00	4500	132	700.00	community centre valuation rep
01/01/2016	CREDIT		KIRKBY DIAMOND	K004	-700.00	-140.00	-840.00	4500	132	-700.00	credit posted twice
01/01/2016	66289		PARAGON	P008	438.00	87.60	525.60	1017	204	438.00	WOOD CHIPPER
01/01/2016	66426		PARAGON	P008	171.00	34.20	205.20	4620	253	171.00	DIGGER
01/01/2016	66481		PARAGON	P008	11.26	2.25	13.51	4112	201	11.26	TROUSERS, CABLE TIES
20/01/2016	67018		PARAGON	P008	356.20	71.24	427.44	4620	253	356.20	digger
22/01/2016	66829		PARAGON	P008	35.90	7.18	43.08	4620	253	35.90	pump
27/01/2016	66830		PARAGON	P008	241.00	48.20	289.20	4620	253	241.00	tonne digger
27/01/2016	66831		PARAGON	P008	179.00	35.80	214.80	4620	253	179.00	digger
06/01/2016	596361		QUEST	Q002	23.13	4.63	27.76	4112	201	23.13	trousers
08/01/2016	596753		QUEST	Q002	10.08	2.01	12.09	4601	252	10.08	nuts, screws
08/01/2016	596842		QUEST	Q002	55.68	11.13	66.81	4050	250	55.68	padlocks
16/01/2016	1153-		ROGERS	R010	23.10	0.00	23.10	4010	102	23.10	NEWSPAPERS
30/01/2016	1153-		ROGERS	R010	3.20	0.00	3.20	4010	102	3.20	newspapers 23 & 30/1/16

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

Supplier A/c Order

Nominal Ledger Analysis

Items marked with a * are disputed Invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
27/01/2016	9000213329		STAPLES	S020	35.83	7.17	43.00	4010	102	35.83	stat
20/01/2016	3485		SPARKX	S050	6,600.00	1,320.00	7,920.00	4201	301	6,600.00	xmas lights
14/01/2016	ACT370		TRAVIS	T010	47.96	9.59	57.55	4112	201	47.96	bulk bag
14/01/2016	ACT399		TRAVIS	T010	47.96	9.59	57.55	4112	201	47.96	bulk bag
01/01/2016	1800000046		THAMES VALLEY	T012	1,560.00	312.00	1,872.00	4068	201	1,560.00	commis oct, nov, dec
05/01/2016	124051713-		TOTAL	T049	22.24	1.11	23.35	4052	102	22.24	feeder pillar
05/01/2016	124051724-		TOTAL	T049	117.46	5.87	123.33	4602	251	117.46	c park toilets
06/01/2016	PROFORMA		TRAFFIC TECH	T050	275.00	55.00	330.00	9001	901	275.00	spped watch training
TOTAL INVOICES					26,814.11	5,268.35	32,082.46			26,814.11	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RESOURCES								
<u>101 PERSONNEL COSTS</u>								
4000	WAGES & SALARIES ADMIN	156,139	132,321	161,000	28,679		28,679	82.2 %
4001	WAGES & SALARIES EXTERNAL	59,880	52,115	62,000	9,885		9,885	84.1 %
4002	PENSION DEFICIT	9,300	6,464	0	-6,464		-6,464	0.0 %
4003	APPRENTICESHIP	0	0	6,000	6,000		6,000	0.0 %
4005	ERS NATIONAL INS	15,415	12,356	16,000	3,644		3,644	77.2 %
4006	ERS PENSION CONT	17,790	20,079	35,000	14,921		14,921	57.4 %
4007	STAFF TRAVEL	495	545	500	-45		-45	108.9 %
4008	OCCUPATIONAL HEALTH	229	263	500	238		238	52.5 %
	PERSONNEL COSTS :- Expenditure	259,249	224,143	281,000	56,857	0	56,857	79.8 %
1001	APPRENTICESHIP GRANT	0	0	2,500	-2,500			0.0 %
	PERSONNEL COSTS :- Income	0	0	2,500	-2,500			0.0 %
	Net Expenditure over Income	259,249	224,143	278,500	54,357			
<u>102 OFFICE EXPENSES</u>								
4010	STATIONERY	1,832	889	1,650	761	258	503	69.5 %
4011	POSTAGE	752	373	650	277		277	57.4 %
4012	PHOTOCOPIER	1,669	1,366	1,800	434		434	75.9 %
4013	EQUIPMENT PURCHASE	199	0	200	200	200	0	100.0 %
4015	ADVERTISMENT	296	660	200	-460		-460	330.0 %
4017	SUBSCRIPTIONS	2,425	2,853	3,200	347		347	89.2 %
4018	TELEPHONE	3,321	3,376	3,500	124		124	96.5 %
4019	HIRE OF HALL	117	18	250	232		232	7.3 %
4021	HOSPITALITY	237	72	300	228		228	23.9 %
4023	TRAINING	3,748	4,419	5,500	1,081	350	731	86.7 %
4032	PUBLICITY	6,601	5,107	7,000	1,893		1,893	73.0 %
4038	COMPUTER EQUIP/MAINT	2,579	2,898	2,100	-798		-798	138.0 %
4041	WEB SITE PROVISION &	355	4,740	4,245	-495		-495	111.7 %
4043	PROTECTIVE CLOTHING /	388	355	400	45		45	88.7 %
4052	HEAT LIGHT POWER	1,589	111	2,500	2,389		2,389	4.5 %
4055	ALARM	573	310	305	-5		-5	101.6 %
4156	BUCKINGHAM CENTRE RENT	5,197	6,846	11,000	4,154		4,154	62.2 %
	OFFICE EXPENSES :- Expenditure	31,876	34,392	44,800	10,408	808	9,600	78.6 %
1010	CHAMBER HIRE	1,132	526	1,000	-474			52.6 %
1012	PHOTOCOPIER USE	55	8	50	-43			15.0 %
	OFFICE EXPENSES :- Income	1,187	534	1,050	-516			50.8 %
	Net Expenditure over Income	30,689	33,859	43,750	9,891			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 COUNCILLORS							
4020 MAYOR'S DUTIES	1,800	1,800	1,800	0		0	100.0 %
4029 MAYOR'S CIVIC	1,200	1,200	1,200	0		0	100.0 %
4044 COUNCILLORS MILEAGE / EXPS	101	109	500	391		391	21.8 %
4045 COUNCILLORS ALLOWANCE	7,200	0	8,160	8,160		8,160	0.0 %
COUNCILLORS :- Expenditure	10,301	3,109	11,660	8,551	0	8,551	26.7 %
Net Expenditure over Income	10,301	3,109	11,660	8,551			
104 LEGAL REQUIREMENTS							
4014 AUDIT FEE	1,401	-180	2,420	2,600		2,600	-7.4 %
4022 INSURANCE	13,307	14,089	13,500	-589		-589	104.4 %
LEGAL REQUIREMENTS :- Expenditure	14,708	13,909	15,920	2,011	0	2,011	87.4 %
Net Expenditure over Income	14,708	13,909	15,920	2,011			
120 GRANTS (PREV 137)							
4077 OLD GAOL FUNDING	3,000	0	3,000	3,000		3,000	0.0 %
4150 FILM PLACE FUNDING	1,250	0	1,250	1,250		1,250	0.0 %
GRANTS (PREV 137) :- Expenditure	4,250	0	4,250	4,250	0	4,250	0.0 %
Net Expenditure over Income	4,250	0	4,250	4,250			
125 COMMEMORATIVE ITEMS							
4504 REMEMBERANCE WREATH	17	17	20	3		3	85.0 %
4505 MAYORS SALVER	165	150	170	20		20	88.2 %
COMMEMORATIVE ITEMS :- Expenditure	182	167	190	23	0	23	87.9 %
Net Expenditure over Income	182	167	190	23			
130 ADMIN RESERVES							
1176 PRECEPT	527,259	565,193	565,193	0			100.0 %
1190 INTEREST RECEIVED	2,318	0	2,500	-2,500			0.0 %
ADMIN RESERVES :- Income	529,577	565,193	567,693	-2,500			99.6 %
Net Expenditure over Income	-529,577	-565,193	-567,693	-2,500			
131 GRANTS							
4085 COMMUNITY CENTRE	5,784	8,760	5,000	-3,760		-3,760	175.2 %
4087 OTHER	16,956	18,802	18,802	0		0	100.0 %
GRANTS :- Expenditure	22,740	27,562	23,802	-3,760	0	-3,760	115.8 %
Net Expenditure over Income	22,740	27,562	23,802	-3,760			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>132</u> CONTINGENCIES							
4500 CONTINGENCIES	2,044	18,090	10,000	-8,090	12,827	-20,916	309.2 %
CONTINGENCIES :- Expenditure	2,044	18,090	10,000	-8,090	12,827	-20,916	309.2 %
Net Expenditure over Income	2,044	18,090	10,000	-8,090			
<u>304</u> BUCKINGHAM TOWN YOUTH COUNCIL							
4237 YOUTH COUNCIL BUDGET	830	900	900	0		0	100.0 %
4238 YOUTH COUNCIL ADMIN	0	200	100	-100		-100	200.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure	830	1,100	1,000	-100	0	-100	110.0 %
Net Expenditure over Income	830	1,100	1,000	-100			
RESOURCES :- Expenditure	346,180	322,472	392,622	70,150	13,634	56,516	85.6 %
Income	530,763	565,727	571,243	-5,516			99.0 %
Net Expenditure over Income	-184,584	-243,255	-178,621	64,634			
ENVIRONMENT							
<u>201</u> ENVIRONMENT							
4068 COMMUNITY SERVICE	6,980	4,680	6,750	2,070		2,070	69.3 %
4069 GRIT / SALT BINS	0	0	1,800	1,800	900	900	50.0 %
4101 SEATS AND BINS	576	0	3,000	3,000		3,000	0.0 %
4112 ENVIRONMENT EQUIPMENT	5,800	4,554	6,000	1,446	506	940	84.3 %
4118 GREEN WASTE DISPOSAL	300	300	360	60		60	83.3 %
ENVIRONMENT :- Expenditure	13,656	9,534	17,910	8,376	1,406	6,970	61.1 %
Net Expenditure over Income	13,656	9,534	17,910	8,376			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	7,924	7,097	10,000	2,903	1,342	1,562	84.4 %
ROUNDABOUTS :- Expenditure	7,924	7,097	10,000	2,903	1,342	1,562	84.4 %
1051 ROUNDABOUT NO 1 OPEN	1,982	2,014	2,032	-18			99.1 %
1052 ROUNDABOUT NO 2 ELLA	1,057	1,074	1,547	-473			69.4 %
1053 ROUNDABOUT NO 3	1,735	1,762	1,778	-16			99.1 %
1054 ROUNDABOUT NO 4 R & B	0	374	2,211	-1,837			16.9 %
1056 ROUNDABOUT NO 6 EUROLANE	2,367	2,405	2,426	-21			99.1 %
1057 ROUNDABOUT NO 7 RING ROAD	1,207	1,226	1,237	-11			99.1 %
ROUNDABOUTS :- Income	8,348	8,856	11,231	-2,375			78.9 %
Net Expenditure over Income	-424	-1,759	-1,231	528			

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>203</u> <u>MAINTENANCE</u>							
4063 VEHICLE HIRE AND RUNNING	3,880	3,822	6,000	2,178		2,178	63.7 %
4082 ALLOTMENTS	1,500	1,500	1,500	0		0	100.0 %
4102 DOG BINS	2,867	4,211	4,000	-211		-211	105.3 %
MAINTENANCE :- Expenditure	8,247	9,533	11,500	1,967	0	1,967	82.9 %
Net Expenditure over Income	8,247	9,533	11,500	1,967			
<u>204</u> <u>DEVOLVED SERVICES EXPENSES</u>							
4124 DEVOLVED SERVICES	0	24,748	29,770	5,022	758	4,264	85.7 %
DEVOLVED SERVICES EXPENSES :- Expenditure	0	24,748	29,770	5,022	758	4,264	85.7 %
1017 DEVOLVED SERVICES INCOME	17,750	39,992	32,000	7,992			125.0 %
DEVOLVED SERVICES EXPENSES :- Income	17,750	39,992	32,000	7,992			125.0 %
Net Expenditure over Income	-17,750	-15,244	-2,230	13,014			
<u>250</u> <u>LACE HILL</u>							
4050 LACE HILL PLAYING FIELDS	0	7,473	7,500	27	996	-969	112.9 %
LACE HILL :- Expenditure	0	7,473	7,500	27	996	-969	112.9 %
Net Expenditure over Income	0	7,473	7,500	27			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	139	483	500	17		17	96.6 %
4601 REPAIRS& MAINTENANCE FUND	6,890	1,937	7,180	5,243		5,243	27.0 %
4602 ELECTRICITY	371	204	500	296		296	40.8 %
4603 WATER	2,313	1,284	1,500	216		216	85.6 %
4605 HORTICULTURAL CONTRACT	15,014	12,712	15,470	2,758	2,542	216	98.6 %
CHANDOS PARK :- Expenditure	24,727	16,621	25,150	8,529	2,542	5,987	76.2 %
1030 BOWLS INCOME	550	550	550	0			100.0 %
1035 TENNIS COURT RENT	625	625	750	-125			83.3 %
CHANDOS PARK :- Income	1,175	1,175	1,300	-125			90.4 %
Net Expenditure over Income	23,552	15,446	23,850	8,404			
<u>252</u> <u>BOURTON PARK</u>							
4106 PLAY AREA MAINTENANCE	359	640	500	-140		-140	127.9 %
4601 REPAIRS& MAINTENANCE FUND	9,614	5,372	12,000	6,628		6,628	44.8 %
4605 HORTICULTURAL CONTRACT	26,084	22,084	26,867	4,783	4,417	366	98.6 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4708	PLAY EQUIPMENT	39,095	0	0	0		0	0.0 %
	BOURTON PARK :- Expenditure	75,151	28,096	39,367	11,271	4,417	6,855	82.6 %
1078	NEW HOMES BONUS	38,513	0	0	0			0.0 %
	BOURTON PARK :- Income	38,513	0	0	0			
	Net Expenditure over Income	36,638	28,096	39,367	11,271			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	2,251	960	1,300	340		340	73.8 %
4601	REPAIRS& MAINTENANCE FUND	2,725	1,477	4,760	3,283		3,283	31.0 %
4602	ELECTRICITY	295	622	400	-222		-222	155.6 %
4605	HORTICULTURAL CONTRACT	21,746	18,412	22,510	4,098	3,682	416	98.2 %
4620	EXPENSES RE BURIAL DUTIES	3,489	8,752	5,000	-3,752		-3,752	175.0 %
	CEMETERY :- Expenditure	30,506	30,222	33,970	3,748	3,682	65	99.8 %
1041	BURIAL FEES	12,486	13,037	10,000	3,037			130.4 %
1045	CEMETERY WAR GRAVES COMM	60	0	60	-60			0.0 %
	CEMETERY :- Income	12,546	13,037	10,060	2,977			129.6 %
	Net Expenditure over Income	17,960	17,185	23,910	6,725			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	11,984	8,115	12,500	4,385		4,385	64.9 %
4709	MAINTENANCE	1,035	68	1,000	933		933	6.8 %
	CHANDOS PARK TOILETS :- Expenditure	13,019	8,183	13,500	5,317	0	5,317	60.6 %
	Net Expenditure over Income	13,019	8,183	13,500	5,317			
<u>255</u>	<u>RAILWAY WALK & CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	434	437	2,000	1,563		1,563	21.9 %
4122	TREE WORKS	1,478	1,943	1,500	-443		-443	129.5 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	1,913	2,380	3,500	1,120	0	1,120	68.0 %
	Net Expenditure over Income	1,913	2,380	3,500	1,120			
<u>256</u>	<u>STORAGE PREMISES</u>							
4053	GRENVILLE	0	46	650	604		604	7.1 %
4073	COLLEGE FARM	3,250	3,250	3,250	0		0	100.0 %
	STORAGE PREMISES :- Expenditure	3,250	3,296	3,900	604	0	604	84.5 %
	Net Expenditure over Income	3,250	3,296	3,900	604			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
257	<u>KEN TAGG PLAYGROUND</u>							
4106	PLAY AREA MAINTENANCE	231	65	500	435	312	123	75.4 %
4122	TREE WORKS	0	280	500	220		220	56.0 %
4123	PLAYGROUND REFURBISHMENT	0	798	40,000	39,202	29,456	9,746	75.6 %
4605	HORTICULTURAL CONTRACT	1,024	867	1,150	283	173	109	90.5 %
	KEN TAGG PLAYGROUND :- Expenditure	1,255	2,010	42,150	40,140	29,942	10,198	75.8 %
1079	GRANTS FOR PLAYGROUND	0	0	40,000	-40,000			0.0 %
	KEN TAGG PLAYGROUND :- Income	0	0	40,000	-40,000			0.0 %
	Net Expenditure over Income	1,255	2,010	2,150	140			
258	<u>CEMETERY LODGE</u>							
4034	PWLB REPAYMENTS INCL	4,702	2,351	4,702	2,351		2,351	50.0 %
4225	RATES	-1,309	0	0	0		0	0.0 %
4609	CEMETERY LODGE MAINT	0	56	500	444		444	11.2 %
	CEMETERY LODGE :- Expenditure	3,394	2,407	5,202	2,795	0	2,795	46.3 %
1061	CEMETERY LODGE RENTAL	8,436	7,088	8,000	-912			88.6 %
	CEMETERY LODGE :- Income	8,436	7,088	8,000	-912			88.6 %
	Net Expenditure over Income	-5,042	-4,681	-2,798	1,883			
259	<u>OTTERS BROOK</u>							
4106	PLAY AREA MAINTENANCE	70	134	500	366		366	26.8 %
4122	TREE WORKS	0	80	230	150		150	34.8 %
4605	HORTICULTURAL CONTRACT	3,262	2,762	3,360	598	552	46	98.6 %
	OTTERS BROOK :- Expenditure	3,332	2,976	4,090	1,114	552	562	86.3 %
	Net Expenditure over Income	3,332	2,976	4,090	1,114			
260	<u>CCTV</u>							
4100	CCTV ONGOING COSTS	696	0	1,002	1,002		1,002	0.0 %
	CCTV :- Expenditure	696	0	1,002	1,002	0	1,002	0.0 %
	Net Expenditure over Income	696	0	1,002	1,002			
	ENVIRONMENT :- Expenditure	187,070	154,575	248,511	93,936	45,637	48,298	80.6 %
	Income	86,768	70,148	102,591	-32,443			68.4 %
	Net Expenditure over Income	100,302	84,427	145,920	61,493			

TOWN CENTRE & EVENTS

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 TOWN CENTRE & EVENTS							
4078 NEW SIGNS	0	282	200	-82		-82	141.0 %
4079 FAIR TRADE PROMOTION	106	319	432	113		113	73.8 %
4094 YOUTH PROJECT	1,908	1,410	2,000	590		590	70.5 %
4104 TOWN IN BLOOM	5,113	5,529	6,887	1,358		1,358	80.3 %
4107 PRIDE OF PLACE	244	267	250	-17		-17	106.8 %
4115 RIVER RINSE	136	320	400	80		80	80.0 %
4201 CHRISTMAS LIGHTS	10,666	9,847	10,000	153		153	98.5 %
4202 FIREWORK DISPLAY	3,621	3,323	4,000	677		677	83.1 %
4203 COMMUNITY FAIR	333	358	500	142		142	71.5 %
4205 CHRISTMAS PARADE	2,998	2,799	3,000	201		201	93.3 %
4208 SPRING FAIR	0	0	500	500		500	0.0 %
4209 TRAFFIC ORDERS FOR EVENTS	290	126	300	174		174	42.0 %
4210 PANCAKE RACE	59	0	75	75	34	41	45.3 %
4211 BAND JAM	3,128	2,787	3,150	363		363	88.5 %
4212 CHRISTMAS LIGHT SWITCH ON	210	375	300	-75		-75	125.1 %
4213 DOG AWARENESS	0	144	300	156		156	48.1 %
4215 EVENTS PA SYSTEM	400	200	600	400		400	33.3 %
4216 MAY DAY EVENT	42	43	50	7		7	85.6 %
4220 MUSIC IN THE MARKET	3,639	3,549	3,700	151		151	95.9 %
4228 ENTERTAINMENTS	300	1,070	1,070	0		0	100.0 %
4241 COMEDY NIGHT EXPENDITURE	4,653	2,663	5,000	2,338		2,338	53.3 %
4243 CHARTER FAIR EXPENDITURE	1,799	3,406	1,800	-1,606		-1,606	189.2 %
TOWN CENTRE & EVENTS :- Expenditure	39,646	38,817	44,514	5,697	34	5,663	87.3 %
1013 HANGING BASKETS	400	542	500	42			108.3 %
1062 COMMUNITY FAIR - TABLE	250	200	300	-100			66.7 %
1063 TRAFFIC ORDERS RECHARGED	98	114	150	-36			75.9 %
1066 COMEDY NIGHT INCOME	3,077	972	4,000	-3,028			24.3 %
1069 CHARTER FAIR INCOME	5,967	6,146	6,000	146			102.4 %
TOWN CENTRE & EVENTS :- Income	9,792	7,974	10,950	-2,976			72.8 %
Net Expenditure over Income	29,853	30,844	33,564	2,720			
302 STREET MARKET							
4017 SUBSCRIPTIONS	318	0	330	330		330	0.0 %
4225 RATES	3,627	3,696	4,000	304		304	92.4 %
4226 SUPERVISORS	4,487	3,782	4,000	218		218	94.6 %
4235 MARKET INFRASTRUCTURE &	5,044	2,425	2,500	75		75	97.0 %
STREET MARKET :- Expenditure	13,476	9,903	10,830	927	0	927	91.4 %
1005 STREET MARKET	19,045	15,995	21,000	-5,005			76.2 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1006	FLEA MARKET	4,264	4,172	5,000	-828			83.4 %
1007	CONTINENTAL MARKET	288	166	600	-434			27.6 %
	STREET MARKET :- Income	23,597	20,333	26,600	-6,267			76.4 %
	Net Expenditure over Income	-10,122	-10,429	-15,770	-5,341			
303	SPECIAL EVENTS							
4240	JUBILEE MEMORY BOOK	0	-20	0	20		20	0.0 %
4242	FOOD FAIR	379	343	1,200	857	21	836	30.3 %
4260	TWINNING	854	0	2,000	2,000		2,000	0.0 %
	SPECIAL EVENTS :- Expenditure	1,233	323	3,200	2,877	21	2,856	10.7 %
1020	FOOD FAIR INCOME	425	175	450	-275			38.9 %
	SPECIAL EVENTS :- Income	425	175	450	-275			38.9 %
	Net Expenditure over Income	808	148	2,750	2,602			
305	PUBLIC CONVENIENCES							
4054	INSTALLATION PUBLIC TOILETS	0	0	121,000	121,000		121,000	0.0 %
	PUBLIC CONVENIENCES :- Expenditure	0	0	121,000	121,000	0	121,000	0.0 %
1080	NHB GRANT TOILETS	0	0	121,000	-121,000			0.0 %
	PUBLIC CONVENIENCES :- Income	0	0	121,000	-121,000			0.0 %
	Net Expenditure over Income	0	0	0	0			
	TOWN CENTRE & EVENTS :- Expenditure	54,354	49,044	179,544	130,500	55	130,445	27.3 %
	Income	33,815	28,481	159,000	-130,519			17.9 %
	Net Expenditure over Income	20,539	20,562	20,544	-18			
PARTNERSHIPS								
505	AYLESBURY VALE SHORTFALL							
4219	BUCKINGHAM FRINGE	8,727	8,519	12,000	3,481		3,481	71.0 %
5001	TIC GRANT	25,000	26,000	26,000	0		0	100.0 %
5003	VALE OF AYLESBURY PLAN	2,500	0	0	0		0	0.0 %
	AYLESBURY VALE SHORTFALL :- Expenditure	36,227	34,519	38,000	3,481	0	3,481	90.8 %
1065	BUCKINGHAM FRINGE INCOME	3,763	2,460	8,000	-5,540			30.8 %
1068	COUNCIL TAX TOP UP GRANT	27,192	18,130	0	18,130			0.0 %
	AYLESBURY VALE SHORTFALL :- Income	30,955	20,590	8,000	12,590			257.4 %
	Net Expenditure over Income	5,272	13,929	30,000	16,071			
	PARTNERSHIPS :- Expenditure	36,227	34,519	38,000	3,481	0	3,481	90.8 %
	Income	30,955	20,590	8,000	12,590			257.4 %
	Net Expenditure over Income	5,272	13,929	30,000	16,071			

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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PLANNING601 PLANNING

4623	DISPLAY EQUIPMENT	0	0	5,000	5,000		5,000	0.0 %
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	PLANNING :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
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	Net Expenditure over Income	0	0	5,000	5,000			
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	PLANNING :- Expenditure	0	0	5,000	5,000	0	5,000	0.0 %
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	Income	0	0	0	0			0.0 %
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	Net Expenditure over Income	0	0	5,000	5,000			
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EARMARKED RESERVES901 EARMARKED RESERVES

9001	INSURANCE	0	275	0	-275		-275	0.0 %
9006	NAG	78	97	1,598	1,501	330	1,171	26.7 %
9009	CAPITAL RESERVE	0	0	110,000	110,000	66,453	43,547	60.4 %
9011	WAR MEMORIAL	750	0	931	931		931	0.0 %
9012	CHRISTMAS LIGHTS	0	0	4,369	4,369		4,369	0.0 %
9013	YOUTH PROJECTS	0	0	3,270	3,270		3,270	0.0 %
9015	CHARTER FAIRS	0	0	11,140	11,140		11,140	0.0 %
9018	REPAIR OF FOOTPATHS	28,035	2,965	5,931	2,966	2,966	0	100.0 %
9019	MEMORIAL TESTING	2,663	0	2,874	2,874		2,874	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9026	TRIM TRAIL	4,810	0	0	0		0	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	8,894	0	5,247	5,247		5,247	0.0 %
9030	TOURISM LEAFLETS	524	0	3,402	3,402		3,402	0.0 %
9031	YOUTH MUSIC EVENT	0	0	1,200	1,200		1,200	0.0 %
9032	BUCK NEIGHBOURHOOD DEV	10,242	1,088	18,601	17,513		17,513	5.9 %
9033	DESTINATION BUCKINGHAM	4,631	6,981	4,815	-2,166		-2,166	145.0 %
9034	RIVER AND POND MAINTENANCE	0	1,507	5,000	3,493		3,493	30.1 %
9035	PARKS DEVELOPMENT	14,315	11,355	32,129	20,774	20,774	0	100.0 %
9036	ELECTION COSTS	0	2,812	6,000	3,188		3,188	46.9 %
9037	JUBILEE BOOK	0	1,358	1,600	242		242	84.9 %
9038	NEW VEHICLE	0	15,180	28,995	13,815	13,815	0	100.0 %
9039	BARRIERS FOR EVENTS	0	560	3,168	2,608		2,608	17.7 %
9040	PARK RUN	-250	98	250	152		152	39.2 %
9041	MVAS	-1,177	1,818	1,177	-641		-641	154.5 %
9042	HOSTING OF TWINNING EVENT	0	0	2,000	2,000		2,000	0.0 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9043	NEW BAGS AND LEAFLETS	0	0	1,532	1,532		1,532	0.0 %
9044	COMEDY NIGHT	0	0	2,057	2,057		2,057	0.0 %
9045	ACCESS FOR ALL	0	-500	0	500		500	0.0 %
	EARMARKED RESERVES :- Expenditure	73,515	45,595	274,633	229,038	104,338	124,700	54.6 %
1070	DESTINATION BUCKINGHAM	10,000	0	10,000	-10,000			0.0 %
	EARMARKED RESERVES :- Income	10,000	0	10,000	-10,000			0.0 %
	Net Expenditure over Income	63,515	45,595	264,633	219,038			
	EARMARKED RESERVES :- Expenditure	73,515	45,595	274,633	229,038	104,338	124,700	54.6 %
	Income	10,000	0	10,000	-10,000			0.0 %
	Net Expenditure over Income	63,515	45,595	264,633	219,038			

Trial Balance by Cost Centre

<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
310	GENERAL RESERVE		291,761.27
Total :-	Balance Sheet & Non Centre A/cs	0.00	291,761.27
	Trial Balance Total :	0.00	291,761.27
	Difference :	-291,761.27	

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 29th FEBRUARY 2016

Agenda Item no. 8

Committee Chair: Cllr. Jon Harvey
01280 812711

Contact Officer: Deputy Town Clerk - Mr Dean Jones
01280 816426

Local Council Insurance - Buckingham Town Council Insurance Policy Renewal**Background**

April is the month in which the Local Council insurance policy for the Town Council is renewed. In 2011 Members discussed the possibility of moving insurers away from Zurich; it was decided to stay with them as they had paid out for claims associated with the flooding in 2007. We have faced issues when approaching insurers for the most recent renewal where they are unable to insure certain areas of the town such as Chandos Park due to the risk of flooding. Other insurers have provided quotes with substantially higher excess charges for those areas with a higher risk of flooding.

On this occasion we have received, via Came & Co brokers, one further comparable quotation from a Local Council Insurance specialist called Hiscox Insurance. A summary of the quotations can be found below for review. In both cases cover is full and comprehensive, including the areas of the town which have suffered from flooding in the past.

Information

The table below summarises the prices quoted by provider along with the associated saving per year or over the duration of cover. As requested, Zurich have also provided prices for 1, 3 & 5 years. Hiscox were only able to quote for 1 and 3 years:

Policy Term	Current Premium	Zurich annual Premium including insurance premium tax (IPT) @ 9.5%	Zurich saving on existing policy	Hiscox (Came & Co Brokers) annual Premium inc IPT @ 9.5%	Hiscox saving on existing policy
1 year	13,500	£12,682.52	£817.48	£13,184.56	£315.44
3 year long term arrangement		£12,183.49	£1,316.51 (£3,949.53 over the 3 years)	£12,525.33	£975 (£2,925 over the 3 years)
5 year long term arrangement		£11,538.14	£1,916.86 (£9,584.30 over the 5 years)	n/a	n/a

In the table below I have highlighted some unique benefits for each provider, along with any key exclusions or differences worth noting.

	Current Benefits	Zurich Benefits	Hiscox Ltd (Through Came & Co brokers)
Key Benefits	<p>Very comprehensive cover.</p> <p>Good long term business relationship Including a good working relationship with account manager</p> <p>No middle man</p> <p>No experience of problems when claiming through Zurich in the past.</p>	<p>Public liability £15,000,000 indemnity.</p> <p>Buildings Cover £2,725,393.93.</p> <p>Play areas & playground equipment £113,676.39.</p> <p>Very detailed comprehensive cover.</p> <p>Good long term business relationship Including a good working relationship with account manager.</p> <p>No middle man.</p> <p>No experience of problems when claiming through Zurich in the past.</p> <p>Insurance Premium has dropped in spite of Buckingham Town Council taking ownership of two new buildings including Lace Hill Community Centre and the new depot.</p>	<p>Public liability £10,000,000 indemnity</p> <p>Buildings Cover £2,407,994.22</p> <p>Play areas and playground equipment £410,540.00.</p> <p>Key Man Cover in the event that a senior officer is on leave for any length of time; the cost of replacing that staff member temporarily, is paid for.</p> <p>Enhanced Internet and Email cover – to cover losses in the event that office software is hacked.</p> <p>Claims handled buy Came & Co. Brokers</p> <p>Enhanced Contract works. Cover in the event that contractors cause damage whilst carrying out repair or maintenance.</p> <p>No cover for War Memorial.</p>

Recommendation

The Town Clerk and Deputy Town Clerk recommend that members agree to the Zurich 5 year, long term agreement which will offer financial stability and significant savings, especially in light of the additional assets we have taken on in the last six months. Zurich has also proven to offer very good customer service, a high level of expert support and guidance on a range of insurance related issues in the past. The Town Clerk and Deputy Town Clerk feel confident that Zurich is the best choice in light of their competitive quote, good reputation and commitment to providing a very positive customer experience.

 Lace Hill Community Centre **Community Centre Co-ordinator****Job Description**

Post title: Community Centre Co-ordinator

Employed by: Buckingham Town Council

Accountable to: Town Clerk as line manager

Responsible for: Cleaning, Centre administration, marketing and promotion and general office duties relating to the work of the Town Council

Hours: 27 hrs a week, to be worked over at least 5 days; evening and weekend work will be required.

Location: Lace Hill, Buckingham

Salary range: £ 14,950 – 16, 000 (Job share possible)

Job Purpose:

The Community Centre Co-ordinator will play a key role in ensuring the management and smooth running of the Lace Hill Community Centre. An important aspect of the job is to develop the business, exploit the facilities available and identify new opportunities by means of effective marketing, networking and innovative solutions. Working closely with the Town Clerk and other staff and local statutory, voluntary and commercial sector organisations, the Co-ordinator will work to ensure that the Centre is a vibrant, well-managed facility that operates for the benefit of local residents and organisations.

The Co-ordinator will be given a high degree of autonomy, will be self-motivated and will carry out the role with the support of the Town Clerk as line manager and the Lace Hill Community Centre Committee for policy direction.

The main duties and responsibilities of the Co-ordinator are:

- To manage the Centre and its contractors in accordance with the parameters set by the Council and under the direction of the Town Clerk.
- To take bookings for all facilities within the Centre and ensure the Manager is aware of these bookings.
- To take payments and issue receipts for such payments in accordance with the Council's regulations.
- To monitor the cleaning of all areas of the building and ensure a high standard of cleanliness is maintained at all times.

Lace Hill Community Centre

- To deal with and respond to all enquiries made in person, by telephone, fax, by letter and by e-mail.
- To be flexible in the shift routine, to help cover the shifts for holidays/sickness
- To be conversant with Microsoft Office (Word and Outlook), to enable administrative support to the Centre Manager as required.
- To set up meeting rooms as per the hirer's specifications. This requires an element of manual lifting.
- Be aware of and exercise personal responsibilities under the Health and Safety at Work Act.
- To develop and implement procedures for the effective management of the Community Centre
- To promote the use of the Centre by, amongst other things, maintaining the Centre's website, maximise publicity opportunities and liaising with the local media.
- To develop services and facilities in accordance with the aims and objectives of the Buckingham Community Centre Business Plan.
- To develop close working relationships with local partners to seek compatibility of activities and delivery of innovative joint ventures.
- To encourage local services and activities to be run from the Centre, for example open days, social events, public inquiries, advice services and annual general meetings.
- To develop the services and facilities of the Centre in an entrepreneurial manner.
- To set appropriate hire charges and terms and conditions of hire in consultation with the Council's committees.
- To ensure the Centre has an up to date User Induction Pack and procedures for using the Centre.

Lace Hill Community Centre

- To investigate and apply for external funding and grants.
- To maintain an overview of the financial position of the Centre - including billing, premises maintenance payments and returns and reports to statutory bodies - in conjunction with the Senior Administrative Officer who has responsibility for the accounts.
- To liaise with all staff and users to ensure the smooth running of the Centre and its activities.
- To ensure, in conjunction with the Green Spaces Manager, that the building is suitably maintained through day-to-day repairs, maintenance programmes and external service contracts.
- To be responsible for health and safety in the building and to make sure the building is safe and secure at all times by ensuring that minor defects are rectified and major ones are reported to the Green Spaces Manager.
- To develop and implement constructive working relationships with the Friends of the Community Centre and other volunteers so as to enhance the services provided and to deliver improvements to the Centre.
- To ensure that the services provided by licensees are compatible with the terms of their Licence and the relevant Service Agreement.
- To prepare reports for and attend all Lace Hill Community Centre Committee meetings.

Other Council related duties

- The post holder will also undertake such additional administrative duties as necessary in relation to the work of the Town Council.

Personal Qualities

The Co-ordinator will have a strong commitment to Buckingham and to helping members of the community get involved with the smooth running of the Centre. The Co-ordinator will also need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities. The success of the Centre will depend heavily on the organisational skills of the Co-ordinator and their ability to communicate

effectively with all members of the community and work alongside colleagues in the Council and Councillors.

Skills and abilities:

- A professional attitude and approach to the management of the Centre
- Excellent communication skills – both written and verbal
- Customer services skills
- Confident, self-motivated, innovative and able to work under pressure
- Well-developed team leadership skills
- Able to prioritise work and demands
- Able to work as part of a wider local team
- Understanding of financial budgets
- Able to work flexible hours

Education and training:

- Computer literate with a working knowledge of WORD, EXCEL and ACCESS

Other:

- A strong commitment to community-based services
- Able to work evenings and week-ends and attend the Centre at short notice
- Consent to an enhanced DBS disclosure

Salary

- Starting salary will be dependent on experience and will rise incrementally and in accordance with achievement of targets up to a maximum of £16,000.
- Holiday entitlement is 21 days plus Bank Holidays.
- This is a Local Government pensionable post.
- There will be a six month probationary period, extendable at the Council's discretion.
- Relevant training will be provided and the Co-ordinator will be expected to attend both internal and external training, as required.


Lace Hill Community Centre

Buckingham Town Council**Person Specification**

POST TITLE: Community Centre Co-ordinator

GRADE:

SERVICE: Lace Hill Community Centre

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE		Previous experience working in and with communities Experience working in customer service industry.	Application Form Interview
QUALIFICATIONS/ TRAINING		Minimum GSCE or equivalent, Grade C, including Maths and English Basic computing skills	Application Form Interview
KNOWLEDGE		Electronic Diary Management Systems	Application Form Interview
PRACTICAL & INTELLECTUAL SKILLS	Cleaning experience Good level of effective communication, both written and verbal	Proficient in the use of Word, Excel Outlook and PowerPoint. Ability to use the internet Maintenance Duties	Application Form Interview
DISPOSITION/ ATTITUDE	Flexible attitude to work Mature and confident manner Reliable and able to work unsupervised Sound organisational skills Ability to work as part of a team	Able to prioritise workload and work unsupervised.	Application Form Interview

 Lace Hill Community Centre 

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SPECIAL REQUIREMENTS	Some lifting of furniture required Willingness to work evenings, weekends and bank holidays.		Application Form Interview

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 29TH FEBRUARY 2016.

Agenda Item no: 11

Contact Officer: Dean Jones

Charter Fair Draft Contract

This report follows Resources Committee meeting held on 3rd August 2015. It takes into account the proposals agreed at this meeting and events that arose during the Charter Fair of 2015.

A revised draft contract has been drawn up to incorporate the concerns raised at previous meetings by Councillors, safety advisory representatives, emergency service officials, Nichols amusement staff and officers of Buckingham Town Council. The revised agreement also addresses further discussions that have arisen since the last Charter Fair.

The aim of this contract is to confirm the Council's rent charges for the three year period of the contract and to gain mutual agreement on our joint responsibilities concerning the set-up and implementation of the Charter Fair.

The four main areas to note are the rent itself and agreement no's 3, 10 & 11.

Point 1

This element of the report follows a proposal for *the Town Clerk to look into the extent of the Council's public Liability with respect to the Fair.* (Minute 298/15)

- 3** *MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS shall ensure that all rides/stalls are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.*

Thorough discussions took place with both, regional representatives of the Showman's Guild and our Insurer, Zurich Insurance. We have a comprehensive understanding of the extent of the liability attributed to all parties.

To summarise every ride owner holds their own Public Liability Insurance of up to £1 million and this is topped up by a further £9 million by the Showman's Guild to all members. All Nichols fair ride owners are members of the Showman's Guild. All ride owners supply us with their membership confirmation, their Insurance policy and an 'Evidence of cover' certificate from Lorica Insurance confirming their commitment to 'Top-up'. Further to this a regional representative from The Showman's Guild confirmed membership of every ride owner present at 2015 Charter Fair along with

their corresponding membership number. Zurich Insurance have also confirmed on more than one occasion that in the unlikely event of any shortfall due to an exceptionally large public liability claim, any claim is topped up further by our own £10 million public liability policy. Zurich have recommended that the level of cover is increased to £15 million in any new policy agreement The Council take out.

Amendment 2

10 BUCKINGHAM TOWN COUNCIL will provide wheelchair ramps where necessary and MARSHALL NICHOLS AND MR. WILLIAM NICHOLS will ensure there are at least two clear accessible routes through the fair for wheelchair users.

Point 10 addresses The Council's concerns over whether the Charter Fair is wheelchair friendly. Organisers made significant steps to addressing the Council's concerns and ensuring access routes were clear. The 2016 Charter fair organisers should ensure access to Jardine's Pharmacist and provide additional ramps where necessary.

Amendment 3

11 MARSHALL NICHOLS AND MR. WILLIAM NICHOLS and BUCKINGHAM TOWN COUNCIL will ensure a minimum of 3 metres clearance along blue routes through the fair.

This amendment forms part of our commitment to the safety advisory committee and to the emergency services requirements for a minimum of 3 metres unrestricted clearance through the fair for emergency vehicle access. By building this into the agreement The Town Council are ensuring the safety and wellbeing of the general public; demonstrating a commitment to the ongoing scrutiny of our own processes and procedures and ensuring that we are acting in a safe and responsible manner.

Recommendation:

All amendments and alterations to the Charter Fair contract to be discussed and agreed. Once agreed this contract will be passed on to Nichols Amusements and the Showman's Guild for checking and signing.



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Mr. C. P. Wayman

Contract of agreement between **BUCKINGHAM TOWN COUNCIL** and **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of **NICHOLS AMUSEMENTS** for the rent and fees relating to the annual fairs held in Buckingham Town Centre on the first two Saturdays after the 11 October.

The estimated rent due for the year 2016 will be £6,275, 2017 £6,400, 2018 £6,535 and 2019 £6,670. Exact rent is related to the Retail Prices Index over the preceding 3 years, as agreed in 2010. Precise figures will be calculated as they become due.

The above rent will be paid to the Town Clerk one week before the first fair.

The Agreement is that:-

- 1 **MR. MARSHALL AND MR. WILLIAM NICHOLS** shall rent for the purpose of holding the Buckingham Charter Fair the area indicated on the attached map from 10am on the Friday preceding the Saturday fair day.
- 2 **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall indemnify the Council against any accidents and incidents which occur during the setting up, operating and the taking down of the Charter Fair.
- 3 **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall ensure that all rides/stalls are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.
- 4 **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall supply Buckingham Town Council with copies of all insurance documents for all rides/stalls attending the fair.
- 5 The liabilities and responsibilities of **Mr. MARSHALL NICHOLS, AND MR WILLIAM NICHOLS** are on a joint and several basis.
- 6 **BUCKINGHAM TOWN COUNCIL** shall erect the advance warning signs no later than 3 weeks prior to the first fair at such places as the Town Council decides.
- 7 **BUCKINGHAM TOWN COUNCIL** shall erect the road diversion signs on the Thursday prior to the first fair; will cover or remove the signs on the Monday after the first fair; will erect or uncover the signs on the Thursday prior to the second fair; will remove all signs on the Monday after the second fair.
- 8 **BUCKINGHAM TOWN COUNCIL** will apply for all necessary road and traffic restriction orders and implement those orders once obtained.



- 9 **BUCKINGHAM TOWN COUNCIL** will not be held liable for any loss of trade in the event a road closure is not obtained for reasons outside the Town Councils control.
- 10 **BUCKINGHAM TOWN COUNCIL** will provide wheelchair ramps and **MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** will ensure there are at least two clear accessible routes through the fair for wheelchair users.
- 11 **MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** and **BUCKINGHAM TOWN COUNCIL** will ensure a minimum of 3 metres unrestricted clearance along blue routes through the fair.
- 12 In the event a road closure was not granted **BUCKINGHAM TOWN COUNCIL** will assist **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** in finding a suitable alternative venue
- 13 **BUCKINGHAM TOWN COUNCIL** shall inform, as soon as reasonably possible, **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of any works or highway alterations known to the Town Council which may affect the area designated on the attached map.

Signature Print name.....

SIGNED BY MR. MARSHALL NICHOLS

Signature Print name.....

SIGNED BY MR. WILLIAM NICHOLS

Signature Print name.....

SIGNED ON BEHALF OF BUCKINGHAM TOWN COUNCIL

DATE.....