



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

RESOURCES
COMMITTEE

24 June 2020

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 29th June 2020** at 7pm online via Zoom, Meeting ID 871 2899 7691.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr. P. Hodson
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

AGENDA

1. Election of Chair

To elect a Chair of the Committee for 2020-2021

2. Election of Vice Chair

To elect a Vice Chair of the Committee for 2020-2021

3. Apologies for Absence

Members are asked to receive apologies from Members.

4. 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.

5. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 27th April 2020 received by the Full Council meeting held on Monday 11th May 2020.

Buckingham



Twinned with Mouvaux, France

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 send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

6. Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 11th June 2020
Previously circulated

7. Terms of Reference

Appendix A

8. Covid 19 Update

To receive and discuss a verbal update from the Town Clerk

9. Budget

9.1. To receive and discuss the budget reports

Appendix B

9.2. To receive and discuss the revised budget forecast

R/20/20

9.3. To receive and discuss a proposal to create a new budget for Covid19 costs

R/21/20

10. Inventory of Land and Assets (S.O. 5.k.xii)

To review and approve an inventory of land and assets including buildings and office equipment

Appendix C

11. NALC's consultation on the proposed new model member code of conduct

To consider providing a response to the consultation on the proposed new Model Member Code of Conduct. The proposed new Code has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments.

Appendix D

12. Motion – Cllr. R. Stuchbury

Following the Town Council decision on 22 June 2020 to continue making video recordings of Town Council meetings publicly available in perpetuity, I propose that suitable equipment for inclusion in (or in addition to) the currently scheduled refurbishment of the Council Chamber be explored, including their storage and public access options, and reported with costs to a future meeting of the Town Council.

13. Action Report

Appendix E

14. Insurances (S.O. 5.k.xiii)

To review and approve the arrangements for insurance cover in respect of all insured risks.

R/22/20

15. Chair's Announcements

16. Date of next meeting: Monday 21st September 2020

17. 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.

19. Office Partitions

To select a quote for office partitions from the Town Clerk.

R/23/20

To:

Cllr. T. Bloomfield

Cllr. Mrs. G. Collins (Town Mayor)

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. A. Mahi

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Vice Chair

Chair

Cllr. M. Try



Buckingham Town Council

Terms of Reference

Date Agreed: 20/05/19
Minute Number: 22/19
 Reviewed 20th May 2019
Prepared by:
 Paul Hodson
Version: 2.1

Name

1. The Committee shall be known as the **RESOURCES COMMITTEE**.

Membership

2. Membership of the committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
3. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chair/Chairman

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

Conduct of the Meeting

7. All meetings of the Resources Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Resources Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - Finance
 - Personnel
 - Policy
 - Grants
 - Civic Matters
 - Communications
 - Office Accommodation

Powers and responsibilities

10. In addition to the areas of operation above the Resources Committee has the following responsibilities:

Finance

- 10.1) to advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- 10.2) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.3) to be responsible for all aspects of the financial administration of the Council including:
 - arrangements for preparation of the accounts
 - appointment of an independent Internal Auditor
 - preparation of, and compliance with, the Council's financial regulations
 - maintenance of adequate systems of internal control and internal audit throughout the year
 - control and monitoring of the approved budget throughout the year
 - considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for External Audit
 - develop and keep under review the Council's Financial Plan and Investment Strategy
- 10.4) To undertake within the overall policies and approved budgets of the Council the following duties and functions:
 - have a strategic overview of fees and charges for services provided by the Council as determined by each committee..
 - determine subscriptions to be paid by the Council
 - determine the need for and if necessary, recommend to Council the taking out of loans
- 10.5) to advise the Council on the level of allowances to be payable to Councillors
- 10.6) To make recommendations to Council in relation to internal policy development based on legislation
- 10.7) to review the long term financial strategy of the Council with a view to advising the Council on funding for significant projects
- 10.8) Ensure adequate insurance of all the Council's property and liabilities
- 10.9) Oversee the Community Grant process
- 10.10) Advise the Council on responses to be made to the structure of Local Government
- 10.11) Make representation to Aylesbury Vale District Council and Buckinghamshire County Council on their corporate plans and policies when they are likely to or do affect Buckingham

Personnel

- 10.12) to monitor all matters affecting the promotion, salary and conditions of service of all staff and office holders of the Council (unless stated elsewhere)
- 10.13) to meet as required to discuss and investigate any personnel requirements

- 10.14) to oversee Officer and Member training and development
- 10.15) to meet as required by the Council for staff reviews
- 10.16) to review and agree the policies and procedures regarding personnel

Civic Matters

- 10.17) Oversee Civic matters including the town crier, mace bearer or any other civic positions.
- 10.18) Be responsible for all Civic Affairs including Civic protocols

General Purpose

- 10.19) to be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
- 10.20) to consider, advise, delegate and make recommendation on any item of the Council's business and responsibilities not otherwise allocated to a committee
- 10.21) Oversee the ongoing development of ICT facilities for the Council including the Council's website
- 10.22) Oversee the production of the Newsletter
- 10.23) Oversee the production of the Annual Report
- 10.24) to provide and publish an annual report of the Council's finances both current & budgeted, and also reports from each of the Committee Chair/Chairman and the Mayor

Further Information

- 11. The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.
- 12. The Committee shall appoint sub committees and working groups to undertake work within its remit, as and when it is deemed necessary and shall set out Terms of References for those bodies.
- 13. The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit, and should make recommendations to Full Council regarding its own Terms of Reference.

22/06/2020

Buckingham Town Council

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PURCHASE LEDGER INVOICE LISTING

User: JODIE

Bought Ledger 1 for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2020	7149073		ANGLIAN WATER	A015	51.82	4.46	56.28	4160	250	51.82	LH Water
06/05/2020	7192154		ANGLIAN WATER	A015	-13.90	0.00	-13.90	4603	251	-13.90	chandos park
12/05/2020	7216444		ANGLIAN WATER	A015	74.85	5.73	80.58	4603	248	74.85	unit 12
15/05/2020	7232734		ANGLIAN WATER	A015	40.22	2.36	42.58	4603	248	40.22	unit 12
06/05/2020	A6447		AUDITING SOLUTIONS	A029	445.00	89.00	534.00	4014	104	445.00	Year end audit 2019/20
16/05/2020	2020-16766		AMAZON	A035	16.23	3.25	19.48	4112	201	16.23	safety masks
18/05/2020	2020-30066		AMAZON	A035	44.73	8.94	53.67	4112	201	44.73	face masks
17/05/2020	2020-42444		AMAZON	A035	91.65	18.33	109.98	4112	201	91.65	hand sanitiser
27/05/2020	2020-54177		AMAZON	A035	10.41	2.08	12.49	4112	201	10.41	red & white tape
11/05/2020	2020-58146		AMAZON	A035	12.48	2.50	14.98	4037	205	12.48	paintbrush set
20/05/2020	2020-2308415		AMAZON	A035	33.70	0.00	33.70	4112	201	33.70	gloves
27/05/2020	2020-2434468		AMAZON	A035	25.99	0.00	25.99	4112	201	25.99	hand cleanser dispenser
27/05/2020	2020-2435574		AMAZON	A035	72.83	0.00	72.83	4112	201	72.83	sun lotion, hand sanitiser dis
05/05/2020	2037955		AMAZON	A035	17.66	3.53	21.19	4037	205	17.66	Hi-Vis
06/05/2020	138933828		AMAZON	A035	60.35	12.07	72.42	4037	205	60.35	smoke glasses, masking tape
11/05/2020	19628		AYLESBURY FIRE	A058	103.50	20.70	124.20	4161	250	103.50	drain down test - fire alarm
06/05/2020	52275		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	mob
15/05/2020	458747		BUCKS COUNCIL	B006	3,256.12	651.22	3,907.34	4612	254	3,256.12	QRT 4 TOILET MAINT
01/05/2020	2203050578		BUCKS COUNCIL	B006	88.34	17.67	106.01	4255	305	88.34	Image fee
05/05/2020	5796		COX	C041	220.00	44.00	264.00	4601	253	220.00	topsoil
10/05/2020	H186DDAC58		E-ON	E006	227.19	45.44	272.63	4159	250	227.19	april - may 2020
18/05/2020	H1876A3BD6		E-ON	E006	37.39	1.87	39.26	4602	248	37.39	unit 17
10/05/2020	H1876F5ABA		E-ON	E006	184.48	9.22	193.70	4602	248	184.48	unit 12
01/05/2020	12691421		FORD LEASE	F051	340.01	68.00	408.01	4063	205	340.01	van rental
01/05/2020	153950		GRUNDON	G050	168.70	33.74	202.44	4033	205	168.70	wheelie bins
01/05/2020	153951		GRUNDON	G050	90.50	18.10	108.60	4162	250	90.50	wheelie bins
19/05/2020	18350		HERON	H009	74.25	14.85	89.10	4601	252	74.25	printed vinyl circles
01/05/2020	231080		HAWKESWORTH	H051	70.00	14.00	84.00	4010	102	70.00	pat testing

Bought Ledger 1 for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2020	967028		MAINSTREAM	M061	74.49	14.90	89.39	4018	102	74.49	816426
01/05/2020	967029		MAINSTREAM	M061	36.04	7.21	43.25	4018	102	36.04	816801
01/05/2020	967030		MAINSTREAM	M061	94.50	18.90	113.40	4018	102	94.50	816801
01/05/2020	967031		MAINSTREAM	M061	32.94	6.59	39.53	4018	102	32.94	812872
01/05/2020	967032		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	81872
01/05/2020	967509		MAINSTREAM	M061	0.47	0.09	0.56	4018	102	0.47	817433
31/05/2020	970798		MAINSTREAM	M061	75.00	15.00	90.00	4018	102	75.00	MSDCARE
31/05/2020	970799		MAINSTREAM	M061	9.49	1.90	11.39	4018	102	9.49	816426
31/05/2020	970800		MAINSTREAM	M061	0.12	0.02	0.14	4018	102	0.12	816801
31/05/2020	970821		MAINSTREAM	M061	32.94	6.59	39.53	4018	102	32.94	812596
31/05/2020	971269		MAINSTREAM	M061	0.32	0.06	0.38	4018	102	0.32	817433
21/05/2020	13055		MICROSHADE	M063	740.06	148.01	888.07	4027	102	740.06	hosting
29/05/2020	6584951		NAMESCO	N015	43.99	8.80	52.79	4041	102	43.99	uk.info domain name
17/05/2020	MAY2020		OLD GAOL	O010	750.00	0.00	750.00	4235	302	750.00	Annual storage rental fee
06/05/2020	25268074		OPUS	O025	128.31	6.42	134.73	4158	250	128.31	gas 5/4-4/5
11/05/2020	97532		PARAGON	P008	88.20	17.64	105.84	4161	250	88.20	niftylift cherry picker - 8/1
01/05/2020	98810		PARAGON	P008	145.80	29.16	174.96	4112	201	145.80	wood chipper hire
01/05/2020	98811		PARAGON	P008	35.10	7.02	42.12	4112	201	35.10	ally tower hire
01/05/2020	98812		PARAGON	P008	9.00	1.80	10.80	4112	201	9.00	wheeled trolley hire
01/05/2020	99058		PARAGON	P008	178.20	35.64	213.84	4601	252	178.20	security fencing hire
01/05/2020	99162		PARAGON	P008	271.54	54.31	325.85	4036	205	16.00	red diesel
								4037	205	255.54	consumables
01/05/2020	99233		PARAGON	P008	50.50	10.10	60.60	4036	205	28.00	red diesel, filters
								4037	205	22.50	red diesel, filters
01/05/2020	99519		PARAGON	P008	83.10	16.62	99.72	4601	252	83.10	Rotavator Hire
01/05/2020	99520		PARAGON	P008	187.20	37.44	224.64	4620	253	187.20	digger hire
01/05/2020	99521		PARAGON	P008	20.50	4.10	24.60	4161	250	20.50	carpet cleaner hire
01/05/2020	99574		PARAGON	P008	109.58	21.92	131.50	4036	205	95.00	red diesel, gloves
								4037	205	14.58	red diesel, gloves

Bought Ledger 1 for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2020	99689		PARAGON	P008	260.55	52.11	312.66	4601	252	260.55	security fencing
01/05/2020	99751		PARAGON	P008	16.20	3.24	19.44	4036	205	16.20	red diesel
31/05/2020	100189		PARAGON	P008	143.10	28.62	171.72	4620	253	143.10	mini digger hire
31/05/2020	100394		PARAGON	P008	245.70	49.14	294.84	4601	252	245.70	security fencing hire
31/05/2020	100457		PARAGON	P008	176.70	35.34	212.04	4036	205	143.70	red diesel, gloves, tape etc
								4037	205	33.00	red diesel, gloves, tape etc
10/05/2020	67464157		PHS	P051	165.35	33.07	198.42	4162	250	165.35	sanitary waste collection/mats
01/05/2020	200509559263		PLUSNET	P053	387.65	77.53	465.18	4018	102	387.65	mobiles
01/05/2020	125415		PAYROLL OPTIONS	P057	189.04	37.81	226.85	4030	102	189.04	monthly payroll
19/05/2020	125669		PAYROLL OPTIONS	P057	127.21	25.44	152.65	4030	102	127.21	payroll processing May 2020
21/05/2020	LE/GH/210520-001		PLANTS 2 GARDENS	P058	375.00	75.00	450.00	4104	301	375.00	250 x 1ltr geraniums
01/05/2020	27662		RBS	R001	59.00	11.80	70.80	4017	102	59.00	MTD annual support fee
18/05/2020	OSL19-182-V		R BENSON	R003	0.00	1,438.80	1,438.80			0.00	..**VAT Only Inv
12/05/2020	7966		SECURE-A-FIELD	S003	13,966.00	2,793.20	16,759.20	4708	252	13,966.00	Bourton Toddlers Fencing
01/05/2020	1061564142		SCREWFIX	S044	80.67	10.14	90.81	4112	201	80.67	gloves, trousers, boots, seala
01/05/2020	1074774310		SCREWFIX	S044	15.00	0.00	15.00	4112	201	15.00	fee - letter fee
01/05/2020	4260		TECHNOVISUAL	T064	1,000.00	0.00	1,000.00	4255	305	1,000.00	Second Phase Heritage App
28/05/2020	4338		TECHNOVISUAL	T064	1,000.00	0.00	1,000.00	4255	305	1,000.00	Heritage App final phase
05/05/2020	155203		VIKING DIRECT	V001	32.45	6.49	38.94	4010	102	32.45	stat
15/05/2020	214214		WINDOW CLEAN CENTRE	W002	173.42	34.68	208.10	4161	250	173.42	window clean high reach kit
TOTAL INVOICES					<u>27,540.93</u>	<u>6,290.91</u>	<u>33,831.84</u>			<u>27,540.93</u>	

22/06/2020

Buckingham Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES						
101 PERSONNEL COSTS						
4000 WAGES & SALARIES ADMIN	20,720	144,908	124,188		124,188	14.3%
4003 APPRENTICESHIP	1,519	9,500	7,981		7,981	16.0%
4005 ERS NATIONAL INS	2,018	19,445	17,427		17,427	10.4%
4006 ERS PENSION CONT	5,140	35,368	30,228		30,228	14.5%
4007 STAFF TRAVEL	51	1,100	1,049		1,049	4.6%
4008 OCCUPATIONAL HEALTH	0	1,231	1,231		1,231	0.0%
4025 HR ADVICE	4,325	4,325	0		0	100.0%
4026 STAFF & RECRUITMENT	0	1,000	1,000		1,000	0.0%
PERSONNEL COSTS :- Indirect Expenditure	33,773	216,877	183,104	0	183,104	15.6%
Net Expenditure	(33,773)	(216,877)	(183,104)			
102 OFFICE EXPENSES						
1010 CHAMBER HIRE	0	1,400	1,400			0.0%
1012 PHOTOCOPIER USE	0	40	40			0.0%
OFFICE EXPENSES :- Income	0	1,440	1,440			0.0%
4010 STATIONERY	135	2,400	2,265		2,265	5.6%
4011 POSTAGE	144	500	356		356	28.8%
4012 PHOTOCOPIER	182	1,796	1,614		1,614	10.1%
4013 EQUIPMENT PURCHASE	0	1,100	1,100		1,100	0.0%
4015 ADVERTISEMENT	0	513	513		513	0.0%
4017 SUBSCRIPTIONS	2,293	4,200	1,907		1,907	54.6%
4018 TELEPHONE	830	5,130	4,300		4,300	16.2%
4019 HIRE OF HALL	0	257	257		257	0.0%
4021 HOSPITALITY	0	400	400		400	0.0%
4023 TRAINING	90	6,500	6,410		6,410	1.4%
4027 COMPUTER SOFTWARE	3,765	11,458	7,693		7,693	32.9%
4030 PAYROLL	316	1,300	984		984	24.3%
4032 PUBLICITY	0	6,500	6,500		6,500	0.0%
4038 COMPUTER EQUIP/MAINT	0	3,500	3,500		3,500	0.0%
4041 WEB SITE PROVISION & OPERATION	876	2,400	1,524		1,524	36.5%
4043 PROTECTIVE CLOTHING / UNIFORM	0	1,000	1,000	266	734	26.6%
4052 HEAT LIGHT POWER	19	821	802		802	2.3%
4055 ALARM	0	564	564		564	0.0%
4156 BUCKINGHAM CENTRE RENT	0	13,000	13,000		13,000	0.0%
4225 RATES	0	2,833	2,833		2,833	0.0%
OFFICE EXPENSES :- Indirect Expenditure	8,651	66,172	57,522	266	57,255	13.5%
Net Income over Expenditure	(8,651)	(64,732)	(56,082)			

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COUNCILLORS						
4020 MAYOR'S DUTIES	0	1,800	1,800		1,800	0.0%
4029 MAYOR'S CIVIC	0	1,550	1,550		1,550	0.0%
4044 COUNCILLORS MILEAGE / EXPS	0	616	616		616	0.0%
4045 COUNCILLORS ALLOWANCE	0	9,981	9,981		9,981	0.0%
4236 ELECTION COSTS	0	500	500		500	0.0%
4269 COUNCILLOR TRAINING	0	1,500	1,500		1,500	0.0%
COUNCILLORS :- Indirect Expenditure	0	15,947	15,947	0	15,947	0.0%
Net Expenditure	0	(15,947)	(15,947)			
104 LEGAL REQUIREMENTS						
4014 AUDIT FEE	445	5,785	5,340	5	5,335	7.8%
4016 LEGAL COSTS	0	2,000	2,000		2,000	0.0%
4022 INSURANCE	16,636	16,500	(136)		(136)	100.8%
LEGAL REQUIREMENTS :- Indirect Expenditure	17,081	24,285	7,204	5	7,199	70.4%
Net Expenditure	(17,081)	(24,285)	(7,204)			
120 GRANTS (PREV 137)						
4077 OLD GAOL FUNDING	0	3,000	3,000		3,000	0.0%
4081 CAB GRANT	0	5,346	5,346		5,346	0.0%
4086 YOUTH CENTRE GRANT	0	5,200	5,200		5,200	0.0%
GRANTS (PREV 137) :- Indirect Expenditure	0	13,546	13,546	0	13,546	0.0%
Net Expenditure	0	(13,546)	(13,546)			
125 COMMEMORATIVE ITEMS						
4501 CIVIC AWARD	0	816	816		816	0.0%
4504 REMEMBERANCE WREATH	0	26	26		26	0.0%
4505 MAYORS SALVER	0	220	220		220	0.0%
COMMEMORATIVE ITEMS :- Indirect Expenditure	0	1,062	1,062	0	1,062	0.0%
Net Expenditure	0	(1,062)	(1,062)			
130 ADMIN RESERVES						
1176 PRECEPT	451,965	903,930	451,965			50.0%
1190 INTEREST RECEIVED	0	3,000	3,000			0.0%
ADMIN RESERVES :- Income	451,965	906,930	454,965			49.8%
Net Income	451,965	906,930	454,965			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 GRANTS</u>						
4084 COMMUNITY CENTRE CAPITAL	0	5,000	5,000		5,000	0.0%
4087 ANNUAL GRANTS	7,266	12,866	5,600		5,600	56.5%
GRANTS :- Indirect Expenditure	<u>7,266</u>	<u>17,866</u>	<u>10,600</u>	<u>0</u>	<u>10,600</u>	<u>40.7%</u>
Net Expenditure	<u>(7,266)</u>	<u>(17,866)</u>	<u>(10,600)</u>			
<u>132 FUTURE PLANNING</u>						
4500 FUTURE PLANNING	0	8,500	8,500		8,500	0.0%
FUTURE PLANNING :- Indirect Expenditure	<u>0</u>	<u>8,500</u>	<u>8,500</u>	<u>0</u>	<u>8,500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(8,500)</u>	<u>(8,500)</u>			
<u>304 BUCKINGHAM TOWN YOUTH COUNCIL</u>						
4237 YOUTH COUNCIL BUDGET	0	1,000	1,000		1,000	0.0%
4238 YOUTH COUNCIL ADMIN	0	100	100		100	0.0%
BUCKINGHAM TOWN YOUTH COUNCIL :- Indirect Expenditure	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(1,100)</u>	<u>(1,100)</u>			
RESOURCES :- Income	451,965	908,370	456,405			49.8%
Expenditure	66,771	365,355	298,585	271	298,313	18.3%
Movement to/(from) Gen Reserve	<u>385,194</u>					
<u>ENVIRONMENT</u>						
<u>201 ENVIRONMENT</u>						
3995 NI ENVIRONMENT	2,530	24,798	22,269		22,269	10.2%
3996 PENSION ERS ENVIRONMENT	7,673	46,384	38,711		38,711	16.5%
4004 WAGES & SALARIES ENVIRONMENT	31,969	199,640	167,671		167,671	16.0%
4068 COMMUNITY SERVICE	0	6,669	6,669		6,669	0.0%
4112 ENVIRONMENT EQUIPMENT	1,140	6,000	4,860		4,860	19.0%
ENVIRONMENT :- Indirect Expenditure	<u>43,312</u>	<u>283,491</u>	<u>240,179</u>	<u>0</u>	<u>240,179</u>	<u>15.3%</u>
Net Expenditure	<u>(43,312)</u>	<u>(283,491)</u>	<u>(240,179)</u>			
<u>202 ROUNDABOUTS</u>						
1051 ROUNDABOUT NO 1 ABBOT FIRE	2,234	2,180	(54)			102.5%
1052 ROUNDABOUT NO 2 ELLA	1,192	1,660	468			71.8%
1053 ROUNDABOUT NO 3 SEASONS INNS	1,955	1,908	(47)			102.5%
1054 ROUNDABOUT NO 4 R & B	2,492	2,372	(120)			105.1%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1056 ROUNDABOUT NO 6 THE VET CENTRE	2,655	2,603	(52)			102.0%
1057 ROUNDABOUT NO 7 RING ROAD	1,353	1,328	(25)			101.9%
ROUNDABOUTS :- Income	11,881	12,051	170			98.6%
4108 ROUNDABOUT	0	1,300	1,300		1,300	0.0%
ROUNDABOUTS :- Indirect Expenditure	0	1,300	1,300	0	1,300	0.0%
Net Income over Expenditure	11,881	10,751	(1,130)			
<u>203 MAINTENANCE</u>						
4082 ALLOTMENTS	0	2,000	2,000		2,000	0.0%
MAINTENANCE :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%
Net Expenditure	0	(2,000)	(2,000)			
<u>204 DEVOLVED SERVICES EXPENSES</u>						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	20,381	20,353	(28)			100.1%
4124 DEVOLVED NON-CARRIAGEWAY	0	9,000	9,000		9,000	0.0%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	0	9,000	9,000	0	9,000	0.0%
Net Income over Expenditure	20,381	11,353	(9,028)			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	169	1,800	1,631		1,631	9.4%
4035 MACHINERY	0	1,500	1,500		1,500	0.0%
4036 FUEL (MOWER)	299	2,300	2,001		2,001	13.0%
4037 SUNDRIES	864	1,480	616	84	533	64.0%
4063 VEHICLE HIRE AND RUNNING COSTS	1,150	13,500	12,350		12,350	8.5%
GROUNDS MAINTENANCE :- Indirect Expenditure	2,481	20,580	18,099	84	18,015	12.5%
Net Expenditure	(2,481)	(20,580)	(18,099)			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	205	2,500	2,295		2,295	8.2%
4055 ALARM	0	410	410		410	0.0%
4225 RATES	0	4,200	4,200		4,200	0.0%
4601 REPAIRS& MAINTENANCE FUND	0	800	800		800	0.0%
4602 ELECTRICITY	222	2,000	1,778		1,778	11.1%
4603 WATER	115	1,000	885		885	11.5%
DEPOT :- Indirect Expenditure	542	10,910	10,368	0	10,368	5.0%
Net Expenditure	(542)	(10,910)	(10,368)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	0	100	100			0.0%
PUBLIC TOILETS :- Income	<u>0</u>	<u>100</u>	<u>100</u>			<u>0.0%</u>
4225 RATES	0	1,000	1,000		1,000	0.0%
4602 ELECTRICITY	0	1,026	1,026		1,026	0.0%
4603 WATER	0	2,565	2,565		2,565	0.0%
4608 SHOP MOBILITY	0	1,026	1,026		1,026	0.0%
4612 CONTRACTOR CHARGE	0	11,593	11,593	871	10,722	7.5%
4709 MAINTENANCE	0	513	513		513	0.0%
PUBLIC TOILETS :- Indirect Expenditure	<u>0</u>	<u>17,723</u>	<u>17,723</u>	<u>871</u>	<u>16,852</u>	<u>4.9%</u>
Net Income over Expenditure	<u>0</u>	<u>(17,623)</u>	<u>(17,623)</u>			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	0	43,251	43,251			0.0%
1027 SOLAR INCOME	0	507	507			0.0%
LACE HILL :- Income	<u>0</u>	<u>43,758</u>	<u>43,758</u>			<u>0.0%</u>
4050 LACE HILL PLAYING FIELDS	0	500	500		500	0.0%
4118 SOLAR PANELS	0	715	715		715	0.0%
4158 LACE HILL GAS	128	4,000	3,872		3,872	3.2%
4159 LACE HILL ELECTRICITY	227	1,960	1,733		1,733	11.6%
4160 LACE HILL WATER	52	1,250	1,198		1,198	4.1%
4161 LACE HILL REPAIRS & MAINT	506	3,500	2,994	10	2,983	14.8%
4162 LACE HILL CONTRACTOR CHARGE	276	3,750	3,474		3,474	7.4%
4163 LACE HILL ALARM	0	513	513		513	0.0%
4164 LACE HILL EQUIPMENT PURCHASE	0	2,500	2,500		2,500	0.0%
4225 RATES	0	9,850	9,850		9,850	0.0%
LACE HILL :- Indirect Expenditure	<u>1,190</u>	<u>28,538</u>	<u>27,348</u>	<u>10</u>	<u>27,338</u>	<u>4.2%</u>
Net Income over Expenditure	<u>(1,190)</u>	<u>15,220</u>	<u>16,410</u>			
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	0	564	564			0.0%
1035 TENNIS COURT RENT	0	641	641			0.0%
CHANDOS PARK :- Income	<u>0</u>	<u>1,205</u>	<u>1,205</u>			<u>0.0%</u>
4601 REPAIRS& MAINTENANCE FUND	384	6,320	5,936	3,906	2,030	67.9%
4602 ELECTRICITY	0	513	513		513	0.0%
4603 WATER	(14)	1,539	1,553		1,553	(0.9%)
CHANDOS PARK :- Indirect Expenditure	<u>370</u>	<u>8,372</u>	<u>8,002</u>	<u>3,906</u>	<u>4,096</u>	<u>51.1%</u>
Net Income over Expenditure	<u>(370)</u>	<u>(7,167)</u>	<u>(6,797)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	952	8,995	8,043	3,995	4,048	55.0%
4708 PLAY EQUIPMENT	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	<u>14,918</u>	<u>22,961</u>	<u>8,043</u>	<u>3,995</u>	<u>4,048</u>	<u>82.4%</u>
Net Expenditure	<u>(14,918)</u>	<u>(22,961)</u>	<u>(8,043)</u>			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	485	18,000	17,515			2.7%
CEMETERY :- Income	<u>485</u>	<u>18,000</u>	<u>17,515</u>			<u>2.7%</u>
4225 RATES	0	400	400		400	0.0%
4265 NEW CEM MAINTENANCE	0	5,050	5,050		5,050	0.0%
4601 REPAIRS& MAINTENANCE FUND	220	4,013	3,793	935	2,858	28.8%
4602 ELECTRICITY	33	450	417		417	7.4%
4617 MEMORIAL TESTING	0	2,052	2,052		2,052	0.0%
4619 NEW CEM REPAYMENTS	0	37,108	37,108		37,108	0.0%
4620 EXPENSES RE BURIAL DUTIES	330	6,669	6,339		6,339	5.0%
CEMETERY :- Indirect Expenditure	<u>583</u>	<u>55,742</u>	<u>55,159</u>	<u>935</u>	<u>54,224</u>	<u>2.7%</u>
Net Income over Expenditure	<u>(98)</u>	<u>(37,742)</u>	<u>(37,644)</u>			
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	3,256	16,638	13,382		13,382	19.6%
4709 MAINTENANCE	0	1,026	1,026		1,026	0.0%
CHANDOS PARK TOILETS :- Indirect Expenditure	<u>3,256</u>	<u>17,664</u>	<u>14,408</u>	<u>0</u>	<u>14,408</u>	<u>18.4%</u>
Net Expenditure	<u>(3,256)</u>	<u>(17,664)</u>	<u>(14,408)</u>			
<u>255 RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	0	513	513		513	0.0%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	<u>0</u>	<u>1,539</u>	<u>1,539</u>	<u>0</u>	<u>1,539</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(1,539)</u>	<u>(1,539)</u>			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	100	667	567		567	15.0%
STORAGE PREMISES :- Indirect Expenditure	<u>100</u>	<u>667</u>	<u>567</u>	<u>0</u>	<u>567</u>	<u>15.0%</u>
Net Expenditure	<u>(100)</u>	<u>(667)</u>	<u>(567)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	426	10,804	10,378			3.9%
CEMETERY LODGE :- Income	<u>426</u>	<u>10,804</u>	<u>10,378</u>			<u>3.9%</u>
4034 PWLB REPAYMANTS INCL INTEREST	0	4,702	4,702		4,702	0.0%
4609 CEMETERY LODGE MAINT	285	3,500	3,215		3,215	8.1%
CEMETERY LODGE :- Indirect Expenditure	<u>285</u>	<u>8,202</u>	<u>7,917</u>	<u>0</u>	<u>7,917</u>	<u>3.5%</u>
Net Income over Expenditure	<u>141</u>	<u>2,602</u>	<u>2,461</u>			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	0	1,642	1,642		1,642	0.0%
CCTV :- Indirect Expenditure	<u>0</u>	<u>1,642</u>	<u>1,642</u>	<u>0</u>	<u>1,642</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(1,642)</u>	<u>(1,642)</u>			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
4085 STRUCTURAL REPAIRS	1,721	2,000	279	1,260	(981)	149.0%
4091 CHAMBER WORKS	0	1,000	1,000		1,000	0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	<u>1,721</u>	<u>3,000</u>	<u>1,279</u>	<u>1,260</u>	<u>19</u>	<u>99.4%</u>
Net Expenditure	<u>(1,721)</u>	<u>(3,000)</u>	<u>(1,279)</u>			
<u>262 PARKS GENERAL</u>						
4101 SEATS AND BINS	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	0	4,500	4,500		4,500	0.0%
4106 PLAY AREA MAINTENANCE	0	5,013	5,013		5,013	0.0%
4122 TREE WORKS	0	11,796	11,796		11,796	0.0%
4270 BRIDGES	0	1,000	1,000		1,000	0.0%
4275 PLAY AREA REPLACEMENT FUND	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	<u>0</u>	<u>24,335</u>	<u>24,335</u>	<u>0</u>	<u>24,335</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(24,335)</u>	<u>(24,335)</u>			
ENVIRONMENT :- Income	33,172	106,271	73,099			31.2%
Expenditure	68,757	517,666	448,909	11,061	437,848	15.4%
Movement to/(from) Gen Reserve	<u>(35,584)</u>					

TOWN CENTRE & EVENTS

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 TOWN CENTRE & EVENTS						
1013 HANGING BASKETS	0	410	410			0.0%
1028 LACE HILL EVENTS INCOME	0	1,026	1,026			0.0%
1029 GOOD ENDINGS FAIR INCOME	0	1,000	1,000			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	205	205			0.0%
1066 COMEDY NIGHT INCOME	0	3,078	3,078			0.0%
1069 CHARTER FAIR INCOME	0	6,843	6,843			0.0%
1086 FIREWORK DISPLAY INCOME	0	100	100			0.0%
1087 CHRISTMAS LIGHT INCOME	0	100	100			0.0%
TOWN CENTRE & EVENTS :- Income	0	12,762	12,762			0.0%
3997 NI TC & E	579	5,960	5,381		5,381	9.7%
3998 PENSION ERS TC & E	2,038	12,608	10,570		10,570	16.2%
3999 WAGES & SALARIES TC & E	8,867	60,567	51,700		51,700	14.6%
4042 EVENTS EQUIPMENT	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	410	410		410	0.0%
4094 YOUTH PROJECT	0	3,000	3,000		3,000	0.0%
4104 TOWN IN BLOOM	395	10,750	10,355		10,355	3.7%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	0	410	410		410	0.0%
4126 GOOD ENDINGS FAIR	0	1,000	1,000		1,000	0.0%
4166 LACE HILL EVENTS	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	0	11,286	11,286		11,286	0.0%
4202 FIREWORK DISPLAY	0	5,130	5,130		5,130	0.0%
4203 COMMUNITY FAIR	0	410	410		410	0.0%
4205 CHRISTMAS PARADE	0	3,900	3,900		3,900	0.0%
4208 SPRING FAIR	0	500	500		500	0.0%
4210 PANCAKE RACE	0	80	80		80	0.0%
4211 BAND JAM	0	3,591	3,591		3,591	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	0	2,500	2,500		2,500	0.0%
4213 DOG AWARENESS	0	495	495		495	0.0%
4216 MAY DAY EVENT	0	50	50		50	0.0%
4220 MUSIC IN THE MARKET	0	3,591	3,591		3,591	0.0%
4230 SCOUT PARADE	0	50	50		50	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,078	3,078		3,078	0.0%
4243 CHARTER FAIR EXPENDITURE	0	10,254	10,254	7,254	3,000	70.7%
4260 TWINNING	0	2,000	2,000		2,000	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	11,879	143,463	131,584	7,254	124,330	13.3%
Net Income over Expenditure	(11,879)	(130,701)	(118,822)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 STREET MARKET						
1005 STREET MARKET	0	14,500	14,500			0.0%
1006 FLEA MARKET	0	4,500	4,500			0.0%
STREET MARKET :- Income	0	19,000	19,000			0.0%
4017 SUBSCRIPTIONS	358	450	92		92	79.6%
4225 RATES	0	3,078	3,078		3,078	0.0%
4235 MARKET INFRASTRUCTURE & PROMOT	750	1,500	750		750	50.0%
STREET MARKET :- Indirect Expenditure	1,108	5,028	3,920	0	3,920	22.0%
Net Income over Expenditure	(1,108)	13,972	15,080			
303 SPECIAL EVENTS						
1020 FOOD FAIR INCOME	0	513	513			0.0%
1083 FRINGE INCOME	0	3,078	3,078			0.0%
SPECIAL EVENTS :- Income	0	3,591	3,591			0.0%
4221 FRINGE	0	6,000	6,000		6,000	0.0%
4242 FOOD FAIR	0	513	513		513	0.0%
4244 REMEMBRANCE FLAGS	0	600	600		600	0.0%
4273 ONE OFF EVENTS	0	1,500	1,500		1,500	0.0%
SPECIAL EVENTS :- Indirect Expenditure	0	8,613	8,613	0	8,613	0.0%
Net Income over Expenditure	0	(5,022)	(5,022)			
305 TOURIST INFORMATION CENTRE						
1084 TIC INCOME	0	33,000	33,000			0.0%
TOURIST INFORMATION CENTRE :- Income	0	33,000	33,000			0.0%
4253 TIC TICKETS AND PRODUCE	70	30,780	30,710		30,710	0.2%
4255 HERITAGE APP EXPENDITURE	2,299	6,344	4,045	39	4,006	36.8%
4274 TOURISM WEBSITE	0	2,500	2,500		2,500	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	2,369	39,624	37,255	39	37,217	6.1%
Net Income over Expenditure	(2,369)	(6,624)	(4,255)			
306 ACCESSIBILITY						
4254 ACCESS ABLE	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	0	3,988	3,988	0	3,988	0.0%
Net Expenditure	0	(3,988)	(3,988)			
TOWN CENTRE & EVENTS :- Income	0	68,353	68,353			0.0%
Expenditure	15,356	200,716	185,360	7,293	178,068	11.3%
Movement to/(from) Gen Reserve	(15,356)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
PLANNING						
601 PLANNING						
3992 WAGES & SALARIES PLANNING	5,152	31,252	26,100		26,100	16.5%
3993 NI PLANNING	294	4,313	4,019		4,019	6.8%
3994 PENSION ERS PLANNING	488	4,000	3,512		3,512	12.2%
4624 NEIGHBOURHOOD PLAN	0	1,800	1,800		1,800	0.0%
PLANNING :- Indirect Expenditure	<u>5,934</u>	<u>41,365</u>	<u>35,431</u>	<u>0</u>	<u>35,431</u>	<u>14.3%</u>
Net Expenditure	<u>(5,934)</u>	<u>(41,365)</u>	<u>(35,431)</u>			
PLANNING :- Income	0	0	0			0.0%
Expenditure	5,934	41,365	35,431	0	35,431	14.3%
Movement to/(from) Gen Reserve	<u>(5,934)</u>					

EARMARKED RESERVES

901 EARMARKED RESERVES						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	55,728	55,728		55,728	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9012 CHRISTMAS LIGHTS	0	295	295		295	0.0%
9013 YOUTH PROJECTS	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	30,121	30,121		30,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	5,094	5,094		5,094	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
9046 PLANNING DISPLAY EQUIPMENT	0	1,848	1,848	1,219	629	66.0%
9048 BUCKINGHAM ACTION GROUP	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	15,000	15,000		15,000	0.0%
9051 OFFICE DEVELOPMENT / FURNITURE	0	12,000	12,000		12,000	0.0%
9052 DEPOT EQUIPMENT PURCHASE	0	5,000	5,000	2,216	2,784	44.3%
9053 AEDs	0	420	420		420	0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9054 LACE HILL REPAIRS & MAINTENANC	0	5,000	5,000		5,000	0.0%
EARMARKED RESERVES :- Indirect Expenditure	<u>0</u>	<u>195,688</u>	<u>195,688</u>	<u>3,435</u>	<u>192,253</u>	<u>1.8%</u>
Net Expenditure	<u>0</u>	<u>(195,688)</u>	<u>(195,688)</u>			
EARMARKED RESERVES :- Income	0	0	0			0.0%
Expenditure	0	195,688	195,688	3,435	192,253	1.8%
Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income	485,137	1,082,994	597,857			44.8%
Expenditure	156,817	1,320,790	1,163,974	22,060	1,141,913	13.5%
Net Income over Expenditure	<u>328,321</u>	<u>(237,796)</u>	<u>(566,117)</u>			
Movement to/(from) Gen Reserve	<u>328,321</u>					

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 29th June 2020

Contact Officer: Paul Hodson, Town Clerk

Revised Budget Forecast for 2020/21

1. Recommendation

1.1. It is recommended that Members note the report

2. Summary

2.1. A budget exercise has been carried out to revise the budget forecast for 2020/21. The Covid 19 restrictions have impacted a number of Council services. For the Resources Committee, changes include:

- Lease of an additional van for the Green Spaces Team using the Contingencies Fund (132 4500)
- Lower cost of the additional office space than forecast
- Reduced cost of National Insurance of £5,500 due to a calculation error

2.2. There is still much uncertainty about the next few months. But the current forecast is that overall the Resources budget will be **underspent** by £6,380.

2.3. The current forecast is that the overall Council budget will be **overspent** by £12,047.

3. Summary Revised Forecast

		2020/21 Original Budget	2020/21 Revised Forecast
Resources	Income	4,440	1,820
	Expenditure	362,347	353,347
	Net Expenditure	357,907	351,527

Environment	Income	106,271	75,147
	Expenditure	491,064	471,254
Environment	Net Expenditure	384,793	396,108

TC & E	Income	68,353	21,996
	Expenditure	188,218	150,973
	Net Expenditure	119,865	128,977

Planning	Income	0	0
	Expenditure	41,365	39,365
	Net Expenditure	41,365	39,365

TOTAL	Income	179,064	98,963
		1,082,9	
	Expenditure	94	1,014,939
	Net Expenditure	903,930	915,977

				Difference
Resources	Net Expenditure	357,907	351,527	-6,380
Environment	Net Expenditure	384,793	396,108	11,315
TC & E	Net Expenditure	119,865	128,977	9,112
Planning	Net Expenditure	41,365	39,365	-2,000
TOTAL	Net Expenditure	903,930	915,977	12,047

4. Revised Budget Forecast

Please note that forecast changes are all marked in red.

Cost Centre	Cost Code		Budget	Revised Forecast
101		PERSONNEL COSTS		
	4000	WAGES & SALARIES ADMIN	144,908	144,908
	4003	APPRENTICESHIP	9,500	9,500
	4005	ERS NATIONAL INS	19,445	14,500
	4006	ERS PENSION CONT	35,368	35,368
	4007	STAFF TRAVEL	1,100	1,100
	4008	OCCUPATIONAL HEALTH	1,231	1,231
	4025	HR ADVICE	4,325	4,325
	4026	STAFF & RECRUITMENT	1,000	1,000
		Expenditure	216,877	211,932
102		OFFICE EXPENSES		
	1010	CHAMBER HIRE	1,400	600
	1012	PHOTOCOPIER USE	40	20
		Income	1,440	620
	4010	STATIONERY	2,400	2,100
	4011	POSTAGE	500	500
	4012	PHOTOCOPIER	1,796	1,600
	4013	EQUIPMENT PURCHASE	1,100	1,100
	4015	ADVERTISMENT	513	513
	4017	SUBSCRIPTIONS	4,200	4,200
	4018	TELEPHONE	5,130	5,130
	4019	HIRE OF HALL	257	257
	4021	HOSPITALITY	400	300
	4023	TRAINING	6,500	6,500
	4027	COMPUTER SOFTWARE	10,000	10,000
	4030	PAYROLL	1,300	1,500
	4032	PUBLICITY	6,500	6,500
	4038	COMPUTER EQUIP/MAINT	3,500	3,500
	4041	WEB SITE PROVISION & OPERATION	2,400	2,400
	4043	PROTECTIVE CLOTHING / UNIFORM	1,000	1,000
	4052	HEAT LIGHT POWER	821	821
	4055	ALARM	564	564

	4156	BUCKINGHAM CENTRE RENT	13,000	10,500
	4225	RATES	2,833	4,000
		Expenditure	64,714	62,985
103		COUNCILLORS		
	4020	MAYOR'S DUTIES	1,800	1,800
	4029	MAYOR'S CIVIC	1,550	1,550
	4044	COUNCILLORS MILEAGE / EXPS	616	616
	4045	COUNCILLORS ALLOWANCE	9,981	8,190
	4236	ELECTION COSTS	500	500
	4269	COUNCILLOR TRAINING	1,500	1,500
		Expenditure	15,947	14,156
104		LEGAL REQUIREMENTS		
	4014	AUDIT FEE	5,335	4,800
	4016	LEGAL COSTS	2,000	2,000
	4022	INSURANCE	16,500	16,500
		Expenditure	23,835	23,300
120		GRANTS (PREV 137)		
	4077	OLD GAOL FUNDING	3,000	3,000
	4081	CAB GRANT	5,346	5,346
	4086	YOUTH CENTRE GRANT	5,200	5,200
		Expenditure	13,546	13,546
125		COMMEMORATIVE ITEMS		
	4501	CIVIC AWARD	816	816
	4504	REMEMBERANCE WREATH	26	26
	4505	MAYORS SALVER	220	220
		Expenditure	1,062	1,062
130		ADMIN RESERVES		
	1176	PRECEPT	0	0
	1190	INTEREST RECEIVED	3,000	1,200
		Income	3,000	1,200

131		GRANTS		
	4084	COMMUNITY CENTRE CAPITAL	5,000	5,000
	4087	ANNUAL GRANTS	12,866	12,866
	4088	UNIVERSITY CIVIC PRIZES	0	0
		Expenditure	17,866	17,866
132		CONTINGENCIES		
	4500	CONTINGENCIES	8,500	8,500
		Expenditure	8,500	8,500
201		ENVIRONMENT		
	1081	SOLAR PANEL FIT RATE	0	0
	1082	SOLAR PANEL EXPORT RATE	0	0
		Income	0	0
	3995	NI ENVIRONMENT	24,798	15,000
	3996	PENSION ERS ENVIRONMENT	46,384	46,384
			199,640	194,000
	4004	WAGES & SALARIES ENVIRONMENT		
	4068	COMMUNITY SERVICE	6,669	5,000
	4101	SEATS AND BINS	0	0
	4112	ENVIRONMENT EQUIPMENT	6,000	6,000
	4118	SOLAR PANELS	0	0
			0	0
	4155	SOLAR PANEL LOAN REPAYMENT		
			0	0
	4252	SOLAR PANEL LOAN REPAYMENT		
		Expenditure	283,491	266,384
202		ROUNDBABOUTS		
			2,180	2,180
	1051	ROUNDBABOUT NO 1 ABBOT FIRE		
	1052	ROUNDBABOUT NO 2 ELLA	1,660	1,660
			1,908	1,908
	1053	ROUNDBABOUT NO 3 SEASONS INNS		
	1054	ROUNDBABOUT NO 4 R & B	2,372	2,372
			2,603	2,603
	1056	ROUNDBABOUT NO 6 THE VET CENTRE		

	1057	ROUNDBOUT NO 7 RING ROAD	1,328	1,328
		Income	12,051	12,051
	4108	ROUNDBOUT	1,300	1,300
		Expenditure	1,300	1,300
203		MAINTENANCE		
			0	0
	4063	VEHICLE HIRE AND RUNNING COSTS		
	4082	ALLOTMENTS	2,000	2,000
	4102	DOG BINS	0	0
		Expenditure	2,000	2,000
204		DEVOLVED SERVICES EXPENSES		
	1015	DEVOLVED OTHER INCOME	0	0
			20,353	20,353
	1017	DEV SERV NON CARRIAGEWAY INC		
	1019	DEVOLVED SERVICES INCOME	0	0
		Income	20,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY	9,000	8,000
	4127	DEVOLVED MINOR HIGHWAYS	0	0
		Expenditure	9,000	8,000
205		GROUNDS MAINTENANCE		
	4033	WASTE DISPOSAL	1,800	1,800
	4035	MACHINERY	1,500	1,500
	4036	FUEL (MOWER)	2,300	2,300
	4037	SUNDRIES	1,200	1,200
			13,500	13,500
	4063	VEHICLE HIRE AND RUNNING COSTS		
		Expenditure	20,300	20,300
248		DEPOT		
	4013	EQUIPMENT PURCHASE	2,500	4,000

	4055	ALARM	410	410
	4225	RATES	4,200	4,200
			800	800
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	2,000	2,000
	4603	WATER	1,000	1,000
			10,910	12,410
		Expenditure		
249		PUBLIC TOILETS		
	1085	SHOP MOBILITY INCOME	100	40
		Income	100	40
	4225	RATES	1,000	1,000
	4602	ELECTRICITY	1,026	1,026
	4603	WATER	2,565	2,565
	4608	SHOP MOBILITY	1,026	1,026
	4612	CONTRACTOR CHARGE	10,722	10,722
	4709	MAINTENANCE	513	513
			16,852	16,852
		Expenditure		
250		LACE HILL		
			43,251	15,000
	1026	LACE HILL COMMUNITY CENTRE		
	1027	SOLAR INCOME	507	100
		Income	43,758	15,100
	4050	LACE HILL PLAYING FIELDS	500	200
	4118	SOLAR PANELS	715	150
	4158	LACE HILL GAS	4,000	4,000
	4159	LACE HILL ELECTRICITY	1,960	1,960
	4160	LACE HILL WATER	1,250	1,250
	4161	LACE HILL REPAIRS & MAINT	3,500	3,500
			3,750	3,750
	4162	LACE HILL CONTRACTOR CHARGE		
	4163	LACE HILL ALARM	513	513
			2,500	2,500
	4164	LACE HILL EQUIPMENT PURCHASE		
	4167	LACE HILL PLAY AREA	0	0
	4225	RATES	9,850	9,850
	4605	HORTICULTURAL CONTRACT	0	0
			28,538	27,673
		Expenditure		

251		CHANDOS PARK		
	1030	BOWLS INCOME	564	282
	1035	TENNIS COURT RENT	641	321
		Income	1,205	603
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
			3,065	3,065
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	513	513
	4603	WATER	1,539	1,539
	4605	HORTICULTURAL CONTRACT	0	0
			5,117	5,117
		Expenditure		
252		BOURTON PARK		
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
			5,000	5,000
	4601	REPAIRS& MAINTENANCE FUND		
	4605	HORTICULTURAL CONTRACT	0	0
	4708	PLAY EQUIPMENT	0	0
			5,000	5,000
		Expenditure		
253		CEMETERY		
	1041	BURIAL FEES	18,000	18,000
		Income	18,000	18,000
	4225	RATES	400	400
	4265	NEW CEM MAINTENANCE	5,050	5,050
			3,078	3,078
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	450	450
	4605	HORTICULTURAL CONTRACT	0	0
	4617	MEMORIAL TESTING	2,052	2,052
	4619	NEW CEM REPAYMENTS	37,108	37,108
	4620	EXPENSES RE BURIAL DUTIES	6,669	6,669
	4621	NEW CEMETERY PLANNING	0	0
			54,807	54,807
		Expenditure		

254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	13,338	11,000
	4709	MAINTENANCE	1,026	1,026
			14,364	12,026
		Expenditure		
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	1,026	1,026
	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
	4709	MAINTENANCE	513	513
			1,539	1,539
		Expenditure		
256		STORAGE PREMISES		
	4066	GRENVILLE GARAGE RENT	667	667
			667	667
		Expenditure		
257		KEN TAGG PLAYGROUND		
	4106	PLAY AREA MAINTENANCE	0	0
	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
			0	0
		Expenditure		
258		CEMETERY LODGE		
	1061	CEMTERY LODGE RENTAL INCOME	10,804	9,000
		Income	10,804	9,000
			4,702	4,702
	4034	PWLB REPAYMANTS INCL INTEREST		
	4609	CEMETERY LODGE MAINT	3,500	3,500
			8,202	8,202
		Expenditure		
259		OTTERS BROOK		
	4106	PLAY AREA MAINTENANCE	0	0

	4122	TREE WORKS	0	0
	4605	HORTICULTURAL CONTRACT	0	0
		Expenditure	0	0
260		CCTV		
	4100	CCTV ONGOING COSTS	1,642	1,642
		Expenditure	1,642	1,642
261		COMMUNITY CENTRE STRUCTURAL RE		
	4085	STRUCTURAL REPAIRS	2,000	2,000
	4091	CHAMBER WORKS	1,000	1,000
		Expenditure	3,000	3,000
262		PARKS GENERAL		
	4101	SEATS AND BINS	1,026	1,026
	4102	DOG BINS	4,500	4,500
	4106	PLAY AREA MAINTENANCE	5,013	5,013
	4122	TREE WORKS	11,796	11,796
	4270	BRIDGES	1,000	1,000
			1,000	1,000
	4275	PLAY AREA REPLACEMENT FUND	24,335	24,335
		Expenditure		
301		TOWN CENTRE & EVENTS		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	500
	1029	GOOD ENDINGS FAIR INCOME	1,000	1,000
	1031	ENTERPRISE FAIR INCOME	0	0
	1033	ICE RINK INCOME	0	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	205
	1066	COMEDY NIGHT INCOME	3,078	3,078
	1069	CHARTER FAIR INCOME	6,843	0
	1086	FIREWORK DISPLAY INCOME	100	100
	1087	CHRISTMAS LIGHT INCOME	100	100

			12,762	4,983
	3997	NI TC & E	5,960	3,700
	3998	PENSION ERS TC & E	12,608	12,608
	3999	WAGES & SALARIES TC & E	60,567	60,567
	4042	EVENTS EQUIPMENT	560	560
	4079	FAIR TRADE PROMOTION	410	410
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	10,750
	4107	PRIDE OF PLACE	257	257
	4115	RIVER RINSE	410	410
	4119	ICE RINK	0	0
	4125	ENTERPRISE FAIR	0	0
	4126	GOOD ENDINGS FAIR	1,000	1,000
	4166	LACE HILL EVENTS	1,026	500
	4201	CHRISTMAS LIGHTS	11,286	11,286
	4202	FIREWORK DISPLAY	5,130	5,130
	4203	COMMUNITY FAIR	410	410
	4205	CHRISTMAS PARADE	3,900	3,900
	4208	SPRING FAIR	500	500
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	3,591
	4212	CHRISTMAS LIGHT SWITCH ON	2,500	2,500
	4213	DOG AWARENESS	495	495
	4216	MAY DAY EVENT	50	0
	4220	MUSIC IN THE MARKET	3,591	0
	4230	SCOUT PARADE	50	0
	4241	COMEDY NIGHT EXPENDITURE	3,078	3,078
	4243	CHARTER FAIR EXPENDITURE	3,000	0
	4260	TWINNING	2,000	2,000
		Expenditure	136,209	126,732
302		STREET MARKET		
	1005	STREET MARKET	14,500	4,000
	1006	FLEA MARKET	4,500	500
		Income	19,000	4,500
	4017	SUBSCRIPTIONS	450	450
	4225	RATES	3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT	1,500	500
		Expenditure	5,028	4,028

303		SPECIAL EVENTS		
	1020	FOOD FAIR INCOME	513	513
	1034	FESTIVAL OF HEALTH	0	0
	1083	FRINGE INCOME	3,078	0
		Income	3,591	513
	4075	FESTIVAL OF HEALTH	0	0
	4221	FRINGE	6,000	2,000
	4242	FOOD FAIR	513	513
	4244	REMEMBRANCE FLAGS	600	600
	4273	ONE OFF EVENTS	1,500	1,500
		Expenditure	8,613	4,613
304		BUCKINGHAM TOWN YOUTH COUNCIL		
	4237	YOUTH COUNCIL BUDGET	1,000	1,000
	4238	YOUTH COUNCIL ADMIN	100	100
		Expenditure	1,100	1,100
305		TOURIST INFORMATION CENTRE		
	1084	TIC INCOME	33,000	12,000
	1088	HERITAGE APP INCOME	0	0
		Income	33,000	12,000
	4253	TIC TICKETS AND PRODUCE	30,780	11,500
	4255	HERITAGE APP EXPENDITURE	0	0
	4274	TOURISM WEBSITE	2,500	2,500
		Expenditure	33,280	14,000
306		ACCESSIBILITY		
	4254	ACCESS ABLE	3,488	0
	4266	ACCESSIBILITY COSTS	500	500
		Expenditure	3,988	500
601		PLANNING		
	3992	WAGES & SALARIES PLANNING	31,252	31,252
	3993	NI PLANNING	4,313	4,313
	3994	PENSION ERS PLANNING	4,000	2,000

	4624	NEIGHBOURHOOD PLAN	1,800	1,800
		Expenditure	41,365	39,365

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 29th June 2020

Contact Officer: Paul Hodson, Town Clerk

Covid 19 budget

1. Recommendations

1.1. It is recommended to create an additional budget of £5,000 to cover the additional costs of Covid19 restrictions to the Council. For this to be drawn from the general reserve, and added to the Resources Committee's budget.

2. Background

2.1. The Council has so far spent approximately £1,500 on PPE, £500 on signs and £1,770 for additional van hire, totalling £3,770 of unforeseen costs so far.

2.2. It is proposed to create a separate budget to cover these and other costs created by the Covid 19 restrictions. This will ensure the council can properly monitor the costs caused by Covid 19 and will also enable the current budgets to be used for their intended purposes. It is proposed to create a new budget of £5,000 to cover these and any other unforeseen costs related to Covid 19. This would be added to the Resources budget.

Asset/Ref code	Description	Serial Number	Location/Employee	Group	Supplier A/C	Purchase Price	Current insurance value
LND01	Brackley Road Cemetery		Brackley Road Buckingham	Deeds	2000	£1	£0
BLD01	Cemetery Lodge		Brackley Road Cemetery	Deeds	2000	£256,000	£256,000
INF36	Cemetery Lodge - Fixtures & Fittings		Brackley Road Cemetery	n/a	2010	£40,000	£40,000
BLD02	East Chapel		Brackley Road Cemetery	Deeds	2000	£213,000	£213,000
BLD03	West Chapel		Brackley Road Cemetery	Deeds	2000	£169,000	£169,000
LND02	Castle Hill		Castle Hill Buckingham	Covenant	13.07.1979	£0	£0
LND03	Railway Way		Railway Walk Buckingham (Chandos Road to A421)	Deeds Land Registry BM350932	26.07.1983	£0	£0
LND04	Ken Tagg Play Area		Meadway Buckingham	Deeds BM106608	2001	£0	£0
LND05	Bourton Park		Bourton Road Buckingham	Deeds	2000	£1	£0
LND06	Chandos Park		Chandos Road Buckingham	Deeds	2000	£1	£0
BLD04	Tennis Pavilion		Chandos Park	Deeds	2000	£63,000	£63,000
INF37	Tennis Pavilion Fixtures & Fittings		Chandos Park	n/a	n/a	£20,000	£20,000
BLD05	Bowls Pavilion		Chandos Park	Deeds	2000	£307,000	£307,000
INF38	Bowls Pavilion - Fixtures & Fittings		Chandos Park	n/a	n/a	£50,000	£50,000
BLD06	Chandos Park Toilets		Chandos Park	Deeds	2000	£189,000	£189,000
LND07	Otters Brook		Otters Brook Buckingham	Deeds Land Registry BM149628	06.09.1989	£0	£0
BLD07	Buckingham Community Centre		Cornwall's Meadow Buckingham		2018	£50,000	£50,000
BLD08	Town Council Offices Verney Close		Verney Close Buckingham	Tenancy At Will	2011	£0	£0
BLD10	Grenville Garage		Grenville Road, Buckingham	Tenancy At Will	2002	£0	£0
BLD11	War memorial		Castle Hill	LGA 1948 S133	n/a	£42,000	£42,000
BLD13	Lace Hill Sports & Community Centre		Lace Hill, MK18 7RR	Deeds		2016 £0	£1,900,000
BLD14	Depot, 12&17 Hillcrest Way		12&17 Hillcrest Way, Buckingham	Deeds		2016 £190,000	£190,000
BLD15	Toilet/Changing Places & Shop Mobility Unit		Cornwalls Meadow Car Park			2017 £163,669	
BLD16	Tourist Information Centre		Old Gaol	Memorandum Of Understanding		2018 £0	£0
	Lace Hill Play area and sports pitches		Lace Hill, MK18 7RR	Deeds		2016 £0	£0
Total Replacement/Insurance Value						£1,752,672	£3,489,000

23/06/2020
20:59Buckingham Town Council
ASSET LIST BY GROUP NAMEPage 1
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<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
INF47	Tennis Pavilion Fixtures & Fittings	20,000.00	20,000.00	20,000.00
INF48	Bowls Pavilion - Fixtures & Fittings	50,000.00	50,000.00	50,000.00
BLD15	Toilet/Changing Places & Shop Mobility Unit	163,669.00	163,669.00	163,669.00
BLD07	Buckingham Community Centre	50,000.00	50,000.00	50,000.00
INF36	Cemetery Lodge - Fixtures & Fittings	40,000.00	40,000.00	40,000.00
TOTAL FOR		323,669.00	323,669.00	323,669.00
Admin Storage				
FRN05	Filling Cabinet (4 Draw) X 3	1.00	1.00	500.00
TOTAL FOR Admin Storage		1.00	1.00	500.00
Burial				
MEQP12	Cemetery Beir X 1	1.00	1.00	1,500.00
TOTAL FOR Burial		1.00	1.00	1,500.00
Ceremonial				
CER30	Large Wood Town Crest (Shield) Buckingham Swan X 1	1.00	1.00	1,000.00
CER13	Mace Case X 1	2,336.00	2,336.00	2,336.00
CER17	Mayors Robe X 1	1.00	1.00	695.00
CER16	Mayors Chain X 1	1.00	1.00	4,000.00
CER14	Mace Barers Robes X 1	1.00	1.00	500.00
CER24	Signet Ring X 1	1.00	1.00	500.00
CER29	Town Clerks Wig X 1	1.00	1.00	600.00
CER28	Town Clerk's Robe X 1	1.00	1.00	795.00
CER31	Town Crier's Robe X 1	1.00	1.00	749.00
CER12	Mace X 1	1.00	1.00	50,000.00
CER18	Mayor's Robe, Original X 1	1.00	1.00	1,000.00
TOTAL FOR Ceremonial		2,346.00	2,346.00	62,175.00
Changing room furniture				
FRN43	Changing room furniture - benches and hooks X 1	3,999.00	3,999.00	3,999.00
TOTAL FOR Changing room furniture		3,999.00	3,999.00	3,999.00
Council Events				
MEQP06	Metal Barriers X 28	1.00	1.00	1,400.00
MEQP03	Yellow Road Information Signs X 8	1.00	1.00	640.00
MEQP04	Diverted Traffic Signs X 14	1.00	1.00	980.00
MEQP21	No waiting traffic cones X 100	676.00	676.00	676.00
MEQP05	Road Closed Signs X 18	1.00	1.00	1,260.00
MEQP02	Buckingham Town Council Traffic Cones X 130	1,105.00	1,105.00	1,105.00
TOTAL FOR Council Events		1,785.00	1,785.00	6,061.00
Council meetings/roomhire				
OEQP07	Interactive Wireless screens X 2	4,030.00	4,030.00	4,030.00
OEQP04	Projector - Epson EMP795 X 1	1,150.00	1,150.00	1,150.00
TOTAL FOR Council meetings/roomhire		5,180.00	5,180.00	5,180.00
Decorative				
CER33	Cannon X 1	1.00	1.00	2,000.00
CER34	Swan Girl Statue X 1	1.00	1.00	20,000.00
TOTAL FOR Decorative		2.00	2.00	22,000.00
Deeds				
BLD14	Depot, 12&17 Hillcrest Way	190,000.00	190,000.00	190,000.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
BLD04	Tennis Pavilion	63,000.00	63,000.00	63,000.00
BLD06	Chandos Park Toilets	189,000.00	189,000.00	189,000.00
BLD05	Bowls Pavilion	307,000.00	307,000.00	307,000.00
BLD02	East Chapel	213,000.00	213,000.00	213,000.00
BLD03	West Chapel	169,000.00	169,000.00	169,000.00
BLD16	Cemetery Lodge	256,000.00	256,000.00	0.00
TOTAL FOR Deeds		<u>1,387,000.00</u>	<u>1,387,000.00</u>	<u>1,131,000.00</u>
Dog Bins				
ENV09	Dog bins X 32	1.00	1.00	4,640.00
TOTAL FOR Dog Bins		<u>1.00</u>	<u>1.00</u>	<u>4,640.00</u>
Fire Safety Regulations				
MISC10	Fire Extinguisher-red X 2	1.00	1.00	0.00
TOTAL FOR Fire Safety Regulations		<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
Functions				
MISC22	Table bundle 19 tables and one trolley X 1	872.00	872.00	872.00
MISC27	Flexitable deluxe (folding) 1600 x 800 beech table X 10	1,490.00	1,490.00	1,490.00
MISC21	Mogo Chair Trolley X 4	745.00	745.00	745.00
MISC20	Prima Plus folding chair - Charcoal X 100	1,571.00	1,571.00	1,571.00
MISC28	Austin chair, chrome frame padded seat burgundy X 20	579.00	579.00	579.00
TOTAL FOR Functions		<u>5,257.00</u>	<u>5,257.00</u>	<u>5,257.00</u>
Gift				
CER06	Copeland statues X 1	1.00	1.00	750.00
CER32	Bugle -The Rifles 10/5/2009 X 1	1.00	1.00	34,472.00
TOTAL FOR Gift		<u>2.00</u>	<u>2.00</u>	<u>35,222.00</u>
Health & Safety				
ENV08	Bins - mesh green waste bins X 3	1.00	1.00	600.00
ENV02	Waste Bins X 8	1.00	1.00	1,100.00
ENV04	Bins X 11	1.00	1.00	2,420.00
ENV05	Dog bins X 5	1.00	1.00	500.00
TOTAL FOR Health & Safety		<u>4.00</u>	<u>4.00</u>	<u>4,620.00</u>
Information				
INF30	Noticeboard/Information Board X 1	1.00	1.00	2,000.00
INF03	Information Board X 1	1.00	1.00	2,000.00
INF04	Notice Board (For posters) X 1	1.00	1.00	2,000.00
INF14	Notice Boards X 3	1.00	1.00	6,000.00
SGN11	Finger Posts X 2	1.00	1.00	4,000.00
SGN12	Town Entrance Signs X 7	1.00	1.00	7,000.00
TOTAL FOR Information		<u>6.00</u>	<u>6.00</u>	<u>23,000.00</u>
Infrastructure				
INF20	Bridge X 6	1.00	1.00	180,000.00
INF49	Gates at Lace Hill Playground	3,097.00	3,097.00	3,097.00
TOTAL FOR Infrastructure		<u>3,098.00</u>	<u>3,098.00</u>	<u>183,097.00</u>
Interior				
FRN46	Blinds X 3	515.00	515.00	515.00
FRN29	Carpets X 3	1.00	1.00	500.00
TOTAL FOR Interior		<u>516.00</u>	<u>516.00</u>	<u>1,015.00</u>

Asset Code	Description	Original Cost	Current Value	Insurance Value
BLD11	War memorial	42,000.00	42,000.00	42,000.00
TOTAL FOR LGA 1948 S133		42,000.00	42,000.00	42,000.00
LHHSCC co-ordinator				
EQP28	HP Probook X 1	539.00	539.00	539.00
TOTAL FOR LHHSCC co-ordinator		539.00	539.00	539.00
Leisure				
INF29	Bench X 7	1.00	1.00	7,000.00
INF38	Benches X 6	1.00	1.00	5,000.00
INF37	Bins X 2	1.00	1.00	1,900.00
INF46	Icicle Lights X Various	9,645.00	9,645.00	9,645.00
INF31	Brompton Picnic Unit X 1	848.00	848.00	848.00
INF05	Bench - Wood and metal X 8	1.00	1.00	8,000.00
INF06	Picnic Bench X 4	1.00	1.00	4,000.00
INF11	Public Toilet Fixtures/Fittings X 1	1.00	1.00	2,000.00
BLD01	Youth Shelter X 1	3,000.00	3,000.00	3,000.00
INF12	Benches X 30	1.00	1.00	30,000.00
INF13	Picnic Tables X 16	1.00	1.00	16,000.00
INF18	Interpretation Board X 3	1.00	1.00	2,000.00
INF19	Otters Wood Art X 3	1.00	1.00	1,800.00
INF24	Bench (North End Court) X 1	1.00	1.00	1,000.00
INF27	Feeder pillars X 11	1,763.00	1,763.00	16,000.00
INF26	Flower Beds (by post office) X	1.00	1.00	3,000.00
INF25	Concrete Flower Beds X 6	1.00	1.00	30,000.00
INF40	Benches X 2	1.00	1.00	1,800.00
PEQP10	Play Equipment X 8	1.00	1.00	55,000.00
PEQP11	Play Equipment X 6	1.00	1.00	500.00
PEQP07	Play Equipment X Various	30,585.00	30,585.00	30,585.00
MISC14	New Christmas Lights X 45	675.00	675.00	675.00
MISC13	Christmas Lights X Various	1.00	1.00	21,000.00
PEQP02	Ken Liverseidge multi use games area X 1	50,000.00	50,000.00	50,000.00
PEQP01	Tennis Courts X 1	1.00	1.00	25,000.00
PEQP03	Play Equipment X 8	75,000.00	75,000.00	75,000.00
PEQP04	Senior Play Equipment X 21	100,540.00	100,540.00	100,540.00
PEQP05	Toddler Play Equipment X 6	1.00	1.00	50,000.00
PEQP06	Play Equipment x 8	1.00	1.00	75,000.00
TOTAL FOR Leisure		272,076.00	272,076.00	626,293.00
Main Printer/Scanner/Copier				
EQP03	Sharp Copier/Printer - MX3060 X 1	1.00	1.00	0.00
TOTAL FOR Main Printer/Scanner/Copier		1.00	1.00	0.00
Maintenance Equipment				
MEQP25	Dennis Guildford Gang set - mower X 1	2,750.00	2,750.00	2,750.00
MEQP24	Wessex Trailed Spreader 500mm Hitch - fertilizer spreader X 1	797.00	797.00	797.00
MEQP30	Logic LTA 160 Terr-ator Airator X 1	2,075.00	2,075.00	2,075.00
MEQP39	Numatic TGB 4045 Battery Powered Scrubber/Drier X 1	2,111.00	2,111.00	2,111.00
TOTAL FOR Maintenance Equipment		7,733.00	7,733.00	7,733.00
Market				
MEQP08	Plastic Barriers X 20	1.00	1.00	1,000.00
TOTAL FOR Market		1.00	1.00	1,000.00
Noticeboard				

Asset Code	Description	Original Cost	Current Value	Insurance Value
INF33	A-max notice board 18x44 X 1	567.00	567.00	567.00
TOTAL FOR Noticeboard		567.00	567.00	567.00
Office Equipment				
OEQP10	Inspiron 15 5000 Laptops x 4	2,186.68	2,186.68	2,168.68
TOTAL FOR Office Equipment		2,186.68	2,186.68	2,168.68
Outdoor Grounds Keeping				
MEQP15	Burial Equipment X 1	2,478.00	2,478.00	2,478.00
MEQP14	Cordless Power Tools (set) X 3	1.00	1.00	700.00
MEQP01	Pressure Washer X 1	587.00	587.00	600.00
MEQP13	Dennis Mower & dsiks RT Machinery 5400 X 1	5,400.00	5,400.00	6,600.00
MEQP40	Kohler Mulch Mower	520.00	520.00	520.00
VEC05	Renault Kangoo X Various	13,995.00	13,995.00	13,995.00
VEC03	Mitsubishi L200 X 1	15,145.00	15,145.00	15,145.00
MEQP37	Viking MB4RT push mowers X 7	2,730.00	2,730.00	2,730.00
MEQP34	Strimmers FS100 X 7	3,290.00	3,290.00	3,290.00
MEQP35	Strimmers FS360 X 2	1,140.00	1,140.00	1,140.00
MEQP38	Stihl MS 241 Chainsaw X 1	560.00	560.00	560.00
MEQP36	Husquvana LB553s Push mowers X 2	1,270.00	1,270.00	1,270.00
VEC04	Kubota ride-on mower - B031 X 1	12,495.00	12,495.00	12,495.00
VEC01	Quad Bike & lfor Williams Trailer - Honda 4510 X 1	4,510.00	4,510.00	5,000.00
TOTAL FOR Outdoor Grounds Keeping		64,121.00	64,121.00	66,523.00
Personal and Cemetery Records				
FRN08	Fire Safe X 1	1,000.00	1,000.00	1,000.00
TOTAL FOR Personal and Cemetery Records		1,000.00	1,000.00	1,000.00
Play Equipment				
PEQP8	24'x8' Aluminium socketed goals X 1	542.00	542.00	542.00
TOTAL FOR Play Equipment		542.00	542.00	542.00
Property of Cara				
EQP24	Netgear - ReadyNAS Duo Hub X 1	1.00	1.00	0.00
EQP23	Tendra Wireless Router X 1	1.00	1.00	0.00
TOTAL FOR Property of Cara		2.00	2.00	0.00
Security				
INF23	Metal Entrance Gate X 1	1.00	1.00	2,000.00
INF07	Street Lights X 9	1.00	1.00	12,000.00
INF21	Gates X 4	1.00	1.00	16,000.00
INF28	CCTV movable camara X 1	4,530.00	4,530.00	4,530.00
TOTAL FOR Security		4,533.00	4,533.00	34,530.00
Signage				
SGN16	LHSCC sign building external X 1	3,050.00	3,050.00	3,050.00
SGN14	Play Area sign X 1	724.00	724.00	724.00
TOTAL FOR Signage		3,774.00	3,774.00	3,774.00
Standard Town Council Work Spaces				
FRN01	Curved work stations (with built in draws) X 8	1.00	1.00	2,500.00
TOTAL FOR Standard Town Council Work Spaces		1.00	1.00	2,500.00
Storage Area				
FRN42	Bespoke Mesh Enclosure X 1	585.00	585.00	585.00
INF35	Storage Racking X 1	1,057.00	1,057.00	1,057.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
INF01	Alarm System X 1	1.00	1.00	500.00
TOTAL FOR Storage Area		1,643.00	1,643.00	2,142.00
Street Furniture				
INF32	Memorial bench X 6	2,700.00	2,700.00	2,700.00
INF45	3 x information panels X 5	4,775.00	4,775.00	4,775.00
INF44	Cast Iron Bench - B027 X 1	665.00	665.00	665.00
INF43	Metal Bench - C050 (Moreton Road) X 1	56,165.00	561.65	561.65
INF42	Litterbin 50ltr - E015 X 1	53,430.00	534.30	534.30
MISC31	13 x printed banners X 13	185,250.00	1,852.50	1,852.50
SGN17	Finger Posts, finials, fingers X 1	3,529.00	3,529.00	3,529.00
TOTAL FOR Street Furniture		306,514.00	14,617.45	14,617.45
Town Council laptops				
OEQP09	2 x laptops (GSS, Admin) X 2	832.00	832.00	832.00
OEQP08	4 x laptops; TC, DTC, Planning & EM X 4	2,666.00	2,666.00	2,666.00
TOTAL FOR Town Council laptops		3,498.00	3,498.00	3,498.00
council Meetings/Room Hire				
FRN17	Large Boardroom Table X 1	1.00	1.00	10,000.00
FRN18	Chairman's Chair X 1	1.00	1.00	1,500.00
FRN30	Small two drawer table X 1	1.00	1.00	550.00
FRN20	Boardroom Chairs X 2	1.00	1.00	600.00
FRN19	Boardroom Chairs X 16	1.00	1.00	12,000.00
FRN22	Queen Ann Chairs X 8	1.00	1.00	3,000.00
TOTAL FOR council Meetings/Room Hire		6.00	6.00	27,650.00
I				
BLD12	Main Fire Doors X 5	1.00	1.00	750.00
TOTAL FOR I		1.00	1.00	750.00
st				
ENV11	Bin next to ENV10 X 1	514.00	514.00	514.00
TOTAL FOR st		514.00	514.00	514.00
TOTAL		2,444,120.68	2,152,224.13	2,651,276.13

Local Government Association Model Member Code of Conduct

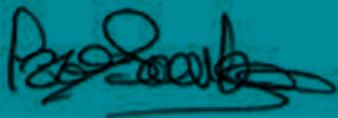
Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



Local Government Association

18 Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

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REF 11.197

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	797/18; 931/18	Paperless Agendas	AGREED to put to full council the recommendation that "Members note the estimated savings and reconfirm their commitment to progressing the Council's move toward a more efficient and electronic based system for all of its Committee meetings".	Town Clerk	To be deferred until new councillors in place in May 2020 - now May 2021	May
Resources	800/18	Complaints, compliment and FOI requests	Members AGREED for a six monthly report on complaints, compliments and FOI requests to the Resources Committee, noting that Green Spaces complaints were recorded separately and reported to the Environment Committee	Town Clerk	To be reviewed again in October 2020	April agenda
Resources	360/19	Cllr Allowances	Members discussed and AGREED for the Town Clerk to report back to Committee on feedback and advice from the Remuneration Committee and benchmarking Buckingham's Councillor Allowances against similar sized Town Councils.	Town Clerk	June	Completed
Resources	521/19	GDPR	Town Clerk to investigate the feasibility of implementing Cllr. Harvey's recommendations and report back to a future meeting of Resources Committee.	Town Clerk	Completed	Completed
Resources	520/19	Training & Development	Members AGREED for the Town Clerk to report back on options for making some training compulsory for Committee Members.	Town Clerk	Completed	Completed
Resources	525/19	Council Chamber	Members AGREED for more detailed options for Chamber furniture to be brought back to a future Resources Committee.	Town Clerk	Completed	Completed
Resources	65/19	Community Grants Policy	to be updated and recirculated to Members	Town Clerk	Circulated	Completed
Resources	658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2021	January
Resources	663/19	Pension fund	Town Clerk to investigate the security and liability of the Town Council's Pension Fund.	Town Clerk	Deferred to June	June
	953/19	Underspends	Cllr. Hiron asked for any large underspend to be explained in a report to the next meeting. Members AGREED for the Town Clerk to bring back a report to the next meeting of Resources Committee	Town Clerk		June

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 29th June 2020

Contact Officer: Paul Hodson, Town Clerk

Insurance

1. Recommendations

- 1.1. It is recommended to continue with the current policy until quotes are obtained for new cover later in the year. At this time each insurer will be asked to include details of their cover for future pandemics in their quotation.

2. Background

- 2.1. The Council reviewed the current insurance arrangements during the meeting held on 11th May 2020. Members noted the arrangements for insurance cover in respect of all insured risks and raised queries about the level of cover for notifiable diseases and other events. The Town Clerk agreed to prepare a report to the Resources Committee on special provisions for notifiable diseases and pandemics (**19.8/20**).
- 2.2. The Council's insurance policies are held with Zurich Insurance. This five-year arrangement is currently due to run until February 2021. So it will be necessary to obtain quotes for a new policy in the next few months.
- 2.3. At present, the Deputy Town Clerk reviews the risk assessment for each Town Council service, including the office, which is then agreed by the Town Clerk.

3. Current Cover

- 3.1. Zurich have provided the following clarification about the Council's current cover:
- 3.2. *Your Employers' Liability cover will protect you against legal liabilities resulting from injury or disease suffered by your employees in the course of their duties. This includes contracting Coronavirus.*
- 3.3. *Volunteers are covered under your Public Liability insurance and they are eligible for the same protection that employees get under Employers' Liability. Public Liability insurance will also extend to cover legal liabilities resulting from injury or disease suffered by a member of the public where it is deemed to be your fault. This also includes contracting Coronavirus.*
- 3.4. *In terms of business interruption, I am afraid that no cover is available from Zurich that will deal with a claim relating to Coronavirus. This is because*

Business Interruption cover is principally designed for situations where your property is damaged by flood or fire for example and is therefore out of action whilst repairs are carried out. Zurich does provide cover for some 'non-damage' business interruption. This includes the need to close premises due to unforeseen events, including specified diseases. A policy of this type will usually list which diseases are covered and Zurich's policies have never included diseases linked to pandemics, such as SARs, Avian Flu or Coronavirus, because it is very difficult to quantify the risk.

3.5. Regarding Employers' and Public Liability:...

3.6. For a claim against you to succeed, you would have to be found responsible for the individual contracting Coronavirus. The claimant would need to show that you had failed in your duty to take reasonable steps to keep them safe and that this was the cause of them contracting the disease. Needless to say, this is a high burden of proof.

3.7. What you will need to do is conduct fresh risk assessments of your activities, ensuring that the latest government guidelines are factored into them. You will need to document these assessments and then take appropriate actions to ensure the safety of your staff, volunteers and service users. You should be able to demonstrate that you have adhered to the advice and recommendations provided by the government during each phase of the pandemic's evolution. So this means you will need to redo your risk assessments each time the government guidelines that effect you change.

3.8. In the event of a claim arising we will ask for copies of the risk assessments, as we will use these to defend a claim on your behalf. I cannot stress how important it is to follow the government's advice though. If you do not, then there is a potential that claims could be refused as you would have breached the reasonable care clause in the policy.