



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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RESOURCES
COMMITTEE

24 February 2021

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on Monday 1st March 2021 at 7pm online via Zoom.

Residents are very welcome to ask questions or speak to Councillors about any matter relevant to the meeting 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. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes of last meeting

To receive and accept the minutes of the Resources Committee meetings held on:
[Monday 4th January 2021](#)
[Thursday 18th February 2021 \(Extraordinary meeting\)](#)

4. Minutes of Communications Strategy Group

To receive the minutes of the [Communications Strategy Group meeting held on Thursday 14th January 2021](#)



Twinned with Mouvaux, France; Neukirchen Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Action Report

[Appendix A](#)

6. Budgets

6.1. To receive and discuss the budget reports

6.2. To receive and discuss the revised budget forecast (Covid-19 implications)

[Appendix B](#)
[R/124/20](#)

7. Equality and Diversity Lead Officer

To receive and discuss a written report from the Town Clerk

[R/125/20](#)

8. Equality and Diversity Policy

To receive and discuss a written report from the Town Clerk

[R/126/20](#)

9. Fees and charges

To receive and discuss a written report from the Deputy Town Clerk

[R/127/20](#)

10. Variation to Grant Request 2020/21

To receive and discuss a variation to grant request from the Lace Hill Residents Association

[Appendix C](#)

11. CCLA Investments

To receive and note an advice note from CCLA regarding the CCLA Public Deposit Funds, which the Council uses for its General Reserves

[Appendix D](#)

12. Chair's Announcements

13. Date of next meeting: 26th April 2021

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

14. 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.

15. Staffing Update

To receive a verbal report from the Town Clerk

15.1. Staff Training

15.2. Staff welfare

16. Insurance

To receive a verbal report from the Town Clerk

17. Mobile Phones

To receive and discuss a written report from the Deputy Town Clerk

[R/128/20](#)

18. Council Chamber

To receive and discuss a verbal update from the Town Clerk

To:

Cllr. Mrs. G. Collins (Town Mayor)

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. A. Mahi

Cllr. H. Mordue

Cllr. T. Bloomfield

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try

Vice Chair

Chair

Minute No.	Action	Action Required	Action Owner	Update	Deadline
800/18	Compliments, Complaints and FOI requests	Members AGREED for a six monthly report.	Town Clerk		Agenda
658/19	Staffing Handbook	Updated AGREED. To be reviewed in 12 months time.	Town Clerk	To be reviewed again in January 2022	Jan-22
175/20	Land and Assests	Members discussed the likely current value of the current land and assets of the Town Council. The Town Clerk AGREED to review whether it was time to carry out fresh valuations.	Town Clerk		Apr-21
942/20	Pension Review	Why Town Councils paid 27.1% of salaries towards the scheme which was the same as other parish councils but different to many other organisations who are members of the scheme.	Town Clerk		26th April

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4030	102	-£27.00	OVERSPEND
1	4052	102	-£2,544.00	Community centre recharges 2019/2020 came in new financial year - not accrued for and this year
2	4022	104	-£1,648.00	additional premiums plus Community centre recharge
3	4503	132	-£1,095.00	overspend
4	4112	201	-£7.00	error to correct - wrong cost centre
4	4063	203	-£582.00	error to correct - wrong cost centre
4	4033	205	-£89.00	overspend
4	4035	205	£860.00	overspend
5	4055	248	-£78.00	overspend
2	4709	249	-£1,031.00	repairs/cleaning required after flooding - potentially split with shop mob
3	4161	250	-£2,432.00	Overspend in budget due to unexpected numerous fire and intruder alarm call out costs. This has resulted in the

Appendix B

				requirement to have supplied and fitted a new Loop Control Panel costing £1519.10 and new inspection door
				costing £1116.00 which were not budgeted for.
3	4225	253	-£8.00	changes to rate costs because of pandemic - resulted in some increases and some decreases
5	9033	901	-£2,685.00	Income has not yet been received for 2018-2019 or 2019-2020. Once income is received it will show on the I & E as a separate income line. The total of the income line less the expenditure line will leave you with the balance available to spend.

Bought Ledger 1 for Month No 11

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
08/02/2021	8482590		ANGLIAN WATER	A015	336.20	0.00	336.20	4603	251	336.20	chandos park
01/02/2021	8505955		ANGLIAN WATER	A015	65.10	4.90	70.00	4603	248	65.10	unit 12
15/02/2021	8518939		ANGLIAN WATER	A015	39.70	2.39	42.09	4603	248	39.70	unit 17
01/02/2021	2021-80		AMAZON	A035	9.16	1.83	10.99	4503	132	9.16	neck gaiters
07/02/2021	2021-153		AMAZON	A035	24.99	5.00	29.99	4112	201	24.99	car seat organiser
10/02/2021	2021-2228		AMAZON	A035	14.95	0.00	14.95	4043	102	14.95	safety wellies size 13
12/02/2021	2021-5860		AMAZON	A035	20.83	4.16	24.99	4112	201	20.83	hi viz
14/02/2021	2021-83617		AMAZON	A035	19.96	3.99	23.95	4161	250	19.96	hand brushes LHSCC
01/02/2021	2021-52380817		AMAZON	A035	43.12	8.62	51.74	4112	201	43.12	eyewash, plasters, saws (1)
01/02/2021	2021-52506605		AMAZON	A035	16.66	3.33	19.99	4503	132	16.66	dettol wipes
07/02/2021	2021-65992983		AMAZON	A035	11.20	2.24	13.44	4112	201	11.20	fire extinguisher
01/02/2021	52664068		AMAZON	A035	16.65	3.33	19.98	4038	102	16.65	keyboard
01/02/2021	54385		ABBOT FIRE	A054	100.00	20.00	120.00	4609	258	100.00	fire alarm service cem lodge
01/02/2021	54451		ABBOT FIRE	A054	39.55	7.91	47.46	4601	251	39.55	extinguisher service CP Bowls
01/02/2021	54452		ABBOT FIRE	A054	231.15	46.23	277.38	4601	251	231.15	extinguisher service CP Bowls
03/02/2021	22471		AYLESBURY FIRE	A058	45.00	9.00	54.00	4162	250	45.00	Minor Fire Alarm Service
04/02/2021	3635		COMMUNITY CENTRE	B002	2,012.03	0.00	2,012.03	4052	102	1,231.50	% for utilities - comm centre
								4022	104	780.53	% for utilities - comm centre
05/02/2021	63726520		B.T.	B003	27.00	5.40	32.40	4018	102	27.00	bt mobile
01/02/2021	507880		BUCKS COUNCIL	B006	266.67	53.33	320.00	4085	261	266.67	Building Regs Inspection -
01/02/2021	3362CI		BUILDBASE	B013	71.50	14.30	85.80	4601	252	71.50	post mix x 13 20kg bags
17/02/2021	2021/12/BTC		BLACK DOG DESIGN	B038	998.00	76.80	1,074.80	4032	102	998.00	BTM
28/02/2021	3794		BEST AREA	B056	431.27	0.00	431.27	4032	102	431.27	BTM delivery
01/02/2021	39000		CHANDLER RAY	C012	1,180.00	228.00	1,408.00	4016	104	1,180.00	lease for Verney Close
01/02/2021	6358		COX	C041	800.00	160.00	960.00	4601	253	800.00	20 x bags of ballast
07/02/2021	17585		DRIVE ELECTRIC	D001	295.40	59.08	354.48	4503	132	295.40	van hire
01/02/2021	H197BD878A		E-ON	E006	206.07	10.30	216.37	4603	248	206.07	UNIT 12
01/02/2021	H1970FB874		E-ON	E006	338.46	67.69	406.15	4159	250	338.46	jan - feb

Bought Ledger 1 for Month No 11

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
14/02/2021	H1976CBBE3		E-ON	E006	88.75	4.44	93.19	4603	248	88.75	unit 12
01/02/2021	14140206		FORD LEASE	F051	340.01	68.00	408.01	4063	203	340.01	rental of KW19NDD
02/02/2021	15716		GREENBARNES	G006	233.44	46.69	280.13	4601	252	233.44	lock
01/02/2021	19847		GANDERTON	G008	241.57	48.31	289.88	4063	203	241.57	fuel
01/02/2021	136		GM TYRES	G013	169.17	33.83	203.00	4063	205	169.17	tyres, balance
01/02/2021	319314		GRUNDON	G050	190.84	38.17	229.01	4033	205	190.84	wheelie bins
01/02/2021	319315		GRUNDON	G050	93.88	18.78	112.66	4162	250	93.88	wheelie bins
01/02/2021	10557		HEALTH	H011	1,741.67	348.33	2,090.00	4612	249	870.83	maint
								4612	254	870.84	maint
01/02/2021	251355		HAWKESWORTH	H051	60.00	12.00	72.00	4253	305	60.00	pat testing TIC
01/02/2021	251356		HAWKESWORTH	H051	86.15	17.23	103.38	4601	248	86.15	pat testing unit 12-17
01/02/2021	251357		HAWKESWORTH	H051	88.05	17.61	105.66	4162	250	88.05	pat testing LHSCC
01/02/2021	251358		HAWKESWORTH	H051	109.90	21.98	131.88	4052	102	109.90	pat testing verney close
01/02/2021	252131		HAWKESWORTH	H051	60.00	12.00	72.00	4608	249	60.00	pat testing shop mob
03/02/2021	JK078/3		JKPS	J001	9,570.30	1,914.06	11,484.36	4085	261	9,570.30	Refurb of Chamber
08/02/2021	JK078/4		JKPS	J001	5,208.85	1,041.77	6,250.62	4091	261	5,208.85	refrub to chamber
01/02/2021	245382		LINNELL BROS	L010	592.56	118.51	711.07	4601	253	333.06	timber
								4601	252	259.50	timber
15/02/2021	1000292		MAINSTREAM	M061	93.98	18.80	112.78	4018	102	93.98	816426
15/02/2021	1000293		MAINSTREAM	M061	36.76	7.35	44.11	4018	102	36.76	816801
15/02/2021	1000294		MAINSTREAM	M061	94.50	18.90	113.40	4018	102	94.50	816801
15/02/2021	1000295		MAINSTREAM	M061	32.94	6.59	39.53	4018	102	32.94	812872
15/02/2021	1000296		MAINSTREAM	M061	63.00	12.60	75.60	4018	102	63.00	812872
15/02/2021	1000717		MAINSTREAM	M061	1.62	0.32	1.94	4018	102	1.62	817433
21/02/2021	14085		MICROSHADE	M063	740.06	148.01	888.07	4027	102	740.06	hosting
03/02/2021	1600219223		NALC	N001	32.44	6.49	38.93	4269	103	32.44	Leaders Talk -
10/02/2021	1608185909		NALC	N001	32.44	6.49	38.93	4269	103	32.44	course resilient communities
01/02/2021	630961		OFFICE	O021	435.83	87.17	523.00	9052	901	435.83	desk and panel
01/02/2021	642807		OFFICE	O021	178.33	35.67	214.00	9052	901	178.33	round meeting table

Bought Ledger 1 for Month No 11

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
01/02/2021	655278		OFFICE	O021	480.00	96.00	576.00	9051	901	480.00	3 x office chairs
05/02/2021	26087696		OPUS	O025	524.21	104.84	629.05	4158	250	524.21	jan - feb
28/02/2021	87726		OAKPARK	O060	91.00	18.20	109.20	4055	102	91.00	Int alarm ann maint - chamber
28/02/2021	87727		OAKPARK	O060	434.00	86.80	520.80	4100	260	434.00	ann maint - CCTV
28/02/2021	87803		OAKPARK	O060	488.00	97.60	585.60	4055	248	488.00	int alasm ann maint - Unit 12
07/02/2021	68068702		PHS	P051	176.00	35.20	211.20	4162	250	176.00	sanitary & mats
01/02/2021	129772		PAYROLL OPTIONS	P057	123.69	24.74	148.43	4030	102	123.69	payroll
01/02/2021	831042		QUEST	Q002	8.80	1.76	10.56	4601	252	8.80	square bolts
04/02/2021	832363		QUEST	Q002	9.78	1.96	11.74	4037	205	9.78	brackets, plates,part box
16/02/2021	200890		SLCC	S005	75.00	15.00	90.00	4023	102	75.00	Conference CM
01/02/2021	96637		SPHERETECH	S008	2,250.00	450.00	2,700.00	4091	901	2,250.00	air con works chamber refurb
04/02/2021	9303274736		SETON	S025	11.99	2.40	14.39	4112	201	11.99	small first aid kit
01/02/2021	AEZ432		TRAVIS	T010	35.25	7.05	42.30	4112	201	35.25	sharp sand x 15 bags
01/02/2021	AEZ614		TRAVIS	T010	7.48	1.50	8.98	4601	252	7.48	cement and sand
01/02/2021	AEZ681		TRAVIS	T010	457.20	91.44	548.64	4601	253	457.20	cement 90 x 25kg bags
01/02/2021	AEZ845		TRAVIS	T010	38.28	7.66	45.94	4601	252	38.28	postcrete x 6 20kg
01/02/2021	AFA047		TRAVIS	T010	18.55	3.71	22.26	4037	205	18.55	rollerset , gloss paint
08/02/2021	AFA360		TRAVIS	T010	41.52	8.30	49.82	4112	201	41.52	plasterers bucket x 4
08/02/2021	AFA367		TRAVIS	T010	1,775.40	355.08	2,130.48	4601	253	1,775.40	paving, concrete
11/02/2021	AFA453		TRAVIS	T010	26.82	5.36	32.18	4601	252	26.82	timber
12/02/2021	AFA490		TRAVIS	T010	236.83	47.37	284.20	4601	253	229.50	plywood
								4112	202	7.33	knife
15/02/2021	AFA576		TRAVIS	T010	52.87	10.58	63.45	4112	201	52.87	rollers, postcrete, scrwash
01/02/2021	AFA991		TRAVIS	T010	14.08	2.82	16.90	4601	252	14.08	macadam, postcrete
01/02/2021	227915990/21		TOTAL	T049	24.64	1.23	25.87	4052	102	24.64	feeder pillar elec
07/02/2021	230163884/21		TOTAL	T049	47.25	2.36	49.61	4602	253	47.25	chapel a
01/02/2021	394966A		VIKING DIRECT	V001	81.97	16.39	98.36	4010	102	81.97	laminator
02/02/2021	839759		VIKING DIRECT	V001	31.18	6.24	37.42	4010	102	31.18	stat
08/02/2021	876107		VIKING DIRECT	V001	8.77	1.75	10.52	4010	102	8.77	stat

Bought Ledger 1 for Month No 11

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
22/02/2021	952350		VIKING DIRECT	V001	32.77	6.55	39.32	4010	102	32.77	printer toner
TOTAL INVOICES					<u>35,880.99</u>	<u>6,417.82</u>	<u>42,298.81</u>			<u>35,880.99</u>	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES						
101 PERSONNEL COSTS						
4000 WAGES & SALARIES ADMIN	106,296	144,908	38,612		38,612	73.4%
4003 APPRENTICESHIP	6,882	9,500	2,618		2,618	72.4%
4005 ERS NATIONAL INS	10,479	19,445	8,966		8,966	53.9%
4006 ERS PENSION CONT	26,409	35,368	8,959		8,959	74.7%
4007 STAFF TRAVEL	94	1,100	1,006		1,006	8.6%
4008 OCCUPATIONAL HEALTH	67	1,231	1,164		1,164	5.4%
4025 HR ADVICE	4,326	4,325	(1)		(1)	100.0%
4026 STAFF & RECRUITMENT	0	1,000	1,000		1,000	0.0%
PERSONNEL COSTS :- Indirect Expenditure	154,554	216,877	62,323	0	62,323	71.3%
Net Expenditure	(154,554)	(216,877)	(62,323)			
102 OFFICE EXPENSES						
1010 CHAMBER HIRE	(213)	1,400	1,613			(15.2%)
1012 PHOTOCOPIER USE	32	40	8			79.4%
OFFICE EXPENSES :- Income	(181)	1,440	1,621			(12.6%)
4010 STATIONERY	1,513	2,400	887		887	63.0%
4011 POSTAGE	218	500	282		282	43.5%
4012 PHOTOCOPIER	1,302	1,796	494		494	72.5%
4013 EQUIPMENT PURCHASE	0	1,100	1,100		1,100	0.0%
4015 ADVERTISEMENT	0	513	513		513	0.0%
4017 SUBSCRIPTIONS	3,482	4,200	718		718	82.9%
4018 TELEPHONE	2,835	5,130	2,295		2,295	55.3%
4019 HIRE OF HALL	(84)	257	341		341	(32.7%)
4021 HOSPITALITY	26	400	374		374	6.5%
4023 TRAINING	1,088	6,500	5,412	216	5,196	20.1%
4027 COMPUTER SOFTWARE	10,919	11,458	540		540	95.3%
4030 PAYROLL	1,327	1,300	(27)		(27)	102.1%
4032 PUBLICITY	5,690	6,500	810		810	87.5%
4038 COMPUTER EQUIP/MAINT	1,088	3,500	2,412		2,412	31.1%
4041 WEB SITE PROVISION & OPERATION	2,314	2,400	86		86	96.4%
4043 PROTECTIVE CLOTHING / UNIFORM	628	1,000	372		372	62.8%
4052 HEAT LIGHT POWER	3,365	821	(2,544)		(2,544)	409.9%
4055 ALARM	91	564	473		473	16.1%
4156 BUCKINGHAM CENTRE RENT	2,750	13,000	10,250		10,250	21.2%
4225 RATES	2,794	2,833	39		39	98.6%
OFFICE EXPENSES :- Indirect Expenditure	41,347	66,172	24,825	216	24,609	62.8%
Net Income over Expenditure	(41,528)	(64,732)	(23,204)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 COUNCILLORS</u>						
4020 MAYOR'S DUTIES	1,800	1,800	0		0	100.0%
4029 MAYOR'S CIVIC	0	1,550	1,550	240	1,310	15.5%
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	371	1,500	1,129	179	949	36.7%
COUNCILLORS :- Indirect Expenditure	<u>2,171</u>	<u>15,947</u>	<u>13,776</u>	<u>419</u>	<u>13,357</u>	<u>16.2%</u>
Net Expenditure	<u>(2,171)</u>	<u>(15,947)</u>	<u>(13,776)</u>			
<u>104 LEGAL REQUIREMENTS</u>						
4014 AUDIT FEE	2,830	5,785	2,955		2,955	48.9%
4016 LEGAL COSTS	1,180	2,000	820		820	59.0%
4022 INSURANCE	18,148	16,500	(1,648)		(1,648)	110.0%
LEGAL REQUIREMENTS :- Indirect Expenditure	<u>22,158</u>	<u>24,285</u>	<u>2,128</u>	<u>0</u>	<u>2,128</u>	<u>91.2%</u>
Net Expenditure	<u>(22,158)</u>	<u>(24,285)</u>	<u>(2,128)</u>			
<u>120 GRANTS (PREV 137)</u>						
4077 OLD GAOL FUNDING	3,000	3,000	0		0	100.0%
4081 CAB GRANT	5,346	5,346	0		0	100.0%
4086 YOUTH CENTRE GRANT	5,200	5,200	0		0	100.0%
GRANTS (PREV 137) :- Indirect Expenditure	<u>13,546</u>	<u>13,546</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(13,546)</u>	<u>(13,546)</u>	<u>0</u>			
<u>125 COMMEMORATIVE ITEMS</u>						
4501 CIVIC AWARD	0	816	816	215	601	26.3%
4504 REMEMBERANCE WREATH	19	26	8		8	71.2%
4505 MAYORS SALVER	0	220	220	215	5	97.7%
COMMEMORATIVE ITEMS :- Indirect Expenditure	<u>19</u>	<u>1,062</u>	<u>1,044</u>	<u>430</u>	<u>614</u>	<u>42.2%</u>
Net Expenditure	<u>(19)</u>	<u>(1,062)</u>	<u>(1,044)</u>			
<u>130 ADMIN RESERVES</u>						
1176 PRECEPT	903,930	903,930	0			100.0%
1190 INTEREST RECEIVED	469	3,000	2,531			15.6%
ADMIN RESERVES :- Income	<u>904,399</u>	<u>906,930</u>	<u>2,531</u>			<u>99.7%</u>
Net Income	<u>904,399</u>	<u>906,930</u>	<u>2,531</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 GRANTS</u>						
4084 COMMUNITY CENTRE CAPITAL	5,000	5,000	0		0	100.0%
4087 ANNUAL GRANTS	10,766	12,866	2,100		2,100	83.7%
GRANTS :- Indirect Expenditure	<u>15,766</u>	<u>17,866</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>88.2%</u>
Net Expenditure	<u>(15,766)</u>	<u>(17,866)</u>	<u>(2,100)</u>			
<u>132 FUTURE PLANNING</u>						
4500 FUTURE PLANNING	1,830	8,500	6,670		6,670	21.5%
4503 COVID-19 EXPENSES	6,095	5,000	(1,095)		(1,095)	121.9%
FUTURE PLANNING :- Indirect Expenditure	<u>7,924</u>	<u>13,500</u>	<u>5,576</u>	<u>0</u>	<u>5,576</u>	<u>58.7%</u>
Net Expenditure	<u>(7,924)</u>	<u>(13,500)</u>	<u>(5,576)</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	904,218	908,370	4,152			99.5%
Expenditure	257,485	370,355	112,870	1,065	111,806	69.8%
Movement to/(from) Gen Reserve	<u>646,733</u>					
<u>ENVIRONMENT</u>						
<u>201 ENVIRONMENT</u>						
3995 NI ENVIRONMENT	13,632	16,106	2,474		2,474	84.6%
3996 PENSION ERS ENVIRONMENT	43,561	46,384	2,823		2,823	93.9%
4004 WAGES & SALARIES ENVIRONMENT	169,809	199,640	29,831		29,831	85.1%
4068 COMMUNITY SERVICE	0	1,669	1,669		1,669	0.0%
4112 ENVIRONMENT EQUIPMENT	2,966	6,000	3,034	1,320	1,714	71.4%
ENVIRONMENT :- Indirect Expenditure	<u>229,967</u>	<u>269,799</u>	<u>39,832</u>	<u>1,320</u>	<u>38,512</u>	<u>85.7%</u>
Net Expenditure	<u>(229,967)</u>	<u>(269,799)</u>	<u>(39,832)</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%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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%
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	<u>11,881</u>	<u>12,051</u>	<u>170</u>			<u>98.6%</u>
4108 ROUNDABOUT	90	1,300	1,211		1,211	6.9%
4112 ENVIRONMENT EQUIPMENT	7	0	(7)		(7)	0.0%
ROUNDABOUTS :- Indirect Expenditure	<u>97</u>	<u>1,300</u>	<u>1,203</u>	<u>0</u>	<u>1,203</u>	<u>7.4%</u>
Net Income over Expenditure	<u>11,784</u>	<u>10,751</u>	<u>(1,033)</u>			
<u>203 MAINTENANCE</u>						
4063 VEHICLE HIRE AND RUNNING COSTS	582	0	(582)		(582)	0.0%
4082 ALLOTMENTS	2,000	2,000	0		0	100.0%
MAINTENANCE :- Indirect Expenditure	<u>2,582</u>	<u>2,000</u>	<u>(582)</u>	<u>0</u>	<u>(582)</u>	<u>129.1%</u>
Net Expenditure	<u>(2,582)</u>	<u>(2,000)</u>	<u>582</u>			
<u>204 DEVOLVED SERVICES EXPENSES</u>						
1017 DEV SERVS NON CARRIAGEWAY INC	20,381	20,353	(28)			100.1%
DEVOLVED SERVICES EXPENSES :- Income	<u>20,381</u>	<u>20,353</u>	<u>(28)</u>			<u>100.1%</u>
4124 DEVOLVED NON-CARRIAGEWAY	1,202	9,000	7,798		7,798	13.4%
DEVOLVED SERVICES EXPENSES :- Indirect Expenditure	<u>1,202</u>	<u>9,000</u>	<u>7,798</u>	<u>0</u>	<u>7,798</u>	<u>13.4%</u>
Net Income over Expenditure	<u>19,178</u>	<u>11,353</u>	<u>(7,825)</u>			
<u>205 GROUNDS MAINTENANCE</u>						
4033 WASTE DISPOSAL	1,889	1,800	(89)		(89)	105.0%
4035 MACHINERY	2,360	1,500	(860)		(860)	157.3%
4036 FUEL (MOWER)	2,006	2,300	294		294	87.2%
4037 SUNDRIES	1,402	1,480	78		78	94.7%
4063 VEHICLE HIRE AND RUNNING COSTS	6,391	13,500	7,109		7,109	47.3%
GROUNDS MAINTENANCE :- Indirect Expenditure	<u>14,048</u>	<u>20,580</u>	<u>6,532</u>	<u>0</u>	<u>6,532</u>	<u>68.3%</u>
Net Expenditure	<u>(14,048)</u>	<u>(20,580)</u>	<u>(6,532)</u>			
<u>248 DEPOT</u>						
4013 EQUIPMENT PURCHASE	770	2,500	1,730		1,730	30.8%
4055 ALARM	488	410	(78)		(78)	119.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4225 RATES	4,142	4,200	58		58	98.6%
4601 REPAIRS& MAINTENANCE FUND	398	800	402		402	49.8%
4602 ELECTRICITY	858	2,000	1,142		1,142	42.9%
4603 WATER	812	1,000	188		188	81.2%
DEPOT :- Indirect Expenditure	<u>7,467</u>	<u>10,910</u>	<u>3,443</u>	<u>0</u>	<u>3,443</u>	<u>68.4%</u>
Net Expenditure	<u>(7,467)</u>	<u>(10,910)</u>	<u>(3,443)</u>			
<u>249 PUBLIC TOILETS</u>						
1085 SHOP MOBILITY INCOME	181	100	(81)			181.0%
PUBLIC TOILETS :- Income	<u>181</u>	<u>100</u>	<u>(81)</u>			<u>181.0%</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	323	1,026	703		703	31.5%
4612 CONTRACTOR CHARGE	7,837	11,593	3,756		3,756	67.6%
4709 MAINTENANCE	1,544	513	(1,031)		(1,031)	300.9%
PUBLIC TOILETS :- Indirect Expenditure	<u>9,704</u>	<u>17,723</u>	<u>8,019</u>	<u>0</u>	<u>8,019</u>	<u>54.8%</u>
Net Income over Expenditure	<u>(9,523)</u>	<u>(17,623)</u>	<u>(8,100)</u>			
<u>250 LACE HILL</u>						
1026 LACE HILL COMMUNITY CENTRE	9,296	43,251	33,955			21.5%
1027 SOLAR INCOME	0	507	507			0.0%
LACE HILL :- Income	<u>9,296</u>	<u>43,758</u>	<u>34,462</u>			<u>21.2%</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	1,585	4,000	2,415		2,415	39.6%
4159 LACE HILL ELECTRICITY	2,940	1,960	(980)		(980)	150.0%
4160 LACE HILL WATER	297	1,250	953		953	23.8%
4161 LACE HILL REPAIRS & MAINT	5,952	3,500	(2,452)		(2,452)	170.1%
4162 LACE HILL CONTRACTOR CHARGE	3,932	3,750	(182)		(182)	104.9%
4163 LACE HILL ALARM	485	513	28		28	94.5%
4164 LACE HILL EQUIPMENT PURCHASE	1,112	2,500	1,388	1,090	298	88.1%
4225 RATES	9,731	9,850	120		120	98.8%
LACE HILL :- Indirect Expenditure	<u>26,034</u>	<u>28,538</u>	<u>2,504</u>	<u>1,090</u>	<u>1,414</u>	<u>95.0%</u>
Net Income over Expenditure	<u>(16,737)</u>	<u>15,220</u>	<u>31,957</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>251 CHANDOS PARK</u>						
1030 BOWLS INCOME	282	564	282			50.0%
1035 TENNIS COURT RENT	0	641	641			0.0%
CHANDOS PARK :- Income	<u>282</u>	<u>1,205</u>	<u>923</u>			<u>23.4%</u>
4601 REPAIRS& MAINTENANCE FUND	2,578	6,320	3,742		3,742	40.8%
4602 ELECTRICITY	93	513	420		420	18.0%
4603 WATER	1,096	1,539	443		443	71.2%
CHANDOS PARK :- Indirect Expenditure	<u>3,767</u>	<u>8,372</u>	<u>4,605</u>	<u>0</u>	<u>4,605</u>	<u>45.0%</u>
Net Income over Expenditure	<u>(3,485)</u>	<u>(7,167)</u>	<u>(3,682)</u>			
<u>252 BOURTON PARK</u>						
4601 REPAIRS& MAINTENANCE FUND	6,738	8,995	2,257	3	2,254	74.9%
4708 PLAY EQUIPMENT	13,966	13,966	0		0	100.0%
BOURTON PARK :- Indirect Expenditure	<u>20,704</u>	<u>22,961</u>	<u>2,257</u>	<u>3</u>	<u>2,254</u>	<u>90.2%</u>
Net Expenditure	<u>(20,704)</u>	<u>(22,961)</u>	<u>(2,257)</u>			
<u>253 CEMETERY</u>						
1041 BURIAL FEES	12,892	18,000	5,108			71.6%
CEMETERY :- Income	<u>12,892</u>	<u>18,000</u>	<u>5,108</u>			<u>71.6%</u>
4225 RATES	408	400	(8)		(8)	101.9%
4265 NEW CEM MAINTENANCE	0	50	50		50	0.0%
4601 REPAIRS& MAINTENANCE FUND	4,636	22,705	18,069	1,295	16,774	26.1%
4602 ELECTRICITY	276	450	174		174	61.3%
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	1,628	6,669	5,041		5,041	24.4%
CEMETERY :- Indirect Expenditure	<u>6,947</u>	<u>69,434</u>	<u>62,487</u>	<u>1,295</u>	<u>61,192</u>	<u>11.9%</u>
Net Income over Expenditure	<u>5,945</u>	<u>(51,434)</u>	<u>(57,379)</u>			
<u>254 CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	9,352	16,638	7,286		7,286	56.2%
4709 MAINTENANCE	93	1,026	933		933	9.1%
CHANDOS PARK TOILETS :- Indirect Expenditure	<u>9,445</u>	<u>17,664</u>	<u>8,219</u>	<u>0</u>	<u>8,219</u>	<u>53.5%</u>
Net Expenditure	<u>(9,445)</u>	<u>(17,664)</u>	<u>(8,219)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>255 RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	0	1,026	1,026		1,026	0.0%
4709 MAINTENANCE	39	513	474		474	7.5%
RAILWAY WALK & CASTLE HILL :- Indirect Expenditure	39	1,539	1,500	0	1,500	2.5%
Net Expenditure	(39)	(1,539)	(1,500)			
<u>256 STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	499	667	168		168	74.8%
STORAGE PREMISES :- Indirect Expenditure	499	667	168	0	168	74.8%
Net Expenditure	(499)	(667)	(168)			
<u>258 CEMETERY LODGE</u>						
1061 CEMETERY LODGE RENTAL INCOME	6,403	10,804	4,401			59.3%
CEMETERY LODGE :- Income	6,403	10,804	4,401			59.3%
4034 PWLB REPAYMENTS INCL INTEREST	2,351	4,702	2,351		2,351	50.0%
4609 CEMETERY LODGE MAINT	766	3,500	2,734		2,734	21.9%
CEMETERY LODGE :- Indirect Expenditure	3,118	8,202	5,084	0	5,084	38.0%
Net Income over Expenditure	3,286	2,602	(684)			
<u>260 CCTV</u>						
4100 CCTV ONGOING COSTS	1,402	1,642	240		240	85.4%
CCTV :- Indirect Expenditure	1,402	1,642	240	0	240	85.4%
Net Expenditure	(1,402)	(1,642)	(240)			
<u>261 COMMUNITY CENTRE STRUCTURAL RE</u>						
1078 NEW HOMES BONUS	0	150,000	150,000			0.0%
COMMUNITY CENTRE STRUCTURAL RE :- Income	0	150,000	150,000			0.0%
4085 STRUCTURAL REPAIRS	700	2,000	1,300		1,300	35.0%
4091 CHAMBER WORKS	60,609	1,000	(59,609)		(59,609)	6060.9%
COMMUNITY CENTRE STRUCTURAL RE :- Indirect Expenditure	61,309	3,000	(58,309)	0	(58,309)	2043.6%
Net Income over Expenditure	(61,309)	147,000	208,309			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>262</u> <u>PARKS GENERAL</u>						
4101 SEATS AND BINS	0	1,026	1,026		1,026	0.0%
4102 DOG BINS	3,501	4,500	999		999	77.8%
4106 PLAY AREA MAINTENANCE	1,281	5,013	3,732	75	3,657	27.0%
4122 TREE WORKS	4,520	11,796	7,276	1,230	6,046	48.7%
4270 BRIDGES	0	1,000	1,000	1,000	0	100.0%
4275 PLAY AREA REPLACEMENT FUND	0	1,000	1,000		1,000	0.0%
PARKS GENERAL :- Indirect Expenditure	<u>9,302</u>	<u>24,335</u>	<u>15,033</u>	<u>2,305</u>	<u>12,728</u>	<u>47.7%</u>
Net Expenditure	<u>(9,302)</u>	<u>(24,335)</u>	<u>(15,033)</u>			

ENVIRONMENT :- Income	61,316	256,271	194,955			23.9%
Expenditure	407,633	517,666	110,033	6,013	104,021	79.9%
Movement to/(from) Gen Reserve	<u>(346,317)</u>					

TOWN CENTRE & EVENTS

<u>301</u> <u>TOWN CENTRE & EVENTS</u>						
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	<u>0</u>	<u>12,762</u>	<u>12,762</u>			<u>0.0%</u>
3997 NI TC & E	3,058	5,960	2,902		2,902	51.3%
3998 PENSION ERS TC & E	10,860	12,608	1,748		1,748	86.1%
3999 WAGES & SALARIES TC & E	47,700	60,567	12,867		12,867	78.8%
4042 EVENTS EQUIPMENT	0	560	560		560	0.0%
4079 FAIR TRADE PROMOTION	0	410	410		410	0.0%
4094 YOUTH PROJECT	3,000	3,000	0		0	100.0%
4104 TOWN IN BLOOM	3,815	10,750	6,935		6,935	35.5%
4107 PRIDE OF PLACE	0	257	257		257	0.0%
4115 RIVER RINSE	165	165	0		0	100.0%
4126 GOOD ENDINGS FAIR	(71)	1,000	1,071		1,071	(7.1%)
4166 LACE HILL EVENTS	0	1,026	1,026		1,026	0.0%
4201 CHRISTMAS LIGHTS	10,355	11,286	931		931	91.8%
4202 FIREWORK DISPLAY	0	5,130	5,130	64	5,066	1.2%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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 SHOW	475	495	20		20	96.0%
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	79,357	143,218	63,861	7,318	56,543	60.5%
Net Income over Expenditure	(79,357)	(130,456)	(51,099)			
302 STREET MARKET						
1005 STREET MARKET	10,357	14,500	4,143			71.4%
1006 FLEA MARKET	2,119	4,500	2,381			47.1%
STREET MARKET :- Income	12,476	19,000	6,524			65.7%
4017 SUBSCRIPTIONS	358	450	92		92	79.6%
4225 RATES	2,121	3,078	957		957	68.9%
4235 MARKET INFRASTRUCTURE & PROMOT	750	1,500	750		750	50.0%
STREET MARKET :- Indirect Expenditure	3,229	5,028	1,799	0	1,799	64.2%
Net Income over Expenditure	9,247	13,972	4,725			
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	892	6,000	5,108		5,108	14.9%
4242 FOOD FAIR	332	513	181		181	64.6%
4244 REMEMBRANCE FLAGS	0	600	600		600	0.0%
4273 ONE OFF EVENTS	698	1,500	802		802	46.5%
SPECIAL EVENTS :- Indirect Expenditure	1,922	8,613	6,691	0	6,691	22.3%
Net Income over Expenditure	(1,922)	(5,022)	(3,100)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>305 TOURIST INFORMATION CENTRE</u>						
1084 TIC INCOME	1,709	33,000	31,291			5.2%
TOURIST INFORMATION CENTRE :- Income	<u>1,709</u>	<u>33,000</u>	<u>31,291</u>			<u>5.2%</u>
4253 TIC TICKETS AND PRODUCE	2,345	30,780	28,435		28,435	7.6%
4255 HERITAGE APP EXPENDITURE	2,528	6,344	3,816	39	3,778	40.5%
4274 TOURISM WEBSITE	14	2,500	2,486		2,486	0.6%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	<u>4,887</u>	<u>39,624</u>	<u>34,737</u>	<u>39</u>	<u>34,699</u>	<u>12.4%</u>
Net Income over Expenditure	<u>(3,178)</u>	<u>(6,624)</u>	<u>(3,446)</u>			
<u>306 ACCESSIBILITY</u>						
4254 ACCESS ABLE	0	3,488	3,488		3,488	0.0%
4266 ACCESSIBILITY COSTS	0	500	500		500	0.0%
ACCESSIBILITY :- Indirect Expenditure	<u>0</u>	<u>3,988</u>	<u>3,988</u>	<u>0</u>	<u>3,988</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(3,988)</u>	<u>(3,988)</u>			
TOWN CENTRE & EVENTS :- Income	14,185	68,353	54,168			20.8%
Expenditure	89,394	200,471	111,077	7,357	103,720	48.3%
Movement to/(from) Gen Reserve	<u>(75,210)</u>					
<u>PLANNING</u>						
<u>601 PLANNING</u>						
3992 WAGES & SALARIES PLANNING	26,285	31,252	4,967		4,967	84.1%
3993 NI PLANNING	1,565	4,313	2,748		2,748	36.3%
3994 PENSION ERS PLANNING	2,508	4,000	1,492		1,492	62.7%
4624 NEIGHBOURHOOD PLAN	30	1,800	1,770		1,770	1.7%
PLANNING :- Indirect Expenditure	<u>30,388</u>	<u>41,365</u>	<u>10,977</u>	<u>0</u>	<u>10,977</u>	<u>73.5%</u>
Net Expenditure	<u>(30,388)</u>	<u>(41,365)</u>	<u>(10,977)</u>			
PLANNING :- Income	0	0	0			0.0%
Expenditure	30,388	41,365	10,977	0	10,977	73.5%
Movement to/(from) Gen Reserve	<u>(30,388)</u>					

EARMARKED RESERVES

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>901 EARMARKED RESERVES</u>						
1089 FLOOD RELIEF INCOME	17,416	17,416	(0)			100.0%
	<u>17,416</u>	<u>17,416</u>	<u>(0)</u>			<u>100.0%</u>
EARMARKED RESERVES :- Income						
4091 CHAMBER WORKS	2,250	0	(2,250)		(2,250)	0.0%
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%
9010 FLOOD RELIEF FUND	13,850	17,416	3,566		3,566	79.5%
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	488	1,848	1,360	1,205	155	91.6%
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	60,959	60,959	60,959	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	7,746	12,000	4,254	160	4,094	65.9%
9052 DEPOT EQUIPMENT PURCHASE	2,830	5,000	2,170	113	2,057	58.9%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	5,000	5,000		5,000	0.0%
9055 RIVER RINSE	0	245	245		245	0.0%
	<u>27,164</u>	<u>259,308</u>	<u>232,144</u>	<u>62,437</u>	<u>169,707</u>	<u>34.6%</u>
EARMARKED RESERVES :- Indirect Expenditure						
	<u>(9,748)</u>	<u>(241,892)</u>	<u>(232,144)</u>			
Net Income over Expenditure						
EARMARKED RESERVES :- Income	17,416	17,416	(0)			100.0%
Expenditure	27,164	259,308	232,144	62,437	169,707	34.6%
Movement to/(from) Gen Reserve	<u>(9,748)</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	997,135	1,250,410	253,275			79.7%
Expenditure	812,064	1,389,165	577,101	76,871	500,230	64.0%
Net Income over Expenditure	<u>185,070</u>	<u>(138,755)</u>	<u>(323,825)</u>			
Movement to/(from) Gen Reserve	<u>185,070</u>					

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
RESOURCES							
101 PERSONNEL COSTS	Expenditure	154,554	216,877	62,323		62,323	71.3%
102 OFFICE EXPENSES	Income	(181)	1,440	1,621			(12.6%)
	Expenditure	41,347	66,172	24,825	216	24,609	62.8%
	Net Income over Expenditure	<u>(41,528)</u>	<u>(64,732)</u>	<u>(23,204)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(41,528)</u>					
103 COUNCILLORS	Expenditure	2,171	15,947	13,776	419	13,357	16.2%
104 LEGAL REQUIREMENTS	Expenditure	22,158	24,285	2,128		2,128	91.2%
120 GRANTS (PREV 137)	Expenditure	13,546	13,546	0		0	100.0%
125 COMMEMORATIVE ITEMS	Expenditure	19	1,062	1,044	430	614	42.2%
130 ADMIN RESERVES	Income	904,399	906,930	2,531			99.7%
131 GRANTS	Expenditure	15,766	17,866	2,100		2,100	88.2%
132 FUTURE PLANNING	Expenditure	7,924	13,500	5,576		5,576	58.7%
304 BUCKINGHAM TOWN YOUTH	Expenditure	0	1,100	1,100		1,100	0.0%
	RESOURCES Income	<u>904,218</u>	<u>908,370</u>	<u>4,152</u>			<u>99.5%</u>
	Expenditure	<u>257,485</u>	<u>370,355</u>	<u>112,870</u>	<u>1,065</u>	<u>111,806</u>	<u>69.8%</u>
	Net Income over Expenditure	<u>646,733</u>					
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>646,733</u>					
ENVIRONMENT							
201 ENVIRONMENT	Expenditure	229,967	269,799	39,832	1,320	38,512	85.7%
202 ROUNDABOUTS	Income	11,881	12,051	170			98.6%
	Expenditure	97	1,300	1,203		1,203	7.4%
	Movement to/(from) Gen Reserve	<u>11,784</u>					
203 MAINTENANCE	Expenditure	2,582	2,000	(582)		(582)	129.1%
204 DEVOLVED SERVICES EXPENSES	Income	20,381	20,353	(28)			100.1%
	Expenditure	1,202	9,000	7,798		7,798	13.4%
	Movement to/(from) Gen Reserve	<u>19,178</u>					
205 GROUNDS MAINTENANCE	Expenditure	14,048	20,580	6,532		6,532	68.3%
248 DEPOT	Expenditure	7,467	10,910	3,443		3,443	68.4%
249 PUBLIC TOILETS	Income	181	100	(81)			181.0%
	Expenditure	9,704	17,723	8,019		8,019	54.8%
	Movement to/(from) Gen Reserve	<u>(9,523)</u>					

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
250	LACE HILL						
	Income	9,296	43,758	34,462			21.2%
	Expenditure	26,034	28,538	2,504	1,090	1,414	95.0%
	Movement to/(from) Gen Reserve	<u>(16,737)</u>					
251	CHANDOS PARK						
	Income	282	1,205	923			23.4%
	Expenditure	3,767	8,372	4,605		4,605	45.0%
	Movement to/(from) Gen Reserve	<u>(3,485)</u>					
252	BOURTON PARK						
	Expenditure	20,704	22,961	2,257	3	2,254	90.2%
253	CEMETERY						
	Income	12,892	18,000	5,108			71.6%
	Expenditure	6,947	69,434	62,487	1,295	61,192	11.9%
	Movement to/(from) Gen Reserve	<u>5,945</u>					
254	CHANDOS PARK TOILETS						
	Expenditure	9,445	17,664	8,219		8,219	53.5%
255	RAILWAY WALK & CASTLE HILL						
	Expenditure	39	1,539	1,500		1,500	2.5%
256	STORAGE PREMISES						
	Expenditure	499	667	168		168	74.8%
258	CEMETERY LODGE						
	Income	6,403	10,804	4,401			59.3%
	Expenditure	3,118	8,202	5,084		5,084	38.0%
	Movement to/(from) Gen Reserve	<u>3,286</u>					
260	CCTV						
	Expenditure	1,402	1,642	240		240	85.4%
261	COMMUNITY CENTRE						
	Income	0	150,000	150,000			0.0%
	Expenditure	61,309	3,000	(58,309)		(58,309)	2043.6%
	Movement to/(from) Gen Reserve	<u>(61,309)</u>					
262	PARKS GENERAL						
	Expenditure	9,302	24,335	15,033	2,305	12,728	47.7%
	ENVIRONMENT Income	<u>61,316</u>	<u>256,271</u>	<u>194,955</u>			<u>23.9%</u>
	Expenditure	<u>407,633</u>	<u>517,666</u>	<u>110,033</u>	<u>6,013</u>	<u>104,021</u>	<u>79.9%</u>
	Movement to/(from) Gen Reserve	<u>(346,317)</u>					
TOWN CENTRE & EVENTS							
301	TOWN CENTRE & EVENTS						
	Income	0	12,762	12,762			0.0%
	Expenditure	79,357	143,218	63,861	7,318	56,543	60.5%
	Movement to/(from) Gen Reserve	<u>(79,357)</u>					
302	STREET MARKET						
	Income	12,476	19,000	6,524			65.7%
	Expenditure	3,229	5,028	1,799		1,799	64.2%
	Movement to/(from) Gen Reserve	<u>9,247</u>					
303	SPECIAL EVENTS						
	Income	0	3,591	3,591			0.0%
	Expenditure	1,922	8,613	6,691		6,691	22.3%
	Movement to/(from) Gen Reserve	<u>(1,922)</u>					
305	TOURIST INFORMATION CENTRE						
	Income	1,709	33,000	31,291			5.2%
	Expenditure	4,887	39,624	34,737	39	34,699	12.4%
	Movement to/(from) Gen Reserve	<u>(3,178)</u>					
306	ACCESSIBILITY						
	Expenditure	0	3,988	3,988		3,988	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
TOWN CENTRE & EVENTS Income	14,185	68,353	54,168			20.8%
Expenditure	89,394	200,471	111,077	7,357	103,720	48.3%
Movement to/(from) Gen Reserve	<u>(75,210)</u>					
<u>PARTNERSHIPS</u>						
PARTNERSHIPS Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>PLANNING</u>						
601 PLANNING Expenditure	30,388	41,365	10,977		10,977	73.5%
PLANNING Income	0	0	0			0.0%
Expenditure	30,388	41,365	10,977	0	10,977	73.5%
Movement to/(from) Gen Reserve	<u>(30,388)</u>					
<u>EARMARKED RESERVES</u>						
901 EARMARKED RESERVES Income	17,416	17,416	(0)			100.0%
Expenditure	27,164	259,308	232,144	62,437	169,707	34.6%
Movement to/(from) Gen Reserve	<u>(9,748)</u>					
EARMARKED RESERVES Income	17,416	17,416	(0)			100.0%
Expenditure	27,164	259,308	232,144	62,437	169,707	34.6%
Movement to/(from) Gen Reserve	<u>(9,748)</u>					
Grand Totals:- Income	997,135	1,250,410	253,275			79.7%
Expenditure	812,064	1,389,165	577,101	76,871	500,230	64.0%
Net Income over Expenditure	<u>185,070</u>	<u>(138,755)</u>	<u>(323,825)</u>			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>185,070</u>					

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 1st March 2021

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. The budget forecast for 2020/21 has been reviewed in light of the most recent national restrictions. The updated forecast shows that the Covid 19 restrictions have impacted a number of Council services. These include:

- Reduced expenditure on Community Service work, which has yet to restart
- Reduced income from hall hire, notably Lace Hill
- Reduced income from the markets
- Reduced expenditure on events, linked to some reduced income from events
- Underspend on repaying the loan for the new cemetery, which has not yet been taken out

2.2. Staff costs remain roughly as planned; the only staff member eligible for the furlough scheme was the Lace Hill Caretaker (who is currently on maternity leave).

2.3. Costs directly attributable to Covid 19 are funded out of the Covid 19 budget. This includes PPE and the hire of the additional van.

2.4. The current forecast is that overall the budget will be **underspent** by £88,920.

3. Summary Revised Forecast

		2020/21 Proposed Budget	2020/21 Revised Forecast	Difference by Committee
Resources	Income	4,440	532	-3,908
	Expenditure	362,347	324,589	37,758
	Net Expenditure	357,907	324,057	33,850
Environment	Income	106,271	54,777	-51,495
	Expenditure	491,064	412,356	78,708
	Net Expenditure	384,793	357,580	27,214
TC & E	Income	68,353	18,447	-49,906
	Expenditure	188,218	113,844	74,374
	Net Expenditure	119,865	95,397	24,468
Planning	Income	0	0	0
	Expenditure	41,365	37,976	3,389
	Net Expenditure	41,365	37,976	3,389
TOTAL	Income	179,064	73,756	-105,309
	Expenditure	1,082,994	888,766	194,228
	Net Expenditure	903,930	815,010	88,920

3.1. Forecast underspend

£88,920

4. Revised Budget Forecast

4.1. Forecast changes are marked in red.

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
101		PERSONNEL COSTS		
	4000	WAGES & SALARIES ADMIN	144,908	130,000
	4003	APPRENTICESHIP	9,500	9,500
	4005	ERS NATIONAL INS	19,445	13,000
	4006	ERS PENSION CONT	35,368	32,000
	4007	STAFF TRAVEL	1,100	200
	4008	OCCUPATIONAL HEALTH	1,231	67
	4025	HR ADVICE	4,325	4,325
	4026	STAFF & RECRUITMENT	1,000	0
		Expenditure	216,877	189,092
102		OFFICE EXPENSES		
	1010	CHAMBER HIRE	1,400	0
	1012	PHOTOCOPIER USE	40	32
		Income	1,440	32
	4010	STATIONERY	2,400	2,000
	4011	POSTAGE	500	260
	4012	PHOTOCOPIER	1,796	1,796
	4013	EQUIPMENT PURCHASE	1,100	1,100
	4015	ADVERTISMENT	513	0
	4017	SUBSCRIPTIONS	4,200	3,800
	4018	TELEPHONE	5,130	5,130
	4019	HIRE OF HALL	257	0
	4021	HOSPITALITY	400	40
	4023	TRAINING	6,500	4,500
	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	3,000
	4041	WEB SITE PROVISION & OPERATION	2,400	1,500
	4043	PROTECTIVE CLOTHING / UNIFORM	1,000	700
	4052	HEAT LIGHT POWER	821	3,365
	4055	ALARM	564	564
	4156	BUCKINGHAM CENTRE RENT	13,000	10,000
	4225	RATES	2,833	4,000

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
		Expenditure	64,714	59,755
103		COUNCILLORS		
	4020	MAYOR'S DUTIES	1,800	1,800
	4029	MAYOR'S CIVIC	1,550	1,550
	4044	COUNCILLORS MILEAGE / EXPS	616	0
	4045	COUNCILLORS ALLOWANCE	9,981	8,190
	4236	ELECTION COSTS	500	0
	4269	COUNCILLOR TRAINING	1,500	500
		Expenditure	15,947	12,040
104		LEGAL REQUIREMENTS		
	4014	AUDIT FEE	5,335	4,800
	4016	LEGAL COSTS	2,000	2,000
	4022	INSURANCE	16,500	18,148
		Expenditure	23,835	24,948
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	601
	4504	REMEMBRANCE WREATH	26	26
	4505	MAYORS SALVER	220	220
		Expenditure	1,062	847
130		ADMIN RESERVES		
	1176	PRECEPT	0	0
	1190	INTEREST RECEIVED	3,000	500
		Income	3,000	500

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
131		GRANTS		
	4084	COMMUNITY CENTRE CAPITAL	5,000	5,000
	4087	ANNUAL GRANTS	12,866	10,766
	4088	UNIVERSITY CIVIC PRIZES	0	0
		Expenditure	17,866	15,766
132		CONTINGENCIES		
	4503	COVID 19 EXPENSES	0	6,095
	4500	CONTINGENCIES	8,500	2,500
		Expenditure	8,500	8,595
201		ENVIRONMENT		
	1081	SOLAR PANEL FIT RATE	0	0
	1082	SOLAR PANEL EXPORT RATE	0	0
		Income	0	0
	3995	NI ENVIRONMENT	24,798	16,000
	3996	PENSION ERS ENVIRONMENT	46,384	51,600
			199,640	200,338
	4004	WAGES & SALARIES ENVIRONMENT		
	4068	COMMUNITY SERVICE	6,669	0
	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		
			283,491	273,938
		Expenditure		
202		ROUNDBOUTS		
	1051	ROUNDBOUT NO 1 ABBOT FIRE	2,180	2,180
	1052	ROUNDBOUT NO 2 ELLA	1,660	1,660
			1,908	1,908
	1053	ROUNDBOUT NO 3 SEASONS INNS		

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
	1054	ROUNDBOUT NO 4 R & B	2,372	2,372
	1056	ROUNDBOUT NO 6 THE VET CENTRE	2,603	2,603
	1057	ROUNDBOUT NO 7 RING ROAD	1,328	1,328
		Income	12,051	12,051
	4108	ROUNDBOUT	1,300	100
		Expenditure	1,300	100
203		MAINTENANCE		
	4082	ALLOTMENTS	2,000	2,000
		Expenditure	2,000	2,000
204		DEVOLVED SERVICES EXPENSES		
	1017	DEV SERVS NON CARRIAGEWAY INC	20,353	20,353
		Income	20,353	20,353
	4124	DEVOLVED NON-CARRIAGEWAY	9,000	1,500
		Expenditure	9,000	1,500
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
	4063	VEHICLE HIRE AND RUNNING COSTS	13,500	13,500
		Expenditure	20,300	20,300
248		DEPOT		
	4013	EQUIPMENT PURCHASE	2,500	2,500
	4055	ALARM	410	410
	4225	RATES	4,200	4,200
	4601	REPAIRS& MAINTENANCE FUND	800	800
	4602	ELECTRICITY	2,000	1,500
	4603	WATER	1,000	500
		Expenditure	10,910	9,910
249		PUBLIC TOILETS		
	1085	SHOP MOBILITY INCOME	100	20
		Income	100	20

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
	4225	RATES	1,000	0
	4602	ELECTRICITY	1,026	0
	4603	WATER	2,565	0
	4608	SHOP MOBILITY	1,026	500
	4612	CONTRACTOR CHARGE	10,722	10,722
	4709	MAINTENANCE	513	200
		Expenditure	16,852	11,422
250		LACE HILL		
	1026	LACE HILL COMMUNITY CENTRE	43,251	11,000
	1027	SOLAR INCOME	507	0
		Income	43,758	11,000
	4050	LACE HILL PLAYING FIELDS	500	200
	4118	SOLAR PANELS	715	0
	4158	LACE HILL GAS	4,000	1,500
	4159	LACE HILL ELECTRICITY	1,960	1,960
	4160	LACE HILL WATER	1,250	300
	4161	LACE HILL REPAIRS & MAINT	3,500	3,500
	4162	LACE HILL CONTRACTOR CHARGE	3,750	3,750
	4163	LACE HILL ALARM	513	513
	4164	LACE HILL EQUIPMENT PURCHASE	2,500	2,500
	4225	RATES	9,850	9,850
		Expenditure	28,538	24,073
251		CHANDOS PARK		
	1030	BOWLS INCOME	564	282
	1035	TENNIS COURT RENT	641	321
		Income	1,205	603
			3,065	3,065
	4601	REPAIRS& MAINTENANCE FUND		
	4602	ELECTRICITY	513	513
	4603	WATER	1,539	800
		Expenditure	5,117	4,378
252		BOURTON PARK		
	4601	REPAIRS& MAINTENANCE FUND	5,000	5,000

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
			5,000	5,000
		Expenditure		
253		CEMETERY		
	1041	BURIAL FEES	18,000	1,750
		Income	18,000	1,750
	4225	RATES	400	400
	4265	NEW CEM MAINTENANCE	5,050	0
	4601	REPAIRS& MAINTENANCE FUND	3,078	3,078
	4602	ELECTRICITY	450	450
	4617	MEMORIAL TESTING	2,052	2,052
	4619	NEW CEM REPAYMENTS	37,108	0
	4620	EXPENSES RE BURIAL DUTIES	6,669	4,000
			54,807	9,980
		Expenditure		
254		CHANDOS PARK TOILETS		
	4612	CONTRACTOR CHARGE	13,338	10,170
	4709	MAINTENANCE	1,026	1,026
			14,364	11,196
		Expenditure		
255		RAILWAY WALK & CASTLE HILL		
	4120	FRIENDS OF GROUPS	1,026	200
	4709	MAINTENANCE	513	513
			1,539	713
		Expenditure		
256		STORAGE PREMISES		
	4066	GRENVILLE GARAGE RENT	667	667
			667	667
		Expenditure		
258		CEMETERY LODGE		
			10,804	9,000
	1061	CEMTERY LODGE RENTAL INCOME		
		Income	10,804	9,000

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
			4,702	4,702
	4034	PWLB REPAYMENTS INCL INTEREST		
	4609	CEMETERY LODGE MAINT	3,500	3,500
		Expenditure	8,202	8,202
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
	4275	PLAY AREA REPLACEMENT FUND	1,000	1,000
		Expenditure	24,335	24,335
301		TOWN CENTRE & EVENTS		
	1013	HANGING BASKETS	410	0
	1028	LACE HILL EVENTS INCOME	1,026	0
	1029	GOOD ENDINGS FAIR INCOME	1,000	0
	1062	COMMUNITY FAIR - TABLE INCOME	205	0
	1066	COMEDY NIGHT INCOME	3,078	0
	1069	CHARTER FAIR INCOME	6,843	0
	1086	FIREWORK DISPLAY INCOME	100	0
	1087	CHRISTMAS LIGHT INCOME	100	0
			12,762	0
	3997	NI TC & E	5,960	3,700

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
	3998	PENSION ERS TC & E	12,608	12,577
	3999	WAGES & SALARIES TC & E	60,567	60,420
	4042	EVENTS EQUIPMENT	560	560
	4079	FAIR TRADE PROMOTION	410	0
	4094	YOUTH PROJECT	3,000	3,000
	4104	TOWN IN BLOOM	10,750	6,935
	4107	PRIDE OF PLACE	257	0
	4115	RIVER RINSE	410	165
	4126	GOOD ENDINGS FAIR	1,000	0
	4166	LACE HILL EVENTS	1,026	600
	4201	CHRISTMAS LIGHTS	11,286	10,176
	4202	FIREWORK DISPLAY	5,130	70
	4203	COMMUNITY FAIR	410	0
	4205	CHRISTMAS PARADE	3,900	500
	4208	SPRING FAIR	500	0
	4210	PANCAKE RACE	80	80
	4211	BAND JAM	3,591	0
	4212	CHRISTMAS LIGHT SWITCH ON	2,500	750
	4213	DOG AWARENESS	495	475
	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	0
	4243	CHARTER FAIR EXPENDITURE	3,000	1,000
	4260	TWINNING	2,000	0
		Expenditure	136,209	101,008
302		STREET MARKET		
	1005	STREET MARKET	14,500	12,000
	1006	FLEA MARKET	4,500	2,119
		Income	19,000	14,119
	4017	SUBSCRIPTIONS	450	358
	4225	RATES	3,078	3,078
	4235	MARKET INFRASTRUCTURE & PROMOT	1,500	1,200
		Expenditure	5,028	4,636
303		SPECIAL EVENTS		
	1020	FOOD FAIR INCOME	513	0

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
	1083	FRINGE INCOME	3,078	0
		Income	3,591	0
	4221	FRINGE	6,000	892
	4242	FOOD FAIR	513	332
	4244	REMEMBRANCE FLAGS	600	0
	4273	ONE OFF EVENTS	1,500	698
		Expenditure	8,613	1,922
304		BUCKINGHAM TOWN YOUTH COUNCIL		
	4237	YOUTH COUNCIL BUDGET	1,000	0
	4238	YOUTH COUNCIL ADMIN	100	0
		Expenditure	1,100	0
305		TOURIST INFORMATION CENTRE		
	1084	TIC INCOME	33,000	1,800
	1088	HERITAGE APP INCOME	0	2,528
		Income	33,000	4,328
	4253	TIC TICKETS AND PRODUCE	30,780	3,000
	4255	HERITAGE APP EXPENDITURE	0	2,528
	4274	TOURISM WEBSITE	2,500	750
		Expenditure	33,280	6,278
306		ACCESSIBILITY		
	4254	ACCESS ABLE	3,488	0
	4266	ACCESSIBILITY COSTS	500	0
		Expenditure	3,988	0
601		PLANNING		
	3992	WAGES & SALARIES PLANNING	31,252	31,176
	3993	NI PLANNING	4,313	2,000
	3994	PENSIONERS PLANNING	4,000	3,000
	4624	NEIGHBOURHOOD PLAN	1,800	1,800

Centre	Code	Budget	2020/21 Budget	2020/21 Revised Forecast
		Expenditure	41,365	37,976

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 1st March 2021

Contact Officer: Paul Hodson, Town Clerk

Equality and Diversity Lead Officer

1. Recommendation

1.1. It is recommended that Members agree that the Town Clerk be the Council's lead officer for equality and diversity

2. Background

1.2. The Diversity and Inclusion Working Group made the following recommendation during the meeting held on the 12th January 2021:

1.3. That the Town Council considers appointing a member of staff to be the officer lead for equalities and diversity, to lead and to engage with communities.

3. Officer Lead for Equalities and Diversity

1.4. The Town Clerk is responsible for ensuring the Council meets all its legal duties, including ensuring equality in the delivery of services and promoting cohesion. As the Council's head of service, the Town Clerk is also responsible for setting the organisation's culture and allocating resources as agreed by Councillors. It would therefore be most appropriate to allocate this role to the Town Clerk. To make this meaningful, it is proposed that the Town Clerk reports to the Resources Committee each year to explain how the role has been carried out. This report should be provided at the same meeting as the Equality and Diversity Policy is reviewed.

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 1st March 2021

Contact Officer: Paul Hodson, Town Clerk

Equality and Diversity Lead Officer

1. Recommendation

1.1. It is recommended that the Council adopt the revised Equality and Diversity Policy attached.

2. Background

1.2. The Diversity and Inclusion Working Group made the following recommendation during the meeting held on the 12th January 2021:

1.3. That the Council's Equality and Diversity Policy could have more content regarding how the Council will achieve the aspirations listed. The group reflected that the Equality Policy has not been reviewed since 2013 and asked for it to be formally reviewed, including in comparison with NALC's best practice advice. It is proposed that the Town Council includes the policy with the list of key documents that are reviewed during the annual statutory meeting each year.

3. Equality and Diversity Policy

1.4. The Equality and Diversity Policy is attached, with tracked changes showing the proposed changes.



Buckingham Town Council

Equal Opportunities

Date Agreed:
Minute Number:

Prepared by:
Version:

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Buckingham Town Council is committed to valuing the diversity of the community it serves and promoting equality of opportunity.

We will work to ensure fair and equal access to our services by all citizens and to provide services in a manner which is sensitive to the needs of the individual, whatever their background.

Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

Scope

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the council.

Our Commitment

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Bullying and Harassment policy adopted by the Town Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilize the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure. This is further defined in the Equality 2011 policy agreed by the Town Council.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually by the Resources Committee/bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to the Town Council's Equality-2014Community Engagement Strategy, Grievance, Disciplinary and Bullying & Harassment Policies.

Council Services

The Council will actively seek the views and feedback from all communities, including from residents with the protected characteristics. The Council will consider the impact of service and policy changes on each of the protected groups. The Council will seek to proactively address inequality where this is identified. This will include reviewing each event to identify any changes that should be made, and carrying out an equalities impact assessment for the budget each year, along for any major service or policy changes.

BUCKINGHAM TOWN COUNCIL

Brackley Road Cemetery fees:	Resident Fee - 2020/21 (with uplift)	Non-resident Fee - 2020/21 (with uplift)
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Resources Committee

MONDAY 1st March 2021

Contact Officer: Deputy Town Clerk

Fees and Charges.

1. Recommendations

- 1.1. It is recommended that Members agree the 2021-2022 Buckingham Town Council fees and charges listed.
- 1.2. It is recommended that the hourly fee for hiring the renovated Chamber be raised from £7/£10 to £9.50/£12.50 to match the weekday rate for the Committee Room at Lace Hill.

2. Roundabout Sponsorship

- 2.1. Roundabout Sponsorship fees to increase by RPI (1.5%) as per contracts:

Location	2020/21 Sponsorship: (with 2.6% uplift)		2021/22 Sponsorship (with 1.5% uplift)
Roundabout 1	£2,234.27	1.50%	£2,267.78
Roundabout 2	£1,191.55	1.50%	£1,209.42
Roundabout 3	£1,955.02	1.50%	£1,984.35
Roundabout 4	£2,492.40	1.50%	£2,529.79
Roundabout 5	No longer exists		
Roundabout 6	£2,654.65	1.50%	£2,694.47
Roundabout 7	£1,353.27	1.50%	£1,373.57
Total	£11,881.16		£12,059.38

3. Cemetery Fees (to be reviewed in September 2021)

Price to purchase a plot: for 99 years		
Single Plot - single	£471.96	£943.92
Double - Side by Side	£846.45	£1,692.90
Childs Plot (under 18) Cost paid by CFF*	£471.96	£944.00
Cremated Remains	£107.73	£425.79
Interment Fee - whether purchased plot or not		
Single Depth - Adult	£369.36	£738.72
- Child (under 18) Cost paid by CFF*	£369.00	£738.72
Double Depth	£425.79	£851.58
Re-open an Existing Grave	£369.00	£738.72
Digging Fee for Ashes	£108.00	£215.46
Memorial Permits		
New memorial	£108.00	£215.00
Additional Inscription	£51.30	£108.00
Memorial permit – (Child under 18) Cost paid by CFF*	£108.00	£215.00
Miscellaneous		
Search Fee	£20.52	£41.00
Use of Chapel	£56.43	£112.86
Duplicate Deed	£21.00	£41.00
Transfer Deed	£21.00	£41.00
Deed Renewal Fee	£21.00	£41.00
Memorial Seating	Price on request	Price on request

4. Lace Hill Sports and Community Centre Fees.

4.1. (As agreed by the Environment Committee)

Committee Room	Sports Hall
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	Weekday	Weekend	Weekday	Weekend
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£9.50	£12.50	£11.50	£15.50
Adult / Commercial	£12.50	£17.00	£15.50	£22.00

Book 10 hours / sessions and get 10 for the price of 9.

All Badminton bookings to be charged £11.50 per hour.

Sports Pitches

Rates	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
	Per 2 Hr Session	Pitch Only	Pitch, Dressing Rooms & Showers	Pitch Only	Pitch, Dressing Rooms & Showers
Adult (Base)	£92.34	£1,282.50	£1,539.00	£2,565.00	£3,078.00
Junior (20% Discount)	£73.87	£1,026.00	£1,231.20	£2,052.00	£2,462.40

5. Charter Fair Fees.

The Council's contract for the Charter Fair specifies that the fee will rise with RPI each year. This means that Charter Fair fees rise each year of the contract in line with RPI.

2019 - £6,630.40

2020 - £6,875 (Not invoiced due to Covid 19)

2021 - £6,978 (based on an RPI of 1.5%)

6. Markets Fees

6.1. Street Market Pitch:

Regular £1.00 per foot

Casual £1.50 per foot

6.2. Flea Market Pitch

£8.00 per 8ft table

£15 per double table

7. Tourist information Centre Fees

- 7.1. 25% of sales to traders
- 10% of sales to businesses for ticket sales
- 5% of sales to charities for ticket sales
- 10% of sales to mask sellers

8. Photocopying Fees

- 8.1. 5p per copy Black and White
- 10p per copy Colour.

9. Chamber fees.

- 9.1. The current fees for the chamber are £10ph commercial, £7ph concessions. It is recommended that once the refurbished and enlarged room is available for hire again the charges are raised to be the same as for the small Committee Room at the Lace Hill Centre, i.e. that they are raised to £12.50ph commercial, £9.50pn concessions,

10. Town Council Documents (Publication scheme)

Information available from Buckingham Town Council under the Model Publication Scheme.

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and costs) Current information only.	Website Hard Copy	Free 10p per A4 Sheet
Who's who on the Council and it's Committees	Website Hard Copy	Free 10p per A4 Sheet
Contact details for Town Clerk and	Website	Free

Information to be Published	How the information can be obtained	Cost
Council Members (named contacts where possible with telephone number and email address (if used))	Hard Copy	10p per A4 Sheet
Location of Main Council office and accessibility details	Website Hard Copy	Free 10p per A4 Sheet
Staffing Structure	Hard Copy	10p per A4 Sheet
Class 1 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy	10p per A4 sheet
Annual return and report by Auditor	Hard Copy	10p per A4 Sheet
Finalised Budgetz	Hard Copy	10p per A4 Sheet
Precept	Hard Copy	10p per A4 Sheet
Borrowing Approval letter (if available)	Hard Copy	10p per A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	10p per A4 Sheet
Grants given and received	Hard Copy	10p per A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 Sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 Sheet
Buckingham Plan (current and previous year as a minimum)	Hard Copy	10p per A4 Sheet
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	10p per A4 Sheet
Quality Status	Hard Copy	10p per A4 Sheet
Local Charters drawn up in accordance with DCLG guidelines	Hard Copy	10p per A4 Sheet

Information to be Published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum	Website Hard Copy	Free 10p per A4 Sheet
Timetable of meetings (Council, and Committee, Sub Committee, Working Group meetings and Town Meetings)	Website Hard Copy	Free 10p per A4 Sheet
Agendas of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 10p per A4 Sheet
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Website Hard Copy	Free 10p per A4 Sheet
Reports presented to Council meetings – N.B. This will exclude information that is properly regarded as confidential and private to the meeting	Hard Copy	10p per A4 Sheet
Responses to consultation papers	Hard Copy	10p per A4 Sheet
Bye-Laws	Hard Copy	10p per A4 Sheet
Class 5 – Our policies and Procedures Current recent Protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 10p per A4 Sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders (<i>on website</i>); Committee and Sub-Committee terms of Reference; Delegated authority in respect of officers; Code of Conduct (<i>on website</i>); Policy Statements	Website <i>where indicated</i> Hard Copy	Free 10p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services; Equalities and diversity policies; Health and Safety Policy Recruitment policies; Policies and Procedures;	Website Hard Copy	Free 10p per A4 Sheet

Information to be Published	How the information can be obtained	Cost
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information Security Policy	Hard Copy	10p per A4 Sheet
Records Management Policy (records retention, destruction and archive)	Hard Copy	10p per A4 Sheet
Data Protection Policy	Website Hard Copy	Free 10p per A4 Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy Some information may only be available by Inspection	10p per A4 Sheet
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing provisions will suffice)	Hard Copy	10p per A4 Sheet
Assets Register	Hard Copy	10p per A4 Sheet
Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by Parish Councils)	Hard Copy	10p per A4 Sheet
Register of Members' interests	Hard Copy	10p per A4 Sheet
Register of gifts and hospitality	Hard Copy	10p per A4 Sheet
Class 7 – the services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy Some information may only be available by inspection	10p per A4 Sheet
Allotments	Hard Copy	10p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	10p per A4 Sheet
Community Centres and Village Halls	Hard Copy	10p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	10p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Hard Copy	10p per A4 Sheet

Information to be Published	How the information can be obtained	Cost
		Sheet
Public convenience	Hard Copy	10p per A4 Sheet
Agency agreements	Hard Copy	10p per A4 Sheet
A summary of services for which the Council is entitled to recover a fee; together with those fees (e.g. burial fees)	Hard Copy	10p per A4 Sheet
Other additional information	Upon request by Hard Copy if available	10p per A4 Sheet

Lace Hill Residents' Association - request to redirect the use of BTC Grant 2020/2021

As you are aware, the LHRA were kindly given a grant by BTC in September 2020 to enable the work we had started, to strengthen our new community on Lace Hill, to continue. We set out our plans to hold our Committee meetings, Residents' meeting and other social events at the Community Centre and use some of the grant for things like admin costs, printing etc.

We have worked hard as a community group throughout the lockdown periods to enable many of our meetings/events to still go ahead, using Zoom and communicating through our dedicated Facebook groups and posters around the estate. We plan to produce another community newsletter shortly to inform every resident what is happening with regards to the handover of the development to the Management Company and Council and other important information, which under normal circumstances would have been relayed at our open residents meeting. We set up a couple of sub-committees, the Community Events Team have held socially distanced events to keep spirits up during these strange times with many others being planned over the next few weeks. The 20s Plenty team have also started work to reduce the speed on Lace Hill roads. We endeavor to find alternative ways to fund these events as whenever possible.

Given the ongoing restrictions placed on the UK due to COVID19, it is highly unlikely that the LHRA will be able to hire the Community Hall on Lace Hill for quite some time yet. We would therefore like to redirect some of the grant money to another project which over recent months has become a source of many complaints from residents and the teams who use the sports field on Lace Hill, that of 'Dog Fouling'.

We have a number of residents' (10) who have formed a group to attempt to tackle this issue as we have found that simply posting about this problem on Facebook does not improve anything. They have researched how best to run a campaign and have taken advice from experts who have tried and tested plans and discussed how these could work on Lace Hill, given that some areas are Council owned and others managed by a Management Company. The largest problem area for dog fouling by far is the field/sports pitches and the path around the edge of the field by Braid End, all of which are owned and maintained by the Council or the football team. We would therefore like to ask your permission to redirect some of the funds we were awarded (to hire the community centre) to help buy materials for the Dog Fouling Clean Up Campaign. We can confirm that we will cover ALL of Lace Hill, including the sports fields, green areas, paths/roads, balancing pond and bridle ways around the perimeter of the estate. We sincerely hope you will find our request acceptable as we feel it will not only benefit residents (both adults and children) and the sports teams who use the field but also other visitors who walk around the bridle paths.

Thank you for your consideration of our request.

With your cash reserves now earning less, extra prudence is required

Amid the events of 2020, a further reduction in the interest on your savings at the bank, building society or National Savings and Investments (NS&I) may well have gone unnoticed. Initially, at least.

Savings rates were already near historic lows, and those who depend on their savings' income will have winced when further reductions hit home. Savings rates, and indeed the income paid by money market funds like CCLA's Public Sector Deposit Fund (PSDF), have dropped since the start of the pandemic.

Councils need to exercise caution when investing their short-term cash. It is of fundamental importance to keep their sights firmly on objectives such as security, diversification, and liquidity, despite the temptation to seek higher returns.

What is behind the low rates of interest paid on savings?

When the Bank of England (BoE) cut interest rates, it was steeling the economy for the current downturn. Its' main instrument to do so was through the Bank Rate, the single most important interest rate in the UK. Set by the BoE's monetary policy committee, it is a tool which tackles inflation and drives growth by adjusting the balance of what we, as a country, are spending versus what we save.

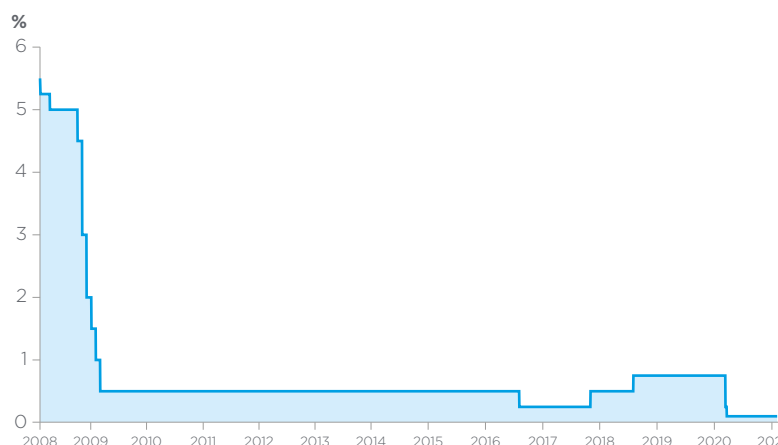
The Bank Rate determines the interest rate which the BoE pays commercial banks in return for their deposits. It is the feeder rate for banks, who in turn charge people to borrow money or pay savers on their bank deposits. It has the same sway over sterling money markets, where the PSDF makes its investments.

Last March, the BoE reduced the Bank Rate twice, by a total of 65 basis points to 0.10% from 0.75%. As you can see in the chart below (see Chart 1), it currently stands at the record low. Many high street banks immediately reduced their rates to reflect the move.

As we had invested the PSDF's assets across several maturities, even those as long as one year, the yield for PSDF did not instantly change. These existing investments helped to delay the reduction in the PSDF's flow of income. These are now maturing and being reinvested in today's ultra-low interest rate environment.

The impact of the cuts in the Bank Rate is the main reason why the PSDF's income has fallen, but there are two other important components.

Chart 1
Changes in the
Bank of England's
Official Bank Rate

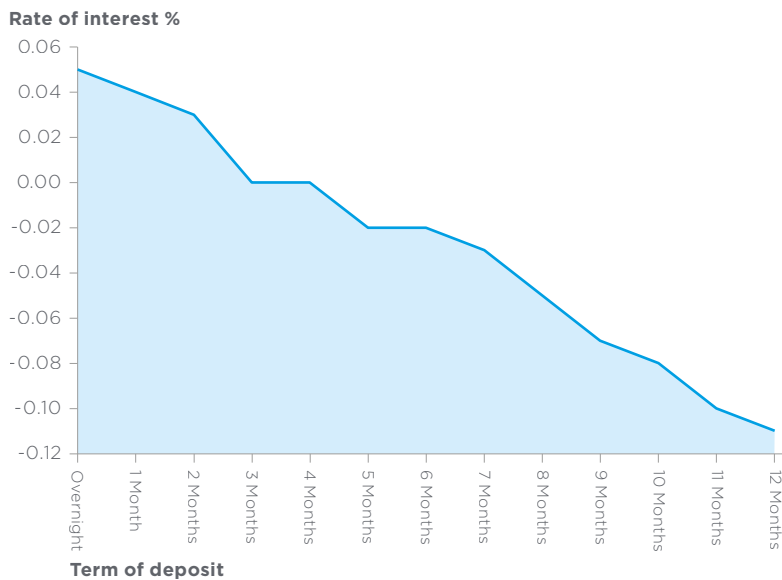


1. Future direction of rates

Money market returns can be further swayed by how interest rates are expected to move:

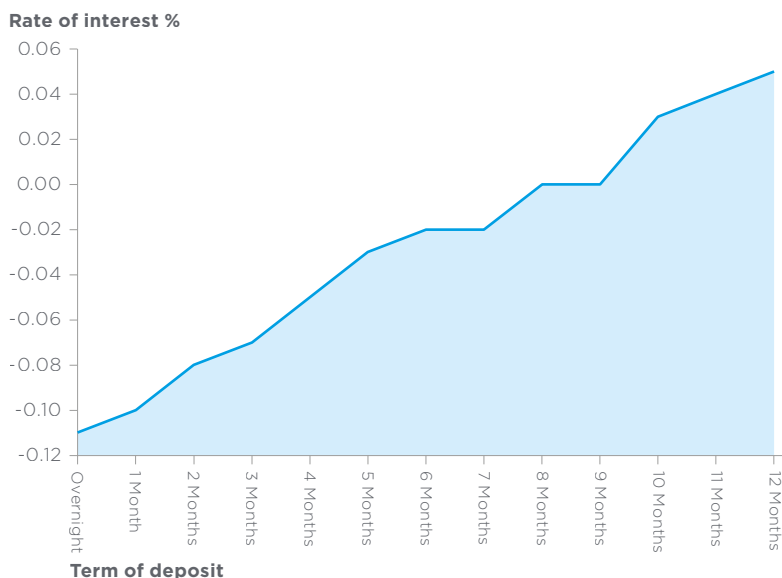
- if interest rates are considered likely to fall, the returns on a longer-term investment might be lower than a shorter-term investment because of its duration. This is known as a downward sloping yield curve (see Chart 2).

Chart 2
Example downward sloping yield curve



- if the expectation is that interest rates will rise in the near future, the returns on a longer-term investment will be higher than for a shorter-term option. This is known as an upward sloping yield curve (see Chart 3).

Chart 3
Example upward sloping yield curve



The BoE is indicating that the prospect of a rate increase is a distant one¹, so we see a low chance of an upward sloping yield curve any time soon. In practice, this means that we are not able to enhance the level of income our fund can pay by making longer-dated investments, as these are in fact offering returns of less than the yield we can earn on an overnight basis.

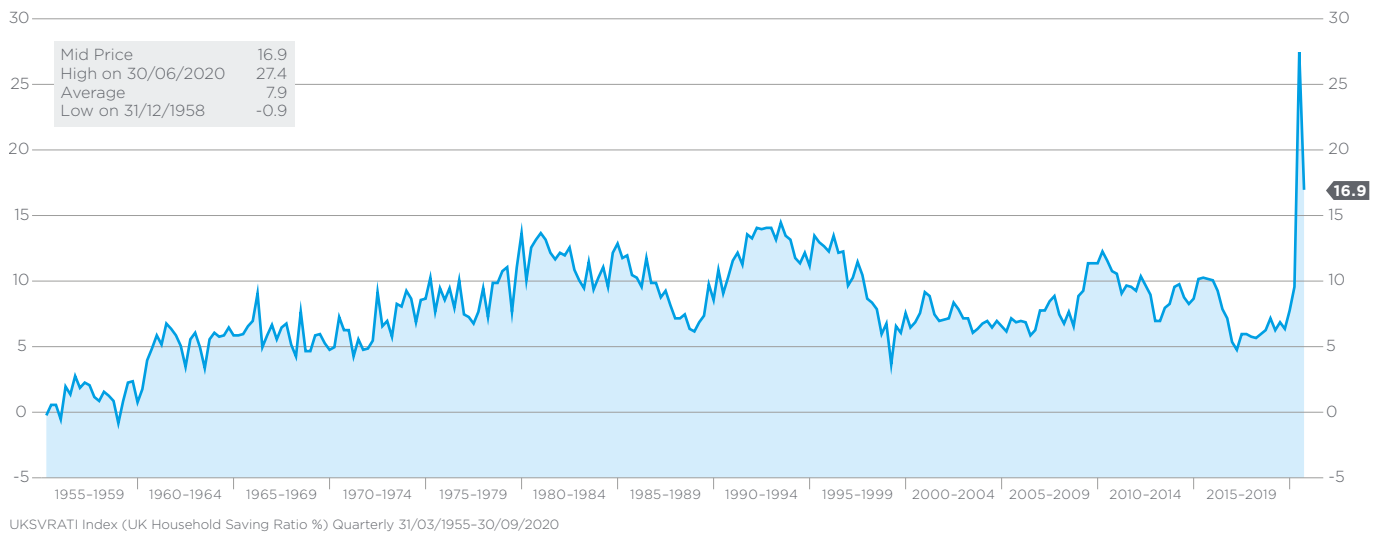
2. Awash with cash

At a time when so many are struggling to make ends meet, it may be hard to believe that money markets are saturated with a large supply of cash. But there are two important reasons for this.

- Firstly, as part of its package of crisis response measures, the BoE injected vast quantities of cash, or liquidity, into financial markets, as well as opening generous schemes designed to allow banks to borrow cash from the central bank at very low interest rates. Therefore, their demand for borrowing from funds, such as the PSDF, has shrunk substantially. That has led to a fall in the level of interest rate banks are willing to pay on deposits.
- Secondly, the UK household savings rate (see Chart 4) reached record highs on aggregate last year. Historically, savings do tend to increase during recessions as families tighten their belts in preparation for expected falls in income. This time, a fall in economic confidence has been coupled with lockdown restrictions. With vast sectors such as travel and hospitality closed, households have been forced to save. Meanwhile, the furlough scheme has helped to keep personal incomes relatively stable even as economic activity has collapsed, another supportive factor for savings.

This savings boost has meant retail banks' deposits have surged, further reducing their need for borrowing from funds such as the PSDF.

¹ "The Committee does not intend to tighten monetary policy at least until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% inflation target sustainably." (November 2020 BoE Monetary Policy Committee minutes)

Chart 4**UK Household Saving Ratio %, Bloomberg Finance**

Banks are also having to take on high volumes of savings which were held in the government NS&I. In November, the NS&I cut the interest rate on its popular savings account to just 0.01%. This resulted in savers withdrawing more than £6.2bn from the NS&I, with much of this flowing into building societies, according to the Buildings Societies Association. This has further saturated an already overflowing banking system with liquidity.

As ultra-low interest rates will likely persist, what options are left for local councils?

First and foremost, councils should maintain their focus on security, diversification, and liquidity. It is important not to sacrifice one of these attributes in the expectation of more attractive returns.

With interest rates near zero, any stellar opportunities for generating returns on cash deposits without adding risk are scant. By giving up security and diversity, the potential for losing some or all of the cash deposited will increase markedly. Councils must question whether taking on this extra risk offers greater relative rewards, or whether it might be better to live with a tiny bit less interest.

Given the economic picture and the huge amount of uncertainty which persists, the level of risk to which depositors are exposed is far higher than usual. That is why councils need to be confident about where their cash is housed.

The PSDF is a UK-domiciled money market fund. Its prime objective is the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling deposits and instruments. The fund has an approved list of over 50 of the world's strongest financial institutions to lend to. This list is under constant review by CCLA, and typically fund investments are spread across 25 to 30 institutions at any given point in time.

Councils can take further comfort from the fact that the PSDF has been awarded the strongest AAmmf rating from Fitch Ratings. This reflects its adherence to strict regulatory rules ensuring diversity and liquidity.

It is this focus which comes first in CCLA's management of the PSDF and it is why councils can be sure that their investments benefit from CCLA's low-risk approach. There may be opportunities to earn additional income on medium to long-term investments if the authority has cash or reserves which can be set aside for a longer period.

CCLA has the same values and principles as its clients. In a world of uncertainty, councils can take additional comfort in our active stewardship programme which seeks to push for improvement in the companies we invest.

Disclosure

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice.

To ensure you understand whether a CCLA product is suitable, please read the prospectus and consider the risk factors identified therein.

CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

In addition to the general risk factors outlined in the prospectus, investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.

Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon CCLA's current opinions, expectations and projections. CCLA undertakes no obligations to update or revise these. Actual results could differ materially from those anticipated.

Investment in a CCLA managed fund is for public sector eligible investors only. Holders of a CCLA managed fund are not covered by the Financial Services Compensation Scheme.

The CCLA managed fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England and Wales, number 2183088, at Senator House, 85 Queen Victoria Street, London, EC4V 4ET) is authorised and regulated by the Financial Conduct Authority.

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