



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. C. P. Wayman

11 April 2017

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Tuesday 18th April 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 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 the minutes of the Resources Committee meeting held on Monday 27th February 2017 ratified at the Full Council meeting held on Monday 13th March 2017.

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on Wednesday 5th April 2017.
Previously circulated

5. Action Report

Appendix A

6. Accounts and Budgets

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

Appendix B

7. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

Appendix C

8. Friends of Buckingham Award

To discuss and agree whether to appoint any Friends of Buckingham (to be awarded a silver salver at the Mayor's Reception in May)

Buckingham



Twinned with Mouvaux, France



**9. Special Motion – Cllr. Newell
(Sports Award: Motion to Council)**

To propose that Buckingham Town Council agree to make an award in 2017 (to be awarded a silver salver at the Mayor's Reception in May)

Discussion of proposal has been supported by Cllrs. Hiron, Newell, Stuchbury, Mahi, Bates and Isham.

10. Motion – Cllr. J. Harvey

Parking is an issue of great concern to the people of Buckingham. We ask the Town Clerk to explore the viability of the Town Council being delegated both County & District Councils' responsibilities for (and fines income from) enforcing parking regulations on & off street within our parish - and possibly beyond to nearby parishes.

11. Motion – Cllr. M. Smith

That a further "Earmarked Reserves" (Budget Heading 901) account be created headed "BAG Funds", to administer existing and future funding in respect of the multi-agency Buckingham Activities Group

12. Internal Auditor

To receive and agree an interim report from the Internal Auditor

Appendix D

13. 2018 Meeting Calendar

To receive and agree the draft calendar

Appendix E

14. Buckingham Town Council's Annual Report 2016/17

To receive and agree the Annual Report for 2016/17

Appendix F

15. HS2 Community Environment Fund

To discuss possible projects and agree whether to apply for funding

Appendix G

16. Chairman's Announcements

17. Date of next meeting: Monday 12th June 2017

To:

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

Chair

Mayor

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

| Min No | Title | Meeting Date | Work undertaken | Completed On/Update | Social Value | Officer Effort | Urgency | Total |
|--------|----------------------------|--------------|--|--|--------------|----------------|---------|-------|
| 625/13 | Apprenticeship | 06.01.14 | Delay decision | On hold | 3 | 2 | 1 | 6 |
| 749/14 | Strategic Planning | 23.03.15 | Regular report to be provided to monitor the performance indicators, suggested every other meeting. | Ongoing | 1 | 2 | 1 | 4 |
| 874/14 | Red Cross Centre | 13.04.15 | Review Community Right to bid Annually until expiry in January 2020 | | 3 | 4 | 1 | 8 |
| 660/15 | Finance software reporting | 04.01.16 | Review options for better software and reporting | Currently being investigated. More work to be done after the internal audit. | 1 | 3 | 3 | 7 |
| 140/16 | Town Action Commission | 13.06.16 | Forward report to AVDC with a request for additional parent/ child parking towards the rear of the car park. | Sent can be completed as part of the work around the new public toilets line marking | 3 | 4 | 3 | 10 |
| 723/16 | Shopmobility | 7.11.16 | Resources committee to ask Shopmobility to conduct a service review with the view to looking at current and future needs | | 2 | 2 | 2 | 6 |
| 723/16 | Paperless Agenda | 3.1.17 | In principle the Council move towards a paperless system of agendas and minutes. | | 1 | 3 | 4 | 8 |

11/04/2017

Buckingham Town Council

10:21

Detailed Income & Expenditure by Budget Heading 11/04/2017

Page No 1

Month No : 12

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|

RESOURCES**101 PERSONNEL COSTS**

| | | | | | | | | |
|------|--------------------------------|--------|---------|---------|---------|---|---------|---------|
| 4000 | WAGES & SALARIES ADMIN | 15,461 | 176,342 | 162,610 | -13,732 | | -13,732 | 108.4 % |
| 4001 | WAGES & SALARIES EXTERNAL | 5,163 | 64,458 | 62,620 | -1,838 | | -1,838 | 102.9 % |
| 4002 | PENSION DEFICIT | 1,649 | 10,069 | 9,300 | -769 | | -769 | 108.3 % |
| 4003 | APPRENTICESHIP | 0 | 0 | 6,500 | 6,500 | | 6,500 | 0.0 % |
| 4004 | WAGES & SALARIES | 0 | 0 | 16,000 | 16,000 | | 16,000 | 0.0 % |
| 4005 | ERS NATIONAL INS | 1,659 | 19,677 | 18,000 | -1,677 | | -1,677 | 109.3 % |
| 4006 | ERS PENSION CONT | 5,283 | 27,899 | 31,700 | 3,801 | | 3,801 | 88.0 % |
| 4007 | STAFF TRAVEL | 198 | 460 | 550 | 90 | | 90 | 83.6 % |
| 4008 | OCCUPATIONAL HEALTH | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4009 | WAGES & SALARIES | 0 | 0 | 12,400 | 12,400 | | 12,400 | 0.0 % |
| | PERSONNEL COSTS :- Expenditure | 29,413 | 298,904 | 320,180 | 21,276 | 0 | 21,276 | 93.4 % |
| 1001 | APPRENTICESHIP GRANT | 0 | 0 | 2,500 | -2,500 | | | 0.0 % |
| | PERSONNEL COSTS :- Income | 0 | 0 | 2,500 | -2,500 | | | 0.0 % |
| | Net Expenditure over Income | 29,413 | 298,904 | 317,680 | 18,776 | | | |

102 OFFICE EXPENSES

| | | | | | | | | |
|------|--------------------------------|-------|--------|--------|---------|---|---------|---------|
| 4010 | STATIONERY | 276 | 1,999 | 1,650 | -349 | | -349 | 121.2 % |
| 4011 | POSTAGE | 13 | 279 | 650 | 371 | | 371 | 42.9 % |
| 4012 | PHOTOCOPIER | 397 | 1,972 | 1,800 | -172 | | -172 | 109.6 % |
| 4013 | EQUIPMENT PURCHASE | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4015 | ADVERTISMENT | 315 | 1,830 | 200 | -1,630 | | -1,630 | 915.2 % |
| 4017 | SUBSCRIPTIONS | 0 | 2,420 | 3,300 | 880 | | 880 | 73.3 % |
| 4018 | TELEPHONE | 698 | 8,489 | 4,500 | -3,989 | | -3,989 | 188.6 % |
| 4019 | HIRE OF HALL | 81 | 81 | 250 | 169 | | 169 | 32.3 % |
| 4021 | HOSPITALITY | 0 | 58 | 300 | 242 | | 242 | 19.2 % |
| 4023 | TRAINING | 815 | 5,587 | 5,500 | -87 | | -87 | 101.6 % |
| 4032 | PUBLICITY | 1,350 | 8,930 | 7,300 | -1,630 | | -1,630 | 122.3 % |
| 4038 | COMPUTER EQUIP/MAINT | 792 | 3,395 | 2,100 | -1,295 | | -1,295 | 161.7 % |
| 4041 | WEB SITE PROVISION & | 0 | 1,369 | 1,000 | -369 | | -369 | 136.9 % |
| 4043 | PROTECTIVE CLOTHING / | 0 | 420 | 1,000 | 580 | | 580 | 42.0 % |
| 4052 | HEAT LIGHT POWER | 250 | 1,894 | 2,500 | 606 | | 606 | 75.8 % |
| 4055 | ALARM | 0 | 310 | 370 | 60 | | 60 | 83.8 % |
| 4156 | BUCKINGHAM CENTRE RENT | 2,750 | 16,032 | 11,000 | -5,032 | | -5,032 | 145.7 % |
| | OFFICE EXPENSES :- Expenditure | 7,738 | 55,066 | 43,620 | -11,446 | 0 | -11,446 | 126.2 % |
| 1010 | CHAMBER HIRE | 109 | 1,140 | 1,000 | 140 | | | 114.0 % |
| 1012 | PHOTOCOPIER USE | 19 | 29 | 50 | -21 | | | 57.1 % |
| | OFFICE EXPENSES :- Income | 128 | 1,169 | 1,050 | 119 | | | 111.3 % |
| | Net Expenditure over Income | 7,610 | 53,897 | 42,570 | -11,327 | | | |

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Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>103</u> | <u>COUNCILLORS</u> | | | | | | | |
| 4020 | MAYOR'S DUTIES | 0 | 1,800 | 1,800 | 0 | | 0 | 100.0 % |
| 4029 | MAYOR'S CIVIC | 0 | 1,200 | 1,200 | 0 | | 0 | 100.0 % |
| 4044 | COUNCILLORS MILEAGE / EXPS | 50 | 284 | 500 | 216 | | 216 | 56.8 % |
| 4045 | COUNCILLORS ALLOWANCE | 13,133 | 13,133 | 8,282 | -4,851 | | -4,851 | 158.6 % |
| | COUNCILLORS :- Expenditure | 13,183 | 16,417 | 11,782 | -4,635 | 0 | -4,635 | 139.3 % |
| | Net Expenditure over Income | 13,183 | 16,417 | 11,782 | -4,635 | | | |
| <u>104</u> | <u>LEGAL REQUIREMENTS</u> | | | | | | | |
| 4014 | AUDIT FEE | 630 | 861 | 2,420 | 1,559 | | 1,559 | 35.6 % |
| 4022 | INSURANCE | 0 | 12,526 | 15,000 | 2,474 | | 2,474 | 83.5 % |
| | LEGAL REQUIREMENTS :- Expenditure | 630 | 13,387 | 17,420 | 4,033 | 0 | 4,033 | 76.8 % |
| | Net Expenditure over Income | 630 | 13,387 | 17,420 | 4,033 | | | |
| <u>120</u> | <u>GRANTS (PREV 137)</u> | | | | | | | |
| 4077 | OLD GAOL FUNDING | 3,000 | 3,000 | 3,000 | 0 | | 0 | 100.0 % |
| 4150 | FILM PLACE FUNDING | 1,250 | 1,250 | 1,250 | 0 | | 0 | 100.0 % |
| | GRANTS (PREV 137) :- Expenditure | 4,250 | 4,250 | 4,250 | 0 | 0 | 0 | 100.0 % |
| | Net Expenditure over Income | 4,250 | 4,250 | 4,250 | 0 | | | |
| <u>125</u> | <u>COMMEMORATIVE ITEMS</u> | | | | | | | |
| 4504 | REMEMBRANCE WREATH | 0 | 17 | 20 | 3 | | 3 | 85.0 % |
| 4505 | MAYORS SALVER | 0 | 540 | 170 | -370 | | -370 | 317.6 % |
| | COMMEMORATIVE ITEMS :- Expenditure | 0 | 557 | 190 | -367 | 0 | -367 | 293.2 % |
| | Net Expenditure over Income | 0 | 557 | 190 | -367 | | | |
| <u>130</u> | <u>ADMIN RESERVES</u> | | | | | | | |
| 1176 | PRECEPT | 0 | 671,567 | 0 | 671,567 | | | 0.0 % |
| 1190 | INTEREST RECEIVED | 0 | 0 | 3,500 | -3,500 | | | 0.0 % |
| | ADMIN RESERVES :- Income | 0 | 671,567 | 3,500 | 668,067 | | | 19187.6 |
| | Net Expenditure over Income | 0 | -671,567 | -3,500 | 668,067 | | | |
| <u>131</u> | <u>GRANTS</u> | | | | | | | |
| 4084 | COMMUNITY CENTRE CAPITAL | 0 | 3,728 | 5,000 | 1,272 | | 1,272 | 74.6 % |
| 4087 | OTHER | 0 | 19,104 | 19,702 | 598 | | 598 | 97.0 % |
| | GRANTS :- Expenditure | 0 | 22,832 | 24,702 | 1,870 | 0 | 1,870 | 92.4 % |
| | Net Expenditure over Income | 0 | 22,832 | 24,702 | 1,870 | | | |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>132</u> | <u>CONTINGENCIES</u> | | | | | | | |
| 4500 | CONTINGENCIES | -44 | 29,471 | 10,000 | -19,471 | 1,785 | -21,256 | 312.6 % |
| | CONTINGENCIES :- Expenditure | -44 | 29,471 | 10,000 | -19,471 | 1,785 | -21,256 | 312.6 % |
| | Net Expenditure over Income | -44 | 29,471 | 10,000 | -19,471 | | | |
| <u>304</u> | <u>BUCKINGHAM TOWN YOUTH COUNCIL</u> | | | | | | | |
| 4237 | YOUTH COUNCIL BUDGET | 0 | 0 | 900 | 900 | | 900 | 0.0 % |
| 4238 | YOUTH COUNCIL ADMIN | 0 | 0 | 100 | 100 | | 100 | 0.0 % |
| | BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0 % |
| | Net Expenditure over Income | 0 | 0 | 1,000 | 1,000 | | | |
| | RESOURCES :- Expenditure | 55,171 | 440,884 | 433,144 | -7,740 | 1,785 | -9,525 | 102.2 % |
| | Income | 128 | 672,736 | 7,050 | 665,686 | | | 9542.4 |
| | Net Expenditure over Income | 55,043 | -231,852 | 426,094 | 657,946 | | | |
| ENVIRONMENT | | | | | | | | |
| <u>201</u> | <u>ENVIRONMENT</u> | | | | | | | |
| 4063 | VEHICLE HIRE AND RUNNING | 355 | 355 | 0 | -355 | | -355 | 0.0 % |
| 4068 | COMMUNITY SERVICE | 0 | 6,000 | 6,750 | 750 | | 750 | 88.9 % |
| 4069 | GRIT / SALT BINS | 0 | 0 | 900 | 900 | | 900 | 0.0 % |
| 4101 | SEATS AND BINS | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4112 | ENVIRONMENT EQUIPMENT | 1,001 | 5,565 | 6,000 | 435 | | 435 | 92.7 % |
| 4113 | EDIBLE WOODLAND | 0 | 0 | 130 | 130 | | 130 | 0.0 % |
| 4118 | GREEN WASTE DISPOSAL | 0 | 371 | 300 | -71 | | -71 | 123.7 % |
| | ENVIRONMENT :- Expenditure | 1,356 | 12,291 | 17,080 | 4,789 | 0 | 4,789 | 72.0 % |
| | Net Expenditure over Income | 1,356 | 12,291 | 17,080 | 4,789 | | | |
| <u>202</u> | <u>ROUNDBABOUTS</u> | | | | | | | |
| 4108 | ROUNDBABOUT | 270 | 1,487 | 1,622 | 135 | 135 | 0 | 100.0 % |
| | ROUNDBABOUTS :- Expenditure | 270 | 1,487 | 1,622 | 135 | 135 | 0 | 100.0 % |
| 1051 | ROUNDBABOUT NO 1 OPEN | 0 | 2,024 | 2,054 | -30 | | | 98.5 % |
| 1052 | ROUNDBABOUT NO 2 ELLA | 0 | 1,079 | 1,564 | -485 | | | 69.0 % |
| 1053 | ROUNDBABOUT NO 3 | 0 | 1,771 | 1,798 | -27 | | | 98.5 % |
| 1054 | ROUNDBABOUT NO 4 R & B | 0 | 2,258 | 2,235 | 23 | | | 101.0 % |
| 1056 | ROUNDBABOUT NO 6 EUROLANE | 0 | 2,417 | 2,453 | -36 | | | 98.5 % |
| 1057 | ROUNDBABOUT NO 7 RING ROAD | 0 | 1,232 | 1,251 | -19 | | | 98.5 % |
| | ROUNDBABOUTS :- Income | 0 | 10,781 | 11,355 | -574 | | | 94.9 % |
| | Net Expenditure over Income | 270 | -9,295 | -9,733 | -438 | | | |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>203</u> | <u>MAINTENANCE</u> | | | | | | | |
| 4063 | VEHICLE HIRE AND RUNNING | 456 | 5,709 | 6,000 | 291 | | 291 | 95.1 % |
| 4082 | ALLOTMENTS | 0 | 1,500 | 1,500 | 0 | | 0 | 100.0 % |
| 4102 | DOG BINS | 4,196 | 4,196 | 4,320 | 124 | | 124 | 97.1 % |
| | MAINTENANCE :- Expenditure | 4,652 | 11,405 | 11,820 | 415 | 0 | 415 | 96.5 % |
| | Net Expenditure over Income | 4,652 | 11,405 | 11,820 | 415 | | | |
| <u>204</u> | <u>DEVOLVED SERVICES EXPENSES</u> | | | | | | | |
| 4124 | DEVOLVED SERVICES | 1,415 | 19,229 | 24,102 | 4,873 | 691 | 4,183 | 82.6 % |
| | DEVOLVED SERVICES EXPENSES :- Expenditure | 1,415 | 19,229 | 24,102 | 4,873 | 691 | 4,183 | 82.6 % |
| 1017 | DEVOLVED SERVICES INCOME | 20,353 | 40,705 | 27,992 | 12,713 | | | 145.4 % |
| | DEVOLVED SERVICES EXPENSES :- Income | 20,353 | 40,705 | 27,992 | 12,713 | | | 145.4 % |
| | Net Expenditure over Income | -18,938 | -21,477 | -3,890 | 17,587 | | | |
| <u>248</u> | <u>DEPOT</u> | | | | | | | |
| 4013 | EQUIPMENT PURCHASE | 0 | 2,263 | 4,740 | 2,477 | | 2,477 | 47.7 % |
| 4055 | ALARM | 0 | 1,420 | 370 | -1,050 | | -1,050 | 383.8 % |
| 4225 | RATES | 0 | 4,398 | 4,500 | 102 | | 102 | 97.7 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 122 | 6,325 | 6,740 | 415 | | 415 | 93.8 % |
| 4602 | ELECTRICITY | 395 | 1,138 | 2,500 | 1,362 | | 1,362 | 45.5 % |
| 4603 | WATER | 113 | 113 | 1,500 | 1,387 | | 1,387 | 7.6 % |
| | DEPOT :- Expenditure | 631 | 15,658 | 20,350 | 4,692 | 0 | 4,692 | 76.9 % |
| | Net Expenditure over Income | 631 | 15,658 | 20,350 | 4,692 | | | |
| <u>249</u> | <u>PUBLIC TOILETS</u> | | | | | | | |
| 4074 | TOILET CAPITAL | 0 | 75,407 | 0 | -75,407 | 150,815 | -226,222 | 0.0 % |
| 4225 | RATES | 0 | 0 | 8,000 | 8,000 | | 8,000 | 0.0 % |
| 4602 | ELECTRICITY | -335 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4603 | WATER | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4612 | CONTRACTOR CHARGE | 0 | 0 | 15,000 | 15,000 | | 15,000 | 0.0 % |
| 4709 | MAINTENANCE | 0 | 159 | 1,000 | 841 | | 841 | 15.9 % |
| | PUBLIC TOILETS :- Expenditure | -335 | 75,566 | 27,500 | -48,066 | 150,815 | -198,881 | 823.2 % |
| 1078 | NEW HOMES BONUS | 0 | 75,407 | 0 | 75,407 | | | 0.0 % |
| | PUBLIC TOILETS :- Income | 0 | 75,407 | 0 | 75,407 | | | |
| | Net Expenditure over Income | -335 | 159 | 27,500 | 27,341 | | | |

Month No : 12

Committee Report

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|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>250</u> | <u>LACE HILL</u> | | | | | | | |
| 4050 | LACE HILL PLAYING FIELDS | 0 | 7,038 | 7,500 | 462 | | 462 | 93.8 % |
| 4158 | LACE HILL GAS | 916 | 6,667 | 2,500 | -4,167 | | -4,167 | 266.7 % |
| 4159 | LACE HILL ELECTRICITY | 582 | 3,849 | 2,500 | -1,349 | | -1,349 | 153.9 % |
| 4160 | LACE HILL WATER | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4161 | LACE HILL REPAIRS & MAINT | 504 | 6,513 | 5,000 | -1,513 | | -1,513 | 130.3 % |
| 4162 | LACE HILL CONTRACTOR | 1,470 | 7,494 | 20,000 | 12,506 | 991 | 11,515 | 42.4 % |
| 4163 | LACE HILL ALARM | 0 | 175 | 500 | 325 | | 325 | 35.0 % |
| 4164 | LACE HILL EQUIPMENT | 0 | 15,491 | 11,250 | -4,241 | | -4,241 | 137.7 % |
| 4225 | RATES | 0 | 9,692 | 8,000 | -1,692 | | -1,692 | 121.1 % |
| | LACE HILL :- Expenditure | 3,472 | 56,919 | 59,750 | 2,831 | 991 | 1,840 | 96.9 % |
| 1026 | LACE HILL COMMUNITY CENTRE | 5,317 | 33,665 | 14,000 | 19,665 | | | 240.5 % |
| | LACE HILL :- Income | 5,317 | 33,665 | 14,000 | 19,665 | | | 240.5 % |
| | Net Expenditure over Income | -1,846 | 23,254 | 45,750 | 22,496 | | | |
| <u>251</u> | <u>CHANDOS PARK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 0 | 119 | 500 | 381 | | 381 | 23.8 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 153 | 4,561 | 7,180 | 2,619 | 66 | 2,553 | 64.4 % |
| 4602 | ELECTRICITY | 0 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4603 | WATER | 478 | 1,246 | 1,500 | 254 | | 254 | 83.1 % |
| 4605 | HORTICULTURAL CONTRACT | 495 | 2,634 | 2,968 | 334 | 247 | 87 | 97.1 % |
| | CHANDOS PARK :- Expenditure | 1,125 | 8,561 | 12,548 | 3,987 | 313 | 3,674 | 70.7 % |
| 1030 | BOWLS INCOME | 0 | 550 | 550 | 0 | | | 100.0 % |
| 1035 | TENNIS COURT RENT | 0 | 625 | 625 | 0 | | | 100.0 % |
| | CHANDOS PARK :- Income | 0 | 1,175 | 1,175 | 0 | | | 100.0 % |
| | Net Expenditure over Income | 1,125 | 7,386 | 11,373 | 3,987 | | | |
| <u>252</u> | <u>BOURTON PARK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 0 | 329 | 500 | 171 | | 171 | 65.9 % |
| 4122 | TREE WORKS | 0 | 0 | 6,129 | 6,129 | | 6,129 | 0.0 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 1,505 | 4,469 | 12,000 | 7,531 | 3,217 | 4,314 | 64.1 % |
| 4605 | HORTICULTURAL CONTRACT | 1,660 | 9,129 | 10,278 | 1,149 | 830 | 319 | 96.9 % |
| | BOURTON PARK :- Expenditure | 3,165 | 13,927 | 28,907 | 14,980 | 4,047 | 10,933 | 62.2 % |
| | Net Expenditure over Income | 3,165 | 13,927 | 28,907 | 14,980 | | | |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>253</u> | <u>CEMETERY</u> | | | | | | | |
| 4225 | RATES | 0 | 968 | 1,300 | 332 | | 332 | 74.5 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 777 | 2,132 | 4,000 | 1,868 | | 1,868 | 53.3 % |
| 4602 | ELECTRICITY | -55 | 471 | 400 | -71 | | -71 | 117.6 % |
| 4605 | HORTICULTURAL CONTRACT | 1,063 | 5,743 | 6,380 | 637 | 532 | 105 | 98.4 % |
| 4620 | EXPENSES RE BURIAL DUTIES | 483 | 6,953 | 6,500 | -453 | | -453 | 107.0 % |
| 4621 | NEW CEMETERY PLANNING | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0 % |
| | CEMETERY :- Expenditure | 2,268 | 16,267 | 38,580 | 22,313 | 532 | 21,781 | 43.5 % |
| 1041 | BURIAL FEES | 5,374 | 17,403 | 12,500 | 4,903 | | | 139.2 % |
| | CEMETERY :- Income | 5,374 | 17,403 | 12,500 | 4,903 | | | 139.2 % |
| | Net Expenditure over Income | -3,106 | -1,136 | 26,080 | 27,216 | | | |
| <u>254</u> | <u>CHANDOS PARK TOILETS</u> | | | | | | | |
| 4612 | CONTRACTOR CHARGE | 6,386 | 6,386 | 12,500 | 6,114 | | 6,114 | 51.1 % |
| 4709 | MAINTENANCE | 0 | 636 | 1,000 | 365 | | 365 | 63.5 % |
| | CHANDOS PARK TOILETS :- Expenditure | 6,386 | 7,021 | 13,500 | 6,479 | 0 | 6,479 | 52.0 % |
| | Net Expenditure over Income | 6,386 | 7,021 | 13,500 | 6,479 | | | |
| <u>255</u> | <u>RAILWAY WALK & CASTLE HILL</u> | | | | | | | |
| 4120 | FRIENDS OF GROUPS | 0 | 663 | 2,000 | 1,337 | | 1,337 | 33.2 % |
| 4122 | TREE WORKS | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % |
| | RAILWAY WALK & CASTLE HILL :- Expenditure | 0 | 663 | 3,500 | 2,837 | 0 | 2,837 | 19.0 % |
| | Net Expenditure over Income | 0 | 663 | 3,500 | 2,837 | | | |
| <u>256</u> | <u>STORAGE PREMISES</u> | | | | | | | |
| 4066 | GRENVILLE GARAGE RENT | 50 | 599 | 650 | 51 | | 51 | 92.1 % |
| 4073 | COLLEGE FARM | 0 | -1,083 | 1,000 | 2,083 | | 2,083 | -108.3 |
| | STORAGE PREMISES :- Expenditure | 50 | -485 | 1,650 | 2,135 | 0 | 2,135 | -29.4 % |
| | Net Expenditure over Income | 50 | -485 | 1,650 | 2,135 | | | |
| <u>257</u> | <u>KEN TAGG PLAYGROUND</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 0 | 111 | 500 | 389 | | 389 | 22.2 % |
| 4122 | TREE WORKS | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4123 | PLAYGROUND REFURBISHMENT | 0 | 1,113 | 0 | -1,113 | | -1,113 | 0.0 % |
| 4605 | HORTICULTURAL CONTRACT | 37 | 204 | 223 | 19 | 19 | 0 | 99.9 % |
| | KEN TAGG PLAYGROUND :- Expenditure | 37 | 1,428 | 1,223 | -205 | 19 | -224 | 118.3 % |
| | Net Expenditure over Income | 37 | 1,428 | 1,223 | -205 | | | |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>258</u> | <u>CEMETERY LODGE</u> | | | | | | | |
| 4034 | PWLB REPAYMENTS INCL | 0 | 4,702 | 4,702 | 0 | | 0 | 100.0 % |
| 4609 | CEMETERY LODGE MAINT | 23 | 446 | 500 | 54 | | 54 | 89.2 % |
| | CEMETERY LODGE :- Expenditure | 23 | 5,148 | 5,202 | 54 | 0 | 54 | 99.0 % |
| 1061 | CEMTERY LODGE RENTAL | 849 | 8,173 | 9,450 | -1,277 | | | 86.5 % |
| | CEMETERY LODGE :- Income | 849 | 8,173 | 9,450 | -1,277 | | | 86.5 % |
| | Net Expenditure over Income | -826 | -3,025 | -4,248 | -1,223 | | | |
| <u>259</u> | <u>OTTERS BROOK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 0 | 111 | 500 | 389 | | 389 | 22.2 % |
| 4122 | TREE WORKS | 0 | 125 | 150 | 25 | | 25 | 83.3 % |
| 4605 | HORTICULTURAL CONTRACT | 150 | 823 | 898 | 75 | 75 | 0 | 100.0 % |
| | OTTERS BROOK :- Expenditure | 150 | 1,059 | 1,548 | 489 | 75 | 414 | 73.3 % |
| | Net Expenditure over Income | 150 | 1,059 | 1,548 | 489 | | | |
| <u>260</u> | <u>CCTV</u> | | | | | | | |
| 4100 | CCTV ONGOING COSTS | 0 | 450 | 2,400 | 1,950 | | 1,950 | 18.8 % |
| | CCTV :- Expenditure | 0 | 450 | 2,400 | 1,950 | 0 | 1,950 | 18.8 % |
| | Net Expenditure over Income | 0 | 450 | 2,400 | 1,950 | | | |
| | ENVIRONMENT :- Expenditure | 24,664 | 246,595 | 271,282 | 24,687 | 157,616 | -132,929 | 149.0 % |
| | Income | 31,893 | 187,309 | 76,472 | 110,837 | | | 244.9 % |
| | Net Expenditure over Income | -7,229 | 59,286 | 194,810 | 135,524 | | | |

TOWN CENTRE & EVENTS

| | | | | | | | | |
|------------|---------------------------------|-------|-------|--------|-------|--|-------|--------|
| <u>301</u> | <u>TOWN CENTRE & EVENTS</u> | | | | | | | |
| 4078 | NEW SIGNS | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4079 | FAIR TRADE PROMOTION | 58 | 192 | 400 | 208 | | 208 | 48.0 % |
| 4094 | YOUTH PROJECT | 0 | 2,840 | 3,000 | 160 | | 160 | 94.7 % |
| 4104 | TOWN IN BLOOM | 0 | 5,410 | 6,887 | 1,477 | | 1,477 | 78.6 % |
| 4107 | PRIDE OF PLACE | -180 | 242 | 250 | 8 | | 8 | 96.8 % |
| 4115 | RIVER RINSE | 0 | 108 | 400 | 292 | | 292 | 27.0 % |
| 4165 | WINTER HANGING BASKET | 0 | 669 | 1,000 | 331 | | 331 | 66.9 % |
| 4201 | CHRISTMAS LIGHTS | 4,750 | 7,997 | 10,000 | 2,003 | | 2,003 | 80.0 % |
| 4202 | FIREWORK DISPLAY | 0 | 3,585 | 4,000 | 415 | | 415 | 89.6 % |
| 4203 | COMMUNITY FAIR | 0 | 215 | 500 | 286 | | 286 | 42.9 % |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|-------------------------------------|---------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4205 | CHRISTMAS PARADE | 0 | 3,175 | 3,000 | -175 | | -175 | 105.8 % |
| 4208 | SPRING FAIR | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4209 | TRAFFIC ORDERS FOR EVENTS | 0 | 0 | 300 | 300 | 850 | -550 | 283.3 % |
| 4210 | PANCAKE RACE | 0 | 74 | 75 | 1 | | 1 | 98.6 % |
| 4211 | BAND JAM | 0 | 3,417 | 3,500 | 83 | | 83 | 97.6 % |
| 4212 | CHRISTMAS LIGHT SWITCH ON | 0 | 640 | 600 | -40 | | -40 | 106.7 % |
| 4213 | DOG AWARENESS | 0 | 374 | 300 | -74 | | -74 | 124.7 % |
| 4216 | MAY DAY EVENT | 0 | 8 | 50 | 42 | | 42 | 17.0 % |
| 4220 | MUSIC IN THE MARKET | 0 | 3,515 | 3,500 | -15 | | -15 | 100.4 % |
| 4228 | ENTERTAINMENTS | 0 | 528 | 1,070 | 542 | | 542 | 49.4 % |
| 4241 | COMEDY NIGHT EXPENDITURE | 495 | 1,497 | 3,000 | 1,503 | | 1,503 | 49.9 % |
| 4243 | CHARTER FAIR EXPENDITURE | 0 | 1,778 | 1,800 | 22 | | 22 | 98.8 % |
| TOWN CENTRE & EVENTS :- Expenditure | | 5,123 | 36,265 | 44,632 | 8,367 | 850 | 7,517 | 83.2 % |
| 1013 | HANGING BASKETS | -10 | 323 | 1,000 | -677 | | | 32.3 % |
| 1062 | COMMUNITY FAIR - TABLE | 0 | 180 | 300 | -120 | | | 60.0 % |
| 1063 | TRAFFIC ORDERS RECHARGED | 0 | 0 | 150 | -150 | | | 0.0 % |
| 1066 | COMEDY NIGHT INCOME | 1,339 | 1,339 | 3,000 | -1,662 | | | 44.6 % |
| 1069 | CHARTER FAIR INCOME | 0 | 6,364 | 6,330 | 34 | | | 100.5 % |
| 1072 | BUCKINGHAM ACTION GROUP | 1,250 | 1,250 | 0 | 1,250 | | | 0.0 % |
| TOWN CENTRE & EVENTS :- Income | | 2,579 | 9,456 | 10,780 | -1,324 | | | 87.7 % |
| Net Expenditure over Income | | 2,544 | 26,809 | 33,852 | 7,043 | | | |
| 302 STREET MARKET | | | | | | | | |
| 4017 | SUBSCRIPTIONS | 0 | 318 | 330 | 12 | | 12 | 96.4 % |
| 4225 | RATES | 0 | 3,727 | 4,000 | 273 | | 273 | 93.2 % |
| 4226 | SUPERVISORS | 456 | 4,719 | 4,000 | -719 | | -719 | 118.0 % |
| 4235 | MARKET INFRASTRUCTURE & | 628 | 2,529 | 2,400 | -129 | | -129 | 105.4 % |
| STREET MARKET :- Expenditure | | 1,084 | 11,292 | 10,730 | -562 | 0 | -562 | 105.2 % |
| 1005 | STREET MARKET | 2,799 | 16,690 | 19,000 | -2,310 | | | 87.8 % |
| 1006 | FLEA MARKET | 589 | 3,658 | 5,000 | -1,342 | | | 73.2 % |
| STREET MARKET :- Income | | 3,388 | 20,348 | 24,000 | -3,652 | | | 84.8 % |
| Net Expenditure over Income | | -2,304 | -9,056 | -13,270 | -4,214 | | | |
| 303 SPECIAL EVENTS | | | | | | | | |
| 4242 | FOOD FAIR | 0 | 343 | 1,200 | 857 | | 857 | 28.6 % |
| 4260 | TWINNING | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0 % |
| SPECIAL EVENTS :- Expenditure | | 0 | 1,343 | 2,200 | 857 | 0 | 857 | 61.0 % |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|----------------------------------|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1020 | FOOD FAIR INCOME | 125 | 649 | 450 | 199 | | | 144.2 % |
| 1034 | FESTIVAL OF HEALTH | 0 | 2,000 | 0 | 2,000 | | | 0.0 % |
| | SPECIAL EVENTS :- Income | 125 | 2,649 | 450 | 2,199 | | | 588.7 % |
| | Net Expenditure over Income | -125 | -1,306 | 1,750 | 3,056 | | | |
| <hr/> | | | | | | | | |
| | TOWN CENTRE & EVENTS :- Expenditure | 6,207 | 48,900 | 57,562 | 8,662 | 850 | 7,812 | 86.4 % |
| | Income | 6,092 | 32,453 | 35,230 | -2,777 | | | 92.1 % |
| | Net Expenditure over Income | 116 | 16,447 | 22,332 | 5,885 | | | |
| <hr/> | | | | | | | | |
| <u>PARTNERSHIPS</u> | | | | | | | | |
| 505 | AYLESBURY VALE RATE | | | | | | | |
| 4219 | BUCKINGHAM FRINGE | 0 | 4,511 | 9,000 | 4,489 | | 4,489 | 50.1 % |
| 5001 | TIC GRANT | 0 | 26,000 | 26,000 | 0 | | 0 | 100.0 % |
| | AYLESBURY VALE RATE :- Expenditure | 0 | 30,511 | 35,000 | 4,489 | 0 | 4,489 | 87.2 % |
| 1065 | BUCKINGHAM FRINGE INCOME | 0 | 2,267 | 4,000 | -1,733 | | | 56.7 % |
| 1068 | COUNCIL TAX TOP UP GRANT | 0 | 9,065 | 0 | 9,065 | | | 0.0 % |
| | AYLESBURY VALE RATE :- Income | 0 | 11,332 | 4,000 | 7,332 | | | 283.3 % |
| | Net Expenditure over Income | 0 | 19,179 | 31,000 | 11,821 | | | |
| <hr/> | | | | | | | | |
| | PARTNERSHIPS :- Expenditure | 0 | 30,511 | 35,000 | 4,489 | 0 | 4,489 | 87.2 % |
| | Income | 0 | 11,332 | 4,000 | 7,332 | | | 283.3 % |
| | Net Expenditure over Income | 0 | 19,179 | 31,000 | 11,821 | | | |
| <hr/> | | | | | | | | |
| <u>PLANNING</u> | | | | | | | | |
| 601 | PLANNING | | | | | | | |
| 4623 | DISPLAY EQUIPMENT | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % |
| | PLANNING :- Expenditure | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0 % |
| | Net Expenditure over Income | 0 | 0 | 5,000 | 5,000 | | | |
| <hr/> | | | | | | | | |
| | PLANNING :- Expenditure | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0.0 % |
| | Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| | Net Expenditure over Income | 0 | 0 | 5,000 | 5,000 | | | |
| <hr/> | | | | | | | | |
| <u>EARMARKED RESERVES</u> | | | | | | | | |

Month No : 12

Committee Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|---------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 901 | <u>EARMARKED RESERVES</u> | | | | | | | |
| 4226 | SUPERVISORS | 0 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9006 | NAG | 0 | 0 | 1,598 | 1,598 | | 1,598 | 0.0 % |
| 9009 | CAPITAL RESERVE | 0 | 66,453 | 66,453 | 0 | | 0 | 100.0 % |
| 9011 | WAR MEMORIAL | 0 | 0 | 931 | 931 | | 931 | 0.0 % |
| 9012 | CHRISTMAS LIGHTS | 1,285 | 1,285 | 6,753 | 5,468 | | 5,468 | 19.0 % |
| 9013 | YOUTH PROJECTS | 0 | 0 | 3,270 | 3,270 | | 3,270 | 0.0 % |
| 9015 | CHARTER FAIRS | -500 | 803 | 7,795 | 6,992 | | 6,992 | 10.3 % |
| 9018 | REPAIR OF FOOTPATHS | 0 | 2,966 | 2,966 | 0 | | 0 | 100.0 % |
| EARMARKED RESERVES :- Expenditure | | 785 | 71,507 | 89,766 | 18,259 | 0 | 18,259 | 79.7 % |
| Income | | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | | 785 | 71,507 | 89,766 | 18,259 | | | |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|----------|----------|------|--------|----------|-------------------------------|
| 01/03/2017 | 257046 | | AVDC | A001 | 3,016.11 | 603.22 | 3,619.33 | 4102 | 203 | 3,016.11 | emptying apr 16 - mar 17 |
| 01/03/2017 | 257047 | | AVDC | A001 | 1,179.92 | 235.98 | 1,415.90 | 4102 | 203 | 1,179.92 | emptying & new bins ap - mar |
| 13/03/2017 | 260353 | | AVDC | A001 | 6,385.86 | 1,277.17 | 7,663.03 | 4612 | 254 | 6,385.86 | toilet maintenance cont chrg |
| 02/03/2017 | 7042181626 | | ANGLIAN WATER | A015 | 99.42 | 5.68 | 105.10 | 4603 | 248 | 99.42 | water 28/7/16-28/2/17 |
| 27/03/2017 | 16298/P180 | | AMBIVENT | A020 | 380.00 | 76.00 | 456.00 | 4162 | 250 | 380.00 | uninstall power - defrib |
| 31/03/2017 | 398102 | | MAXWELL AMENITY | A033 | 400.00 | 80.00 | 480.00 | 4023 | 102 | 400.00 | sports pitch maint course |
| 01/03/2017 | 42016 | | ABBOT FIRE | A054 | 14.00 | 2.80 | 16.80 | 4112 | 201 | 14.00 | extinguisher comm centre |
| 10/03/2017 | 42110 | | ABBOT FIRE | A054 | 36.75 | 7.35 | 44.10 | 4601 | 248 | 36.75 | extinguisher serv - depot |
| 10/03/2017 | 42111 | | ABBOT FIRE | A054 | 21.00 | 4.20 | 25.20 | 4601 | 251 | 21.00 | extinguisher serv tennis club |
| 01/03/2017 | M5931 | | AES | A057 | 450.00 | 90.00 | 540.00 | 4161 | 250 | 450.00 | main chrg 1/2 - 31/7 |
| 01/03/2017 | ANNTM | | COMMUNITY CENTRE | B002 | 80.85 | 0.00 | 80.85 | 4019 | 102 | 80.85 | hall hire ann town meet |
| 01/03/2017 | 47626515 | | B.T. | B003 | 10.00 | 2.00 | 12.00 | 4018 | 102 | 10.00 | sim - to credit |
| 01/03/2017 | 47731812 | | B.T. | B003 | 0.99 | 0.20 | 1.19 | 4018 | 102 | 0.99 | sim |
| 01/03/2017 | 47783861 | | B.T. | B003 | 6.05 | 1.21 | 7.26 | 4018 | 102 | 6.05 | sue t/f'd no |
| 01/03/2017 | AUGCORR | | B.T. | B003 | -123.00 | -24.60 | -147.60 | 4018 | 102 | -123.00 | to correct aug incorrect post |
| 01/03/2017 | CORR2 | | B.T. | B003 | 41.00 | 8.20 | 49.20 | 4018 | 102 | 41.00 | to correct mispost |
| 01/03/2017 | MOB | | B.T. | B003 | 169.99 | 34.00 | 203.99 | 4018 | 102 | 169.99 | mob |
| 01/03/2017 | NOVMOB | | B.T. | B003 | 158.63 | 31.73 | 190.36 | 4018 | 102 | 158.63 | nov mob |
| 31/03/2017 | CORR | | B.T. | B003 | -168.00 | 0.00 | -168.00 | 4018 | 102 | -168.00 | to correct mispost |
| 31/03/2017 | SIM | | B.T. | B003 | 14.37 | 2.87 | 17.24 | 4018 | 102 | 14.37 | SIM/British Telecom |
| 01/03/2017 | 2675 | | B.T. | B003 | 80.85 | 0.00 | 80.85 | 4019 | 102 | 80.85 | hall hire ann gen meeting |
| 13/03/2017 | 45511040 | | B.T. | B003 | 225.50 | 45.10 | 270.60 | 4018 | 102 | 225.50 | mobiles march |
| 01/03/2017 | 47839479 | | B.T. | B003 | 234.66 | 46.93 | 281.59 | 4018 | 102 | 234.66 | mob feb |
| 01/03/2017 | BUCKCOMM | | B.T. | B003 | -80.85 | 0.00 | -80.85 | 4019 | 102 | -80.85 | move to a/c b002 |
| 27/03/2017 | 2207030987 | | BCC | B022 | 2,750.00 | 0.00 | 2,750.00 | 4156 | 102 | 2,750.00 | half yrlly rent 9/16 - 3/17 |
| 01/03/2017 | 338446 | | BROWNS | B031 | 170.65 | 34.12 | 204.77 | 4112 | 201 | 170.65 | air filters, spark plugs etc |
| 01/03/2017 | 338861 | | BROWNS | B031 | 14.17 | 2.83 | 17.00 | 4112 | 201 | 14.17 | air filter |
| 31/03/2017 | 342282 | | BROWNS | B031 | 33.33 | 6.67 | 40.00 | 4063 | 201 | 33.33 | battery quad |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|------------|-------------|------------|-----------------------|-------------------|-----------|--------|----------|------|--------|----------|-------------------------------|
| 31/03/2017 | 1299425 | | BADGEMASTER | B035 | 45.75 | 9.15 | 54.90 | 4500 | 132 | 45.75 | name badges - staff changes |
| 01/03/2017 | 2017/12/BTC | | BLACK DOG DESIGN | B038 | 1,350.00 | 76.80 | 1,426.80 | 4032 | 102 | 1,350.00 | btm printing |
| 01/03/2017 | 58503 | | BURLEYS | B061 | 2,593.88 | 518.78 | 3,112.66 | 4124 | 204 | 690.65 | cont maint |
| | | 10111154 | | | | | | 4601 | 251 | 65.75 | cont maint |
| | | 10111154 | | | | | | 4605 | 259 | 74.83 | cont maint |
| | | 10111154 | | | | | | 4605 | 257 | 18.56 | cont maint |
| | | 10111154 | | | | | | 4605 | 253 | 531.70 | cont maint |
| | | 10111154 | | | | | | 4605 | 252 | 829.89 | cont maint |
| | | 10111154 | | | | | | 4605 | 251 | 247.33 | cont maint |
| | | 10111154 | | | | | | 4108 | 202 | 135.17 | cont maint |
| 01/03/2017 | 58899 | | BURLEYS | B061 | 2,593.88 | 518.78 | 3,112.66 | 4124 | 204 | 690.65 | cont maint |
| | | 10111154 | | | | | | 4601 | 251 | 65.75 | cont maint |
| | | 10111154 | | | | | | 4605 | 259 | 74.83 | cont maint |
| | | 10111154 | | | | | | 4605 | 257 | 18.56 | cont maint |
| | | 10111154 | | | | | | 4605 | 253 | 531.70 | cont maint |
| | | 10111154 | | | | | | 4605 | 252 | 829.89 | cont maint |
| | | 10111154 | | | | | | 4605 | 251 | 247.33 | cont maint |
| | | 10111154 | | | | | | 4108 | 202 | 135.17 | cont maint |
| 01/03/2017 | 4098 | | CGM | C016 | 875.00 | 175.00 | 1,050.00 | 4601 | 252 | 875.00 | storm damaged trees |
| 16/03/2017 | 4120 | | CGM | C016 | 630.00 | 126.00 | 756.00 | 4601 | 252 | 630.00 | pollarding - storm damage 9/3 |
| 10/03/2017 | 3760 | | COX | C041 | 393.75 | 78.75 | 472.50 | 4601 | 253 | 393.75 | collected from cemetery |
| 31/03/2017 | 358550 | | CLARITY | C053 | 397.38 | 79.48 | 476.86 | 4012 | 102 | 397.38 | copy chrg |
| 31/03/2017 | CORR | | E-ON | E006 | -5.80 | -1.16 | -6.96 | 4602 | 248 | -5.80 | to correct mispost |
| 31/03/2017 | CORRECT | | E-ON | E006 | 33.96 | 0.00 | 33.96 | 4602 | 253 | 33.96 | to correct mispost |
| 31/03/2017 | H12DEBFE6 | | E-ON | E006 | -130.53 | -6.53 | -137.06 | 4602 | 253 | -130.53 | to correct mispost |
| 11/03/2017 | H142EFCB1 | | E-ON | E006 | 41.33 | 2.07 | 43.40 | 4602 | 253 | 41.33 | chapel a |
| 01/03/2017 | 9921 | | GANDERTON | G008 | 226.42 | 45.28 | 271.70 | 4063 | 203 | 226.42 | fuel |
| 31/03/2017 | 10140 | | GANDERTON | G008 | 321.68 | 64.34 | 386.02 | 4063 | 201 | 321.68 | fuel |
| 28/03/2017 | 2150006 | | GRUNDON | G050 | 50.08 | 10.02 | 60.10 | 4162 | 250 | 50.08 | wheelie bins |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|--------|----------|------|--------|----------|-------------------------------|
| 28/03/2017 | 2150007 | | GRUNDON | G050 | 36.28 | 7.26 | 43.54 | 4112 | 201 | 36.28 | wheelie bins |
| 20/03/2017 | 16133 | | HERON | H009 | 268.20 | 53.64 | 321.84 | 4235 | 302 | 268.20 | buck street market |
| 01/03/2017 | 165681 | | HAWKESWORTH | H051 | 124.50 | 24.90 | 149.40 | 4112 | 201 | 107.00 | pat testing office/tea room |
| | | 10111230 | | | | | | 4112 | 201 | 17.50 | pat testing office/tea room |
| 01/03/2017 | 165745 | | HAWKESWORTH | H051 | 60.00 | 12.00 | 72.00 | 4112 | 201 | 60.00 | pat testing chamber |
| 17/03/2017 | 4166228 | | JOHNSTON PRESS | J010 | 315.12 | 63.02 | 378.14 | 4015 | 102 | 315.12 | advert ann town meeting |
| 01/03/2017 | 75534 | | JANITORIAL DIRECT | J013 | 53.99 | 10.80 | 64.79 | 4161 | 250 | 53.99 | cleaning supplies |
| 22/03/2017 | 64827 | | OAKPARK | O060 | 85.00 | 17.00 | 102.00 | 4601 | 248 | 85.00 | alarm call out fee reset |
| 01/03/2017 | 74679 | | PARAGON | P008 | 18.00 | 3.60 | 21.60 | 4620 | 253 | 18.00 | scaffold boards |
| 01/03/2017 | 74680 | | PARAGON | P008 | 40.90 | 8.18 | 49.08 | 4620 | 253 | 40.90 | jcb beaver |
| 01/03/2017 | 74681 | | PARAGON | P008 | 40.20 | 8.04 | 48.24 | 4620 | 253 | 40.20 | rotavator |
| 01/03/2017 | 74824 | | PARAGON | P008 | 138.25 | 27.65 | 165.90 | 4112 | 201 | 138.25 | cable ties, gloves etc |
| 01/03/2017 | 74788 | | PARAGON | P008 | 767.30 | 153.46 | 920.76 | 4620 | 253 | 383.65 | digger hire |
| | | | | | | | | 4601 | 253 | 383.65 | digger hire |
| 06/03/2017 | 659969 | | QUEST | Q002 | 5.98 | 1.20 | 7.18 | 4112 | 201 | 5.98 | drill bit |
| 21/03/2017 | 662380 | | QUEST | Q002 | 35.44 | 7.09 | 42.53 | 4112 | 201 | 35.44 | padlock, nuts etc |
| 21/03/2017 | 212776 | | RIGBY TAYLOR | R044 | 243.95 | 48.79 | 292.74 | 4112 | 201 | 256.15 | rigby taylor - paint |
| | | 10111237 | | | | | | 4112 | 201 | -12.20 | rigby taylor - paint |
| 01/03/2017 | 9000940298 | | STAPLES | S020 | 179.97 | 35.99 | 215.96 | 4010 | 102 | 179.97 | chairs x 3 |
| 01/03/2017 | 9000955716 | | STAPLES | S020 | 20.12 | 4.02 | 24.14 | 4010 | 102 | 20.12 | stat |
| 01/03/2017 | 9000970951 | | STAPLES | S020 | -79.99 | -16.00 | -95.99 | 4010 | 102 | -79.99 | credit faulty urn |
| 01/03/2017 | 9001006895 | | STAPLES | S020 | 10.24 | 2.05 | 12.29 | 4010 | 102 | 10.24 | stat |
| 01/03/2017 | 9001009784 | | STAPLES | S020 | 4.38 | 0.88 | 5.26 | 4010 | 102 | 4.38 | stat |
| 08/03/2017 | 9001056403 | | STAPLES | S020 | 17.10 | 3.42 | 20.52 | 4010 | 102 | 17.10 | stat |
| 13/03/2017 | 9001066826 | | STAPLES | S020 | 17.07 | 3.41 | 20.48 | 4010 | 102 | 17.07 | stat |
| 16/03/2017 | 0782472613 | | SCREWFIX | S044 | 83.30 | 16.66 | 99.96 | 4124 | 204 | 39.97 | wellies |
| | | 10111235 | | | | | | 4124 | 204 | -6.67 | safety |
| | | 10111235 | | | | | | 4112 | 201 | 50.00 | jacket |
| 01/03/2017 | 1185 | | SPARKX | S050 | 1,285.00 | 257.00 | 1,542.00 | 9012 | 901 | 1,285.00 | replacement lights, new wires |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Supplier A/c Order

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|----------------|------------|------------|-----------------------|-------------------|-----------|----------|-----------|-------------------------|--------|----------|------------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 01/03/2017 | 1186 | | SPARKX | S050 | 4,750.00 | 950.00 | 5,700.00 | 4201 | 301 | 4,750.00 | install & remove xmas lights |
| 01/03/2017 | 1700039383 | | STJOHN | S054 | 130.00 | 26.00 | 156.00 | 4023 | 102 | 130.00 | s staley course |
| 31/03/2017 | 1700060834 | | STJOHN | S054 | 285.00 | 57.00 | 342.00 | 4023 | 102 | 285.00 | s staley course |
| 01/03/2017 | 5026ADH54 | | TRAVIS | T010 | 53.13 | 10.63 | 63.76 | 4112 | 201 | 53.13 | pressed slab |
| 01/03/2017 | 5026ADH75 | | TRAVIS | T010 | 10.60 | 2.12 | 12.72 | 4112 | 201 | 10.60 | postcrete |
| 09/03/2017 | 5026ADI079 | | TRAVIS | T010 | 16.74 | 3.35 | 20.09 | 4112 | 201 | 16.74 | slab |
| 17/03/2017 | 5026ADI396 | | TRAVIS | T010 | 27.19 | 5.44 | 32.63 | 4112 | 201 | 27.19 | mdf |
| 22/03/2017 | 5026ADI558 | | TRAVIS | T010 | 23.20 | 4.64 | 27.84 | 4609 | 258 | 23.20 | silicone, postcrete |
| 01/03/2017 | 132922322/ | | TOTAL | T049 | 106.90 | 5.35 | 112.25 | 4052 | 102 | 106.90 | july inv |
| 01/03/2017 | 3004195557 | | TOTAL | T049 | 126.64 | 6.33 | 132.97 | 4052 | 102 | 126.64 | april invoice |
| 18/03/2017 | 146316615/ | | TOTAL | T049 | 16.90 | 0.85 | 17.75 | 4052 | 102 | 16.90 | feeder pillar |
| 07/03/2017 | 580521 | | VIKING DIRECT | V001 | 55.43 | 11.09 | 66.52 | 4010 | 102 | 55.43 | stat |
| 29/03/2017 | 684108 | | VIKING DIRECT | V001 | 52.14 | 10.43 | 62.57 | 4010 | 102 | 52.14 | stat |
| TOTAL INVOICES | | | | | 34,443.20 | 6,117.71 | 40,560.91 | | | | 34,443.20 |

Date: 11/04/2017

Buckingham Town Council

Page No: 654

Time: 10:48

Cash Book 1

User : CW

CURRENT

For Month No : 12

Payments for Month 12

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|--------|--------------|-------------|---------|------------|----------|-------------------------------|
| 01/03/2017 | m smith exps | 008380 | 49.65 | | | 4044 103 | 49.65 | m smith exps |
| 01/03/2017 | ms s mcmurtrie | 008381 | 1,200.00 | | | 9032 901 | 1,200.00 | ms s mcmurtrie |
| 01/03/2017 | c childs exps | 008382 | 53.10 | | | 4007 101 | 53.10 | c childs exps |
| 01/03/2017 | bucks county council pensions | 008383 | 3,965.93 | | | 4002 101 | 849.00 | bucks county council pensions |
| | | | | | | 517 | 3,116.93 | bucks county council pensions |
| 01/03/2017 | c wayman exps | 008384 | 144.90 | | | 4007 101 | 144.90 | c wayman exps |
| 01/03/2017 | anglian water | 008385 | 477.95 | | | 4603 251 | 477.95 | anglian water |
| 01/03/2017 | buck old gaol trust | 008386 | 3,000.00 | | | 4077 120 | 3,000.00 | buck old gaol trust |
| 01/03/2017 | taliesin | 008387 | 200.00 | | | 4241 301 | 200.00 | taliesin pa |
| 01/03/2017 | villiers | 008388 | 294.95 | | | 4241 301 | 294.95 | villiers hall hire |
| 01/03/2017 | the film place | 008389 | 1,250.00 | | | 4150 120 | 1,250.00 | the film place |
| 01/03/2017 | Anglian Water | dd1 | 105.10 | 105.10 | | 501 | | CREDIT |
| 01/03/2017 | anglian water | 1 | 14.01 | | | 4603 248 | 14.01 | anglian water |
| 06/03/2017 | auditing solutions | 008390 | 756.00 | | 126.00 | 4014 104 | 630.00 | auditing solutions |
| 06/03/2017 | abm eco clean | 008391 | 624.00 | | 104.00 | 4162 250 | 520.00 | abm eco clean |
| 06/03/2017 | r newell | 008392 | 27.97 | | | 4079 301 | 27.97 | r newell |
| 06/03/2017 | hmrc | 2 | 4,760.57 | | | 515 | 4,760.57 | hmrc |
| 08/03/2017 | eon | 3 | 698.30 | | 116.38 | 4159 250 | 581.92 | eon |
| 13/03/2017 | post office - rfl oy15 pzx | 008393 | 230.00 | | | 4063 203 | 230.00 | post office - rfl oy15 pzx |
| 13/03/2017 | cash | 008411 | 250.00 | | | 210 | 250.00 | p cash |
| 13/03/2017 | cara network | 008412 | 600.00 | | 100.00 | 4038 102 | 500.00 | cara network jan - dec 17 |
| 13/03/2017 | mainstream | 4 | 153.25 | | 25.54 | 4018 102 | 127.71 | mainstream |
| 15/03/2017 | vaht | 5 | 49.87 | | | 4066 256 | 49.87 | vaht |
| 16/03/2017 | Abbot Fire Group | 008394 | 169.20 | 169.20 | | 501 | | fire extinguisher service |
| 16/03/2017 | Buckingham Community Centre | 008395 | 321.75 | 321.75 | | 501 | | hall hire |
| 16/03/2017 | GRAFTON GB MERCHANTING | 008396 | 7.14 | 7.14 | | 501 | | ext pole |
| 16/03/2017 | coles and sons nurseries | 008397 | 673.20 | 673.20 | | 501 | | taxus baccata |
| 16/03/2017 | W Ganderton & Son | 008398 | 337.01 | 337.01 | | 501 | | fuel |
| 16/03/2017 | heron signs | 008399 | 190.80 | 190.80 | | 501 | | shopmobility signs |
| 16/03/2017 | Janitorial Direct Ltd | 008400 | 103.61 | 103.61 | | 501 | | cleaning materials |
| 16/03/2017 | New City Heating | 008401 | 11.54 | 11.54 | | 501 | | shower hose |
| 16/03/2017 | Off The Kerb Productions | 008402 | 1,200.00 | 1,200.00 | | 501 | | comedian |
| 16/03/2017 | Paragon Tool Hire | 008403 | 365.22 | 365.22 | | 501 | | digger hire |
| 16/03/2017 | Quest | 008404 | 71.78 | 71.78 | | 501 | | PADLOCK |
| 16/03/2017 | Society of Local Council Clerk | 008405 | 595.00 | 595.00 | | 501 | | ILCA online training |
| 16/03/2017 | Seahawks Supplies | 008406 | 73.96 | 73.96 | | 501 | | pancake trophies |
| 16/03/2017 | seton | 008407 | 55.25 | 55.25 | | 501 | | noticeboard |
| 16/03/2017 | Sage UK Ltd | 008408 | 62.04 | 62.04 | | 501 | | sage payslips and p60's |
| 16/03/2017 | travis perkins | 008409 | 277.20 | 277.20 | | 501 | | slabs |
| 16/03/2017 | Viking Direct Ltd | 008410 | 83.74 | 83.74 | | 501 | | stat |
| 16/03/2017 | abm | 008413 | 624.00 | | 104.00 | 4162 250 | 520.00 | abm |
| 20/03/2017 | GRUNDON | dd3 | 103.64 | 103.64 | | 501 | | wheelie bins |

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Date: 11/04/2017

Buckingham Town Council

Page No: 655

Time: 10:48

Cash Book 1

User : CW

CURRENT

For Month No : 12

Payments for Month 12

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|--------------------------|---------------------------|--------|--------------|-------------|---------|------------|------------|----------------------------------|
| 20/03/2017 | eon | 6 | 1,098.66 | | 183.11 | 4158 250 | 915.55 | eon |
| 22/03/2017 | vat repay | 7 | 8,232.54 | | | 105 | 8,232.54 | vat repay |
| 27/03/2017 | E-ON | dd5 | 43.40 | 43.40 | | 501 | | chapel a |
| 27/03/2017 | r stuchbury | 008415 | 389.80 | | | 4045 103 | 389.80 | r stuchbury |
| 27/03/2017 | h mordue | 008416 | 389.80 | | | 4045 103 | 389.80 | h mordue |
| 27/03/2017 | p collins | 008417 | 389.80 | | | 4045 103 | 389.80 | p collins |
| 27/03/2017 | m try | 008418 | 292.40 | | | 4045 103 | 292.40 | m try |
| 27/03/2017 | c strain clark | 008419 | 389.80 | | | 4045 103 | 389.80 | c strain clark |
| 27/03/2017 | m cole | 008420 | 465.60 | | | 4045 103 | 465.60 | m cole |
| 27/03/2017 | d isham | 008421 | 389.80 | | | 4045 103 | 389.80 | d isham |
| 27/03/2017 | l o'donoghue | 008422 | 487.20 | | | 4045 103 | 487.20 | l o'donoghue |
| 27/03/2017 | t bloomfield | 008423 | 389.80 | | | 4045 103 | 389.80 | t bloomfield |
| 27/03/2017 | p hirons | 008424 | 292.40 | | | 4045 103 | 292.40 | p hirons |
| 27/03/2017 | r newell | 008425 | 389.80 | | | 4045 103 | 389.80 | r newell |
| 27/03/2017 | g collins | 008426 | 389.80 | | | 4045 103 | 389.80 | g collins |
| 27/03/2017 | j harvey | 008427 | 389.80 | | | 4045 103 | 389.80 | j harvey |
| 27/03/2017 | a mahi | 008428 | 389.80 | | | 4045 103 | 389.80 | a mahi |
| 27/03/2017 | m smith | 008429 | 389.80 | | | 4045 103 | 389.80 | m smith |
| 27/03/2017 | m gately exps | 008431 | 29.95 | | | 4079 301 | 29.95 | m gately - fair trde |
| 27/03/2017 | eon | 008434 | 69.33 | | 3.30 | 4602 248 | 66.03 | eon elec depot |
| 27/03/2017 | Burleys | 008430 | 6,225.32 | 6,225.32 | | 501 | | cont maint |
| 27/03/2017 | SparkX | 008432 | 7,242.00 | 7,242.00 | | 501 | | replacement lights, new wires |
| 27/03/2017 | Black Dog Design | 008433 | 1,426.80 | 1,426.80 | | 501 | | btm |
| 29/03/2017 | British Telecom | dd4 | 270.60 | 270.60 | | 501 | | mobiles march |
| 31/03/2017 | British Telecom | dd6 | 281.59 | 281.59 | | 501 | | hall hire ann gen meeting |
| 31/03/2017 | geo browns implements ltd | 008414 | 221.77 | 221.77 | | 501 | | air filters, spark plugs etc |
| 31/03/2017 | m try - cloud storage | 008437 | 292.34 | | | 4038 102 | 292.34 | m try - cloud storage |
| 31/03/2017 | bcc - pension | 008445 | 3,902.01 | | | 4006 101 | 3,102.02 | bcc - pension |
| | | | | | | 4002 101 | -49.01 | bcc - pension |
| | | | | | | 4002 101 | 849.00 | bcc - pension |
| 31/03/2017 | wages | BACS | 17,078.39 | | | 516 | 17,078.39 | wages march 2017 |
| Total Payments for Month | | | 76,471.73 | 20,518.66 | 762.33 | | 55,190.74 | |
| Balance Carried Fwd | | | 197,025.74 | | | | | |
| Cash Book Totals | | | 273,497.46 | 20,518.66 | 762.33 | | 252,216.48 | |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|----------|----------|-------------------------|--------|----------|-------------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 01/03/2017 | 257046 | | AVDC | A001 | 3,016.11 | 603.22 | 3,619.33 | 4102 | 203 | 3,016.11 | emptying apr 16 - mar 17 |
| 01/03/2017 | 257047 | | AVDC | A001 | 1,179.92 | 235.98 | 1,415.90 | 4102 | 203 | 1,179.92 | emptying & new bins ap - mar |
| 13/03/2017 | 260353 | | AVDC | A001 | 6,385.86 | 1,277.17 | 7,663.03 | 4612 | 254 | 6,385.86 | toilet maintenance cont chrg |
| 02/03/2017 | 7042181626 | | ANGLIAN WATER | A015 | 99.42 | 5.68 | 105.10 | 4603 | 248 | 99.42 | water 28/7/16-28/2/17 |
| 27/03/2017 | 16298/P180 | | AMBIVENT | A020 | 380.00 | 76.00 | 456.00 | 4162 | 250 | 380.00 | uninstall power - defrib |
| 31/03/2017 | 398102 | | MAXWELL AMENITY | A033 | 400.00 | 80.00 | 480.00 | 4023 | 102 | 400.00 | sports pitch maint course |
| 01/03/2017 | 42016 | | ABBOT FIRE | A054 | 14.00 | 2.80 | 16.80 | 4112 | 201 | 14.00 | extinguisher comm centre |
| 10/03/2017 | 42110 | | ABBOT FIRE | A054 | 36.75 | 7.35 | 44.10 | 4601 | 248 | 36.75 | extinguisher serv - depot |
| 10/03/2017 | 42111 | | ABBOT FIRE | A054 | 21.00 | 4.20 | 25.20 | 4601 | 251 | 21.00 | extinguisher serv tennis club |
| 01/03/2017 | M5931 | | AES | A057 | 450.00 | 90.00 | 540.00 | 4161 | 250 | 450.00 | main chrg 1/2 - 31/7 |
| 01/03/2017 | ANNTM | | COMMUNITY CENTRE | B002 | 80.85 | 0.00 | 80.85 | 4019 | 102 | 80.85 | hall hire ann town meet |
| 01/03/2017 | 47626515 | | B.T. | B003 | 10.00 | 2.00 | 12.00 | 4018 | 102 | 10.00 | sim - to credit |
| 01/03/2017 | 47731812 | | B.T. | B003 | 0.99 | 0.20 | 1.19 | 4018 | 102 | 0.99 | sim |
| 01/03/2017 | 47783861 | | B.T. | B003 | 6.05 | 1.21 | 7.26 | 4018 | 102 | 6.05 | sue v/f'd no |
| 01/03/2017 | AUGCORR | | B.T. | B003 | -123.00 | -24.60 | -147.60 | 4018 | 102 | -123.00 | to correct aug incorrect post |
| 01/03/2017 | CORR2 | | B.T. | B003 | 41.00 | 8.20 | 49.20 | 4018 | 102 | 41.00 | to correct mispost |
| 01/03/2017 | MOB | | B.T. | B003 | 169.99 | 34.00 | 203.99 | 4018 | 102 | 169.99 | mob |
| 01/03/2017 | NOVMOB | | B.T. | B003 | 158.63 | 31.73 | 190.36 | 4018 | 102 | 158.63 | nov mob |
| 31/03/2017 | CORR | | B.T. | B003 | -168.00 | 0.00 | -168.00 | 4018 | 102 | -168.00 | to correct mispost |
| 31/03/2017 | SIM | | B.T. | B003 | 14.37 | 2.87 | 17.24 | 4018 | 102 | 14.37 | SIM/British Telecom |
| 01/03/2017 | 2675 | | B.T. | B003 | 80.85 | 0.00 | 80.85 | 4019 | 102 | 80.85 | hall hire ann gen meeting |
| 13/03/2017 | 45511040 | | B.T. | B003 | 225.50 | 45.10 | 270.60 | 4018 | 102 | 225.50 | mobiles march |
| 01/03/2017 | 47839479 | | B.T. | B003 | 234.66 | 46.93 | 281.59 | 4018 | 102 | 234.66 | mob feb |
| 01/03/2017 | BUCKCOMM | | B.T. | B003 | -80.85 | 0.00 | -80.85 | 4019 | 102 | -80.85 | move to a/c b002 |
| 27/03/2017 | 2207030987 | | BCC | B022 | 2,750.00 | 0.00 | 2,750.00 | 4156 | 102 | 2,750.00 | half yrly rent 9/16 - 3/17 |
| 01/03/2017 | 338446 | | BROWNS | B031 | 170.65 | 34.12 | 204.77 | 4112 | 201 | 170.65 | air filters, spark plugs etc |
| 01/03/2017 | 338861 | | BROWNS | B031 | 14.17 | 2.83 | 17.00 | 4112 | 201 | 14.17 | air filter |
| 31/03/2017 | 342282 | | BROWNS | B031 | 33.33 | 6.67 | 40.00 | 4063 | 201 | 33.33 | battery quad |

| Ledger No 1 for Month No 12 | | | | | | | | | | | |
|--|-------------|------------|-----------------------|-------------------|-----------|--------|----------|------|--------|----------|-------------------------------|
| Items marked with a * are disputed invoices. | | | | | | | | | | | |
| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
| 31/03/2017 | 1299425 | | BADGEMASTER | B035 | 45.75 | 9.15 | 54.90 | 4500 | 132 | 45.75 | name badges - staff changes |
| 01/03/2017 | 2017/12/BTC | | BLACK DOG DESIGN | B038 | 1,350.00 | 76.80 | 1,426.80 | 4032 | 102 | 1,350.00 | btm printing |
| 01/03/2017 | 58503 | | BURLEYS | B061 | 2,593.88 | 518.78 | 3,112.66 | 4124 | 204 | 690.65 | cont maint |
| | | 10111154 | | | | | | 4601 | 251 | 65.75 | cont maint |
| | | 10111154 | | | | | | 4605 | 259 | 74.83 | cont maint |
| | | 10111154 | | | | | | 4605 | 257 | 18.56 | cont maint |
| | | 10111154 | | | | | | 4605 | 253 | 531.70 | cont maint |
| | | 10111154 | | | | | | 4605 | 252 | 829.89 | cont maint |
| | | 10111154 | | | | | | 4605 | 251 | 247.33 | cont maint |
| | | 10111154 | | | | | | 4108 | 202 | 135.17 | cont maint |
| 01/03/2017 | 58899 | | BURLEYS | B061 | 2,593.88 | 518.78 | 3,112.66 | 4124 | 204 | 690.65 | cont maint |
| | | 10111154 | | | | | | 4601 | 251 | 65.75 | cont maint |
| | | 10111154 | | | | | | 4605 | 259 | 74.83 | cont maint |
| | | 10111154 | | | | | | 4605 | 257 | 18.56 | cont maint |
| | | 10111154 | | | | | | 4605 | 253 | 531.70 | cont maint |
| | | 10111154 | | | | | | 4605 | 252 | 829.89 | cont maint |
| | | 10111154 | | | | | | 4605 | 251 | 247.33 | cont maint |
| | | 10111154 | | | | | | 4108 | 202 | 135.17 | cont maint |
| 01/03/2017 | 4098 | | CGM | C016 | 875.00 | 175.00 | 1,050.00 | 4601 | 252 | 875.00 | storm damaged trees |
| 16/03/2017 | 4120 | | CGM | C016 | 630.00 | 126.00 | 756.00 | 4601 | 252 | 630.00 | pollarding - storm damage 9/3 |
| 10/03/2017 | 3760 | | COX | C041 | 393.75 | 78.75 | 472.50 | 4601 | 253 | 393.75 | collected from cemetery |
| 31/03/2017 | 358550 | | CLARITY | C053 | 397.38 | 79.48 | 476.86 | 4012 | 102 | 397.38 | copy chrg |
| 31/03/2017 | CORR | | E-ON | E006 | -5.80 | -1.16 | -6.96 | 4602 | 248 | -5.80 | to correct mispost |
| 31/03/2017 | CORRECT | | E-ON | E006 | 33.96 | 0.00 | 33.96 | 4602 | 253 | 33.96 | to correct mispost |
| 31/03/2017 | H12DEBFE6 | | E-ON | E006 | -130.53 | -6.53 | -137.06 | 4602 | 253 | -130.53 | to correct mispost |
| 11/03/2017 | H142EFCB1 | | E-ON | E006 | 41.33 | 2.07 | 43.40 | 4602 | 253 | 41.33 | chapel a |
| 01/03/2017 | 9921 | | GANDERTON | G008 | 226.42 | 45.28 | 271.70 | 4063 | 203 | 226.42 | fuel |
| 31/03/2017 | 10140 | | GANDERTON | G008 | 321.68 | 64.34 | 386.02 | 4063 | 201 | 321.68 | fuel |
| 28/03/2017 | 2150006 | | GRUNDON | G050 | 50.08 | 10.02 | 60.10 | 4162 | 250 | 50.08 | wheelie bins |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|--------|----------|-------------------------|--------|----------|-------------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 28/03/2017 | 2150007 | | GRUNDON | G050 | 36.28 | 7.26 | 43.54 | 4112 | 201 | 36.28 | wheelie bins |
| 20/03/2017 | 16133 | | HERON | H009 | 268.20 | 53.64 | 321.84 | 4235 | 302 | 268.20 | buck street market |
| 01/03/2017 | 165681 | | HAWKESWORTH | H051 | 124.50 | 24.90 | 149.40 | 4112 | 201 | 107.00 | pat testing office/tea room |
| | | 10111230 | | | | | | 4112 | 201 | 17.50 | pat testing office/tea room |
| 01/03/2017 | 165745 | | HAWKESWORTH | H051 | 60.00 | 12.00 | 72.00 | 4112 | 201 | 60.00 | pat testing chamber |
| 17/03/2017 | 4166228 | | JOHNSTON PRESS | J010 | 315.12 | 63.02 | 378.14 | 4015 | 102 | 315.12 | advert ann town meeting |
| 01/03/2017 | 75534 | | JANITORIAL DIRECT | J013 | 53.99 | 10.80 | 64.79 | 4161 | 250 | 53.99 | cleaning supplies |
| 22/03/2017 | 64827 | | OAKPARK | O060 | 85.00 | 17.00 | 102.00 | 4601 | 248 | 85.00 | alarm call out fee reset |
| 01/03/2017 | 74679 | | PARAGON | P008 | 18.00 | 3.60 | 21.60 | 4620 | 253 | 18.00 | scaffold boards |
| 01/03/2017 | 74680 | | PARAGON | P008 | 40.90 | 8.18 | 49.08 | 4620 | 253 | 40.90 | job beaver |
| 01/03/2017 | 74681 | | PARAGON | P008 | 40.20 | 8.04 | 48.24 | 4620 | 253 | 40.20 | rotavator |
| 01/03/2017 | 74824 | | PARAGON | P008 | 138.25 | 27.65 | 165.90 | 4112 | 201 | 138.25 | cable ties, gloves etc |
| 01/03/2017 | 74788 | | PARAGON | P008 | 767.30 | 153.46 | 920.76 | 4620 | 253 | 383.65 | digger hire |
| | | | | | | | | 4601 | 253 | 383.65 | digger hire |
| 06/03/2017 | 659969 | | QUEST | Q002 | 5.98 | 1.20 | 7.18 | 4112 | 201 | 5.98 | drill bit |
| 21/03/2017 | 662380 | | QUEST | Q002 | 35.44 | 7.09 | 42.53 | 4112 | 201 | 35.44 | padlock, nuts etc |
| 21/03/2017 | 212776 | | RIGBY TAYLOR | R044 | 243.95 | 48.79 | 292.74 | 4112 | 201 | 256.15 | rigby taylor - paint |
| | | 10111237 | | | | | | 4112 | 201 | -12.20 | rigby taylor - paint |
| 01/03/2017 | 9000940298 | | STAPLES | S020 | 179.97 | 35.99 | 215.96 | 4010 | 102 | 179.97 | chairs x 3 |
| 01/03/2017 | 9000955716 | | STAPLES | S020 | 20.12 | 4.02 | 24.14 | 4010 | 102 | 20.12 | stat |
| 01/03/2017 | 9000970951 | | STAPLES | S020 | -79.99 | -16.00 | -95.99 | 4010 | 102 | -79.99 | credit faulty urn |
| 01/03/2017 | 9001006895 | | STAPLES | S020 | 10.24 | 2.05 | 12.29 | 4010 | 102 | 10.24 | stat |
| 01/03/2017 | 9001009784 | | STAPLES | S020 | 4.38 | 0.88 | 5.26 | 4010 | 102 | 4.38 | stat |
| 08/03/2017 | 9001056403 | | STAPLES | S020 | 17.10 | 3.42 | 20.52 | 4010 | 102 | 17.10 | stat |
| 13/03/2017 | 9001066826 | | STAPLES | S020 | 17.07 | 3.41 | 20.48 | 4010 | 102 | 17.07 | stat |
| 16/03/2017 | 0782472613 | | SCREWFIX | S044 | 83.30 | 16.66 | 99.96 | 4124 | 204 | 39.97 | wellies |
| | | 10111235 | | | | | | 4124 | 204 | -6.67 | safety |
| | | 10111235 | | | | | | 4112 | 201 | 50.00 | jacket |
| 01/03/2017 | 1185 | | SPARKX | S050 | 1,285.00 | 257.00 | 1,542.00 | 9012 | 901 | 1,285.00 | replacement lights, new wires |

Date :- 11/04/2017

Buckingham Town Council

Page : 4

Time :- 10:42

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

USER : CW

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Supplier A/c Order

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|----------------|------------|------------|-----------------------|-------------------|-----------|----------|-----------|-------------------------|--------|----------|------------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 01/03/2017 | 1186 | | SPARKX | S050 | 4,750.00 | 950.00 | 5,700.00 | 4201 | 301 | 4,750.00 | install & remove xmas lights |
| 01/03/2017 | 1700039383 | | STJOHN | S054 | 130.00 | 26.00 | 156.00 | 4023 | 102 | 130.00 | s staley course |
| 31/03/2017 | 1700060834 | | STJOHN | S054 | 285.00 | 57.00 | 342.00 | 4023 | 102 | 285.00 | s staley course |
| 01/03/2017 | 5026ADH54 | | TRAVIS | T010 | 53.13 | 10.63 | 63.76 | 4112 | 201 | 53.13 | pressed slab |
| 01/03/2017 | 5026ADH75 | | TRAVIS | T010 | 10.60 | 2.12 | 12.72 | 4112 | 201 | 10.60 | postcrete |
| 09/03/2017 | 5026ADI079 | | TRAVIS | T010 | 16.74 | 3.35 | 20.09 | 4112 | 201 | 16.74 | slab |
| 17/03/2017 | 5026ADI396 | | TRAVIS | T010 | 27.19 | 5.44 | 32.63 | 4112 | 201 | 27.19 | mdf |
| 22/03/2017 | 5026ADI558 | | TRAVIS | T010 | 23.20 | 4.64 | 27.84 | 4609 | 258 | 23.20 | silicone, postcrete |
| 01/03/2017 | 132922322/ | | TOTAL | T049 | 106.90 | 5.35 | 112.25 | 4052 | 102 | 106.90 | july inv |
| 01/03/2017 | 3004195557 | | TOTAL | T049 | 126.64 | 6.33 | 132.97 | 4052 | 102 | 126.64 | april invoice |
| 18/03/2017 | 146316615/ | | TOTAL | T049 | 16.90 | 0.85 | 17.75 | 4052 | 102 | 16.90 | feeder pillar |
| 07/03/2017 | 580521 | | VIKING DIRECT | V001 | 55.43 | 11.09 | 66.52 | 4010 | 102 | 55.43 | stat |
| 29/03/2017 | 684108 | | VIKING DIRECT | V001 | 52.14 | 10.43 | 62.57 | 4010 | 102 | 52.14 | stat |
| TOTAL INVOICES | | | | | 34,443.20 | 6,117.71 | 40,560.91 | | | | 34,443.20 |

Buckingham Town Council

Internal Audit Report 2016-17 (Interim)

Stuart J Pollard

Director

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the 2016-17 financial year, during our initial two day visit to the Council, which took place on 1st and 2nd March 2017.

Internal Audit Approach

In commencing our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the work undertaken to date for 2016-17, the Council maintains generally adequate and effective internal control arrangements: however, we have identified a number of areas where we consider that the internal controls could and should be further strengthened to protect not only public funds, but also the staff managing them. We have also identified a few anomalies within the 2016-17 accounting records, details of which have been discussed with the Town Clerk and Accounts Assistant both in advance of and during the course of our visit with appropriate amendments made to correct the identified errors.

Detail of the areas identified are set out in the body of the detailed report following with resultant recommendations further summarised in the appended Action Plan.

We ask that the report be presented to Council for consideration and that appropriate action be taken in due course to address and strengthen the highlighted issues.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega software to maintain its accounting records, with a single current bank account in place with Lloyds Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the opening trial balance detail in the financial software for 2016-17 with the closing detail contained in the 2015-16 Statement of Accounts and Annual Return;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure is appropriate for purpose;
- Checked to ensure that the financial ledger remains “in balance” at the present date (i.e. 31st January 2017);
- Checked and agreed detail in the cashbook, examining three months’ transactions (April and August 2016, plus January 2017) to supporting bank statements for the same three months;
- Agreed the bank reconciliation detail at each month-end for the same three months;
- Discussed the arrangements for preparation and review of journals raised on the accounting software; and
- Discussed the back-up procedures for the Council’s PCs.

Conclusions and recommendations

We requested a copy of the backed-up accounting software in advance of this, our first to the Council, in order that we could undertake a degree of preparatory work prior to the visit. In examining the content of the software, as provided, we noted a few issues, detail of which we have drawn to the Town Clerk’s and Accounts Assistant’s attention, as follows: -

- *We noted that the Accounts were not in balance from M09: this has subsequently been corrected with assistance from RBS Software;*
- *We noted the existence of a second cashbook with a negative balance of £1,830.34, rather than a Nil balance as expected, which has arisen from the duplicated entry of two cheques (numbers 8191 & 8192) in this and the main account cashbooks: these entries have been corrected accordingly during the course of our visit;*
- *We noted that, in entering these as duplicated entries the expense on cheque 8192 had been coded to separate budget heads when posting them to the numbers 1 & 2 cashbook accounts: this posting error has now been corrected as above;*
- *One deposit, entered in the cashbook in December 2015 for £200.00, remained uncleared on the bank reconciliation as at 31st January 2016: we have discussed this with the Accounts Assistant who has now also made the appropriate correcting entry in the accounts;*
- *The bank reconciliation as at 31st January (and preceding months) includes as an uncleared payment a petty cash reimbursement, drawn in August 2016, on cheque*

number 8160 for £250. Similarly an uncleared deposit of £250 appears on the January reconciliation. The cheque has already cleared the bank and the uncleared deposit appears to be a compensating error and requires offsetting against the “paid” cheque; and finally

- *Where cheques and deposits are to be written back in the cashbooks, they should be recorded as negative payments or receipts rather than entered as receipts and payments respectively.*

We also note that bank reconciliations are not being presented to either the full Council or Resources Committee for periodic, ideally at least quarterly, review as required by the Governance and Accountability Manual. We suggest that, rather than involve the full council, one member be nominated to undertake the review. We also note that the journals raised by the Accounts Assistant are not being subjected to independent review and sign off, which we consider best practice.

We shall examine March 2017 transactions at our final visit, also verifying the accurate disclosure of the combined cash and bank balances in the year’s Annual Return. We note that Mazars (the Council’s external auditors) required amendments to the 2015-16 in relation to a number of long-standing uncleared cheques as at 31st March 2016, requiring the Council to effectively write them back as “Other income” in Box 3, Section 2 of the year’s Return. Strictly, as they were unhonoured expense items, the correct treatment should have been to reduced “Other expenditure” at Box 6 of the year’s Return, as the treatment applied has had the effect of increasing income and expenditure for the year, albeit by the small sum of £645.

- R1. *When closing down each month on the accounting software, the Trial Balance should be reviewed to ensure that the accounts remain in balance: this should be achieved using the Data Check facility in the Management Accounts suite of the Omega software. Any imbalance should be investigated and, if necessary, be referred to RBS Software for assistance in its correction.*
- R2. *As advised by Mazars, any long-standing uncleared cheques or deposits should be followed up and reversed accordingly, butt by posting them as negative transactions (Payments and Receipts respectively) in the cashbook.*
- R3. *In order to comply with the Governance and Accountability Manual, bank reconciliations should be presented to Council or a nominated councillor for independent review and “sign-off” at least quarterly in order to ensure that any anomalies, such as those listed above, are investigated and corrected appropriately.*
- R4. *In line with best practice, all journals raised should be scrutinised and “signed-off” by the Town Clerk.*

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently:

- *We note that the Standing Orders (SOs) and Financial Regulations (FRs) were last reviewed, updated and adopted in 2015 and 2013 respectively and are consequently*

significantly out of date and do not reflect recent legislative changes affecting contracting arrangements (the EU and Public Contracts Regulations refer) and the repeal of the requirement for two signatories to sign all payable orders (1972 LG Act, Section 150(4));

- We note that the Town Clerk has undertaken a review of these documents and will be presenting them to Council for approval and adoption in the near future. In order to assist the him we have provided an electronic copy of the latest FRs together with copies of a raft of NALC guidance on procurement arrangements following the above changes in legislation; and
- We have commenced our examination of the Council's minutes, examining those for the Full Council and its Standing Committee meetings held to date in 2016-17 with a view to identifying whether or not any issues exist that may have an adverse effect on the Council's future financial stability, both in the short and longer term.

In examining the extant FRs, we note that a formal tender limit of £5,000 is recorded. We consider that for a Council the size of Buckingham, this may be too low and could potentially dissuade contractors from preparing and submitting a formal tender: consequently, we suggest that a more realistic value of £25,000 as indicated in the latest NALC model FRs, be applied in future: this would also bring the FRs into line with the requirements of the Public Contracts Regulations as regards advertising such contracts on the Government's Contract Finder website.

We are also pleased to note that, having met the required criteria, the Council has duly adopted the General Power of Competence.

Conclusions and recommendation

We are pleased to record that no significant issues arise in this area currently, although as indicated above, we consider that a more realistic value be determined for formal tender action. We shall undertake further work in this area at our final visit, including the extension of our review of minutes for the remainder of the financial year, examination of the revised SOs and FRs once adopted and also consideration of the Council's overall approach to governance and certification of Section 1 of the year's Annual Return.

R5. In reviewing and adopting revised Standing Orders and Financial Regulations, consideration should be given to determining a higher (than current) level at which formal tender action is required.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and

- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of 55 individual payments processed to 31st January 2017 including those individually in excess of £3,500 together with a more random selection of every 35th cashbook transaction irrespective of value. Our test sample totals £451,100 and equates to 72% by value of all non-pay costs for the year to the above date.

We have reviewed the procedures in place for the approval and release of payments in discussion with the Accounts Assistant noting that invoices processed through the Purchase Ledger in Omega are filed either alphabetically in month order as they are paid or similarly in a separate file as “cashbook” payments, where not processed through the Purchase Ledger.

In reviewing the above sample of processed payments, we experienced some difficulties in tracing individual payments, partly due to the absence, in many cases, of full and effective detail being recorded on the documents. We note that the extant FRs indicate that the officer checking the invoices for arithmetic accuracy should certify the invoices, but have seen no indication of such action.

We also note that the invoices afford no indication that members have reviewed them when signing cheques, etc. Following a relatively recent fraud perpetrated by a Clerk where invoices were not “signed-off” by members and the Clerk was representing the invoices for payment and cheque signing (the Clerk was writing the cheques with ink which could be erased and changing the payee’s name to hers once they had been signed by members) we consider that this is an area where significant improvement in the controls being exercised is required. Consequently, we consider that members signing cheques should also initial the supporting documentation in order to reduce the risk of duplicated payments being processed and to further enhance the security over the process of releasing funds to traders; payments processed by Direct Debit or BACS should be subjected to similar scrutiny and sign-off.

We have suggested to the Town Clerk and Accounts Assistant that, in order to afford even greater “openness” and evidence of officers’ and members’ involvement in the payment approval and release process, together with increasing the protection to staff of any potential allegation of malpractice, consideration should be given to the acquisition and use of a suitably designed rubber certification stamp to be affixed to every invoice / payment document. Such a stamp should ideally incorporate the following detail: -

- Officer’s initials confirming receipt of goods or services;
- Certification of arithmetic accuracy of invoice;
- Initials of members approving the payment;
- Account cost and expenditure code; and
- Cheque number or unique BACS / DD reference number; and
- Date of physical payment.

We note that VAT reclaims are submitted to HMRC quarterly in electronic format, as now required by extant legislation, and have examined the first three quarters’ reclaims endeavouring to ensure that they are in agreement with the supporting Omega control account detail. We note that the 2015-16 closing balance on the VAT control account differs from the final 2015-16 quarter’s reclaim submitted, values being £27,975.50 and £18,810.45 respectively, an apparent under-reclaim of £9,165.05. We note that HMRC have reimbursed the Council with a total of £59,208.84 (£18,810.45 [15-16] + £5,499.29 [June ’16 reclaim] and £34,899.10 [September ’16

reclaim]) in 2016-17. The control account has, at 31st December 2016, a balance of £41,556.29, leaving a residual seemingly unclaimed balance of £34,418.31 (i.e. 31st December balance £41,556.29 less outstanding repayment of the December quarter's reclaim of £8,232.54).

The above indicates that entries in the VAT control account are not matching accurately the detail generated by the Omega software for recovery and we suggest that assistance again be sought from RBS software to re-examine detail in the control account and reclaim support documents for both 2015-16 and 2016-17 in advance of the current year-end close down in order to ensure that the final 2016-17 quarter's / year-end reclaim matches the year-end control account debtor balance.

We also suggest that the Council's position with regard to the need to undertake a VAT Partial Exemption calculation should be reviewed in view of the income now being received from the Lace Hill Community Centre and to ensure that the £7,500 limit is not exceeded or likely to be in the near future. We also suggest that technical assistance in completion of the calculation be sought from a VAT expert.

Conclusions and recommendations

As indicated above, we consider that improved controls and evidencing of officer and member scrutiny of invoices being processed for payment should be implemented, ideally with a rubber stamp being affixed to each payment document. Where payments are made by standing order or direct debit, the supporting documents should also be subjected to officer and member scrutiny and certification. Additionally, we have suggested to the Accounts Assistant that a unique processing number should be applied to each Direct Debit and BACS payment with that reference number also being recorded on the invoice / payment documentation and in the cashbook: this is particularly relevant where the same value payment is processed mthly or led frequently throughout the year.

We also ask that consideration be given to possible improved ways of filing processed payments in order to ensure they may more readily be traced. Finally, as indicated in the body of the report, we suggest that assistance be sought to resolve the apparent imbalance between VAT reclaims being submitted and the Omega control account detail.

We shall extend our test sample of payments at our final visit to cover the remainder of the year, also checking detail of the final quarter's VAT reclaim and ensuring its accurate disclosure as a year-end debtor balance.

- R6. *In order to further strengthen controls and afford greater security for staff and members, consideration should be given to the acquisition and use of a suitably designed stamp, as indicated in the body of the report, to be initialled by officers and members, together with full and effective cross-referencing to cheque, BACS or Direct debit reference numbers.*
- R7. *Consideration should also be given to simplifying the manner in which processed payments are filed in order to simplify the task of identifying them.*
- R8. *The apparent anomalies between the VAT control account and reclaims submitted to HMRC should be investigated and corrected prior to the current financial year-end in order to ensure that the final quarter's reclaim for 2016-17 accurately reflects the recoverable amount in the control account and to be shown as a year-end debtor.*

R9. In order to safeguard its position with HMRC, the Council should arrange for a "VAT Partial Exemption" calculation to be undertaken.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have consequently noted that: -

- In addition to event and site specific Health and Safety risk assessments prepared by officers, a Financial Risk Assessment Register is also in place, which was last reviewed and adopted by the Resources Committee in June 2016. We consider the Financial risk Assessment to be a sound document, but have also drawn the Town Clerk's attention to software specifically designed for this tier of Local Government, namely the "LCRS – Local Council Risk System" developed by a company in Scotland (DMH Solutions). The software is sold in disc format for a cost of around £105 plus VAT and is used by a number of our clients: it includes detail of some 500 potential individual risks which are scored for likelihood of coming to fruition and also for the potential financial and / or political impact should they arise. Where risks are scored as medium to high an Action Plan is generated: we consider that another major benefit of the software is that, for each potential risk area, reference to any relevant legislation is identified, plus it will also generate Health / Safety and Insurance checklists; and
- The Council's insurance cover is with Zurich plc and have examined the current year's policy schedule noting that Employer's and Public Liability stand at £10 million and £15 million respectively, with Fidelity Guarantee cover set at £1 million and "Business Interruption - Loss of Revenue" at £180,000, all of which we consider appropriate for the Council's present needs.

Conclusions

There are no issues arising in this area currently that warrant formal comment or recommendation: we will continue to monitor the Council's approach to risk management at future visits.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from AVDC: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure.

We note that, following due deliberation, the 2017-18 Budget and Precept have been finalised, the latter being formally adopted by Full Council in January 2017 as £707,082.

We note that members receive at the various Standing Committees appropriate budget monitoring & management accounting reports routinely throughout the year, based on detail generated by the Omega accounting software. We have examined the latest budget performance report, as at 31st January 2017, obtaining appropriate explanation for the few variances existing

by reference to the detailed transaction reports and in discussion with the Town Clerk and Accounts Assistant.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation. We shall undertake further work in this area at our final visit considering the appropriateness of the level of retained reserves to meet the Council's ongoing revenue spending requirements and future development aspirations: we will also examine the year-end budget outturn following up any significant variances that may exist.

Review of Income

The Council receives income in addition to the Precept, primarily from room and sports facility lettings at Lace Hill Community Centre, property rents, burial and associated fees, market rents, roundabout advertising and occasional grants & donations, together with expended VAT, which is recovered quarterly (see previous comments in respect of the last item).

Our objective is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. We have at this first visit undertaken a degree of detailed work on the Council's income streams.

Specifically, we have examined the procedures for recording and recovery of income in respect of burials, noting that the Council is using the RBS Burials software, whilst also maintaining a formal hand written Burial Register, although we note that the latter has not been updated since April 2016. Additionally, we note that, whilst entries have been made in the RBS system Burial Register, the supporting undertakers' application forms have yet to be filed. We examined the forms already on file relating to the four burials in April 2016 noting that detail of the amounts received were not always recorded, nor did the documents include reference to the bank paying in slip number: in order to ensure an effective audit trail is in place, we suggest that the undertakers' forms be annotated not only with the amount received, but also with the paying in slip reference number.

We note that, as with burials, RBS software is in use to manage Lace Hill Community Centre bookings. We have selected a sample of one week's bookings (starting 1st December 2016) and ensured that an appropriate invoice has been raised for each booking with recovery of income due received within an appropriate time frame, noting that two accounts still remain unpaid. We have also ensured that an appropriate signed (by the hirer) booking form is in place for each hire in the test sample. Additionally, we note that a report has been prepared for submission to members recommending that the fee structure for hire of the Lace Hill Community Centre facilities be simplified.

We have also examined income arising from market rents noting that the twice weekly and periodic flea market income has not always been banked on a regular basis. We are pleased to note that the Market Superintendent prepare for each market day a register of the attendees, fees due and collected, together with individual receipt numbers, arriving at a total to be handed over to staff at the Council offices. Whilst the sheets bear his initials, no formal hand over process exists and we noted during the course of our visit that the total funds received do not always match the totals on the collection records. Consequently, we suggest that, in order to protect the Market Superintendent and office staff receiving the takings for banking, the Superintendent

should complete a more formal certificate identifying the amount collected and handed over and that the office staff physically check the cash at the time of its hand over and sign the sheets confirming the amount actually received.

We have also reviewed the detailed nominal income transaction reports for the year to 31st January 2017, ensuring that all fees due are, as far as we may reasonably be expected to ascertain, being paid in a timely manner with no issues identified currently. We noted that the Council Tax Support Grant (CTSG) had been erroneously posted as part of the precept: at our request, the Accounts Assistant has raised an appropriate journal ensuring the CTSG is coded appropriately and will be reflected correctly as a Box 3, Section 2 entry in the year's Annual Return. We are also pleased to note that the income received from local traders in respect of advertising on the town's roundabouts is subjected to VAT, which is accounted for accordingly.

Finally in this area, we have examined the Sales Ledger "Unpaid Invoices by Date" report to ensure that no long-standing debts exist: in doing so, we noted three accounts dated prior to 1st April 2016, which the Accounts Assistant has advised have recently been approved for write off by the Council. We also noted a few instances where income received had not been matched to the relevant invoice raised with the effect that both invoiced and received amounts appear on the report. The Accounts Assistant has confirmed that she is aware of these items and will be updating the Sales Ledger appropriately prior to the financial year-end.

Conclusions and recommendations

Overall, we consider that income is being generally effectively controlled, although as indicated above, we consider that improved cross-referencing of burials information should be implemented to improve the audit trail with the register and filing be brought up to date and maintained currently in future. As above, we also consider that, in order to more effectively protect staff, improvements should be made in the recording and hand-over of market income cash.

R10. The responsible officer should ensure that undertakers' applications for interment identify clearly the amount received and also include cross-reference to the bank paying in slip number.

R11. Improved controls over the receipt of cash income in respect of market rents should be introduced with the Market Superintendent clearly certifying the total cash received to be handed over, together with the office staff receiving the cash signing the attendance registers / collection sheets to confirm receipt of the cash.

Petty Cash Account

The Council operates a petty cash account to defray sundry administrative expenses: the account is "topped up" as and when required with "round sum" cash withdrawals from Lloyds bank. We are required, as part of the Annual Return certification process, to consider the effectiveness of the Council's controls over any petty cash account or other cash holding in use.

We note that a separate cashbook is operated within Omega for the petty cash account with the Accounts Assistant also maintaining a spreadsheet record of expenditure incurred, which is coded accordingly to the petty cash account cashbook in Omega: whilst the periodic "top-ups" are routinely recorded in the Omega cashbook, only one entry relating to expenses incurred covering the year from April to October 2016 is currently recorded in the petty cash account

totalling £1,362.13. We also note that entries in the spreadsheet are grouped together in various categories (e.g. postage; staff tea, coffee & milk, cleaning materials, etc.). We have endeavoured to agree the detail in the batches of till receipts supporting each category for the period to October 2016, but not been able to validate the amounts as recorded in every case.

We have checked the physical cash held at the time of this first visit with a total of £253.14 cash held, together with 59 till receipts subsequent to those detailed above for April to October 2016 and totalling £537.62 that had not been entered in the Omega ledger; the total value of £790.76, compares with the present Omega balance of £794.62, an apparent shortfall of £3.86. We have provided the accounts Assistant with a copy of our spreadsheet listing of the un-entered till receipts and asked that she check and agree the detail as we have recorded. Should there be a shortfall of physical cash, it should be "written-off" as a miscellaneous expense in order to ensure that the physical cash holding agrees with the financial ledger record.

In checking the petty cash tin, we also noted the holding of a £10 note and a bag of mixed coin totalling £9.50, the sources of which are unknown to the Accounts Assistant, but have apparently been in the tin for some time. We suggest that these unknown cash funds should be banked and coded as miscellaneous income.

Conclusions and recommendations

We are concerned to note that the petty cash vouchers are not sequentially numbered and that no payment detail has been recorded formally on a spreadsheet or in Omega since October 2016 and consider that each petty cash till receipt should be uniquely numbered and be entered on the spreadsheet in chronological order with appropriate analysis to facilitate accurate coding of the expenses incurred. Ideally, the spreadsheet should be entered and balanced to the physical cash holding at the close of each month: the petty cash held should also be subject to periodic physical reconciliation to the supporting Omega cashbook record by an independent officer.

We are also surprised to note the high value of a number of individual payments made with 8 of the latest 59 receipts in excess of £20. Whilst we appreciate the probable need to purchase stamps, which account for some of these high value payments in the period, from petty cash, other significant expenses should be made by alternative means. The use of a debit or credit card is now permissible and we suggest that consideration be given to the acquisition of one or more (as deemed appropriate) so that any high value expenses may be funded that way rather than through petty cash.

We noted one or two instances where recoverable VAT had been incurred on payments in our test sample, but does not appear to have been identified on the spreadsheet covering payments to October 2016 (e.g. twinning drinks): where a receipt bears a VAT Registration Number and the goods acquired are vatable, then the VAT should be identified for periodic recovery.

R12. The petty cash account records should be maintained currently, ideally with each receipt sequentially numbered and detail of each recorded month-by-month on a spreadsheet and balanced to the physical cash held.

R13. The value of petty cash expended since October 2016, as identified by us, should be checked and, if confirmed, an appropriate adjustment be made to ensure that the current balance recorded in the Omega cashbook is adjusted to reflect the actual value of cash and till receipts, etc held.

R14. The £19.50 cash held in the petty cash tin of unknown origin should be banked and coded appropriately as miscellaneous income.

R15. Consideration should be given to the acquisition of a debit or credit card to cover the cost of high value purchases which should not ideally be made through petty cash.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended from 1st April 2015 with regard to employee contribution percentages. We have consequently, by reference to the February 2017 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2016-17 has been implemented and that a full staffing review has been completed, the results of which will be implemented from April 2017;
- Noted that the processing of the Council's monthly payroll is undertaken "in house" utilising bespoke Sage payroll software;
- Examined a sample of five staff personnel files ensuring that an appropriate employment contract is in place and that the salaries paid in February 2017 are in line with their contracts;
- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for February 2017 to the Council's approved NJC pay scale spinal point and basic working hours;
- Ensured that Income tax and NI deductions from employees' and employer's NI contributions are calculated accurately for that same month;
- Similarly, ensured that superannuation deductions and employer's contributions have also been calculated appropriately, ensuring compliance with the employees' percentage scale of deductions applying from 1st April 2015;
- Examined the time sheet supporting the payment of overtime / enhanced hours to the one staff member affected in February 2017 ensuring it was appropriately approved for payment and that the correct overtime payment has been processed; and
- Verified the accurate payment of net pay to individual staff members.

Conclusions and recommendation

We are pleased to record that no significant issues have been identified in this area, although, in verifying staff the gross salaries, we identified two staff for whom the payslips did not reflect the true gross salary payable for each. Further examination in conjunction with the Accounts Assistant revealed that the two staff should be in receipt of Statutory Sick Pay for the month and that, for some reason, it was not identified on the payslips resulting in under-payments to each and incorrect tax, NI and pension deductions being applied. The Accounts Assistant has agreed to correct the errors with the March 2017 payroll run.

R16. Care should be taken to ensure that where staff gross salaries are abated by the Statutory Sick Pay (SSP) payable, the monthly salary is calculated with the SSP included on the payslips appropriately.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records.

The Council has no funds placed in investments currently, all funds being held in the Lloyds current account with no interest being received in the year to date. The Council has, on average, well in excess of £250,000 in the current bank account and, whilst the Council would now most probably be covered by the Government “compensation” scheme in the event of Lloyds failing, the maximum recovery would only be £75,000. Consequently, we suggest that urgent consideration be given to alternative “banking / investment” opportunities in order to ensure interest earning potential is maximised. Whilst we are not able to advise on suitable institutions into which to place funds, we draw the Council’s attention to the CCLA Deposit account which is used by a number of town and parish councils currently and is paying interest at up to 2%, dependent on the value of deposit: the CCLA currently has a triple A rating.

We note that the Council currently has one loan repayable to PWLB and have checked the two half-yearly repayments made in 2016-17 by reference to the PWLB repayment demands.

Conclusions and recommendation

Given the level of funds held and the limitations of the Government’s compensation scheme in the event that a bank should “fail”, we consider that the Council needs to take urgent action to consider potential alternative banking facilities to spread the risk of loss of funds, whilst also ensuring that a degree of interest is earned on the funds held currently.

We shall ensure the accurate disclosure of the residual PWLB loan liability at the financial year-end in the year’s annual Return.

R17. The Council should give serious consideration to the diversification of its available resources ensuring that the risk of “lost” funds is minimised, whilst also ensuring that a reasonable rate of interest recovery is obtained on any such deposits made.

| Rec. No. | Recommendation | Response |
|---|--|----------|
| Review of Accounting Arrangements and Bank Reconciliations | | |
| R1 | When closing down each month on the accounting software, the Trial Balance should be reviewed to ensure that the accounts remain in balance: this should be achieved using the Data Check facility in the Management Accounts suite of the Omega software. Any imbalance should be investigated and, if necessary, be referred to RBS Software for assistance in its correction. | |
| R2 | As advised by Mazars, any long-standing uncleared cheques or deposits should be followed up and reversed accordingly, butt by posting them as negative transactions (Payments and Receipts respectively) in the cashbook. | |
| R3 | In order to comply with the Governance and Accountability Manual, bank reconciliations should be presented to Council or a nominated councillor for independent review and "sign-off" at least quarterly in order to ensure that any anomalies, such as those listed above, are investigated and corrected appropriately. | |
| R4 | In line with best practice, all journals raised should be scrutinised and "signed-off" by the Town Clerk. | |
| Review of Corporate Governance | | |
| R5 | In reviewing and adopting revised Standing Orders and Financial Regulations, consideration should be given to determining a higher (than current) level at which formal tender action is required. | |
| Review of Expenditure and VAT | | |
| R6 | In order to further strengthen controls and afford greater security for staff and members, consideration should be given to the acquisition and use of a suitably designed stamp, as indicated in the body of the report, to be initialised by officers and members, together with full and effective cross-referencing to cheque, BACS or Direct debit reference numbers. | |
| R7 | Consideration should also be given to simplifying the manner in which processed payments are filed in order to simplify the task of identifying them. | |

| Rec. No. | Recommendation | Response |
|--|--|------------------------|
| Review of Expenditure and VAT (Continued) | | |
| R8 | The apparent anomalies between the VAT control account and reclaims submitted to HMRC should be investigated and corrected prior to the current financial year-end in order to ensure that the final quarter's reclaim for 2016-17 accurately reflects the recoverable amount in the control account and to be shown as a year-end debtor. | |
| R9 | In order to safeguard its position with HMRC, the Council should arrange for a "VAT Partial Exemption" calculation to be undertaken. | |
| Review of Income | | |
| R10 | The responsible officer should ensure that undertakers' applications for interment identify clearly the amount received and also include cross-reference to the bank paying in slip number. | |
| R11 | Improved controls over the receipt of cash income in respect of market rents should be introduced with the Market Superintendent clearly certifying the total cash received to be handed over, together with the office staff receiving the cash signing the attendance registers / collection sheets to confirm receipt of the cash. | |
| Review of Petty Cash | | |
| R12 | The petty cash account records should be maintained currently, ideally with each receipt sequentially numbered and detail of each recorded month-by-month on a spreadsheet and balanced to the physical cash held. | |
| R13 | The value of petty cash expended since October 2016, as identified by us, should be checked and, if confirmed, an appropriate adjustment be made to ensure that the current balance recorded in the Omega cashbook is adjusted to reflect the actual value of cash and till receipts held. | |
| R14 | The £19.50 cash held in the petty cash tin of unknown origin should be banked and coded appropriately as miscellaneous income. | |
| R15 | Consideration should be given to the acquisition of a debit or credit card to cover the cost of high value purchases which should not ideally be made through petty cash. | |
| Buckingham TC: 2016-17 (Interim) | | 4-March-2017 |
| | | Auditing Solutions Ltd |

| Rec. No. | Recommendation | Response |
|---------------------------------|--|----------|
| Review of Staff Salaries | | |
| R16 | Care should be taken to ensure that where staff gross salaries are abated by the Statutory Sick Pay (SSP) payable, the monthly salary is calculated with the SSP included on the payslips appropriately. | |
| Investments and Loans | | |
| R17 | The Council should give serious consideration to the diversification of its available resources ensuring that the risk of "lost" funds is minimised, whilst also ensuring that a reasonable rate of interest recovery is obtained on any such deposits made. | |

2018 Calendar

BUCKINGHAM TOWN COUNCIL

| 2017 | | Meeting 1 | Meeting 2 | DATE | CIVIC / TOWN COUNCIL EVENTS |
|------|---------|---|-----------|------|---|
| Jan | 2 Tues | Resources | | | |
| | 8 | Precept | | | |
| | 15 | Planning | | | |
| | 22 | Full Council | | | |
| | 29 | Planning | | | |
| Feb | 5 | Town Centre & Events | | | |
| | 12 | Environment | | | Pancake Race 13th Feb |
| | 19 | Interim | Planning | | |
| | 26 | Resources | | | |
| Mar | 5 | | | | |
| | 12 | Full Council | | | |
| | 19 | Planning | | | Annual Town Meeting 21st March |
| | 26 | Town Centre & Events | | | |
| Apr | 3 Tues | Environment | | | |
| | 9 | Interim | Planning | | |
| | 16 | Resources | | | |
| | 23 | | | | |
| | 30 | Planning | | | |
| May | 8 Tues | Full Council & Annual Statutory Meeting | | | May Day Celebration 2nd May |
| | 14 | Planning | | | |
| | 21 | Town Centre & Events | | | Mayor's Reception & Annual Statutory Meeting Friday 4th May |
| | 29 Tues | Environment | | | Music in the Market 27th May |
| June | 4 | Interim | Planning | | |
| | 11 | Resources | | | |
| | 18 | | | | |
| | 25 | Full Council | | | |
| July | 2 | Planning | | | TBA Dog Show |
| | 9 | Town Centre & Events | | | |
| | 16 | Environment | | | |
| | 23 | Interim | Planning | | |
| | 30 | Resources | | | |
| Aug | 6 | | | | |
| | 13 | Full Council | | | |
| | 20 | Planning | | | |
| | 28 Tues | Town Centre & Events | | | BandJam 26th August |
| Sept | 3 | Environment | | | |
| | 10 | Interim | Planning | | |
| | 17 | Resources | | | |
| | 27 | | | | |
| Oct | 1 | Full Council | | | |
| | 8 | Planning | | | 13th and 20th Charter Fair |
| | 15 | Town Centre & Events | | | |
| | 22 | Environment | | | |
| | 29 | Interim | Planning | | |
| Nov | 5 | Resources | | | 3rd Bonfire Fireworks |
| | 12 | | | | 11th Remembrance Parade |
| | 19 | Full Council | | | |
| | 26 | Planning | | | Sunday 25th Christmas Lights Switch on |
| Dec | 3 | Town Centre & Events | | | 8th Christmas Parade |
| | 10 | Environment | | | |
| | 17 | Interim | Planning | | |
| | | | | | |
| | | | | | |
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Buckingham Town Council

Annual Report
2016/17





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Buckingham Town Councillors for the Municipal Year 2016/17

Mayor

Cllr. A Mahi

Deputy Mayor

Cllr. P Hirons

Buckingham North

Cllr. M Cole JP

Cllr. P Collins

Cllr. D Isham

Cllr. H Mordue

Cllr. R Newell

Cllr. C Strain-Clark

Cllr. M Try

Buckingham South

Cllr. J Bates

Cllr. T Bloomfield

Cllr. J Harvey

Cllr. P Hirons

Cllr. L O'Donoghue

Cllr. A Mahi

Cllr. M Smith

Cllr. R Stuchbury

Fishers Field

Cllr. Mrs G Collins

Highlands & Watchcroft

Cllr. M Gateley

For Councillor contact details please see the Council website or call 01280 816 426



Bourton Park on a misty morning



Council Staff

Town Clerk

Mr C Wayman

Has overall responsibility for conducting the business of the Council and advising the Council.

townclerk@buckingham-tc.gov.uk

Finance Officer

Mrs J Baughan

Maintains accounts and budgets for the Council. In partnership with the Deputy Town Clerk, oversees Payroll & Pensions.

accounts@buckingham-tc.gov.uk

Events Co-ordinator

Mrs A Brubaker

Works with the Town Centre and Events Committee and organises the town's events programme.

events@buckingham-tc.gov.uk

Planning Officer

Mrs K McElligot

Main admin support for the Town Clerk and is Clerk to the Planning Committee.

planning@buckingham-tc.gov.uk

Lace Hill Community Centre Co-ordinator

Mrs Sam Hoareau

Co-ordinates bookings for the Lace Hill Community & Sports Centre.

lacehillcentre@buckingham-tc.gov.uk

Grounds Maintenance Supervisor

Mr I Saunders

Ground Maintenance Supervisor

Arranges the workload of the Grounds Maintenance team and makes "on the ground" decisions while out on site.

Grounds Maintenance

Mr R Calder

Carries out general maintenance on play areas, parks and cemeteries, ensures that equipment is safe for use and facilities are Health and Safety compliant.

Shopmobility Officer

Ms S Rossforth

Deputy Town Clerk

Ms Claire Childs

Supports the Town Clerk with Human Resources issues, payroll & pensions. Oversees the Lace Hill Sports & Community Centre.

deputytownclerk@buckingham-tc.gov.uk

Estates Manager

Mr L Phillips

Looks after the Green Spaces and manages the Grounds Maintenance Team. Responsible for the management of the Brackley Road Cemetery.

greenspaces@buckingham-tc.gov.uk

Committee Clerk

Mrs N. Stockill

Clerks meetings of the Council's Committees and liaises with Committee Chairmen to ensure that the minutes reflect an accurate record of the Meetings of Buckingham Town Council.

committeeclerk@buckingham-tc.gov.uk

Administrator

Miss E-M Medland

Takes care of general administration for the Council offices and co-ordinates the production of Buckingham Town Matters.

admin@buckingham-tc.gov.uk

Grounds Maintenance

Mr C Calder

Carries out general maintenance on play areas, parks and cemeteries, ensures that equipment is safe for use and facilities are Health and Safety compliant.

Market Manager

Mr S Staley

Manages the market on behalf of the Town Council. Ensures that all traders are operating safely and that all rules and regulations laid down are adhered to.

Mace Bearer

Mrs Barbra Farmer

Town Crier

Mr Russell Cross





Introduction

About this Report

The Annual Report informs readers what Buckingham Town Council has done over the past year, a summary of its budgets, details of Council members and the wards they represent.

The Report is based on the financial year 1st April 2016 to 31 March 2017; however it may also include information based on the Civic year which covers the period May 2016 to April 2017.

The Council welcomes any views on this report and on the services provided by the Town Council. Members of the public are also invited to attend every Council meeting to ask questions, make comments and raise matters of local interest during the public session

The Town Council's Vision

Buckingham is a historic and compact market town, with around 13,000 residents and a large senior school and university population. Its vision is to maintain and enhance its vibrant market town character, to improve its appeal as a place to visit, and to provide its residents (young and old alike) with a wide range of retail, sport and cultural opportunities.

The Town Council continues to strive towards becoming a leading Local Council and has developed a strategic plan to govern its aims going forward. The Strategic Plan created eight core objectives which form the basis of the Council's Business Plan. The Council's achievement objectives are;

- Completed a successful Neighbourhood Plan and ensured it is being used appropriately to judge planning permissions in the future
- Improved Community Spirit
- Established greater active engagement with local Partners and Public (including the University and other key stakeholders)
- Promoted economic activity within Buckingham
- Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
- Maintained Quality Council Status
- Developed an effective resources plan
- Make Buckingham an even more attractive town parish (including improved infrastructure and public toilets)

A copy of the Town Council's Business Plan along with all other relevant policy and financial documents can be found on the Town Council's website. You can contact the Council at:

Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP
Tel/Fax: 01280 816 426
Email: office@buckingham-tc.gov.uk
Website: www.buckingham-tc.gov.uk



Mayor's Report

The report will outline some of the great work that the Councillors and the staff have undertaken to make Buckingham a great town. As my two year tenure as Mayor of Buckingham draws to a close, I'd like to list some of the highlights and achievements of the council.

The most important of these, through hard work and long hours by our Town Clerk and his team; the Buckingham Neighbourhood Plan (BNP) has been made. This is a great achievement, as it is vital that we have a say on the future development of our Town.



Cllr. Andy Mahi

We are now the first in the county to receive, through the Local Council Award Scheme, a 'Quality Gold Award' which demonstrates that the council is in the forefront of best practice and achieves excellence in governance, community leadership and council development. The council thanks the Town Clerk and Staff in achieving the Gold Award.

After much discussion, I am glad to report that the Scouts have at last moved into the Pavilion in Embleton Way, making it their new HQ and also a community centre.

I had the pleasure of meeting the students from our twin town of Mouvaux and hope they took pleasant memories of Buckingham and our best wishes when they returned home.

The developers at Lace Hill have handed over to the Town Council a new Sports and Community Centre, it has an indoor sports hall, committee room and changing facilities as we also now have two Sports England Standard football pitches. With the refurbished Swan Pool and Leisure Centre we now have two excellent sports facilities in Buckingham.

Through the hard work of our council and staff, our events are varied, successful and well attended, and thanks go to the people of Buckingham for their support. You will find a list of all our events at the back of Buckingham Town Matters magazine, which is delivered to every household and business in the Town.

Work has at long last begun on the new toilet and Shopmobility building in Cornwall's Meadow car park. The work is scheduled to be completed by the summer.

Councillor Andy Mahi
Mayor of Buckingham





A Year in Buckingham

Spring

The Revd Will Pearson-Gee joined the Mayor and Town Councillors in a very competitive adult race when the annual Pancake Race took place at St Peter and St Pauls Church.

Despite the dreadful weather at the beginning of March local groups still managed to get out as part of the National Great British Spring Clean event.

Children from the local primary schools performed traditional May Pole dances to Celebrate May Day.

Sunny weather held out for Music in the Market, attracting a large crowd to enjoy a variety of live music.



Autumn

Volunteers joined Councillors to help clean up the town river in our annual River Rinses. Among the finds were bikes, chairs, signs and a laptop.

In October the Town welcomed the Charter Fair.

November saw crowds flocking to Bourton Park for the free Council Fireworks display and bonfire.



Summer

June saw another active Fringe week, featuring Kite Flying, cream teas, Comedy, the Oxford Fiddle Group, and more.

In July Buckingham dog lovers attended the Town Councils third annual Dog Show, featuring a variety of stalls.

Crowds came out to enjoy the Bank Holiday sun and dance with friends at the Annual Band Jam Event at Market Hill.



Winter

Crowds turned up to see the Town's Christmas lights switched on. Carols were led by the Glee Club and accompanied by the Winslow Concert Band.

The Town Council again supported the Christmas Parade Committee, who organise the annual Christmas Parade. The day also saw the Community Fair in the Community Centre, where local groups can raise funds for good causes.



Environment Committee

Chaired by Councillor Ruth Newell

The Town Council's Environment Committee is authorised by the Full Council to take responsibility for the protection and improvement of the Town. We make recommendations to the Full Council regarding any land or property purchases or sales, seeking professional advice where appropriate.



Bourton Park

We keep an eye on work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters and waste bins), play areas, and play equipment. However, not all of this falls within the Town Council remit, so we liaise closely with our District and County Council partners on the maintenance of those items for which they have specific responsibility.

Much of our 'estate' comprises Chandos and Bourton Parks, the Railway Walk and other open spaces. Apart from ensuring that these areas are properly maintained,

we work closely with the Conservation Volunteers and various 'friends' groups to maintain and improve these valuable resources and protect the indigenous wildlife.

Environment Committee Report

The Town Council's Environment Committee has responsibility for the town's environment and green spaces, property and health, this includes Chandos and Bourton Parks, Lace Hill Sport and Community Centre and pitches, Church Hill green, the Railway Walk, Cemetery including the lodge and chapels, play areas and equipment, seats, bins, and dog bins. Our Green Spaces Manager and his team make sure that our green spaces are maintained and suitable areas are protected and developed for wildlife conservation. The footpaths in the cemetery have been improved this year, and the new public toilets and shopmobility unit in Cornwall's Meadow car park should be completed in the next couple of months, together with the outdoor table tennis table in Bourton Park. Church Hill green has been protected from car parking with the planting of a traditional Yew hedge along the north side.

We work closely with local conservation groups to maintain and improve our valuable wildlife sites in the Town including the Railway Walk and parks, and we work with all the groups that make up the Buckingham Community Wildlife project, Maids Moreton Avenue, Canal Society, Buckingham Society and the AVDC Wildlife officers to discuss wildlife and conservation in Buckingham.

The Lace Hill Sports and Community Centre is up and running well, offering a range of activities from sports to exercise, fundraising events to childcare and private functions. We continue to improve sports facilities and increase the number of hirers, well supported by our Centre Coordinator.



Lace Hill Sports & Community Centre

Our grass cutting contract continues to save money and the enterprise project for grass cutting the verges around the town is a great success and into its 3rd year with many young people having the opportunity of being employed to cut the grass.



Environment Committee

Environment Committee Report

At last year's Annual Town Meeting there was a lot of concerns from residents about several areas of the Town where we had lost groups of valuable trees to developers, and indeed that was a great concern to the Town Council, Planning and Environment committees, so we set about recruiting more tree wardens and have more than doubled our numbers from 6 to 14. Our next step will be to divide up the areas of the town that we have covered by tree wardens and the



Bourton Park

areas where we need more. We plan that tree wardens will keep an eye on their local area and will get tree preservation orders on valuable trees so that they can be protected, and also to look out for trees requiring work, and to keep a protective eye out in their area so we can save our trees. We also set up a Town Action Commission on trees, hedges and green spaces, and the first meeting was very well attended by Council representatives and officers, Nature Conservation groups, Green Space Managers, and Ecologists; and a steering group was formed who have involved the public and will be reporting back to the Environment Committee.

We will be making plans for our new cemetery and allotments, seeking green flag status for key parks in the town, new interpretation boards in the parks, river bank re-instatement in Chandos Park and Bourton Park, and footpath designation of the Railway Walk.

As Chair I am grateful for the hard work of the Green Spaces Manager and the Deputy Town Clerk and their teams, and all the many people who voluntarily work for the benefit of Buckingham's green environment and help to make Buckingham a wonderful place to live. This includes the many conservation groups, Town Councillors, Tree Wardens, and all the environmental experts in the town, we are very lucky to have so many living in Buckingham, and I guess that our lovely town centred on our river, wildlife habitats and great walks attracts the right people, with a keen interest in the environment, to live here.

Councillor Ruth Newell
Chairman of the Environment Committee





Town Centre and Events Committee

Chaired by Councillor Mike Smith

The Town Centre & Events Committee organises many of the events held in Buckingham such as the Pancake Race, Food Fair, Comedy Nights, Christmas Light Switch On and River Rinses. It also facilitates the Charter Fair, Music In The Market and Bandjam as well as the Christmas Parade by organising the road closures and undertaking other tasks associated with the events.

Hanging baskets and planters are organised by the committee every year. It has worked hard over the last few years to provide the Christmas motifs and icicle lights.

Over the years, the committee has built up a very good working relationship with external organisations including the Police, organisers of the music events and those that help to make each event a success

Town Centre and Events Committee Report

The Town Centre & Events Committee is charged with arranging the Council's annual events and any one-off events in the town, promoting the town, and overseeing the Street Market, Flea Market, occasional other markets, Charter Fair and Visitor Information Centre.

During the year, we again brought a wide range of diverse events to residents and visitors alike. These can be listed as follows:

Spring Fair
Fringe Week (8 days)
River Rinse (x2)
Christmas Parade
Comedy Nights

May Pole Dancing
Dog Show
Bonfire & Fireworks
Community Fair
Food Fair

Music in the Market
Band Jam
Christmas Lights
Pancake Races

Some of these are arranged in conjunction with others, and we also assist with some events put on by other organisations.

We also look to whatever new events may be attractive to townsfolk and visitors and, without giving too much away, have a couple in the pipeline for the future.

We also oversee the town centre planters and hanging baskets, and fund AVDC's Play Around the Parishes for our younger residents.





Town Centre and Events Committee

Town Centre and Events Committee Report

The day-to-day running and operation of the Street Market and Flea Market is co-ordinated by Claire Childs, our Deputy Town Clerk; and managed by our Market Manager, Steve Staley. In addition to the short publicity video that we commissioned last year, which continues to be screened nightly at The Film Place, we continue to provide "invitation cards" to potential users of our markets, and to potential stall holders.

We also hold occasional artisan or continental markets, and support our younger people with their Teenage Markets.

We continue to make improvements to the overall layout for the Christmas Lights Switch-on which this year will be moved to a Sunday. As usual, we entered the Small Town section of the Best Kept



Buckingham Street Market

Village competition, receiving another well-earned Certificate of Merit.

We also thoroughly audit the more costly events to ensure they provided good value for money - which they do with broadly decreasing year-on-year costs.



Christmas Lights Switch On

The Charter Fairs require liaison with the Showman's Guild, Thames Valley Police and Buckinghamshire County Council. In common with most of the annual events, they also require extensive road closures and letters to those residents who are most effected. Needless to say, we also need to satisfy a variety of public safety considerations.

Where events are subject to contracts with third parties, these contracts are regularly reviewed.

Civic Events are arranged in connection with our twin town, or our friends in Germany. To facilitate these, we work closely with Buckingham Twinning Association, thereby ensuring that our visitors from overseas receive an appropriate and enjoyable reception.

All events are overseen by a Lead Councillor, and many Councillors assist at most events, but the behind-the-scenes work is left in the capable hands of the Town Council's Events Co-ordinator, Amanda Brubaker, who does an excellent job.

Finally, we continue to promote our town through appropriate media (including social media) and websites.

Councillor Mike Smith
Chairman of the Town Centre and Events Committee



Planning Committee

Chaired by Councillor Paul Hiron

This committee has three key roles: it reviews every planning application, considers tree applications, and takes part in various district and regional consultations where they may impact on Buckingham.

The Town Council is a statutory consultee, and reviews all planning applications and advises AVDC should they not meet local requirements and aspirations. However, it should be noted that Aylesbury Vale District Council makes the final decision on all planning applications, and does not always agree with the Town Council's comments.

Planning Committee Report

The Planning Committee has the responsibility delegated to it for:

1. Commenting on smaller planning applications (below 10 houses).
2. Enforcement of planning rules & approvals.
3. Monitoring S106 agreements.
4. Producing the Neighbourhood Plan and keeping it up to date & endeavouring to see that it is applied.
5. Looking at transport issues.

There were slightly more applications in 2016 than 2015 (156 from 147). However there were more large developments and for the first time for several years, some substantial commercial applications.

University

The University has applied for a new building (Vinson Centre) in the University Precinct and a large residential building over the Station Road car park.

Lace Hill Employment area

Two applications for the site opposite Tesco at Lace Hill are currently seeking approval for a Lidl, Premier Inn, Costa Coffee and Beefeater restaurant. It is hoped that a new doctor's surgery & treatment centre, planned for this site, will also materialise.

Since the end of 2016 we have been informed that Wipac, on the industrial area, wish to expand which will bring some much needed industrial jobs to Buckingham.

Housing Developments

Currently we await the results of an appeal for Moreton Road phase 3, a development in an area not designated for housing development in the BNDP (Buckingham Neighbourhood Development Plan).

A development of 9 flats & a large detached house, situated below the Royal Latin School on Chandos Road has been approved despite BTC's opposition.

The riverbank behind the Tingewick Road development was completely cleared by the developer, despite the planning agreement that specified that it should be left as a wildlife corridor. Much effort was needed to get new planting to rectify this. Our thanks go to Mr Tony Finnis for his considerable efforts to achieve this.



Planning Committee

Planning Committee Report

Old People's housing

So far we have had proposals for this type of housing at three locations, West End Farm on the Brackley Road, behind the Grand Junction Hotel & on the Lace Hill health development. None have yet come to fruition.

Trees

We are no longer consulted by AVDC on tree applications, however many councillors are keen advocates of keeping Buckingham green, so comments continue to be made on tree applications.

Transport matters

BTC's opposition to several of the developments hinge on transport issues, in particular those developments in Buckingham and Maids Moreton that feed traffic into the Old Gaol junction are opposed.

A partially paved footpath, along the river on the north side of Candleford Court, has been completed; a pleasant addition to the town.

BTC has been endeavouring all year to get the Cotton End steps that give access to the A413 from the Lace Hill estate for wheelchairs etc. built. One of those frustrating things where everything is agreed & available, but it doesn't happen.

BTC is keen on easy access from Buckingham to the Oxford to Cambridge expressway that the government has now agreed will be built; of the three routes the North route roughly follows the A421, (the other two routes are around Winslow & Aylesbury).

Other issues

Town Centre development this year sees the continued replacement of retail premises by food/drinking establishments. We are pleased to see the premises used but would prefer to have a more mixed development.

Many of the street lights were tested by BCC for safety this year, and unfortunately the old ones were removed months before the new ones were available for fitment, so many paths were dangerously dark through winter months.

We have managed to develop a regular report on the status of outstanding S106 agreements. We hope to get more consulted in future about the spending of this money, rather than it being left to AVDC & BCC.

I would like to thank all members of the Planning Committee for the work they have done this year (especially when I have been unwell), in particular Mark Cole, the Deputy Chair. And as ever Katharine McElligott, the Planning Officer, has been a tower of strength without which the committee would not have functioned as well as it has.

Councillor Paul Hiron

Chairman of the Planning Committee



Resources Committee

Chaired by Councillor Jon Harvey

The Resources Committee reviews the Town Council's budgets and expenditure every meeting to ensure that the expenditure is adhering to the budgets set out at the beginning of the year. Aspects of the Town Council's overall strategy, policy and personnel matters are also dealt with by the Resources Committee.

The Town Council's annual grants are discussed at the meetings of the Resources Committee and recommended to the Precept meeting.

The Committee also has an overview of the Town Council's communications with the specific details delegated to the Communications Strategy Group, which mainly coordinates the quarterly production & distribution of the Council's newsletter: Buckingham Town Matters. The Personnel sub-committee is also overseen by this committee and met this year too.

Resources Committee Report

Here are a few selected highlights of the Committee's work although readers are reminded that the full and agreed minutes of all meetings are available from the Town Council's website (or via written correspondence with the Town Clerk). The Resources Committee met seven times during the course of the year.

At the June meeting, revised financial regulations and financial risk assessment were approved as was the audit report. A new telephone system and furniture for the Lace Hill Sports and Community Centre were agreed. The results of the Town Action Commission were reviewed and it was recommended to Full Council that we should ask AVDC to add new parent/child parking spaces to Cornwalls Meadow Car Park.



Chandos Park



Resources Committee

Resources Committee Report

The Personnel Sub Committee met in July for the first time in a while to review the grading structures of the Town Council staff (in confidential session). A process was initiated involving external expert advice that has just resulted in the regrading of some of the jobs some months later.

At the August meeting, it was agreed to widen the brief of the Communications Sub Committee to improve the impact of Town Council communications. The progress on DisabledGo was reviewed in advance of the launch on 13th September. The set of strategic performance indicators for the Town Council was refined.

In September, it was recommended that the Council website does not accept any commercial advertising as this was judged to be inappropriate. The progress of the staff regrading was reviewed.

Most of the November meeting was in private session discussing the staff regrading. It was also agreed that Shopmobility (recently brought under the Town Council) should carry out a survey of users and others to help think about how to develop the service.



As usual, much of the January meeting was taken up with reviewing the grant applications made to the Town Council and making recommendations to the following Precept meeting. In addition, it was agreed to arrange a strategic 'scenario planning' workshop for councillors on March 6th. Members also voted in favour of pursuing the purchase of the Community Centre subject to various concerns and caveats. It was also agreed to move carefully towards making the Council a *paperless* council as far as reasonably practicable. A number of questions were raised about the future of the local library which were forwarded to the officers concerned.

The February meeting made two critical decisions (aside from the usual budget monitoring): to support s106 monies to be used to pay for new practice nets at the Cricket Club. And secondly to introduce a trial method for prioritising actions decided upon by the Council committees in order to assist the Clerk and his team manage their increasing workloads.

Overall the themes which have threaded their way through the meetings of the Resources Committee over the last year have been accessibility, transparency, public involvement and good husbandry of the Council's resources including the acquisition of new services and buildings.

Councillor Jon Harvey
Chairman of the Resources Committee



Financial Statements

Financial Summary

31 March 2017

A summary of the Council's financial position will be added once the year end has been completed.



Community Grants

Grants awarded for 2016/17 under the Grant Application Scheme

| | | | |
|--------------------------------|---------------|--|----------------|
| Fibromyalgia Support Group | £598 | <u>Ongoing Grants</u> | |
| Buckingham Camera Club | £250 | The Buckingham Film Place | £1,250 |
| Buckingham Summer Festival | £1,200 | | |
| Buckingham Tennis Club | £1,000 | Buckingham Youth Clubs Ltd | £5,000 |
| Buckingham Town Cricket Club | £1,000 | | |
| Buckingham West End Bowls Club | £300 | Buckingham Winslow & District Citizens Advice | £5,000 |
| Chandos Park Bowls Club | £300 | | |
| Friends of The Old Gaol Museum | £500 | Buckingham Community Centre | £5,000 |
| Open House | £200 | | |
| Project Street Life | £500 | Buckingham Old Gaol | £3,000 |
| Revitalise | £354 | | |
| Slade Recreation Club Ltd | £500 | Buckingham Tourist Information Centre | £25,000 |
| Swan Credit Union | £2,000 | | |
| The Swan Community Hub | £1,000 | | |
| TOTAL: | £9,702 | TOTAL: | £44,250 |



Council Assets and Areas of Responsibility

Bourton Park & Chandos Park
(Not Including Chris Nichols Walk)

Chandos Park Public Toilets

Public Play Areas
(Excluding Bridge Street, Moreton Road, Overn
Crescent & Wittmills Oak)

Town Cemetery

Railways and Circular Walks

Council Chamber

Lace Hill Sports & Community Centre

Grounds Maintenance
Areas of Responsibility

Planters and Hanging Baskets

Provision of Litter & Dog Bins
(Not emptying)

Bus Shelter on Stratford Road

Provision of Salt bins
(Not refilling)

Christmas Lights and Cattle Pens Pea Lights





Councillors Allowances 2016-17

Each elected councillor is able to claim £487.20

Basic parish allowance per annum

(Local Authorities (Members' Allowances)

(England) Regulations 2003

Buckingham North

| Councillor | Allowance Before Tax |
|----------------------|----------------------|
| Cllr. M Cole JP | £487.20 |
| Cllr. P Collins | £487.20 |
| Cllr. D Isham | £487.20 |
| Cllr. H Mordue | £487.20 |
| Cllr. R Newell | £487.20 |
| Cllr. C Strain-Clark | £487.20 |
| Cllr. M Try | £487.20 |

Buckingham South

| Councillor | Allowance Before Tax |
|--------------------|----------------------|
| Cllr. J Bates | £0 Co-opted member |
| Cllr. T Bloomfield | £487.20 |
| Cllr. J Harvey | £487.20 |
| Cllr. P Hirons | £487.20 |
| Cllr. L O'Donoghue | £487.20 |
| Cllr. A Mahi | £487.20 |
| Cllr. M Smith | £487.20 |
| Cllr. R Stuchbury | £487.20 |

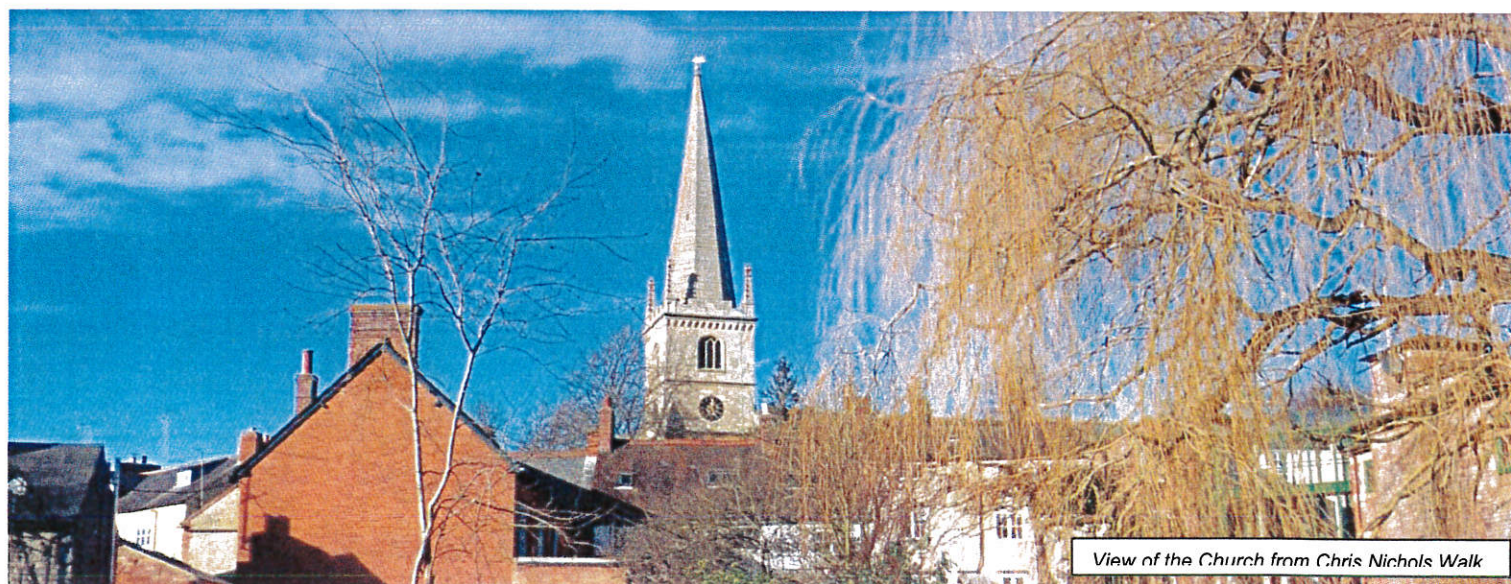
Fishers Field

| Councillor | Allowance Before Tax |
|----------------------|----------------------|
| Cllr. Mrs G. Collins | £487.20 |

Highlands & Watchcroft

| Councillor | Allowance Before Tax |
|----------------------|----------------------|
| Cllr. Mrs M. Gateley | £ 0 Co-opted member |

Note: Co-opted Members are not eligible for Councillor allowances

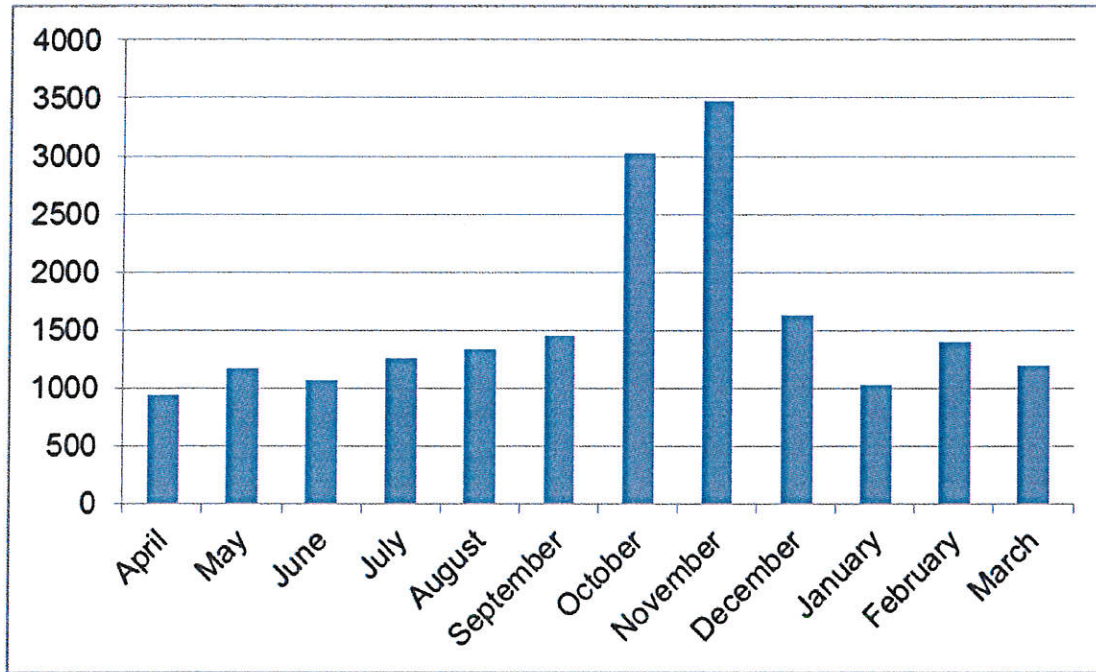


View of the Church from Chris Nichols Walk



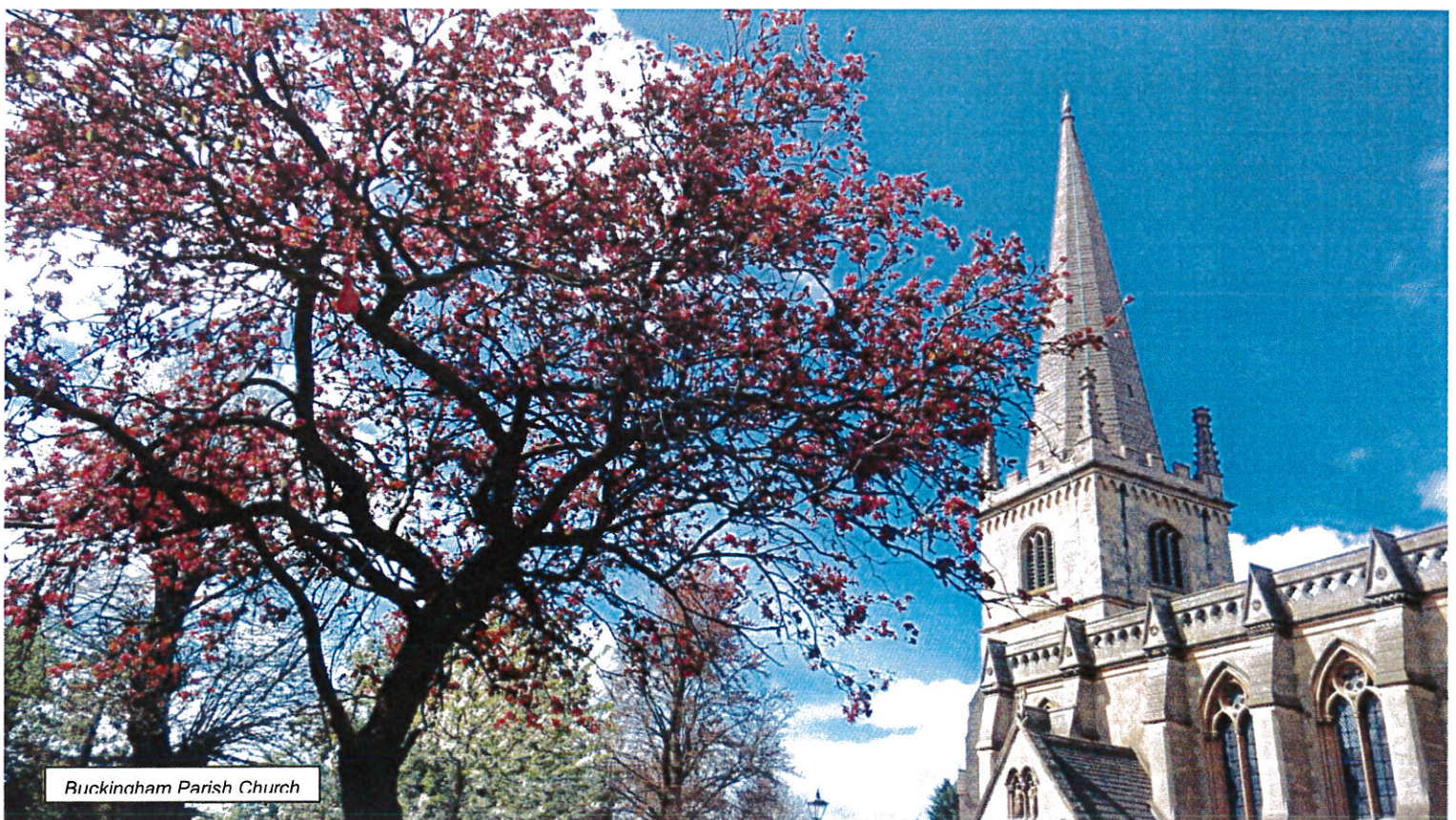
Statistics for Website & Social Media

Number of site users per Month on the Buckingham Town Council Website
www.buckingham-tc.gov.uk



The Social Media Sites Facebook and Twitter have been regularly used to promote the Town Council over the last year.

There are currently 853 likes on the Facebook page and 726 followers on Twitter.



Buckingham Parish Church



2017/18 Events Diary

| Event | Date | Location |
|---|---|--|
| Spring Fair | Sunday 30 th April | The Cattle Pens |
| May Day Celebration | Tuesday 2 nd May | St Peter & St Pauls Church Green |
| Music in the Market | Sunday 28 th May | Town Centre |
| Buckingham Fringe Week | 15 th – 23 rd July | Various Town Centre Locations |
| Dog Show | Sunday 16 th July | Bourton Park |
| Play around the Parishes | Thursday 10 th August | Chandos Park |
| Play around the Parishes | Monday 14 th August | Chandos Park |
| Band Jam | Sunday 27 th August | Town Centre |
| Fairtrade Town 10 th Anniversary | 16 th & 17 th September | Town Centre |
| River Rinse | Sunday 10 th September | Bridge Street Skatepark |
| River Rinse | Sunday 1 st October | Hunter Street, University Car Park |
| Local Democracy Event | Friday 13 th October | Buckingham/RLS Schools |
| Charter Fair | Saturday 14 th October | Town Centre |
| Charter Fair | Saturday 21 st October | Town Centre |
| Bonfire & Fireworks | Saturday 4 th October | Bourton Park |
| Remembrance Parade | Sunday 12 th November | Town Centre & St Peter & St Pauls Church |
| Christmas Light Switch On | Sunday 26 th November | Town Centre |
| Christmas Parade | Saturday 9 th December | Town Centre |
| Community Fair | Saturday 9 th December | Buckingham Community Centre |



Stowe Sub Aqua Group and members of Bucks Fire & rescue help clear the river

