



BUCKINGHAM TOWN COUNCIL

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

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Town Clerk: Mr. P. Hodson

02 January 2019

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 7th January 2019** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. P. Hodson
Town Clerk

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

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

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

3. Minutes of last meeting

To approve the minutes of the Resources Committee meeting held on Monday 5th November 2018 ratified at the Full Council meeting held on the 19th November 2018.

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 29th November 2018.

5. Bridges at Bourton Park

To receive a verbal report on the insurance claims and additional expenditure

6. Action Report

Appendix A

7. Accounts and Budgets

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

Appendix B

8. Precept 2019/20

8.1 Grant applications 2018

To agree recommendations to the Precept meeting on community grants for 2019/20

R/75/18

Buckingham



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD



Twinned with Mouvaux, France

Members are reminded to declare any prejudicial interest as soon as it becomes apparent.
All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

8.2 Recommended Precept

To discuss and agree Committee recommendations for the forthcoming Precept budget, including staffing costs **R/76/18**

9. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid
Report to be tabled

Appendix C

10. Internal Audit report 2018/19

10.1 To receive the Town Councils' Internal Audit report 2018/19

Appendix D

11. Chairman's Announcements

12. Date of next meeting

To:

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

Town Mayor

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

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
Resources	140/16 366/18	Town Action Commission	Report for AVDC requesting additional Parent Child parking bays at the rear of Cornwall Meadows Car Park . Members AGREED for Cllr. Stuchbury to pursue District Council for a timescale	Town Clerk	Ongoing	ongoing
Resources	723/16 723/18	Shopmobility	Shopmobility to conduct a service review with the view to looking at current and future needs. Members AGREED for the office to conduct a review of the Shopmobility service. Access for All to be consulted on the questionnaire.	Town Clerk		11th March 2019
Resources	138/18	Contactless Charity Collection	Cllr. Smith said he would personally fund the purchase of two new collection tins and suggested that the item to be reviewed by the Resources Committee in six months time. April 2019	Town Clerk		29th April 2019
Resources	368/18	New Cemetery	Members AGREED to model the new Cemetery budgets before handing over governance to the Environment Committee. January 2019	Town Clerk	To be built into Precept for review on the 7th Jan 2019	7th January 2019
Resources	480/18	Community Hospital	Town Council applies for the Community Hospital to become an asset of community value.	Town Clerk		11th March 2019
Resources	481/18	Staffing Costs	Members AGREED that an overall figure for all staff costs should be made available for the Resources Committee to review January 2019	Town Clerk	On the agenda within Appendix B	7th January 2019

02/01/2019

Buckingham Town Council

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Summary Income & Expenditure by Budget Heading 02/01/2019

Month No : 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>RESOURCES</u>							
Expenditure	20,092	203,211	291,186	87,975	4,689	83,286	71.4 %
Income	303	813,641	814,686	-1,045			99.9 %
Net Expenditure over Income	19,790	-610,430	-523,500	86,930			
<u>ENVIRONMENT</u>							
Expenditure	34,346	261,255	484,567	223,311	11,016	212,296	56.2 %
Income	3,555	79,097	97,029	-17,932			81.5 %
Net Expenditure over Income	30,791	182,159	387,538	205,379			
<u>TOWN CENTRE & EVENTS</u>							
Expenditure	13,654	99,035	145,355	46,320	5,965	40,355	72.2 %
Income	9,018	43,109	47,000	-3,891			91.7 %
Net Expenditure over Income	4,636	55,926	98,355	42,429			
<u>PARTNERSHIPS</u>							
Expenditure	0	0	0	0	0	0	72.2 %
Income	0	0	0	0			91.7 %
Net Expenditure over Income	0	0	0	0			
<u>PLANNING</u>							
Expenditure	3,963	10,703	39,700	28,997	0	28,997	27.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	3,963	10,703	39,700	28,997			
<u>EARMARKED RESERVES</u>							
Expenditure	708	7,564	72,089	64,525	620	63,905	11.4 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	708	7,564	72,089	64,525			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	72,763	581,769	1,032,897	451,128	22,290	428,838	58.5 %
Income	12,876	935,847	958,715	-22,868			97.6 %
Net Expenditure over Income	59,887	-354,078	74,182	428,260			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
RESOURCES							
<u>101</u>	<u>PERSONNEL COSTS</u>						
4000	WAGES & SALARIES ADMIN	81,209	121,500	40,291	40,291	66.8 %	
4005	ERS NATIONAL INS	6,621	11,200	4,579	4,579	59.1 %	
4006	ERS PENSION CONT	15,866	28,800	12,934	12,934	55.1 %	
4007	STAFF TRAVEL	0	550	550	550	0.0 %	
4008	OCCUPATIONAL HEALTH	895	1,200	305	305	74.6 %	
	PERSONNEL COSTS :- Expenditure	104,590	163,250	58,660	0	58,660 64.1 %	
	Net Expenditure over Income	104,590	163,250	58,660			
<u>102</u>	<u>OFFICE EXPENSES</u>						
4010	STATIONERY	1,486	1,800	314	314	82.6 %	
4011	POSTAGE	203	600	397	397	33.8 %	
4012	PHOTOCOPIER	1,086	1,700	614	614	63.9 %	
4013	EQUIPMENT PURCHASE	832	800	-32	-32	104.0 %	
4015	ADVERTISMENT	569	300	-269	-269	189.7 %	
4017	SUBSCRIPTIONS	3,020	2,800	-220	-220	107.8 %	
4018	TELEPHONE	2,784	3,700	916	916	75.2 %	
4019	HIRE OF HALL	156	250	94	94	62.4 %	
4021	HOSPITALITY	71	300	229	229	23.6 %	
4023	TRAINING	1,018	15,000	13,982	196	13,786	8.1 %
4031	PROTECTIVE CLOTHING	0	0	0	80	-80	0.0 %
4032	PUBLICITY	4,276	7,300	3,024	3,024	58.6 %	
4038	COMPUTER EQUIP/MAINT	5,896	7,300	1,404	13	1,391	80.9 %
4041	WEB SITE PROVISION &	929	1,000	71	71	92.9 %	
4043	PROTECTIVE CLOTHING /	821	900	80	80	91.2 %	
4052	HEAT LIGHT POWER	2,099	2,600	501	501	80.7 %	
4055	ALARM	540	350	-190	-190	154.3 %	
4156	BUCKINGHAM CENTRE RENT	4,900	11,000	6,100	6,100	44.5 %	
	OFFICE EXPENSES :- Expenditure	30,685	57,700	27,015	289	26,726 53.7 %	
1010	CHAMBER HIRE	536	1,100	-564		48.7 %	
1012	PHOTOCOPIER USE	30	10	20		304.5 %	
	OFFICE EXPENSES :- Income	566	1,110	-544		51.0 %	
	Net Expenditure over Income	30,118	56,590	26,472			
<u>103</u>	<u>COUNCILLORS</u>						
4020	MAYOR'S DUTIES	0	1,800	1,800	1,800	0.0 %	

Month No : 8

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4029	MAYOR'S CIVIC	1,083	1,200	117		117	90.3 %
4044	COUNCILLORS MILEAGE / EXPS	201	500	299		299	40.2 %
4045	COUNCILLORS ALLOWANCE	0	8,282	8,282		8,282	0.0 %
	COUNCILLORS :- Expenditure	<u>1,284</u>	<u>11,782</u>	<u>10,498</u>	<u>0</u>	<u>10,498</u>	<u>10.9 %</u>
	Net Expenditure over Income	<u>1,284</u>	<u>11,782</u>	<u>10,498</u>			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>						
4014	AUDIT FEE	40	3,500	3,460		3,460	1.1 %
4022	INSURANCE	14,873	14,500	-373		-373	102.6 %
	LEGAL REQUIREMENTS :- Expenditure	<u>14,913</u>	<u>18,000</u>	<u>3,087</u>	<u>0</u>	<u>3,087</u>	<u>82.9 %</u>
	Net Expenditure over Income	<u>14,913</u>	<u>18,000</u>	<u>3,087</u>			
<u>120</u>	<u>GRANTS (PREV 137)</u>						
4077	OLD GAOL FUNDING	3,000	3,000	0		0	100.0 %
4081	CAB GRANT	5,000	5,000	0		0	100.0 %
4086	YOUTH CENTRE GRANT	5,000	5,000	0		0	100.0 %
	GRANTS (PREV 137) :- Expenditure	<u>13,000</u>	<u>13,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
	Net Expenditure over Income	<u>13,000</u>	<u>13,000</u>	<u>0</u>			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>						
4501	CIVIC AWARD	585	360	-225		-225	162.5 %
4504	REMEMBERANCE WREATH	0	25	25		25	0.0 %
4505	MAYORS SALVER	0	180	180		180	0.0 %
	COMMEMORATIVE ITEMS :- Expenditure	<u>585</u>	<u>565</u>	<u>-20</u>	<u>0</u>	<u>-20</u>	<u>103.5 %</u>
	Net Expenditure over Income	<u>585</u>	<u>565</u>	<u>-20</u>			
<u>130</u>	<u>ADMIN RESERVES</u>						
1176	PRECEPT	813,075	813,076	-1			100.0 %
1190	INTEREST RECEIVED	0	500	-500			0.0 %
	ADMIN RESERVES :- Income	<u>813,075</u>	<u>813,576</u>	<u>-501</u>			<u>99.9 %</u>
	Net Expenditure over Income	<u>-813,075</u>	<u>-813,576</u>	<u>-501</u>			
<u>131</u>	<u>GRANTS</u>						
4084	COMMUNITY CENTRE CAPITAL	1,860	5,000	3,140		3,140	37.2 %
4087	OTHER	10,300	10,300	0		0	100.0 %
	GRANTS :- Expenditure	<u>12,160</u>	<u>15,300</u>	<u>3,140</u>	<u>0</u>	<u>3,140</u>	<u>79.5 %</u>
	Net Expenditure over Income	<u>12,160</u>	<u>15,300</u>	<u>3,140</u>			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>132</u> CONTINGENCIES						
4500 CONTINGENCIES	25,993	10,589	-15,405	4,400	-19,805	287.0 %
CONTINGENCIES :- Expenditure	<u>25,993</u>	<u>10,589</u>	<u>-15,405</u>	<u>4,400</u>	<u>-19,805</u>	<u>287.0 %</u>
Net Expenditure over Income	<u>25,993</u>	<u>10,589</u>	<u>-15,405</u>			
<u>304</u> BUCKINGHAM TOWN YOUTH COUNCIL						
4237 YOUTH COUNCIL BUDGET	0	900	900		900	0.0 %
4238 YOUTH COUNCIL ADMIN	0	100	100		100	0.0 %
BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			
RESOURCES :- Expenditure	<u>203,211</u>	<u>291,186</u>	<u>87,975</u>	<u>4,689</u>	<u>83,286</u>	<u>71.4 %</u>
Income	<u>813,641</u>	<u>814,686</u>	<u>-1,045</u>			<u>99.9 %</u>
Net Expenditure over Income	<u>-610,430</u>	<u>-523,500</u>	<u>86,930</u>			
ENVIRONMENT						
<u>201</u> ENVIRONMENT						
3995 NI ENVIRONMENT	7,129	10,600	3,471		3,471	67.3 %
3996 PENSION ERS ENVIRONMENT	20,723	35,400	14,677		14,677	58.5 %
4004 WAGES & SALARIES	89,776	149,600	59,824		59,824	60.0 %
4068 COMMUNITY SERVICE	1,560	6,820	5,260	4,680	580	91.5 %
4101 SEATS AND BINS	0	1,000	1,000		1,000	0.0 %
4112 ENVIRONMENT EQUIPMENT	5,409	7,000	1,591	211	1,380	80.3 %
4118 GREEN WASTE DISPOSAL	0	500	500		500	0.0 %
4252 SOLAR PANEL LOAN REPAYMENT	0	9,500	9,500		9,500	0.0 %
ENVIRONMENT :- Expenditure	<u>124,598</u>	<u>220,420</u>	<u>95,822</u>	<u>4,891</u>	<u>90,931</u>	<u>58.7 %</u>
1081 SOLAR PANEL FIT RATE	0	2,500	-2,500			0.0 %
1082 SOLAR PANEL EXPORT RATE	0	1,500	-1,500			0.0 %
ENVIRONMENT :- Income	<u>0</u>	<u>4,000</u>	<u>-4,000</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>124,598</u>	<u>216,420</u>	<u>91,822</u>			
<u>202</u> ROUNDABOUTS						
4108 ROUNDABOUT	5,475	8,900	3,425		3,425	61.5 %
ROUNDABOUTS :- Expenditure	<u>5,475</u>	<u>8,900</u>	<u>3,425</u>	<u>0</u>	<u>3,425</u>	<u>61.5 %</u>
1051 ROUNDABOUT NO 1 OPEN	2,127	2,075	52			102.5 %
1052 ROUNDABOUT NO 2 ELLA	1,134	1,580	-446			71.8 %

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	ROUNABOUT NO 3	1,861	1,816	45			102.5 %
1054	ROUNABOUT NO 4 R & B	2,372	2,258	114			105.1 %
1056	ROUNABOUT NO 6 EUROLANE	1,684	2,478	-794			68.0 %
1057	ROUNABOUT NO 7 RING ROAD	1,288	1,264	24			101.9 %
	ROUNABOUTS :- Income	10,466	11,471	-1,005			91.2 %
	Net Expenditure over Income	-4,991	-2,571	2,420			
<u>203</u>	<u>MAINTENANCE</u>						
4063	VEHICLE HIRE AND RUNNING	16,699	20,000	3,301		3,301	83.5 %
4082	ALLOTMENTS	1,500	1,500	0		0	100.0 %
4102	DOG BINS	3,412	5,000	1,588		1,588	68.2 %
	MAINTENANCE :- Expenditure	21,611	26,500	4,889	0	4,889	81.5 %
	Net Expenditure over Income	21,611	26,500	4,889			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>						
4124	DEVOLVED SERVICES	8,139	22,000	13,861		13,861	37.0 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	8,139	22,000	13,861	0	13,861	37.0 %
1017	DEVOLVED SERVICES INCOME	20,353	20,353	0			100.0 %
	DEVOLVED SERVICES EXPENSES :- Income	20,353	20,353	0			100.0 %
	Net Expenditure over Income	-12,213	1,647	13,860			
<u>248</u>	<u>DEPOT</u>						
4055	ALARM	0	400	400		400	0.0 %
4225	RATES	3,984	4,500	516		516	88.5 %
4601	REPAIRS& MAINTENANCE FUND	210	500	290		290	42.0 %
4602	ELECTRICITY	805	2,500	1,695		1,695	32.2 %
4603	WATER	120	1,500	1,380		1,380	8.0 %
	DEPOT :- Expenditure	5,120	9,400	4,280	0	4,280	54.5 %
	Net Expenditure over Income	5,120	9,400	4,280			
<u>249</u>	<u>PUBLIC TOILETS</u>						
4225	RATES	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	1,000	1,000		1,000	0.0 %
4603	WATER	0	2,500	2,500		2,500	0.0 %
4608	SHOP MOBILITY	98	1,000	902		902	9.8 %
4612	CONTRACTOR CHARGE	4,449	10,000	5,551		5,551	44.5 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4709 MAINTENANCE	447	500	53		53	89.4 %
PUBLIC TOILETS :- Expenditure	<u>4,994</u>	<u>23,000</u>	<u>18,006</u>	<u>0</u>	<u>18,006</u>	<u>21.7 %</u>
Net Expenditure over Income	<u>4,994</u>	<u>23,000</u>	<u>18,006</u>			
<u>250 LACE HILL</u>						
4050 LACE HILL PLAYING FIELDS	2,468	11,000	8,532		8,532	22.4 %
4158 LACE HILL GAS	4,323	2,800	-1,523		-1,523	154.4 %
4159 LACE HILL ELECTRICITY	339	2,500	2,161		2,161	13.6 %
4160 LACE HILL WATER	301	2,500	2,199		2,199	12.0 %
4161 LACE HILL REPAIRS & MAINT	2,906	10,000	7,094	3,745	3,350	66.5 %
4162 LACE HILL CONTRACTOR	2,757	10,000	7,243		7,243	27.6 %
4163 LACE HILL ALARM	0	500	500		500	0.0 %
4164 LACE HILL EQUIPMENT	487	7,000	6,513	30	6,483	7.4 %
4225 RATES	9,360	9,692	332		332	96.6 %
4605 HORTICULTURAL CONTRACT	4,472	4,709	237		237	95.0 %
LACE HILL :- Expenditure	<u>27,412</u>	<u>60,701</u>	<u>33,289</u>	<u>3,775</u>	<u>29,514</u>	<u>51.4 %</u>
1026 LACE HILL COMMUNITY CENTRE	30,742	37,000	-6,258			83.1 %
LACE HILL :- Income	<u>30,742</u>	<u>37,000</u>	<u>-6,258</u>			<u>83.1 %</u>
Net Expenditure over Income	<u>-3,330</u>	<u>23,701</u>	<u>27,031</u>			
<u>251 CHANDOS PARK</u>						
4106 PLAY AREA MAINTENANCE	289	500	211		211	57.8 %
4601 REPAIRS& MAINTENANCE FUND	2,187	2,975	788	800	-12	100.4 %
4602 ELECTRICITY	146	500	354		354	29.2 %
4603 WATER	745	1,500	755		755	49.7 %
4605 HORTICULTURAL CONTRACT	5,272	6,830	1,558		1,558	77.2 %
CHANDOS PARK :- Expenditure	<u>8,639</u>	<u>12,305</u>	<u>3,666</u>	<u>800</u>	<u>2,866</u>	<u>76.7 %</u>
1030 BOWLS INCOME	550	550	0			100.0 %
1035 TENNIS COURT RENT	0	625	-625			0.0 %
CHANDOS PARK :- Income	<u>550</u>	<u>1,175</u>	<u>-625</u>			<u>46.8 %</u>
Net Expenditure over Income	<u>8,089</u>	<u>11,130</u>	<u>3,041</u>			
<u>252 BOURTON PARK</u>						
4106 PLAY AREA MAINTENANCE	127	1,000	873		873	12.7 %
4122 TREE WORKS	7,000	7,000	0		0	100.0 %
4601 REPAIRS& MAINTENANCE FUND	2,981	4,000	1,019		1,019	74.5 %
4605 HORTICULTURAL CONTRACT	16,597	20,471	3,874		3,874	81.1 %
BOURTON PARK :- Expenditure	<u>26,705</u>	<u>32,471</u>	<u>5,766</u>	<u>0</u>	<u>5,766</u>	<u>82.2 %</u>
Net Expenditure over Income	<u>26,705</u>	<u>32,471</u>	<u>5,766</u>			

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<u>253</u> <u>CEMETERY</u>						
4225 RATES	310	1,300	990		990	23.8 %
4601 REPAIRS& MAINTENANCE FUND	768	3,000	2,232	690	1,542	48.6 %
4602 ELECTRICITY	346	400	54		54	86.6 %
4605 HORTICULTURAL CONTRACT	4,415	6,806	2,391		2,391	64.9 %
4617 MEMORIAL TESTING	0	1,000	1,000		1,000	0.0 %
4620 EXPENSES RE BURIAL DUTIES	1,490	6,500	5,010		5,010	22.9 %
4621 NEW CEMETERY PLANNING	0	20,000	20,000		20,000	0.0 %
CEMETERY :- Expenditure	7,330	39,006	31,676	690	30,986	20.6 %
1041 BURIAL FEES	11,100	12,500	-1,400			88.8 %
CEMETERY :- Income	11,100	12,500	-1,400			88.8 %
Net Expenditure over Income	-3,770	26,506	30,276			
<u>254</u> <u>CHANDOS PARK TOILETS</u>						
4612 CONTRACTOR CHARGE	8,250	9,000	750		750	91.7 %
4709 MAINTENANCE	850	1,000	150		150	85.0 %
CHANDOS PARK TOILETS :- Expenditure	9,100	10,000	900	0	900	91.0 %
Net Expenditure over Income	9,100	10,000	900			
<u>255</u> <u>RAILWAY WALK & CASTLE HILL</u>						
4120 FRIENDS OF GROUPS	402	1,000	598		598	40.2 %
4122 TREE WORKS	0	1,500	1,500	740	760	49.3 %
4605 HORTICULTURAL CONTRACT	1,945	2,010	65		65	96.8 %
4709 MAINTENANCE	0	500	500		500	0.0 %
RAILWAY WALK & CASTLE HILL :- Expenditure	2,347	5,010	2,663	740	1,923	61.6 %
Net Expenditure over Income	2,347	5,010	2,663			
<u>256</u> <u>STORAGE PREMISES</u>						
4066 GRENVILLE GARAGE RENT	399	650	251		251	61.4 %
STORAGE PREMISES :- Expenditure	399	650	251	0	251	61.4 %
Net Expenditure over Income	399	650	251			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>						
4106 PLAY AREA MAINTENANCE	72	500	428		428	14.4 %
4122 TREE WORKS	0	500	500	120	380	24.0 %
4605 HORTICULTURAL CONTRACT	614	786	172		172	78.1 %
KEN TAGG PLAYGROUND :- Expenditure	686	1,786	1,100	120	980	45.1 %
Net Expenditure over Income	686	1,786	1,100			

Month No : 8

Committee Report

	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	2,351	4,702	2,351		2,351	50.0 %
4609 CEMETERY LODGE MAINT	1,750	2,000	250		250	87.5 %
CEMETERY LODGE :- Expenditure	<u>4,101</u>	<u>6,702</u>	<u>2,601</u>	<u>0</u>	<u>2,601</u>	<u>61.2 %</u>
1061 CEMETERY LODGE RENTAL	5,886	10,530	-4,644			55.9 %
CEMETERY LODGE :- Income	<u>5,886</u>	<u>10,530</u>	<u>-4,644</u>			<u>55.9 %</u>
Net Expenditure over Income	<u>-1,785</u>	<u>-3,828</u>	<u>-2,043</u>			
<u>259</u> <u>OTTERS BROOK</u>						
4106 PLAY AREA MAINTENANCE	72	500	428		428	14.4 %
4122 TREE WORKS	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	2,142	2,666	524		524	80.3 %
OTTERS BROOK :- Expenditure	<u>2,214</u>	<u>3,316</u>	<u>1,102</u>	<u>0</u>	<u>1,102</u>	<u>66.8 %</u>
Net Expenditure over Income	<u>2,214</u>	<u>3,316</u>	<u>1,102</u>			
<u>260</u> <u>CCTV</u>						
4100 CCTV ONGOING COSTS	2,385	2,400	15		15	99.4 %
CCTV :- Expenditure	<u>2,385</u>	<u>2,400</u>	<u>15</u>	<u>0</u>	<u>15</u>	<u>99.4 %</u>
Net Expenditure over Income	<u>2,385</u>	<u>2,400</u>	<u>15</u>			
ENVIRONMENT :- Expenditure	<u>261,255</u>	<u>484,567</u>	<u>223,311</u>	<u>11,016</u>	<u>212,296</u>	<u>56.2 %</u>
Income	<u>79,097</u>	<u>97,029</u>	<u>-17,932</u>			<u>81.5 %</u>
Net Expenditure over Income	<u>182,159</u>	<u>387,538</u>	<u>205,379</u>			

TOWN CENTRE & EVENTS

<u>301</u> <u>TOWN CENTRE & EVENTS</u>						
3997 NI TC & E	1,963	3,900	1,937		1,937	50.3 %
3998 PENSION ERS TC & E	4,342	13,200	8,858		8,858	32.9 %
3999 WAGES & SALARIES TC & E	33,905	55,600	21,695		21,695	61.0 %
4079 FAIR TRADE PROMOTION	30	400	371		371	7.4 %
4094 YOUTH PROJECT	2,414	3,000	586		586	80.5 %
4104 TOWN IN BLOOM	6,578	6,300	-278		-278	104.4 %
4107 PRIDE OF PLACE	193	250	57		57	77.1 %
4115 RIVER RINSE	186	400	214	190	24	94.0 %
4119 ICE RINK	7,650	8,600	950		950	89.0 %
4125 ENTERPRISE FAIR	31	500	469		469	6.2 %

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4126 GOOD ENDINGS FAIR	1,105	1,000	-105		-105	110.5 %
4166 LACE HILL EVENTS	437	1,000	563		563	43.7 %
4201 CHRISTMAS LIGHTS	3,033	9,000	5,967		5,967	33.7 %
4202 FIREWORK DISPLAY	4,054	4,500	446		446	90.1 %
4203 COMMUNITY FAIR	250	785	535		535	31.8 %
4205 CHRISTMAS PARADE	31	3,000	2,969	850	2,119	29.4 %
4208 SPRING FAIR	90	500	410		410	18.0 %
4210 PANCAKE RACE	0	75	75		75	0.0 %
4211 BAND JAM	3,631	3,500	-131		-131	103.7 %
4212 CHRISTMAS LIGHT SWITCH ON	921	1,300	379		379	70.8 %
4213 DOG AWARENESS	189	300	111		111	63.1 %
4216 MAY DAY EVENT	0	50	50		50	0.0 %
4220 MUSIC IN THE MARKET	3,430	3,500	70		70	98.0 %
4230 SCOUT PARADE	18	50	32		32	35.3 %
4241 COMEDY NIGHT EXPENDITURE	0	3,000	3,000		3,000	0.0 %
4243 CHARTER FAIR EXPENDITURE	609	4,445	3,836	4,795	-959	121.6 %
TOWN CENTRE & EVENTS :- Expenditure	75,087	128,155	53,069	5,835	47,233	63.1 %
1013 HANGING BASKETS	333	400	-67			83.3 %
1028 LACE HILL EVENTS INCOME	220	1,000	-780			22.0 %
1029 GOOD ENDINGS FAIR INCOME	1,230	1,000	230			123.0 %
1031 ENTERPRISE FAIR INCOME	0	500	-500			0.0 %
1033 ICE RINK INCOME	3,856	8,600	-4,744			44.8 %
1062 COMMUNITY FAIR - TABLE	180	300	-120			60.0 %
1066 COMEDY NIGHT INCOME	0	3,000	-3,000			0.0 %
1069 CHARTER FAIR INCOME	6,630	6,400	230			103.6 %
TOWN CENTRE & EVENTS :- Income	12,449	21,200	-8,751			58.7 %
Net Expenditure over Income	62,637	106,955	44,318			
302 STREET MARKET						
4017 SUBSCRIPTIONS	318	330	12		12	96.4 %
4225 RATES	1,755	4,000	2,245		2,245	43.9 %
4235 MARKET INFRASTRUCTURE &	644	1,950	1,306	130	1,176	39.7 %
STREET MARKET :- Expenditure	2,717	6,280	3,563	130	3,433	45.3 %
1005 STREET MARKET	8,249	14,000	-5,752			58.9 %
1006 FLEA MARKET	3,367	5,500	-2,133			61.2 %
STREET MARKET :- Income	11,616	19,500	-7,885			59.6 %
Net Expenditure over Income	-8,899	-13,220	-4,321			

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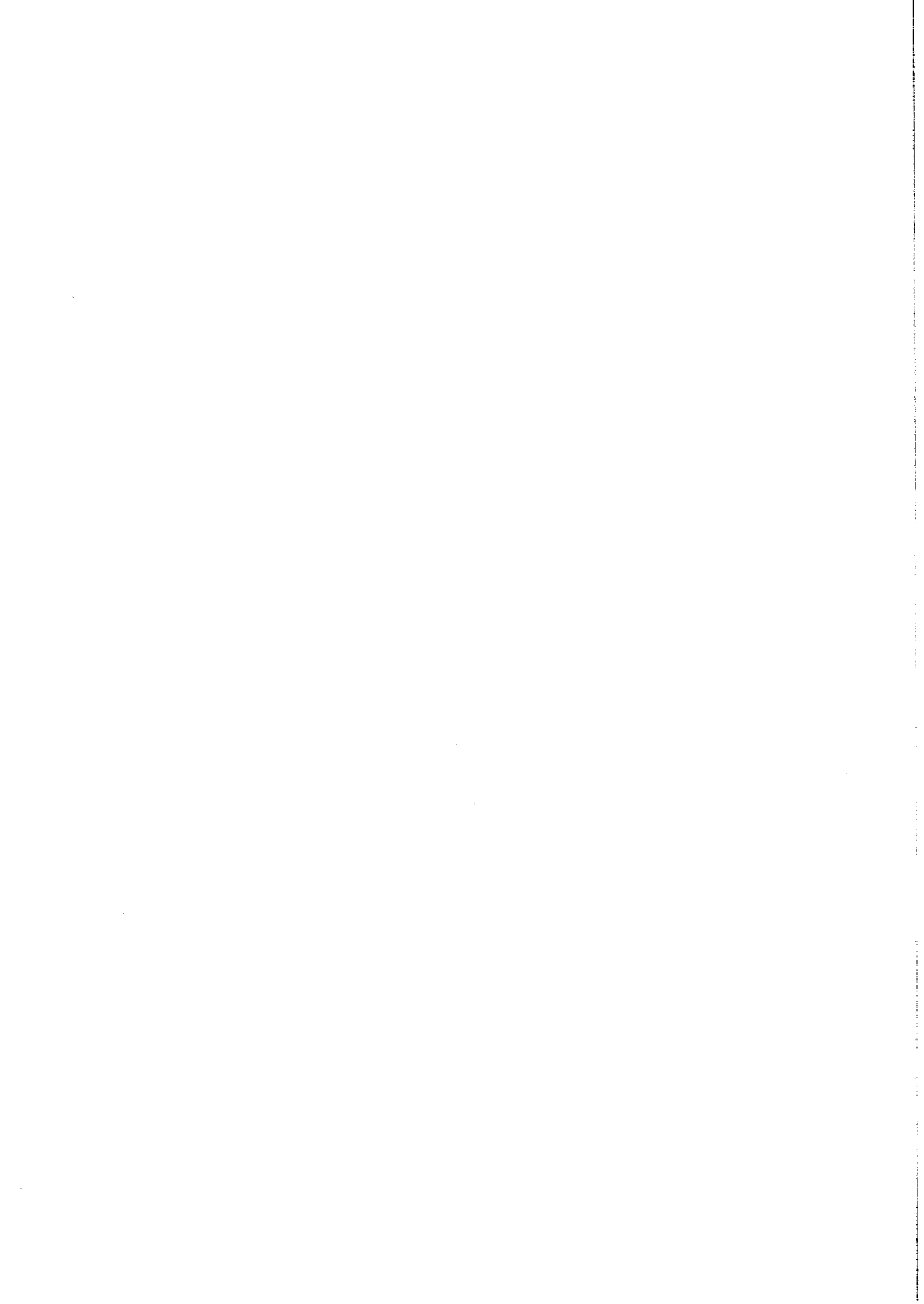
Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303 SPECIAL EVENTS						
4075 FESTIVAL OF HEALTH	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	3,031	6,000	2,969		2,969	50.5 %
4242 FOOD FAIR	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	241	420	179		179	57.3 %
SPECIAL EVENTS :- Expenditure	3,272	9,420	6,148	0	6,148	34.7 %
1020 FOOD FAIR INCOME	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	336	3,000	-2,664			11.2 %
SPECIAL EVENTS :- Income	336	5,900	-5,564			5.7 %
Net Expenditure over Income	2,936	3,520	584			
305 TOURIST INFORMATION CENTRE						
4253 TIC	17,960	1,500	-16,460		-16,460	1197.3
TOURIST INFORMATION CENTRE :- Expenditure	17,960	1,500	-16,460	0	-16,460	1197.3
1084 TIC INCOME	18,708	400	18,308			4677.0
TOURIST INFORMATION CENTRE :- Income	18,708	400	18,308			4677.0
Net Expenditure over Income	-748	1,100	1,848			
TOWN CENTRE & EVENTS :- Expenditure	99,035	145,355	46,320	5,965	40,355	72.2 %
Income	43,109	47,000	-3,891			91.7 %
Net Expenditure over Income	55,926	98,355	42,429			
PLANNING						
601 PLANNING						
3992 WAGES & SALARIES PLANNING	7,448	29,700	22,252		22,252	25.1 %
3993 NI PLANNING	254	1,900	1,646		1,646	13.4 %
3994 PENSION ERS PLANNING	0	7,100	7,100		7,100	0.0 %
4624 NEIGHBOURHOOD PLAN	3,000	1,000	-2,000		-2,000	300.0 %
PLANNING :- Expenditure	10,703	39,700	28,997	0	28,997	27.0 %
Net Expenditure over Income	10,703	39,700	28,997			
PLANNING :- Expenditure	10,703	39,700	28,997	0	28,997	27.0 %
Income	0	0	0			0.0 %
Net Expenditure over Income	10,703	39,700	28,997			
EARMARKED RESERVES						

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>901</u> <u>EARMARKED RESERVES</u>						
9006 SPEED WATCH	0	598	598		598	0.0 %
9012 CHRISTMAS LIGHTS	0	6,753	6,753		6,753	0.0 %
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0 %
9025 PLAY AREA REPLACEMENT	0	17,121	17,121		17,121	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0 %
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0 %
9033 DESTINATION BUCKINGHAM	8,556	22,617	14,061		14,061	37.8 %
9035 PARKS DEVELOPMENT	0	2,025	2,025	620	1,405	30.6 %
9036 ELECTION COSTS	0	3,188	3,188		3,188	0.0 %
9040 PARK RUN	0	89	89		89	0.0 %
9045 ACCESS FOR ALL	-300	220	520		520	-136.4 %
9046 PLANNING DISPLAY EQUIPMENT	0	5,242	5,242		5,242	0.0 %
9048 BAG FUND	-692	2,071	2,763		2,763	-33.4 %
EARMARKED RESERVES :- Expenditure	<u>7,564</u>	<u>72,089</u>	<u>64,525</u>	<u>620</u>	<u>63,905</u>	<u>11.4 %</u>
Net Expenditure over Income	<u>7,564</u>	<u>72,089</u>	<u>64,525</u>			
EARMARKED RESERVES :- Expenditure	7,564	72,089	64,525	620	63,905	11.4 %
Income	0	0	0			0.0 %
Net Expenditure over Income	<u>7,564</u>	<u>72,089</u>	<u>64,525</u>			



RESOURCES COMMITTEE MEETING

Annual Grants 2019/20

Councillor: Councillor Mike Smith

Officer: Paul Hodson Town Clerk

This report provides recommendations for the allocation of grants for 2019/20, based on Town Council's criteria for grant giving.

Annual grants totalling £10,300 were awarded in 2018/19. £10,500 has been included in the proposed precept for 2019/20 for annual grants, and the recommended amounts for the three year grants have also been included.

The Town Council's Grants Policy outlines the following criteria:

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
2. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
3. No commercial organisation will be considered for a grant.

Three Year Grant Proposals

The Council's grants policy stipulates that funding will be available for up to three years. Three organisations have three year grants which will end in March 2019. All three organisations have submitted applications for new three year grants, to begin in April 2019. All applications have been assessed and meet the Council's grants criteria. No other three year grant applications have been received.

THREE YEAR APPLICATIONS	Grant applied for	Recommendation for 2019/20	Recommendation for 2020/21	Recommendation for 2021/22
Bucks Youth Clubs Ltd	£5,200 P/A	£5,000	£5,000	£5,000
Buckingham Old Gaol	£3,999 P/A	£3,000	£3,000	£3,000
Citizens Advice Aylesbury Vale	£7,500 P/A	£5,000	£5,000	£5,000
TOTAL	£16,699	£13,000	£13,000	£13,000

Annual Grant Proposals

Eighteen requests for financial assistance have been received by Buckingham Town Council for annual grants. They have all been assessed by the grant criteria, and recommendations made.

Category A: The following applications fit all three of these criteria:

Organisation	Requested	Recommended	Description	Reason where a reduced amount is recommended
Buckingham Canal Society	£1,564	£1,150	Interpretation board for the canal.	Large amount requested
Buckingham Churches Children's Holiday Club	£750	£750	Running costs of free holiday childcare	
Buckingham Literary Festival	£800	£400	Bringing performers to the library and schools	The Festival made a surplus of £3K in 2018; recommend a reduced grant
Buckingham Summer Festival	£1,500	£750	Musician fee for evening events	The Festival made a surplus of £3K in 2018; recommend a reduced grant
Buckingham Tennis Club	£1,000	£1,000	Defibrillator in Chandos Park	
Buckingham Town Cricket Club	£1,000	£1,000	Electricity to storage facility and outdoor cricket nets	
Buckingham United Football Club	£950	£950	40ft Shipping Container for storage	
Friends of the Old Gaol	£1,000	£1,000	New shelving and redecoration of the shop	
Summer Festival Supporters	£250	£250	Bench outside Radcliffe Centre	
Buckingham West End Bowls Club	£1,000	£750	Purchase of scarifier attachment for lawnmower.	Current reserves slightly exceed one year's

Organisation	Requested	Recommended	Description	Reason where a reduced amount is recommended
				running costs; reduced amount recommended
Chandos Park Bowls Club	£500	£500	Green maintenance	
Slade Recreation Club	£2,500	£1,000	Refurbishment of kitchen units and appliances (total £5K)	Large amount requested; the remainder could be funded from club reserves
Swan Community Hub	£1,000	£1,000	Enable them to offer Universal Credit support	
TOTAL	£13,814	£10,100.00		

Category B: The following applications may not be sufficiently local, or benefit local residents explicitly enough to qualify:

Organisation	Requested	Recommended	Reason
Gawcott Cricket Club	£250	£0	The application is not from a Buckingham-based organisation, and the funds spent would be for equipment outside the boundary of the town.
Project Street Life	£1,000	£0	The grant would only benefit 8 young people and so would not represent value for money.
St James and St John PTA (Akeley)	£1,000	£0	The application is not from a Buckingham-based organisation, and does not say how Buckingham residents would benefit.
UK Astronomy (Milton Keynes based)	£1,000	£0	The application is not from a Buckingham-based organisation.
TOTAL	£3,250	£0	

Category C: The following application fits the criteria but could entirely fund the project themselves and still have enough residual funding remaining to continuing run for at least another year from their general reserves:

Organisation	Requested	Recommended	Reason
North Bucks Carers (adult)	£1,000	£0	Project could be funded from general reserves and leave over a year's running costs.
TOTAL	£1,000	£0	

Financial breakdown

Total cost of offering all Category A candidates full grants: £13,824

Total cost of offering all Category B candidates full grants: £3,250

Total cost of offering all Category C candidates full grants: £1,000

Total cost of offering all applicants full grants: **£18,064**

Recommendation

It is recommended that the following S137 annual grants are awarded in 2019/20:

Three Year Grants (first year)

Organisation	Recommended
Bucks Youth Clubs Ltd	£5,000
Buckingham Old Gaol	£3,000
Citizens Advice Aylesbury Vale	£5,000
TOTAL	£13,000

Annual Grants

Organisation	Recommended
Bucks Youth Clubs Ltd	
Buckingham Old Gaol	
Citizens Advice Aylesbury Vale	
Buckingham Canal Society	£1,150
Buckingham Churches Children's Holiday Club	£750
Buckingham Literary Festival	£400
Buckingham Summer Festival	£750
Buckingham Tennis Club	£1,000
Buckingham Town Crickey Club	£1,000
Buckingham United Football Club	£950
Friends of the Old Gaol	£1,000

Organisation	Recommended
Summer Festival Supporters	£250
Buckingham West End Bowls Club	£750
Chandos Park Bowls Club	£500
Slade Recreation Club	£1,000
Swan Community Hub	£1,000
TOTAL	£10,500

Cumulative Grant Requests

Organisation	13/14	14/15	15/16	16/17	17/18	18/19	19/20	Actual Year to Date	Total including 19/20 Grant requests
Aylesbury Vale Dial-a-Ride	£250.00	£500.00						£750.00	£750.00
Aylesbury Vale Fibromyalgia Support Group		£500.00		£598.00				£1,098.00	£1,098.00
Bourton Road Allotments							£2,000.00	£0.00	£2,000.00
Buckingham AED project				£500.00	£1,586.00	£900.00		£2,486.00	£2,486.00
Buckingham Camera Club						£400.00		£900.00	£900.00
Buckingham Canal Society		£250.00			£789.00		£1,564.00	£1,039.00	£2,603.00
Buckingham Festival of Music & Drama	£200.00							£200.00	£200.00
Buckingham Churches Holiday Club	£500.00	£500.00	£750.00		£750.00	£500.00	£750.00	£3,000.00	£3,750.00
Buckingham Lawn Tennis Club			£3,840.00	£1,500.00	£1,000.00	£1,000.00	£1,000.00	£7,340.00	£8,340.00
Buckingham Literary Festival					£800.00	£700.00	£800.00	£1,500.00	£2,300.00
Buckingham Old Gaol							£3,000.00	£0.00	£3,000.00
Buckingham Summer Festival	£750.00	£750.00	£1,000.00	£1,500.00	£1,500.00	£1,200.00	£1,500.00	£6,700.00	£8,200.00
Buckingham Town Cricket Club				£5,000.00	£2,000.00			£7,000.00	£8,000.00
Buckingham United Football Club							£950.00	£0.00	£950.00
Buckingham West End Bowls Club		£500.00		£300.00		£500.00	£1,000.00	£1,300.00	£2,300.00
Buckingham Youth Clubs LTD		£5,000.00	£5,000.00	£5,000.00			£5,000.00	£15,000.00	£20,000.00
Buckingham Summer Festival Supporters Project							£250.00	£0.00	£250.00
C A B	£5,000.00	£5,000.00	£5,000.00	£5,000.00			£7,500.00	£20,000.00	£27,500.00
Chandos Park Bowls Club			£500.00	£500.00	£500.00	£500.00	£500.00	£2,000.00	£2,500.00
Connection Floating Support					£860.00			£860.00	£860.00
Friend of the Old Gaol		£500.00	£300.00	£500.00	£500.00	£750.00	£1,000.00	£2,550.00	£3,550.00
Gawcott & Hillside Cricket Club							£150.00	£0.00	£150.00
Grenville Combined School (George Grenville Academy)					£1,000.00			£1,000.00	£1,000.00
Kit Kat Club		£100.00						£100.00	£100.00
Milton Keynes Credit Union Ltd	£500.00							£500.00	£500.00
North Bucks Care for Carers	£400.00	£300.00					£1,000.00	£700.00	£1,700.00
North Bucks Carers Support Group			£412.00		£1,000.00	£1,000.00		£2,412.00	£2,412.00
North Bucks . Carers - YC2	£300.00							£300.00	£300.00
Open House (Community Care North Bucks)				£200.00	£400.00	£300.00		£900.00	£900.00

Cumulative Grant Requests

Project Street Life	£500.00	£500.00	£500.00	£500.00	£500.00	£1,000.00	£500.00	£1,000.00	£3,500.00	£4,500.00
Relate	£100.00								£100.00	£100.00
Slade Recreation Club				£1,000.00				£2,500.00	£1,000.00	£3,500.00
St James & St John PTA (Akeley/Chakmore)								£1,000.00	£0.00	£1,000.00
Swan Community Hub	£500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£5,500.00	£6,500.00
Swan Credit Union				£2,000.00				£1,000.00	£2,000.00	£2,000.00
UK Astronomy								£1,000.00	£0.00	£1,000.00
U3a creative writing							£50.00		£50.00	£50.00
Victim Support, Aylesbury Vale		£250.00							£250.00	£250.00
Vitalise (revitalise)		£306.00			£354.00	£500.00			£1,160.00	£1,160.00
Well Street Church	£500.00								£500.00	£500.00
TOTALS	£9,500.00	£15,956.00	£18,302.00	£25,452.00	£15,185.00	£9,300.00	£35,464.00	£129,159.00		£164,623.00

Grants 2019-20 Councillor Comment Sheet

Applicant	Contact Name	Councillor Comments	Grant applied for	Amount received previously	Grant Awarded
Buckingham Canal Society	Colin Leveitt		£1,564	£500 (17/18)	
Buckingham Churches Children's Holiday Club	Revd. R M Bundock		£750	£500 (18/19)	
Buckingham Lawn Tennis Club	Christopher Northey		£1,000	£1,000 (18/19)	
Buckingham Literary Festival	Christopher Woodhead		£800	£700 (18/19)	
Buckingham Summer Festival	Mr. J. Walton		£1,500	£1,200 (18/19)	
Buckingham Town Cricket Club	Adrian Johnson		£1,000	£1000 (17/18)	
Buckingham United Football Club	Adam Bray		£950	£0	
Buckingham West End Bowls Club	Brenda Hopcraft		£1,000	£500 (18/19)	
Chandos Park Bowls Club	Mr. B. Reynolds		£500	£500 (18/19)	
Friends of the Old Gaol Museum	Jean Summers		£1,000	£750 (18/19)	
Gawcott and Hillesdon Cricket Club	John Richardson		£150	£0	
North Bucks Carers (Adult)	Mrs Ann McGahan		£1,000	£1,000 (18/19)	

Grants 2019-20 Councillor Comment Sheet

Applicant	Contact Name	Councillor Comments	Grant applied for	Amount received previously	Grant Awarded
Project Street Life	Jill Townsend		£1,000	£500 (18/19)	
Slade Recreation Club	James Melrose		£2,500	£500 (16/17)	
St James and St John PTA	Amanda Broadbend		£1,000	£0	
BSF Supporters Projects	Cherry Baker		£250	£0	
Swan Community Hub Ltd	Stephen Townsend		£1,000	£1,000 (18/19)	
UK Astronomy	Francesca Hockham		£1,000	£0	

THREE YEAR APPLICATIONS	Contact Name	Councillor Comments	Grant applied for	Amount Received Previously	Grant Awarded
Bucks Youth Clubs Ltd	John Barnett		£5,200 P/A	£5000 P/A (16/17)	
Buckingham Old Gaol	Mike Smith		£3,000 P/A	£3,000 P/A	
Citizens Advice Aylesbury Vale	Richard Wilson		£7,500 P/A	£5,000 P/A (16/17)	
ENVIRONMENT	Contact Name	Councillor Comments	Grant applied for	Amount Received Previously	Grant Awarded
Bourton Road Allotments Society	Barbara Sharpe		£2,000 P/A	£1,500 P/A	

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE MEETING

Councillor: Councillor Mike Smith

Officer: Paul Hodson Town Clerk

Recommendation

That the 2019/20 budget as set out be recommended to Full Council.

To recommend that the Council adopts the budgets attached and increases the precept by 12p per week on a band D property. The new cost per band D property would be £165.64 and would be a yearly increase of £6.15 or 3.85%.

To roll over any budgets on major items such as the new cemetery if these monies have not cleared before the year end.

That the total funding requirement for 2019/20 to be levied on the Aylesbury Vale District Council be set at £857,353.

Information

Due to an increase in the base number of houses in the town a 0% precept increase would provide £825,535, compared to £813,075 in 2018/19.

The proposed budgets for the Town Centre & Events and Environment Committees have been discussed by them twice. Minor changes have been made to reflect more accurate forecasting e.g. of salaries and office costs. All the proposed budgets are included, to enable the Resources Committee to make a recommendation to Full Council in light of the overall proposed precept.

The Resources budget described is similar to that discussed by the Resources Committee on 5 November 2018. Notes are provided where significant changes have been made. The budget now includes an additional four hours a week for the Finance Officer, computer hardware and software have been separated for clarity.

Full Council will meet on 14 January to decide on the precept for 2019/20.

TOTALS

Budget	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Recommendation 2019/20
TC & E	12,809	89,575	98,355	99,817
Environment	242,214	364,049	387,538	376,076
Planning		41,700	39,700	43,144
Resources	361,993	310,569	290,686	309,588
Repayments for new cemetery				28,728
Ear Marked Reserve	56,759	72,089	72,089	83,905
TOTAL	617,016	805,893	816,279	857,353

The Ear Marked reserve recommendations are not included in the budget totals because they don't form part of the precept but are included in the table above.

The estimated money in the Bank Accounts at 31st March is	£403,781
Officer Recommended Earmarked Reserves total	£ 83,905

Using Officer Recommended Earmarked Reserves would give a General Reserve of £319,876

The SLCC, BMKALC and the Council's internal and external auditors agree that approximately 3 to 6 months of the precept should be kept as a general reserve. Based on the budget proposed this would be £214,388 to £428,677. The proposed General Reserve fits well within the suggested range.

Summary of additional items.

It is recommended that the precept rise slightly ahead of inflation. This is accounted for by a number of items, including:

- Planned repayments for the purchase and development of the new allotments and cemetery
- A new £7,000 cost for a new footpath in the current cemetery, to allow more grave spaces to be made available. This is pending the outcome of current testing
- The provision of a new fence for the Bourton Park play area and a new gate for Lace Hill play area
- An increase in the Council's required pension contribution of 25.1%, up from 23.7%.

Staffing

Increase to the Finance Officer's hours

This year, the internal auditor has requested an additional day's work, to enable the audit to cover the new areas the Council is now covering, i.e. the Tourist Information Centre, Shopmobility and Lace Hill. It has also become apparent that these have put additional strain on the Finance function within the office. It is therefore proposed to increase the Finance Officer's hours from 20 to 24 from 1st April to ensure there is sufficient capacity to effectively carry out all the necessary work. It is also proposed to take on an external payroll service, to ensure that payroll is processed securely and consistently in light of the increased complexity of the process.

Staffing Costs

The Council has agreed for each Committee to report and budget for staffing under one heading. In this way, it is not possible to identify the salaries paid to any individuals. However, the Council's staffing structure, including the salary ranges of each post, are published. The Town Council pays staff using the National Joint Council for Local Government Services pay scale and agreed annual increases. The pay scale system is changing for 2019/20 to use a simplified version. The new scale points are show below. The agreed inflationary increase for all staff for 2019/20 is 2%.

Staff appraisals were carried out by line managers in line with staff contracts during October 2018. Where staff have performed satisfactorily, salaries will rise by one increment point, and by an additional increment point where exemplary performance has been delivered. Staff already at the top of their range are only eligible for the inflationary increase.

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Appendix 1 Pay Scales for 2019/20

The Council's staffing structure consists of the following roles:

Job Title	Budget	Range (new SCP)	Pay Range (Full time equivalent)	Contracted hours
Administrator	Resources	7-12	£19,544 - £21,589	26
Committee Clerk	Resources	7-12	£19,544 - £21,589	16
Deputy Town Clerk	Resources	33-36	£35,934 - £38,813	37
Estates Administrator	Environment	7-12	£19,544 - £21,589	9
Estates Manager	Environment	29-32	£32,039 - £34,788	37
Events Coordinator	Town Centre & Events	7-12	£19,544 - £21,589	37
Finance Officer	Resources	13 - 20	£22,021 - £25,295	24
Grounds Maintenance Person x a	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Person x b	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Person x c	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Person x d	Environment	7-12	£19,544 - £21,589	37
Grounds Maintenance Supervisor	Environment	15-20	£22,911-£25,295	37
LHSCC Caretaker	Environment	1-5	£17,364 - £18,795	12
LHSCC Co-Ordinator	Environment	7-12	£19,544 - £21,589	27
Market Manager	Town Centre & Events	7-12	£19,544 - £21,589	10
Planning Officer	Planning	7-12	£19,544 - £21,589	32
Shopmobility Officer	Town Centre & Events	18-23	£24,313 - £26,999	10
Tourist Information Centre Supervisor	Town Centre & Events	7-12	£19,544 - £21,589	32.5
Tourist Information Centre Assistant (P/T)	Town Centre & Events	5-6	£18,795 - £19,171	6.5
Tourist Information Centre Assistants (Zero Hrs)	Town Centre & Events	5-6	£18,795 - £19,171	0
Town Clerk	Resources	46 - 49	£49,101 - £52,869	37
Town Plan Officer	Planning	7-12	£19,544 - £21,589	20

Appendix 2 Budget Summary

	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
TC&E TOTAL EXPENDITURE	40,901	154,578	145,355	174,787
INCOME	28,092	65,003	47,000	74,970
TOTAL EXPENDITURE OVER INCOME	12,809	89,575	98,355	99,817

	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
ENVIRONMENT TOTAL EXPENDITURE	503,727	465,233	484,567	512,608
INCOME	261,513	101,185	97,029	107,804
TOTAL EXPENDITURE OVER INCOME	242,214	364,049	387,538	376,076

PLANNING TOTAL EXPENDITURE		41,700	39,700	43,144
INCOME				
TOTAL EXPENDITURE OVER INCOME		41,700	39,700	43,144

	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
RESOURCES TOTAL EXPENDITURE	362,185	310,669	291,186	310,088
TOTAL INCOME	192	100	500	500
NET EXPENDITURE OVER INCOME	361,993	310,569	290,686	309,588

EARMARKED RESERVES TOTAL EXPENDITURE	56,759	63,905	72,089	83,905
INCOME				
TOTAL EXPENDITURE OVER INCOME	56,759	63,905	72,089	83,905

	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
TOTAL EXPENDITURE not Inc. EMR	906,813	972,180	960,808	1,040,627
TOTAL INCOME	289,797	166,288	144,529	183,274
TOTAL EXPENDITURE OVER INCOME not Inc. EMR	617,016	805,893	816,279	857,353

Appendix 3 Dashboard

Tax base 19/20	5,176
Band D 2018/19	£159.49
Base Precept 0% change	£825,535
Proposed % rise	3.85%

Proposed budget	£857,353
Proposed band D	£165.64
Proposed band D increase	£6.15

Increases %	Band D	Precept
1	£ 161.08	£ 833,790
2	£ 162.68	£ 842,045
3	£ 164.27	£ 850,301
4	£ 165.87	£ 858,556
5	£ 167.46	£ 866,811
6	£ 169.06	£ 875,067
7	£ 170.65	£ 883,322
8	£ 172.25	£ 891,577
9	£ 173.84	£ 899,833
10	£ 175.44	£ 908,088

Estimated money in bank at YE	£403,781
Minimum reserves required	£202,544

Appendix 4 Proposed Resourced Budget 2019/20

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
	101	PERSONNEL COSTS				
4,000		WAGES & SALARIES ADMIN	163,629	129,732	121,500	136,484
4,005		ERS NATIONAL INS	13,558	10,749	11,200	17,593
4,006		ERS PENSION CONT	30,528	32,563	28,800	31,999
4,007		STAFF TRAVEL	242	450	550	900
4,008		OCCUPATIONAL HEALTH	700	1,200	1,200	1,200
		HR ADVICE				4,325 ¹
		STAFF & RECRUITMENT COSTS				750
		TOTAL EXPENDITURE	208,657	174,694	163,250	193,251
		TOTAL INCOME				
			208,657	174,694	163,250	193,251

	102	OFFICE EXPENSES				
4,010		STATIONERY	1,956	1,800	1,800	1,800
4,011		POSTAGE	408	450	600	500
4,012		PHOTOCOPIER	1,643	1,958	1,700	1,500
4,013		EQUIPMENT PURCHASE	249	832	800	800
4,015		ADVERTISMENT	2	500	300	500
4,017		SUBSCRIPTIONS	3,815	3,500	2,800	3,500 ²
4,018		TELEPHONE	4,653	4,773	3,700	5,000 ³
4,019		HIRE OF HALL	97	356	250	250
4,021		HOSPITALITY	244	150	300	300
4,023		TRAINING	4,954	5,000	15,000	8,000
4,032		PUBLICITY	7,162	5,701	7,300	6,000
4,038		COMPUTER EQUIP/MAINT	6,054	8,024	7,300	2,000 ⁴
		COMPUTER SOFTWARE				7,809 ⁵
		PAYROLL				880

¹ The Council undertook a three-year contract with ELAS to provide HR support and advice, starting from July 2018.

² This includes subscriptions to BMKALC, AVALC, SLCC, and the Institute of Cemetery and Crematorium Management (ICCM).

³ This includes the current landline and broadband contract, installing a broadband line for the depot, and a new contract for mobiles to include the new Grounds Maintenance staff.

⁴ To allow for replacement equipment as required, given that current PCs will be 8 years old.

⁵ Separated from hardware for clarity. Includes the Microshade contract.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
4,041		WEB SITE PROVISION	1,420	1,000	1,000	2,000 ⁶
4,043		CLOTHING INC PROTECTIVE	211	1,400	900	1,100
4,052		HEAT LIGHT POWER	2,278	2,098	2,600	800
4,055		ALARM	789	540	350	550
4,156		BUCKINGHAM CENTRE RENT	8,066	8,728	11,000	4,500
		TOTAL EXPENDITURE	44,001	46,810	57,700	47,789
1,010		CHAMBER HIRE	1,176	600	1,100	600
1,012		PHOTOCOPIER USE	8	40	10	40
		TOTAL INCOME	1,184	640	1,110	640
			42,817	46,170	56,590	47,149

	103	COUNCILLORS				
4,020		MAYOR'S DUTIES	1,800	1,800	1,800	1,800
4,029		MAYOR'S CIVIC	1,200	1,200	1,200	1,200
4,044		COUNCILLORS MILEAGE / EXPS	54	500	500	600
4,045		COUNCILLORS ALLOWANCE	7,308	8,282	8,282	7,308
		ELECTION EXPENSES				1,906 ⁷
		TOTAL EXPENDITURE	10,362	11,782	11,782	10,908
			10,362	11,782	11,782	10,908

	104	LEGAL REQUIREMENTS				
4,014		AUDIT FEE	2,460	4,200	3,500	5,200 ⁸
4,022		INSURANCE	14,296	14,773	14,500	16,000
		LEGAL COSTS				2,500 ⁹
		TOTAL EXPENDITURE	16,756	18,973	18,000	21,200

⁶ The Communications Strategy Group agreed to recommend an increased budget to enable the website to be upgraded to meet the new requirements of the Public Sector Bodies websites and mobile applications accessibility regulations 2018

⁷ The next election will take place in May 2020; the amount given is 50% of the cost yet to be raised, after the amount already in earmarked reserve has been included.

⁸ The internal auditor has requested for two, two day visits in light of the Council's increased volume and range of financial activities.

⁹ A new budget has been created to cover legal costs such as the drawing up of leases.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
	120	THREE YEAR GRANTS				
4,077		OLD GAOL FUNDING	2,000	3,000	3,000	3,000
4,081		CAB GRANT	5,000	5,000	5,000	5,000
4,086		YOUTH CENTRE GRANT	5,000	5,000	5,000	5,000
		TOTAL EXPENDITURE	12,000	13,000	13,000	13,000

	125	COMMEMORATIVE ITEMS				
4,501		CIVIC AWARD	405	585	360	585
4,504		REMEMBRANCE WREATH	17	25	25	25
4,505		MAYORS SALVER	180		180	180
		TOTAL EXPENDITURE	602	610	565	790
			585	585	565	790

	130	ADMIN RESERVES				
1,176		PRECEPT				
1,190		INTEREST RECEIVED	192	100	500	500
		TOTAL INCOME	192	813,575	813,576	857,353
			-192	-813,075	-813,576	-857,353

	131	GRANTS				
4,084		COMMUNITY CENTRE CAPITAL	2,100	5,000	5,000	5,000
4,085		COMMUNITY CENTRE	50,948	0	0	0
11,900		OTHER	11,900	10,300	10,300	10,500
		UNIVERSITY CIVIC PRIZES				150
		TOTAL EXPENDITURE	64,948	15,300	15,300	15,650
			64,948	15,300	15,300	15,650

	132	CONTINGENCIES				
4,500		CONTINGENCIES	4,859	29,500	10,589	7,500
		TOTAL EXPENDITURE	4,859	29,500	10,589	7,500
			4,859	29,500	10,589	7,500

	304	BUCKINGHAM TOWN YOUTH COUNCIL				
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Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
4,237		YOUTH COUNCIL BUDGET	0	0	900	0
4,238		YOUTH COUNCIL ADMIN	0	0	100	0
		TOTAL EXPENDITURE	0	0	1,000	0
			0	0	1,000	0

		TOTAL EXPENDITURE	362,185	310,669	291,186	310,088
		TOTAL INCOME	192	100	500	500
		NET EXPENDITURE OVER INCOME	361,993	310,569	290,686	309,588

Appendix 5 Proposed Town Centre & Events Budget 2019/20

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
	301	TOWN CENTRE & EVENTS				
3997		NI TC & E	n/a	3,900	3,900	5,446
3998		PENSIONERS TC & E	n/a	13,200	13,200	11,620
3999		WAGES & SALARIES TC & E	n/a	51,345	55,600	55,096
		EVENTS EQUIPMENT				1,000
4079		FAIR TRADE PROMOTION	400	30	400	400
4094		YOUTH PROJECT (including Play Around the Parishes)	1,560	2,414	3,000	3,000
4104		TOWN IN BLOOM	4,104	6,578	6,300	7,000
4107		PRIDE OF PLACE	250	193	250	250
4115		RIVER RINSE	440	186	400	400
4119		ICE RINK	0	7,650	8,600	8,000 ¹⁰
4125		ENTERPRISE FAIR	0	31	500	0
4126		GOOD ENDINGS FAIR	0	1,105	1,000	1,000
4166		LACE HILL EVENTS	0	800	1,000	1,000
4201		CHRISTMAS LIGHTS	10,022	9,000	9,000	11,000
4202		FIREWORK DISPLAY	4,288	4,054	4,500	5,000
4203		COMMUNITY FAIR	215	300	785	400
4205		CHRISTMAS PARADE	2,975	3,000	3,000	3,900
4208		SPRING FAIR	0	90	500	500
4210		PANCAKE RACE	55	0	75	75
4211		BAND JAM	3,110	3,631	3,500	3,500
4212		CHRISTMAS LIGHT SWITCH ON	1,085	1,300	1,300	1,500
4213		DOG AWARENESS	300	189	300	400
4216		MAY DAY EVENT	38	0	50	50
4220		MUSIC IN THE MARKET	3,613	3,430	3,500	3,500
4230		SCOUT PARADE	46	18	50	50
4241		COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000
4243		CHARTER FAIR EXPENDITURE	2,000	609	4,445	2,550
		TOTAL EXPENDITURE	34,501	113,052	128,155	129,637
1013		HANGING BASKETS	483	333	400	400
1028		LACE HILL EVENTS INCOME	0	800	1,000	1,000
1029		GOOD ENDINGS FAIR INCOME	0	1,230	1,000	1,000
1031		ENTERPRISE FAIR INCOME	0	0	500	0
1033		ICE RINK INCOME	0	6,974	8,600	8,000
1062		COMMUNITY FAIR - TABLE	200	200	300	200
1066		COMEDY NIGHT INCOME	0	0	3,000	3,000

¹⁰ Budget and income are set at £8,000, so if the ice rink goes ahead in 2019 it would be cost neutral (excluding staff time).

1069		CHARTER FAIR INCOME	6,400	6,630	6,400	6,670
		FIREWORK DISPLAY				100 ¹¹
		CHRISTMAS LIGHT SWITCH ON				100
		TOTAL INCOME	7,083	16,167	21,200	20,470
			27,418	96,885	106,955	109,167

	302	STREET MARKET				
4017		SUBSCRIPTIONS	0	318	330	330
4225		RATES	3,041	2,631	4,000	3,000
4235		MARKET INFRASTRUCTURE	1,765	800	1,950	1,500
		TOTAL EXPENDITURE	4,806	3,749	6,280	4,830
1005		STREET MARKET	14,236	12,500	14,000	14,000
1006		FLEA MARKET	4,740	4,500	5,500	5,000
		TOTAL INCOME	18,976	17,000	19,500	19,000
			-14,170	-13,251	-13,220	-14,170

	303	SPECIAL EVENTS				
4075		FESTIVAL OF HEALTH	1,228	0	2,500	0
4221		FRINGE	0	3,032	6,000	6,000
4242		FOOD FAIR	366	500	500	500
4244		FLAGS	0	241	420	420
		TOTAL EXPENDITURE	1,594	3,773	9,420	6,920
1020		FOOD FAIR INCOME	725	500	400	500
1034		FESTIVAL OF HEALTH	1,308	0	2,500	0
1083		FRINGE INCOME	0	336	3,000	3,000
		TOTAL INCOME	2,033	836	5,900	3,500
			-439	2,937	3,520	3,420

	305	TOURIST INFORMATION CENTRE				
4253		TIC EXPENDITURE	0	29,604	1,500	30,000
		TIC INCOME	0	31,000	400	32,000
1084			0	-1,396	1,100	-2,000

		ACCESSIBILITY				
		ACCESSABLE	0	4,400	0	3,400

		Expenditure	40,901	154,578	145,355	174,787
		Income	28,092	65,003	47,000	74,970
		Net Expenditure over Income	12,809	89,575	98,355	99,817

¹¹ Low income amounts have been added for the Fireworks and Light Switch on events, to enable income to be accounted for clearly if any is raised.

Appendix 6 Proposed Planning Budget for 2019/20

Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
601	PLANNING				
	NEIGHBOURHOOD PLAN		£3,000	£1,000	£1,000
	WAGES		£29,700	£29,700	£30,341
	NATIONAL INSURANCE		£1,900	£1,900	£4,187
	PENSION		£7,100	£7,100	£7,616
	TOTAL EXPENDITURE		£41,700	£39,700	£43,144

Appendix 7 Proposed Environment Budget for 2019/20

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
	201	ENVIRONMENT				
3,995		NI ENVIRONMENT	10,278		0	
3,996		PENSION ERS ENVIRONMENT	27,554		0	
4,005		ERS NATIONAL INS	0	10,600	10,600	23,567
4,006		ERS PENSION CONT	0	35,400	35,400	44,107
4,004		WAGES & SALARIES	123,411	149,600	149,600	185,719 ¹²
4,068		COMMUNITY SERVICE	4,536	6,240	6,820	6,500
4,069		GRIT / SALT BINS	0	-	0	-
4,101		SEATS AND BINS		1,000	1,000	1,000
4,112		ENVIRONMENT EQUIPMENT	5,898	7,000	7,000	7,000
		SOLAR LOAN REPAYMENT	0	9,500	9,500	7,844
		SOLAR PANELS MAINTENANCE				795
4,118		GREEN WASTE DISPOSAL	0	0	500	0
		TOTAL EXPENDITURE	171,677	219,340	220,420	276,532
1,081		SOLAR PANEL FIT RATE				
1,082		SOLAR PANEL EXPORT RATE			2,500	
					1,500	
		TOTAL INCOME	0	0	4,000	0
			171,677	219,340	216,420	276,532

	202	ROUNDBABOUTS				
		TOTAL EXPENDITURE	4,787	4,515	8,900	1,500
1,051		ROUNDBABOUT NO 1 OPEN	2,075	2,127	2,075	2,125
1,052		ROUNDBABOUT NO 2 ELLA	1,106	1,134	1,580	1,618
1,053		ROUNDBABOUT NO 3	1,815	1,861	1,816	1,860
1,054		ROUNDBABOUT NO 4 R & B	2,314	2,372	2,258	2,312
1,056		ROUNDBABOUT NO 6 EUROLANE	2,465	1,684	2,478	2,537
1,057		ROUNDBABOUT NO 7 RING ROAD	1,257	1,288	1,264	1,294 ¹³
		TOTAL EXPENDITURE	4,787	4,515	8,900	1,500
		INCOME	11,032	10,466	11,471	11,746
			-6,245	-5,951	-2,571	-10,246
	203	MAINTENANCE				
4,063		VEHICLE HIRE AND RUNNING	5,148	19,000	20,000	14,000 ¹⁴

¹² includes 2 additional staff to carry out work previously paid for through the horticultural contract.

¹³ RPI % uplift added to sponsorship for all roundabouts (2.4%)

¹⁴ £8k running costs plus new vehicle lease

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
4,082		ALLOTMENTS	1,500	1,500	1,500	2,000 ¹⁵
4,102		DOG BINS	4,520	4,000	5,000	4,500
		TOTAL EXPENDITURE	11,168	24,500	26,500	20,500
			11,168	24,500	26,500	20,500

	204	DEVOLVED SERVICES				
		Ongoing non-carriageway devolved services	20,599	20,353	22,000	20,353
		Annual minor highways devolved budget				100
		TOTAL EXPENDITURE	20,599	20,353	22,000	20,453
		Ongoing non-carriageway devolved services	20,353	20,353	20,353	20,353
		Other devolved works				3,000
1,017		TOTAL INCOME	20,353	20,353	20,353	23,353
			246		1,647	-2,900

	248	DEPOT				
4,013		EQUIPMENT PURCHASE				6,000
4,055		ALARM	630	400	400	400
4,225		RATES	3,868	3,984	4,500	4,500
4,601		REPAIRS& MAINTENANCE FUND	481	400	500	500
4,602		ELECTRICITY	933	2,500	2,500	2,500
4,603		WATER	485	1,500	1,500	1,500
		TOTAL EXPENDITURE	6,397	8,784	9,400	15,400
			6,397		9,400	

	249	PUBLIC TOILETS				
4,074		TOILET CAPITAL	159,764		0	
4,225		RATES	0	8,000	8,000	0
4,602		ELECTRICITY	0	1,000	1,000	1,000
4,603		WATER	0	2,500	2,500	2,500
4,608		SHOP MOBILITY	1,915	750	1,000	1,000
4,612		CONTRACTOR CHARGE	11,585	9,674	10,000	10,450 ¹⁶
4,709		MAINTENANCE	569	500	500	500
		TOTAL EXPENDITURE	173,833	22,424	23,000	15,450
4,608		SHOPMOBILITY INCOME	0	350	0	350
1,078		NEW HOMES BONUS	153,815			
			20,018	22,424	23,000	15,100

¹⁵ The Allotment Society have requested an increase due to increasing rent.

¹⁶ £450 increase to allow for Contract %uplift

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
	250	LACE HILL				
		LACE HILL PLAY AREA				3,000
4,050		LACE HILL PLAYING FIELDS	11,677	9,000	11,000	9,000
4,158		LACE HILL GAS	6,397	5,200	2,800	5,000 ¹⁷
4,159		LACE HILL ELECTRICITY	3,722	5,500	2,500	-3,757
4,160		LACE HILL WATER	855	2,500	2,500	2,500
4,161		LACE HILL REPAIRS & MAINT	4,206	10,000	10,000	10,000
4,162		LACE HILL CONTRACTOR	3,183	3,500	10,000	3,500
4,163		LACE HILL ALARM	104	500	500	500
4,164		LACE HILL EQUIPMENT	6,148	3,000	7,000	3,000 ¹⁸
4,225		RATES	9,087	9,360	9,692	9,600
4,605		HORTICULTURAL CONTRACT	3,506	6,078	4,709	0
		TOTAL EXPENDITURE	48,885	54,638	60,701	39,343
1,026		TOTAL INCOME	40,081	43,661	37,000	44,000
			8,804	10,978	23,701	-4,657

		Community Centre				
		Structural repairs				4,000 ¹⁹

	251	CHANDOS PARK				
4,122		TREE WORKS				2,000
4,106		PLAY AREA MAINTENANCE	96	500	500	3,500 ²⁰
4,601		REPAIRS & MAINTENANCE FUND	1,440	2,000	2,975	2,500
4,602		ELECTRICITY	455	450	500	500
4,603		WATER	2,640	1,500	1,500	1,500
4,605		HORTICULTURAL CONTRACT	4,146	6,306	6,830	0
		TOTAL EXPENDITURE	8,777	10,756	12,305	10,000
1,030		BOWLS INCOME	550	550	550	550
1,035		TENNIS COURT RENT	625	625	625	625
		TOTAL INCOME	1,175	1,175	1,175	1,175
		Expenditure over income	7,602	9,581	11,130	8,825

	252	BOURTON PARK				
4,106		PLAY AREA MAINTENANCE	401	1,000	1,000	1,000
4,122		TREE WORKS	400	7,000	7,000	7,000

¹⁷ Accurate cost of Gas supply.

¹⁸ Reduction in amount of equipment required now the Centre is up and running

¹⁹ New Budget to allow for works that may be necessary

²⁰ Addition of £3,000 for safety surfacing and roundabout repairs required.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
4,601		REPAIRS& MAINTENANCE FUND	7,303	4,000	4,000	4,000
4,605		HORTICULTURAL CONTRACT	11,285	17,002	20,471	0 ²¹
4,708		PLAY EQUIPMENT	0	0	0	10,000 ²²
		TOTAL EXPENDITURE	19,389	29,002	32,471	22,000
1,078		NEW HOMES BONUS	0		0	
		TOTAL INCOME	0		0	
			19,389	29,002	32,471	22,000

	253	CEMETERY				
4,225		RATES	106	750	1,300	1,000
4,601		REPAIRS& MAINTENANCE FUND	2,418	3,000	3,000	3,000
4,602		ELECTRICITY	755	400	400	400
4,605		HORTICULTURAL CONTRACT	4,985	6,146	6,806	0
		MEMORIAL TESTING	0	1,000	1,000	2,000
4,620		EXPENSES RE BURIAL DUTIES	7,097	6,500	6,500	6,500
4,621		NEW CEMETERY PLANNING	0	20,000	20,000	7,000 ²³
		TOTAL EXPENDITURE	15,361	37,796	39,006	19,900
1,041		BURIAL FEES	24,959	15,000	12,500	17,000
1,045		CEMETERY WAR GRAVES COMM	0	0	0	0
		TOTAL INCOME	24,959	15,000	12,500	17,000
		Expenditure over income	-9,598	22,796	26,506	2,900

	254	CHANDOS PARK TOILETS				
4,612		CONTRACTOR CHARGE	10,270	12,700	9,000	13,000
4,709		MAINTENANCE	403	1,000	1,000	1,000
		TOTAL EXPENDITURE	10,673	13,700	10,000	14,000
			10,673		10,000	

	255	RAILWAY WALK & CASTLE HILL				
4,120		FRIENDS OF GROUPS	1,595	800	1,000	1,000
		HORTICULTURAL CONTRACT	0	2,360	2,010	0
		MAINTENANCE	0	500	500	500
4,122		TREE WORKS	402	1,500	1,500	1,500
		TOTAL EXPENDITURE	1,997	5,160	5,010	3,000

²¹ Horticultural contract ended and work now being provided in-house.

²² New toddler play area fence required

²³ Addition of £7,000 for additional section of footpath to enable additional grave spaces to be used.

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
			1,997		5,010	

	256	STORAGE PREMISES				
4,053		GRENVILLE	0		0	
4,066		GRENVILLE GARAGE RENT	699	650	650	650
4,073		COLLEGE FARM	0		0	
		TOTAL EXPENDITURE	699	650	650	650
			699		650	

	257	KEN TAGG PLAYGROUND				
4,106		PLAY AREA MAINTENANCE	92	500	500	500
4,122		TREE WORKS	0	500	500	250 ²⁴
4,605		HORTICULTURAL CONTRACT	491	732	786	0
		TOTAL EXPENDITURE	583	1,732	1,786	750

	258	CEMETERY LODGE				
4,034		PWLB REPAYMENTS INCL	4,702	4,702	4,702	4,702
4,225		RATES	0		0	
4,609		CEMETERY LODGE MAINT	1,800	2,000	2,000	5,000 ²⁵
		TOTAL EXPENDITURE	6,502	6,702	6,702	9,702
1,061		CEMETERY LODGE RENTAL	10,098	10,530	10,530	10,530
		TOTAL INCOME	10,098	10,530	10,530	10,530
			-3,596	-3,828	-3,828	-828

	259	OTTERS BROOK				
4,106		PLAY AREA MAINTENANCE	303	500	500	500
4,122		TREE WORKS	0	0	150	400 ²⁶
4,605		HORTICULTURAL CONTRACT	1,647	2,406	2,666	0
		TOTAL EXPENDITURE	1,950	2,906	3,316	900
			1,950		3,316	

	260	CCTV				
4,100		CCTV ONGOING COSTS	450	2,275	2,400	1,600
		TOTAL EXPENDITURE	450	2,275	2,400	1,600
			450		2,400	

²⁴ £250 reduction, re-allocated to Otters Brook (259/4122)

²⁵ £3,000 increase; new kitchen sink, new bath, flashing requires replacing on Lodge.

²⁶ £250 re-allocated from Ken Tagg Tree works(257/4122)

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Proposed for 2019/20
		GROUNDS MAINTENANCE²⁷				
		MACHINERY MAINTENANCE				2,000
		FUEL				3,000
		SUNDRIES				1,500
		WASTE DISPOSAL				1,800
		TOTAL EXPENDITURE				8,300

		TOTALS:	Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
		ENVIRONMENT TOTAL EXPENDITURE	503,727	465,233	484,567	483,880
		INCOME	261,513	101,185	97,029	107,804
		TOTAL EXPENDITURE OVER INCOME	242,214	364,049	387,538	376,076

For Information Only:

Account Code	Cost Centre		Actual 2017/18	Estimated 2018/19	Budget 2018/19	Officer Rec. 2019/20
4,605		Horticultural Contract (Totals)				
		Expenditure		45,545	53,178	0

This is now in-house shown for information.

²⁷ New Cost Centre and Account Codes created to accommodate new expenses due to bringing Grounds Maintenance in-house

Appendix 8 Proposed Ear-Marked Reserves for 2019/20

901 **EARMARKED
RESERVES**

				Estimated for end of 2018/19	Budget 2018/19	Proposed for 2019/20
9,006		SPEED WATCH		598	598	598
9,012		CHRISTMAS LIGHTS		6,753	6,753	6,753
9,015		CHARTER FAIRS		4,136	4,136	4,136
9,025		PLAY AREA REPLACEMENT		17,121	17,121	17,121
9,027		GREEN BUCKINGHAM GROUP		226	226	226
9,029		CIRCULAR WALK MAINT		5,399	5,399	5,399
9,030		TOURISM LEAFLETS		2,404	2,404	2,404
9,033		DESTINATION BUCKINGHAM		22,617	14,061	14,061
9,035		PARKS DEVELOPMENT		2,025	1,405	1,405
9,036		ELECTION COSTS		3,188	3,188	3,188
9,040		PARK RUN		89	89	89
9,045		ACCESS FOR ALL		220	520	520
9,046		PLANNING DISPLAY EQUIPMENT		5,242	5,242	5,242
9,048		BAG FUND		2,071	2,763	2,763
		CEMETERY DEVELOPMENT				20,000 ²⁸
		TOTAL		72,089	63,905	83,905

²⁸ Reserved following underspend in 2018/19

Buckingham Town Council

Internal Audit Report 2018-19 (First Interim)

Adrian Shepherd-Roberts

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 2018-19 financial year, during our visit to the Council, which took place on 13th December 2018.

Internal Audit Approach

In completing our review for the year to date, 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 Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Clerk and his staff operate generally effective control procedures in each of the relevant areas.

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 2018-19 with the closing detail contained in the 2017-18 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;
- Checked and agreed detail in the cashbook, examining one months’ transactions (October 2018) to supporting bank statements for the same month;
- Agreed the bank reconciliation detail at the month-end; and
- Noted the back-up procedures for the Council’s PCs.

Conclusions

We are pleased to record that no issues have been identified from work completed. We will undertake further work at our next visit.

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 reviewed, updated and adopted in March 2017; and
- We have commenced our examination of the Council’s minutes, examining those for the Full Council and its Standing Committee meetings held in 2017-18 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.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our next visit.

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 40 individual payments processed to November 2018 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 £250,032 and equates to 58% by value of all non-pay costs for the year to date.

We have again 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.

Finally, in this area, we have examined the content of the first two quarterly VAT reclaims submitted to HMRC with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. Further work will be undertaken at future visits.

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

- We have examined the Council's approach to the identification, recording and management of financial risks noting that the Council has a detailed set of risk

assessment documentation in place, which was reviewed and approved by the Council in July 2018;

- Reviewed the Council's insurance cover is with Zurich plc and we 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.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment. Further work will be undertaken at future visits.

We would remind Members and the Clerk that risk assessments, especially those in relation to financial risk should be subject to regular review, update and formal adoption by the Council at least annually.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2019-20 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

The Council receives income in addition to the Precept, primarily from room and sports facility lettings at Lace Hill Community Centre and the Tourist Information Office, property rents, burial and associated fees, market rents, roundabout advertising and occasional grants & donations, together with expended VAT, which is recovered quarterly.

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.

Conclusions

We have not undertaken a detailed review of the income generation areas at this first visit and will review these at our next visit.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is a petty cash scheme with a holding of £300.

We have reviewed the Petty Cash file at this visit to ensure that the system continues to operate effectively, also checking the physical cash held against the control record maintained.; and

We have also checked a sample of the petrol account forecourt records to ensure that the correct delivery of fuel is registered and charged.

Conclusions

We are pleased to report that no significant issues have been identified in the areas reviewed.

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 2018 with regard to employee contribution percentages. We have consequently, by reference to the November 2018 payroll detail:

- Ensured that the Council reviews and approves pay scales for staff annually, noting that the NJC award for 2018-19 has been implemented and that a full staffing review has been completed, the results of which were implemented from April 2017;
- Noted that the processing of the Council's monthly payroll is undertaken "in house" utilising bespoke Sage payroll software;
- Ensured that salary payments have been accurately processed for each employee agreeing gross pay for October 2018 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 2018; and
- Verified the accurate payment of net pay to individual staff members.

Conclusions

We are pleased to record that no issues have been identified in this area.

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.

We note that the Council currently has one loan repayable to PWLB and we have checked the first half-yearly repayment made in 2018-19 by reference to the PWLB repayment demand.

Conclusions

No issues have currently been identified in this area. Further work will be undertaken at future visits and we will ensure that the loan balances and interest charged are correctly identified in the year end accounts and on the Annual Governance & Accountability Return.