



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Town Clerk: Mr. C. P. Wayman

21 February 2018

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 26<sup>th</sup> February 2018** 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 January 2<sup>nd</sup> 2018 ratified at the Full Council meeting held on 22<sup>nd</sup> January 2018.

**4. Minutes of Personnel Subcommittee** To receive the minutes of the Personnel Subcommittee meeting held on 23<sup>rd</sup> November 2017.

**Copy previously circulated**

**5. Minutes of CSG Committee**

To receive the minutes of the CSG Committee meeting held on the 10<sup>th</sup> January 2018

**Copy previously circulated**

**6. Action Report**

To receive and discuss the report

**Appendix A**

**7. Accounts and Budgets**

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

**Appendix B**

**8. Invoices passed for payment, and income received**

Members are asked to receive the attached schedule of invoices paid

**Appendix C**

Buckingham



*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.

**9. Debtor Write Off Report 2017/18**

To receive a written report from the Finance Officer

**R/70/17**

**10. Improving the effectiveness and efficiency of the Council**

To receive, discuss and agree a report from the Town Clerk

**R/71/17**

**11. Council Chamber**

To receive a written report from the Administrator

**R/72/17**

**12. Chairman's Announcements**

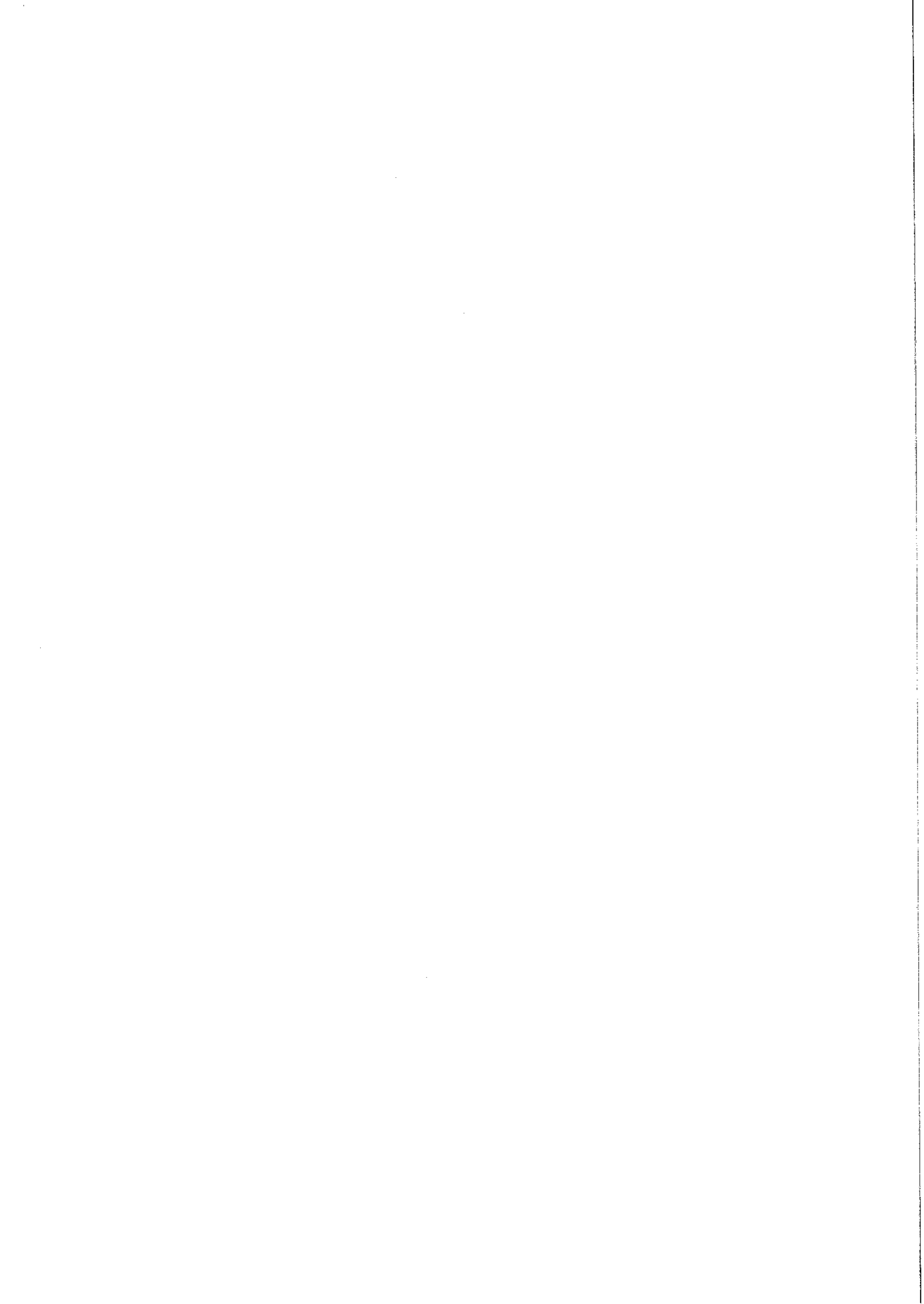
**13. Date of next meeting: 16<sup>th</sup> April 2018**

**To:**

Cllr Ms. J. Bates      Chair  
Cllr. Mrs. G. Collins  
Cllr. P. Collins  
Cllr. J. Harvey      Town Mayor  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. A. Mahi

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

Action Item	Minute No.	Action Required	Action Taken	Result	Social Value	Officer Effort	Urgency	Total
<b>A</b>	140/16	Town Action Commission	Report for AVDC requesting additional Parent Child parking bays at the rear of Cornwall Meadows Car Park	Oct 17: Awaiting confirmation from AVDC	3	4	3	10
<b>B</b>	Shopmobility	723/16	Shopmobility to conduct a service review with the view to looking at current and future needs.	To be considered after Shopmobility has moved into new premises	2	2	2	6
<b>C</b>	Apprenticeship	271/17	Cllr Harvey proposed, seconded by Cllr. O'Donoghue, that the Recommendation should be taken to Full Council with a more detailed report/business case listing the requirements and reasons; that a real Action Plan be drawn up with the aim of appointing an apprentice – not necessarily a young person - in June or July 2018	For Resources Committee on 11th June 2018	3	2	2	7



INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES**20/02/2018**

<u>PAGE No</u>	<u>CODE</u>	<u>COST CENTRE</u>	<u>EXPLANATION</u>
2	4022	104	Increase in cost after precept as more equipment requiring insurance was purchased
4	4055	248	Overspend due to complexity of alarm system actually required to satisfy insurance company
5	4158	250	Gas costs higher than budgeted, anticipated that by financial year end an overspend of approx £3000 will occur, Estates manager is aware and working with all parties to keep costs to a minimum
6	4602	253	price increases from electricity company
6	4120	255	£1 overspend due to rounding - to be tidied up during audit
7	4609	258	Overspend of £800 due to purchase and installation of new central heating / water boiler
8	4115	301	skip hire cost increase (1st river rinse Unicorn @£180 and 2nd river rinse avdc £240 - as required bigger skip it cost more)
8	4220	301	This budget has an overspend showing. The overspend is correct and was because an extra member of security staff that had not been budgeted for was required
			to comply with government / security company advice in light of the recent terrorist activity.
8	4243	301	committed expenditure showing slight overspend, may change when actual invoice arrives
10	9033	901	Overspend showing on expenditure code because income is shown separately as per auditors / accounting instructions.

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RESOURCES</b>							
<u>101 PERSONNEL COSTS</u>							
4000	WAGES & SALARIES ADMIN	0	133,367	160,500	27,133	27,133	83.1 %
4003	APPRENTICESHIP	0	0	6,500	6,500	6,500	0.0 %
4005	ERS NATIONAL INS	0	11,155	12,540	1,385	1,385	89.0 %
4006	ERS PENSION CONT	0	25,321	24,900	-421	-421	101.7 %
4007	STAFF TRAVEL	0	207	500	293	293	41.4 %
4008	OCCUPATIONAL HEALTH	0	700	500	-200	-200	140.0 %
4044	COUNCILLORS MILEAGE / EXPS	0	17	0	-17	-17	0.0 %
	PERSONNEL COSTS :- Expenditure	<b>0</b>	<b>170,766</b>	<b>205,440</b>	<b>34,674</b>	<b>0</b>	<b>83.1 %</b>
1001	APPRENTICESHIP GRANT	0	0	2,500	-2,500		0.0 %
	PERSONNEL COSTS :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>		<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>170,766</b>	<b>202,940</b>	<b>32,174</b>		
<u>102 OFFICE EXPENSES</u>							
4010	STATIONERY	0	1,680	1,650	-30	230	-260 115.8 %
4011	POSTAGE	0	234	600	366	366	39.1 %
4012	PHOTOCOPIER	0	1,541	1,700	159	159	90.6 %
4013	EQUIPMENT PURCHASE	0	249	325	76	76	76.6 %
4015	ADVERTISMENT	0	0	300	300	300	0.0 %
4017	SUBSCRIPTIONS	0	3,183	2,800	-383	-383	113.7 %
4018	TELEPHONE	0	3,712	3,700	-12	-12	100.3 %
4019	HIRE OF HALL	0	13	250	237	237	5.1 %
4021	HOSPITALITY	0	182	300	118	118	60.8 %
4023	TRAINING	0	4,605	5,000	395	395	92.1 %
4032	PUBLICITY	0	5,275	7,300	2,025	2,025	72.3 %
4038	COMPUTER EQUIP/MAINT	0	5,611	6,224	613	613	90.2 %
4041	WEB SITE PROVISION &	0	978	1,000	23	23	97.8 %
4043	PROTECTIVE CLOTHING /	0	200	500	300	300	40.1 %
4052	HEAT LIGHT POWER	0	100	2,900	2,800	2,800	3.5 %
4055	ALARM	0	310	350	40	540	-500 242.9 %
4156	BUCKINGHAM CENTRE RENT	0	5,316	11,000	5,684	5,684	48.3 %
	OFFICE EXPENSES :- Expenditure	<b>0</b>	<b>33,189</b>	<b>45,899</b>	<b>12,710</b>	<b>770</b>	<b>11,940 74.0 %</b>
1010	CHAMBER HIRE	75	1,133	1,100	33		103.0 %
1012	PHOTOCOPIER USE	0	8	10	-2		81.0 %
	OFFICE EXPENSES :- Income	<b>75</b>	<b>1,141</b>	<b>1,110</b>	<b>31</b>		<b>102.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-75</b>	<b>32,048</b>	<b>44,789</b>	<b>12,741</b>		

Month No : 11

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	102	1,800	1,698		1,698	5.7 %
4029	MAYOR'S CIVIC	0	1,200	1,200	0		0	100.0 %
4044	COUNCILLORS MILEAGE / EXPS	0	54	500	446		446	10.8 %
4045	COUNCILLORS ALLOWANCE	0	0	8,282	8,282		8,282	0.0 %
	COUNCILLORS :- Expenditure	<u>0</u>	<u>1,356</u>	<u>11,782</u>	<u>10,426</u>	<u>0</u>	<u>10,426</u>	<u>11.5 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>1,356</u>	<u>11,782</u>	<u>10,426</u>			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	0	20	3,500	3,480		3,480	0.6 %
4022	INSURANCE	0	13,611	13,000	-611		-611	104.7 %
	LEGAL REQUIREMENTS :- Expenditure	<u>0</u>	<u>13,631</u>	<u>16,500</u>	<u>2,869</u>	<u>0</u>	<u>2,869</u>	<u>82.6 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>13,631</u>	<u>16,500</u>	<u>2,869</u>			
<u>120</u>	<u>GRANTS (PREV 137)</u>							
4077	OLD GAOL FUNDING	0	2,000	3,000	1,000		1,000	66.7 %
4081	CAB GRANT	0	5,000	5,000	0		0	100.0 %
4086	YOUTH CENTRE GRANT	0	5,000	5,000	0		0	100.0 %
4150	FILM PLACE FUNDING	0	0	1,250	1,250		1,250	0.0 %
	GRANTS (PREV 137) :- Expenditure	<u>0</u>	<u>12,000</u>	<u>14,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>	<u>84.2 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>12,000</u>	<u>14,250</u>	<u>2,250</u>			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	0	405	280	-125		-125	144.6 %
4504	REMEMBERANCE WREATH	0	17	25	8		8	68.0 %
4505	MAYORS SALVER	0	180	180	0		0	100.0 %
	COMMEMORATIVE ITEMS :- Expenditure	<u>0</u>	<u>602</u>	<u>485</u>	<u>-117</u>	<u>0</u>	<u>-117</u>	<u>124.1 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>602</u>	<u>485</u>	<u>-117</u>			
<u>130</u>	<u>ADMIN RESERVES</u>							
1176	PRECEPT	0	739,070	739,070	0			100.0 %
	ADMIN RESERVES :- Income	<u>0</u>	<u>739,070</u>	<u>739,070</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>-739,070</u>	<u>-739,070</u>	<u>0</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>131</u> GRANTS							
4084 COMMUNITY CENTRE CAPITAL	0	2,100	5,000	2,900		2,900	42.0 %
4085 COMMUNITY CENTRE	0	50,529	51,400	872		872	98.3 %
4087 OTHER	0	11,900	11,900	0		0	100.0 %
GRANTS :- Expenditure	<u>0</u>	<u>64,529</u>	<u>68,300</u>	<u>3,772</u>	<u>0</u>	<u>3,772</u>	<u>94.5 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>64,529</u>	<u>68,300</u>	<u>3,772</u>			
<u>132</u> CONTINGENCIES							
4500 CONTINGENCIES	-3,974	3,003	9,361	6,358	419	5,939	36.6 %
CONTINGENCIES :- Expenditure	<u>-3,974</u>	<u>3,003</u>	<u>9,361</u>	<u>6,358</u>	<u>419</u>	<u>5,939</u>	<u>36.6 %</u>
<b>Net Expenditure over Income</b>	<u>-3,974</u>	<u>3,003</u>	<u>9,361</u>	<u>6,358</u>			
<u>304</u> BUCKINGHAM TOWN YOUTH COUNCIL							
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	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			
RESOURCES :- Expenditure	<u>-3,974</u>	<u>299,077</u>	<u>373,017</u>	<u>73,940</u>			<u>80.5 %</u>
Income	<u>75</u>	<u>740,211</u>	<u>742,680</u>	<u>-2,469</u>			<u>99.7 %</u>
<b>Net Expenditure over Income</b>	<u>-4,049</u>	<u>-441,134</u>	<u>-369,663</u>	<u>71,471</u>			

**ENVIRONMENT**

<u>201</u> ENVIRONMENT							
3995 NI ENVIRONMENT	0	8,708	9,460	752		752	92.1 %
3996 PENSION ERS ENVIRONMENT	0	22,990	18,800	-4,190		-4,190	122.3 %
4004 WAGES & SALARIES	0	102,945	120,000	17,055		17,055	85.8 %
4068 COMMUNITY SERVICE	0	6,120	6,820	700		700	89.7 %
4101 SEATS AND BINS	0	0	561	561		561	0.0 %
4112 ENVIRONMENT EQUIPMENT	0	5,234	6,000	766	37	729	87.8 %
4118 GREEN WASTE DISPOSAL	0	0	500	500		500	0.0 %
ENVIRONMENT :- Expenditure	<u>0</u>	<u>145,998</u>	<u>162,141</u>	<u>16,143</u>	<u>37</u>	<u>16,106</u>	<u>90.1 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>145,998</u>	<u>162,141</u>	<u>16,143</u>			



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## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>202</u> <u>ROUNDAABOUTS</u>							
4108 ROUNDAABOUT	0	4,787	4,590	-197		-197	104.3 %
ROUNDAABOUTS :- Expenditure	<b>0</b>	<b>4,787</b>	<b>4,590</b>	<b>-197</b>	<b>0</b>	<b>-197</b>	<b>104.3 %</b>
1051 ROUNDAABOUT NO 1 OPEN	0	2,075	2,075	0			100.0 %
1052 ROUNDAABOUT NO 2 ELLA	0	1,106	1,580	-474			70.0 %
1053 ROUNDAABOUT NO 3	0	1,815	1,816	-1			100.0 %
1054 ROUNDAABOUT NO 4 R & B	0	2,314	2,258	56			102.5 %
1056 ROUNDAABOUT NO 6 EUROLANE	0	2,465	2,478	-13			99.5 %
1057 ROUNDAABOUT NO 7 RING ROAD	0	1,257	1,264	-7			99.4 %
ROUNDAABOUTS :- Income	<b>0</b>	<b>11,032</b>	<b>11,471</b>	<b>-439</b>			<b>96.2 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-6,246</b>	<b>-6,881</b>	<b>-635</b>			
<u>203</u> <u>MAINTENANCE</u>							
4063 VEHICLE HIRE AND RUNNING	0	4,708	5,000	292		292	94.2 %
4082 ALLOTMENTS	0	1,500	1,500	0		0	100.0 %
4102 DOG BINS	0	4,520	4,550	30		30	99.3 %
MAINTENANCE :- Expenditure	<b>0</b>	<b>10,728</b>	<b>11,050</b>	<b>322</b>	<b>0</b>	<b>322</b>	<b>97.1 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>10,728</b>	<b>11,050</b>	<b>322</b>			
<u>204</u> <u>DEVOLVED SERVICES EXPENSES</u>							
4124 DEVOLVED SERVICES	0	20,599	20,411	-188		-188	100.9 %
DEVOLVED SERVICES EXPENSES :- Expenditure	<b>0</b>	<b>20,599</b>	<b>20,411</b>	<b>-188</b>	<b>0</b>	<b>-188</b>	<b>100.9 %</b>
1017 DEVOLVED SERVICES INCOME	0	20,353	20,500	-147			99.3 %
DEVOLVED SERVICES EXPENSES :- Income	<b>0</b>	<b>20,353</b>	<b>20,500</b>	<b>-147</b>			<b>99.3 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>246</b>	<b>-89</b>	<b>-335</b>			
<u>248</u> <u>DEPOT</u>							
4013 EQUIPMENT PURCHASE	0	0	400	400		400	0.0 %
4055 ALARM	0	630	400	-230		-230	157.5 %
4225 RATES	0	3,868	4,500	632		632	86.0 %
4601 REPAIRS& MAINTENANCE FUND	0	444	1,000	556		556	44.4 %
4602 ELECTRICITY	0	794	2,500	1,706		1,706	31.7 %
4603 WATER	0	382	1,500	1,118		1,118	25.5 %
DEPOT :- Expenditure	<b>0</b>	<b>6,118</b>	<b>10,300</b>	<b>4,182</b>	<b>0</b>	<b>4,182</b>	<b>59.4 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>6,118</b>	<b>10,300</b>	<b>4,182</b>			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>249</u> <u>PUBLIC TOILETS</u>							
4074 TOILET CAPITAL	9,854	169,618	150,815	-18,804		-18,804	112.5 %
4225 RATES	0	0	6,008	6,008		6,008	0.0 %
4602 ELECTRICITY	-402	-402	1,000	1,402		1,402	-40.2 %
4603 WATER	0	0	2,500	2,500		2,500	0.0 %
4608 SHOP MOBILITY	0	1,537	3,900	2,363		2,363	39.4 %
4612 CONTRACTOR CHARGE	0	8,102	10,000	1,898		1,898	81.0 %
4709 MAINTENANCE	0	2,311	1,000	-1,311		-1,311	231.1 %
PUBLIC TOILETS :- Expenditure	<b>9,452</b>	<b>181,165</b>	<b>175,223</b>	<b>-5,942</b>	<b>0</b>	<b>-5,942</b>	<b>103.4 %</b>
1078 NEW HOMES BONUS	0	163,669	150,815	12,854			108.5 %
PUBLIC TOILETS :- Income	<b>0</b>	<b>163,669</b>	<b>150,815</b>	<b>12,854</b>			<b>108.5 %</b>
<b>Net Expenditure over Income</b>	<b>9,452</b>	<b>17,496</b>	<b>24,408</b>	<b>6,911</b>			
<u>250</u> <u>LACE HILL</u>							
4050 LACE HILL PLAYING FIELDS	0	10,959	13,000	2,041	718	1,323	89.8 %
4158 LACE HILL GAS	0	6,397	2,500	-3,897		-3,897	255.9 %
4159 LACE HILL ELECTRICITY	0	3,038	2,500	-538		-538	121.5 %
4160 LACE HILL WATER	0	722	2,500	1,778		1,778	28.9 %
4161 LACE HILL REPAIRS & MAINT	0	3,808	10,000	6,192		6,192	38.1 %
4162 LACE HILL CONTRACTOR	0	2,633	10,000	7,367		7,367	26.3 %
4163 LACE HILL ALARM	0	104	500	396		396	20.9 %
4164 LACE HILL EQUIPMENT	0	6,034	9,250	3,216		3,216	65.2 %
4166 LACE HILL EVENTS	0	38	750	712		712	5.1 %
4225 RATES	0	9,087	9,692	605		605	93.8 %
4605 HORTICULTURAL CONTRACT	0	3,342	3,629	287	287	0	100.0 %
LACE HILL :- Expenditure	<b>0</b>	<b>46,163</b>	<b>64,321</b>	<b>18,158</b>	<b>1,005</b>	<b>17,153</b>	<b>73.3 %</b>
1026 LACE HILL COMMUNITY CENTRE	2,657	36,465	25,000	11,465			145.9 %
LACE HILL :- Income	<b>2,657</b>	<b>36,465</b>	<b>25,000</b>	<b>11,465</b>			<b>145.9 %</b>
<b>Net Expenditure over Income</b>	<b>-2,657</b>	<b>9,698</b>	<b>39,321</b>	<b>29,623</b>			
<u>251</u> <u>CHANDOS PARK</u>							
4106 PLAY AREA MAINTENANCE	0	89	500	411		411	17.8 %
4601 REPAIRS& MAINTENANCE FUND	0	397	3,000	2,603		2,603	13.2 %
4602 ELECTRICITY	-114	455	500	45		45	91.0 %
4603 WATER	0	1,298	1,500	202		202	86.5 %
4605 HORTICULTURAL CONTRACT	0	4,006	4,251	245	245	0	100.0 %
CHANDOS PARK :- Expenditure	<b>-114</b>	<b>6,245</b>	<b>9,751</b>	<b>3,506</b>	<b>245</b>	<b>3,261</b>	<b>66.6 %</b>

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1030	BOWLS INCOME	0	550	550	0			100.0 %
1035	TENNIS COURT RENT	0	625	625	0			100.0 %
	CHANDOS PARK :- Income	<b>0</b>	<b>1,175</b>	<b>1,175</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-114</b>	<b>5,070</b>	<b>8,576</b>	<b>3,506</b>			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	0	401	500	99		99	80.2 %
4122	TREE WORKS	0	400	7,000	6,600		6,600	5.7 %
4601	REPAIRS& MAINTENANCE FUND	0	7,280	9,618	2,338		2,338	75.7 %
4605	HORTICULTURAL CONTRACT	0	10,921	11,096	175	175	0	100.0 %
4709	MAINTENANCE	0	23	0	-23		-23	0.0 %
	BOURTON PARK :- Expenditure	<b>0</b>	<b>19,024</b>	<b>28,214</b>	<b>9,190</b>	<b>175</b>	<b>9,015</b>	<b>68.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>19,024</b>	<b>28,214</b>	<b>9,190</b>			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	0	106	1,300	1,194		1,194	8.1 %
4601	REPAIRS& MAINTENANCE FUND	0	1,815	3,000	1,185	571	614	79.5 %
4602	ELECTRICITY	0	690	400	-290		-290	172.6 %
4605	HORTICULTURAL CONTRACT	0	4,646	5,832	1,186	1,187	0	100.0 %
4617	MEMORIAL TESTING	0	0	2,000	2,000		2,000	0.0 %
4620	EXPENSES RE BURIAL DUTIES	0	5,882	6,500	618		618	90.5 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	<b>0</b>	<b>13,139</b>	<b>39,032</b>	<b>25,893</b>	<b>1,758</b>	<b>24,136</b>	<b>38.2 %</b>
1041	BURIAL FEES	350	21,584	12,500	9,084			172.7 %
	CEMETERY :- Income	<b>350</b>	<b>21,584</b>	<b>12,500</b>	<b>9,084</b>			<b>172.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-350</b>	<b>-8,445</b>	<b>26,532</b>	<b>34,977</b>			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	0	6,473	12,500	6,027		6,027	51.8 %
4709	MAINTENANCE	0	403	1,000	597		597	40.3 %
	CHANDOS PARK TOILETS :- Expenditure	<b>0</b>	<b>6,876</b>	<b>13,500</b>	<b>6,624</b>	<b>0</b>	<b>6,624</b>	<b>50.9 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>6,876</b>	<b>13,500</b>	<b>6,624</b>			
<u>255</u>	<u>RAILWAY WALK &amp; CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	0	1,527	1,631	105	105	-1	100.0 %
4122	TREE WORKS	0	402	1,500	1,098		1,098	26.8 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	<b>0</b>	<b>1,928</b>	<b>3,131</b>	<b>1,203</b>	<b>105</b>	<b>1,098</b>	<b>64.9 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,928</b>	<b>3,131</b>	<b>1,203</b>			

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>256</u> <u>STORAGE PREMISES</u>							
4066 GRENVILLE GARAGE RENT	0	499	650	151		151	76.7 %
STORAGE PREMISES :- Expenditure	<u>0</u>	<u>499</u>	<u>650</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>76.7 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>499</u>	<u>650</u>	<u>151</u>			
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	0	92	100	8		8	91.6 %
4122 TREE WORKS	0	0	500	500		500	0.0 %
4605 HORTICULTURAL CONTRACT	0	475	503	28	28	0	100.0 %
KEN TAGG PLAYGROUND :- Expenditure	<u>0</u>	<u>567</u>	<u>1,103</u>	<u>536</u>	<u>28</u>	<u>508</u>	<u>53.9 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>567</u>	<u>1,103</u>	<u>536</u>			
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMANTS INCL	0	2,351	4,702	2,351		2,351	50.0 %
4609 CEMETERY LODGE MAINT	0	1,800	1,000	-800		-800	180.0 %
CEMETERY LODGE :- Expenditure	<u>0</u>	<u>4,151</u>	<u>5,702</u>	<u>1,551</u>	<u>0</u>	<u>1,551</u>	<u>72.8 %</u>
1061 CEMETERY LODGE RENTAL	0	8,382	10,530	-2,148			79.6 %
CEMETERY LODGE :- Income	<u>0</u>	<u>8,382</u>	<u>10,530</u>	<u>-2,148</u>			<u>79.6 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>-4,231</u>	<u>-4,828</u>	<u>-597</u>			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	0	303	500	197		197	60.6 %
4122 TREE WORKS	0	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	0	1,599	1,683	84	84	0	100.0 %
OTTERS BROOK :- Expenditure	<u>0</u>	<u>1,902</u>	<u>2,333</u>	<u>431</u>	<u>84</u>	<u>347</u>	<u>85.1 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>1,902</u>	<u>2,333</u>	<u>431</u>			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	450	800	350		350	56.3 %
CCTV :- Expenditure	<u>0</u>	<u>450</u>	<u>800</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>56.2 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>450</u>	<u>800</u>	<u>350</u>			
ENVIRONMENT :- Expenditure	<u>9,338</u>	<u>470,337</u>	<u>552,252</u>	<u>81,915</u>			<u>85.8 %</u>
Income	<u>3,007</u>	<u>262,659</u>	<u>231,991</u>	<u>30,668</u>			<u>113.2 %</u>
<b>Net Expenditure over Income</b>	<u>6,330</u>	<u>207,678</u>	<u>320,261</u>	<u>112,583</u>			

**TOWN CENTRE & EVENTS**

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>301</b>	<b>TOWN CENTRE &amp; EVENTS</b>							
4079	FAIR TRADE PROMOTION	0	323	400	77	77	80.9 %	
4094	YOUTH PROJECT	0	1,560	3,000	1,440	1,440	52.0 %	
4104	TOWN IN BLOOM	0	6,263	6,300	37	37	99.4 %	
4107	PRIDE OF PLACE	0	250	250	0	0	99.9 %	
4115	RIVER RINSE	0	440	400	-40	-40	110.1 %	
4201	CHRISTMAS LIGHTS	0	10,022	10,000	-22	-22	100.2 %	
4202	FIREWORK DISPLAY	0	4,038	5,000	962	962	80.8 %	
4203	COMMUNITY FAIR	0	215	500	286	286	42.9 %	
4205	CHRISTMAS PARADE	0	2,975	3,000	25	25	99.2 %	
4208	SPRING FAIR	0	0	500	500	500	0.0 %	
4209	TRAFFIC ORDERS FOR EVENTS	0	0	1,100	1,100	850	250	77.3 %
4210	PANCAKE RACE	0	0	75	75	75	0.0 %	
4211	BAND JAM	0	3,110	3,500	390	390	88.9 %	
4212	CHRISTMAS LIGHT SWITCH ON	0	1,085	1,300	215	215	83.5 %	
4213	DOG AWARENESS	0	300	300	0	0	100.0 %	
4215	EVENTS PA SYSTEM	0	0	200	200	200	0.0 %	
4216	MAY DAY EVENT	0	38	50	12	12	76.3 %	
4220	MUSIC IN THE MARKET	0	3,613	3,500	-113	-113	103.2 %	
4230	SCOUT PARADE	0	46	50	4	4	91.4 %	
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	3,000	0.0 %	
4243	CHARTER FAIR EXPENDITURE	0	64	3,700	3,636	3,718	-82	102.2 %
	TOWN CENTRE & EVENTS :- Expenditure	<b>0</b>	<b>34,342</b>	<b>46,125</b>	<b>11,783</b>	<b>4,568</b>	<b>7,215</b>	<b>84.4 %</b>
1013	HANGING BASKETS	0	483	400	83			120.8 %
1027	TIC Income	224	224	0	224			0.0 %
1062	COMMUNITY FAIR - TABLE	0	200	300	-100			66.7 %
1066	COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	0	6,400	6,400	0			100.0 %
	TOWN CENTRE & EVENTS :- Income	<b>224</b>	<b>7,307</b>	<b>10,100</b>	<b>-2,793</b>			<b>72.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-224</b>	<b>27,035</b>	<b>36,025</b>	<b>8,990</b>			
<b>302</b>	<b>STREET MARKET</b>							
4017	SUBSCRIPTIONS	0	0	330	330	330	0.0 %	
4225	RATES	0	3,041	4,000	959	959	76.0 %	
4235	MARKET INFRASTRUCTURE &	0	887	2,200	1,313	470	843	61.7 %
	STREET MARKET :- Expenditure	<b>0</b>	<b>3,928</b>	<b>6,530</b>	<b>2,602</b>	<b>470</b>	<b>2,132</b>	<b>67.3 %</b>
1005	STREET MARKET	1,000	12,340	18,000	-5,661			68.6 %
1006	FLEA MARKET	21	4,558	4,000	558			114.0 %
	STREET MARKET :- Income	<b>1,021</b>	<b>16,898</b>	<b>22,000</b>	<b>-5,103</b>			<b>76.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,021</b>	<b>-12,970</b>	<b>-15,470</b>	<b>-2,500</b>			

Month No : 11

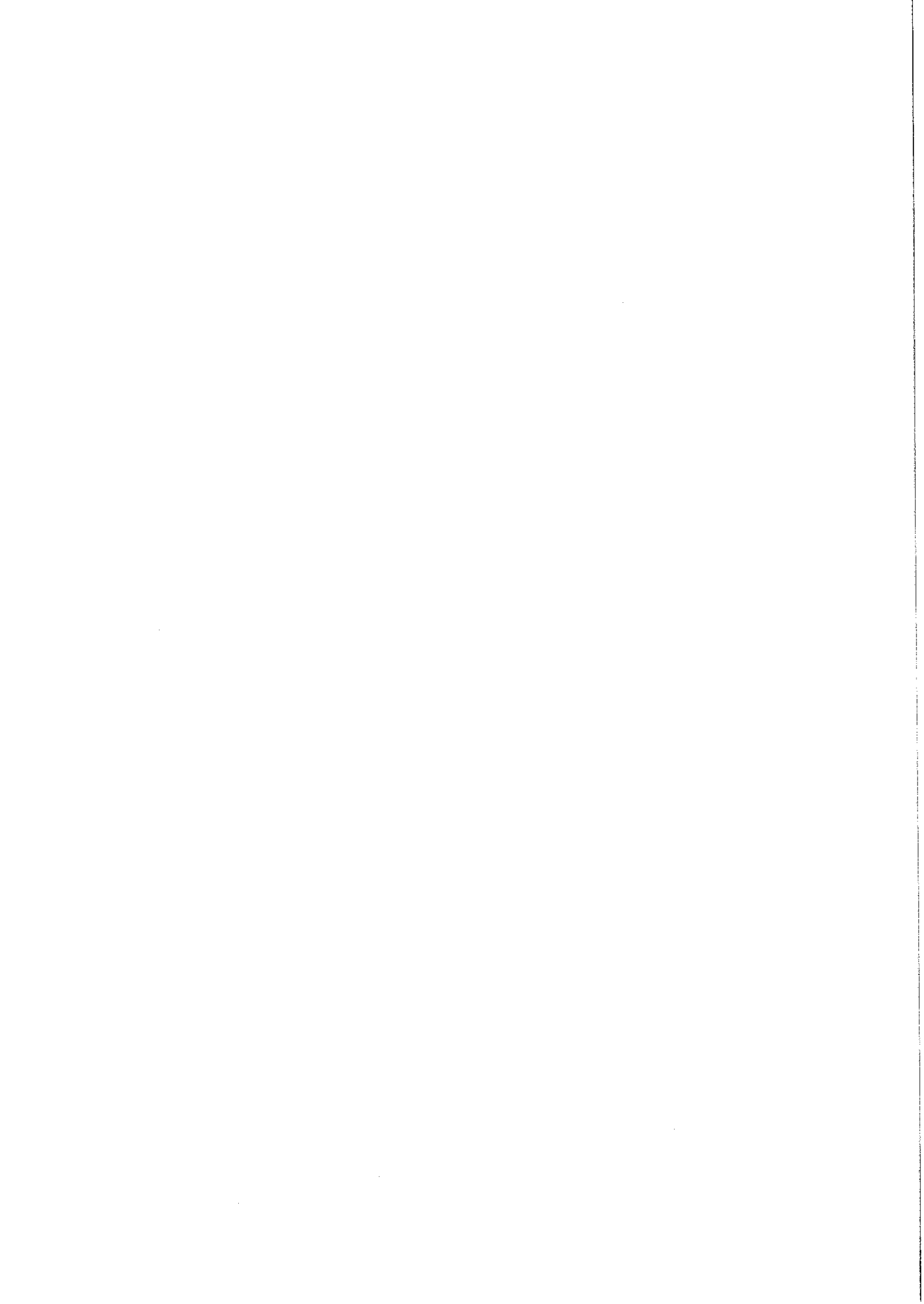
## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>303 SPECIAL EVENTS</b>							
4075 FESTIVAL OF HEALTH	0	1,228	0	-1,228		-1,228	0.0 %
4242 FOOD FAIR	0	353	500	147		147	70.5 %
SPECIAL EVENTS :- Expenditure	<b>0</b>	<b>1,581</b>	<b>500</b>	<b>-1,081</b>	<b>0</b>	<b>-1,081</b>	<b>316.1 %</b>
1020 FOOD FAIR INCOME	300	550	400	150			137.5 %
1034 FESTIVAL OF HEALTH	0	1,333	2,000	-667			66.6 %
SPECIAL EVENTS :- Income	<b>300</b>	<b>1,883</b>	<b>2,400</b>	<b>-517</b>			<b>78.4 %</b>
<b>Net Expenditure over Income</b>	<b>-300</b>	<b>-302</b>	<b>-1,900</b>	<b>-1,598</b>			
TOWN CENTRE & EVENTS :- Expenditure	<b>0</b>	<b>39,850</b>	<b>53,155</b>	<b>13,305</b>			<b>84.4 %</b>
Income	<b>1,545</b>	<b>26,088</b>	<b>34,500</b>	<b>-8,412</b>			<b>75.6 %</b>
<b>Net Expenditure over Income</b>	<b>-1,545</b>	<b>13,763</b>	<b>18,655</b>	<b>4,892</b>			
<b><u>PARTNERSHIPS</u></b>							
<b>505 AYLESBURY VALE RATE</b>							
4219 BUCKINGHAM FRINGE	0	5,613	9,000	3,387		3,387	62.4 %
5001 TIC GRANT	0	27,054	27,000	-54		-54	100.2 %
AYLESBURY VALE RATE :- Expenditure	<b>0</b>	<b>32,667</b>	<b>36,000</b>	<b>3,333</b>	<b>0</b>	<b>3,333</b>	<b>90.7 %</b>
1065 BUCKINGHAM FRINGE INCOME	0	3,098	3,000	98			103.3 %
AYLESBURY VALE RATE :- Income	<b>0</b>	<b>3,098</b>	<b>3,000</b>	<b>98</b>			<b>103.3 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>29,569</b>	<b>33,000</b>	<b>3,431</b>			
PARTNERSHIPS :- Expenditure	<b>0</b>	<b>32,667</b>	<b>36,000</b>	<b>3,333</b>			<b>90.7 %</b>
Income	<b>0</b>	<b>3,098</b>	<b>3,000</b>	<b>98</b>			<b>103.3 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>29,569</b>	<b>33,000</b>	<b>3,431</b>			
<b><u>EARMARKED RESERVES</u></b>							
<b>901 EARMARKED RESERVES</b>							
9006 SPEED WATCH	0	0	598	598		598	0.0 %
9012 CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9015 CHARTER FAIRS	0	2,864	7,000	4,136		4,136	40.9 %
9025 PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027 GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029 CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030 TOURISM LEAFLETS	0	998	3,402	2,404		2,404	29.3 %
9033 DESTINATION BUCKINGHAM	0	2,091	1,938	-153		-153	107.9 %

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9035 PARKS DEVELOPMENT	0	2,100	4,275	2,175	150	2,025	52.6 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9040 PARK RUN	0	43	132	89		89	32.5 %
9045 ACCESS FOR ALL	0	265	485	220		220	54.6 %
9046 PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9048 BAG FUND	0	-780	1,000	1,780		1,780	-78.0 %
EARMARKED RESERVES :- Expenditure	0	7,581	56,759	49,178	150	49,028	13.6 %
1070 DESTINATION BUCKINGHAM	0	20,000	0	20,000			0.0 %
EARMARKED RESERVES :- Income	0	20,000	0	20,000			
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-12,419</b>	<b>56,759</b>	<b>69,178</b>			
EARMARKED RESERVES :- Expenditure	0	7,581	56,759	49,178			13.6 %
Income	0	20,000	0	20,000			0.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-12,419</b>	<b>56,759</b>	<b>69,178</b>			







## Ledger No 1 for Month No 10

## 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	
25/01/2018	LHELEC		E-ON	E006	370.87	0.00	370.87	4159	250	370.87	no inv reced
25/01/2018	LHELEC2		E-ON	E006	475.54	0.00	475.54	4159	250	475.54	no inv reced
14/01/2018	H155689571		E-ON	E006	27.39	1.37	28.76	4602	248	27.39	unit 17
02/01/2018	1037679		ESE	E010	196.56	39.31	235.87	4112	201	196.56	de-icing salt
16/01/2018	1718		EVERWELL	E017	350.00	70.00	420.00	4008	101	350.00	occ health visit 9/1/18
24/01/2018	5618		4TH CORNER	F055	1,131.00	226.20	1,357.20	4605	253	339.00	maint cont
		10111273						4605	250	164.00	maint cont
		10111273						4605	259	48.00	maint cont
		10111273						4605	257	16.00	maint cont
		10111273						4605	251	140.00	maint cont
		10111273						4605	252	364.00	maint cont
		10111273						4120	255	60.00	maint cont
24/01/2018	5620		4TH CORNER	F055	1,540.50	308.10	1,848.60	4605	253	508.50	maint cont
		10111273						4605	250	205.00	maint cont
		10111273						4605	259	60.00	maint cont
		10111273						4605	257	20.00	maint cont
		10111273						4605	251	175.00	maint cont
		10111273						4605	252	497.00	maint cont
		10111273						4120	255	75.00	maint cont
01/01/2018	12127		GANDERTON	G008	105.53	21.10	126.63	4063	203	105.53	fuel
02/01/2018	32977/2018		GRENKE	G011	182.19	36.44	218.63	4012	102	182.19	leasing qty fee
04/01/2018	2343722		GRUNDON	G050	78.61	15.72	94.33	4162	250	78.61	wheelie bins
04/01/2018	2343723		GRUNDON	G050	37.21	7.44	44.65	4112	201	37.21	wheelie bins
05/01/2018	16719		HERON	H009	196.24	39.24	235.48	4108	202	196.24	abbots fire sign
10/01/2018	7980		HEALTH	H011	870.83	174.17	1,045.00	4709	249	870.83	monthly maint
01/02/2018	8032		HEALTH	H011	870.83	174.17	1,045.00	4612	249	870.83	contractor charge
05/02/2018	90642		JANITORIAL DIRECT	J013	71.11	14.24	85.35	4162	250	71.11	various supplies
02/02/2018	1332995		MARKET TRADER	M017	350.00	70.00	420.00	4235	302	350.00	Advert
01/01/2018	11-12/2017		MCMURTRIE	M056	300.00	0.00	300.00	4500	132	300.00	S McMurtie consultancy VALP

**Ledger No 1 for Month No 10**

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
01/01/2018	843570		MAINSTREAM	M061	5.49	1.10	6.59	4018	102	5.49	816426
01/01/2018	844245		MAINSTREAM	M061	32.58	6.52	39.10	4018	102	32.58	817433
01/01/2018	797487		MAINSTREAM	M061	8.58	1.72	10.30	4018	102	8.58	mar
01/01/2018	797488		MAINSTREAM	M061	5.45	1.09	6.54	4018	102	5.45	mar
01/01/2018	806561		MAINSTREAM	M061	34.50	6.90	41.40	4018	102	34.50	apr
01/01/2018	806562		MAINSTREAM	M061	92.99	18.60	111.59	4018	102	92.99	apr
01/01/2018	806563		MAINSTREAM	M061	35.50	7.10	42.60	4018	102	35.50	apr
01/01/2018	806564		MAINSTREAM	M061	62.99	12.60	75.59	4018	102	62.99	apr
01/01/2018	811259		MAINSTREAM	M061	77.99	15.60	93.59	4018	102	77.99	may
01/01/2018	811260		MAINSTREAM	M061	11.91	2.38	14.29	4018	102	11.91	may
01/01/2018	811262		MAINSTREAM	M061	3.51	0.70	4.21	4018	102	3.51	may
01/01/2018	815962		MAINSTREAM	M061	4.23	0.85	5.08	4018	102	4.23	jun
01/01/2018	820610		MAINSTREAM	M061	92.99	18.60	111.59	4018	102	92.99	jul
01/01/2018	820611		MAINSTREAM	M061	36.76	7.35	44.11	4018	102	36.76	jul
01/01/2018	820612		MAINSTREAM	M061	62.99	12.60	75.59	4018	102	62.99	jul
21/01/2018	10375		MICROSHADE	M063	403.28	80.66	483.94	4038	102	403.28	Microshade monthly maint
12/01/2018	664096		NEWITTS	N014	162.28	32.46	194.74	4164	250	162.28	harrod comb club train posts
05/02/2018	201801		OLD GAOL	O010	27.50	0.00	27.50	4079	301	27.50	Fair Trade Coffee Morning hire
01/01/2018	81190		PARAGON	P008	142.20	28.44	170.64	4601	253	142.20	chipper - remove fallen tree
01/01/2018	81191		PARAGON	P008	344.70	68.94	413.64	4620	253	344.70	digger hire
01/01/2018	81333		PARAGON	P008	4.17	0.83	5.00	4112	201	4.17	gaffa tape
19/01/2018	2018/2018/1		PRS	P044	506.39	101.28	607.67	4161	250	506.39	PRS 1/18 - 1/19
01/01/2018	65411774		PHS	P051	117.65	23.53	141.18	4162	250	117.65	sanitary disposal
11/01/2018	702387		QUEST	Q002	22.95	4.59	27.54	4709	252	22.95	wood stain
01/01/2018	121834		RT MACH	R006	769.25	153.85	923.10	4063	203	769.25	regrind, regrease and appraise
15/01/2018	124502		SLCC	S005	75.00	15.00	90.00	4023	102	75.00	regional training seminar cw
02/01/2018	9001705306		STAPLES	S020	419.93	83.99	503.92	4164	250	419.93	office chairs
04/01/2018	9386610		SAGE	S027	27.46	5.49	32.95	4010	102	27.46	p60's
04/01/2018	0849729238		SCREWFIX	S044	69.44	13.89	83.33	4043	102	43.33	uniform

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Ledger No 1 for Month No 10

Supplier A/c Order

Items marked with a \* are disputed invoices.

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	
		10111328						4043	102	-0.04	boots
		10111328						4161	250	26.15	boots
25/01/2018	CAN		ST JOHN	S054	-415.00	-83.00	-498.00	4023	102	-415.00	canc st johns invs
10/01/2018	ADS893		TRAVIS	T010	16.23	3.25	19.48	4112	201	16.23	postcrete
11/01/2018	5026ADS94		TRAVIS	T010	39.97	7.99	47.96	4709	254	39.97	paint, brushes, roll
24/01/2018	1800000023		THAMES VALLEY	T012	1,560.00	312.00	1,872.00	4068	201	1,560.00	oct,nov & dec 17
06/01/2018	162203376/		TOTAL	T049	121.23	6.06	127.29	4602	254	121.23	elec
06/01/2018	162203387/		TOTAL	T049	27.21	1.36	28.57	4052	102	27.21	feeder pillar
01/01/2018	146759266/		TOTAL	T049	125.58	6.28	131.86	4602	251	125.58	apr inv
01/01/2018	MAY		TOTAL	T049	114.00	0.00	114.00	4602	251	114.00	may
19/01/2018	891285		VIKING DIRECT	V001	44.27	8.85	53.12	4010	102	44.27	stat
24/01/2018	911554		VIKING DIRECT	V001	62.93	12.59	75.52	4010	102	62.93	stat
01/02/2018	934293		VIKING DIRECT	V001	44.99	9.00	53.99	4010	102	44.99	934293/10111336/Viking Direct
01/02/2018	940043		VIKING DIRECT	V001	30.98	6.20	37.18	4010	102	30.98	stationery
01/02/2018	949303		VIKING DIRECT	V001	54.47	10.89	65.36	5001	505	54.47	TIC1st aid and cash box
01/01/2018	W1W17/004		WOOD LANE	W017	165.00	0.00	165.00	4601	252	165.00	mowing paddocks
<b>TOTAL INVOICES</b>								<b>19,523.99</b>	<b>3,733.95</b>	<b>23,257.94</b>	<b>19,523.99</b>

Date: 21/02/2018

## Buckingham Town Council

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## Cash Book 1

User : CW

## CURRENT

For Month No : 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>316,768.94</b>				<b>316,768.94</b>	
<b>Banked on : 01/02/2018</b>		<b>3,948.97</b>					
	Sales Recpts Page 372	3,948.97	3,948.97		100		Sales Recpts Page 372
<b>Banked on : 01/02/2018</b>		<b>109.26</b>					
	Sales Recpts Page 373	109.26	109.26		100		Sales Recpts Page 373
<b>Banked on : 08/02/2018</b>		<b>186.00</b>					
500829	buck gen charities	6.00			1010 102	6.00	hall hire
500829	var	180.00		30.00	1020 303	150.00	food fair
<b>Banked on : 08/02/2018</b>		<b>124.00</b>					
500830	market	124.00			1005 302	124.00	market
<b>Banked on : 13/02/2018</b>		<b>1,262.98</b>					
	Sales Recpts Page 369	1,262.98	1,262.98		100		Sales Recpts Page 369
<b>Banked on : 13/02/2018</b>		<b>249.00</b>					
500831	var	69.00			1010 102	69.00	chamber hire
500831	food fair	180.00		30.00	1020 303	150.00	food fair
<b>Banked on : 13/02/2018</b>		<b>350.00</b>					
500832	burials	350.00			1041 253	50.00	ext 157
					1041 253	100.00	gor2/42
					1041 253	100.00	gor2/28
					1041 253	100.00	ext 23
<b>Banked on : 13/02/2018</b>		<b>455.00</b>					
500834	markets	455.00			1006 302	21.00	markets
					1005 302	434.00	markets
<b>Banked on : 13/02/2018</b>		<b>442.00</b>					
500835	market	442.00			1005 302	442.00	market
<b>Banked on : 13/02/2018</b>		<b>224.00</b>					
500836	tic income	224.00			1027 301	57.00	film place
					1027 301	60.00	summer fest
					1027 301	15.00	film place
					1027 301	12.00	empty room j wyatt
					1027 301	5.00	honey x 1
					1027 301	75.00	summer fest
<b>Banked on : 28/02/2018</b>		<b>4,490.73</b>					
correct	total gas - posted twice	114.00			4602 251	114.00	total gas - posted twice
correct	bcc '16 pension chq not cashed	3,974.45			4500 132	3,974.45	bcc '16 pension chq not cashed
correct	e-on chq in error	402.28			4602 249	402.28	e-on chq in error
<b>Banked on : 28/02/2018</b>		<b>2,068.00</b>					
cbr1	cpj field	800.00			1041 253	800.00	cpj field
cbr2	prop solution	858.00			1061 258	858.00	prop solution
cbr3	baja catina	30.00		5.00	1020 303	25.00	baja catina
cbr4	pimento food	30.00		5.00	1020 303	25.00	pimento food

Continued on Page 687

Date: 21/02/2018

Buckingham Town Council

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Cash Book 1

User : CW

CURRENT

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
cbr5	cpj field	350.00			1041 253	350.00	cpj field
<b>Total Receipts for Month</b>		13,909.94	5,321.21	70.00		8,518.73	
<b>Cash Book Totals</b>		<u>330,678.88</u>	<u>5,321.21</u>	<u>70.00</u>		<u>325,287.68</u>	

Date: 21/02/2018

## Buckingham Town Council

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Cash Book 1

User : CW

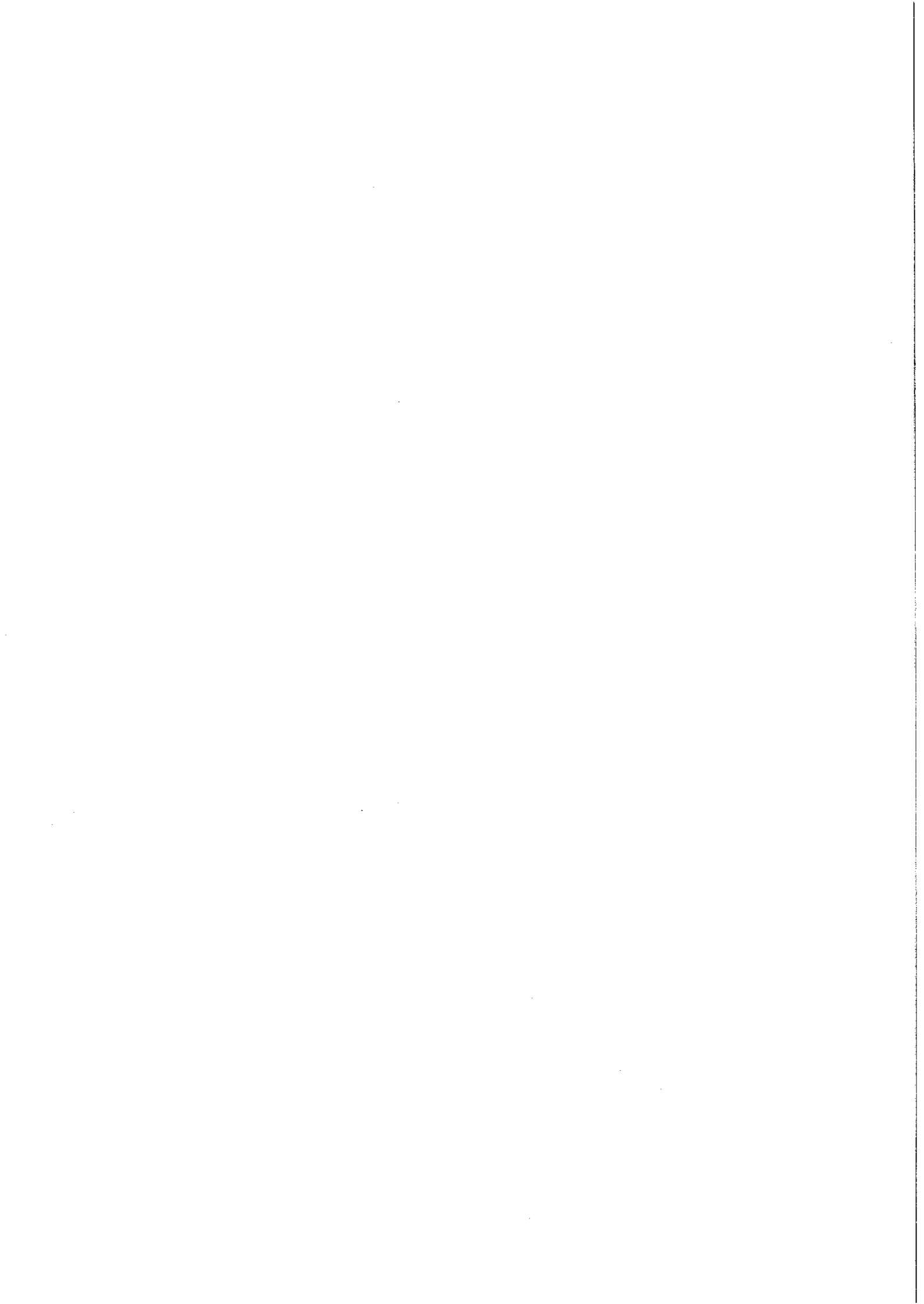
CURRENT

For Month No : 11

## Payments for Month 11

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2018	pwlb	CBP1	2,351.22			4034 258	2,351.22	pwlb
05/02/2018	Market Trader	009084	420.00	420.00		501		Advert
05/02/2018	Viking Direct Ltd	009085	156.53	156.53		501		934293/10111336/V Direct
05/02/2018	Healthmatic LTD	009086	1,045.00	1,045.00		501		contractor charge
05/02/2018	Buckingham Old Gaol trust	009087	27.50	27.50		501		Fair Trade Coffee Morning hire
05/02/2018	Janitorial Direct Ltd	009088	85.35	85.35		501		various supplies
05/02/2018	broxap street furniture	009089	1,466.40	1,466.40		501		222936/10111320/b street
05/02/2018	Buckingham Community Centre	009090	331.65	331.65		501		Hall Hire
05/02/2018	p cash	009082	250.00			210	250.00	p cash
12/02/2018	E-ON	pl1	409.81	409.81		501		Purchase Ledger
14/02/2018	Mainstream Digital Ltd	pl2	343.92	343.92		501		Purchase Ledger
14/02/2018	PC World (DSG Retail Limited)	pl3	199.99	199.99		501		Purchase Ledger
15/02/2018	vaht	CBP2	49.87			4066 256	49.87	vaht
15/02/2018	hmrc paye	CBP3	5,614.22			515	5,614.22	hmrc paye
<b>Total Payments for Month</b>			<b>12,751.46</b>	<b>4,486.15</b>	<b>0.00</b>		<b>8,265.31</b>	
<b>Balance Carried Fwd</b>			<b>317,927.42</b>					
<b>Cash Book Totals</b>			<b>330,678.88</b>	<b>4,486.15</b>	<b>0.00</b>		<b>326,192.74</b>	





**BUCKINGHAM TOWN COUNCIL**

**Resources**

**Monday 26th February 2018**

**Contact Officer:** Mrs Jodie Baughan

**Subject:** Write off debtors

**Background**

Each financial year a number of sale ledger invoices remain, unpaid despite numerous telephone and written requests for payments. Audit requires permission from Councillors to write off these debts.

**Recommendation**

That the attached debts be written off the financial year 2017/18.

**Eurolane****£2958.13**

This is the invoice for the annual roundabout sponsorship. Previous conversations with the customer indicated that he was unhappy with standard of maintenance on the roundabout throughout the year. I have emailed the EM and he is negotiating with the customer to try to reach an agreement. I am anticipating removal of signage and the need to write off the debt either partially or in full.

**Chandos Bowls Club     £549.71**

This is the invoice for the recharge of water usage 2016-17. I anticipate the need to write this debt off in full as no agreement has been reached and I am not aware of any further agreement to recharge the usage.

**BUCKINGHAM TOWN COUNCIL**

**RESOURCES**

**MONDAY 26<sup>th</sup> FEBRUARY 2018**

**Committee Chairman: Cllr. J. Bates**

**Contact Officer: Christopher Wayman**

**Improving the effectiveness and efficiency of the Council**

**Background**

The Town Council should always be looking to improve and adapt to future changes. There are a large number of changes coming in the next few years. These have been acknowledged by the Town Council previously by undertaking such events as the strategic planning and the scenario planning workshops. The Scenario Planning workshop proposed large changes to the Town Council's work in the future with looking at other aspects of work that the Town Council might need to expand into to ensure the Town functions and has the best possible chance to thrive in the future.

The proposed changes came out a discussion between the management team (the Town Clerk, Deputy Town Clerk and Estates Manager) factoring in the changes we can see coming in the next few years and taking on board the discussions in Town Council meetings and in the Scenario Planning workshops.

Unitary is by far and away the biggest single change affecting the Council over the next 2-3 years. There will be positives and negatives associated with this. There are other impacts such as the forthcoming elections and the general increase in the day to day workload of the Council.

The main driver became making the Town Council more efficient. Looking at what could be done to reduce the ever increasing work load on Councillors and staff.

These proposals were presented to the Chairmen of the Committees and the Mayor to obtain feedback on the feasibility of working.

It is important to implement change soon so that the Town Council is ahead of where it needs to be and not lagging behind and having to react to changes at other councils. It is not practical to introduce strategy changes to how the Council runs during the time that the unitary happens. There will be other important factors including discussions over what exact services would transfer which would take time away from internal change.

There are three options for Unitary which might happen:

1. One unitary council covering the whole county
2. Two unitary councils covering the county
3. No change with a district and a county council

As discussed at the scenario planning workshop the two options for unitary will give similar result in that more aspects would be devolved down to the Town, although the extent would likely be different. With the third option it is likely that County would look to devolve more services and assets down to the Town Council. District has removed many of the services which may have previously transferred. Therefore the Town Council would need to fill in the gaps that these have occurred.

Therefore this structure has looked at all three possibilities and takes each into account as to how it has been created to function. i.e. It would function well if there was little to no expansion of the services we undertake, a medium amount of extra services and if there was a large amount transferred. Hence at the bottom of this report it looks into which other services would fit under the committee.

### Information

Most of the functions of the current Resources committee would transfer to back to Full Council:

*Providing high standard and cost effective services and overseeing resources and performance.*

Full Council would focus on:

- Financial responsibilities – budgets and grants
- Income management including precept and rate setting (including hire rates)
- Future Resource Planning
- Recruitment & Retention of Staff and Councillors
- Staff and Councillor Training and Development
- Policy Development
- Strategic direction of the Council

Full Council would also deal initially with any general items which don't fall under the committee remits.

There would be a HR Committee which would meet on an ad hoc basis and would deal with the HR issues that are required by policy.

<b>Strategic Objectives</b>	<b>Indicators of Progress / Targets</b>
1.1 Oversee the Financial management of the Council	Reducing the number of recommendations from the Council's Internal Auditors for improvements in the management
1.2 Generate more income for the Council	Increase the amount of non-precept income sources and the amount of revenue income

1.3	Create a plan for the future of the Council	Create a plan before January 2019
1.4	Actively pursue the recruitment of new Councillors	Have 5 new candidates stand for the May 2019 election
1.5	Encourage whole organisation training	Increase the number of relevant training courses attended to 25
1.6	Review annually the policies of the Council	100% of policies are revised by Council or HR sub-committee

The Council would set out the priorities for what it wishes to undertake in the next year.

These are only suggestions and the Council would decide on the priorities with a suggested timescale. The strategic objectives should be based on outcomes that the Council wants for the town. This would focus the Council more on ensuring successful outcomes and benefits to the community.

## Future

The agenda for Resources is relatively small at the moment and could be subsumed into Monthly Full Council meetings with ease. In addition by having more regular Full Council meetings the requirements can be split across the meeting i.e. District Councillors presenting at one month, County Councillors at the next month. This would then reduce the length of the Full Council Meetings.

All Full Council and Committee meetings would have comprehensive reports detailing what decisions are required to help focus staff and Councillors on the outcomes needed.

Members have raised questions about what the decision making process would be. The decision making process would occur as it is at the moment. The day to day running of the services will be decided under the policy set by the Council for staff members.

Items which require a decision by the committee or Full Council because they fall outside the scope of the policies set or previous decisions of the Council will be scheduled for the next Committee/Council meeting

If something is urgent and requires a decision by the Committee or Council then a meeting of the Committee or Council will be called for a decision to be made.

Members have discussed whether there is a problem for recruiting more Councillors. The Town Council has historically had a problem when it comes to attracting enough candidates. In both 2015 and 2011 there was a requirement to co-opt two Councillors onto the Council to fill spaces where no one stood for election. The Town Council, to enable it to keep the General Power of Competence and also Quality Gold requires 2/3rds of the Council to be elected (including uncontested seats).

Beyond that the Town council should be encouraging democracy and people to stand for election. The Town Council has a history of having uncontested elections. This has meant that out of the 17 councillors currently on the Town Council 2 are co-opted, beyond this 2 Councillors have never had to contest an election (next year they will have had 20 years service between them) Over the last 3 elections 5 Councillors stood in all 3 but only had to contest one of those elections. By having more people standing for election it will ensure more contested elections and allowing the residents of the Town to exercise their democratic rights fully.

### **Recommendation**

The Resources committee to discuss this proposed restructure, and make recommendations to Full Council about how it can be implemented.

## BUCKINGHAM TOWN COUNCIL

## RESOURCES

MONDAY 26<sup>th</sup> FEBRUARY 2018

Committee Chair: Cllr. Jenny Bates

Contact Officer: Miss Eloise Medland

**Council Chamber****Background:**

Currently the Council Chamber is available to hire between the hours of 9am and 11pm. It has a capacity of 25 people. The rates are £3 per hour for charity/community groups and £6 per hour for commercial use. These prices have been held since 2011 when the hire records start. Around 95% of our hirers are community groups and therefore pay the lower rate.

**Information:**

Over the last few years the chamber has had an average of 184 bookings; 41% of these were partly or wholly outside of office opening hours (meaning extra staff time to lock/unlock). This was a total hire of 378 hours, providing an average income of £1,250. *These figures do not include free of charge bookings, e.g. Twinning, or Destination Buckingham.*

Similar community rooms locally charge:

Room	Capacity	Community use	Commercial use
Buckingham Library, Community Room	37 people	£10 per hour	£14 per hour
Lace Hill Committee Room	40 people	£9 per hour	£12 per hour

**Recommendation**

My recommendation is for a £7 charity/community rate and a £10 commercial rate to be adopted as of 1<sup>st</sup> April 2018. Any new bookings taken from April 2018 would be charged at these new rates.

These figures are more comparable to similar facilities in the local area and are also much closer to recouping our costs of heating, lighting and water for the building while in use, along with staff time to take and process bookings and unlock/lock, especially as several bookings take place outside of office hours.

Based on the average of the last few years' bookings, if we had the same level of bookings (almost all are regular block bookings for the year) then the chamber could achieve a possible income of £2,706; a 46% increase.

