



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

11 April 2018

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 16th April 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 26th February 2018 ratified at the Full Council meeting held on Monday 12th March 2018.

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on Monday 4th April 2018.

Proposed by Cllr. Smith, seconded by Cllr. Isham and **RECOMMENDED** not to include draft minutes on the website; CSG are of the view that only ratified minutes are uploaded.

5. Minutes of the Personnel Subcommittee

To receive the minutes of the Personnel Subcommittee held on Thursday 29th March 2018

6. Action Report

Appendix A

7. Policies and Procedures

To agree to commission an independent review of the Council's policies and procedures in relation to the personnel sub-committee, disciplinary and related policies and procedures made with reference to best practice and recent events in their application; with a view to seeking recommendations for improvement in the content of same

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.

8. Disciplinary Policy and Procedures

To discuss how better to implement Buckingham Town Council's disciplinary policies and procedures

9. BACS Credit Limit (remitted from Interim 916/17)

R-89-17

To receive a written report from The Town Clerk

10. Health and Safety and Employment Law

R-90-17

To receive a written report from the Town Clerk

11. Website & Social Media Policy

To receive a report from the Deputy Town Clerk and proposed website and social media policies.

11.1 Website & Social Media Policies report

R-91-17

11.2 Draft Website Policy

Appendix B

11.3 Draft Social Media Policy

Appendix C

12. Accounts and Budgets

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

Appendix D

13. Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

Appendix E

14. Motion – Cllr Ruth Newell

As an equal opportunity employer and taking into account the work life balance of both Town Council employees and councillors, this Council proposes that for 2019 meeting dates we do not meet in the weeks of bank holiday Mondays, and that we avoid meeting in August, unless there is the need for an urgent planning meeting, and that the meeting schedule is drawn up accordingly.

15. Chairman's Announcements

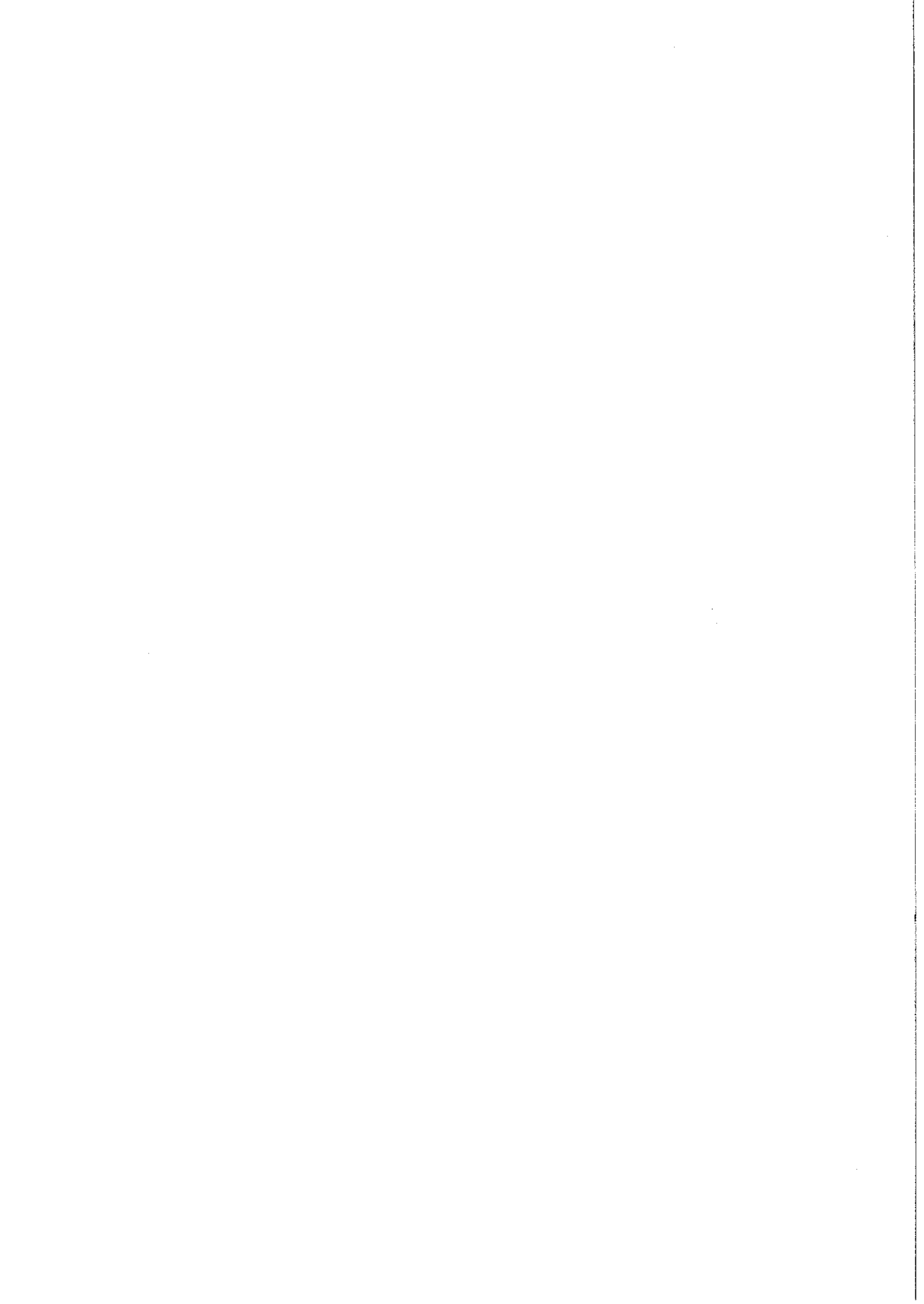
16. Date of next meeting: Monday 11th June 2018

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 |
|-------------|----------------|------------------------|--|---|--------------|----------------|---------|-----------|
| A | 140/16 | Town Action Commission | Report for AVDC requesting additional Parent Child parking bays at the rear of Cornwall Meadows Car Park | Awaiting confirmation from AVDC | 3 | 4 | 3 | 10 |
| 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 |
| C | 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 |



BUCKINGHAM TOWN COUNCIL

RESOURCES

MONDAY 16th APRIL 2018

Committee Chairman: Cllr. J. Bates

Contact Officer: Christopher Wayman

LIMIT FOR BACS PAYMENTS

Background

On the 6th November 2017 it was AGREED 'That this council ends the archaic and costly system of payment by cheque, which incurs extra expense to both the council and the recipient, and makes all future payments, *where possible*, by bank transfer. Current cheque signatories would instead sign a bank transfer approval'.

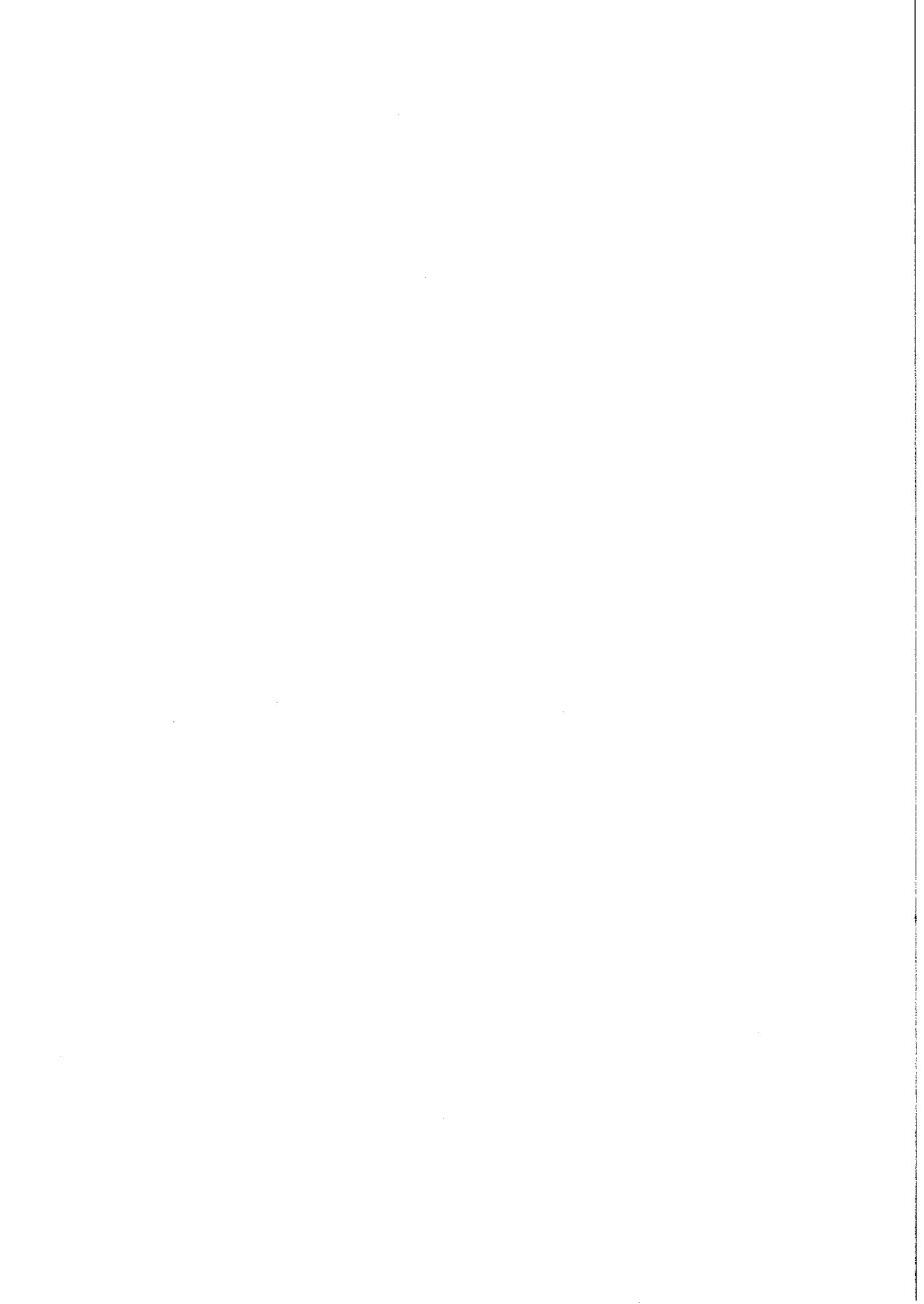
This has tried to be enacted by the Finance Officer and the Town Clerk. However, Lloyds have since asked for more information. This has been provided, apart from they require a Council minute to set the amount approved for BACS.

Information

A level of £25,000 was put forward as this is the limit before the Town Council has to obtain tenders and also as it would cover most of the payments the Council makes during the year. Last year there were 4 payments above £25,000. Two of these were payments for the toilets, one was the purchase of the Community Centre and the last was the payment to Tourism South East for their contract. None of these will take place the next year. However, there will be Cotton End steps which will need payment. Last year there were 41 payments of over £5,000. We have 3 regular payments of over £5,000.

Recommendation

That Councillors agree a level of payment for BACS levels.



BUCKINGHAM TOWN COUNCIL

RESOURCES

MONDAY 16th APRIL 2018

Committee Chairman: Cllr. J. Bates

Contact Officer: Christopher Wayman

Health and Safety and Employment Law

Background

Health and Safety and Employment Legislation requirements are complex and continually changing. There is the requirement to carry out annual audits, risk assessments for all council activities, method statements for work undertaken, and to keep policies and procedures up to date with legislative changes. There is also soon to be a mandatory requirement to provide annual Occupational Health screening for employees carried out certain tasks that our employees carry out (i.e. respiratory tests – from grass cutting / hand arm vibration syndrome – from use of machinery).

Prices have been sought for help in providing Health and Safety information as well as employment law. The Health and Safety service would carry out a review our current documentation, ensure that we are undertaking everything that is required and allow more comprehensive risk assessments and templates to be provided.

There has been an increase in this area with more work requiring method statements detailing how work is going to be carried out.

The employment law service would include Contracts of Employment/Terms and Conditions, Employment Law Updates, Documentation, Advice Line, Employment Tribunals.

In additional to providing expert legal support, both areas would free up managers time to undertake other projects.

Information

Three companies were approached and briefed on the work of the Town Council.

The following quotations were provided:

| | |
|------------------|--|
| Company A | <p>Fixed Employment Law & HR Service based on 5 Year agreement - £2,830.00 per year Legal Expenses Insurance (employment claims) - £142.74 per year</p> <p>Fixed Fee Health & Safety service based on 5 Year agreement - £2,344.00 per year Legal Expenses Insurance (Health & Safety Prosecution) - £57.06 per year</p> <p>Personnel & HR Service combined with Health & Safety Service – £4,330.00 per year Annual fee for e-learning licences - £838.00 per year</p> <p style="text-align: right;">TOTAL combined service: £4,330.00 per year + £838 per year for e-learning</p> |
| Company B | <p>Employment Law Services based on 5 year agreement - £5,712.00 per year <i>Optional: Online HR Service and Advice Line - £1,584.00</i> Health & Safety Check visit - £300.00 per visit (one off cost) Health & Safety Services - £1,836.00 per year based on 5 year agreement</p> <p style="text-align: center;">Health & Safety Annual Cost (based on 5 year agreement) - £1,836.00 per year Employment Law Annual Cost – £5,712.00 per year</p> <p style="text-align: right;">TOTAL combined service: £7,548.00 per year includes e-learning</p> |
| Company C | <p>Employment Law & HR service based on 3 year agreement - £2,862.00 per year Health & Safety Service including 2 visits per year - £1,800.00 per year</p> <p>Personnel & HR Service combined with Health & Safety Service - £4,032.00 per year</p> <p><i>When Required: Occupational Health / Health Surveillance Service - £52.50 per person</i></p> <p style="text-align: right;">TOTAL Combined Service - £4,032.00 per year includes e-learning</p> |

Recommendation

That the Council agree to appoint **Company C** as a specialist company for Health and Safety and Employment Law advice and support, as the most cost effective and comprehensive service.

The budget for this would be from contingencies: 132/4500 with future cost being built into the precept.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 16th April 2018

Contact Officer: Claire Childs

Subject: Website & Social Media Policies

Background

The Communications Strategy Group requested drafts of new Website and Social Media Policy documents. These were produced and discussed at CSG on Wednesday 4th April 2018.

The amendments made to the policies by CSG are shown on the attached documents.

Under the Terms of Use section, it was requested to remove 'mayoral profiles'. Whilst there is currently no official mayoral profile / social media page, one may be introduced in the future, and in that case, it will be important to protect the interests of the Council to ensure that any such future profiles are included under the requirements of the policy.

Recommendation

To review and agree the Website and Social Media policies, as amended by the Communications Strategy Group.

To agree to review the policy to include Mayoral profiles, should an official mayoral page / profile be introduced.





Council Website Buckingham Town Council Policy

Date Agreed: ####/##/##
Minute Number: ####/##
Prepared by: Claire Childs
Version: 2.0

This policy applies to employees of Buckingham Town Council ("The Council") and covers:

- Aims of the Town Council Website
- Website content
- Information about businesses
- Website Links
- Complaints process
- Enforcement

Aims of the Town Council Website

The aims of the Town Council website are:

- To provide information useful to residents, focused on services and events within the Town
- To provide details of the services and provisions provided by The Council
- Provide information in a timely, accurate, fair and objective manner
- To assist visibility of Council matters to residents, including agendas, minutes, directory of council members, and any other relevant Council documents
- To support engagement of residents with the Council, including providing contact details for residents to raise concerns or questions with the Council, and providing a mechanism to facilitate surveys and / or consultations where appropriate
- To encourage usage of the website as a communication method and to promote the use of the website
- To educate, inform and engage the people of Buckingham and beyond in appreciating our town and encourage them to take action to make our town even better.

The Council has decision making authority over the content. However, it would not be practical for all decisions regarding individual notices and items of content to be approved by the Council and as such the following set of policies have been established to allow the day to day editorial activities of the website to be delegated to officers, whilst providing a clear framework of what is acceptable and unacceptable. This may be reviewed by the Council from time to time.

Website content

The Council website is a form of social media, and the requirements of the Social Media policy shall also apply to the Council Website. The website will contain links to the Council approved social media channels.

The website will focus upon providing factual content. The website will generally not publish opinions, except where these are the correctly approved opinions of the Council, or where these opinions form a part of Council business (for example as part of sharing views upon a consultation).



All content on the website shall be published by an officer authorised to publish content on behalf of the Council – there will be no open access ability for the public to directly publish content on the website. In the interests of efficient and timely publication of information, the Council officers shall have delegated authority to publish content that fits one or more of the following criteria:

- Council documents which are approved for publication, including agendas, approved minutes, register of councillors' interests, etc.
- Any notice which is approved for publication on the Council noticeboard or by the Council in the Buckingham Town Matters newsletter
- A public summary of key actions and notices arising from council meetings prior to the approval of the minutes
- Any notice sent to the Council which is intended for public circulation and where publication is in the public interest (for example Police notices, road closures or formal consultations)
- Details of any public event held within the Town
- Details of any clubs, societies or public services based within (or which primarily target residents of) the Town
- Content which is likely to encourage usage of the website without materially impeding the website's primary purpose, nor cause any material harm (i.e. local news and weather feeds, or photographs of recent town events *with permission of the copyright holder*)
- Details of any clubs or activities that take place at or on Council facilities, such as through the hire of Lace Hill Sports and Community Centre
- The website will not carry "paid for" advertising nor publish notices which are primarily of a commercial nature without approval of the Council
- Written permission from the original copyright-holder must be obtained before using any photo or video. It is generally illegal to use imagery from the internet without permission. Copyright cannot be transferred from a third party
- ~~Images of young or vulnerable people must not be used without written permission from their parent or guardian.~~
- Images taken by Buckingham Town Council at their public events may be published on the Buckingham Town Council website.

Other content and / or functionality can be implemented as instructed by and approved by the Council.

Information about businesses

The website is not primarily a business directory, but recognises that the local nature of some businesses may warrant their inclusion on the website, such as businesses that hire Council facilities, or attend Council events. The website may include public service business (e.g. Post Office) and any business based within the Town or which primarily provides its services within the Town upon request from that business.

Website Links

The website may contain links to other third party websites where these fit one or more of the following criteria:



- Links to websites that provide further information about an event, club, society, public service or other permitted body
- Links to websites that provide information about activities, clubs, classes or events held at Council premises
- Links to mainstream news and weather sites covering the local area
- Links to other local council, government or government agency websites
- Links approved by the Council for inclusion

Complaints process

In the event of an objection that content does not comply with this policy, the designated officers will seek guidance as soon as reasonably practical from no fewer than two councillors from the Communications Strategy Group (CSG), as to whether either:

- The content concerned should remain in place and be reviewed at the next available CSG Council meeting; or
- The content concerned should be removed pending review at the next available Council meeting

Enforcement

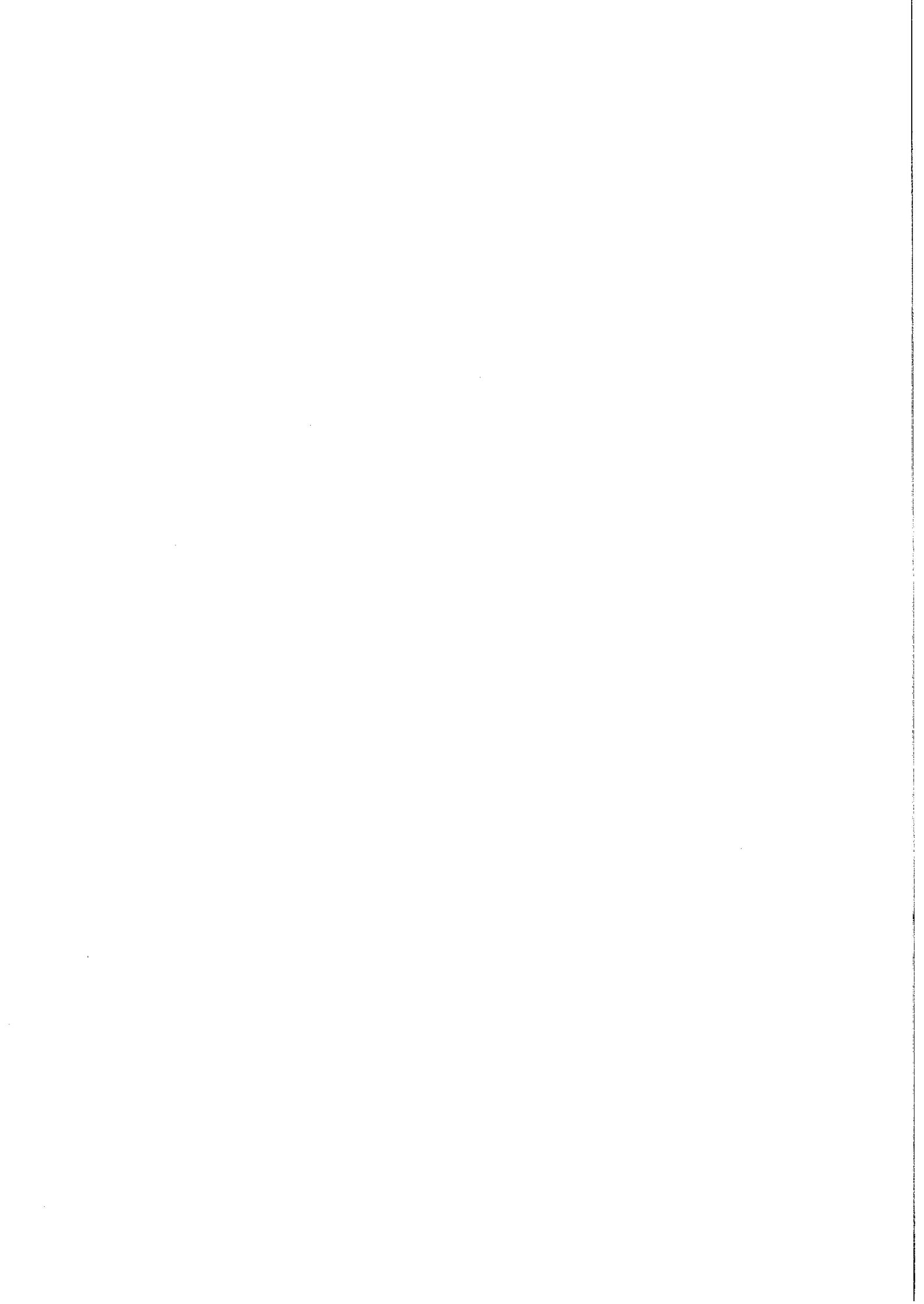
~~Breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example bullying, use of inappropriate language, accessing or posting inappropriate and / or offensive material causing serious damage to the Council, may constitute gross misconduct and lead to summary dismissal.~~

~~Any communications or content published that causes damage to the Council, any of its employees, or any third party's reputation may account to misconduct or gross misconduct, and could result in a formal investigation under the Council's Discipline (Misconduct) policy.~~

This policy is part of The Council's Employment policy group and is designed to work in conjunction with the following policies:

- *Code of Conduct*
- *Complaints*
- *Confidentiality*
- *Discipline (Misconduct)*
- *Equal Opportunities*
- *Grievance*
- *Harassment and Bullying*
- *Social Media*

| | Person/Group responsible | Version | Date completed |
|-------------------|--------------------------|---------|----------------|
| Report written by | Louise Bird | 1.2 | |
| Reviewed by | | | |
| Agreed | | | |
| Updated by | Claire Childs | 2.0 | 23/03/2018 |
| Reviewed by | Christopher Wayman | | 26/03/2018 |
| Agreed | | | |





Social Media Buckingham Town Council Policy

Date Agreed: #####
Minute Number: #####
Prepared by: Claire Childs
Version: 1.0

This policy applies to Council Employees, Elected Members, partners or other third parties (including contractors and volunteers) ("Council Representatives") acting on behalf of Buckingham Town Council ("The Council") and covers:

- Social Media Definition
- Key Principles
- Terms of Use
- Official Capacity
- Professionalism
- Risks
- Responding to Negative Posts
- Personal Usage of Social Media
- Enforcement

Social Media Definition

Social media is the term used for interactive internet-based tools, ~~used on computer, tablets, and smart phones to help people keep in touch and enable them to interact.~~ It allows people to share information, ideas and views.

Social media can affect communications among managers, employees and job applicants; how organisations promote and control their reputation; and how colleagues treat one another. It can also distort what boundaries there are between home and work. Some estimates report that misuse of the internet and social media by workers costs Britain's economy billions of pounds every year and that many employers are contending with issues like time theft, defamation, cyber bullying, freedom of speech and the invasion of privacy.

It is important that the Council is able to use social media effectively and flexibly, however it is also important to ensure that the Council balance this with its duties to its service users and partners, its legal responsibilities and its reputation.

Social media is a key tool for public relations specifically for:

- **Communication** – it provides a direct method of communication such as important and timely messages, news and information, promotion of events and awareness raising (i.e. of services provided)
- **Advertising** – it allows the targeting of specific audiences outside existing networks with relevant information in a fast and cost effective way
- **Engagement** – it allows The Council to seek opinions, share conversations and engage with the local community to improve knowledge and correct misconceptions
- **Collaboration** – it provides the ability to identify more efficient ways of working together and sharing information which can change or enhance the perception of The Council's services



For the purposes of this policy, "social media" is: **any type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum.**

This includes, but is not limited to, the Town Council website, other websites associated with Council business; online social forums such as Twitter, Facebook and LinkedIn; blogs and video- and image-sharing websites such as YouTube, Instagram and Flickr. ~~There are many more examples of social media than can be listed here and this is a constantly changing area.~~

Key Principles

This policy is in place to ensure that:

- the Council is not exposed to legal and governance risks
- the reputation of the Council is not adversely affected
- users are able to clearly distinguish where information provided via social media is legitimately representative of the Council

The requirements of this policy apply to all uses of forms of social media which are used for any Council related purpose, regardless of whether they are hosted corporately or not. They must also be considered where Council representatives are contributing in an official capacity to social media provided by external organisations.

All Council representatives should bear in mind that information shared through social media, is subject to copyright, data protection and Freedom of Information legislation; the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with the Council's Equal Opportunities Policy.

All proposals for using social media as part of a Council Service (whether hosted by the Council or a third party) must be approved by the Town Clerk before use.

All Council Representatives are personally accountable for what they publish on their own social media accounts. However, posts can still affect their professional standing and / or that of The Council. Use of social media not related to Council services does not need to be approved by the Town Clerk however Council representatives must still operate within the requirements of this policy.

The posting of inappropriate content, whether on a Council or Personal account, could result in a formal investigation under the Council's Discipline (Misconduct) policy.

~~If a~~Any Council Representative is found to be viewing or publishing inappropriate content, for example such as illegal, sexual, racist or material of an offensive nature, it will be investigated formally under the Council's Discipline (Misconduct) policy or Code of Conduct.

Terms of Use

Council Representatives must adhere to the following terms of use. Where individuals, including those from partner organisations and other volunteers, are involved and are acting on behalf of the Council, they will also be required to comply with the relevant Council policies.



Social media:

1. Must not be used to publish any content which may result in actions of defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes, but is not limited to, material of an illegal, sexual, racist or offensive nature that may bring the Council into disrepute.
2. Must not be used in an abusive or hateful nature.
3. Must not be used for actions that would put Council Representatives in breach of Council codes of conduct or policies relating to Elected Members or Employees.
4. Must not breach the Council's Equal Opportunities or Bullying and Harassment policies.
5. Official Council or Mayoral profiles and pages must not be used for party political purposes or specific campaigning purposes as the Council is not permitted to publish material which 'in whole or part appears to affect public support for a political party' (LGA 1986).
6. Official Council and Mayoral profiles and pages must not be used for the promotion of personal financial interests, or personal campaigns.
7. Official Council and Mayoral profiles and pages must not be used for the promotion of commercial ventures.
8. Official Council and Mayoral profiles and pages must not be used for playing games, or for anything of a personal nature including posting or promoting private enterprises or fundraising.
9. Official Council profiles and pages must only sign up to pages / promotions / other accounts where these are relevant and / or appropriate to Council business. If there is doubt, the Town Clerk will decide what is appropriate.

Official Capacity

It is important to ensure that members of the public and other users of online services know when social media is being used for official Council purposes. To assist with this, all Council representatives must adhere to the following requirements:

1. Officers must only use @buckingham-tc.gov.uk email addresses (or that of their own reputable organisation if they are not employed by the Council) for user accounts which will be used for official Council purposes.
2. Where social media accounts are managed by Council representatives, appropriate feedback and complaints information must be published in a prominent place which is easily accessible to other users.
3. The use of the Council's logo and other branding elements should be used where appropriate to indicate Council support. The logo should not be used on social media accounts, pages, or posts which are unrelated to or are not representative of the Council's official position.
4. Council representatives should identify themselves as such where appropriate on social media, for example providing additional information in user profiles.
5. Council representatives should ensure that any contributions they make are professional and uphold the reputation of the Council.
6. Members, if using their own Social Media accounts or profiles, must ensure that they are either speaking in a personal capacity, or simply providing details of works undertaken or policies agreed by The Council, and not speaking on behalf of The Council.

All users need to be aware that applications or accounts may be closed for a defined period before local and national elections, in order to comply with legislation which affects local authorities.



Professionalism

Anything written on The Council's social media channels reflects on the Council. As social media is a relaxed style, it is important not to appear overly formal, but the following rules should be followed.

Council representatives should:

- Engage with conversations, share news and ask questions
- Post regular / daily content and respond to questions
- Take difficult conversations out of the public domain and on to a private channel
- Consider how to deal with messages received out of hours

Council representatives should not:

- Ignore genuine questions or interactions
- Talk about anything political, policy proposals or of wider council implications
- Reveal confidential or sensitive information about the authority or Council business
- Delete posts / comments –anything contentious must be referred to the Town Clerk

The council must not be seen to be endorsing comments which are:

- Defamatory, false or misleading
- Insulting, threatening or abusive
- Obscene or of a sexual nature
- Offensive, racist, sexist, homophobic or discriminatory against any religions or other groups
- Promoting illegal activity
- Intended to deceive

Risks

Managing social media is fundamental to managing the reputation of The Council. Any risks should be mitigated as soon as possible. The following are examples of risks and mitigations which may be applicable:

| RISK | MITIGATION |
|--|--|
| Criticism from the public (i.e. time/resources/benefit) | Evaluate to show the value of using social media. Regularly assess profiles and pages and take action if they fall below agreed standards*. |
| Technical security of accounts and potential for hacking | Only the Town Clerk can authorise the creation of new accounts. Only @buckingham-tc.gov.uk email addresses will be used to set up accounts. Passwords will be controlled, and must not be changed without the Town Clerk's knowledge. Account details and passwords must not be shared with unauthorised users. |
| Vandalism of content and unsuitable content from other users, such as unsavoury comments | Unsuitable posts and comments will be removed as soon as The Council are made aware of any issues. If users are abusive or post persistent abusive messages, the user will be blocked. |



| | |
|---|--|
| Inappropriate use by other council officers | Access to council accounts will be for official usage only. All users of social media on behalf of the council must agree to this policy, any misuse will be dealt with under the Council's Discipline (Misconduct) policy. |
|---|--|

*Failure to maintain social media channels to expected standards may result in the profile or page being deleted. This may be due to infrequent posting, ignoring messages and comments, lack of engagement, inconsistent branding, lack of accuracy, or no evidence of added value to the service.

Legal Issues

Employers can be held legally responsible for online content published by their employees. Employees should ensure they are aware of the details of this policy, whether this is for personal use or as a part of their working role; and make themselves familiar with the legal issues and risks before posting about colleagues or sharing information about the Council.

Consumer Protection from Unfair Trading Regulations forbids creating fake blogs, falsely representing oneself as a customer and falsely advertising on social media sites. Examples of social media activities outlawed under the Consumer Protection from Unfair Trading Regulations are:

- Creating fake blogs ('ghosting')
- Falsely representing oneself as a customer
- Falsely advertising on social media site

Defamation

Defamation is the act of making a statement about a person or company that is considered to harm reputation, for example, by lowering others' estimation of the person or company, or by causing them to lose their rank or professional standing.

If the defamatory statement is written down (in print or online) it is known as libel. If it is spoken, it is known as slander. Posting a defamatory statement online or recording it on a podcast would both be examples of libel.

Engaging with Young and Vulnerable People

There are many benefits to engaging with young people, vulnerable adults, and their families on social media. However, the associated risks could be very serious.

A young or vulnerable person may choose to utilise social media to make a disclosure or allegation. These must be taken seriously and immediate action taken to investigate, or to refer onto the appropriate authorities.

The council is not expected to ensure that users meet the age limits for using social media platforms. However, all concerns must be reported to an appropriate safeguarding authority. Profiles or pages aimed at young people or vulnerable adults must be monitored frequently



Copyright

Written permission from the original copyright-holder must be obtained before using any photo or video. It is generally illegal to use imagery from the internet without permission. Copyright cannot be transferred from a third party.

Images of young or vulnerable people

~~Images taken by Buckingham Town Council at their public events may be published on the Council's social media. Images of young or vulnerable people must not be used without written permission from their parent or guardian. If a young or vulnerable person uploads a picture to a social media profile or page that The Council controls, The Council may be held responsible for not acting if it is later deemed to play a part in an offence.~~

~~If there is a safeguarding issue any Council Representative suspects' there is an issue with an image, the Town Clerk must be informed and the appropriate safeguarding authorities must be contacted immediately.~~

Responding to Negative Posts

Negative posts cannot be avoided but how they are dealt with has implications for the Council's reputation. They should not be ignored, although sometimes no answer is required if it is a rhetorical question, a repetition of an earlier posting or a post designed to provoke. If such posts are public, it is better to answer them in public although, occasionally, it may be necessary to take conversations onto a private channel. Any contentious issues should be raised to the Town Clerk immediately.

Personal Usage of Social Media

All Council Representatives are personally accountable for what they publish on their own social media accounts. However, posts can still affect their professional standing and / or that of The Council.

The posting of inappropriate content could result in a formal investigation under the Council's Misconduct (Discipline) policy if:

- The profile refers to the user's job title or employer
- The user is pictured wearing the uniform of a council-run service
- The user holds a prominent public-facing position within the authority

If any Council Representatives make reference to employment with the council on a personal social media profile, they must ensure that:

- There is a declaration somewhere on the page or biography that the views expressed are theirs alone
- They do not bring the Council into disrepute
- They do not reveal any potentially confidential or sensitive information about the Council that they may have come across in their work or through Council business
- They do not use any Council-owned images or logos without prior consent.
- They do not include personal contact details or photographs of service users or employees



- Where possible, they refrain from accepting service users or ex-service users as 'friends'
- They do not make offensive comments about the authority, members, colleagues or members of the public as this is a disciplinary offence

In some circumstances, personal social media channels may be used for professional purposes while at work (i.e. to share work related posts to other groups). The conditions for this must be agreed in advance with the Town Clerk.

Use of Social Media at Work

Employees are permitted to use the Council's computers or devices and / or their own computers or devices in the workplace to access personal social media provided this policy is adhered to and it does not impact on an employee's job or interfere with the performance of other work colleagues doing their job. This must be during the employees own time, for example, before starting work, during breaks or after work. Any exceptions to this must be agreed in advance by the employee's line manager.

Employees are permitted to use Council approved social media websites and feeds as part of their normal work duties, if agreed in advance with the Town Clerk.

Under normal circumstances, the use of Council computers or devices for personal use outside of normal working hours is not permitted, however if prior approval from the employees line manager has been granted, the use of Council computers or devices for personal use outside of normal working hours must comply with this policy.

Monitoring Use of Social Media During Work Time

The Council monitors employees' internet / social media usage whilst using Council devices. The Council considers that valid reasons for checking an employee's internet / social media usage include suspicions that the employee has:

- been spending an excessive amount of time using social media sites for non work-related activity
- acted in a way that is in breach of the rules set out in this policy
- breached the Code of Conduct

Access to particular social media sites is likely to be withdrawn in cases of misuse, and could result in a formal investigation under the Council's Discipline (Misconduct) policy.

Personal Mobile Devices

Personal mobile devices and phones should not be used excessively during work hours. Reasonable use of a personal mobile device is permitted for making or receiving calls in the event of an emergency or for exceptional personal reasons.

Employees should also recognise that ringtones / alerts can be disruptive to other work colleagues and accordingly, the manager may request that personal mobile devices be set to 'silent mode' during working hours.



In cases where a manager considers that an employee is making or receiving an unreasonable amount of personal calls or text messages during working hours, they are permitted to reasonably request that the employee turns off their mobile device during working hours.

Enforcement

Breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example bullying, use of inappropriate language, accessing inappropriate and / or offensive channels or social media activity causing serious damage to the Council, may constitute gross misconduct and lead to summary dismissal.

Disciplinary action may be considered where employees continue to use personal devices after such requests and / or fail to comply with the original request to turn off their device.

Any breach of the terms set out in this policy could result in the social media application or offending content being removed and the publishing rights of the responsible Council representative being suspended.

The Town Clerk reserves the right to require the closure of any social media applications or removal of content published by Council Representatives which may adversely affect the reputation of the Council or put it at risk of legal action.

Any communications or content published that causes damage to the Council, any of its employees, or any third party's reputation may account to misconduct or gross misconduct, and could result in a formal investigation under the Council's Discipline (Misconduct) policy.

This policy is part of The Council's Employment policy group and is designed to work in conjunction with the following policies:

- *Code of Conduct*
- *Complaints*
- *Confidentiality*
- *Discipline (Misconduct)*
- *Equal Opportunities*
- *Grievance*
- *Harassment and Bullying*
- *Safeguarding Children*

| | Person/Group responsible | Version | Date completed |
|-------------------|--------------------------|---------|----------------|
| Report written by | Claire Childs | 1.0 | 23/03/2018 |
| Reviewed by | Christopher Wayman | | 26/03/2018 |
| Agreed | | | |
| Updated by | | | |
| Reviewed by | | | |
| Agreed | | | |

INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

09/04/2018

| PAGE No | CODE | COST CENTRE | EXPLANATION |
|---------|------|-------------|---|
| 1 | 4010 | 102 | More stationery required for TIC staff etc |
| 1 | 4017 | 102 | More subscriptions required so extra costs involved |
| 1 | 4018 | 102 | additional mobile phones required for new staff |
| 1 | 4041 | 102 | general overspend |
| 1 | 4055 | 102 | general overspend - annual maint, updates required etc |
| 2 | 4022 | 104 | Increase in cost after precept as more equipment requiring insurance was purchased |
| 2 | 4501 | 125 | More salvers required than budgeted for |
| 4 | 4108 | 202 | new sign purchase for roundabout sponsor - unexpected expenditure |
| 4 | 4063 | 203 | General overspend due to fuel price increases and unexpected repair costs |
| 4 | 4124 | 204 | General overspend due to price increases / extra work required |
| 4 | 4055 | 248 | Overspend due to complexity of alarm system actually required to satisfy insurance company |
| 4 | 4612 | 248 | Coded in error - JB to journal to correct N/L Code |
| 5 | 4074 | 249 | extra costs not covered in original agreement between BTC and AVDC - CW |
| 5 | 4612 | 249 | Costs more than budgeted for |
| 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 |
| 5 | 4603 | 251 | general price increase in water |
| 6 | 4602 | 253 | General increase in electric prices |
| 6 | 4620 | 253 | General overspend, equipment hire needed |
| 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 | 4079 | 301 | General overspend |
| 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 | Overspend due to street cleanse cost and bollard/sign removal slight cost increase |
| 9 | 4075 | 303 | Showing as overspend as there was no budget for FOH expenditure, income of £1333 shown on 1020 303 |
| 10 | 9033 | 901 | This expenditure code does not include any of the grant income received and just shows the actual and committed expenditure. |
| 10 | 9033 | 901 | The grant income received is shown in 1070 901. |
| 10 | 9048 | 901 | Budget of £1000, funding of £1500 received received and expenditure of £720 = leaving balance of £780 |

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|----------------------------|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| RESOURCES | | | | | | | | |
| <u>101 PERSONNEL COSTS</u> | | | | | | | | |
| 4000 | WAGES & SALARIES ADMIN | 176,342 | 163,629 | 160,500 | -3,129 | | -3,129 | 101.9 % |
| 4001 | WAGES & SALARIES EXTERNAL | 64,458 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4002 | PENSION DEFICIT | 10,069 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4003 | APPRENTICESHIP | 0 | 0 | 6,500 | 6,500 | | 6,500 | 0.0 % |
| 4005 | ERS NATIONAL INS | 19,677 | 13,558 | 12,540 | -1,018 | | -1,018 | 108.1 % |
| 4006 | ERS PENSION CONT | 24,797 | 30,528 | 24,900 | -5,628 | | -5,628 | 122.6 % |
| 4007 | STAFF TRAVEL | 460 | 242 | 500 | 258 | | 258 | 48.3 % |
| 4008 | OCCUPATIONAL HEALTH | 0 | 700 | 500 | -200 | 1,050 | -1,250 | 350.0 % |
| | PERSONNEL COSTS :- Expenditure | 295,802 | 208,657 | 205,440 | -3,217 | 1,050 | -4,267 | 102.1 % |
| 1001 | APPRENTICESHIP GRANT | 0 | 0 | 2,500 | -2,500 | | | 0.0 % |
| | PERSONNEL COSTS :- Income | 0 | 0 | 2,500 | -2,500 | | | 0.0 % |
| | Net Expenditure over Income | 295,802 | 208,657 | 202,940 | -5,717 | | | |
| <u>102 OFFICE EXPENSES</u> | | | | | | | | |
| 4010 | STATIONERY | 1,922 | 1,949 | 1,650 | -299 | 261 | -560 | 134.0 % |
| 4011 | POSTAGE | 618 | 402 | 600 | 198 | | 198 | 67.1 % |
| 4012 | PHOTOCOPIER | 1,972 | 1,541 | 1,700 | 159 | | 159 | 90.6 % |
| 4013 | EQUIPMENT PURCHASE | 180 | 249 | 325 | 76 | | 76 | 76.6 % |
| 4015 | ADVERTISMENT | 1,830 | 2 | 300 | 298 | | 298 | 0.5 % |
| 4017 | SUBSCRIPTIONS | 2,420 | 3,815 | 2,800 | -1,015 | | -1,015 | 136.2 % |
| 4018 | TELEPHONE | 8,489 | 4,898 | 3,700 | -1,198 | | -1,198 | 132.4 % |
| 4019 | HIRE OF HALL | 81 | 97 | 250 | 153 | | 153 | 38.8 % |
| 4021 | HOSPITALITY | 148 | 219 | 300 | 81 | | 81 | 73.0 % |
| 4023 | TRAINING | 5,587 | 4,954 | 5,000 | 46 | | 46 | 99.1 % |
| 4032 | PUBLICITY | 8,930 | 7,162 | 7,300 | 138 | | 138 | 98.1 % |
| 4038 | COMPUTER EQUIP/MAINT | 3,395 | 6,054 | 6,224 | 170 | | 170 | 97.3 % |
| 4041 | WEB SITE PROVISION & | 1,369 | 1,420 | 1,000 | -420 | | -420 | 142.0 % |
| 4043 | PROTECTIVE CLOTHING / | 420 | 211 | 500 | 289 | | 289 | 42.2 % |
| 4052 | HEAT LIGHT POWER | 1,894 | 2,257 | 2,900 | 643 | | 643 | 77.8 % |
| 4055 | ALARM | 310 | 789 | 350 | -439 | | -439 | 225.4 % |
| 4156 | BUCKINGHAM CENTRE RENT | 16,032 | 8,066 | 11,000 | 2,934 | | 2,934 | 73.3 % |
| | OFFICE EXPENSES :- Expenditure | 55,598 | 44,084 | 45,899 | 1,815 | 261 | 1,553 | 96.6 % |
| 1010 | CHAMBER HIRE | 1,164 | 1,176 | 1,100 | 76 | | | 106.9 % |
| 1012 | PHOTOCOPIER USE | 29 | 8 | 10 | -2 | | | 81.0 % |
| | OFFICE EXPENSES :- Income | 1,193 | 1,184 | 1,110 | 74 | | | 106.6 % |
| | Net Expenditure over Income | 54,405 | 42,901 | 44,789 | 1,888 | | | |

Month No : 12

Committee Report

| | | Actual Last Year | 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 | 1,800 | 1,800 | 1,800 | 0 | | 0 | 100.0 % |
| 4029 | MAYOR'S CIVIC | 1,200 | 1,200 | 1,200 | 0 | | 0 | 100.0 % |
| 4044 | COUNCILLORS MILEAGE / EXPS | 284 | 54 | 500 | 446 | | 446 | 10.8 % |
| 4045 | COUNCILLORS ALLOWANCE | 7,308 | 7,308 | 8,282 | 974 | | 974 | 88.2 % |
| | COUNCILLORS :- Expenditure | 10,592 | 10,362 | 11,782 | 1,420 | 0 | 1,420 | 87.9 % |
| | Net Expenditure over Income | 10,592 | 10,362 | 11,782 | 1,420 | | | |
| <u>104</u> | <u>LEGAL REQUIREMENTS</u> | | | | | | | |
| 4014 | AUDIT FEE | 3,281 | 20 | 3,500 | 3,480 | | 3,480 | 0.6 % |
| 4022 | INSURANCE | 12,526 | 14,296 | 13,000 | -1,296 | | -1,296 | 110.0 % |
| | LEGAL REQUIREMENTS :- Expenditure | 15,807 | 14,316 | 16,500 | 2,184 | 0 | 2,184 | 86.8 % |
| | Net Expenditure over Income | 15,807 | 14,316 | 16,500 | 2,184 | | | |
| <u>120</u> | <u>GRANTS (PREV 137)</u> | | | | | | | |
| 4077 | OLD GAOL FUNDING | 3,000 | 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 | 1,250 | 0 | 1,250 | 1,250 | | 1,250 | 0.0 % |
| | GRANTS (PREV 137) :- Expenditure | 4,250 | 12,000 | 14,250 | 2,250 | 0 | 2,250 | 84.2 % |
| | Net Expenditure over Income | 4,250 | 12,000 | 14,250 | 2,250 | | | |
| <u>125</u> | <u>COMMEMORATIVE ITEMS</u> | | | | | | | |
| 4501 | CIVIC AWARD | 0 | 405 | 280 | -125 | | -125 | 144.6 % |
| 4504 | REMEMBERANCE WREATH | 22 | 17 | 25 | 8 | | 8 | 68.0 % |
| 4505 | MAYORS SALVER | 540 | 180 | 180 | 0 | | 0 | 100.0 % |
| | COMMEMORATIVE ITEMS :- Expenditure | 562 | 602 | 485 | -117 | 0 | -117 | 124.1 % |
| | Net Expenditure over Income | 562 | 602 | 485 | -117 | | | |
| <u>130</u> | <u>ADMIN RESERVES</u> | | | | | | | |
| 1176 | PRECEPT | 671,567 | 739,070 | 739,070 | 0 | | | 100.0 % |
| | ADMIN RESERVES :- Income | 671,567 | 739,070 | 739,070 | 0 | | | 100.0 % |
| | Net Expenditure over Income | -671,567 | -739,070 | -739,070 | 0 | | | |

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|
| <u>131 GRANTS</u> | | | | | | | |
| 4084 COMMUNITY CENTRE CAPITAL | 3,728 | 2,100 | 5,000 | 2,900 | | 2,900 | 42.0 % |
| 4085 COMMUNITY CENTRE | 0 | 50,948 | 51,400 | 452 | | 452 | 99.1 % |
| 4087 OTHER | 19,104 | 11,900 | 11,900 | 0 | | 0 | 100.0 % |
| GRANTS :- Expenditure | 22,832 | 64,948 | 68,300 | 3,352 | 0 | 3,352 | 95.1 % |
| Net Expenditure over Income | 22,832 | 64,948 | 68,300 | 3,352 | | | |
| <u>132 CONTINGENCIES</u> | | | | | | | |
| 4500 CONTINGENCIES | 29,476 | 4,632 | 9,361 | 4,729 | 643 | 4,086 | 56.3 % |
| CONTINGENCIES :- Expenditure | 29,476 | 4,632 | 9,361 | 4,729 | 643 | 4,086 | 56.3 % |
| Net Expenditure over Income | 29,476 | 4,632 | 9,361 | 4,729 | | | |
| <u>304 BUCKINGHAM TOWN YOUTH COUNCIL</u> | | | | | | | |
| 4237 YOUTH COUNCIL BUDGET | 0 | 0 | 900 | 900 | | 900 | 0.0 % |
| 4238 YOUTH COUNCIL ADMIN | 0 | 0 | 100 | 100 | | 100 | 0.0 % |
| BUCKINGHAM TOWN YOUTH COUNCIL :- Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 1,000 | 1,000 | | | |
| RESOURCES :- Expenditure | 434,919 | 359,601 | 373,017 | 13,416 | | | 96.9 % |
| Income | 672,760 | 740,254 | 742,680 | -2,426 | | | 99.7 % |
| Net Expenditure over Income | -237,841 | -380,653 | -369,663 | 10,990 | | | |

ENVIRONMENT

| | | | | | | | |
|------------------------------------|---------------|----------------|----------------|----------------|------------|----------------|----------------|
| <u>201 ENVIRONMENT</u> | | | | | | | |
| 3995 NI ENVIRONMENT | 0 | 10,278 | 9,460 | -818 | | -818 | 108.6 % |
| 3996 PENSIONERS ENVIRONMENT | 0 | 27,554 | 18,800 | -8,754 | | -8,754 | 146.6 % |
| 4004 WAGES & SALARIES | 0 | 123,262 | 120,000 | -3,262 | | -3,262 | 102.7 % |
| 4068 COMMUNITY SERVICE | 6,000 | 6,120 | 6,820 | 700 | | 700 | 89.7 % |
| 4101 SEATS AND BINS | 0 | 0 | 561 | 561 | | 561 | 0.0 % |
| 4112 ENVIRONMENT EQUIPMENT | 5,565 | 5,883 | 6,000 | 117 | -98 | 215 | 96.4 % |
| 4118 GREEN WASTE DISPOSAL | 371 | 0 | 500 | 500 | | 500 | 0.0 % |
| ENVIRONMENT :- Expenditure | 11,936 | 173,096 | 162,141 | -10,955 | -98 | -10,858 | 106.7 % |
| Net Expenditure over Income | 11,936 | 173,096 | 162,141 | -10,955 | | | |

Month No : 12

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>202</u> <u>ROUNDABOUTS</u> | | | | | | | |
| 4108 ROUNDABOUT | 1,622 | 4,787 | 4,590 | -197 | | -197 | 104.3 % |
| ROUNDABOUTS :- Expenditure | 1,622 | 4,787 | 4,590 | -197 | 0 | -197 | 104.3 % |
| 1051 ROUNDABOUT NO 1 OPEN | 2,024 | 2,075 | 2,075 | 0 | | | 100.0 % |
| 1052 ROUNDABOUT NO 2 ELLA | 1,079 | 1,106 | 1,580 | -474 | | | 70.0 % |
| 1053 ROUNDABOUT NO 3 | 1,771 | 1,815 | 1,816 | -1 | | | 100.0 % |
| 1054 ROUNDABOUT NO 4 R & B | 2,258 | 2,314 | 2,258 | 56 | | | 102.5 % |
| 1056 ROUNDABOUT NO 6 EUROLANE | 2,417 | 2,465 | 2,478 | -13 | | | 99.5 % |
| 1057 ROUNDABOUT NO 7 RING ROAD | 1,232 | 1,257 | 1,264 | -7 | | | 99.4 % |
| ROUNDABOUTS :- Income | 10,781 | 11,032 | 11,471 | -439 | | | 96.2 % |
| Net Expenditure over Income | -9,159 | -6,246 | -6,881 | -635 | | | |
| <u>203</u> <u>MAINTENANCE</u> | | | | | | | |
| 4063 VEHICLE HIRE AND RUNNING | 6,244 | 5,148 | 5,000 | -148 | | -148 | 103.0 % |
| 4082 ALLOTMENTS | 1,500 | 1,500 | 1,500 | 0 | | 0 | 100.0 % |
| 4102 DOG BINS | 4,196 | 4,520 | 4,550 | 30 | | 30 | 99.3 % |
| MAINTENANCE :- Expenditure | 11,940 | 11,168 | 11,050 | -118 | 0 | -118 | 101.1 % |
| Net Expenditure over Income | 11,940 | 11,168 | 11,050 | -118 | | | |
| <u>204</u> <u>DEVOLVED SERVICES EXPENSES</u> | | | | | | | |
| 4124 DEVOLVED SERVICES | 19,919 | 20,599 | 20,411 | -188 | | -188 | 100.9 % |
| DEVOLVED SERVICES EXPENSES :- Expenditure | 19,919 | 20,599 | 20,411 | -188 | 0 | -188 | 100.9 % |
| 1017 DEVOLVED SERVICES INCOME | 20,353 | 20,353 | 20,500 | -147 | | | 99.3 % |
| DEVOLVED SERVICES EXPENSES :- Income | 20,353 | 20,353 | 20,500 | -147 | | | 99.3 % |
| Net Expenditure over Income | -433 | 246 | -89 | -335 | | | |
| <u>248</u> <u>DEPOT</u> | | | | | | | |
| 4013 EQUIPMENT PURCHASE | 2,263 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4055 ALARM | 1,420 | 630 | 400 | -230 | | -230 | 157.5 % |
| 4225 RATES | 4,398 | 3,868 | 4,500 | 632 | | 632 | 86.0 % |
| 4601 REPAIRS& MAINTENANCE FUND | 6,325 | 444 | 1,000 | 556 | | 556 | 44.4 % |
| 4602 ELECTRICITY | 1,138 | 1,092 | 2,500 | 1,408 | | 1,408 | 43.7 % |
| 4603 WATER | 113 | 485 | 1,500 | 1,015 | | 1,015 | 32.3 % |
| 4612 CONTRACTOR CHARGE | 0 | 37 | 0 | -37 | | -37 | 0.0 % |
| DEPOT :- Expenditure | 15,658 | 6,556 | 10,300 | 3,744 | 0 | 3,744 | 63.7 % |
| Net Expenditure over Income | 15,658 | 6,556 | 10,300 | 3,744 | | | |

Month No : 12

Committee Report

| | | Actual Last Year | 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 | 75,407 | 159,764 | 150,815 | -8,950 | | -8,950 | 105.9 % |
| 4225 | RATES | 0 | 0 | 6,008 | 6,008 | | 6,008 | 0.0 % |
| 4602 | ELECTRICITY | 0 | -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 | 1,915 | 3,900 | 1,985 | | 1,985 | 49.1 % |
| 4612 | CONTRACTOR CHARGE | 0 | 10,714 | 10,000 | -714 | | -714 | 107.1 % |
| 4709 | MAINTENANCE | 159 | 569 | 1,000 | 431 | | 431 | 56.9 % |
| | PUBLIC TOILETS :- Expenditure | 75,566 | 172,560 | 175,223 | 2,662 | 0 | 2,662 | 98.5 % |
| 1078 | NEW HOMES BONUS | 75,407 | 153,815 | 150,815 | 3,000 | | | 102.0 % |
| | PUBLIC TOILETS :- Income | 75,407 | 153,815 | 150,815 | 3,000 | | | 102.0 % |
| | Net Expenditure over Income | 159 | 18,746 | 24,408 | 5,662 | | | |
| <u>250</u> | <u>LACE HILL</u> | | | | | | | |
| 4050 | LACE HILL PLAYING FIELDS | 7,098 | 11,677 | 13,000 | 1,323 | | 1,323 | 89.8 % |
| 4158 | LACE HILL GAS | 6,667 | 6,397 | 2,500 | -3,897 | | -3,897 | 255.9 % |
| 4159 | LACE HILL ELECTRICITY | 3,849 | 3,038 | 2,500 | -538 | | -538 | 121.5 % |
| 4160 | LACE HILL WATER | 0 | 855 | 2,500 | 1,645 | | 1,645 | 34.2 % |
| 4161 | LACE HILL REPAIRS & MAINT | 6,509 | 4,206 | 10,000 | 5,794 | | 5,794 | 42.1 % |
| 4162 | LACE HILL CONTRACTOR | 8,485 | 3,027 | 10,000 | 6,973 | 64 | 6,909 | 30.9 % |
| 4163 | LACE HILL ALARM | 175 | 104 | 500 | 396 | | 396 | 20.9 % |
| 4164 | LACE HILL EQUIPMENT | 15,491 | 6,148 | 9,250 | 3,102 | | 3,102 | 66.5 % |
| 4166 | LACE HILL EVENTS | 0 | 0 | 750 | 750 | | 750 | 0.0 % |
| 4225 | RATES | 9,692 | 9,087 | 9,692 | 605 | | 605 | 93.8 % |
| 4605 | HORTICULTURAL CONTRACT | 0 | 3,506 | 3,629 | 123 | 123 | 0 | 100.0 % |
| | LACE HILL :- Expenditure | 57,966 | 48,045 | 64,321 | 16,276 | 187 | 16,088 | 75.0 % |
| 1026 | LACE HILL COMMUNITY CENTRE | 33,665 | 40,142 | 25,000 | 15,142 | | | 160.6 % |
| | LACE HILL :- Income | 33,665 | 40,142 | 25,000 | 15,142 | | | 160.6 % |
| | Net Expenditure over Income | 24,301 | 7,903 | 39,321 | 31,418 | | | |
| <u>251</u> | <u>CHANDOS PARK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 119 | 96 | 500 | 404 | | 404 | 19.3 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 4,627 | 1,440 | 3,000 | 1,560 | 975 | 586 | 80.5 % |
| 4602 | ELECTRICITY | 0 | 455 | 500 | 45 | | 45 | 91.0 % |
| 4603 | WATER | 1,246 | 1,973 | 1,500 | -473 | | -473 | 131.6 % |
| 4605 | HORTICULTURAL CONTRACT | 2,881 | 4,146 | 4,251 | 105 | 105 | 0 | 100.0 % |
| | CHANDOS PARK :- Expenditure | 8,874 | 8,110 | 9,751 | 1,641 | 1,080 | 561 | 94.2 % |

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1030 | BOWLS INCOME | 550 | 550 | 550 | 0 | | | 100.0 % |
| 1035 | TENNIS COURT RENT | 625 | 625 | 625 | 0 | | | 100.0 % |
| | CHANDOS PARK :- Income | 1,175 | 1,175 | 1,175 | 0 | | | 100.0 % |
| | Net Expenditure over Income | 7,699 | 6,935 | 8,576 | 1,641 | | | |
| <u>252</u> | <u>BOURTON PARK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 329 | 401 | 500 | 99 | | 99 | 80.2 % |
| 4122 | TREE WORKS | 0 | 400 | 7,000 | 6,600 | | 6,600 | 5.7 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 6,068 | 7,303 | 9,618 | 2,315 | | 2,315 | 75.9 % |
| 4605 | HORTICULTURAL CONTRACT | 9,959 | 11,285 | 11,096 | -189 | -189 | 0 | 100.0 % |
| | BOURTON PARK :- Expenditure | 16,356 | 19,388 | 28,214 | 8,826 | -189 | 9,015 | 68.0 % |
| | Net Expenditure over Income | 16,356 | 19,388 | 28,214 | 8,826 | | | |
| <u>253</u> | <u>CEMETERY</u> | | | | | | | |
| 4225 | RATES | 968 | 106 | 1,300 | 1,194 | | 1,194 | 8.1 % |
| 4601 | REPAIRS& MAINTENANCE FUND | 2,162 | 2,418 | 3,000 | 582 | | 582 | 80.6 % |
| 4602 | ELECTRICITY | 471 | 755 | 400 | -355 | | -355 | 188.8 % |
| 4605 | HORTICULTURAL CONTRACT | 6,275 | 4,985 | 5,832 | 847 | 848 | 0 | 100.0 % |
| 4617 | MEMORIAL TESTING | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4620 | EXPENSES RE BURIAL DUTIES | 8,478 | 6,682 | 6,500 | -182 | | -182 | 102.8 % |
| 4621 | NEW CEMETERY PLANNING | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0 % |
| | CEMETERY :- Expenditure | 18,354 | 14,945 | 39,032 | 24,087 | 848 | 23,239 | 40.5 % |
| 1041 | BURIAL FEES | 17,403 | 23,984 | 12,500 | 11,484 | | | 191.9 % |
| | CEMETERY :- Income | 17,403 | 23,984 | 12,500 | 11,484 | | | 191.9 % |
| | Net Expenditure over Income | 951 | -9,039 | 26,532 | 35,571 | | | |
| <u>254</u> | <u>CHANDOS PARK TOILETS</u> | | | | | | | |
| 4612 | CONTRACTOR CHARGE | 6,386 | 10,270 | 12,500 | 2,230 | | 2,230 | 82.2 % |
| 4709 | MAINTENANCE | 638 | 403 | 1,000 | 597 | | 597 | 40.3 % |
| | CHANDOS PARK TOILETS :- Expenditure | 7,024 | 10,673 | 13,500 | 2,827 | 0 | 2,827 | 79.1 % |
| | Net Expenditure over Income | 7,024 | 10,673 | 13,500 | 2,827 | | | |
| <u>255</u> | <u>RAILWAY WALK & CASTLE HILL</u> | | | | | | | |
| 4120 | FRIENDS OF GROUPS | 663 | 1,595 | 1,631 | 37 | 37 | -1 | 100.0 % |
| 4122 | TREE WORKS | 0 | 402 | 1,500 | 1,098 | | 1,098 | 26.8 % |
| | RAILWAY WALK & CASTLE HILL :- Expenditure | 663 | 1,996 | 3,131 | 1,135 | 37 | 1,098 | 64.9 % |
| | Net Expenditure over Income | 663 | 1,996 | 3,131 | 1,135 | | | |

Month No : 12

Committee Report

| | | Actual Last Year | 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 | 599 | 599 | 650 | 51 | | 51 | 92.1 % |
| 4073 | COLLEGE FARM | -1,083 | 0 | 0 | 0 | | 0 | 0.0 % |
| | STORAGE PREMISES :- Expenditure | -485 | 599 | 650 | 51 | 0 | 51 | 92.1 % |
| | Net Expenditure over Income | -485 | 599 | 650 | 51 | | | |
| <u>257</u> | <u>KEN TAGG PLAYGROUND</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 111 | 92 | 100 | 8 | | 8 | 91.6 % |
| 4122 | TREE WORKS | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4123 | PLAYGROUND REFURBISHMENT | 1,113 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4605 | HORTICULTURAL CONTRACT | 223 | 491 | 503 | 12 | 12 | 0 | 100.0 % |
| | KEN TAGG PLAYGROUND :- Expenditure | 1,447 | 583 | 1,103 | 520 | 12 | 508 | 53.9 % |
| | Net Expenditure over Income | 1,447 | 583 | 1,103 | 520 | | | |
| <u>258</u> | <u>CEMETERY LODGE</u> | | | | | | | |
| 4034 | PWL B REPAYMENTS INCL | 4,702 | 4,702 | 4,702 | 0 | | 0 | 100.0 % |
| 4609 | CEMETERY LODGE MAINT | 416 | 1,800 | 1,000 | -800 | | -800 | 180.0 % |
| | CEMETERY LODGE :- Expenditure | 5,118 | 6,502 | 5,702 | -800 | 0 | -800 | 114.0 % |
| 1061 | CEMETERY LODGE RENTAL | 8,173 | 10,098 | 10,530 | -432 | | | 95.9 % |
| | CEMETERY LODGE :- Income | 8,173 | 10,098 | 10,530 | -432 | | | 95.9 % |
| | Net Expenditure over Income | -3,054 | -3,596 | -4,828 | -1,232 | | | |
| <u>259</u> | <u>OTTERS BROOK</u> | | | | | | | |
| 4106 | PLAY AREA MAINTENANCE | 111 | 303 | 500 | 197 | | 197 | 60.6 % |
| 4122 | TREE WORKS | 125 | 0 | 150 | 150 | | 150 | 0.0 % |
| 4605 | HORTICULTURAL CONTRACT | 898 | 1,647 | 1,683 | 36 | 36 | 0 | 100.0 % |
| | OTTERS BROOK :- Expenditure | 1,134 | 1,950 | 2,333 | 383 | 36 | 347 | 85.1 % |
| | Net Expenditure over Income | 1,134 | 1,950 | 2,333 | 383 | | | |
| <u>260</u> | <u>CCTV</u> | | | | | | | |
| 4100 | CCTV ONGOING COSTS | 450 | 450 | 800 | 350 | | 350 | 56.3 % |
| | CCTV :- Expenditure | 450 | 450 | 800 | 350 | 0 | 350 | 56.2 % |
| | Net Expenditure over Income | 450 | 450 | 800 | 350 | | | |
| | ENVIRONMENT :- Expenditure | 253,542 | 502,008 | 552,252 | 50,244 | | | 91.2 % |
| | Income | 166,957 | 260,599 | 231,991 | 28,608 | | | 112.3 % |
| | Net Expenditure over Income | 86,585 | 241,408 | 320,261 | 78,852 | | | |

TOWN CENTRE & EVENTS

Month No : 12

Committee Report

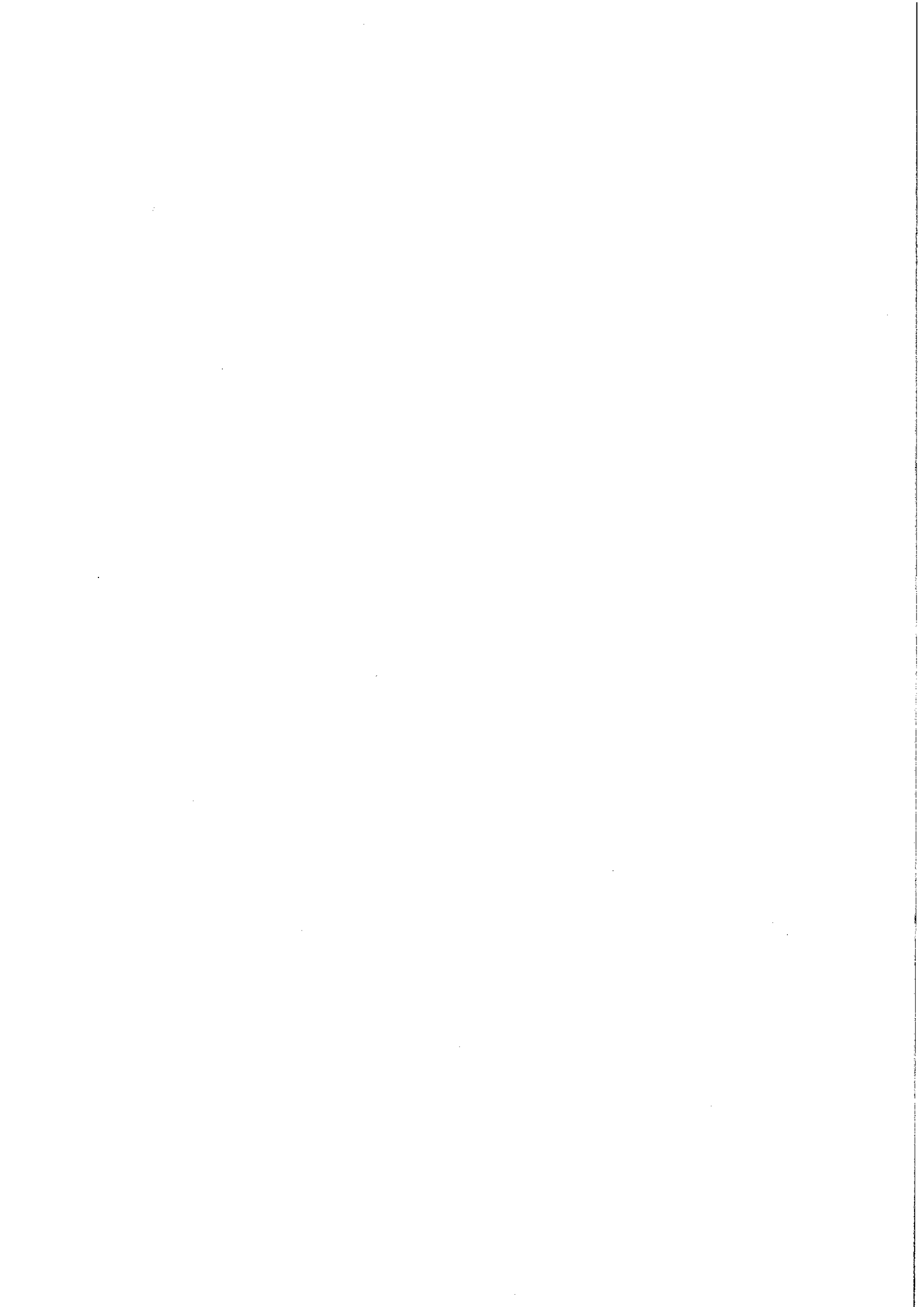
| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 301 TOWN CENTRE & EVENTS | | | | | | | |
| 4079 FAIR TRADE PROMOTION | 192 | 440 | 400 | -40 | | -40 | 109.9 % |
| 4094 YOUTH PROJECT | 2,840 | 1,560 | 3,000 | 1,440 | | 1,440 | 52.0 % |
| 4104 TOWN IN BLOOM | 5,410 | 6,263 | 6,300 | 37 | | 37 | 99.4 % |
| 4107 PRIDE OF PLACE | 242 | 250 | 250 | 0 | | 0 | 99.9 % |
| 4115 RIVER RINSE | 108 | 440 | 400 | -40 | | -40 | 110.1 % |
| 4165 WINTER HANGING BASKET | 669 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4201 CHRISTMAS LIGHTS | 7,997 | 10,022 | 10,000 | -22 | | -22 | 100.2 % |
| 4202 FIREWORK DISPLAY | 3,654 | 4,288 | 5,000 | 712 | | 712 | 85.8 % |
| 4203 COMMUNITY FAIR | 307 | 215 | 500 | 286 | | 286 | 42.9 % |
| 4205 CHRISTMAS PARADE | 3,180 | 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 | 104 | 55 | 75 | 20 | | 20 | 73.7 % |
| 4211 BAND JAM | 3,417 | 3,110 | 3,500 | 390 | | 390 | 88.9 % |
| 4212 CHRISTMAS LIGHT SWITCH ON | 640 | 1,085 | 1,300 | 215 | | 215 | 83.5 % |
| 4213 DOG AWARENESS | 374 | 300 | 300 | 0 | | 0 | 100.0 % |
| 4215 EVENTS PA SYSTEM | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4216 MAY DAY EVENT | 8 | 38 | 50 | 12 | | 12 | 76.3 % |
| 4220 MUSIC IN THE MARKET | 3,515 | 3,613 | 3,500 | -113 | | -113 | 103.2 % |
| 4228 ENTERTAINMENTS | 528 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4230 SCOUT PARADE | 0 | 46 | 50 | 4 | | 4 | 91.4 % |
| 4241 COMEDY NIGHT EXPENDITURE | 1,497 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4243 CHARTER FAIR EXPENDITURE | 1,778 | 1,337 | 3,700 | 2,363 | 2,445 | -82 | 102.2 % |
| TOWN CENTRE & EVENTS :- Expenditure | 36,461 | 36,036 | 46,125 | 10,089 | 3,295 | 6,794 | 85.3 % |
| 1013 HANGING BASKETS | 323 | 483 | 400 | 83 | | | 120.8 % |
| 1027 TIC Income | 0 | 418 | 0 | 418 | | | 0.0 % |
| 1062 COMMUNITY FAIR - TABLE | 180 | 200 | 300 | -100 | | | 66.7 % |
| 1066 COMEDY NIGHT INCOME | 1,339 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1069 CHARTER FAIR INCOME | 6,364 | 6,400 | 6,400 | 0 | | | 100.0 % |
| 1072 BUCKINGHAM ACTION GROUP | 1,250 | 0 | 0 | 0 | | | 0.0 % |
| TOWN CENTRE & EVENTS :- Income | 9,456 | 7,502 | 10,100 | -2,598 | | | 74.3 % |
| Net Expenditure over Income | 27,005 | 28,535 | 36,025 | 7,490 | | | |
| 302 STREET MARKET | | | | | | | |
| 4017 SUBSCRIPTIONS | 318 | 0 | 330 | 330 | | 330 | 0.0 % |
| 4225 RATES | 3,727 | 3,041 | 4,000 | 959 | | 959 | 76.0 % |
| 4226 SUPERVISORS | 4,718 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4235 MARKET INFRASTRUCTURE & | 2,529 | 2,115 | 2,200 | 85 | 10 | 75 | 96.6 % |
| STREET MARKET :- Expenditure | 11,292 | 5,156 | 6,530 | 1,374 | 10 | 1,364 | 79.1 % |

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1005 | STREET MARKET | 16,690 | 13,497 | 18,000 | -4,504 | | | 75.0 % |
| 1006 | FLEA MARKET | 3,658 | 4,691 | 4,000 | 691 | | | 117.3 % |
| | STREET MARKET :- Income | 20,348 | 18,188 | 22,000 | -3,813 | | | 82.7 % |
| | Net Expenditure over Income | -9,056 | -13,031 | -15,470 | -2,439 | | | |
| <u>303</u> | <u>SPECIAL EVENTS</u> | | | | | | | |
| 4075 | FESTIVAL OF HEALTH | 0 | 1,228 | 0 | -1,228 | | -1,228 | 0.0 % |
| 4242 | FOOD FAIR | 343 | 366 | 500 | 134 | | 134 | 73.2 % |
| 4260 | TWINNING | 1,000 | 0 | 0 | 0 | | 0 | 0.0 % |
| | SPECIAL EVENTS :- Expenditure | 1,343 | 1,594 | 500 | -1,094 | 0 | -1,094 | 318.8 % |
| 1020 | FOOD FAIR INCOME | 625 | 725 | 400 | 325 | | | 181.3 % |
| 1034 | FESTIVAL OF HEALTH | 2,000 | 1,333 | 2,000 | -667 | | | 66.6 % |
| | SPECIAL EVENTS :- Income | 2,625 | 2,058 | 2,400 | -342 | | | 85.7 % |
| | Net Expenditure over Income | -1,282 | -464 | -1,900 | -1,436 | | | |
| | TOWN CENTRE & EVENTS :- Expenditure | 49,096 | 42,787 | 53,155 | 10,368 | | | 86.7 % |
| | Income | 32,429 | 27,747 | 34,500 | -6,753 | | | 80.4 % |
| | Net Expenditure over Income | 16,667 | 15,040 | 18,655 | 3,615 | | | |
| | PARTNERSHIPS | | | | | | | |
| <u>505</u> | <u>AYLESBURY VALE RATE</u> | | | | | | | |
| 4219 | BUCKINGHAM FRINGE | 4,507 | 5,613 | 9,000 | 3,387 | | 3,387 | 62.4 % |
| 5001 | TIC | 26,000 | 26,579 | 27,000 | 421 | 682 | -261 | 101.0 % |
| | AYLESBURY VALE RATE :- Expenditure | 30,507 | 32,192 | 36,000 | 3,808 | 682 | 3,126 | 91.3 % |
| 1065 | BUCKINGHAM FRINGE INCOME | 2,267 | 3,098 | 3,000 | 98 | | | 103.3 % |
| 1068 | COUNCIL TAX TOP UP GRANT | 9,065 | 0 | 0 | 0 | | | 0.0 % |
| | AYLESBURY VALE RATE :- Income | 11,332 | 3,098 | 3,000 | 98 | | | 103.3 % |
| | Net Expenditure over Income | 19,175 | 29,094 | 33,000 | 3,906 | | | |
| | PARTNERSHIPS :- Expenditure | 30,507 | 32,192 | 36,000 | 3,808 | | | 91.3 % |
| | Income | 11,332 | 3,098 | 3,000 | 98 | | | 103.3 % |
| | Net Expenditure over Income | 19,175 | 29,094 | 33,000 | 3,906 | | | |
| | EARMARKED RESERVES | | | | | | | |

Month No : 12

Committee Report

| | Actual Last Year | 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 | 0 | 598 | 598 | | 598 | 0.0 % |
| 9009 CAPITAL RESERVE | 66,453 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9012 CHRISTMAS LIGHTS | 1,285 | 0 | 6,753 | 6,753 | | 6,753 | 0.0 % |
| 9015 CHARTER FAIRS | 803 | 2,864 | 7,000 | 4,136 | | 4,136 | 40.9 % |
| 9018 REPAIR OF FOOTPATHS | 2,966 | 0 | 0 | 0 | | 0 | 0.0 % |
| 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 % |
| 9032 BUCK NEIGHBOURHOOD DEV | 1,200 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9033 DESTINATION BUCKINGHAM | 3,601 | 2,186 | 1,938 | -248 | 2,865 | -3,113 | 260.6 % |
| 9035 PARKS DEVELOPMENT | 35,842 | 2,250 | 4,275 | 2,025 | | 2,025 | 52.6 % |
| 9036 ELECTION COSTS | 0 | 0 | 3,188 | 3,188 | | 3,188 | 0.0 % |
| 9038 NEW VEHICLE | 13,815 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9039 BARRIERS FOR EVENTS | 409 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9040 PARK RUN | 20 | 43 | 132 | 89 | | 89 | 32.5 % |
| 9042 HOSTING OF TWINNING EVENT | 938 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9045 ACCESS FOR ALL | 13 | 265 | 485 | 220 | | 220 | 54.6 % |
| 9046 PLANNING DISPLAY EQUIPMENT | 0 | 0 | 5,242 | 5,242 | | 5,242 | 0.0 % |
| 9047 FUTURE EVENTS | 335 | 0 | 0 | 0 | | 0 | 0.0 % |
| 9048 BAG FUND | 0 | -1,071 | 1,000 | 2,071 | | 2,071 | -107.1 % |
| EARMARKED RESERVES :- Expenditure | 127,680 | 7,535 | 56,759 | 49,224 | 2,865 | 46,359 | 18.3 % |
| 1070 DESTINATION BUCKINGHAM | 0 | 20,000 | 0 | 20,000 | | | 0.0 % |
| EARMARKED RESERVES :- Income | 0 | 20,000 | 0 | 20,000 | | | |
| Net Expenditure over Income | 127,680 | -12,465 | 56,759 | 69,224 | | | |
| EARMARKED RESERVES :- Expenditure | 127,680 | 7,535 | 56,759 | 49,224 | | | 18.3 % |
| Income | 0 | 20,000 | 0 | 20,000 | | | 0.0 % |
| Net Expenditure over Income | 127,680 | -12,465 | 56,759 | 69,224 | | | |



Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|---------|----------|-------------------------|--------|----------|-------------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 01/03/2018 | 327156 | | AVDC | A001 | 3,796.75 | 759.35 | 4,556.10 | 4612 | 254 | 3,796.75 | running costs |
| 01/03/2018 | 8062847421 | | ANGLIAN WATER | A015 | 54.85 | 3.80 | 58.65 | 4603 | 248 | 54.85 | unit 12 |
| 01/03/2018 | 8062865784 | | ANGLIAN WATER | A015 | 132.59 | 11.34 | 143.93 | 4603 | 250 | 132.59 | lhsc |
| 22/03/2018 | 17293/B654 | | AMBIVENT | A020 | 90.00 | 18.00 | 108.00 | 4161 | 250 | 90.00 | attend underfloor heating |
| 01/03/2018 | 44986 | | ABBOT FIRE | A054 | 14.00 | 2.80 | 16.80 | 4112 | 201 | 14.00 | extinguisher serv - chamber |
| 01/03/2018 | 45016 | | ABBOT FIRE | A054 | 59.75 | 11.95 | 71.70 | 4162 | 250 | 59.75 | extinguisher service |
| 14/03/2018 | 45272 | | ABBOT FIRE | A054 | 36.75 | 7.35 | 44.10 | 4612 | 248 | 36.75 | Fire extinguisher sesnvice |
| 31/03/2018 | 13120 | | ARB ASSOCIATION | A063 | 60.75 | 4.25 | 65.00 | 4017 | 102 | 60.75 | sept - dec arb assoc subs |
| 05/03/2018 | MOBMAR18 | | B.T. | B003 | 23.00 | 4.60 | 27.60 | 4018 | 102 | 23.00 | mob mar |
| 13/03/2018 | MOBMAR18 | | B.T. | B003 | 225.50 | 45.10 | 270.60 | 4018 | 102 | 225.50 | mob mar |
| 16/03/2018 | 2207033775 | | BCC | B022 | 2,750.00 | 0.00 | 2,750.00 | 4156 | 102 | 2,750.00 | rental 28/9/17 - 24/03/2018 |
| 22/03/2018 | 355467 | | BROWNS | B031 | 61.72 | 12.34 | 74.06 | 4112 | 201 | 61.72 | oil, grease |
| 29/03/2018 | 355770 | | BROWNS | B031 | 117.15 | 23.43 | 140.58 | 4112 | 201 | 117.15 | oil, grease etc |
| 02/03/2018 | 1403639 | 10111352 | BADGEMASTER | B035 | 14.90 | 2.98 | 17.88 | 5001 | 505 | 14.90 | name badges |
| 23/03/2018 | 1410361 | 10111365 | BADGEMASTER | B035 | 19.15 | 3.83 | 22.98 | 4500 | 132 | 19.15 | badges |
| 01/03/2018 | 3551 | 10111330 | BHA | B045 | 540.00 | 108.00 | 648.00 | 4601 | 253 | 540.00 | site visit/inspection/testing |
| 01/03/2018 | MEMBERSH | | CPRE | C011 | 36.00 | 0.00 | 36.00 | 4017 | 102 | 36.00 | cpre membership |
| 10/03/2018 | H158C705E | | CPRE | C011 | 81.85 | 4.09 | 85.94 | 4602 | 248 | 81.85 | unit 12 |
| 01/03/2018 | H158C705E | | CPRE | C011 | -81.85 | -4.09 | -85.94 | 4602 | 248 | -81.85 | credit inv posted to c011 err |
| 01/03/2018 | 1 | 10111353 | CAMPBELLKENNEDY | C028 | 600.00 | 120.00 | 720.00 | 4500 | 132 | 720.00 | epc - comm centre and lhsc |
| 01/03/2018 | 1A | 10111353 | CAMPBELLKENNEDY | C028 | -600.00 | -120.00 | -720.00 | 4500 | 132 | -120.00 | epc - comm centre and lhsc |
| 13/03/2018 | 82758 | | CAMPBELLKENNEDY | C028 | 720.00 | 144.00 | 864.00 | 4500 | 132 | 720.00 | epc |
| 29/03/2018 | 372206 | | CLARITY | C053 | 284.39 | 56.88 | 341.27 | 4018 | 102 | 284.39 | epc comm centre & lhsc |
| 08/03/2018 | H158AB944 | | E-ON | E006 | 30.73 | 1.54 | 32.27 | 4602 | 253 | 30.73 | copies |
| 13/03/2018 | H158EA942 | | E-ON | E006 | 21.79 | 4.36 | 26.15 | 4602 | 248 | 21.79 | chapel a |
| 01/03/2018 | H158C705E | | E-ON | E006 | 81.85 | 4.09 | 85.94 | 4602 | 248 | 81.85 | unit 17 |
| 28/03/2018 | 120944 | 10111360 | ELECHECK | E018 | 775.50 | 155.10 | 930.60 | 4601 | 251 | 750.00 | unit 12 |
| | | | | | | | | | | | elec inspections |

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis | | | Analysis Detail |
|------------|------------|------------|-----------------------|-------------------|-----------|--------|----------|-------------------------|--------|--------|---------------------------|
| | | | | | | | | A/C | Centre | Amount | |
| 13/03/2018 | CC | 10111360 | EASYLOCKS | E019 | 29.92 | 5.99 | 35.91 | 4601 | 251 | 25.50 | elec inspections |
| 01/03/2018 | 208398 | 10111364 | FIRE SAFETY | F018 | 182.92 | 36.58 | 219.50 | 4010 | 102 | 29.92 | key safe |
| 01/03/2018 | 7/2 | | FACEBOOK | F023 | 8.43 | 0.00 | 8.43 | 4162 | 250 | 182.92 | alarm call out and reset |
| 01/03/2018 | 7/2A | | FACEBOOK | F023 | 1.57 | 0.00 | 1.57 | 4235 | 302 | 8.43 | instagram ad |
| 08/03/2018 | 8/3 | 10111350 | FACEBOOK | F023 | 13.33 | 2.67 | 16.00 | 4015 | 102 | 1.57 | facebook ads |
| | | 10111350 | | | | | 16.00 | 4242 | 303 | 16.00 | food fair advert |
| 01/03/2018 | 12564 | | GANDERTON | G008 | 122.18 | 24.44 | 146.62 | 4242 | 303 | -2.67 | food fair advert |
| 01/03/2018 | 10198 | | GM TYRES | G013 | 153.33 | 30.67 | 184.00 | 4063 | 203 | 122.18 | fuel |
| 01/03/2018 | 2382662 | | GRUNDON | G050 | 67.44 | 13.49 | 80.93 | 4063 | 203 | 153.33 | Tyres |
| 01/03/2018 | 2382663 | | GRUNDON | G050 | 38.34 | 7.67 | 46.01 | 4162 | 250 | 67.44 | wheelie bins |
| 06/03/2018 | 8106 | | HEALTH | H011 | 870.83 | 174.17 | 1,045.00 | 4112 | 201 | 38.34 | wheelie bins |
| 16/03/2018 | A0010 | | MEN IN SHEDS | M052 | 79.00 | 0.00 | 79.00 | 4612 | 249 | 870.83 | cleaning & maint |
| 01/03/2018 | 848370 | | MAINSTREAM | M061 | 70.71 | 14.14 | 84.85 | 5001 | 505 | 79.00 | men in sheds |
| 01/03/2018 | 848371 | | MAINSTREAM | M061 | 31.52 | 6.30 | 37.82 | 4018 | 102 | 70.71 | 816426 |
| 01/03/2018 | 848372 | | MAINSTREAM | M061 | 90.00 | 18.00 | 108.00 | 4018 | 102 | 31.52 | 816801 |
| 01/03/2018 | 848373 | | MAINSTREAM | M061 | 32.61 | 6.52 | 39.13 | 4018 | 102 | 90.00 | 816801 |
| 01/03/2018 | 848374 | | MAINSTREAM | M061 | 60.00 | 12.00 | 72.00 | 4018 | 102 | 32.61 | 812872 |
| 01/03/2018 | 849046 | | MAINSTREAM | M061 | 1.77 | 0.35 | 2.12 | 4018 | 102 | 60.00 | 812872 |
| 01/03/2018 | 852916 | | MAINSTREAM | M061 | 75.00 | 15.00 | 90.00 | 4018 | 102 | 1.77 | 817433 |
| 01/03/2018 | 852917 | | MAINSTREAM | M061 | 6.31 | 1.26 | 7.57 | 4018 | 102 | 75.00 | msdcare |
| 01/03/2018 | 852919 | | MAINSTREAM | M061 | 0.86 | 0.17 | 1.03 | 4018 | 102 | 6.31 | 816426 |
| 01/03/2018 | 852958 | | MAINSTREAM | M061 | 31.50 | 6.30 | 37.80 | 4018 | 102 | 0.86 | 812872 |
| 01/03/2018 | 853605 | | MAINSTREAM | M061 | 2.01 | 0.40 | 2.41 | 4018 | 102 | 31.50 | 824596 |
| 21/03/2018 | 10503 | | MICROSHADE | M063 | 442.87 | 88.57 | 531.44 | 4041 | 102 | 2.01 | 817433 |
| 13/03/2018 | 13224 | | NEW CITY | N020 | 7.41 | 1.48 | 8.89 | 4709 | 251 | 442.87 | hosting |
| 15/03/2018 | 970 | | NPC TRAINING | N021 | 650.00 | 0.00 | 650.00 | 4500 | 132 | 7.41 | stop end/ cleaning strips |
| 30/03/2018 | 1803012 | 10111373 | OLD GAOL | O010 | 750.00 | 0.00 | 750.00 | 4235 | 302 | 650.00 | ROM Training (Estates) |
| 01/03/2018 | 70177 | 10111351 | OAKPARK | O060 | 479.00 | 95.80 | 574.80 | 4055 | 102 | 750.00 | rental of storage space |
| | | | | | | | | | | 540.00 | alarm maint unit 12 |

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail | |
|-----------------------|------------|------------|-----------------------|-------------------|-----------|-------|---------|------|--------|--------|------------------------|--|
| | | 10111351 | | | | | | | | | | |
| 01/03/2018 | 82357 | | PARAGON | P008 | 14.00 | 2.80 | 16.80 | 4055 | 102 | -61.00 | alarm maint unit 12 | |
| 01/03/2018 | 82358 | | PARAGON | P008 | 39.50 | 7.90 | 47.40 | 4112 | 201 | 14.00 | drill hire | |
| 01/03/2018 | 82359 | | PARAGON | P008 | 189.90 | 37.98 | 227.88 | 4620 | 253 | 39.50 | hydraulic unit | |
| 01/03/2018 | 82360 | | PARAGON | P008 | 198.00 | 39.60 | 237.60 | 4620 | 253 | 189.90 | digger hire | |
| 01/03/2018 | 82361 | | PARAGON | P008 | 30.65 | 6.13 | 36.78 | 4161 | 250 | 198.00 | digger hire | |
| 01/03/2018 | 82442 | | PARAGON | P008 | 29.75 | 5.95 | 35.70 | 4112 | 201 | 30.65 | carpet cleaner | |
| 01/03/2018 | 1825136105 | 10111331 | PCWORLD | P022 | 349.17 | 69.83 | 419.00 | 4500 | 132 | 29.75 | cable ties, gloves etc | |
| 01/03/2018 | 1825216539 | 10111331 | PCWORLD | P022 | 166.66 | 33.33 | 199.99 | 4500 | 132 | 419.00 | laptop | |
| 01/03/2018 | 65583976 | 10111356 | PHS | P051 | 15.27 | 3.05 | 18.32 | 5001 | 505 | -69.83 | laptop | |
| 20/03/2018 | 9302762136 | 10111366 | SETON | S025 | 97.88 | 19.58 | 117.46 | 4162 | 250 | 166.66 | printer | |
| 13/03/2018 | ADU912 | 10111366 | TRAVIS | T010 | 169.20 | 33.84 | 203.04 | 4112 | 201 | 15.27 | sanitary waste | |
| 05/03/2018 | 83816 | 10111361 | VIKING DIRECT | V001 | 68.94 | 13.79 | 82.73 | 4010 | 102 | 97.86 | safety equip/clothing | |
| 13/03/2018 | 120355 | 10111362 | VIKING DIRECT | V001 | 62.12 | 12.42 | 74.54 | 4010 | 102 | 0.02 | safety equip/clothing | |
| 20/03/2018 | 149095 | 10111367 | VIKING DIRECT | V001 | 23.63 | 4.73 | 28.36 | 4010 | 102 | 169.20 | plywood - stock | |
| 20/03/2018 | 151134 | 10111367 | VIKING DIRECT | V001 | 7.49 | 1.50 | 8.99 | 4010 | 102 | 68.94 | stat | |
| 21/03/2018 | 154856 | 10111368 | VIKING DIRECT | V001 | 70.89 | 2.98 | 73.87 | 4011 | 102 | 62.12 | stat | |
| 01/03/2018 | 332995 | 10111337 | WORLDSFAIR | W0023 | 350.00 | 70.00 | 420.00 | 4235 | 302 | 56.00 | stamps | |
| 01/03/2018 | 332784 | 10111368 | WORLDSFAIR | W0023 | 120.00 | 24.00 | 144.00 | 4235 | 302 | 11.99 | stat | |
| | | | | | | | | | | 2.90 | stat | |
| | | | | | | | | | | 350.00 | market ad | |
| | | | | | | | | | | 120.00 | year book entry | |
| TOTAL INVOICES | | | | | | | | | | | 16,249.03 | |
| | | | | | | | | | | | 2,336.47 | |
| | | | | | | | | | | | 18,585.50 | |
| | | | | | | | | | | | 16,249.03 | |