



BUCKINGHAM TOWN COUNCIL

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

05 June 2018

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 11th June 2018** following an Extraordinary Full Council meeting of Buckingham Town Council 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. Election of Chair/man

To elect a Chair/man of the Committee for 2018-2019

2. Election of Vice Chair/man

To elect a Vice Chair/man of the Committee for 2018-2019

3. Apologies for Absence

Members are asked to receive apologies from Members.

4. 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.

5. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 16th April 2018 ratified at the Full Council meeting held on Tuesday 8th May 2018.

6. Minutes of CSG Committee

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

7. Interim Town Clerk

To agreed to appoint an interim Town Clerk and decide scheduling and a process for doing so.

8. Action Report

Appendix A

9. Contactless Charity Collections

To receive a written report from the Finance Officer

R/12/18

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.

- 10. Mayor's Allowance** **R/13/18**
To receive a written report from the Finance Officer
- 11. Quality Gold Award** **R/14/18**
To receive a written report from the Town Clerk
- 12. Registration of the Mayor's Charity Fund with The Charities Commission** **R/15/18**
To receive a written report from the Finance Officer
- 13. Small Lotteries License** **R/16/18**
To receive a written report from The Finance Officer
- 14. Financial Control and Procurement**
To review and amend section 18.d of The Council's Standing Orders [*referred from Full Council 8th May 2018 minute 22/18 Proposed by Cllr P Collins, seconded by Cllr. O'Donoghue and unanimously **AGREED** to remit section 18.d to the Resources Committee to agree a form of words]* **Appendix B**
- 15. Accounts and Budgets**
Members are asked to receive and consider the attached Income and Expenditure reports. **Appendix C**
- 16. Invoices passed for payment, and income received** **Appendix D**
Members are asked to receive the attached schedule of invoices paid
- 17. Motion: Cllr. Harvey**
For the Council and its officers, it is vital that all skills are refreshed on a regular basis. Whilst the Council Officers have had relevant training & development in recent times, very few councillors have, and some none at all over many years. As we move into a period of significant change with unitarisation looming and a new Town Clerk (among other matters), we resolve to ask every committee to consider what collective training & development its committee members need and report back to Full Council over the coming weeks.
- 18. Mayor's Admin Support** **R/17/18**
To receive a written report from the Town Clerk
- 19. Chairman's Announcements**
- 20. Date of next meeting**

To:

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

Cllr. Ms. Newell Vice Chair
Cllr. Mrs. O'Donoghue
Cllr. Mrs. Strain-Clark
Cllr. R. Stuchbury
Cllr Smith
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	Awaitign lining	3	4	3	10
B	723/16	Shopmobility	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	9	Mayor's Admin Support	Report to be produced for the June Committee meeting.					0

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th June 2018

Contact Officer: Mrs Jodie Baughan

Subject. CONTACTLESS CHARITY COLLECTIONS

Background

The way in which we choose to donate to charity has changed dramatically over the last few years. Many bigger charities allow you to donate via Direct Debit and many that still do street collections now give you an option to donate by either cash or by using a contactless card payment device with a pre-set amount of their choice, for example £2 or £5. Councillor Harvey feels that giving people the option to donate to the Mayor's Charity Account via contactless card payment is a safe and secure way to collect donations at Buckingham Town Council events, giving people who do not use cash the opportunity to donate.

ECL Plastics

I have managed to find a company that provides the means for a small charity to allow contactless payments. There appear to be pros and cons to this method of collection.

I have found two different options for you to consider, they are The Payter contactless card reader and The Miura contactless card reader. Both devices can be used as either counter top or portable and are encased into a charity collection "tin".

The information I have provided shows the different pricing structures for each device.

Although the Miura would work out the cheapest option it can only work when connected to a mobile phone app, which limits the amount of people who would be able to collect the money from members of public during events.

Both devices can be pre-set to a limit of our choice so there is no need for the collector to enter in individual amounts, hopefully eliminating inputting errors. The devices use a system called Payacharity and transaction fees, either per transaction or a monthly flat rate apply. There will also be a Merchant Service Charge of 2.95%. Both devices will require a minimum contract of 12 months. Using the last financial year's figures an example of the annual cost would be:-

Total Amount Collected for Charity	3900.00
Less annual transaction fee	119.40
Less annual rental fee	299.40
Total Amount for Charity after costs	3481.20

This means that the charity account would have lost at least £418.80 plus the merchant fee based on figures from last year just by using a contactless device.

Officer Recommendation

It is recommended that if the Councillors feel there will be sufficient donations collected during the course of a year to cover the costs of the device then we should proceed with the Payter device. It will cost more than the Miura but will allow any member of staff or Councillor to collect at events as it will not require a mobile phone app to work. There are also options for static contactless collection boxes but again these are subject to the fees.

One alternative is to carry on collecting cash in the traditional way. If this is the route that you choose, I would recommend that we purchase new collection tins with livery; this would look more professional whilst collecting at an event. Another alternative is that BTC "set up" a section on the web page where people can donate. I would also encourage the installation of two static collection tins, one at the TIC and one at LHSCC. I have provided information on these too.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th June 2018

Contact Officer: Mrs Jodie Baughan

Subject: Mayor's Allowance

Background

Councillor Harvey asked the Town Clerk for clarification on whether or not the Mayor's allowance is taxable. The Town Clerk reports that NALC state that the any allowance paid in a lump sum to the Mayor is taxable and should be put through the payroll system. However, if the Mayor provides receipts for all expenses which prove the money has been spent purely on Mayoral duties this is NOT taxable. The allowance is currently split into two amounts; for civic duties (not taxable) and for the Mayor's expenses (taxable unless receipts are provided). The Mayor does not have to use the civic amount for Mayor Making, they may choose not to hold a reception, they could for example, combine the two amounts and spend all on Mayoral duties throughout the year and as long as proof is received that all the money has been spent for Mayoral duties it is NOT taxable

Officer Recommendation

It is recommended that future Mayors record a minuted decision at the beginning of their term to clarify the following:

- Do they wish to receive the full **taxable** allowance via the Payroll system. This will be paid during the payroll month following the minuted decision.
- Do they wish to receive a **taxable** proportion of the allowance via the payroll system (currently this is £1800.00) and keep a **non-taxable** proportion specifically for civic duties (currently this is £1200.00)
- Do they wish to claim the full allowance by providing expense claim forms with receipts attached. This will **not** incur income tax.
- Do they wish to receive a proportion of the allowance by providing expense claim forms with receipts attached. This will **not** incur income tax and keep a non-taxable proportion specifically for civic duties.

BUCKINGHAM TOWN COUNCIL

RESOURCES

MONDAY 11th JUNE 2018

Committee Chairman: Cllr. J. Bates

Contact Officer: Christopher Wayman

Draft Minutes

Background

Councillors have discussed about publishing draft minutes into the public. It has been referred to this Committee

Information

The Town Council was awarded Gold in the Local Council Award Scheme. To obtain the first stage to gaining Gold award the Council has to by resolution agree that it puts "Draft minutes of all council and committee meetings within four weeks of the last meeting" on its website.

The note on the requirement states:
Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.

Recommendation

That to comply with the Local Council Award Scheme that draft minutes, as currently are placed on the website, after the Chairman has reviewed them and that they contain a disclaimer.

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th June 2018

Contact Officer: Mrs Jodie Baughan

Subject. To register the Mayor's Charity Fund with The Charities Commission

Background

Whilst looking into the use of Contactless Collection Devices it became apparent that if we continue to collect money at Town Council events on behalf of the Mayor's Charity Fund then The Fund should really be registered as a charity.

Officer Recommendation

It is recommended that Buckingham Town Council register the Mayor's Charity Fund with the Charities Commission. Accounts do not need to be produced and submitted for charities with an income of less than £10,000.00 per annum. This will be beneficial if we wish to set up a donation page on the BTC website.

R/16/18

BUCKINGHAM TOWN COUNCIL

Resources

Monday 11th June 2018

Contact Officer: Mrs Jodie Baughan

Subject. Small Society Lotteries License

Background

If BTC continue to hold auctions or raffles on behalf of the Mayor's Charity Fund then we require a Small Society Lotteries License.

Officer Recommendation

It is recommended that Buckingham Town Council apply to A.V.D.C. for a license at the cost of £40.00 for the first year followed by £20.00 for subsequent years.



Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or the Planning Committee;

- xvi. manage access to information about the council via the publication scheme; and retain custody of the seal of the council which shall not be used without a resolution to that effect.

See also standing order 22 below.

- xvii. action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;



the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically via email;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of**



£363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

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19. RESPONSIBILITIES TO PROVIDE INFORMATION

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council. .
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the council.

24. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall:
 - i inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.



- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Month No : 2

Committee Report

	Actual Current Mth	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	0	12,040	121,500	109,460	109,460	9.9 %
4005	ERS NATIONAL INS	0	1,080	11,200	10,120	10,120	9.6 %
4006	ERS PENSION CONT	0	2,493	28,800	26,307	26,307	8.7 %
4007	STAFF TRAVEL	0	0	550	550	550	0.0 %
4008	OCCUPATIONAL HEALTH	775	775	1,200	425	425	64.6 %
	PERSONNEL COSTS :- Expenditure	775	16,388	163,250	146,862	0	146,862 10.0 %
	Net Expenditure over Income	775	16,388	163,250	146,862		
<u>102 OFFICE EXPENSES</u>							
4010	STATIONERY	130	265	1,800	1,535	81	1,454 19.2 %
4011	POSTAGE	116	116	600	484		484 19.3 %
4012	PHOTOCOPIER	0	182	1,700	1,518		1,518 10.7 %
4013	EQUIPMENT PURCHASE	0	0	800	800		800 0.0 %
4015	ADVERTISMENT	0	0	300	300		300 0.0 %
4017	SUBSCRIPTIONS	0	1,990	2,800	810		810 71.1 %
4018	TELEPHONE	546	569	3,700	3,131		3,131 15.4 %
4019	HIRE OF HALL	0	0	250	250		250 0.0 %
4021	HOSPITALITY	13	13	300	287		287 4.4 %
4023	TRAINING	0	0	15,000	15,000		15,000 0.0 %
4032	PUBLICITY	1,437	1,437	7,300	5,863		5,863 19.7 %
4038	COMPUTER EQUIP/MAINT	482	1,425	7,300	5,875		5,875 19.5 %
4041	WEB SITE PROVISION &	0	539	1,000	461	247	214 78.6 %
4043	PROTECTIVE CLOTHING /	0	0	900	900		900 0.0 %
4052	HEAT LIGHT POWER	0	0	2,600	2,600		2,600 0.0 %
4055	ALARM	0	0	350	350		350 0.0 %
4156	BUCKINGHAM CENTRE RENT	269	536	11,000	10,464		10,464 4.9 %
	OFFICE EXPENSES :- Expenditure	2,993	7,072	57,700	50,628	328	50,300 12.8 %
1010	CHAMBER HIRE	8	26	1,100	-1,074		
1012	PHOTOCOPIER USE	0	19	10	9		192.5 %
	OFFICE EXPENSES :- Income	8	46	1,110	-1,065		4.1 %
	Net Expenditure over Income	2,986	7,027	56,590	49,563		
<u>103 COUNCILLORS</u>							
4020	MAYOR'S DUTIES	0	0	1,800	1,800		1,800 0.0 %
4029	MAYOR'S CIVIC	4	1,083	1,200	117		117 90.3 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4044	COUNCILLORS MILEAGE / EXPS	0	55	500	446		446	10.9 %
4045	COUNCILLORS ALLOWANCE	0	0	8,282	8,282		8,282	0.0 %
	COUNCILLORS :- Expenditure	4	1,138	11,782	10,644	0	10,644	9.7 %
	Net Expenditure over Income	4	1,138	11,782	10,644			
<u>104</u>	<u>LEGAL REQUIREMENTS</u>							
4014	AUDIT FEE	0	-2,440	3,500	5,940		5,940	-69.7 %
4022	INSURANCE	0	14,773	14,500	-273		-273	101.9 %
	LEGAL REQUIREMENTS :- Expenditure	0	12,333	18,000	5,667	0	5,667	68.5 %
	Net Expenditure over Income	0	12,333	18,000	5,667			
<u>120</u>	<u>GRANTS (PREV 137)</u>							
4077	OLD GAOL FUNDING	0	0	3,000	3,000		3,000	0.0 %
4081	CAB GRANT	0	0	5,000	5,000		5,000	0.0 %
4086	YOUTH CENTRE GRANT	0	0	5,000	5,000		5,000	0.0 %
	GRANTS (PREV 137) :- Expenditure	0	0	13,000	13,000	0	13,000	0.0 %
	Net Expenditure over Income	0	0	13,000	13,000			
<u>125</u>	<u>COMMEMORATIVE ITEMS</u>							
4501	CIVIC AWARD	585	585	360	-225		-225	162.5 %
4504	REMEMBERANCE WREATH	0	0	25	25		25	0.0 %
4505	MAYORS SALVER	0	0	180	180		180	0.0 %
	COMMEMORATIVE ITEMS :- Expenditure	585	585	565	-20	0	-20	103.5 %
	Net Expenditure over Income	585	585	565	-20			
<u>130</u>	<u>ADMIN RESERVES</u>							
1176	PRECEPT	0	406,538	813,076	-406,539			50.0 %
1190	INTEREST RECEIVED	0	0	500	-500			0.0 %
	ADMIN RESERVES :- Income	0	406,538	813,576	-407,039			50.0 %
	Net Expenditure over Income	0	-406,538	-813,576	-407,039			
<u>131</u>	<u>GRANTS</u>							
4084	COMMUNITY CENTRE CAPITAL	0	0	5,000	5,000		5,000	0.0 %
4087	OTHER	10,300	10,300	10,300	0		0	100.0 %
	GRANTS :- Expenditure	10,300	10,300	15,300	5,000	0	5,000	67.3 %
	Net Expenditure over Income	10,300	10,300	15,300	5,000			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>132</u> CONTINGENCIES							
4500 CONTINGENCIES	-26,920	-26,609	10,589	37,198	589	36,609	-245.7
CONTINGENCIES :- Expenditure	-26,920	-26,609	10,589	37,198	589	36,609	-245.7 %
Net Expenditure over Income	-26,920	-26,609	10,589	37,198			
<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	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
RESOURCES :- Expenditure	-12,263	21,208	291,186	269,978			7.6 %
Income	8	406,583	814,686	-408,103			49.9 %
Net Expenditure over Income	-12,270	-385,375	-523,500	-138,125			
ENVIRONMENT							
<u>201</u> ENVIRONMENT							
3995 NI ENVIRONMENT	0	878	10,600	9,722		9,722	8.3 %
3996 PENSIONERS ENVIRONMENT	0	2,609	35,400	32,791		32,791	7.4 %
4004 WAGES & SALARIES	0	11,559	149,600	138,041		138,041	7.7 %
4068 COMMUNITY SERVICE	0	0	6,820	6,820		6,820	0.0 %
4101 SEATS AND BINS	0	0	1,000	1,000		1,000	0.0 %
4112 ENVIRONMENT EQUIPMENT	373	442	7,000	6,558	897	5,662	19.1 %
4118 GREEN WASTE DISPOSAL	0	0	500	500		500	0.0 %
4252 SOLAR PANEL LOAN REPAYMENT	0	0	9,500	9,500		9,500	0.0 %
ENVIRONMENT :- Expenditure	373	15,487	220,420	204,933	897	204,036	7.4 %
1081 SOLAR PANEL FIT RATE	0	0	2,500	-2,500			0.0 %
1082 SOLAR PANEL EXPORT RATE	0	0	1,500	-1,500			0.0 %
ENVIRONMENT :- Income	0	0	4,000	-4,000			0.0 %
Net Expenditure over Income	373	15,487	216,420	200,933			
<u>202</u> ROUNDABOUTS							
4108 ROUNDABOUT	960	960	8,900	7,940		7,940	10.8 %
ROUNDABOUTS :- Expenditure	960	960	8,900	7,940	0	7,940	10.8 %
1051 ROUNDABOUT NO 1 OPEN	2,127	2,127	2,075	52			102.5 %
1052 ROUNDABOUT NO 2 ELLA	1,134	1,134	1,580	-446			71.8 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053	ROUNDAABOUT NO 3	1,861	1,861	1,816	45			102.5 %
1054	ROUNDAABOUT NO 4 R & B	2,372	2,372	2,258	114			105.1 %
1056	ROUNDAABOUT NO 6 EUROLANE	0	0	2,478	-2,478			0.0 %
1057	ROUNDAABOUT NO 7 RING ROAD	1,288	1,288	1,264	24			101.9 %
	ROUNDAABOUTS :- Income	8,782	8,782	11,471	-2,689			76.6 %
	Net Expenditure over Income	-7,822	-7,822	-2,571	5,251			
<u>203</u>	<u>MAINTENANCE</u>							
4063	VEHICLE HIRE AND RUNNING	684	13,708	20,000	6,292		6,292	68.5 %
4082	ALLOTMENTS	0	0	1,500	1,500		1,500	0.0 %
4102	DOG BINS	0	0	5,000	5,000		5,000	0.0 %
	MAINTENANCE :- Expenditure	684	13,708	26,500	12,792	0	12,792	51.7 %
	Net Expenditure over Income	684	13,708	26,500	12,792			
<u>204</u>	<u>DEVOLVED SERVICES EXPENSES</u>							
4124	DEVOLVED SERVICES	710	710	22,000	21,290		21,290	3.2 %
	DEVOLVED SERVICES EXPENSES :- Expenditure	710	710	22,000	21,290	0	21,290	3.2 %
1017	DEVOLVED SERVICES INCOME	0	20,353	20,353	0			100.0 %
	DEVOLVED SERVICES EXPENSES :- Income	0	20,353	20,353	0			100.0 %
	Net Expenditure over Income	710	-19,643	1,647	21,290			
<u>248</u>	<u>DEPOT</u>							
4055	ALARM	0	0	400	400		400	0.0 %
4225	RATES	0	3,984	4,500	516		516	88.5 %
4601	REPAIRS& MAINTENANCE FUND	0	210	500	290		290	42.0 %
4602	ELECTRICITY	67	142	2,500	2,358		2,358	5.7 %
4603	WATER	0	0	1,500	1,500		1,500	0.0 %
	DEPOT :- Expenditure	67	4,336	9,400	5,064	0	5,064	46.1 %
	Net Expenditure over Income	67	4,336	9,400	5,064			
<u>249</u>	<u>PUBLIC TOILETS</u>							
4225	RATES	0	0	8,000	8,000		8,000	0.0 %
4602	ELECTRICITY	0	0	1,000	1,000		1,000	0.0 %
4603	WATER	0	0	2,500	2,500		2,500	0.0 %
4608	SHOP MOBILITY	-284	-122	1,000	1,122		1,122	-12.2 %
4612	CONTRACTOR CHARGE	871	871	10,000	9,129		9,129	8.7 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4709	MAINTENANCE	0	0	500	500		500	0.0 %
	PUBLIC TOILETS :- Expenditure	587	749	23,000	22,251	0	22,251	3.3 %
	Net Expenditure over Income	587	749	23,000	22,251			
<u>250</u>	<u>LACE HILL</u>							
4050	LACE HILL PLAYING FIELDS	144	144	11,000	10,856	255	10,601	3.6 %
4076	COTTON END	0	0	0	0	25,946	-25,946	0.0 %
4158	LACE HILL GAS	0	0	2,800	2,800		2,800	0.0 %
4159	LACE HILL ELECTRICITY	0	449	2,500	2,051		2,051	18.0 %
4160	LACE HILL WATER	0	0	2,500	2,500		2,500	0.0 %
4161	LACE HILL REPAIRS & MAINT	0	252	10,000	9,748		9,748	2.5 %
4162	LACE HILL CONTRACTOR	219	1,185	10,000	8,815		8,815	11.9 %
4163	LACE HILL ALARM	0	0	500	500		500	0.0 %
4164	LACE HILL EQUIPMENT	0	0	7,000	7,000	396	6,604	5.7 %
4225	RATES	0	9,360	9,692	332		332	96.6 %
4605	HORTICULTURAL CONTRACT	909	909	4,709	3,800		3,800	19.3 %
	LACE HILL :- Expenditure	1,272	12,300	60,701	48,401	26,597	21,805	64.1 %
1026	LACE HILL COMMUNITY CENTRE	343	4,731	37,000	-32,269			12.8 %
	LACE HILL :- Income	343	4,731	37,000	-32,269			12.8 %
	Net Expenditure over Income	930	7,569	23,701	16,132			
<u>251</u>	<u>CHANDOS PARK</u>							
4106	PLAY AREA MAINTENANCE	289	289	500	211		211	57.8 %
4601	REPAIRS& MAINTENANCE FUND	0	975	2,975	2,000		2,000	32.8 %
4602	ELECTRICITY	0	0	500	500		500	0.0 %
4603	WATER	0	0	1,500	1,500		1,500	0.0 %
4605	HORTICULTURAL CONTRACT	1,007	1,147	6,830	5,683		5,683	16.8 %
	CHANDOS PARK :- Expenditure	1,296	2,411	12,305	9,894	0	9,894	19.6 %
1030	BOWLS INCOME	0	0	550	-550			0.0 %
1035	TENNIS COURT RENT	0	0	625	-625			0.0 %
	CHANDOS PARK :- Income	0	0	1,175	-1,175			0.0 %
	Net Expenditure over Income	1,296	2,411	11,130	8,719			
<u>252</u>	<u>BOURTON PARK</u>							
4106	PLAY AREA MAINTENANCE	0	0	1,000	1,000		1,000	0.0 %
4122	TREE WORKS	0	0	7,000	7,000		7,000	0.0 %
4601	REPAIRS& MAINTENANCE FUND	0	89	4,000	3,911		3,911	2.2 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4605	HORTICULTURAL CONTRACT	1,995	2,415	20,471	18,056		18,056	11.8 %
	BOURTON PARK :- Expenditure	1,995	2,504	32,471	29,967	0	29,967	7.7 %
	Net Expenditure over Income	1,995	2,504	32,471	29,967			
<u>253</u>	<u>CEMETERY</u>							
4225	RATES	62	124	1,300	1,176		1,176	9.5 %
4601	REPAIRS& MAINTENANCE FUND	0	0	3,000	3,000		3,000	0.0 %
4602	ELECTRICITY	47	147	400	253		253	36.9 %
4605	HORTICULTURAL CONTRACT	509	848	6,806	5,959		5,959	12.5 %
4617	MEMORIAL TESTING	0	0	1,000	1,000		1,000	0.0 %
4620	EXPENSES RE BURIAL DUTIES	0	0	6,500	6,500		6,500	0.0 %
4621	NEW CEMETERY PLANNING	0	0	20,000	20,000		20,000	0.0 %
	CEMETERY :- Expenditure	618	1,119	39,006	37,887	0	37,887	2.9 %
1041	BURIAL FEES	1,700	2,600	12,500	-9,900			20.8 %
	CEMETERY :- Income	1,700	2,600	12,500	-9,900			20.8 %
	Net Expenditure over Income	-1,082	-1,481	26,506	27,987			
<u>254</u>	<u>CHANDOS PARK TOILETS</u>							
4612	CONTRACTOR CHARGE	0	6,348	9,000	2,652		2,652	70.5 %
4709	MAINTENANCE	34	34	1,000	966		966	3.4 %
	CHANDOS PARK TOILETS :- Expenditure	34	6,382	10,000	3,618	0	3,618	63.8 %
	Net Expenditure over Income	34	6,382	10,000	3,618			
<u>255</u>	<u>RAILWAY WALK & CASTLE HILL</u>							
4120	FRIENDS OF GROUPS	0	0	1,000	1,000		1,000	0.0 %
4122	TREE WORKS	0	0	1,500	1,500		1,500	0.0 %
4605	HORTICULTURAL CONTRACT	390	450	2,010	1,560		1,560	22.4 %
4709	MAINTENANCE	0	0	500	500		500	0.0 %
	RAILWAY WALK & CASTLE HILL :- Expenditure	390	450	5,010	4,560	0	4,560	9.0 %
	Net Expenditure over Income	390	450	5,010	4,560			
<u>256</u>	<u>STORAGE PREMISES</u>							
4066	GRENVILLE GARAGE RENT	50	100	650	550		550	15.4 %
	STORAGE PREMISES :- Expenditure	50	100	650	550	0	550	15.4 %
	Net Expenditure over Income	50	100	650	550			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>257</u> <u>KEN TAGG PLAYGROUND</u>							
4106 PLAY AREA MAINTENANCE	72	72	500	428		428	14.4 %
4122 TREE WORKS	0	0	500	500		500	0.0 %
4605 HORTICULTURAL CONTRACT	126	142	786	644		644	18.1 %
KEN TAGG PLAYGROUND :- Expenditure	198	214	1,786	1,572	0	1,572	12.0 %
Net Expenditure over Income	198	214	1,786	1,572			
<u>258</u> <u>CEMETERY LODGE</u>							
4034 PWLB REPAYMENTS INCL	0	0	4,702	4,702		4,702	0.0 %
4609 CEMETERY LODGE MAINT	0	290	2,000	1,710		1,710	14.5 %
CEMETERY LODGE :- Expenditure	0	290	6,702	6,412	0	6,412	4.3 %
1061 CEMTERY LODGE RENTAL	858	1,716	10,530	-8,814			16.3 %
CEMETERY LODGE :- Income	858	1,716	10,530	-8,814			16.3 %
Net Expenditure over Income	-858	-1,426	-3,828	-2,402			
<u>259</u> <u>OTTERS BROOK</u>							
4106 PLAY AREA MAINTENANCE	72	72	500	428		428	14.4 %
4122 TREE WORKS	0	0	150	150		150	0.0 %
4605 HORTICULTURAL CONTRACT	423	471	2,666	2,195		2,195	17.7 %
OTTERS BROOK :- Expenditure	495	543	3,316	2,773	0	2,773	16.4 %
Net Expenditure over Income	495	543	3,316	2,773			
<u>260</u> <u>CCTV</u>							
4100 CCTV ONGOING COSTS	0	0	2,400	2,400		2,400	0.0 %
CCTV :- Expenditure	0	0	2,400	2,400	0	2,400	0.0 %
Net Expenditure over Income	0	0	2,400	2,400			
ENVIRONMENT :- Expenditure	9,728	62,262	484,567	422,305			18.5 %
Income	11,682	38,182	97,029	-58,847			39.4 %
Net Expenditure over Income	-1,954	24,080	387,538	363,458			

TOWN CENTRE & EVENTS

<u>301</u> <u>TOWN CENTRE & EVENTS</u>							
3997 NI TC & E	0	245	3,900	3,655		3,655	6.3 %
3998 PENSIONERS TC & E	0	416	13,200	12,784		12,784	3.2 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3999 WAGES & SALARIES TC & E	0	4,232	55,600	51,368		51,368	7.6 %
4079 FAIR TRADE PROMOTION	0	0	400	400		400	0.0 %
4094 YOUTH PROJECT	2,340	2,340	3,000	660		660	78.0 %
4104 TOWN IN BLOOM	0	1,290	6,300	5,010		5,010	20.5 %
4107 PRIDE OF PLACE	0	193	250	57		57	77.1 %
4115 RIVER RINSE	0	0	400	400		400	0.0 %
4119 ICE RINK	0	0	8,600	8,600		8,600	0.0 %
4125 ENTERPRISE FAIR	31	31	500	469		469	6.2 %
4126 GOOD ENDINGS FAIR	0	0	1,000	1,000		1,000	0.0 %
4166 LACE HILL EVENTS	0	0	1,000	1,000		1,000	0.0 %
4201 CHRISTMAS LIGHTS	0	0	9,000	9,000		9,000	0.0 %
4202 FIREWORK DISPLAY	0	0	4,500	4,500		4,500	0.0 %
4203 COMMUNITY FAIR	0	0	785	785	250	535	31.8 %
4205 CHRISTMAS PARADE	31	31	3,000	2,969		2,969	1.0 %
4208 SPRING FAIR	0	90	500	410		410	18.0 %
4210 PANCAKE RACE	0	0	75	75		75	0.0 %
4211 BAND JAM	75	75	3,500	3,425		3,425	2.1 %
4212 CHRISTMAS LIGHT SWITCH ON	71	71	1,300	1,229		1,229	5.4 %
4213 DOG AWARENESS	80	80	300	220		220	26.7 %
4216 MAY DAY EVENT	0	0	50	50		50	0.0 %
4220 MUSIC IN THE MARKET	75	2,962	3,500	538		538	84.6 %
4230 SCOUT PARADE	18	18	50	32		32	35.3 %
4241 COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000		3,000	0.0 %
4243 CHARTER FAIR EXPENDITURE	477	477	4,445	3,968	2,445	1,523	65.7 %
TOWN CENTRE & EVENTS :- Expenditure	3,197	12,550	128,155	115,605	2,695	112,910	11.9 %
1013 HANGING BASKETS	100	333	400	-67			83.3 %
1028 LACE HILL EVENTS INCOME	0	0	1,000	-1,000			0.0 %
1029 GOOD ENDINGS FAIR INCOME	450	450	1,000	-550			45.0 %
1031 ENTERPRISE FAIR INCOME	-30	0	500	-500			0.0 %
1033 ICE RINK INCOME	0	0	8,600	-8,600			0.0 %
1062 COMMUNITY FAIR - TABLE	0	0	300	-300			0.0 %
1066 COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069 CHARTER FAIR INCOME	0	0	6,400	-6,400			0.0 %
TOWN CENTRE & EVENTS :- Income	520	783	21,200	-20,417			3.7 %
Net Expenditure over Income	2,677	11,767	106,955	95,188			
<u>302</u> <u>STREET MARKET</u>							
4017 SUBSCRIPTIONS	0	0	330	330		330	0.0 %
4225 RATES	219	441	4,000	3,559		3,559	11.0 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4235 MARKET INFRASTRUCTURE &	0	318	1,950	1,632		1,632	16.3 %
STREET MARKET :- Expenditure	219	759	6,280	5,521	0	5,521	12.1 %
1005 STREET MARKET	197	820	14,000	-13,180			5.9 %
1006 FLEA MARKET	301	553	5,500	-4,947			10.1 %
STREET MARKET :- Income	498	1,373	19,500	-18,127			7.0 %
Net Expenditure over Income	-279	-614	-13,220	-12,606			
303 SPECIAL EVENTS							
4075 FESTIVAL OF HEALTH	0	0	2,500	2,500		2,500	0.0 %
4221 FRINGE	0	0	6,000	6,000	430	5,570	7.2 %
4242 FOOD FAIR	0	0	500	500		500	0.0 %
4244 REMEMBRANCE FLAGS	73	73	420	347		347	17.3 %
SPECIAL EVENTS :- Expenditure	73	73	9,420	9,347	430	8,917	5.3 %
1020 FOOD FAIR INCOME	0	0	400	-400			0.0 %
1034 FESTIVAL OF HEALTH	0	0	2,500	-2,500			0.0 %
1083 FRINGE INCOME	0	0	3,000	-3,000			0.0 %
SPECIAL EVENTS :- Income	0	0	5,900	-5,900			0.0 %
Net Expenditure over Income	73	73	3,520	3,447			
305 TOURIST INFORMATION CENTRE							
4253 TIC	1,526	3,263	1,500	-1,763		-1,763	217.5 %
TOURIST INFORMATION CENTRE :- Expenditure	1,526	3,263	1,500	-1,763	0	-1,763	217.5 %
1084 TIC INCOME	1,358	2,162	400	1,762			540.5 %
TOURIST INFORMATION CENTRE :- Income	1,358	2,162	400	1,762			540.5 %
Net Expenditure over Income	169	1,101	1,100	-1			
TOWN CENTRE & EVENTS :- Expenditure	5,015	16,645	145,355	128,710			13.6 %
Income	2,376	4,318	47,000	-42,682			9.2 %
Net Expenditure over Income	2,640	12,327	98,355	86,029			

PLANNING**601 PLANNING**

3992 WAGES & SALARIES PLANNING	0	949	29,700	28,751		28,751	3.2 %
3993 NI PLANNING	0	34	1,900	1,866		1,866	1.8 %
3994 PENSIONERS PLANNING	0	0	7,100	7,100		7,100	0.0 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4624 NEIGHBOURHOOD PLAN	0	0	1,000	1,000		1,000	0.0 %
PLANNING :- Expenditure	0	983	39,700	38,717	0	38,717	2.5 %
Net Expenditure over Income	0	983	39,700	38,717			
PLANNING :- Expenditure	0	983	39,700	38,717			2.5 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	983	39,700	38,717			

EARMARKED RESERVES901 EARMARKED RESERVES

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	0	4,136	4,136		4,136	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	0	2,404	2,404		2,404	0.0 %
9033 DESTINATION BUCKINGHAM	2,865	2,865	22,617	19,752		19,752	12.7 %
9035 PARKS DEVELOPMENT	0	0	2,025	2,025		2,025	0.0 %
9036 ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9040 PARK RUN	0	0	89	89		89	0.0 %
9045 ACCESS FOR ALL	0	0	220	220		220	0.0 %
9046 PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9048 BAG FUND	0	0	2,071	2,071		2,071	0.0 %
EARMARKED RESERVES :- Expenditure	2,865	2,865	72,089	69,224	0	69,224	4.0 %
Net Expenditure over Income	2,865	2,865	72,089	69,224			
EARMARKED RESERVES :- Expenditure	2,865	2,865	72,089	69,224			4.0 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	2,865	2,865	72,089	69,224			

Date 05/06/2018

Buckingham Town Council

Page No: 1

Time: 12:56

Journal Detail

User : JB

Date 31/05/2018 Month No: 2 Current Period

Journal Ref: 1057

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4213	DOG AWARENESS	302	STREET MARKET	1st aid cover		80.00
4213	DOG AWARENESS	301	TOWN CENTRE & EVENTS	1st aid cover	80.00	
4709	MAINTENANCE	249	PUBLIC TOILETS	cleaning h011		870.83
4612	CONTRACTOR CHARGE	249	PUBLIC TOILETS	cleaning h011	870.83	

Narrative : t/f to correct codes**Journal Totals** 950.83 950.83

Buckingham Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Date :- 05/06/2018

Time :- 12:45

Ledger No 1 for Month No 2

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/05/2018	336942		AVDC	A001	2,340.00	0.00	2,340.00	4094	301	2,340.00	play around the parishes
04/05/2018	A1722	10111385	ALR TRAINING	A023	80.00	16.00	96.00	4213	302	80.00	event 1st aid cover
10/05/2018	463047	10111386	MAXWELL AMENITY	A033	295.70	59.14	354.84	4112	201	263.70	seeds, sprayer, rakes
		10111386						4112	201	32.00	seeds, sprayer, rakes
01/05/2018	50629259		B.T.	B003	238.27	47.65	285.92	4018	102	238.27	mobiles
05/05/2018	53881537		B.T.	B003	23.00	4.60	27.60	4018	102	23.00	07483178414
01/05/2018	2206024790		BCC	B017	850.00	0.00	850.00	4209	301	850.00	road closure orders
01/05/2018	355855	10111375	BROWNS	B031	332.50	66.50	399.00	4063	203	332.50	tracker for mower
03/05/2018	2018/23/BTC		BLACK DOG DESIGN	B038	1,015.00	76.80	1,091.80	4032	102	1,015.00	BTM summer
09/05/2018	2264		BEST AREA	B056	421.68	0.00	421.68	4032	102	421.68	BTM delivery
01/05/2018	10/4	10111376	BLIND DIMENSIONS	B063	115.00	0.00	115.00	4253	305	115.00	roller blind made to measure
01/05/2018	17508		BUCKINGHAM FLOORING	B068	845.00	169.00	1,014.00	4253	305	845.00	carpet
01/05/2018	H15AD1AD		E-ON	E006	12.73	0.64	13.37	4602	248	12.73	elec unit 17
08/05/2018	H15C6EB9A		E-ON	E006	47.20	2.36	49.56	4602	253	47.20	elec chapel a
10/05/2018	H15C9A331		E-ON	E006	53.78	2.69	56.47	4602	248	53.78	elec 12
01/05/2018	19650	10111374	EVERWELL	E017	775.00	155.00	930.00	4008	101	700.00	employee reports
		10111374						4008	101	75.00	employee reports
01/05/2018	5858		4TH CORNER	F055	6,318.50	1,263.70	7,582.20	4605	252	1,995.00	maint
								4605	251	1,007.00	maint
								4605	257	126.00	maint
								4605	259	423.00	maint
								4605	255	390.00	maint
								4605	250	909.00	maint
								4605	253	508.50	maint
								4108	202	960.00	maint
01/05/2018	14187	10111358	GREENBARNES	G006	2,865.00	573.00	3,438.00	9033	901	2,865.00	information panels
01/05/2018	13078		GANDERTON	G008	132.60	26.52	159.12	4063	203	132.60	fuel
01/05/2018	3396		GREENFLOW	G020	33.83	6.77	40.60	4709	254	33.83	service for auto flush

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/05/2018	2420261		GRUNDON	G050	68.10	13.62	81.72	4162	250	68.10	wheelie bins
01/05/2018	2420262		GRUNDON	G050	39.00	7.80	46.80	4112	201	39.00	wheelie bins
01/05/2018	8239		HEALTH	H011	870.83	174.17	1,045.00	4709	249	870.83	maintenance
01/05/2018	21793		HIGHGEAR	H32	43.00	1.60	44.60	4063	203	43.00	MOT OY15 9ZX
01/05/2018	21829		HIGHGEAR	H32	175.67	35.13	210.80	4063	203	175.67	service OY15 PZX
01/05/2018	861945		MAINSTREAM	M061	68.45	13.69	82.14	4018	102	68.45	816426
01/05/2018	861946		MAINSTREAM	M061	31.52	6.30	37.82	4018	102	31.52	816801
01/05/2018	861947		MAINSTREAM	M061	90.00	18.00	108.00	4018	102	90.00	816801
01/05/2018	861948		MAINSTREAM	M061	32.80	6.56	39.36	4018	102	32.80	812872
01/05/2018	861949		MAINSTREAM	M061	60.00	12.00	72.00	4018	102	60.00	812872
01/05/2018	862603		MAINSTREAM	M061	1.75	0.35	2.10	4018	102	1.75	817433
21/05/2018	10686		MICROSHADE	M063	482.46	96.49	578.95	4038	102	482.46	hosting
01/05/2018	203913		NATIONAL EXPRESS	ND23	175.12	0.00	175.12	4253	305	175.12	nat express
10/05/2018	65826368		PHS	P051	150.80	30.16	180.96	4162	250	150.80	mats & sanitary waste
09/05/2018	34681		ROSPA	R008	577.50	115.50	693.00	4106	259	72.18	annual inspection
		10111387						4106	257	72.18	annual inspection
		10111387						4106	251	288.76	annual inspection
		10111387						4050	250	144.38	annual inspection
01/05/2018	1819003		SEAHAWKS	S007	585.00	0.00	585.00	4501	125	585.00	3 x salvers & engraving
01/05/2018	30042018		STEMKLEY	S057	710.11	0.00	710.11	4124	204	710.11	grass cutting
01/05/2018	5026ADW06		TRAVIS	T010	25.10	5.02	30.12	4112	201	25.10	paint, brushes
01/05/2018	300787		VIKING DIRECT	V001	23.86	4.77	28.63	4010	102	20.96	stat
		10111377						4010	102	2.90	stat
03/05/2018	321863		VIKING DIRECT	V001	102.97	20.59	123.56	4010	102	102.97	fic stat
		10111388						4010	102		

TOTAL INVOICES	21,108.83	3,032.12	24,140.95	21,108.83
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BUCKINGHAM TOWN COUNCIL

RESOURCES

MONDAY 11th JUNE 2018

Committee Chairman: Cllr. J. Bates

Contact Officer: Christopher Wayman

Mayor's Assistant

Background

In March 2016 it was first proposed to look into the possibility of having a Mayor's Assistant. The minute from the meeting is as follows:

841/15 The Mayor – Administrative Support

To discuss whether there should be a job description for the post of Mayor, and administrative support provided from the office.

It was noted that office support was given for occasions such as Mayor-making and Civic Services, and that other similar-sized towns (Leighton-Linslade, Aylesbury) had a dedicated part-time officer to organise events for their Mayors.

Cllr. Harvey said that this should have been discussed before the Precept was set, and that there was no budget in the forthcoming financial year for additional staff. The Town Clerk was asked to prepare a business case for the post, benchmarking against other Councils, and presenting two or three options with costs for discussion at Resources. **ACTION TOWN**

CLERK/RESOURCES AGENDA

It was agreed there should be a guidance sheet for the post of Mayor, to which all the former Mayors and Deputy Mayors on the Council could contribute. The majority of these former Mayors had been employed, not always in Buckingham, during their tenure and had managed their own diaries.

ACTION CLLRS. P. COLLINS, HIRONS, ISHAM, MAHI, MORDUE, NEWELL, O'DONOGHUE, SMITH, STRAIN-CLARK and STUCHBURY

Information

A number of Council's of similar size and in close proximity to Buckingham were contacted. 4 responded – Chesham, Amersham, Brackley and Banbury responded. All their mayors attend between 100 -150 events every year. According to the mayors blog he attended 165 events in 2017-2018.

One of the Councils has an extensive Mayor's set of events that they host and co-ordinates the Mayors Diary. This is co-ordinated by the person organising their

Council's extensive town events (23 events in total) schedule which in total takes 15 hours to organise a week.

Another has the Admin Manager spend 10 hours per event on two mayoral events with the diary being organised by the Mayor.

At the third Council the Admin Manger spends approximately 5 hours per week, arranging the Mayors diary, one civic event and a range of at least 6 town events.

The last Council has the Events co-ordinator arranging the Mayor's diary, civic dinner, 2 civic fundraisers and a raft of other events for the town. There is no indication on the amount of time for these tasks.

Having taken into account last years amount of engagements, it is felt co-ordinating the Mayor and Deputy Mayors diaries would take approximately 3 hours including sending out a weekly diary email for the coming week. This would also include the mayor making arrangements although

Options

It all depends on what level of Mayoral events the Mayor/Council wish to undertake as to the time commitment of the role.

To stay as is with the Mayor co-ordinating their diary

To include it within a staff members role

To expend the amount of work done or create another post with this as an element.